

Streaming Your Live Classroom using an iPad

(note: this guide uses Collaborate Ultra as the platform for streaming. Similar setups can be accomplished using either Microsoft Teams or Zoom)

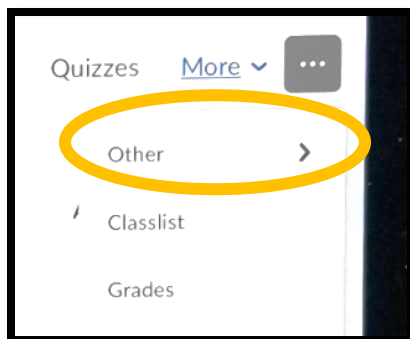
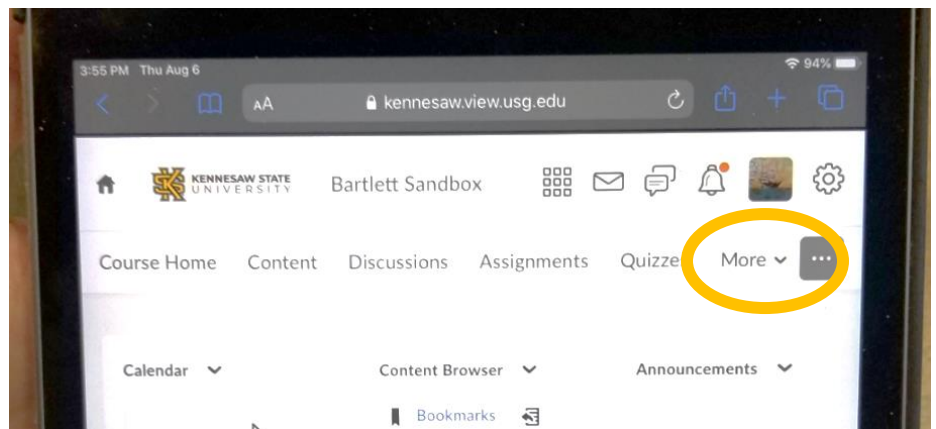
Instructors will use the instructor station to share presentations, documents, videos, music, etc. The iPad will be used to stream the video (including whiteboard writing) and audio of the class to remote students.

Before Class:

1. Create your class session in Collaborate Ultra and make sure your students know how to locate the link to your Collaborate Ultra synchronous session in D2L. For guidance on setting up Collaborate sessions in D2L, see <https://chss.kennesaw.edu/ode/tutorials/CollabUltra2.pdf>. (Also, class sessions can be streamed using Microsoft Teams or Zoom platforms).
2. Make sure your iPad is fully charged and all updates installed.
3. Turn off notifications on your iPad.

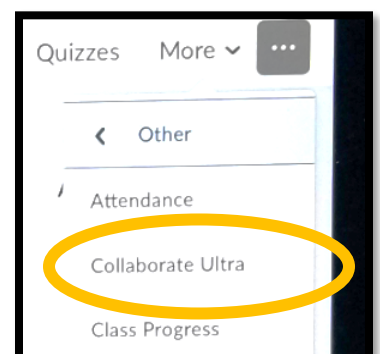
Setting up the iPad in the classroom:

1. IMPORTANT: Turn the volume all the way DOWN on the iPad.
2. Login to D2L on the iPad (You can use the D2L app or navigate using Chrome or Safari).
3. Navigate to your class.
4. Once in your class you can access Collaborate through the link you created in a module OR you can click the arrow next to "MORE."
5. From the dropdown menu, select "OTHER."

