

USING A MOBILE DEVICE AS A VISUALISER/DOCUMENT CAMERA

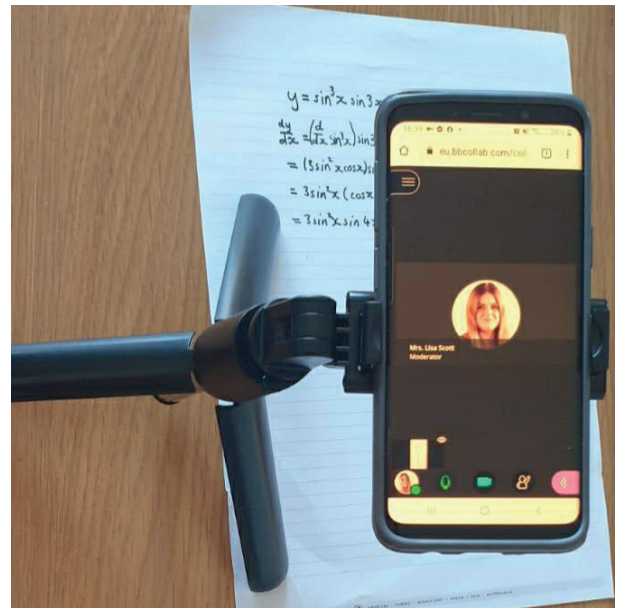
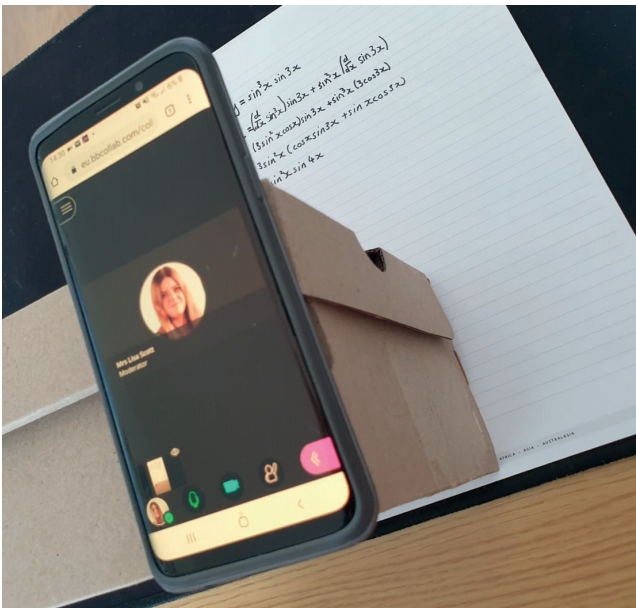
This guide provides suggestions how to use a mobile phone or tablet with a camera as a Visualiser (also known as a document camera) in your webinar room.

This will allow you to project live written text, drawings and calculations into your webinar.

It is worth noting that there are other ways of setting this up and you may wish to experiment to find the option that suits you best.

WHAT YOU WILL NEED

- A session in Blackboard Collaborate Ultra (you should be confident using Blackboard Collaborate Ultra before attempting this as it's slightly complicated to set-up).
- A mobile device (such as a mobile phone or tablet) with a camera.
- The Chrome browser installed on your mobile device.
- A notepad and pen.
- A small tripod, box, stack of books or DVDS, or other stable item of appropriate size.



PREPARING YOUR VISUALISER SETUP

- Put a notepad on your desk.
- Position a small box, stack of books / DVDs, or tripod at the bottom of the notepad.
- Balance your mobile device on top of the box, item, or stack of books/DVDs).
- If you can, angle your device slightly upwards (perhaps using some blu tack to ensure that it is stable).
- If needed, place a book or something else on top of your mobile device to hold it in place (being careful not to press any buttons on the screen).
- Depending if you are left or right handed, position the tripod, box or books to the opposite side to find a comfortable writing position. Experiment with different heights and positions.
- Think about the lighting, you may need additional spotlights or a lamp to avoid shadows.

SETTING UP THE COLLABORATE ULTRA SESSION

Step 1: Start the Blackboard Collaborate Ultra session on your Vision course from your computer, ensure Video Sharing is enabled.

