Classroom Recording Requests

Summary
The SOM standard for recording lectures, allows for an appropriate wide angle to cover both the speaker and the presentation monitored from our remote media room. Please find the process for requesting this service below:

Step-by-step guide
To submit a request for recording events that take place in SOM classrooms:

1. All Recording requests should be directed to Lacey D’Amato & Heather Amero by emailing somfacultysupport@yale.edu
   - Please include the following with your recording request:
     - MGT course number
     - Room Number
     - Note if the recording is for a specific time & date or for entire semester.
     - Note if the recording should be published to Canvas for students to see or stay private
     - If the request for course recording is needed within 48 hours please send the request with “High Priority”

2. Heather or Lacey will then set the record flag in EMS for the automated system to record the class and upload to the proper space within Warwire (the video repository).
3. Once the request for class recording has been received, Heather and or Lacey will send an email to the requester and CC SOMIT@yale.edu, confirming they have processed the request. This confirmation to the requester will generate an IT ticket so that the Media Services are notified.
4. The recording will then be added to Media Services calendar so that it can be monitored. Media services will also be checking a daily report of recordings as a catch all.

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