REMOTE TEACHING GUIDE

April 29, 2020

ArtCenter

Remote Teaching Guide

CONTENTS:

Section 1: Setting Up Your Space & Equipment

Learn basic setups for using external cameras in Zoom and the equipment needed.

- Rigs for Using a Smartphone as a Second Camera

Desk Mount

Equipment:
Smartphone
Desk Mount w/ maneuverable neck

A desk mount for your smartphone with a **maneuverable neck** is a great tool to use as an overhead or over the shoulder view. There are several options online starting at $25.

Floor Stand

Equipment:
Smartphone
Floor Stand w/ maneuverable neck

A floor stand for your smartphone with a **maneuverable neck** is also a great way to capture either overhead or over the shoulder views.

- Rigs for Using a Webcam or DSLR as a Second Camera

The Tall Tripod

Equipment:
Tripod
Sandbag

The simplest way to shoot from up above is to raise a **tripod** to its peak and point it down. It'll never point a perfect 90 degrees downward, but it'll get close in most cases. Be sure to use a **sandbag** or other counterweight to prevent your tripod from toppling.

The Boom Pole Holder

Equipment:
Boom Pole Holder and Grip Head
Monopod
Strong Light Stand
Sand bags

Another way to position a camera directly overhead is to use a combination of a monopod and a boom pole holder. Clip the camera into the monopod, then slip the monopod into the boom pole holder. *Important:* Double-check that everything is locked tight, from the camera mount to the grip head. Also, use sandbags to weigh down the boom pole stand, as this rig will be pretty darn top-heavy. When you're shooting overhead, we've noticed that gravity can cause some zoom lenses to slip and not hold focal length. To avoid this, use a fixed lens like a 24mm or 35mm, and raise or lower the light stand to get the right framing.

Learn how to use two cameras during your Zoom meetings, both for a live class and recording demos using the Zoom interface.
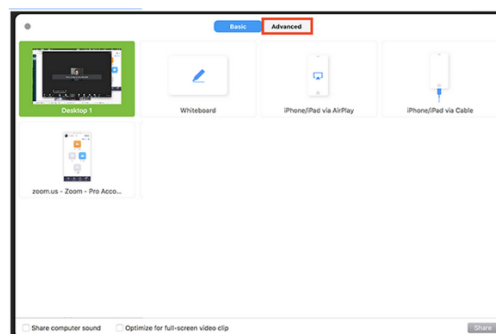
- Connecting a Second Webcam

After your desk rig has been set up, we recommend using a second webcam to get a bird's eye view of your workspace. This works well for both you and your students in sharing their desks. You'll be able to manually switch between your front facing camera and your overhead camera using this function.

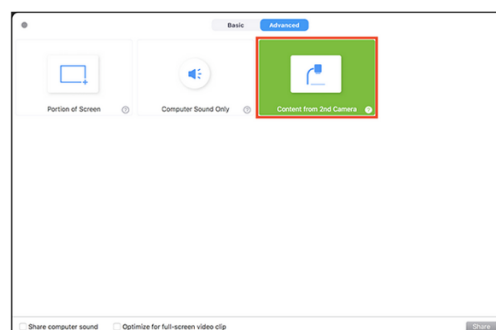In order to use a second webcam in your Zoom application, follow the instructions below:

1. In a Zoom meeting, select **Share Screen**.
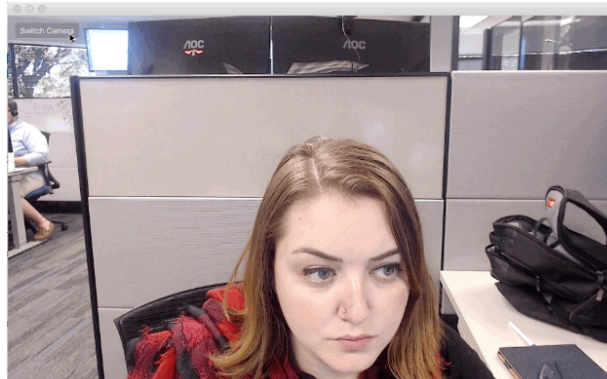

2. Click the **Advanced** tab.

3. Click **Content from 2nd Camera.**

4. Click **Share**.

5. If you need to choose your second camera, choose **Switch Camera** at the top left.
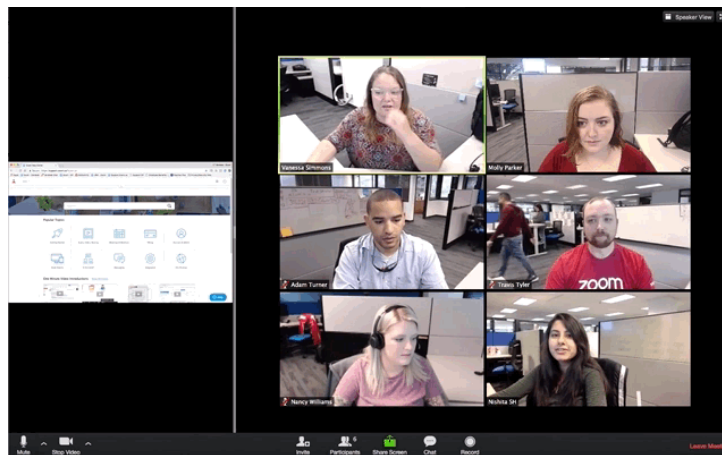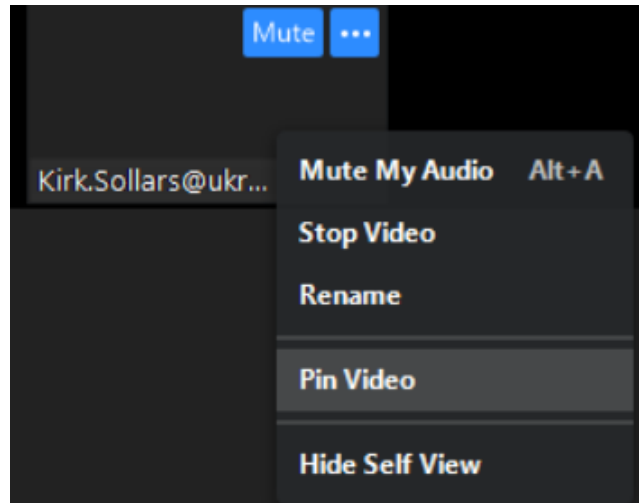

- Side-by-Side View with Two Webcams:

During demos, you may want your students to see both your overhead camera and front facing camera side-by-side. If you wish to display both your overhead and front-facing web cameras side-by side, instruct your students to reconfigure their Zoom windows slightly.

