# Mobile (Zoom) Teaching Kit
# User Guide

# Table of Contents

# Equipment Overview

The Mobile (Zoom) Teaching Kit includes a backpack carrying case with equipment and a large tripod in a carrying case.

Inside of the backpack carrying case, you will find…

| iPad Tripod Mount | Bose Speaker |
|---|---|
| | |
| Protective Sleeve Containing Jabra Headset & USB to USB-C Cord | Mini Tripod |
| | |
| Protective Covering for Backpack | Protective Sleeve Containing iPad, Apple Pencil, & iPad Charger |
| | |

# Tripod Overview

The Mobile (Zoom) Teaching Kit includes a large tripod and a mini tripod. The large tripod is ideal for situations where you are standing or want to capture more of the space. The mini tripod is ideal for situations where you are sitting down at a table or desk.

*Consider which use case best aligns with your needs, and follow the instructions for setting up either the [large tripod](#) or the [mini tripod](#).*

**LARGE TRIPOD SETUP**

1. Take out the large tripod. Flip the three legs back so that they are level on the floor and the ball head is pointing straight up. Use the knobs and clips to adjust the height of the tripod to your liking.

2. Take out the iPad mount. Line up the screw hole at the bottom of the mount with the screw on top of the ball head on the tripod.



3. Place the mount on the screw, and turn it repeatedly until it is tight.

4. Look at the back of the iPad mount. Turn the wheel on the ball joint to the right until it tightens.



5. Turn the top knob on the back of the iPad mount to the **unlocked** position.

6. Look at the front of the iPad mount. Pull up the top arm of the mount.

7. Slide the iPad into the arms of the mount. Push down on the top arm to ensure a snug fit.

8. Look at the back of the iPad mount. Turn the top knob to the **locked** position.



9. You are now ready to set up the audio for your iPad! Click here to learn more about the audio options.

## MINI TRIPOD SETUP

1. Take out the mini tripod and the iPad mount. Line up the screw hole at the bottom of the mount with the screw on top of the tripod.



2. Place the mount on the screw, and turn it repeatedly until it is tight.

3. Spread out the legs of the tripod so that it is stable on the tabletop surface.



4. Look at the back of the iPad mount. Turn the wheel on the ball joint to the right until it tightens.

5. Turn the top knob on the back of the iPad mount to the **unlocked** position.



6. Look at the front of the iPad mount. Pull up the top arm of the mount.

7. Slide the iPad into the arms of the mount. Push down on the top arm to ensure a snug fit.



8. Look at the back of the iPad mount. Turn the top knob to the **locked** position.

9. You are now ready to set up the audio for your iPad! [Click here](#) to learn more about the audio options.

# Audio Options

The Mobile (Zoom) Teaching Kit includes a Bose speaker and a Jabra headset that can improve the audio quality of your instruction.

The Bose speaker is ideal for situations where you have students in the classroom and students on Zoom simultaneously. You can keep the speaker near you when you are lecturing, and easily pass it to other students in the classroom when they are speaking. This way, everyone in the classroom and everyone on Zoom can hear each other well.

The Jabra headset is ideal for situations where you are the only one in the room. For example, you might be using an empty classroom, your office, or an outdoor space to facilitate a synchronous session on Zoom. When wearing the headset, your students on Zoom would be able to hear you more clearly, as it would minimize the background noise that would typically be heard when just using the iPad for audio.

*Consider which use case best aligns with your needs and follow the instructions for setting up either the [Bose speaker](#) or the [Jabra headset](#) with your iPad.*

