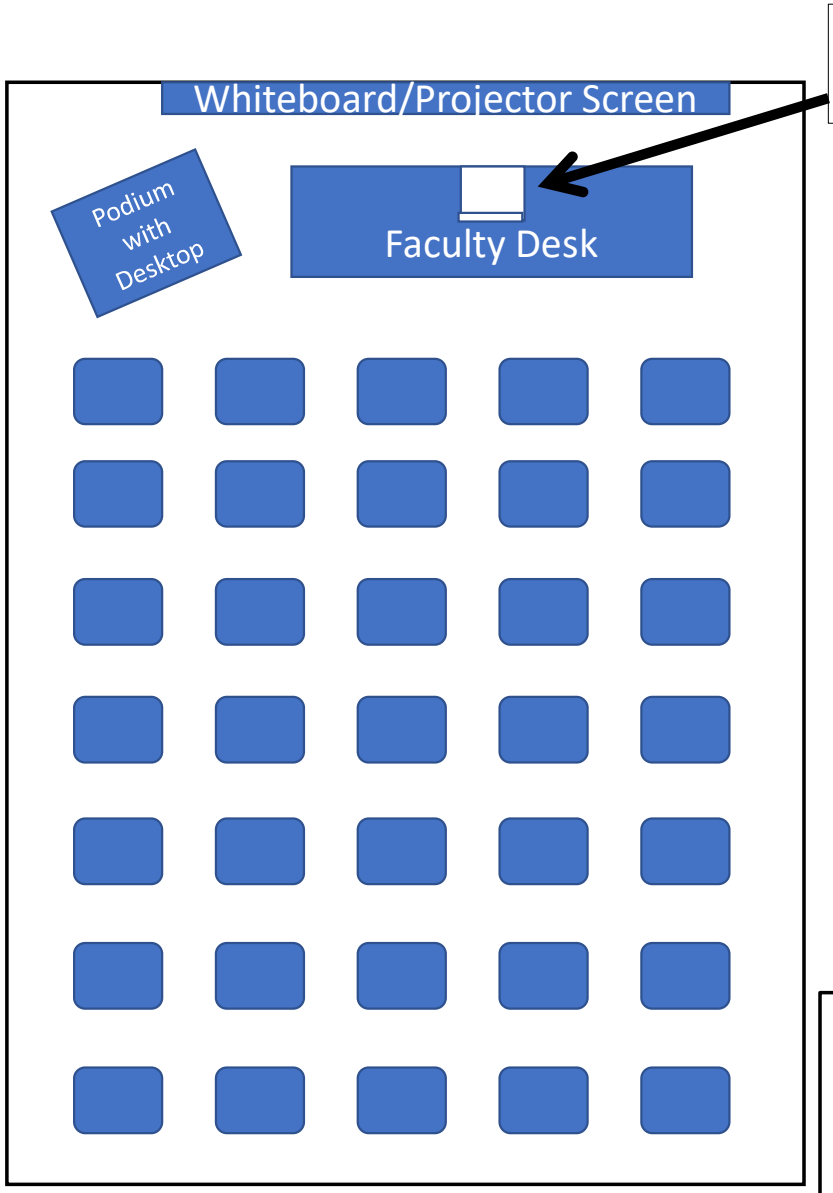
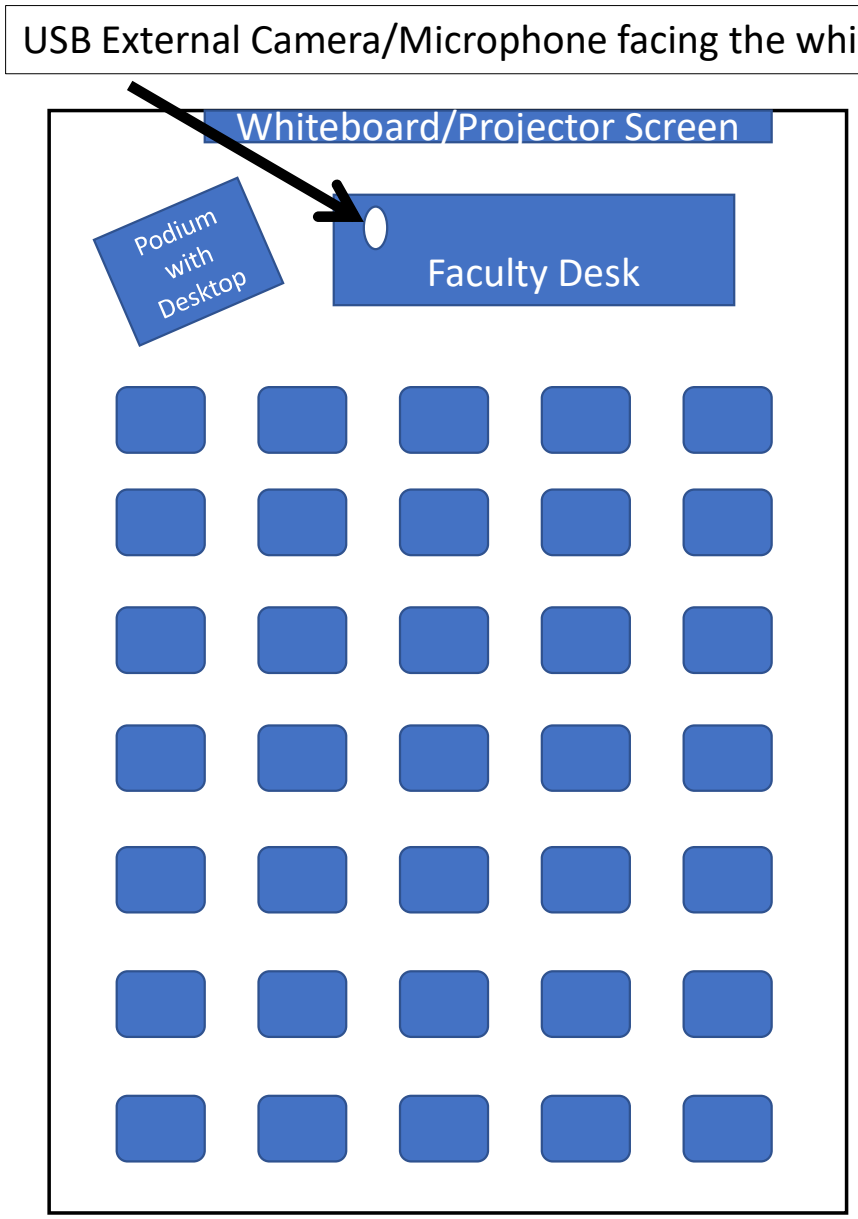


