PARALLEL TEACHING WITHIN A CRESTRON TOUCHPANEL VENUE

Parallel teaching allows you to teach to a physical class in a UQ teaching space and on Zoom at the same time.

Before you start, you need to have a scheduled Zoom meeting set up and shared with participants.

ROOM EQUIPMENT

There is a webcam on the preview monitor, which can be adjusted to change the position of the camera. You may want to adjust the room lighting using the touch panel for a better camera image.

You can use the provided desktop PC to display the desktop PC, a laptop, or a document camera on the room displays and to those participating via Zoom.

The audio from the lectern microphone and wireless microphones can be heard both in the room and by Zoom participants. People participating via Zoom can be heard over the room speakers.

START THE AV SYSTEM

1. Press the touch panel to wake it.
2. Select 'Start'.
3. Select 'PC'.

SHARING FROM THE DESKTOP PC

1. Log in to the desktop PC.
2. Open the 'Start' menu, type 'Zoom', and click 'Zoom' when it appears.
3. Enter your UQ username and password on the UQ Authenticate screen.
4. When prompted to switch apps, select 'Yes'.
5. In Zoom, join your scheduled meeting.
6. Hover over the Zoom window and select 'Share Screen'.
7. Tick 'Share computer sound' and select 'Share'.

Video and audio from the desktop PC will now be shared with Zoom participants.
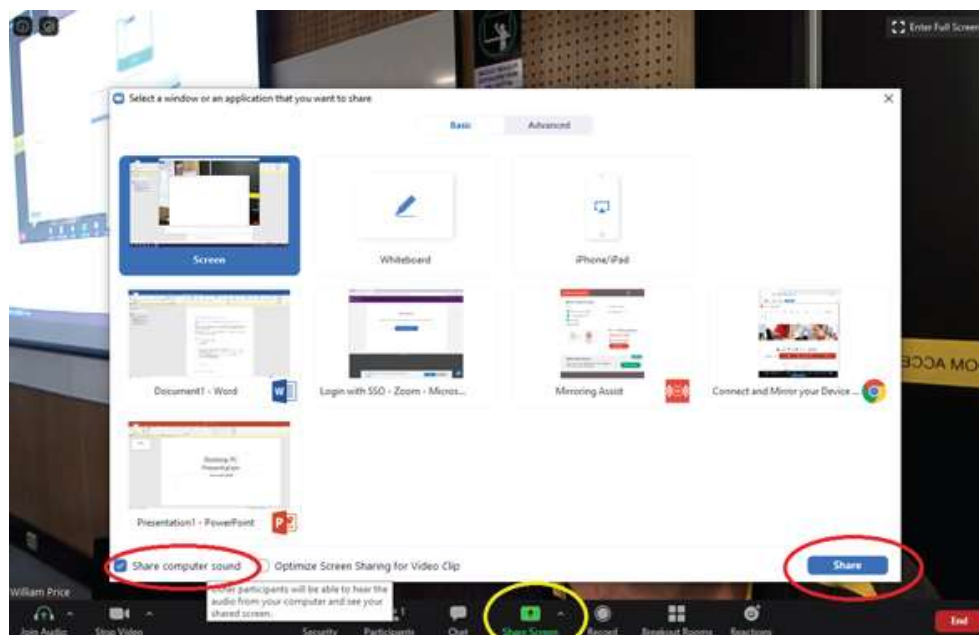
NEED HELP?

Log a support request at **staff.uq.edu.au/it-help**

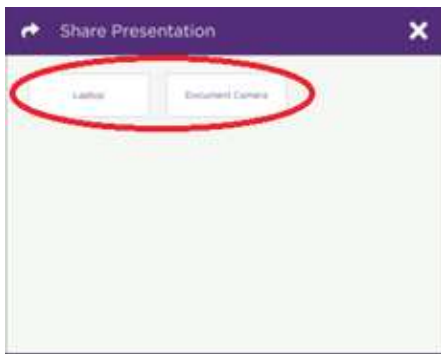| **ST LUCIA**	**GATTON**	**HERSTON**	**TRI & PACE**
Ph: 07 336 (54033)	Ph: 07 546 01181	Ph: 07 336 (64871)	Ph: 07 334 (61924)
7am - 9pm weekdays during semester	Ext: 50181	7am - 3pm weekdays	7am - 3pm weekdays
7am - 6pm weekdays out of semester	7am - 3pm weekdays		