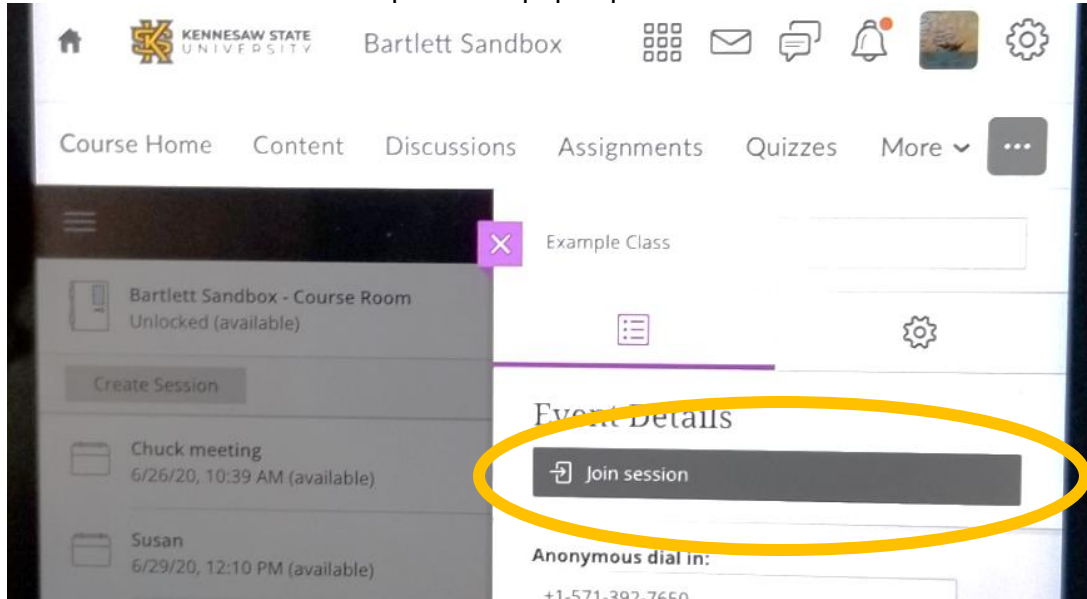


6. Then click on "COLLABORATE ULTRA."

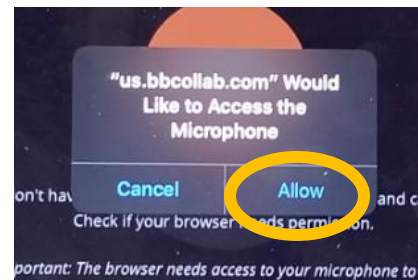
7. Select the appropriate class session.



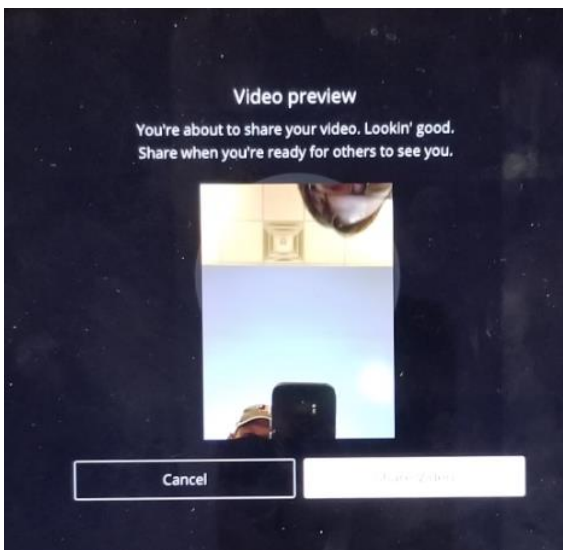
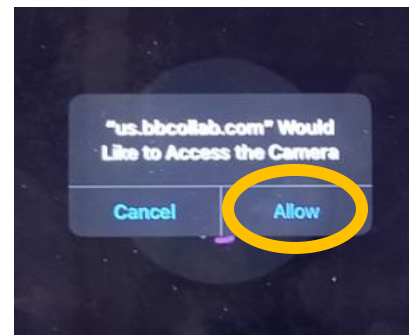
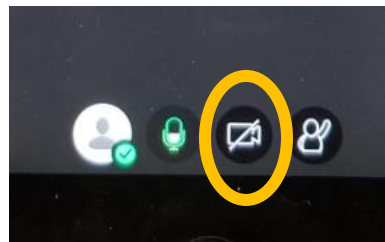
8. Click "JOIN SESSION" in the pane that pops up.



