How To:

1. In the Nav Bar of your course, there will be a link that says **Communication**, with a down arrow. Click on the down arrow, this will populate the **context menu**. Click on “Virtual Classroom.”

**DISTANCE EDUCATION**
Contact for Assistance

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2. You will be taken to the “Virtual Classroom.” You will need to click “Schedule Meeting.”

3. Give it a specific title, example: “Lecture covering Chapter 1.” In this case, you are recording a lecture to post – not conducting a live session, this will be the setup you need:

   ![Schedule Meeting](image)

   Note:
   1. You can adjust time needed for your lecture.
   2. You are NOT inviting your class, because this is not live. It will publish after you are done.
4. When you have finished recording your lecture, close the session. It can take some time for the playback to populate, depending on the length. Once it populates, you will be able to see it in the Virtual Classroom:

5. Once it populates, you will be able to add it to a “News Item.” Create the News Item and insert the “Virtual Classroom” link to the recorded session: