

How to use your mobile phone to show a live-demo during class

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Description

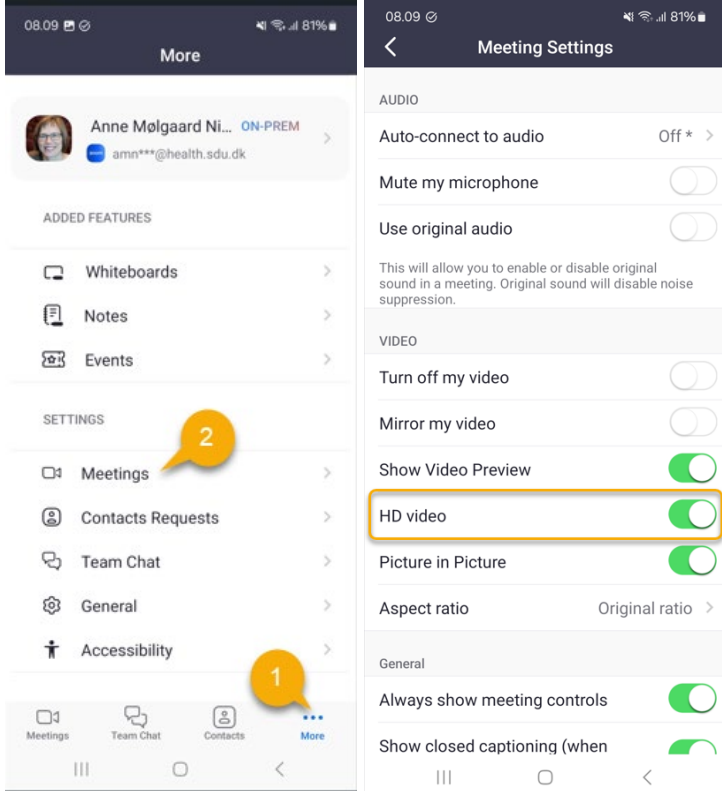
This guide assumes that the class takes place in a room with Zoom-equipment installed (a Zoom-Room).

The purpose of the guide is to describe how you can use your camera's phone to live-stream video to both attendees online and in the room. The function is for instance relevant if you want to emphasize details on an object (for instance a surgical tool), or a person (for instance eye movement).

Guide


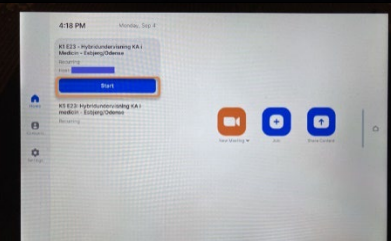
(1) Before class


1. Download the app Zoom on your mobile phone.
2. Log in to the app. <ol style="list-style-type: none"> a. Select <i>Sign in</i>, and afterwards <i>Sign in with SSO</i>. b. Enter SDU's domain "syddanskuni" and click on <i>Continue</i>. c. Log in with your SDU e-mail and password.

<p>3. Optimize the picture quality on your phone by activating “HD video”.</p>	
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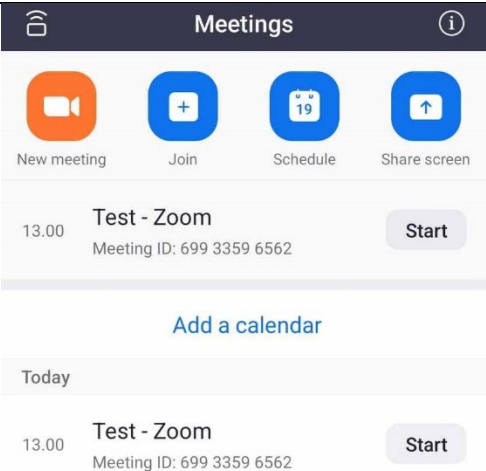

