# Annotating or Solving a Problem with a Document Camera: Run of Show

Length of Class Meeting: XX minutes

## Learning Outcomes for this Class

* Use a Document Camera and applicable software to annotate or solve a problem during a class session.
* Apply what you have learned about the Document Camera equipment and applicable Software application in order to present, distribute and manage information in various scenarios.
* Use the Document Camera effectively and with ease in your course.

### What is a Document Camera?

The document camera is equipment that enables you to project printed materials (e.g. page in a book, printed word document etc.), detailed drawings, photographs, information that you handwrite on the spot during class and other instructional materials to support your presentation. Unlike a traditional overhead projector that uses mirrors and light tables to project images to a screen, a document camera uses a high resolution video camera for display. In addition to feeding images to a projector, a document camera also allows you to feed images to television sets or to computer screens. In the context of this workshop, the document camera will allow you to project information to the instructor station computer screen and to all the computer screens in the class (if applicable) and to student computers by use of Zoom Screen Share feature.

Using a Document Camera

* If teaching in person, please refer to the guides/support resources for your classroom by searching for your classroom on the [CSU Sacramento Learning Space Inventory](https://lss.irt.csus.edu/external/classrooms/new/index.php) website. Once you search and pull up your classroom, look under the Hybrid Teaching heading and Instructions heading for instructional documentation and video tutorials about how to use classroom equipment in that room.
* If you are checking out a document camera for remote teaching use, please watch the [Using a Document Camera with Zoom](https://csus.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c908336c-375f-4b0a-9ce4-ad78013209cd) video tutorial.

## Accessibility Considerations for this Class

* Content may not be legible. If possible provide an equal alternative for the materials you plan on sharing via the document camera. For example, if anything is written/drawn plan to have an electronic copy or text format available pre or post session.
* Describe verbally what you are annotating/writing demonstrating on the document camera
* Use document camera to take snapshots of content you are sharing (may be possible by use of a Freeze/pause button and other screen capture software on computer) so that these images can then be made accessible with alt text to post to Canvas.
* Make use of the Zoom-In and brightness features on doc cam to ensure visibility of content being shared.
* Make use of the Auto focus features to ensure a clearer picture.

# OPTION 1 (5 columns): Activities Adapted for Each Modality

## Synchronous in person | Synchronous online | Asynchronous Online or Recording

| **Activity** | **Time (min)** | **Technology/Materials Preparation** | **Synchronous** **in Person** | **Synchronous****Online** | **Asynchronous Online** |
| --- | --- | --- | --- | --- | --- |
| Set Up | 20 | * Start computer(s) – check connections (Wi-Fi and electricity)
* Log in to Zoom – check settings
* Connect/Turn on Document Camera and place items to share, check autofocus and zoom settings for visibility
* Test if Document camera appears on Zoom share options
* Prepare # of breakout rooms needed (including session in main room and couple extra); rename rooms to [group names; topic title; etc.]
* Office 365 – check link
* Test camera
* Test microphone
* Test Screenshare
 | Room set up for facilitating presentation | * Test screenshare and Zoom settings for participants
* Turn on transcript

Links for session [INSERT LINKS HERE] | * Check recording settings (enable Panopto in course, record to Cloud)
 |
| Instructor Opening (example) | 10-15 | * Start recording (to cloud)
* Confirm sound and picture from all sources e.g. Doc Camera

[INSERT LINKS HERE]**Optional**: start and stop recording in transitions for easier post-production processing/digestion of content by online folks | Instructor greets everyone in class. Instructor shares a Microsoft Office 365 link for collaborative note-taking.**Optional**: Instructor could ask for a volunteer "chat jockey" -- an in-person student who watches the chat for questions and lets the instructor know. | Instructor greets everyone online. Instructor shares a Microsoft Office 365 link for collaborative note-taking. | Mention a future greeting for those watching the recording. Provide link to collaborative notes after class in Canvas module. |
| Mini-lecture (example) | 10 | * Check/start recording
* Screenshare ppt (with sound if needed)

