

Document Camera for Remote Instruction in the Classroom

If you are teaching a Synchronous Remote class section and are planning on doing so from a classroom on campus, there are a few things you need to be aware of if you would like to share your video image with your students during your lecture. Since not all classrooms on campus are equipped with a webcam, you may need to use the classroom document camera and microphone to share your video. Below we provide instructions for the two platforms we have for Synchronous Remote lectures: Zoom and Collaborate Ultra.

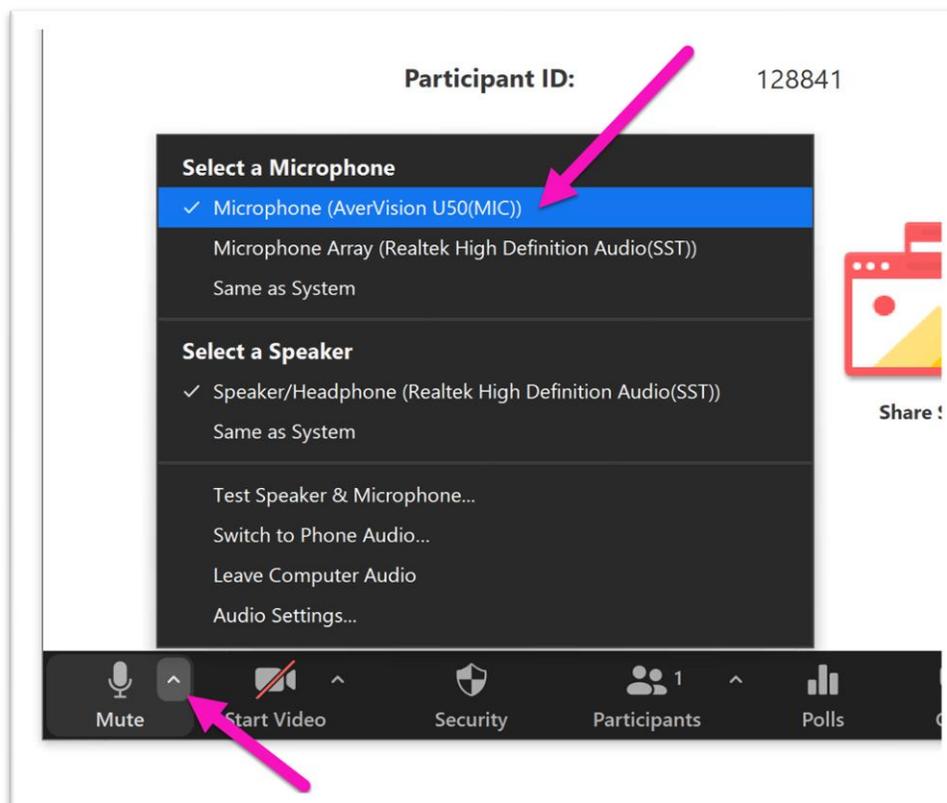
Note: The screenshots in the examples included in this document were made using the AverVision U50 model document camera. The document camera in your classroom will most likely be an AverVision m70 or DC170.

ZOOM

If you are using Zoom for your remote lectures and the classroom you are teaching in either does not have a webcam, or you would like to use the classroom document camera to share content, you will need to know how to access the video settings for your Zoom session if the correct microphone and video source aren't detected automatically when entering your Zoom session.

Setting the Document Camera as Your Microphone Source:

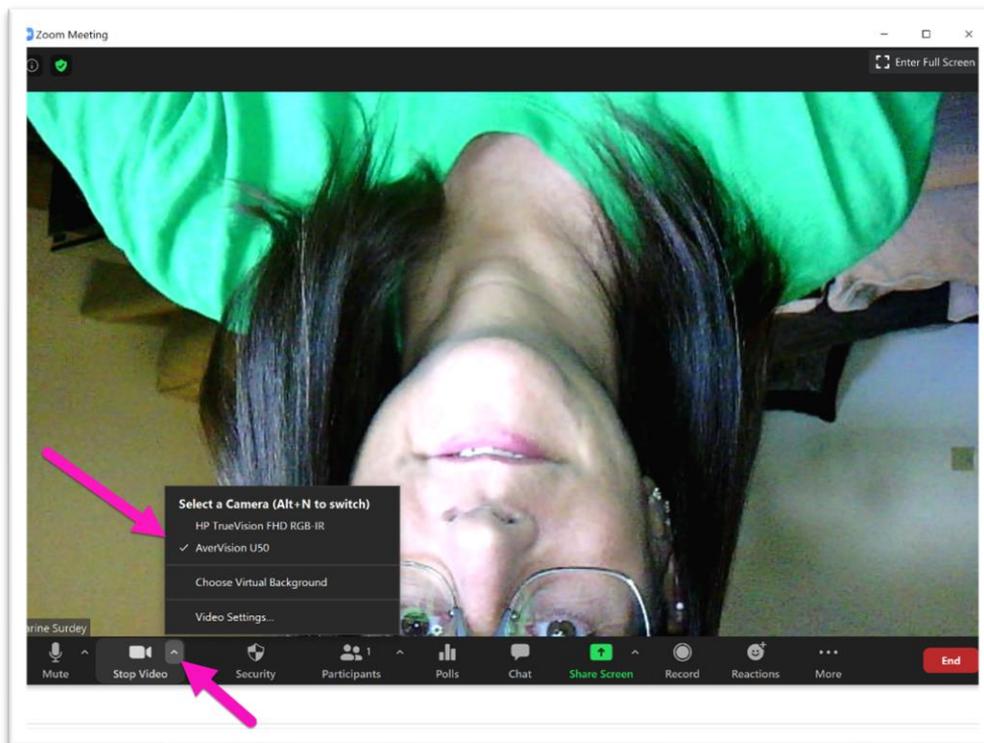
After joining your Zoom session, click on the arrow next to the microphone icon and click on the document camera name from the “**Select a Microphone**” area of the menu.



Setting the Document Camera as Your Video Source in Zoom

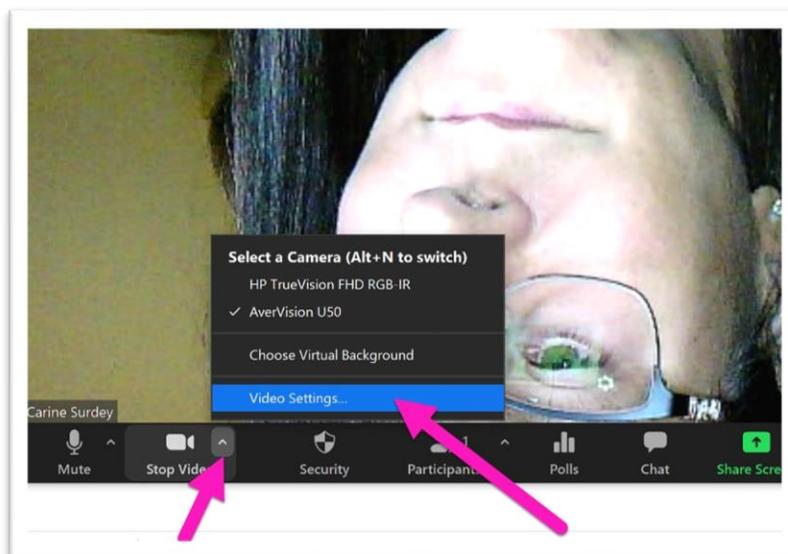
Click on the arrow next to the video camera and click on the document camera name from the “**Select a Camera**” area of the menu. You may need to tilt the document camera lens upward to point to your face.

Your image may initially be upside down.



