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[Getting Logged into Zoom](#) - Steps to login on your Chromebox and make sure settings are correct

[Using a Second Device](#)

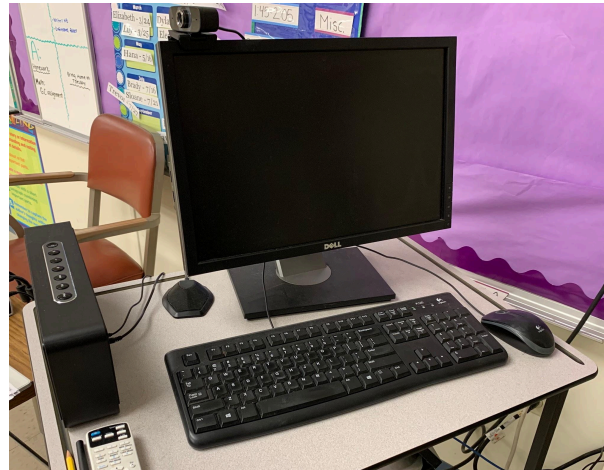
[Using a Document Camera](#)

LIVE STREAMING: Technical Setup

Get to Know your Equipment

Desktop/Chromebox

This device will always be the main device you Zoom from when live streaming because it is connected to your Epson projectors and hardwired to the internet.



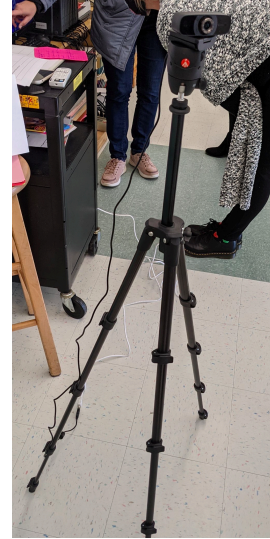
WebCam

This camera will be used to film you and your class so the remote learners can see what is happening.



Tripod

This stand will help you position your webcam in a convenient place for you to teach both the in-person learners and the remote cohort.



Conference Microphone

This microphone is designed to capture sound up to 12 feet. It is strong enough to pick-up student and teacher voices in the classroom for the remote learners.



MacBook

Use your MacBook as a second device to connect to your Zoom meeting while live streaming. This can help you monitor your remote students while screen sharing.



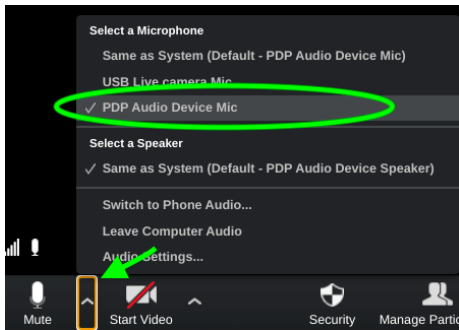
Getting Logged into Zoom

- 1** **Connect to Zoom on your desktop or Chromebox.**
 - Log into your Zoom account. *(Note: Always login to your Zoom account on your Chromebox/desktop FIRST.)*
 - Start a new meeting in your personal meeting room.

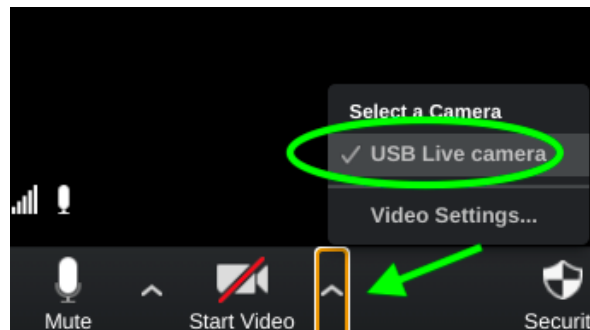
- 2** **Check the audio and video settings in your Personal Meeting Room.**

(You will probably only need to do this once.)

 - Mic:** Click on the ^ next to the microphone and select 'Audio Device Mic.'
 - Camera:** Click on the ^ next to the camera and select 'USB Live camera.'



Microphone settings



Webcam settings

- 3** **Test the audio and video.**
 - Make sure your virtual learners can see and hear you.
 - If they can't see you, **check that the webcam is plugged in.**
 - If they can't hear you, **check that the microphone is plugged in and turned on.** There is a power button on the top.