## SPEAKER SETUP

1. Place the speaker near the iPad.

2. Press the power button on top of the speaker.



3. Open the Settings app on the iPad.

4. A) Tap on "Bluetooth" on the left. B) On the right side, toggle on Bluetooth if it is not already on. C) Go down to the Other Devices section, and tap on "Bose Color II SoundLink."
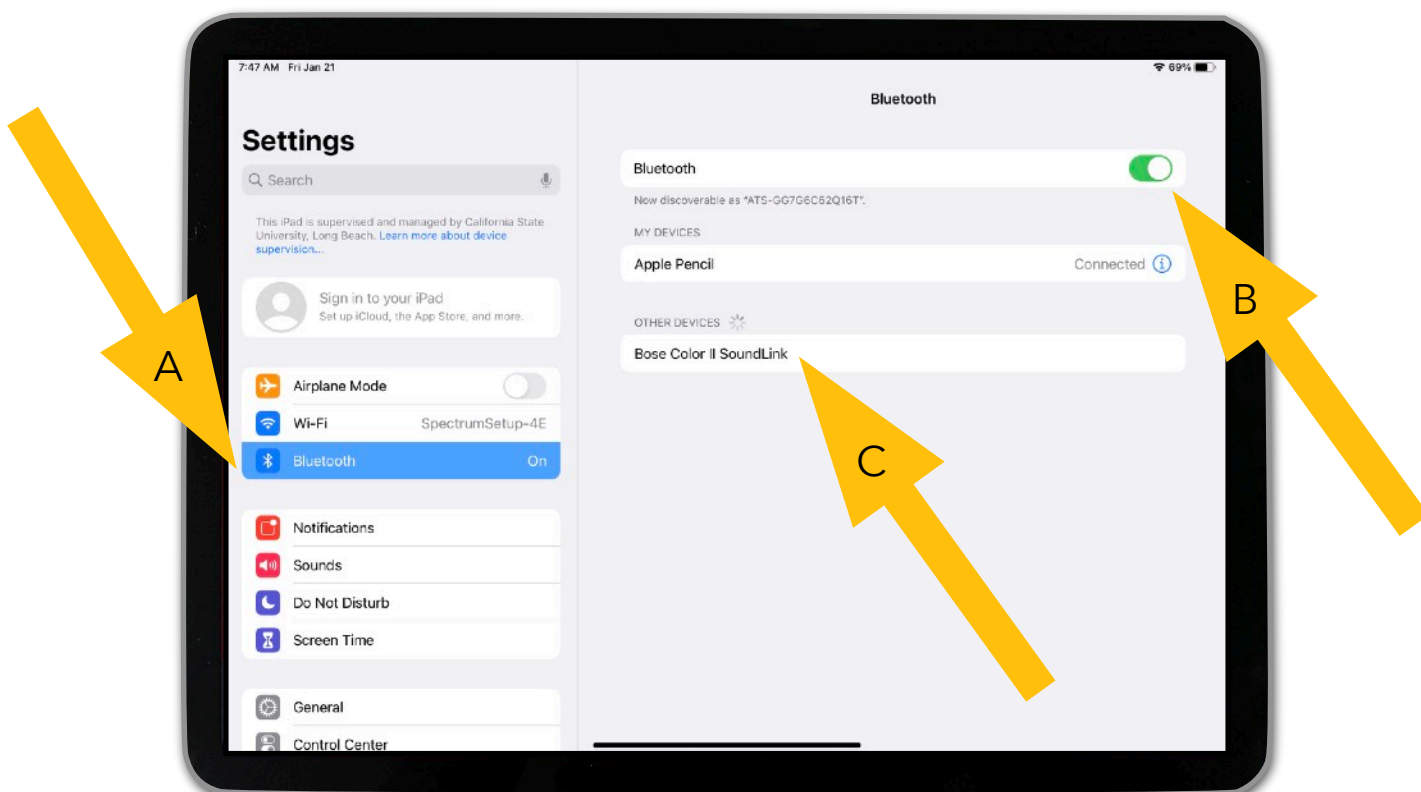


5. Once the speaker connects, "Bose Color II SoundLink" will move up to the My Devices section, and it will be labeled as "Connected."