**Note**: microphone quality/placement needed for sync and async?  | Students watch mini-lecture in classroom | Students watch mini-lecture via Zoom | Students watch recorded mini-lecture |
| Group activity(example) | 50 | * Open prepared breakout rooms
* Record Main room poster session (artifact of event)
* Breakout rooms not recorded
* Instructor visits breakout rooms provides guidance
* 5-minute warning to breakout rooms before closing rooms
 | Students discuss in small groups regarding lecture prompt | Students discuss in breakout rooms regarding lecture prompt | Students record 5-10 minute response to lecture prompt |
| Instructor Closing | 10 | * Return to camera view
* Check/start recording
 | Summarize next steps, if next class session will have presentations | Summarize next steps, if next class session will have presentations | Summarize next steps, if next class session will have presentations advise students to watch recordings. |
| Post Production | 60-90 | * Recording processed to cloud
* Review / edit captions
* Check/post to canvas course
* Announcement reminders sent in Canvas
 |  |  |  |

# Resources by Kevin Kelly about the Run of Show Template

[YouTube Video](https://www.youtube.com/watch?v=BVL-4TUYAdw) (30 min) | [Detailed Run of Show Examples](https://docs.google.com/document/d/1OrWVzWs0o0C-LbKXIcZNCXyjopkkZNNbTGojFKmnorI/edit?usp=sharing) | [Tips for Making a Run of Show](https://csuco.instructure.com/courses/1939/pages/3-dot-3-managing-flexible-engagement-pathways?module_item_id=58615#fragment-3)

# OPTION 2 (3 columns): Activities Adapted for Each Modality

## SIP = Synchronous in person. SO = Synchronous online. AO = Asynchronous online / Recording

| **Activity** | **Time** | **Activity Adapted to Each Modality**  |
| --- | --- | --- |
| Setup | # | * General Setup:
	+ Start computer(s) – check connections (Wi-Fi and electricity)
	+ Log in to Zoom – check settings
	+ Connect/Turn on Document Camera and place items to share, check autofocus and zoom settings for visibility
	+ Test if Document camera appears on Zoom share options
	+ Prepare # of breakout rooms needed (including session in main room and couple extra); rename rooms to [group names; topic title; etc.]
	+ Office 365 – check link
	+ Test camera
	+ Test microphone
	+ Test Screenshare
* SIP: Room set up for facilitating presentation
* SO: Test screenshare and Zoom settings for participants, Turn on transcript, Links for session [INSERT LINKS HERE]
* AO: Check recording settings (enable Panopto in course, record to Cloud) , Load in presentation into shared space for session (will these be video?
 |
| Instructor Opening (example) | # | SIP: Instructor greets everyone in class. Instructor shares a Microsoft Office 365 link for collaborative note-taking. Optional: Instructor could ask for a volunteer "chat jockey" -- an in-person student who watches the chat for questions and lets the instructor know.SO: Instructor greets everyone online. Instructor shares a Microsoft Office 365 link for collaborative note-taking.AO: Mention a future greeting for those watching the recording. Provide link to collaborative notes after class in Canvas module. |
| Mini-lecture (example) | # | SIP: Students watch mini-lecture in classroomSO: Students watch mini-lecture via ZoomAO: Students watch recorded mini-lecture |
| Group activity(example) | # | SIP: Students discuss in small groups regarding lecture promptSO: Students discuss in breakout rooms regarding lecture promptAO: Students record 5-10 minute response to lecture prompt |
| Instructor Closing | # | SIP: Summarize next steps, if next class session will have presentationsSO: Summarize next steps, if next class session will have presentationsAO: Summarize next steps, if next class session will have presentations advise students to watch recordings. |
| Post Production | # | * Recording processed to cloud
* Review / edit captions
* Check/post to canvas course
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