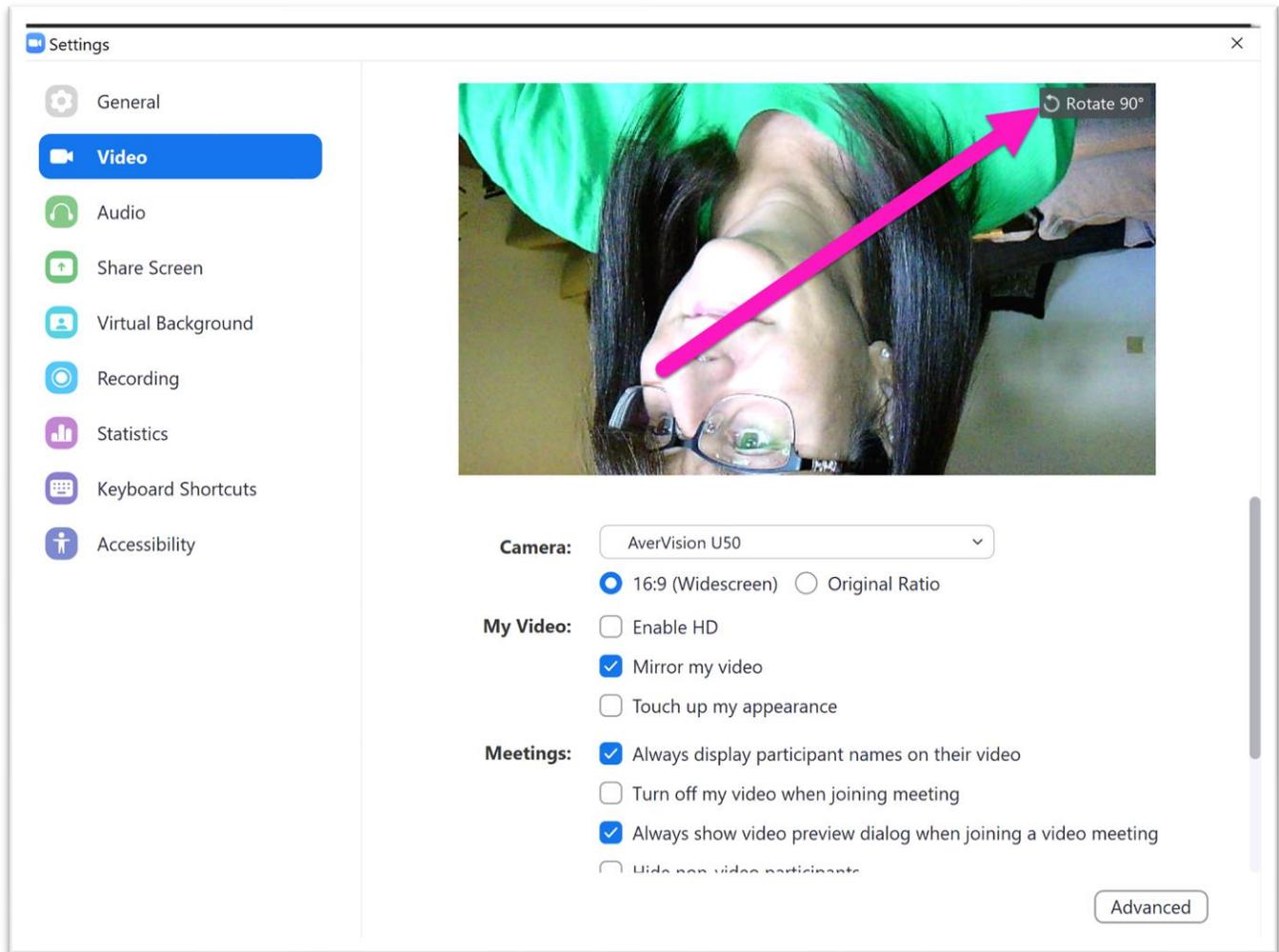
Rotating your Image in Zoom

To rotate your image in Zoom, you first need to click on the arrow next to the Video icon and select “**Video Settings.**”



On the Setting screen, click on the Rotate button in the top right corner of your image until you are rotated correctly.