After you've followed the instructions above to activate your second camera, please ask your students to do the following:
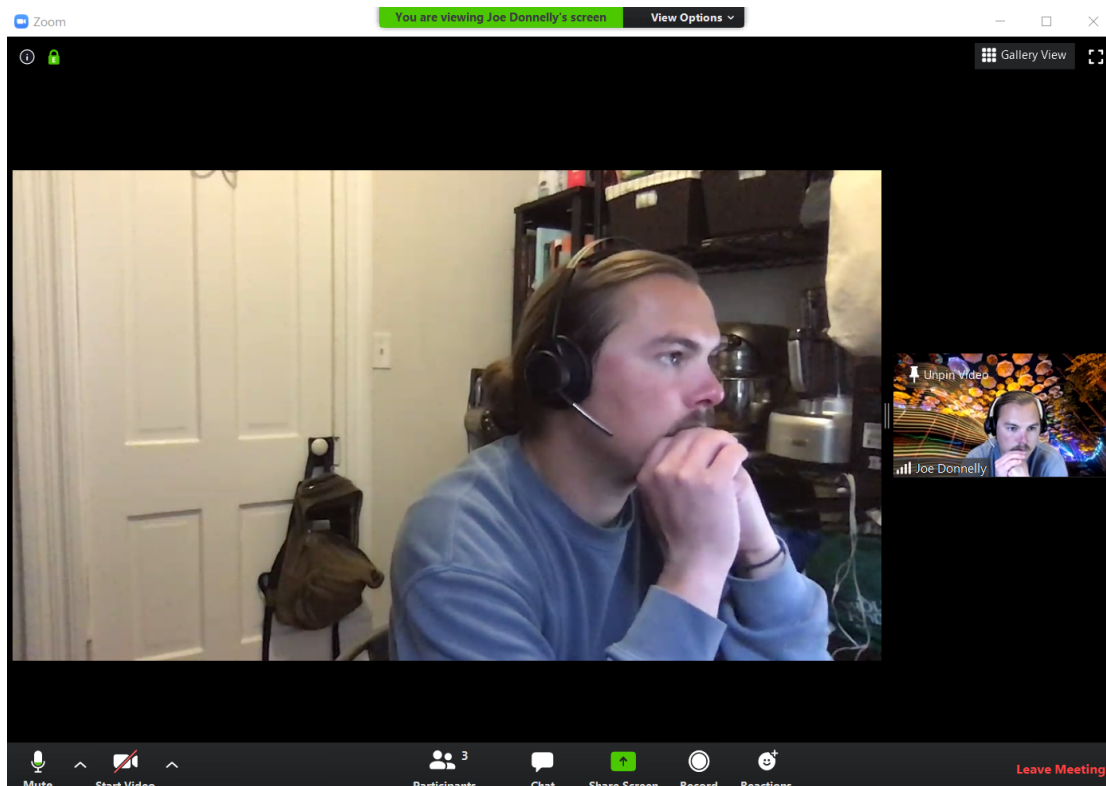
1. Navigate to the top of their Zoom window and look for the located next to the green bar.

2. Clicking on the drop-down menu for "view options" students should select "side-by-side."

3. Navigate to the side bar that has appeared on the right side of the screen, find the instructor's camera front facing camera and click, "Pin."

Following these instructions your students will see only your two cameras during your lecture and demo:
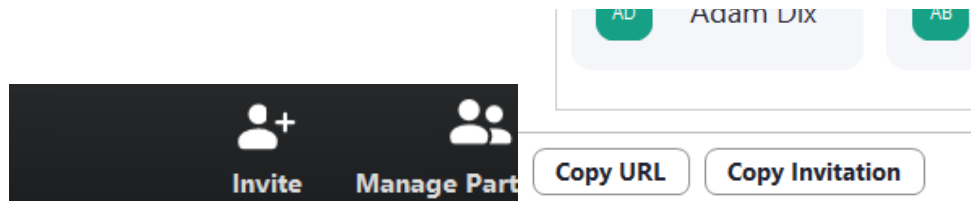
- Connecting your Smartphone as a Participant

If you do not have access to a second web camera, you can use a cellphone to act as another "view" in your meeting. This is accomplished by joining the meeting through your cellphone and "spotlighting" your cellphone's view.

If you'd like to show a demo (i.e. on a sewing machine), but don't have an external webcam, you can easily set up your smartphone, iPad or other smart device to live stream. Follow the instructions below:

1. Copy the Zoom URL under the "invite" tab in your meeting. Paste that link into email to yourself.

2. Open the email on your smartphone or smart device, and click the Zoom meeting link.
3. Download the Zoom app when prompted, if you have not already.
4. Once you've entered the Zoom meeting on your device, return to the Zoom application on your computer and open "Manage Participants" on the dock at the bottom of your screen.

5. Find your smart device's participant in the meeting, click "More," and select "Spotlight Video."
6. Return to your smart device. Toggle between the front-facing camera and the outward camera by selecting the camera toggle button in the upper left corner of the screen.
7. To end the spotlight view, go to your computer application and click "Stop Spotlight View" in the upper left-hand corner.