16
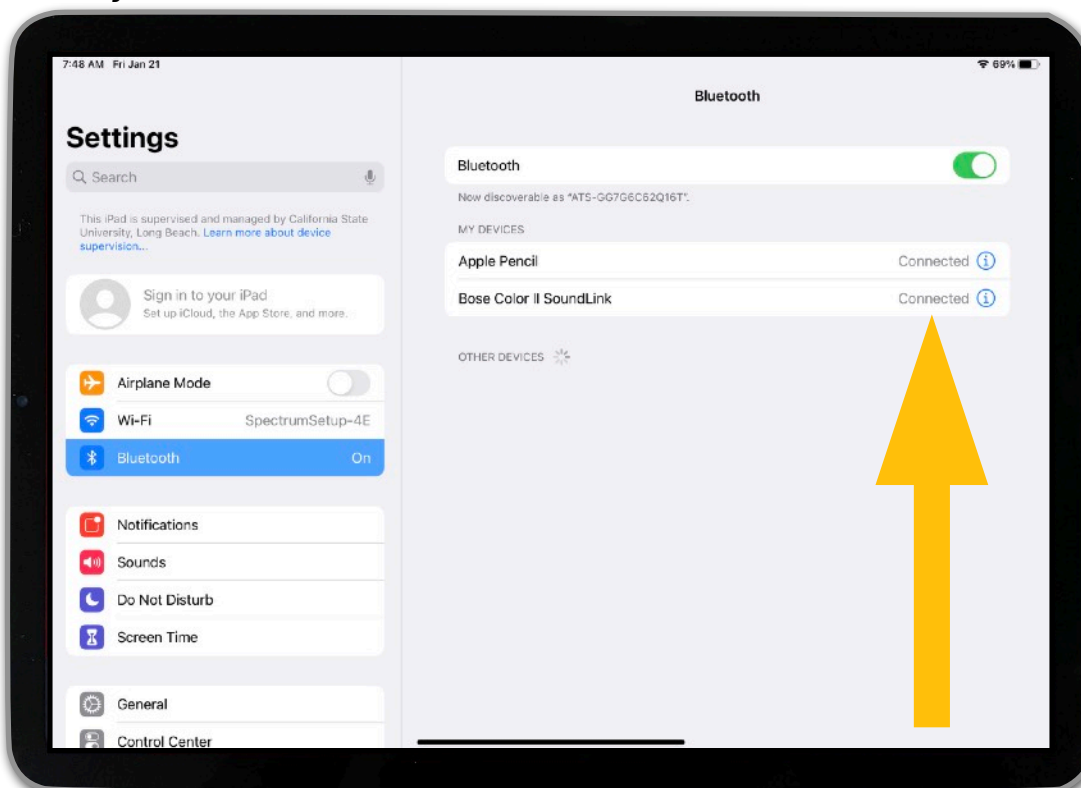
6. You are now ready to set up Zoom on your iPad! Click here to learn how to do so.

## HEADSET SETUP

1. Place the Jabra headset near the iPad.

2. Locate the "Off" switch on the side of the ear cup. Move the switch all the way up to the top (towards the bluetooth icon), and hold it there until the indicator light blinks blue. Then, release.