Using a Document Camera for Remote Instruction.docx

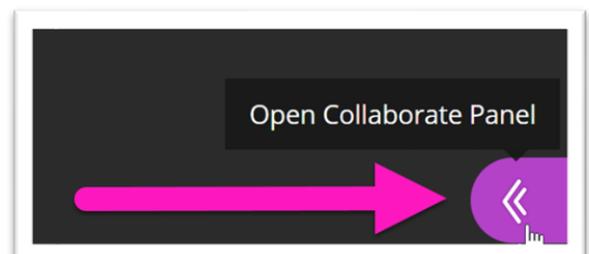


COLLABORATE ULTRA

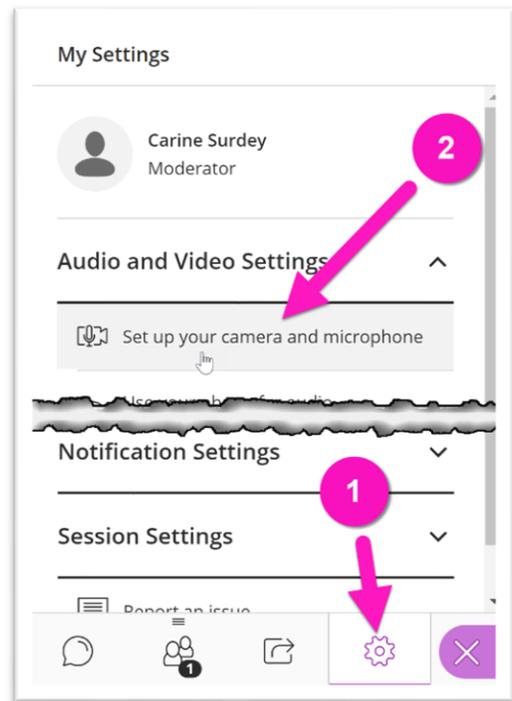
If you are using Collaborate Ultra for your remote lectures and the classroom you are teaching in either does not have a webcam, or you would like to use the classroom document camera to share content, you will need to know how access the video settings for your Collaborate Ultra session if the correct microphone and video source aren't detected automatically when enter Collaborate Ultra.

Setting the Document Camera as Your Audio Source:

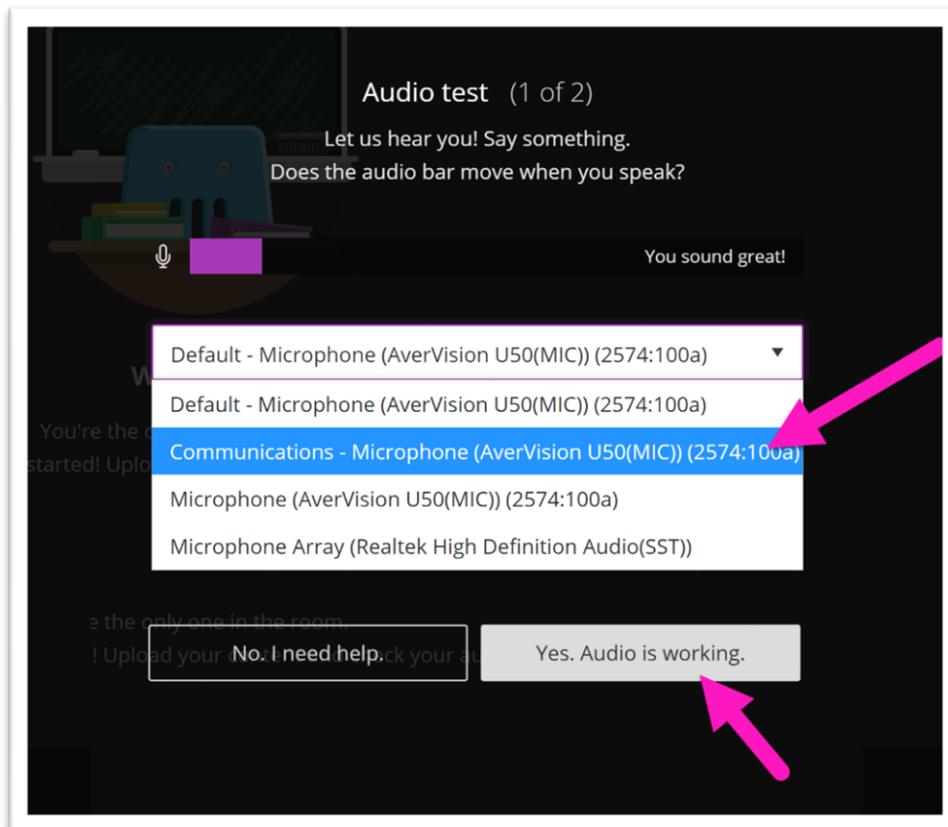
After joining your Collaborate session, click on the purple double arrows in the bottom right corner of the Collaborate Ultra window to open the Collaborate Panel.