(2) In class

(a) Tablet in the room: Start the Zoom-meeting

<p>1. Open the Zoom menu by clicking on <i>Zoom</i> on the tablet.</p>	
<p>2. Click on <i>Start</i> on your meeting. If the meeting does not show on the tablet, you can click on <i>Join</i>, and then enter the Meeting ID manually.</p>	

<p>3. Your Zoom-meeting has now begun.</p>	
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(b) On your mobile phone

<p>1. If you are added as a participant in the Zoom-meeting, then click on <i>Start</i>. If you are not added, then click on <i>Join</i>, enter the <i>Meeting ID</i>, and <i>Password</i> (if necessary).</p>	
<p>2. Options in the meeting</p> <ol style="list-style-type: none"> If the camera is not already enabled, you can do so here. Decide whether you want your mobile phone to record sound. You can easily have it disabled and continue using the Zoom-equipment in the room to record sound. Here, you can change between the back and front camera. 	

(c) Tablet in the room: Pin or Spotlight

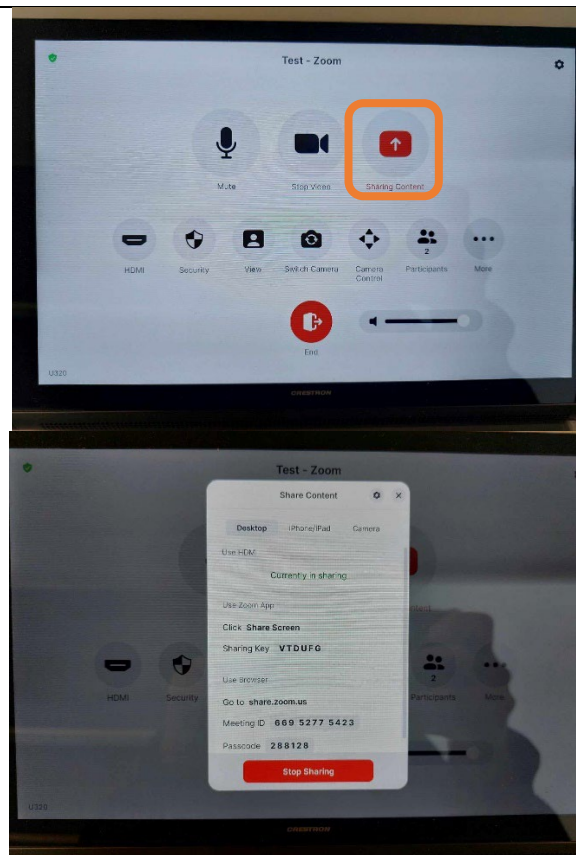
Make sure that what you record on your phone, is also displayed to attendees both online and in the room.

