## Classroom Technology

### Using the Podium Computer to Facilitate Zoom or Collaborate Ultra Sessions (with an AverMedia Webcam or PTZ310 Camera)

#### Zoom Sessions

1. Power the projection system and computer. Select your computer source. (See the *Using the Podium Computer to Present* document.) Make sure the audio is also selected for the source that you choose.

2. Log into Zoom to start your Zoom session.

3. On the bottom panel of Zoom, change the microphone and camera by clicking the arrow beside each in the panel.

4. Select “AverVision or PTZ310” for the camera. Select “Live Streamer CAM 313 or Echo Cancelling Speakerphone PTZ310” for the microphone. If you are using a different camera, select this source instead. If you are using a document camera (i.e. AverVision U50), select the document camera as the source for both.

#### Blackboard Collaborate Ultra

1. Power the projection system and computer. Select your computer source. (See the *Using the Podium Computer to Present* document.) Make sure the audio is also selected for the source that you choose.

2. Log into Blackboard and start your Blackboard Collaborate Ultra session.

3. Open the panel on the bottom right. Select the settings tab.

4. Select “Set up your camera and microphone” and choose your devices under “Share Camera.”

5. If you want viewers to see either the camera view or the document camera view, click the share tab, and select “Share Camera.”

* For additional assistance please contact Client Technology Services (CTS) at 334-7195.