9. Allow collaborate to access your iPad microphone.



10. The screen may default to a muted camera. Click on the camera icon and allow Collaborate to access the iPad camera.



11. Take advantage of the "Video Preview" to position your iPad where you want it in the classroom BEFORE clicking that the camera is working.

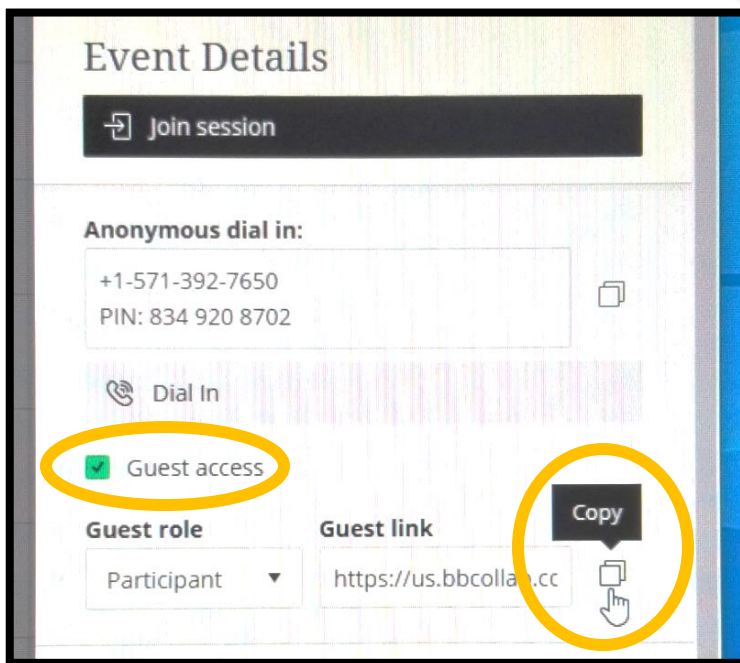
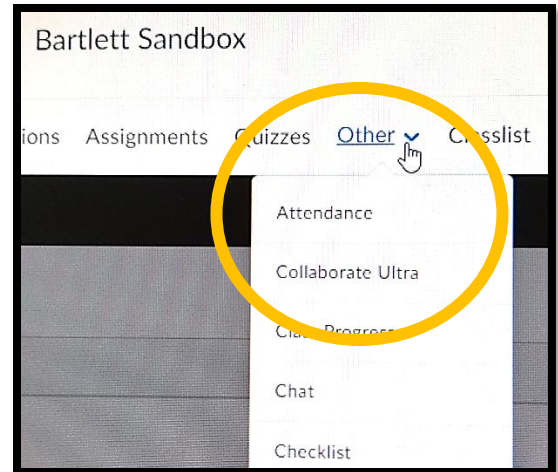
12. Turn on video & mic on the iPad. The iPad will be used to deliver the live streaming video and audio of your class.

Note: If you are only using the iPad to stream your lecture and capture what you write on the whiteboard, you can stop here.

If you plan to use ppts, videos, document camera, etc., please continue with the setup instructions.

