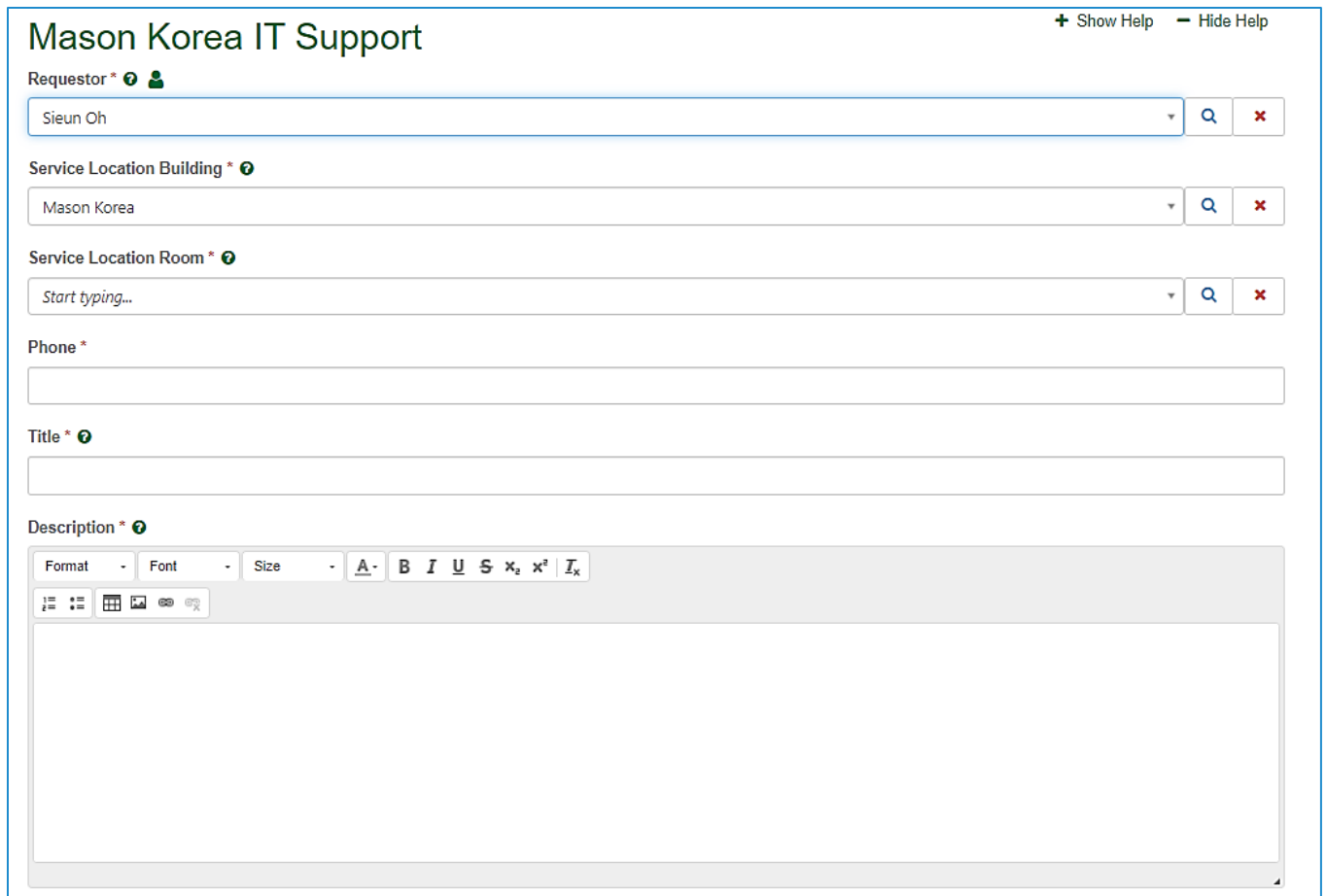


For faculty members who need to have their classroom observation recorded, please follow the instructions below. If you have any questions, please do not hesitate to contact mkfa@gmu.edu.

1. You can either drop by the IT office on the 2nd floor or [complete and submit the ITS request form](#) to request the equipment needed for recording your class. Please refer to the screenshot below for reference. Once your request has been submitted, the MK ITS team will contact you to confirm the date and availability.



The screenshot shows a web form titled "Mason Korea IT Support" with a "Show Help" / "Hide Help" toggle in the top right. The form contains several input fields and a rich text editor:

- Requestor ***: A dropdown menu with "Sieun Oh" selected and search/clear buttons.
- Service Location Building ***: A dropdown menu with "Mason Korea" selected and search/clear buttons.
- Service Location Room ***: A dropdown menu with "Start typing..." and search/clear buttons.
- Phone ***: A text input field.
- Title ***: A text input field.
- Description ***: A rich text editor with a toolbar containing options for Format, Font, Size, and various text styles (A, B, I, U, S, x₂, x², I_x).

2. On the date of your classroom observation, MK ITS will set up the recording equipment in your classroom. Please note that the start button of the camcorder should be pressed either by the faculty themselves or by students sitting near the camcorder just before the class begins.

3. Once your class is finished, please ensure to stop the recording and return all equipment to MK ITS.

4. After you have returned the equipment, the MK ITS will compress the recording file and share a compressed version with you via OneDrive.

5. Once you have received the recorded file from MK ITS, you can share it with your program coordinator, or your observer as needed for the evaluation.