Step 2: Copy the guest link and share it to your mobile device e.g. via email.

Step 3: Open the guest link in the Chrome browser on your device (other browsers may not work).

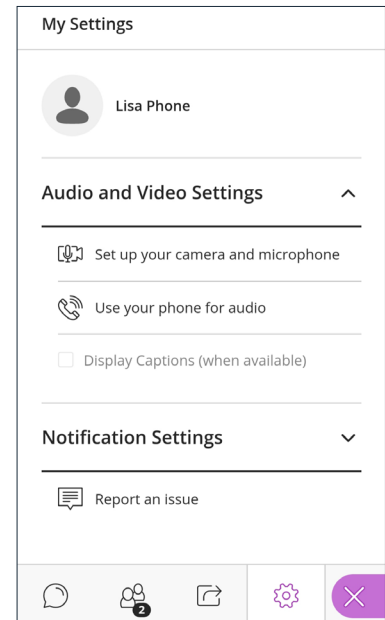
Step 4: On your mobile device open '**Settings**' in the Collaborate session.

Step 5: Click on '**Set up your camera and microphone**'.

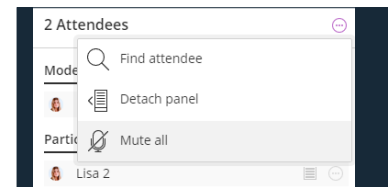
Step 6: Select the microphone and which camera on the mobile device you wish to use.

Step 7: Close the settings panel on your mobile device by clicking on the cross on the lower right of the screen on your mobile device.

IMPORTANT: DO NOT click on the back button in the browser on mobile device or you will exit the Collaborate session.



Step 8: In the Collaborate session, on your computer, go to the Participants list and '**Mute all**'.

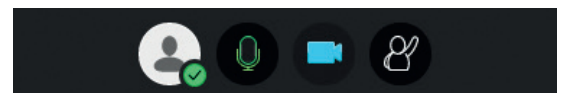


Step 9: Mute your own microphone on Collaborate on your computer. You may also need to mute the speakers on your PC if you experience feedback.



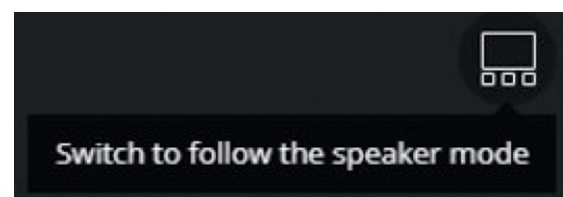
Step 10: From the Collaborate session opened on your mobile device click '**share video**' and '**unmute your microphone**'.

- It is important that the only microphone in the session that is unmuted is that on your mobile device to allow the camera to be set as the main presentation in the session.