Faculty laptop on desk with camera facing the whiteboard.

Option 1: Broadcasting from Faculty Laptop

1) Connect your Laptop to the projector in room – this may necessitate having the laptop on the podium rather than the desk. No matter where the laptop is placed, move it such that the camera view of the whiteboard is maximized for online learners.
2) Open a Webex or Blackboard Collaborate session from the Laptop.
3) Share slides or other material that is to be projected to all learners via webex/collab – make sure the webex/colalb interface with the shared material is projected in the classroom.
4) Start recording the session.
5) Use a smartphone or tablet to join the Webex session.
6) Mute the speakers and microphone on the laptop and run the audio portion of the call through your smartphone.
7) Carry your phone with you throughout the class so that the online learners can always hear what you are saying or the questions asked in the classroom.

NOTE: While this setup will allow a camera to capture the whiteboard in real-time, the quality may not be good. Thus, to ensure that all learners can see the board, the instructor should take pictures of the board and post them to Blackboard with the class session recording.



Option 2: Broadcasting from Classroom Desktop/Laptop with USB External Camera/Mic

1. Either bring your own external camera/mic or check one out from the LAU Libraries (Expected to be available starting Monday, 21 Oct) and connect it to the desktop/laptop.
2. Connect the Desktop/Laptop to the projector in room.
3. Open a Webex/Blackboard Collaborate session from the Desktop/laptop.
4. Share slides or other material that is to be projected to all learners via webex/Collab – make sure the webex/Collab interface with the shared material is also projected in the classroom.
5. Start recording the session.
6. Reposition the external camera/mic throughout the class so that the online learners can always hear what you are saying and see the board as clearly as possible.
7. Note, optionally, you can also join the webex/collaborate with a smartphone or tablet in this setup to ensure clear audio and video.

NOTE: While this setup will allow a camera to capture the whiteboard in real-time, the quality may not be good. Thus, to ensure that all learners can see the board, the instructor should take pictures of the board and post them to Blackboard with the class session recording.

To use Webex on your phone, you will need to install the Webex app.

This may be done by visiting this site: https://www.webex.com/downloads.html
Or scanning this QR Code

If you are having difficulty installing the app on your phone, it may be that you do not have a supported device. To check supported devices you can view the list here:
https://help.webex.com/en-us/article/nowvmhw/Support-for-the-Webex-Meetings-mobile-app#reference_7E90DE648E639F82D1C02E3049ADACDE