3. Open the Settings app on the iPad.

4. A) Tap on "Bluetooth" on the left. B) On the right side, toggle on Bluetooth if it is not already on. C) Go down to the Other Devices section, and tap on "Jabra Evolve 65."
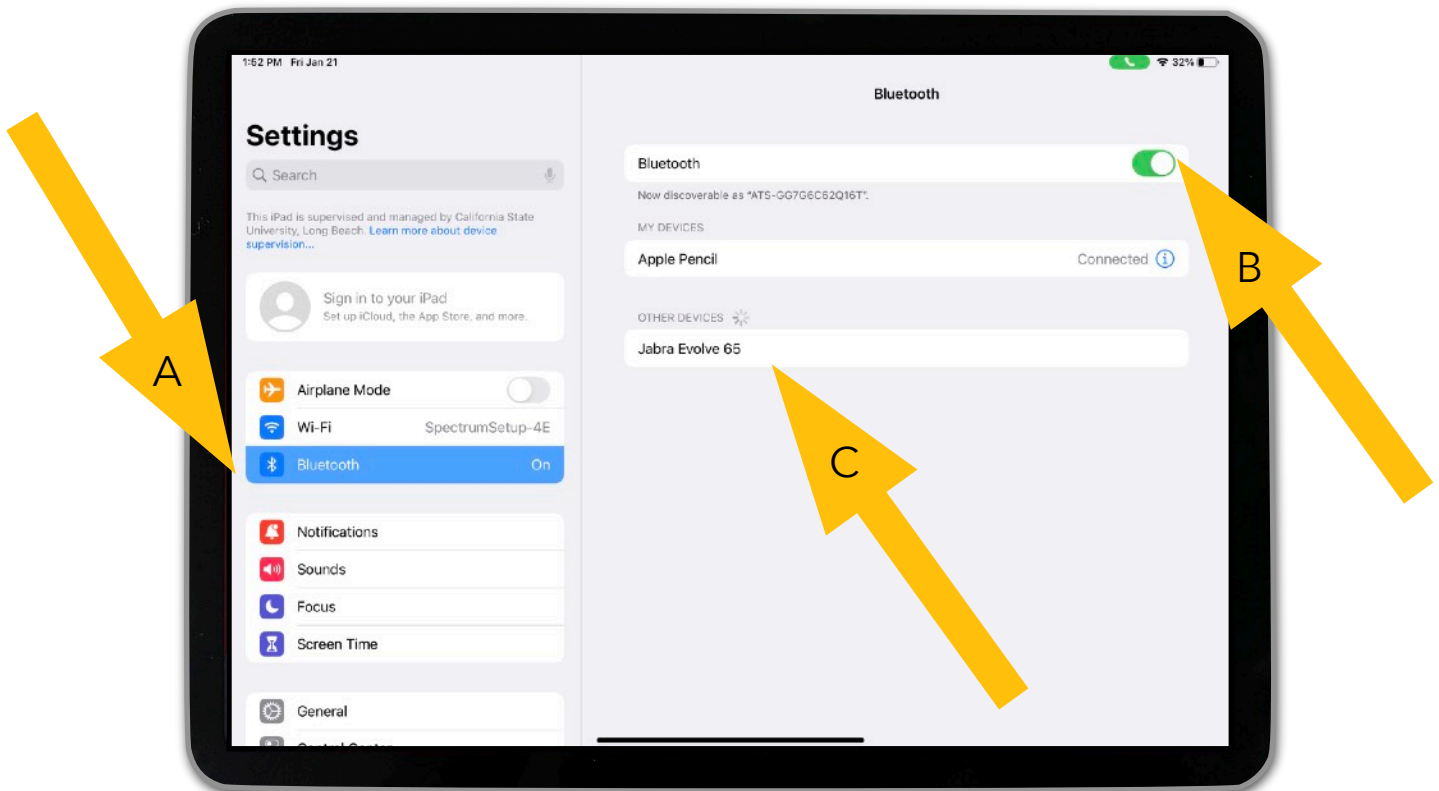


5. Once the headset connects, "Jabra Evolve 65" will move up to the My Devices section, and it will be labeled as "Connected."



19
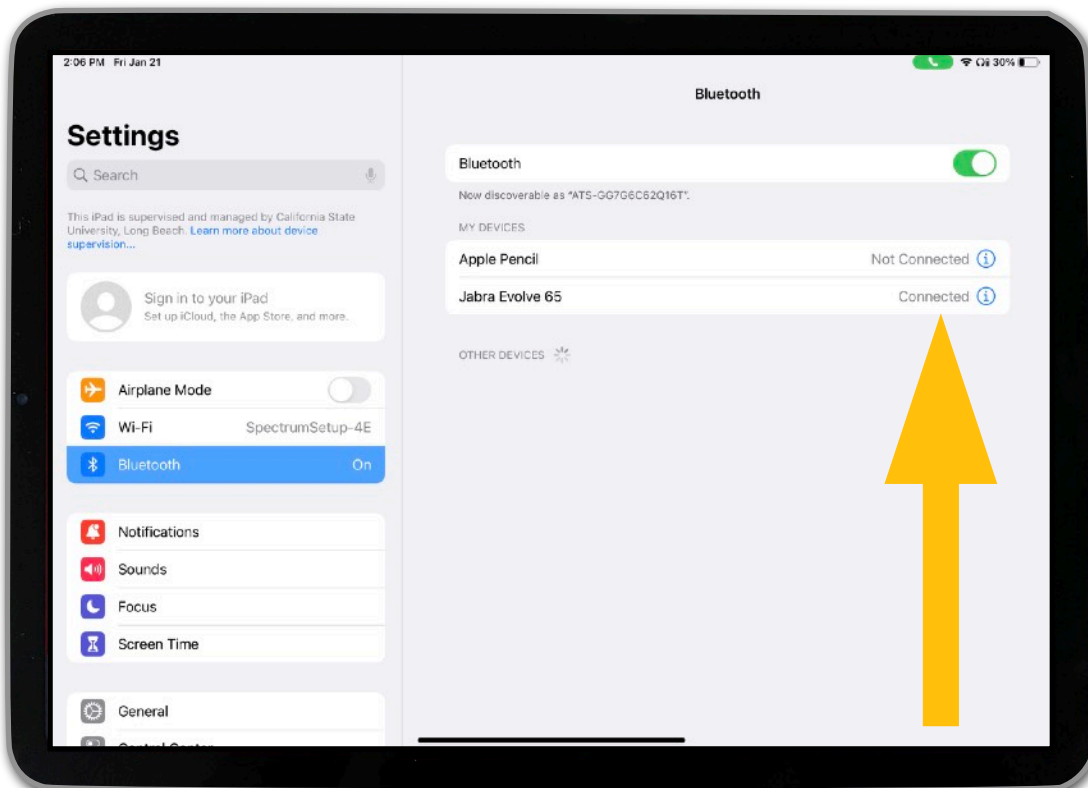
6. You are now ready to set up Zoom on your iPad! [Click here](#) to learn how to do so.