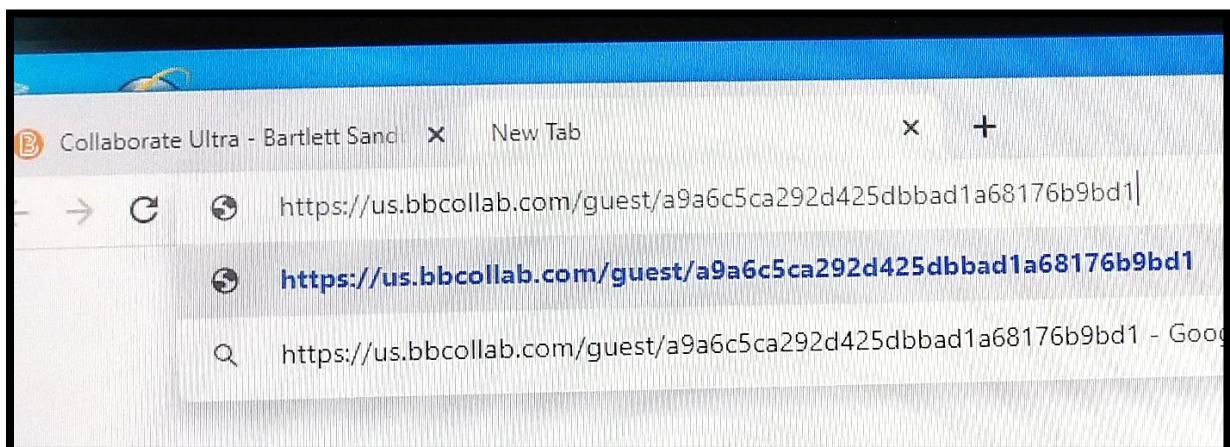
NEXT, Go to Your Classroom INSTRUCTOR STATION:

13. Navigate to D2L using the CHROME browser.
14. Login to D2L and navigate to your course and Collaborate Ultra either using your module link or by clicking on "OTHER" and selecting Collaborate Ultra.

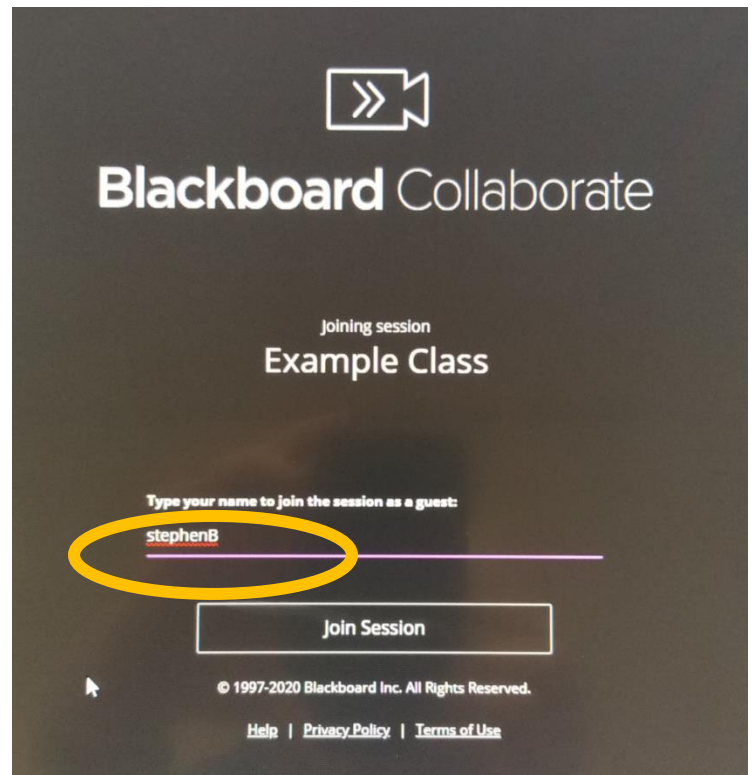


15. Select the appropriate class section, but do **NOT** attempt to join the session. If you attempt to join the session, you will receive an error message that says you are already logged into the session.

