**Media services**

**How to use this wiki:** We have designed this wiki to have an online class structure and sets of prescribed steps. Start by clicking on Step 1 below and make sure you've reviewed it completely before moving to Step 2. We would like all teachers to complete all four steps first before emailing questions or asking for 1-on-1 help. Ideally, all of your questions can be answered in this wiki. If not, please email Media Services via the email below so we can address the issue or point you to that training. If additional training needs to be created, we'll do so ASAP and post it on this wiki. Please continue now to Step 1.

---

**STEP 1: Getting Started with Zoom**

**STEP 2: Learn about Zoom’s Settings**

---

After you finish all four steps, what’s next?

It's time to practice! We recommend you find a faculty buddy, TA, or even a willing student to practice and test things out with you. Remember that you can change a TA's role in Canvas to "student" or add another teacher in Canvas as a "student" to do a more realistic test.

---

**Zoom Rooms** - Video Instructions on Connecting to McCombs Zoom Rooms

Please watch the video pertaining to the MSB building that your class is located in for a quick tutorial on how to use the Zoom rooms.

- **GSB 2nd Floor, GSB 5.142, CBA 4.304 & 4.344:** [https://utexas.box.com/s/qea2bt04xo94887cebodx8sn8qycw57k](https://utexas.box.com/s/qea2bt04xo94887cebodx8sn8qycw57k)
- **GSB 3rd Floor, CBA 4.328:** [https://utexas.box.com/s/fr1uxcxo8ge0f0mz4rlet9hxs1bdg3](https://utexas.box.com/s/fr1uxcxo8ge0f0mz4rlet9hxs1bdg3)
- **UTC (except 2nd floor auditoriums and rooms smaller than 50 seats):** [https://utexas.box.com/s/vc5une7n1j8rzmlzm0ki827upr6pjr98](https://utexas.box.com/s/vc5une7n1j8rzmlzm0ki827upr6pjr98)
- **RRH:** [https://utexas.box.com/s/d0esx9xg3mmkxvhrm8uj4qfme59i9o6](https://utexas.box.com/s/d0esx9xg3mmkxvhrm8uj4qfme59i9o6)

**Exceptions:**

- **GSB 3.128** – active learning classroom, no zoom, lecture capture only through MediaSite Cart
- **CBA 5.328 and 5.330** – lecture capture through MediaSite, no Zoom
- **All smaller rooms in CBA and UTC** have projection capability, but no zoom or lecture capture available.

---

**Zoom Room Scheduling Instructions**

---

**Student Emergency Services**

Student Emergency Services provides assistance, intervention, and referrals to support students navigating challenging or unexpected issues that impact their well-being and academic success.

---

**Personal Emergency Situations**
In an instance of family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation please have your students visit:

- [https://deanofstudents.utexas.edu/emergency/](https://deanofstudents.utexas.edu/emergency/)

**Emergency Tech Support**

UT Student Emergency Services at one point was providing emergency tech support to students who needed a computer, phone, or high-speed internet to access remote classes. If your students need such assistance still, please have them get more details and submit a request at:

- [https://deanofstudents.utexas.edu/secure/emergency/fundrequestform.php](https://deanofstudents.utexas.edu/secure/emergency/fundrequestform.php)

**UT Remote Teaching One-on-One Help**

If you need one-on-one help, UT is offering remote office hours. Please visit the UT Canvas team Remote Teaching Resources page


This site has a large collection of remote teaching tutorials as well as webinar training courses. You may register for UT Canvas team Zoom webinars on topics such as GradeScope, Proctorio Remote Proctoring, Zoom User Training, and more

**Remember!**

- Bookmark this wiki link for easy access: [https://wikis.utexas.edu/display/MSBTech/Media+services](https://wikis.utexas.edu/display/MSBTech/Media+services)

**Still need help?**

For **McCombs faculty**, please contact Media Services via email or phone:

- Email [VC-Trouble@mccombs.utexas.edu](mailto:VC-Trouble@mccombs.utexas.edu)
- Call 512-232-6679 (GSB/CBA) and 512-232-4646 (RRH)

For all other UT faculty, please contact your respective college or school