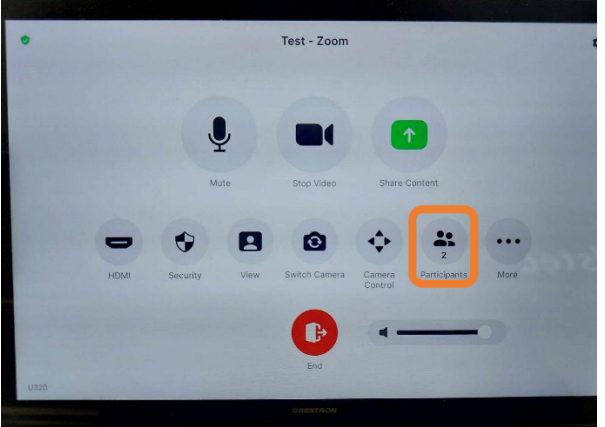
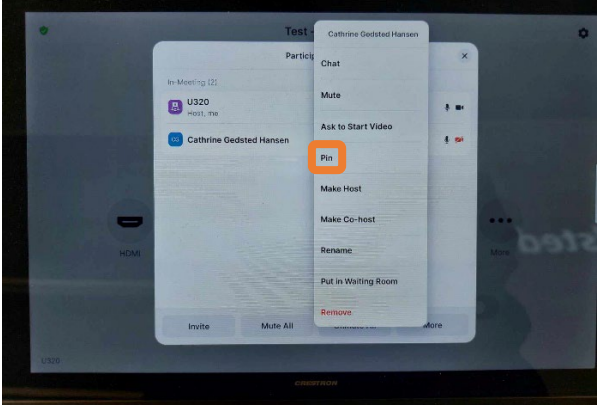
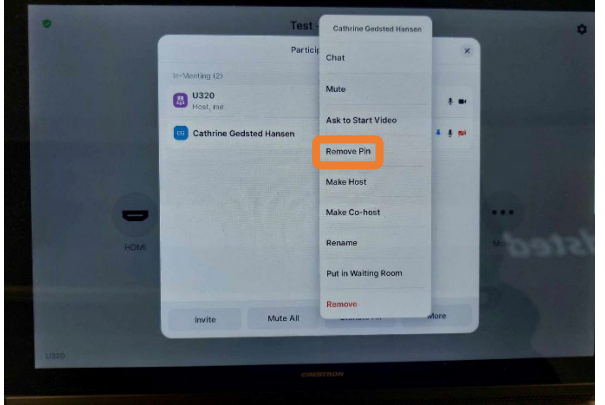
There are two methods to make sure of this, respectively "Pin" and "Spotlight". There is a difference on how to do it in the auditoriums (U260, U300 og U301) and 'normal', because the former has two screen and the latter only one. The differences will be described below.

Pin

- Presentation:
In 'normal' Zoom-Rooms you cannot show a presentation and what you film with your mobile phone at the same time.
In auditoriums it is possible to show a presentation and what you film with your mobile phone at the same time.
- Online attendees need to individually "Pin" the video, if they want it to appear in a larger image on the device.
- What you film with your mobile phone will not appear in a recording.

1. Skip this step if you are in an auditorium.
 Make sure that you are not sharing a presentation.
 If the shown button is green, then you have not shared a presentation. If it is red, then you need to click on the button and then *Stop sharing*.



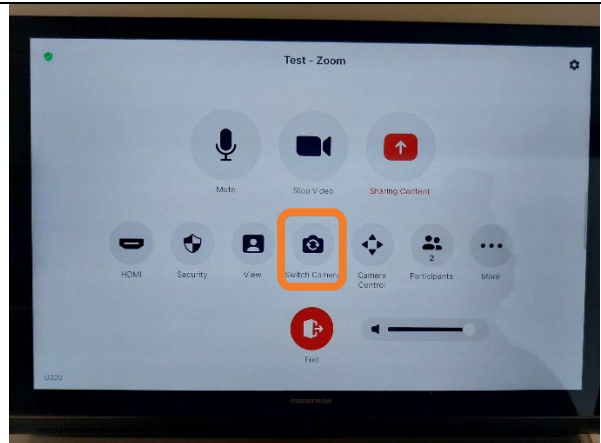
<p>2. Click on <i>Participants</i>.</p>	
<p>3. Select the participant which you use on your mobile phone and then click on <i>Pin</i>.</p>	
<p>4. If you want to remove a 'pin', then click on the participant again and click on <i>Remove Pin</i>.</p>	

Spotlight

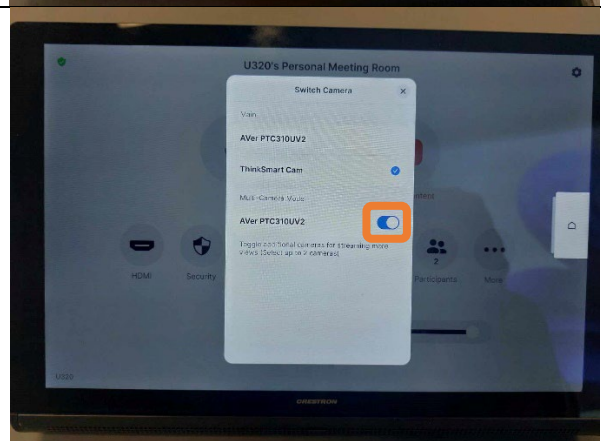
- You can share a presentation and show a video at the same time.
- What you film with your phone will be shown to attendees both online and in the room.
- What you film with your mobile phone will be included in a recording.