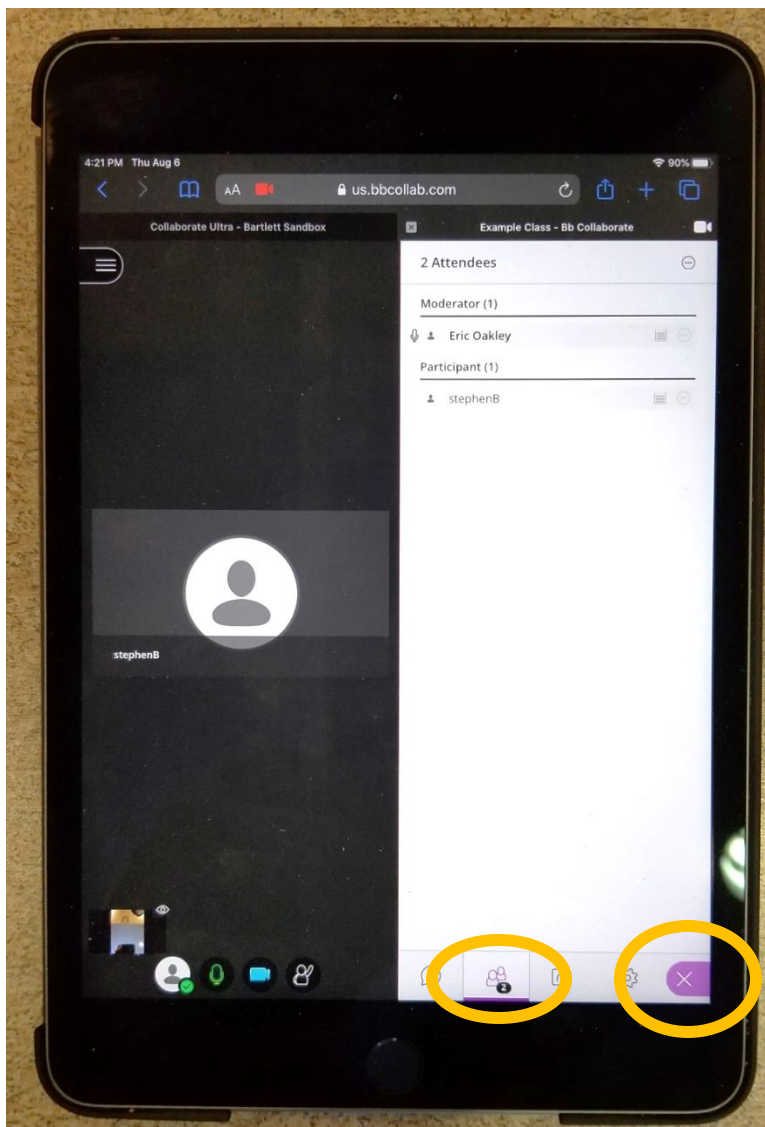
16. Copy the "Guest Link" and paste it into a new browser tab. (If you did not enable the Guest Link access, you can do so now and click "SAVE" to get the link.)



