PARALLEL TEACHING

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.
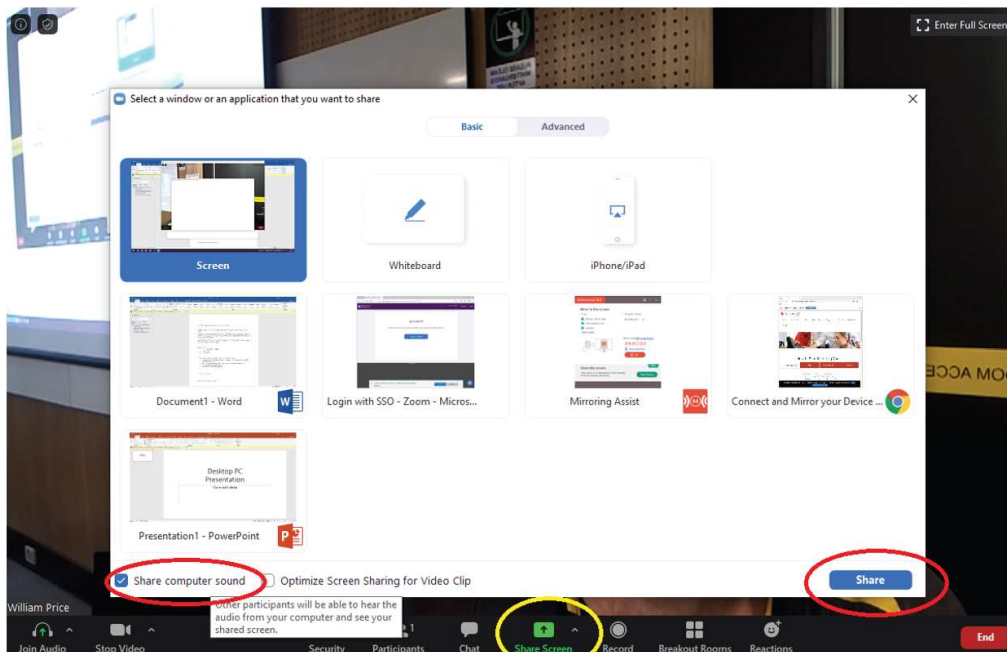
STARTING THE AV SYSTEM

1. Press the touch panel to wake it.
2. Select 'Power On'.
3. Select 'Desktop'.

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.

## SHARING FROM A LAPTOP

It's recommended that you use the desktop PC for screen sharing. Where specific software is not available on the desktop PC, you can screen share from a laptop to the PC using Mirroring360.

For more information about installing and using Mirroring360, visit the UQ Mirroring360 user guide at **http://shorturl.av.its.uq.edu.au/mirroring360**

1. Share the desktop PC screen in Zoom if you're not already doing so.
2. On the desktop PC, open the 'Start' menu, then type 'mirror' and select 'Mirroring360'.
3. Take note of the 9-digit Mirroring360 ID.
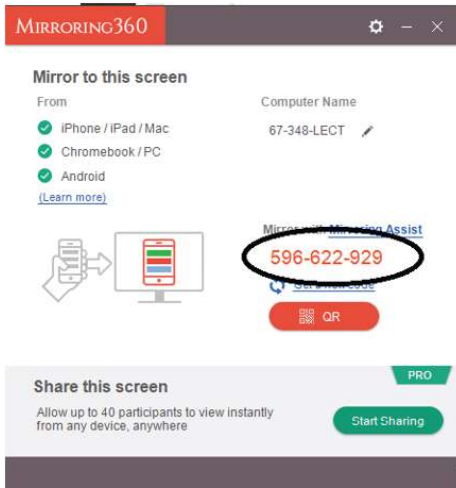
4. On your laptop, launch 'Mirroring 360 Sender'.
5. Add the Mirroring360 ID if this is the first time connecting in this room:
   a. Select the 'quick connect' icon.

   b. Enter the Mirroring360 ID from the desktop computer and select 'add'.
   c. Close the 'Quick Connect' window by selecting the cross ('X').

6. Hover over the computer name and select the play icon to share your laptop.

Both video and audio from your laptop will now appear through the desktop PC and be shown on room displays and to Zoom participants.

To stop sharing your laptop, select the stop icon next to the computer name.

SHARING FROM AN ELMO DOCUMENT CAMERA

1. Share the desktop PC in Zoom if you're not already doing so.
2. Launch 'ELMO Interactive Toolbox' software by double clicking its icon on the desktop.

The document camera will be displayed on the desktop PC, and be shown on room displays and to Zoom participants.

You can zoom the document camera in and out using the physical dial on the document camera head.