# SHARING FROM A LAPTOP, DOCUMENT CAMERA, OR OTHER DEVICE

1. On the touch panel, ensure that 'PC' is the selected source.
2. Press 'Share'.
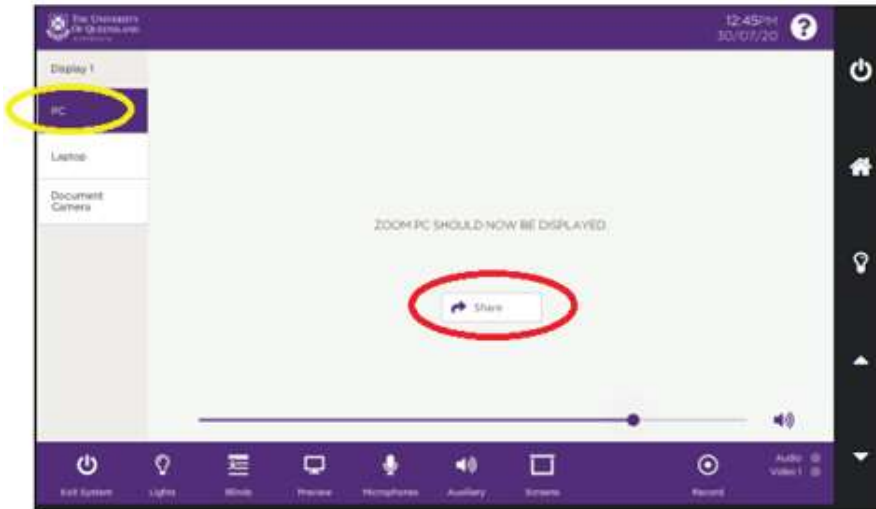
3. Select the source you wish to share (e.g., Laptop, Document camera).

4. On the Desktop PC, within the Zoom meeting, select 'Share Screen'. If you are currently sharing the Desktop PC's screen, select 'New Share'.
5. Select the 'Advanced' tab, select 'Content from 2nd Camera', then select 'Share'.
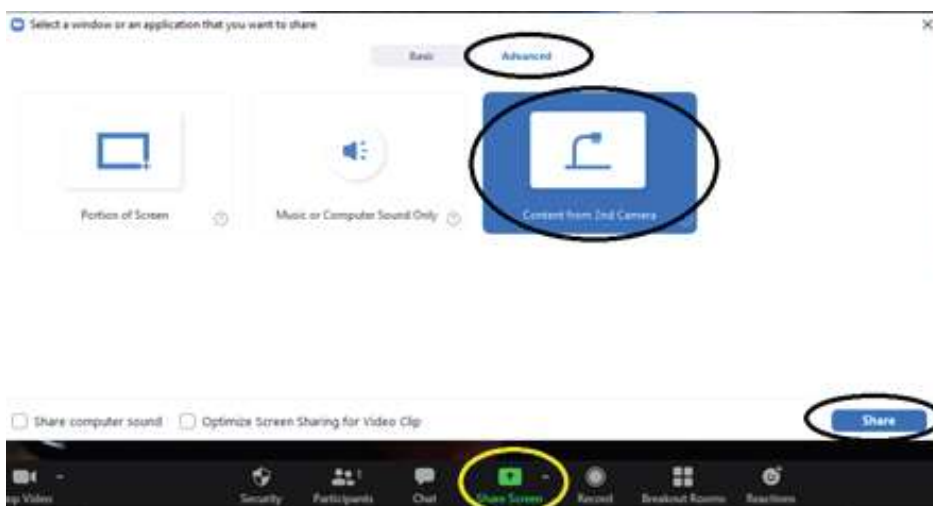
6. The selected source will now be shared to the Zoom meeting as a presentation.