

Instructions for Video-Enabled Classroom Operation

Zoom in Canvas

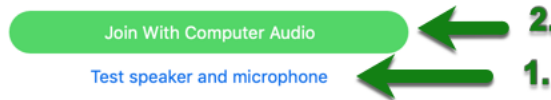
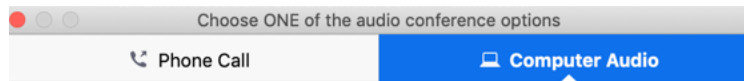
Step 1. Sign in to the podium computer

Step 2. Turn on the Brightlink Pro Projector (Source is HDMI 2 for podium computer)

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

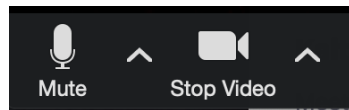
Note: The Zoom Meeting must be created. Please see 'Adding Zoom to your Course in Canvas' at <https://www.wilmu.edu/multimedia/zoom.aspx>

Step 4. Set up your camera and microphone in Zoom



Automatically join audio by computer when joining a meeting

- Microphone Inputs (**USB audio CODEC**)
- Speaker Outputs
 - Epson
- 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.



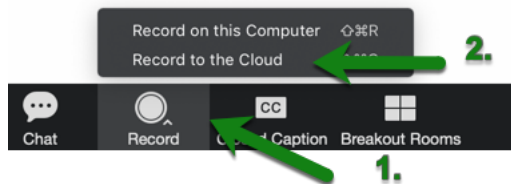
- You can choose to share your 'Entire Screen', an 'Application' (i.e PowerPoint, Word, Excel, browser, etc.) if the application is already opened, a whiteboard, or something from your apple/iPad. If you are sharing a video, make sure you check the 'Share Computer Sound' box in the bottom left-hand corner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



Camera Shots (WGC 109, 112):

You now have the option to change between an instructor camera angle and a classroom (student) camera angle.

You can do this by pressing either (1) for instructor angle or (2) for classroom angle on the BlackMagic Presenter box located on the top shelf in the right-hand cabinet.



Tips:

1. Project your voice.
2. You can see in the preview screen exactly where the camera is framed, try to stay in that area.
3. If a student asks a question, try to repeat it in the answer so that the remote students can hear.
4. Remember to check the chat window to see if the remote students have questions.

Troubleshooting:

1. **Projector-** If the projector is not mirroring the podium computer, make sure the projector is on HDMI 2. You can select a source by pressing Source Search on the remote or the box mounted next to the 'Epson Brightlink Whiteboard' (mounted on the wall).
2. Any other issues, call the help desk at (877) 708-2905