OBS: The function requires that a minimum of three participants (including the tablet itself) have their video enabled in the meeting. If there are not any online attendees with their video enabled, you can enable both cameras in the room, and still use the function.

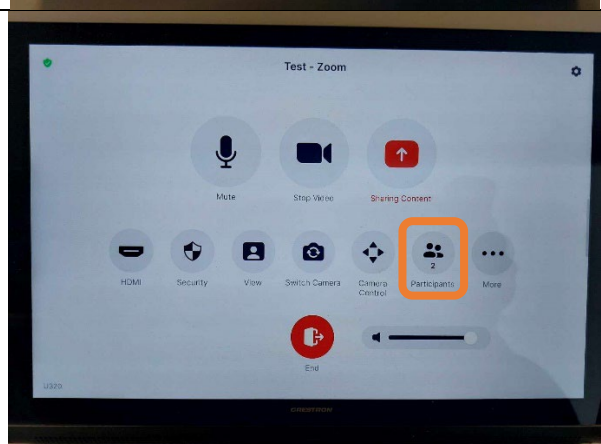
1. Click on *Switch Camera*.



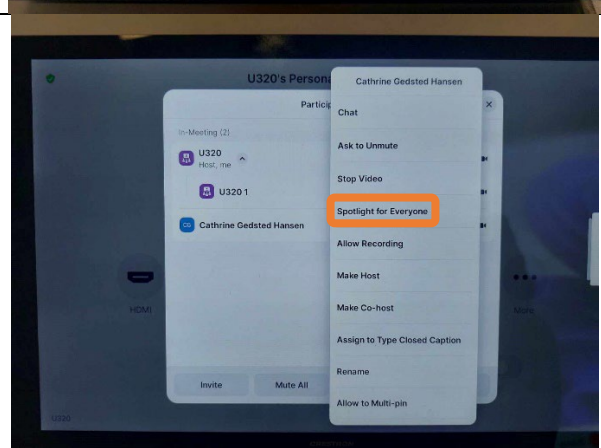
2. Enable *Multi-Camera Mode*.



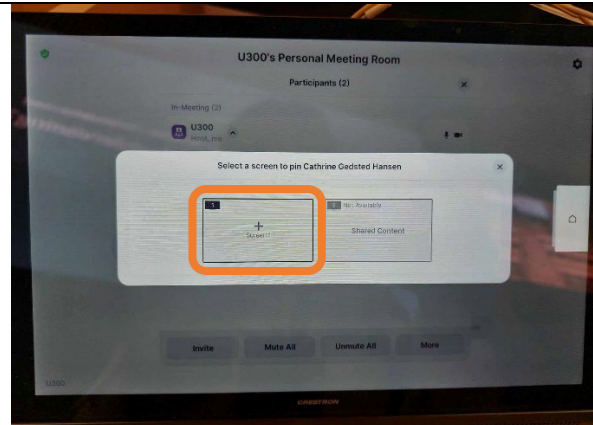
3. Click on *Participants*.



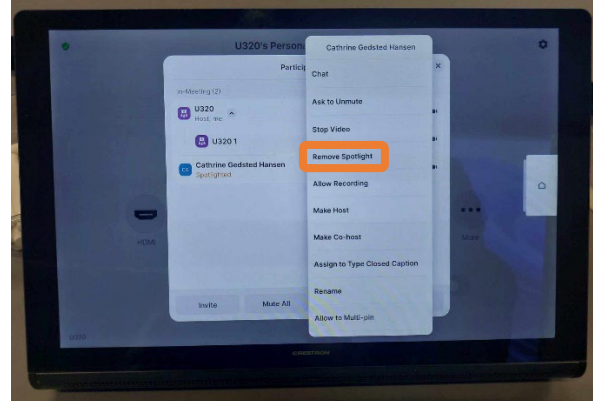
4. Select the participant which you use on your mobile phone, and then *Spotlight for Everyone*.



