

Items to complete Before Entering Your Classroom

- Check to make sure that the Zoom app is installed on your iPad. **Note:** If using a KSU device, you can find the apps in Self-Service. If using a personal device, you will need to search for the app to install.
- 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.
- Tap to open the Zoom app.
- Locate the meeting you created for your class.
- Tap Start to start the 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 Zoom 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.
- Click the Zoom icon on the desktop of the Instructor Cart.
- Join the meeting you created for your class.
- Start screen share using the Zoom toolbar 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 on the iPad, but do not stop sharing the audio.