

Instructions for the Large Video-Enabled Classroom Operation

Step 1. Sign in to the podium computer (use WilmU email and Password)

Step 2. Turn on the Brightlink Pro Projector (use remote)

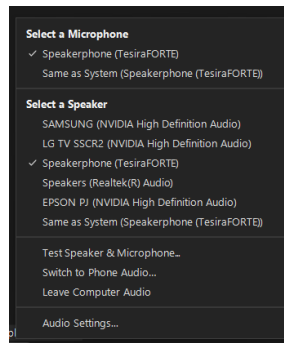
Step 3. Access the Zoom Meeting inside the Canvas and 'Start' the meeting.

Note: The Zoom Meeting must be created. Please see 'Adding Zoom to your Course in Canvas' at <https://www.wilmu.edu/multimedia/documents/Adding-Zoom-To-Your-Course-in-Canvas1.pdf>

Step 4. Set up your camera and microphone in Zoom (**this will default to below, but it is best practice to check**)



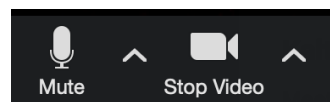
- Microphone Inputs (**Speakerphone TesiraFORTE**)
- Speaker Outputs (**Speakerphone TesiraFORTE**)



- Put the lavalier microphone on and make sure it is turned on.



- Turn on your Microphone and Camera in the tool bar at the bottom left of the session screen



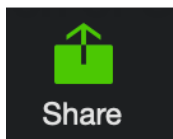
Step 5. Make sure the 'Epson Brightlink Whiteboard' (mounted on wall) is on mouse mode.

- To do this, swipe in from the right of the board and select the mouse icon.



Step 6. Share your Resources in Zoom

- Click the 'Share' icon in the toolbar at the bottom of the Zoom meeting.



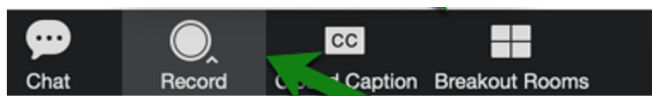
- You can choose to share your 'Entire Screen', an 'Application' (i.e PowerPoint, Word, Excel, browser, etc.) if the application is already opened, a whiteboard, or something from your apple/iPad. If you are sharing a video, make sure you check the 'Share Computer Sound' box in the bottom left-hand corner of the share screen.

Share computer sound

- Select what you wish to share and click 'Share'. The Zoom toolbar will move to the top of the screen.
- In the toolbar, you will see the option to Annotate. You can use the digital pens provided in the classroom in conjunction with the 'Draw' tool to annotate on anything you are sharing in Zoom (i.e a browser, Word, Whiteboard, Excel, PowerPoint, Etc.)
- You can double check that this is working by looking on the desktop Zoom meeting. Everything should be mirrored in the desktop version of Zoom.

Step 7. Record the Zoom Meeting.

- Click 'Record' on the toolbar.



Step 8. Publish the recording in the Zoom area within Canvas (Under 'Cloud Recordings'). Please see 'Publishing & Viewing Zoom Recordings in Canvas' at

<https://www.wilmu.edu/multimedia/documents/Publishing-Zoom-Recordings-in-Canvas1.pdf>

Call the help desk at (877) 708-2905 if need any assistance.