Kaltura Classroom: How to Prepare and Start a Live Kaltura Broadcast Session

**Part 1: Starting up Kaltura Classroom and Turning Classroom Camera & Projector ON**

IMPORTANT! These steps must be taken before your scheduled live session begins! Remember that this session is already pre-scheduled for you.

1. Once you have entered the classroom and are ready to prepare for your live session, log onto the desktop computer using your BlueNet ID and password.

2. The Kaltura Classroom program should now automatically open on your desktop monitor. If it does not, click on the Kaltura Icon to open (Figure 1). Note: **Do not open any other programs before Kaltura as it may interfere with the live stream by hijacking the room camera.**

3. You may now turn on the Crestron Touchscreen by tapping on its screen (Figure 2a). If you do not see this welcome screen, you must select **Exit System** and then **Yes** (Figure 2b). If you do not perform this step you can cause your HyFlex Session to time out and shut down unexpectedly.
4. Now turn on the classroom camera. *Note that this is not the same as the LCD projector.* Do this by tapping on the Crestron Touchscreen and pressing **Camera Controls** (Figure 3). Then under Power press **ON** (Figure 3). The classroom camera will now be turned on and you should now be able to view your classroom camera’s video on the Kaltura window under the Primary Input box (Figure 4). If you need to change the position of your camera frame, please see our guide on How to: Re-position Classroom Camera.

*Figure 3*

*Figure 4*
5. You must now select whether to use the **Auto Track** camera function on the camera or not. Some of the much larger rooms (Torp, Welte and WDD121) will only allow you to use auto-track. **When Auto Track is on, the classroom camera follows the motion in the classroom and will therefore tend to track the motion of the instructor. Many instructors may prefer to keep Auto Track off because the constant movement of the camera can be uncomfortable for some viewers.** To turn on Auto Track press **ON** otherwise proceed with keeping it **OFF** (Figure 5). You can always go back and have Auto Track function turned on or off during the middle of the session in case you change your mind.

6. **OPTIONAL** To turn on the classroom LCD projector and descending projector screen go to the Crestron Touchscreen and press the **ON** button under Projector (Figure 6). The ON button will illuminate blue and the projector screen will come down. **Note: If you do not see the projector screen displaying an image make sure that the Image Mute button on the Crestron Touchscreen is not on** (Figure 6). **Note: In some classrooms the screen lowering function may be separate or the screen may be permanently in the down position. Also, in some rooms the projector may automatically power on when you tap on the Crestron.**
7. Now is the time to park the windows and apps you would like to broadcast to students on the primary (usually left) monitor and park the apps that are only for your use on the extended (usually right) monitor. Do this by opening the windows and apps on your primary monitor and then “click and drag” them to the secondary monitor. You can see what your students are able to view live by just looking at the Primary Input box within the Kaltura window. If you are planning to use chat messaging during your broadcast, do NOT open the web conferencing application/chat until the Kaltura broadcast has started. Once your broadcast has started, you may then proceed with opening and parking the chat. For app-specific programs see our other guides. These guides will also explain what the start and end of a broadcast look like, and how to add extra time to your scheduled broadcast.

END

Continue to your app specific guides

Part 2: Opening PowerPoint & Chat

Part 2: Document Camera & Chat

Part 2: Showing YouTube Video & Chat