*Lesson planning both in-classroom and remote learning settings has become a digital media rich environment flush with video content. As ArtCenter adopts more technology into its ecosystem, faculty members may need to record demos, put those videos online, and link them to their course's **DotED page**.*

*Zoom is a great interface to record demos for your remote class. **Below we demonstrate how to use the interface to record.** Once your videos are recorded — you will need to access the files and distribute. **Below we will demonstrate how to access files recorded in Zoom.***
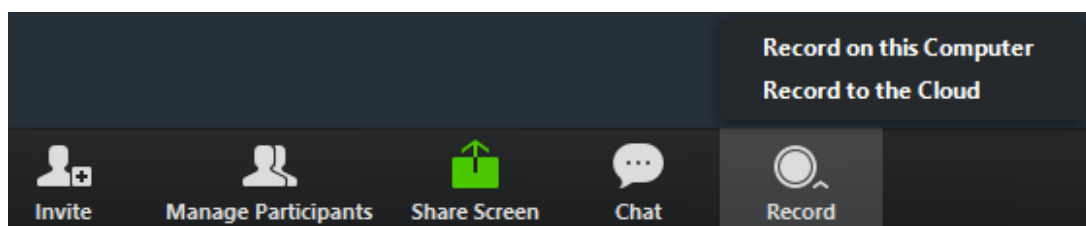
*When it is time to share videos with your class, rather than uploading videos directly to **DotED**, faculty should **host videos elsewhere and link back to DotED** with a direct link to their video of choice.*

There are many video player options, below are two options that we are sharing as a "quick fix" while the school vets a more permanent solution and policy moving forward.

- Recording

When your overhead camera is set up, you can record a demo either to the Cloud, or locally to your computer.

1. Start a meeting as the host.
2. Click the **Record** button in the Zoom toolbar.
3. Select **Record to the Cloud or Record on This Computer** to begin recording.

4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.
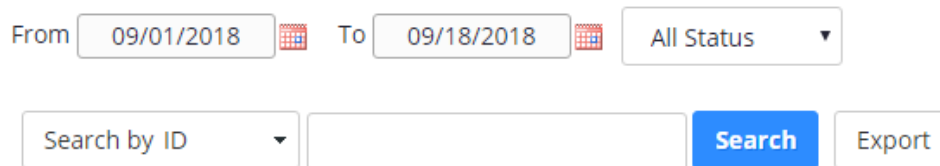

Hosts will see this recording indicator in the top-left corner while recording is active.

5. Once the recording has been stopped, the recording must be processed before viewing.
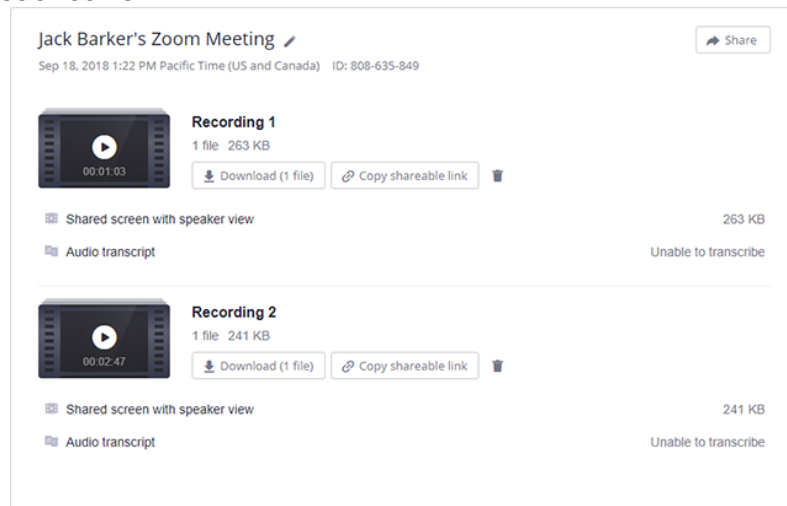
- Accessing a Cloud Recording

Once you've received confirmation that your video is ready, you can access or download this recording by signing in to your Zoom web portal (found at https://zoom.us/signin) using your ArtCenter Zoom credentials.

1. In the navigation menu, click Recordings. You will see a list of cloud recordings that you started.
2. Adjust the date range and status.

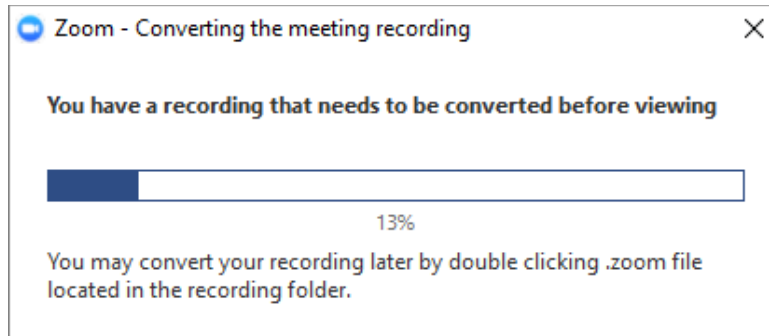3. When you've located the recording that you're interested in using, download by clicking the "Download" button.
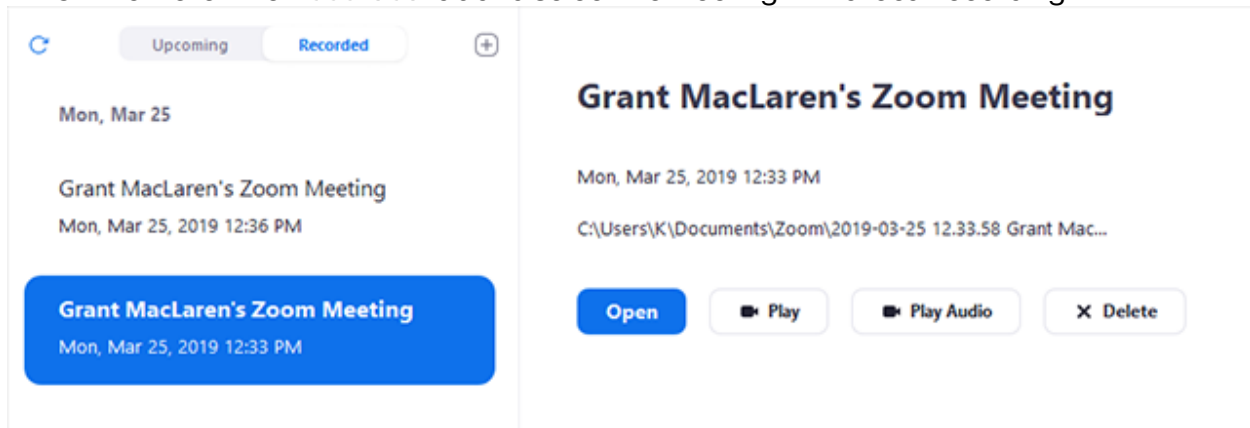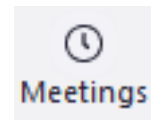

- Accessing Local Recordings

Meanwhile, if you've recorded on this computer, your recordings are stored locally.

