PART 2: Opening PowerPoint & Chat and Parking Them onto The Correct Monitors

This guide will show you how you can present PowerPoint to students both in your classroom and to students watching live from home using the projector screen via Kaltura Classroom. This guide will also show you how your online students can communicate with you via chat during your PowerPoint presentation and be able to see and hear you via your classroom camera. **IMPORTANT! These steps must be taken before your scheduled live session begins! Before performing the steps on this guide, you must first perform the steps of Part 1: How to Prepare and Start a Live Kaltura Broadcast Session**

8. Open your chat window (Teams, BB Collaborate, or other). Due to the 30 second delay in broadcast your students **will not be able to speak to you via audio**. Therefore, it is very important that you disengage the video and audio settings on your chat window. The figure below shows how to disengage video and audio on Blackboard Collaborate. Students should only use the written chat function to communicate with you to avoid confusion. You as an instructor will be able to respond to the chats via chat or by verbally speaking to them in the broadcast.

![Chat settings](image-url)
9. Open the PowerPoint presentation and click on the Slideshow icon on the bottom of the window (Figure 7). You will now see PowerPoint full screen on both monitors. The key here is to have your slideshow mode on your primary (usually left) monitor and the presenter view mode on your (usually right) extended monitor shown in Figure A & B. If you see it in this order, then you may skip to step 12. If your monitors do not match the order depicted in Figure A & B, then continue to Step 10.

Figure 7

Figure A: Slideshow view shown on (usually left) primary monitor

Figure B: Presenter view shown on (usually right) extended monitor
10. On the top of the screen of your (usually left) primary monitor click **Display Settings** (Figure 8)

![Display Settings](image)

11. From the dropdown click **Swap Presenter View and Slide Show** (Figure 9)

![Swap Presenter View and Slide Show](image)

12. After the swap occurs, you should now see the slideshow mode full screen on your primary (usually left) monitor and the Presenter View on your (usually right) extended monitor as shown in Figure A & B above in step 9.

13. Now on your right extended monitor you may **minimize or re-size** the presenter mode PowerPoint window and move your chat window accordingly in order to present and view your PowerPoint while also viewing chat messages from your students (Figure 10).

![Chat](image)
14. The PowerPoint Slideshow will be displayed on your classroom Projector Screen. Students in the Hy-Flex classroom will be viewing the slideshow on the projector screen while students watching from home will be viewing the slideshow on the projector screen which is shown to them thru the classroom camera. To do this most effectively, turn off the Auto Track function of the camera and click on the “screen” preset so that the classroom camera is zoomed in on the screen. You can easily change the view after your PPT is done by using the camera controls (explained in the “How to reposition camera & create presets” document). Or you can just have your students view the PowerPoint slideshow separately by having it opened in another window on their computer or having a physical copy in front of them. *When the live session is finished, students can always go back to the broadcast’s recording and watch a picture in picture view which shows both the lecture camera and the slideshow slides side by side.*

Part 3: Setting & Checking Inputs

15. On the Kaltura window you should see input boxes as shown below. The number of input boxes you need will depend on what you are trying to present. For other app-specific situations please see our app-specific guides (e.g. document camera). For this PowerPoint, Classroom Camera & Chat situation you must have a total of 2 inputs. In many classrooms, the default is 3 inputs, so you should not have to make any changes. Having more than the minimum needed number of inputs is not a problem. *Optional:* To add an input, click the + plus icon (Figure 11). Only do this if you need to add an additional input in order to reach 2 inputs. To remove an input, click the three lines icon above the input box you want to remove (Figure 12). Then click Remove Input (Figure 12). *Note: Inputs cannot be changed once the live session has begun.*

![Figure 11](image-url)
How the Kaltura Classroom Window should now appear to the instructor:

If you are presenting PowerPoint and using the classroom camera then your Kaltura window should appear like Figure 13.
Checklist:

1. Starting up Kaltura Classroom ✓
2. Turning Camera On ✓
3. Turning Projector On ✓
4. Setting up Inputs ✓
5. Opening Chat & disengaging audio ✓
6. Parking slideshow or any other apps on correct monitor ✓

YOU ARE NOW READY TO GO LIVE!

Now that your apps and programs are parked on the correct monitors and your Kaltura Window matches with the figures shown above you are ready for your live session.

16. When your session begins broadcasting live a 5 second countdown will appear on your screen. After 30 seconds, the red ON-AIR icon will appear above your Primary Input box within the Kaltura window (Figure 14). Note that only the content in the primary input box will be broadcasted live, the remaining inputs will be recorded (not streamed live) and can be accessed at any time once the live session is finished.
IMPORTANT! NEVER HIT PAUSE DURING A LIVE SESSION. IT WILL COMPLETELY STOP THE SESSION AND CAUSE IT TO CRASH.

How to Add More Time to Broadcast Session

17. To add additional time to your live session click the plus (+) icon on the Kaltura window (Figure 15) Note that you will not get a warning that your time is running out, so please set an alarm on your phone to remind you or keep an eye on the clock.
18. Click **+5 Minutes** and you will see that 5 minutes will be added to your live session’s clock (Figure 16).

Once time has reached the end of your live session your session will stop broadcasting automatically and save automatically. There will be no steps required on your end to make the broadcast stop. Your broadcast and recording will save automatically onto your Media Gallery on Blackboard. However, if you need to end the broadcast prematurely then you will need to force stop the broadcasting and recording by following the steps on our guide *How to: Stop Broadcasting Prematurely*