5. This step is only relevant in auditoriums.
Select which screen you want to show the live-recording from your mobile phone on.



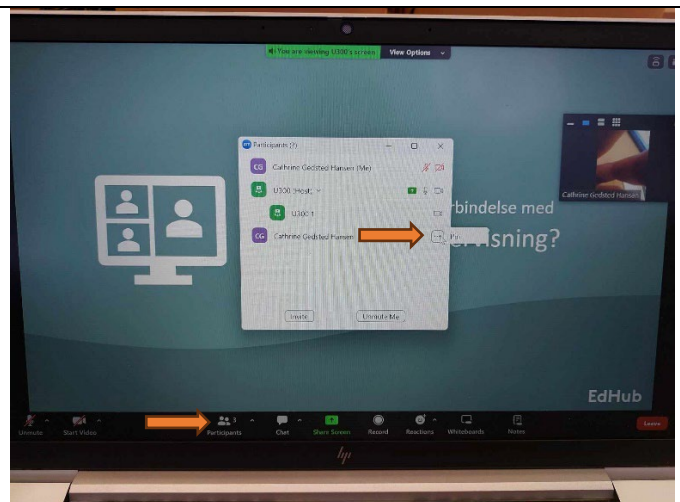
6. If you want to remove a 'spotlight', then click on the participant again and select *Remove Spotlight*.

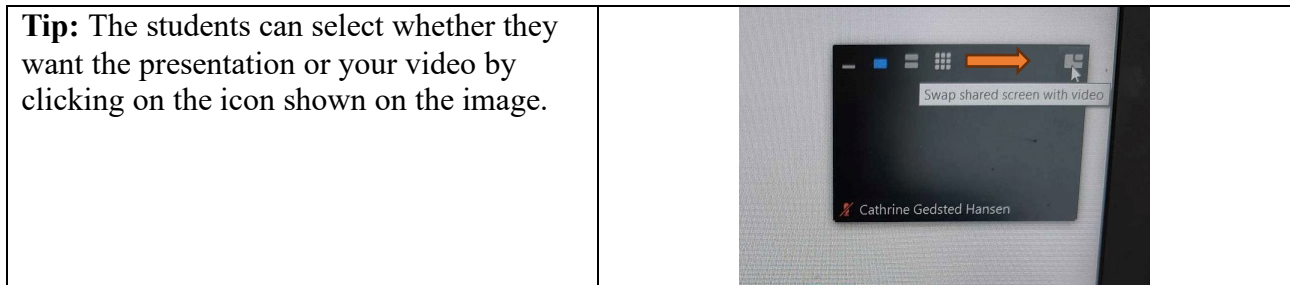


(d) Online attendees

When using the 'Pin'-function:
When this function is used, online participants must 'pin' the video themselves if they want to highlight it on their device.

1. First, they need to click on *Participants*.
2. Next, they must select the three horizontal dots next to the user you (the teacher) is using on your phone.
3. Click on *Pin*.





Safety when using a private mobile phone

"The Zoom connection is encrypted and hosted on servers in Copenhagen, so the app you have given access to the camera cannot immediately "log in" to a live Zoom feed. It will require some special spyware that records your screen, for example.

Of course, there is a risk that some people may have installed something like this, but it will be very special. As a starting point, it's always a good idea to review which apps have access to the camera and microphone.

You can introduce extra security by turning on "end-to-end" encryption when you create the meeting, but it will not solve the problem of spyware screen recording." (Janni Bang, Head Consultant w. personnel management at SDU)

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