Teaching Quick-Start Guide

Workspace

1) Spray a paper towel and clean the desk, mouse, keyboard, touch button/panel, microphone, etc.
2) Turn on projector
3) Login into computer w/netID
4) Please open all necessary apps to teach your class (i.e. PowerPoint, TurningPoint, etc)
5) If the room has microphones choose your mic and test volume level
6) Login to D2L (https://d2l.arizona.edu/) w/netID
7) Navigate to course site
8) Select UAtools and open Zoom (synchronous) or Panopto (asynchronous)

Zoom Option

1) Find the class meeting under upcoming meetings
2) Press the start button
Start this Meeting
3) Within the zoom check the audio settings by clicking the up arrow next to the microphone (grab image) to verify your sound settings

Panopto option

1) Press create then record a new session
Create
Record a new session
Record from your Mac or Windows PC
2) Select launch panopto
Launch Panopto
(Requires Installation)
3) Select open Panopto
Open Panopto Recorder
4) Select the correct audio source
Audio None
Quality None
Microphone Array (Realtek Audio)
5) Select correct video source
Video Integrated Webcam
6) Press record

For further information on using the various tools, please visit the OIA’s Teaching with Technology page.

Remember: Spray the towel, not the equipment.