17. Type in a name that is recognizable, but not the same as your D2L name and join the session through this guest link.



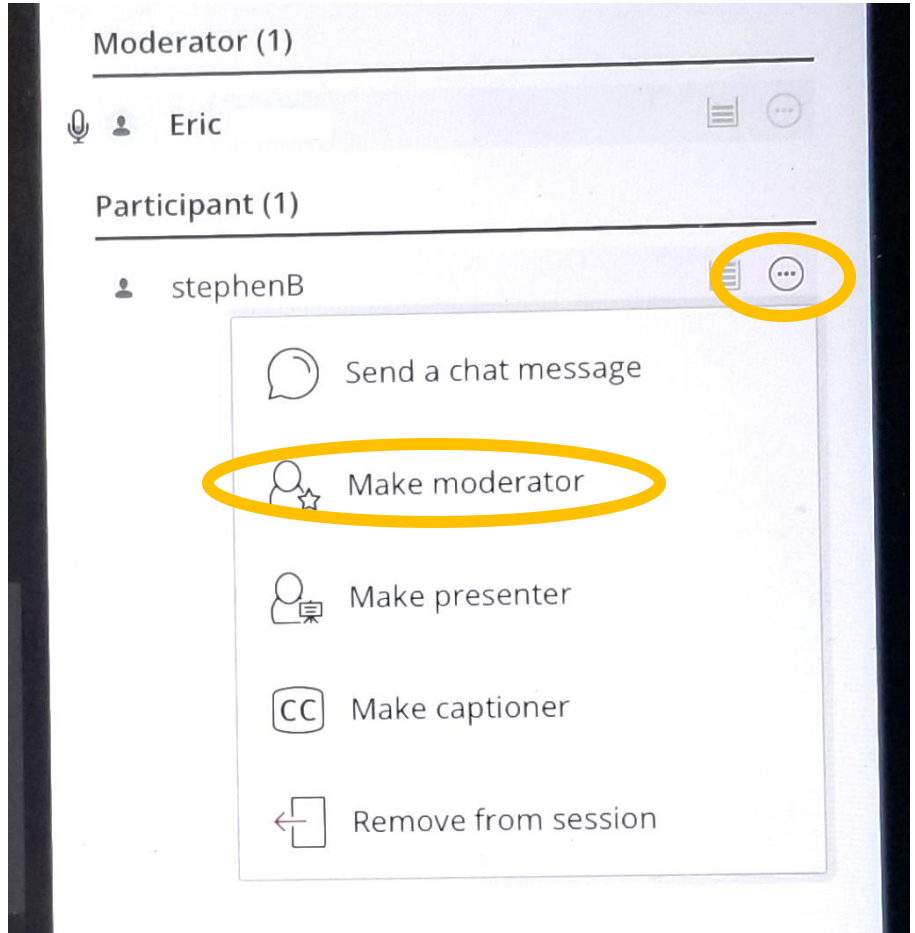
18. Skip the microphone and camera tests. You are using the mic and camera on your iPad.



19. **VERY IMPORTANT STEP:** go back to the iPad. Click the purple tab at the bottom right and go to the Attendees Tab in the pane.

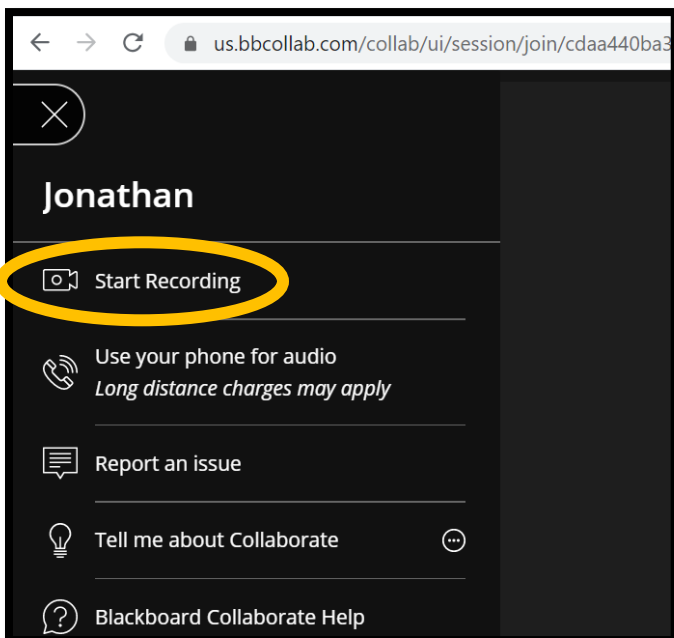
20. Find the name which you used to login as a guest. To the far right of the name are three little dots on a circle. Click on the dots and change your status from a participant to moderator. This will give you full access to Collaborate Ultra functions at the Instructor Station.

21. Plan how you will address technical issues if they occur. Always have a backup plan.



During Class:

1. Use the instructor station to monitor the CHAT and to SHARE the content you plan to use during class (PowerPoint slideshows, documents, websites, videos, document camera, virtual whiteboard, etc.).



2. Start the recording from the instructor station so you can share it asynchronously in your D2L course.

3. Project your voice and encourage students in the class to do so as well.

4. Pause occasionally to monitor engagement of remote learners.

The "Status" button can be useful for checking in with the remote students.