Click on the Gear in the bottom toolbar (1) to bring up the My Settings window and click on “Set up you camera and microphone”(2).

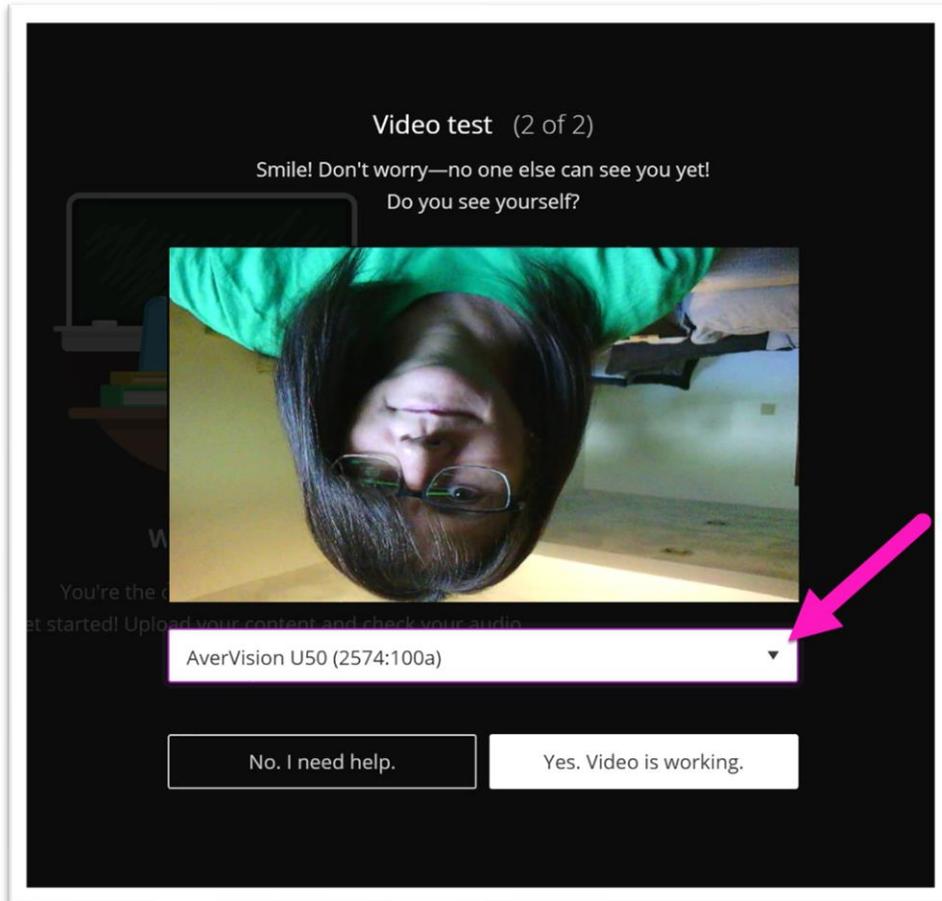


Click on the dropdown arrow to select the Document Camera as your Microphone source, verify that it is working and click the “Yes, Audio is working” button.



Setting the Document Camera as Your Video Source in Collaborate Ultra

You should automatically be taken to the Video Test Screen. Select the document camera from the dropdown list as you did for the microphone.



If your video appears upside down, you may need to adjust the angle of the document camera (if the model in the classroom has a bendable arm)

If the camera does not have a bendable arm allowing you to physically rotate the document camera lens, **unfortunately there is no way to rotate the image** as you are able to do in Zoom and you will be unable to share video correctly from this classroom using Collaborate Ultra. All other aspects of Collaborate will work, however, including screen sharing, file sharing, and audio!

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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

