

Items to complete Before Entering Your Classroom

- Create a link for the meeting in the Content area of your course.
- Practice using your iPad audio and video before the first time you use it in your classroom.
- It will also take some time to find the appropriate location for your iPad in the various classroom configurations. Get to know your classroom and the best configuration well before the first class in which you want to use your iPad.

Once You Have Completed Your iPad Setup, When in Your Classroom

- Turn on your iPad.
- Open your browser and navigate to D2L.
- Tap the appropriate course.
- Under Content, locate for the link for the meeting that you created.
- Tap the link.
- Tap Start meeting.
- When the prompt appears to allow audio, tap allow.
- When the prompt appears to allow video, tap allow.
- This will begin streaming audio and video for the meeting.
- Once streaming begins, place the iPad on a stand or in a location that best suits your needs regarding what you want students online to view.
- Once you have the iPad placed in the desired location, if you want to record your session and are not automatically recording, tap record on the Microsoft Teams toolbar.

If Also Using the Instructor Cart to Share a PowerPoint or Document Using the Document Camera

- Have the item you want to share (such as a PowerPoint presentation or other application) open on your desktop.
- Using Collaborate Ultra, you will need to change the guest role to the moderator role and login with the guest login information.
- First, login to your course and locate the link in Content.
- Click the ellipses next to the meeting to access the settings.
- Change the guest link role to “Moderator” using the drop-down menu.
- Copy the link and paste in a separate browser window.
- When Collaborate Ultra opens, enter a username, such as Instructor X.
- Start the screen share using the Collaborate panel to display the content.
- You will be displaying the iPad video and the Instructor cart screen share at the same time. If you do not want to share your iPad video, stop sharing the video on the iPad but do not turn off audio sharing.