1. After the meeting has ended, Zoom will convert the recording so you can access files.

2. Once the conversion process is complete, the folder containing the recording files will open.
   - **Note**: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.
3. By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:
   - **PC:** C:\Users*User Name*\Documents\Zoom
   1. **Mac***:* /Users/*User Name*/Documents/Zoom
4. You can also find these recordings through your Zoom desktop application. Once you've opened your Zoom application and signed in click **Meetings**.

5. Now click the **Recorded** tab and select the meeting with a local recording.
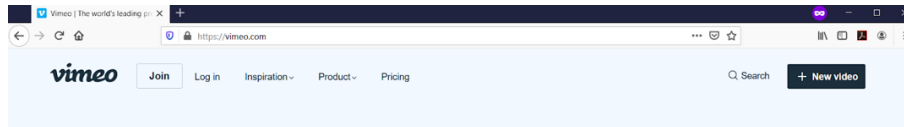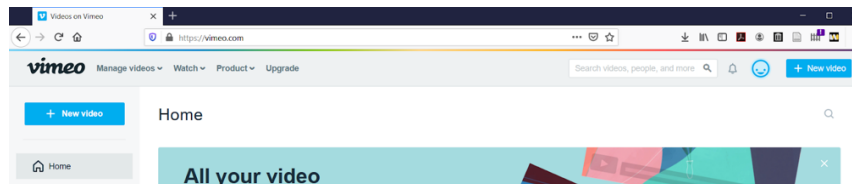

- Uploading for DotEd Distribution

Option 1: Vimeo

Unless you're willing to pay a small subscription fee, you're only going to be able to upload videos of less than 500MB in size.
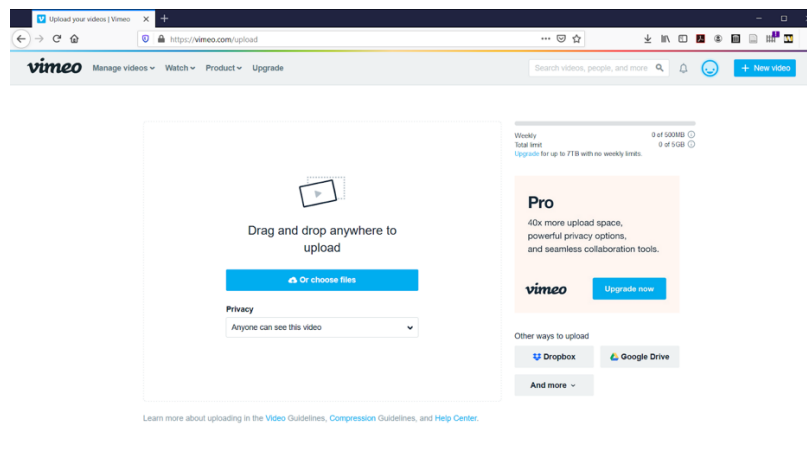
1. You'll need to sign up for a free Vimeo account which will allow you to upload up to 500MB of footage. To get your free account go to Vimeo.com and click Join in the upper left-hand corner of the screen. Sign up for a "basic" account.

2. Once you're in your account interface you'll be able to upload a video by clicking "new video" in the upper right corner. Select "upload video."

3. On the settings in the drop-down menu under "privacy" choose "only people with the password."
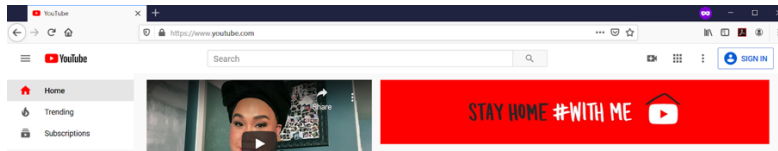

4. Drag and drop your video into the middle of the screen. While it's being uploaded ,set a password, and copy the link supplied.
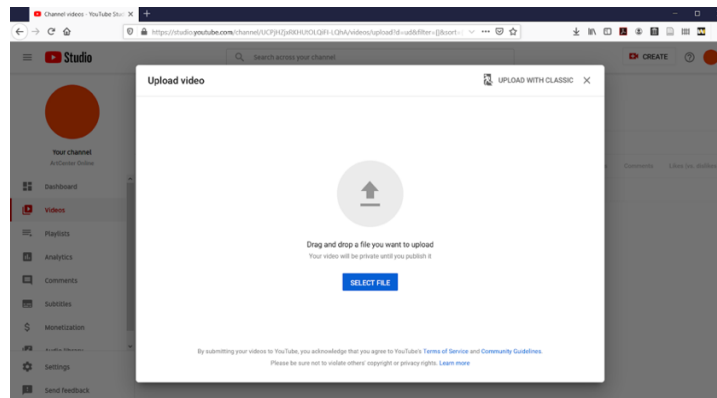
Option 2: YouTube