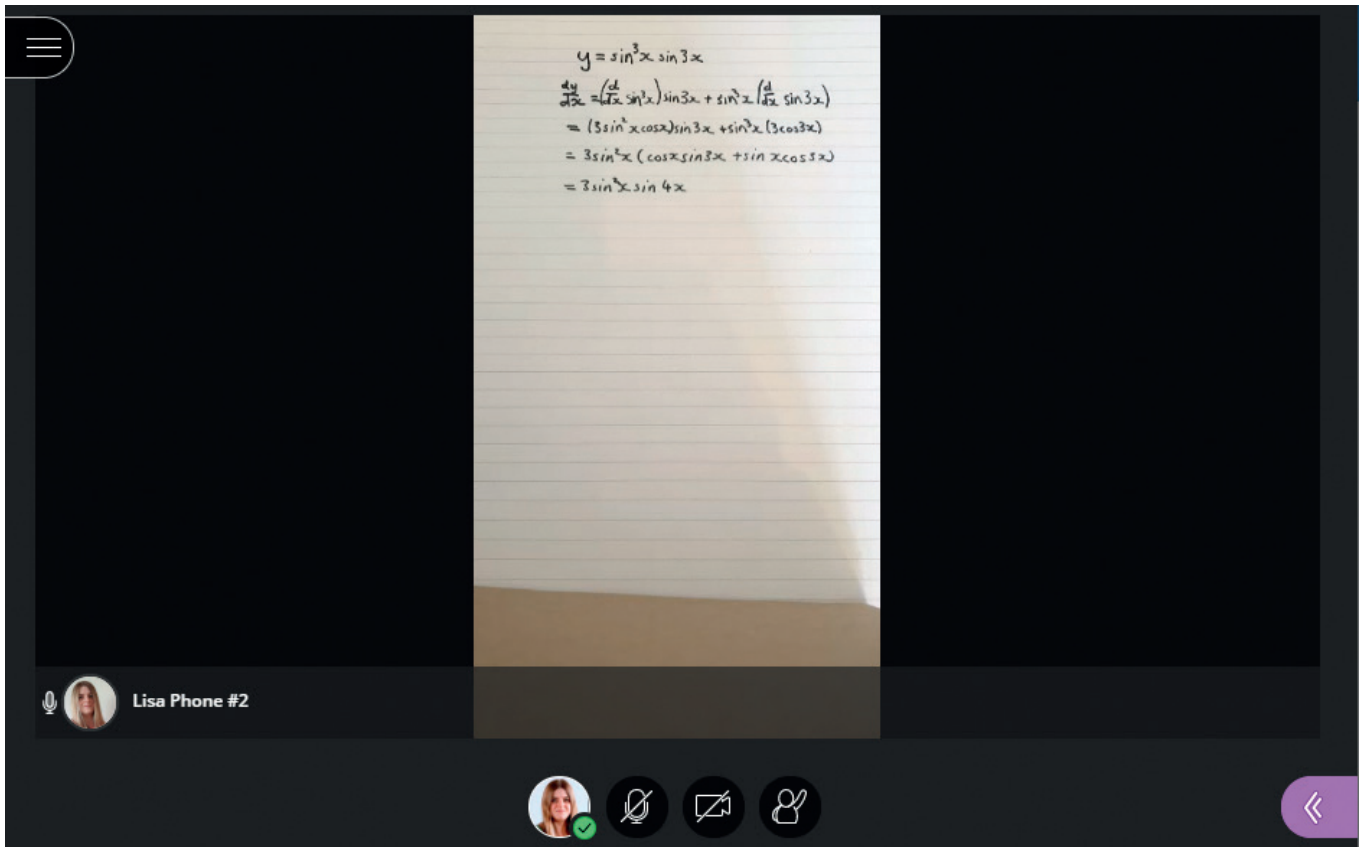
Step 11: Ask your students to set their screen to '**speaker mode**'.

- Click on the speaker mode icon (the rectangle with 3 squares underneath it) at the top right of the screen in order to be able to go to speaker mode.
- This will allow the camera to be the main presentation on the screen.
- You will also need to do this on your own computer too (not your mobile device).



Step 12: Check that your writing is visible on your PC Screen.

This will be the view the students can see (writing may appear mirrored on the screen of your mobile device).



TOP TIPS

- Test this on your own first, to ensure you are familiar with the process and can find a comfortable writing position.
- You may wish to experiment with the height of the phone, the size of writing, and the type of pen.
- If possible, use a headset connected to your mobile device to talk and to listen (you often receive a headphone and mic with a new mobile phone).
- Mute your PC microphone. You may need to mute the speakers on your PC if you experience feedback.
- Turn on 'Do Not Disturb' on your mobile device (to ensure phone calls or notifications do not interrupt your session).
- Check the computer screen often to ensure your writing can be seen. Be aware of which area of the notepad is visible. Writing may appear mirrored on your device so it is important to be able to verify on your PC Screen what the students will see.
- DO NOT click the back button on your phone as you will exit the room.
- Ensure your mobile device is charged. Plug it in to a power supply or USB port on your computer to ensure it does not run out of battery during the session.

FURTHER RESOURCES

Supporting Student Learning Online Toolkit – Teaching Via Webinar: <https://lta.hw.ac.uk/sslo-teaching-via-webinar/>

Teaching Mathematics Online: <https://youtu.be/v4tiSF-qUgU>

iPhone visualiser: <https://www.maths.ox.ac.uk/members/teaching-staff/teaching-remotely/iphoneipad-visualiser>

Android visualiser: <https://www.maths.ox.ac.uk/members/teaching-staff/teaching-remotely/android-visualiser>



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