To stop displaying the document camera, move the mouse to the far-left of the screen and select the red 'X' icon that appears.
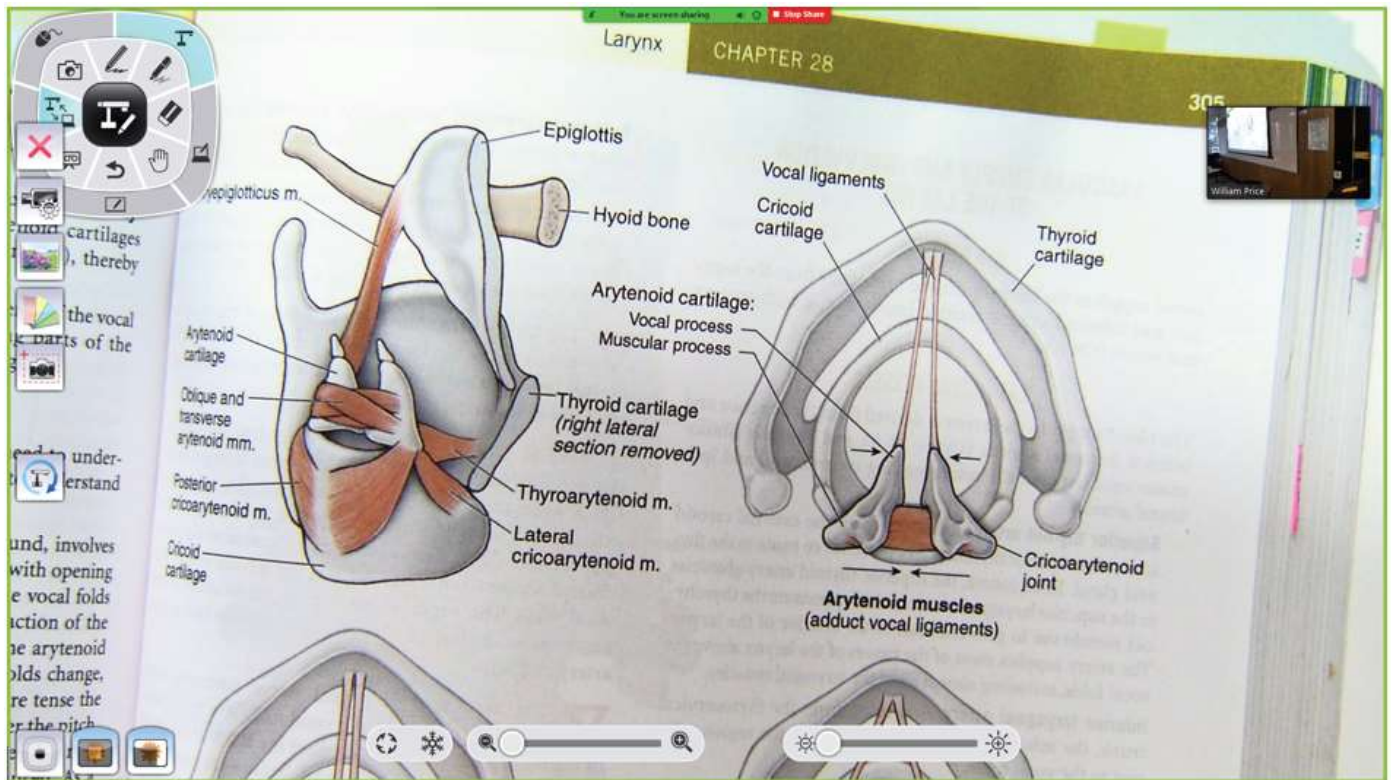
NEED HELP?