The other option if your video is bigger than 500MB is to use YouTube.com
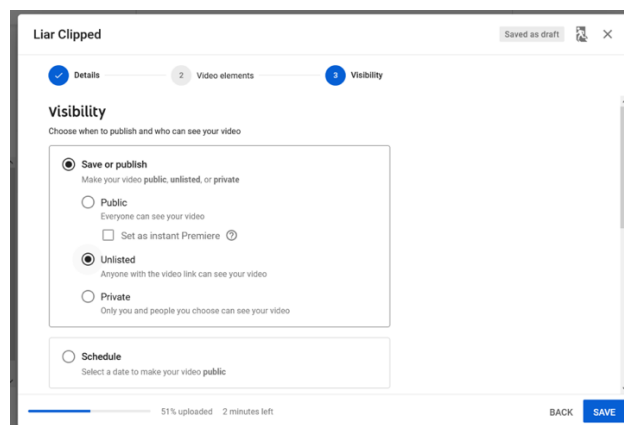
1. Click on the icon and select "upload video." Type in the credentials to your Google account.
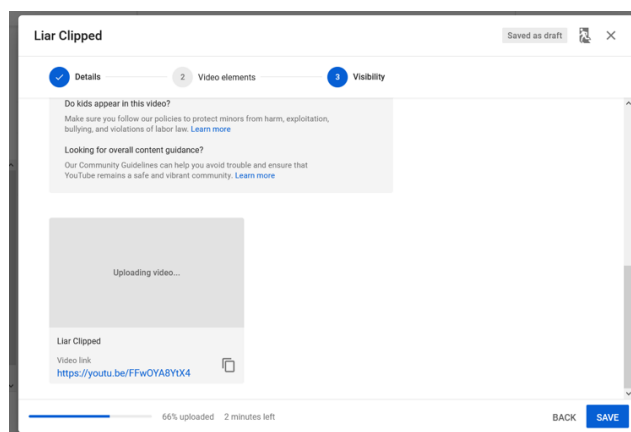
11

2. Drag your video file here.

3. Select "Unlisted."

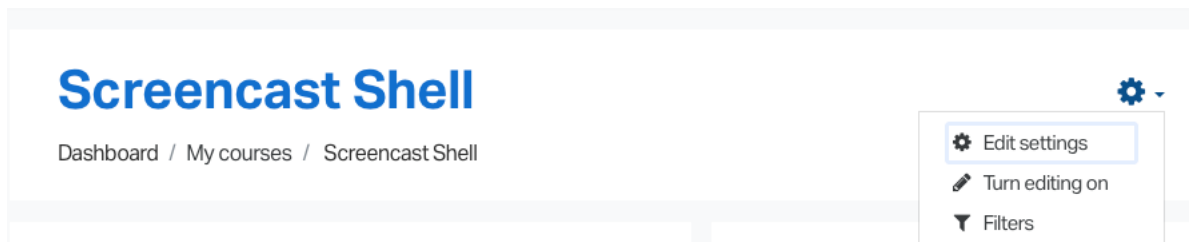4. Copy the "video link" displayed to your clipboard, and click "save."

- Distribution on DotED

Now that you have your video hosted online — use DotEd to connect your students with your video.

Add a direct link to your Video.
You can simply add the video link to the course by using the URL resource.
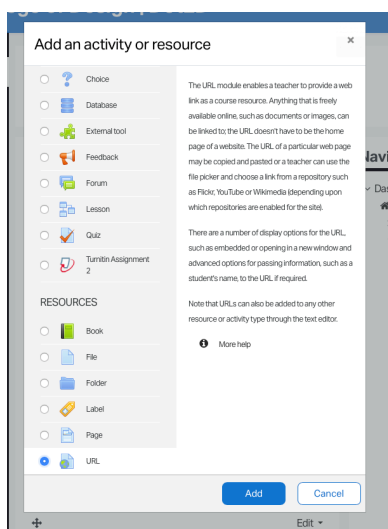
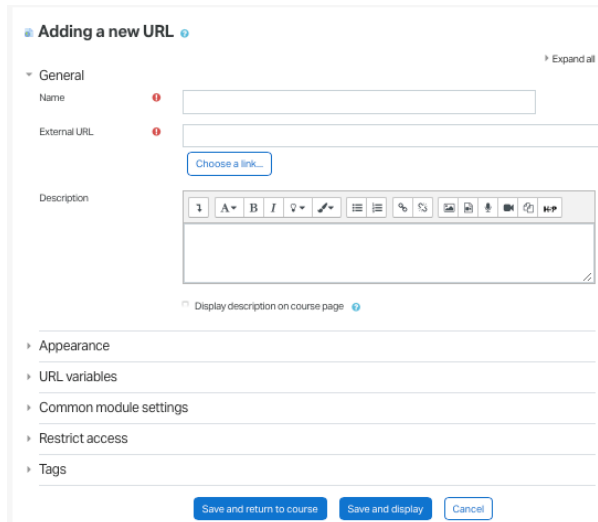1. Log in to your DotEd course and click the gear icon in the upper right corner and select "turn editing on."

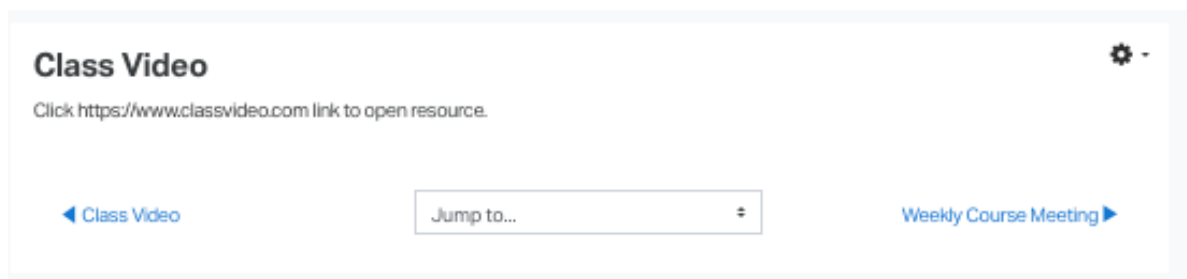2. Find the week you want to edit, and click "add activity or resource."

3. Select "URL" from the resources list and click "Add."

4. Enter the **Name** of the URL and the **External URL** address. Click "Save and Display."

5. Your video link appears inside for all students registered to your DotEd course. Remember to include your video password for Vimeo videos.

