**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 **CANNOT** project the document camera and PowerPoint at the same time. Using the document camera takes over your primary (usually left monitor) and therefore will take over your projector screen.

Continue steps below:

9. 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 11](image-url)
10. Turn on the Document Camera by pressing the **power button** on the Document Camera (Figure 13)
11. On the Crestron Touchscreen press the button **Doc Camera** (Figure 14)

![Crestron Touchscreen](image)

**Figure 14**

12. 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. 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.
13. 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.*

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

14. Once your broadcast has started you can now 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. Park the chat and Kaltura on your right extended monitor. Remember it is important you wait for your broadcast to start before opening the web-conferencing application chat.
15. 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.

**How to Add More Time to Broadcast Session**

16. 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.

17. 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*

**IMPORTANT! NEVER HIT PAUSE DURING A LIVE SESSION. IT WILL COMPLETELY STOP THE SESSION AND CAUSE IT TO CRASH.**

18. 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 select **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)