Part 2 Kaltura Classroom How To: Show Document Camera & Chat

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

Important points to know about Document Camera:

You CAN show the document camera and a PowerPoint slideshow at the same time. You CANNOT show document camera and PowerPoint at same time. because when you are showing the document camera it will overtake your primary (usually left) monitor and therefore take over your projector screen.

Continue steps below:

8. Open your chat window (Teams, BB Collaborate, or other chat program). 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 when scheduling a session 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. You may also want to mute your chat notification settings if it becomes distracting.

Both boxes unchecked!
9. Park your chat window on your (usually right) extended monitor by opening the window and using “click and drag” to move it from the primary to secondary extended monitor.

10. 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 Document Camera, 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 12
11. Turn on the Document Camera by pressing the **power button** on the Document Camera (Figure 13)

12. On the Crestron Touchscreen press the button **Doc Camera** (Figure 14)
13. The document camera should now be displaying full screen on your (usually left) primary monitor as well as your classroom projector screen.

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 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.

14. 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 15). 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.

Figure 15
Below is an example of what students watching from home will be seeing during your live broadcast now (Figure 16).

![Figure 16](image)

You can always toggle between your PC and showing the Document Camera by just going to the Crestron Touchscreen and tapping between **PC** and **Doc Camera** when necessary (Figure 17).

![Figure 17](image)
How to Add More Time to Broadcast Session

15. To add additional time to your live session click the plus (+) icon on the Kaltura window (Figure 18). 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.

16. Click +5 Minutes and you will see that 5 minutes will be added to your live session’s clock (Figure 19).

Once time has reached the end of your live session your session will stop broadcasting automatically and save automatically to your Media Gallery. There will be no steps required on your end to make the broadcast stop. 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
17. Before leaving the classroom, you must power off the document camera by pressing and holding the power button for few seconds until the light on the power button turns off (Figure 20)
Before leaving the HyFlex classroom you must go to the Crestron Touch Screen Panel and select **Exit System** and then **Yes**. If you do not perform this final step you can cause the next person’s HyFlex Session to time out and shut down (Figure 21)