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

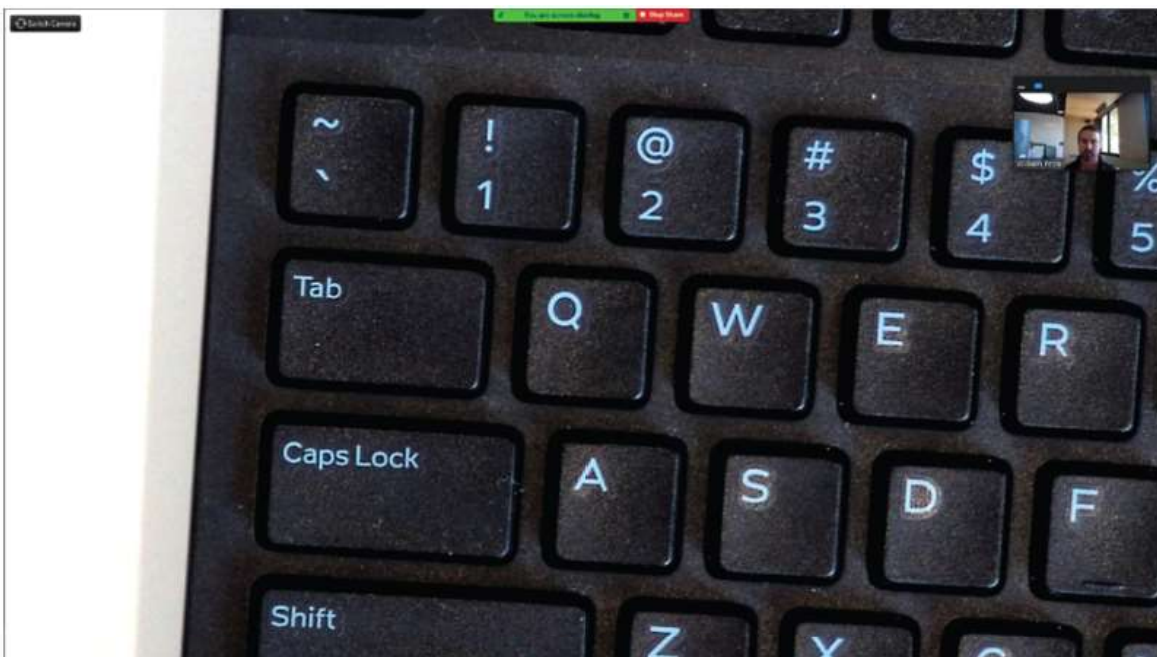| ST LUCIA	GATTON	HERSTON	TRI & PACE
Ph: 07 336 (54033)	Ph: 07 546 01181	Ph: 07 336 (64871)	Ph: 07 334 (61924)
7am - 9pm weekdays during semester	Ext: 50181	7am - 3pm weekdays	7am - 3pm weekdays
7am - 6pm weekdays out of semester	7am - 3pm weekdays		

SHARING FROM A WOLFVISION DOCUMENT CAMERA

1. In the Zoom meeting, select 'Share Screen', or 'New Share' if you're currently sharing the desktop PC.
2. Select 'Advanced', select 'Content from 2nd Camera', then select 'Share'.
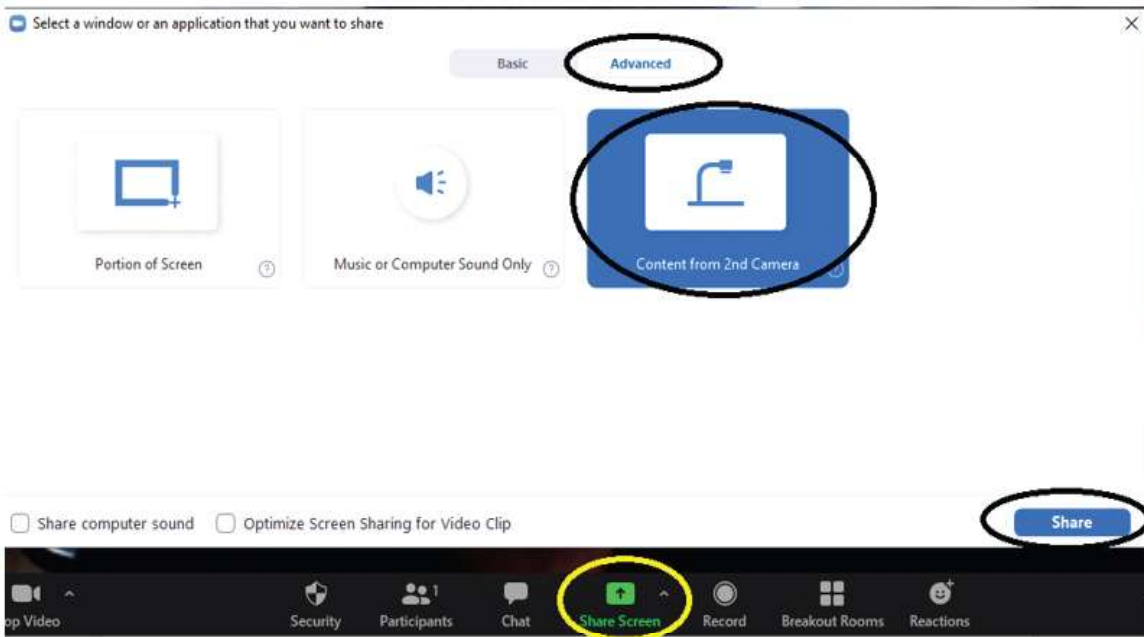
The document camera will now be displayed on the desktop PC, and be shown on room displays and to Zoom participants. You can exit full screen by double-clicking the document camera image.

You can zoom the document camera in and out using the physical dial on the document camera head.

To stop displaying the document camera, select 'Stop Share' at the top of the screen.