

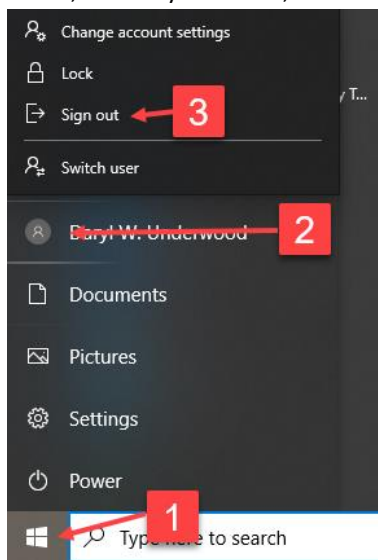
RECORDING AND STREAMING F2F SESSIONS

To ensure that students can access live sessions remotely, as well as session recordings, please use the following processes when teaching on campus.

Note: COW is the acronym for “computer on wheels.”

REMINDERS

1. **Use Firefox or Chrome as your web browser.** The icons for these browsers are on the desktop screen, not in the bar across the bottom of the screen.
2. Power off the projector or SMART Board at the end of class to conserve the bulb life. The bulbs can cost hundreds of dollars.
3. At the end of class, **log off/sign out** of the computer **instead of powering down the computer**. To do this, click on the Start Menu, choose your name, and then click Sign out:



BEFORE CLASS BEGINS

CONNECT TO THE PROJECTOR

TO THE PODIUM

- Power on the podium system: Press **System On** on the small screen mounted at the back-right corner of the podium. *Please turn the system back off at the end of class to conserve the projector bulbs.*

TO A COMPUTER ON WHEELS (COW)

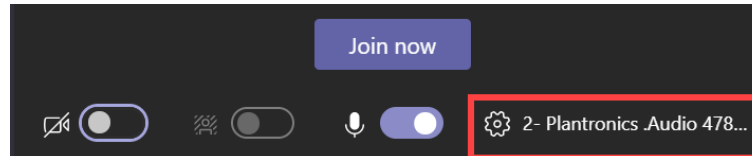
- Power on the projector. You can use the remote or the power button on the projector.

TO A LAPTOP

- Connect the laptop to the podium or COW using the available VGA or HDMI cable.
- PODIUM: Press **System On** on the small screen mounted at the back-right corner of the podium. Then, press **Laptop**.
- COW: Connect the extra HDMI cable connected to the projector to your laptop. Do not disconnect the projector from the computer on the cart.
 - Press the **Source** button on the remote or projector to display your screen.

SET UP THE MIC

- Confirm that the microphone (which looks like an orb on a tripod) is connected to the CPU of the podium computer.
 - The microphone is a plug-and-play device. You do not need to install special software for it to work.
- Login to Collaborate or Teams. Ensure that you have selected **Arozzi Sfera** as the active microphone.
 - Collaborate
 - [Verify your microphone is the Arozzi Sfera.](#)
 - Teams
 - Access your Teams meeting.
 - Verify that the Arozzi Sfera is set as the microphone by clicking the gear icon on the join screen:



START THE RECORDING AND SHARE YOUR SCREEN

- Start the recording.
 - Record the session even if there are no virtual attendees.
 - You must use Blackboard Collaborate or Teams unless your dean has approved an alternative.
 - Do not record using SMART Recorder or YuJa. SMART Recorder files are large and will take a long time to upload. YuJa can broadcast and record lessons, but virtual participation is limited.
- Share your screen.
 - In Collaborate, you will initially see the “tunnel of doom.” Choose the screen or application you want to share. You can choose to share your entire screen or a specific program. It is easiest to share your entire screen. When you do, the Collaborate interface will be minimized or hidden.
 - In Teams, you will choose the screen or application you want to share. It is easiest to share the entire screen. Whatever you share will be outlined in red.

ADDITIONAL DISPLAY OPTIONS

PHYSICAL WHITEBOARD

- You will record the whiteboard content using a webcam. The webcam can attach to the podium computer via USB or be integrated into a device such as a laptop. Both produce a clear recording.
 - IT will supply each classroom with a webcam. *8/5/20: Webcams have been shipped. Expected to be installed before classes begin.*
- In order to record the session, you must work from the device to which the camera is connected. For example, if you project content from the podium computer and use the camera in a laptop to record what you write on the whiteboard, you will capture only the content displayed on the laptop.
- You will need to practice setting up the webcam in each of your assigned classrooms to confirm that the available camera can be positioned appropriately. You may need to attach the webcam to the back of a chair, for example. If you need a longer USB cable in order to position the camera correctly, contact the Help Desk.

Note: When recording in Blackboard Collaborate, the video feed that you see on your screen will show the reverse of what you have written on the whiteboard. This is expected. Students see the content in its correct orientation.

SMART BOARD

- You have the option of writing on pages within SMART Notebook software or on documents such as PowerPoint slides, Word documents, or even web pages.
- Because you are sharing your screen, you can share any program or webpage on the SMART Board. Remote students will see what you see on the screen; the content on your screen will be captured in the recording.

DOCUMENT CAMERA

- The options for document camera set up depend on which camera you are using. Keep in mind that the at-home viewers will only see what is displayed on the classroom projector. Other options:
 - Scan image and annotate a PDF or JPEG version instead of using the document camera.
 - Set up your room using the Physical Whiteboard instructions and webcam.

HUION DRAWING TABLET

- Contact CETL if you need training in how to use your Huion drawing tablet. [Download the user manual.](#)
- Connect the tablet to the computer via USB. If you are using the podium computer, you must connect the USB cable to the front of the computer's CPU (inside the podium). The Huion drawing tablet is a plug-and-play device, and the driver is installed on podiums and COWs. [If you use your own device or a laptop, download the driver and install it prior to the start of class.](#)
- You can alternate between using the Huion drawing tablet and a mouse or the keyboard. If you wish to use the mouse, *remove the pen from the tablet surface.*
- [Watch a demo of the Huion tablet.](#)

IPAD

Contact your dean for additional information.

SPECIAL CIRCUMSTANCES

- Please note that CETL **does not** provide support for conferencing apps other than Blackboard Collaborate or Microsoft Teams.
- Though unlikely, a student may report that they are unable to hear you in a larger classroom space. If this occurs, recommend that the student login to the session virtually and listen to the audio via headphones. If you are teaching in a large space, students who have a hard time hearing you can get audio by joining the Collaborate or Teams session on a personal device using headphones.

WRAPPING UP

- At the end of class, stop the recording, power down the projector, and sign out of the classroom computer.
- **Share the recording with your class:**
 - If using [Blackboard Collaborate, download the recording](#) and upload it to your class channel in YuJa within **24 hours** of the end of class. *Remember to delete the recording afterwards in Collaborate.*
 - If using [Microsoft Teams, download the recording](#) and upload it to your class channel in YuJa within **24 hours** of the end of class.