Add a Video to your Weekly Summary.

Adding videos to your weekly summaries are a great way increase student engagement. Any video link from Vimeo or YouTube automatically displays as an embedded file so make sure your privacy settings allow your students to view it.

1. Log in to your DotED course and click the gear icon in the upper right corner and select "turn editing on."

2. Find the week you want to edit, and click "Edit Week."

3. Type the link in the text box, highlight it, and press the Insert Link Icon.

4. Enter the URL into the dialog box and press "Create Link".

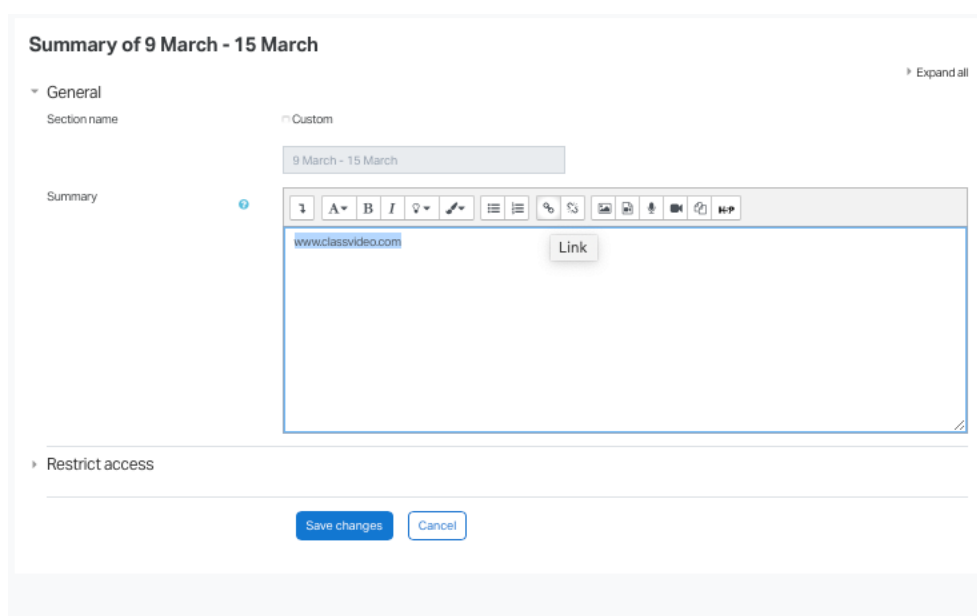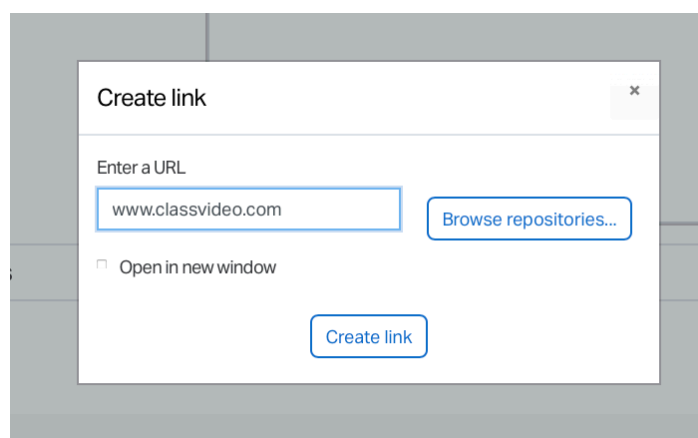5. Click "Save Changes." Your link should now be visible in your Week Summary.

- Playing Video in Class

Sharing video content through Zoom requires synchronized playback — which connects the instructor's computer to their students' computers through any online-hosted video player like YoutTube or Vimeo. It also allows the instructor to play and pause, rewind and fast-forward videos locally on each student's computer.

ArtCenter Online is recommending Watch2Gether.com — a free tool that allows instructors to make a playlist of videos, invite students to the website, and (while continuing to converse on Zoom) watch the videos in sync on Watch2Gether.com ("W2G").
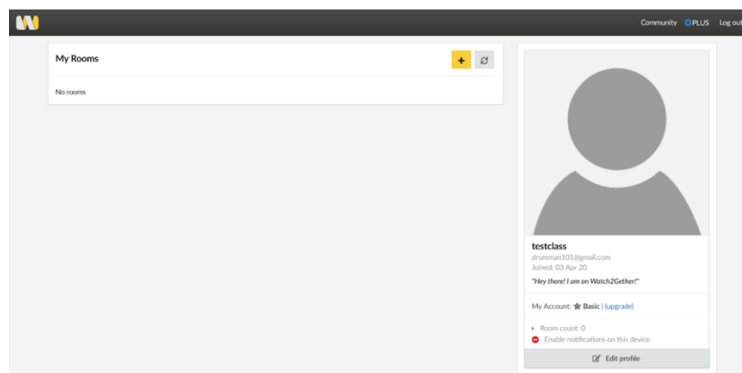
W2G allows you play synchronized video on everyone's computers at the same time.

**Before you get started, make sure the content is either online or can be put online. Content that lives on the Internet can be easily accessed through the site. And there are plenty of places to put work on the internet — student's work and your video files will need to be ether accessible through a public Google Drive link or hosted as "unlisted" videos on YouTube.
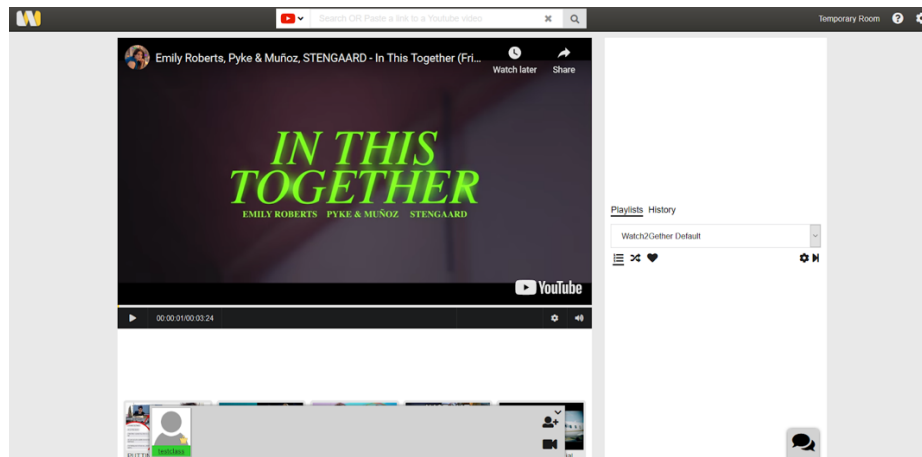
Here's a list of places that work with W2G out of the box:
- YouTube
- Vimeo
- Daily Motion
- Twitch