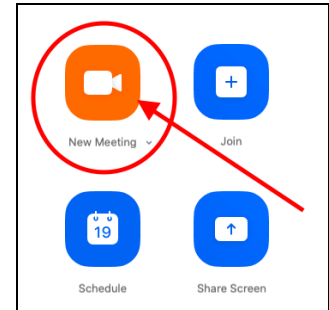
- 4** **Turn on your Epson projector to display your Zoom room and connect your virtual and in person students.**

LIVE STREAMING: Tips & Tricks

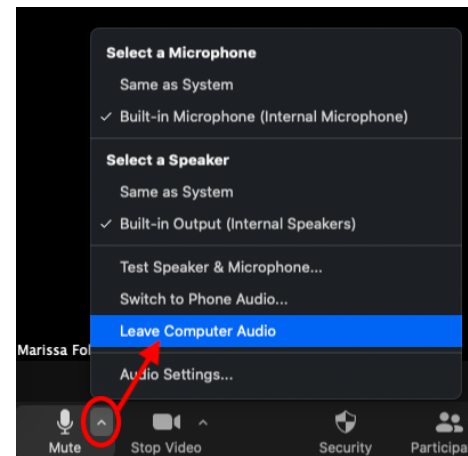
Using a Second Device

WHY? *Joining your Zoom from another device can help you to see your participants while you are screen sharing from your Chromebox/desktop.*

- 1** **Connect to Zoom on your MacBook AFTER you have already connected on your desktop/Chromebox.**
 - Log into your Zoom account.
 - By clicking on “New Meeting” you are automatically joining into your Personal Meeting Room and you are automatically made the “co-host.”

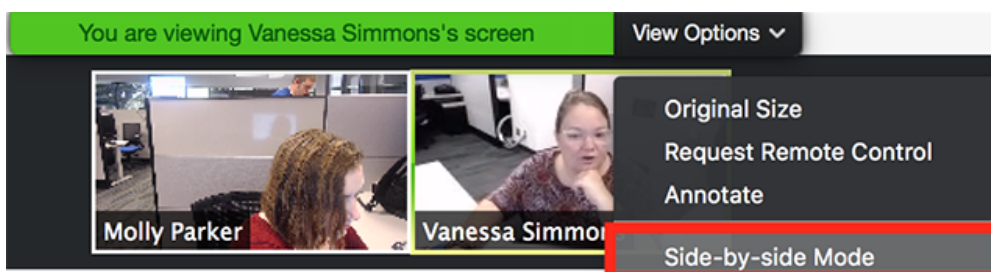


- 2** **Turn off audio to avoid feedback from using a second device.**
 - You can either mute your microphone or “Leave Computer Audio.”
 - Turn off the sound on the computer (*Press key F10*)



- 3** **TIP: Rename yourself**
 - Change your name to your room number to distinguish your second device from your main device.

- 4** **TIP: [Split your screen](#) to see both the screen share and virtual learners.**
 - Click on ‘View Options’ and select ‘Side by Side Mode’
 - Click and drag the gray bar in the middle of the screen to adjust your view.



Using a Document Camera

ELMO (Wheelock/Dale):


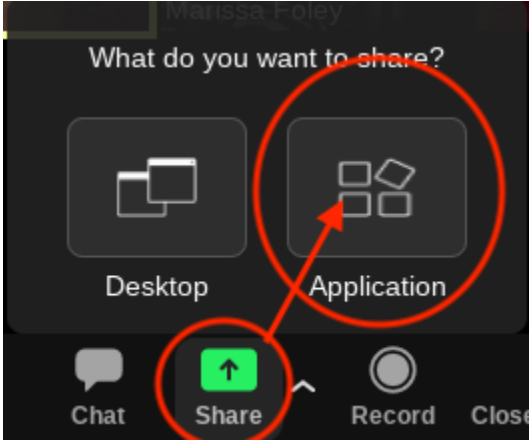
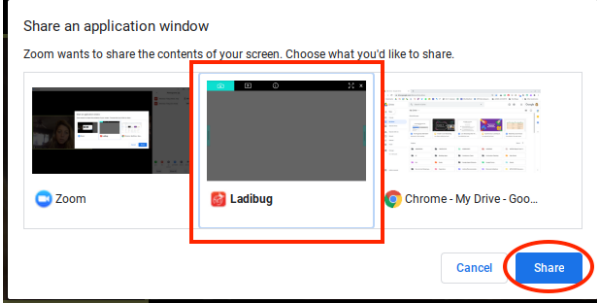
Cannot be used for live streaming at this time.

More information coming soon!



LADIBUG (Memorial):



Chromebox	MacBook
<p>1. Open the Chrome Ladibug App </p> <p>2. Return to your Personal Meeting Room in Zoom and click on 'Share' then choose 'Application.'</p>  <p>3. Next, select 'Ladibug' and click on 'Share.'</p> 	<p>1. When in a Zoom meeting click on 'Share Screen.'</p> <p>2. Click on 'Advanced' then select 'Content from 2nd Camera.'</p> 