1. In order to get started using W2G go to watch2gether.com and sign up for an account using whatever email you choose. Once you've signed up and confirmed your email, you'll be able to create a room by clicking the **yellow plus sign**:
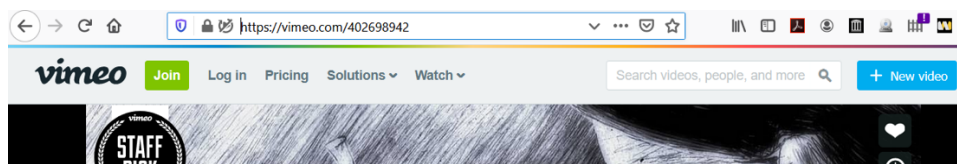
2. You'll be taken to this screen, which is the main interface for your synchronized playback.

3. To configure this room, click on the **gear icon** in the upper right corner, you'll type what you want the name of this watching space to be (or your class name), and click **save**.
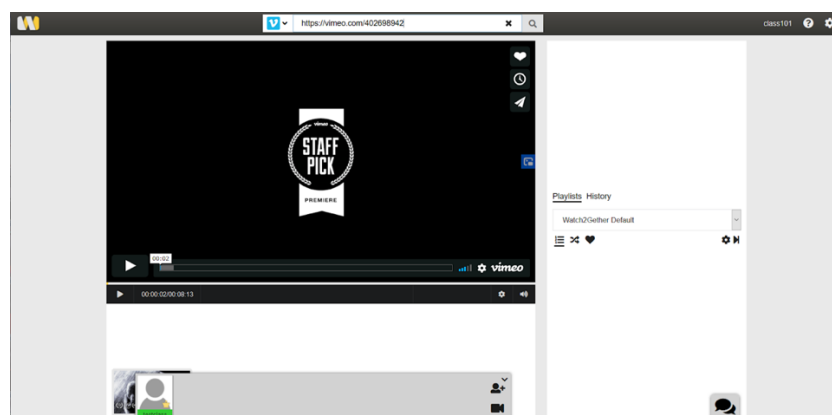
4. Now find a video that you want to share with the class from one of the approved sources above. (If your class involves sharing videos from one of the W2G extension sources listed above, you'll need to install this extension first). **Copy the video's web address to your clipboard.**
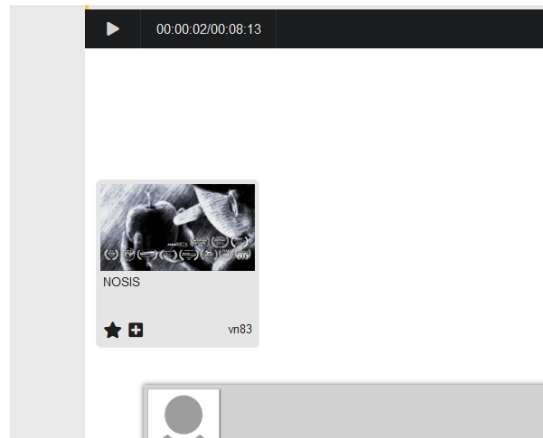

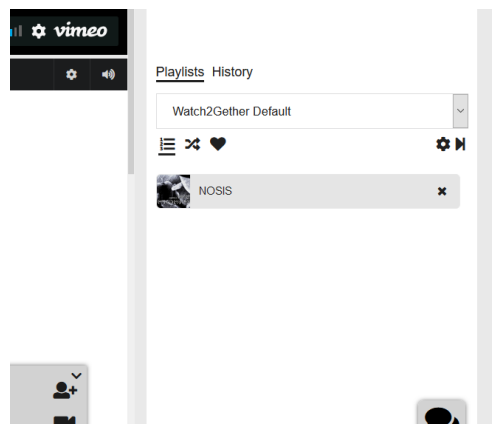5. And now go back to W2G and **paste the link into the search bar at the top**:

6. Once you've done so, you'll be able to view the video in the W2G player:

7. You can pre-load videos into the class playlist by **scrolling down to the video thumbnail** and **clicking the plus sign**:
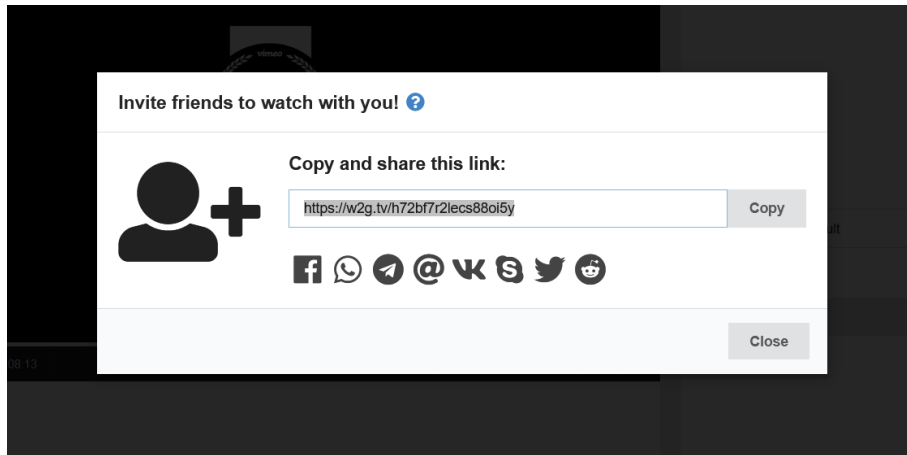

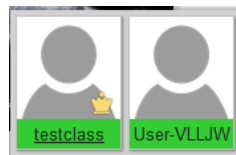8. That will add it to the class playlist on the right:

9. You can invite your class to join your watching room by **clicking on the avatar with a plus sign icon on the bottom bar**:

10. Then you can copy the link to your new virtual watching room and send it to your class via email or through Zoom's chat function:

11. Students will appear as users along the bottom bar:

12. Once your students are present, ask everyone to **mute their microphones.** Once they're settled **press play on the video on your computer** — the video will play and pause for everyone at your command.

- Using Live Closed Captioning

When you're hosting a class meeting, live closed captioning is available for free for EDU users. Live closed captioning is only available in class meetings and is not currently available in breakout rooms or Zoom webinars.

1. Go to https://zoom.us/profile/setting and navigate to the **'In Meeting (Advanced)'** section at the bottom of the page.
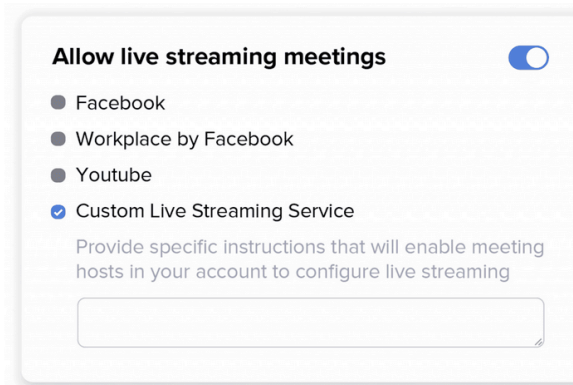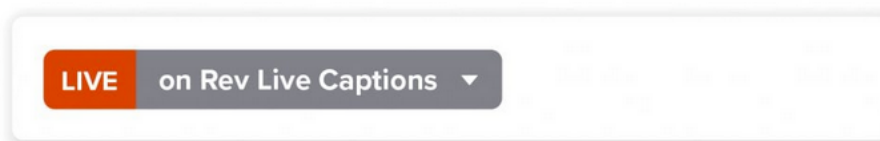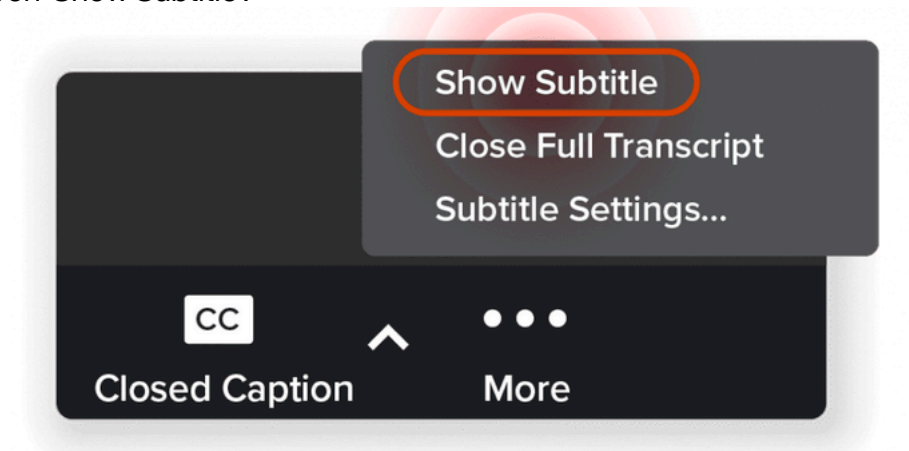2. Click the 'Closed captioning' toggle to turn it on. You can see the 'on' state below.

3. Go to the **'Allow live streaming meetings'** toggle. Turn this toggle on. Then check **'Custom Live Streaming Service'**. Leave the input box empty.

4. Start a Zoom meeting. Users that have completed the above steps will now have closed captions enabled by default for all of their meetings.
    - Note:
        1. Live captions will only become available after the host joins the meeting – and not before. After the host leaves the meeting, live captions will not be available.
        2. Live captions are not available in Zoom webinars or Zoom breakout rooms.
        3. Currently, live captions are only available for meetings up to 2 hours in length. Live captions will time out after this time.
5. Once live captions are available, all meeting participants will see this indicator in the upper left corner of their Zoom window that confirms that live captions are available in the meeting.

- o Note: Nobody is able to listen in or view the meeting outside of the participants allowed in the meeting nor is the meeting being recorded outside of the Host or participants -- all this button is referring to is that Close Captions are now "live" in real time.

6. Every meeting participant (host and attendees) that wants to show closed captions on their own screens will need to click on the up arrow next to 'Closed Caption' and then click on 'Show Subtitle'.

7. You'll know this is successful if captions start appearing on your screen within 30 seconds.
8. For more information please visit: https://www.rev.com/blog/zoom-integration-setup-for-teachers

Section 4: On-going Support for Online Teaching and Learning

There are four interconnected departments that can support you as you teach remotely.

Digital Teaching & Learning: dtl@artcenter.edu
Please contact the DTL for questions regarding DotED, Zoom, and other tools for teaching and learning as well as online content creation.

Center for Teaching & Learning: Sam.Holtzman@Artcenter.edu, Gayle.Burns@Artcenter.edu
Please contact the CTL for help regarding curriculum, course design, and pedagogy for remote teaching and learning.

Information Technology: helpdesk@artcenter.edu
Please contact IT for password and access to ArtCenter Inside, ArtCenter email access and issues, Zoom license and activation, and educational media resources.

ArtCenter Online: artcenteronline@artcenter.edu
Please contact ArtCenter Online for faculty training in using Remote Teaching tools as well as support in filming of ongoing training or teaching videos.