# Installing Zoom

1. Open the Settings app on the iPad.



2. Tap on "Wi-Fi" on the left.
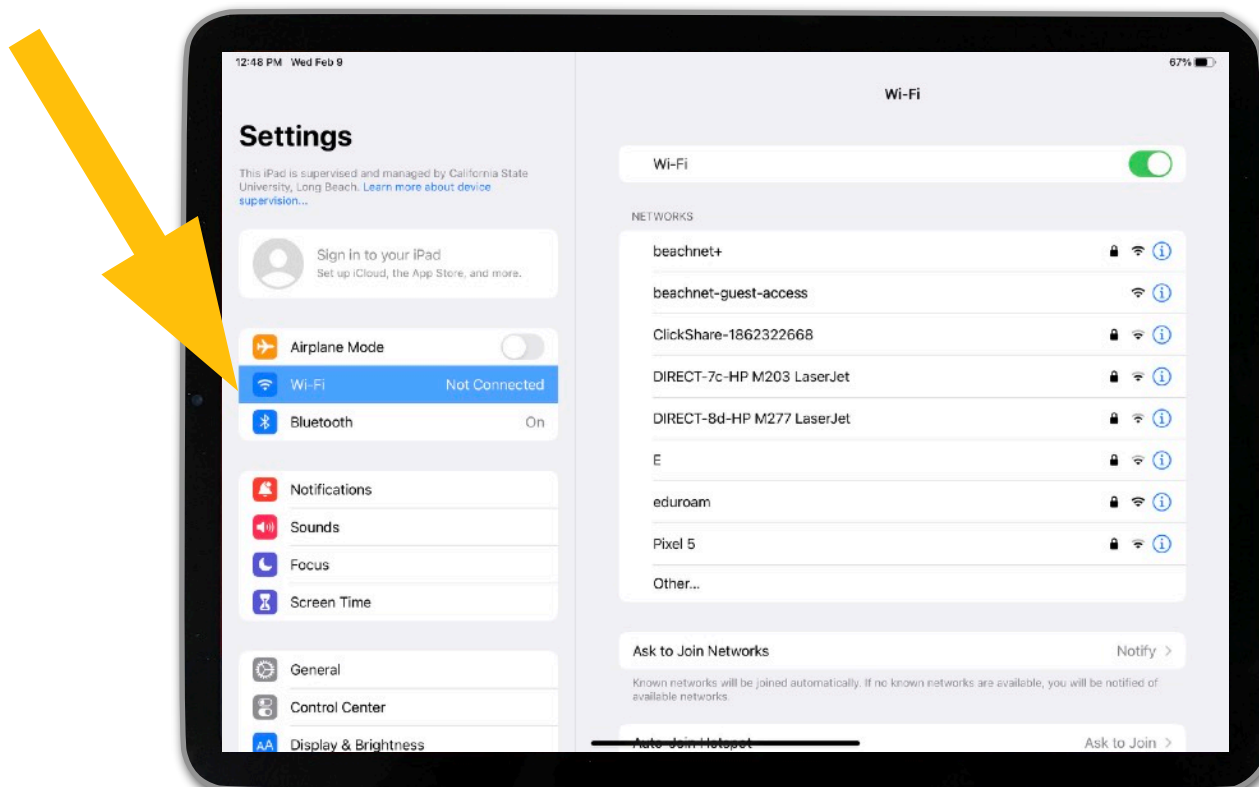
3. A) Toggle on Wi-Fi if it is not already on. B) Go down to the Networks section, and tap on the network you would like to join. You may need to enter a username and/or password.
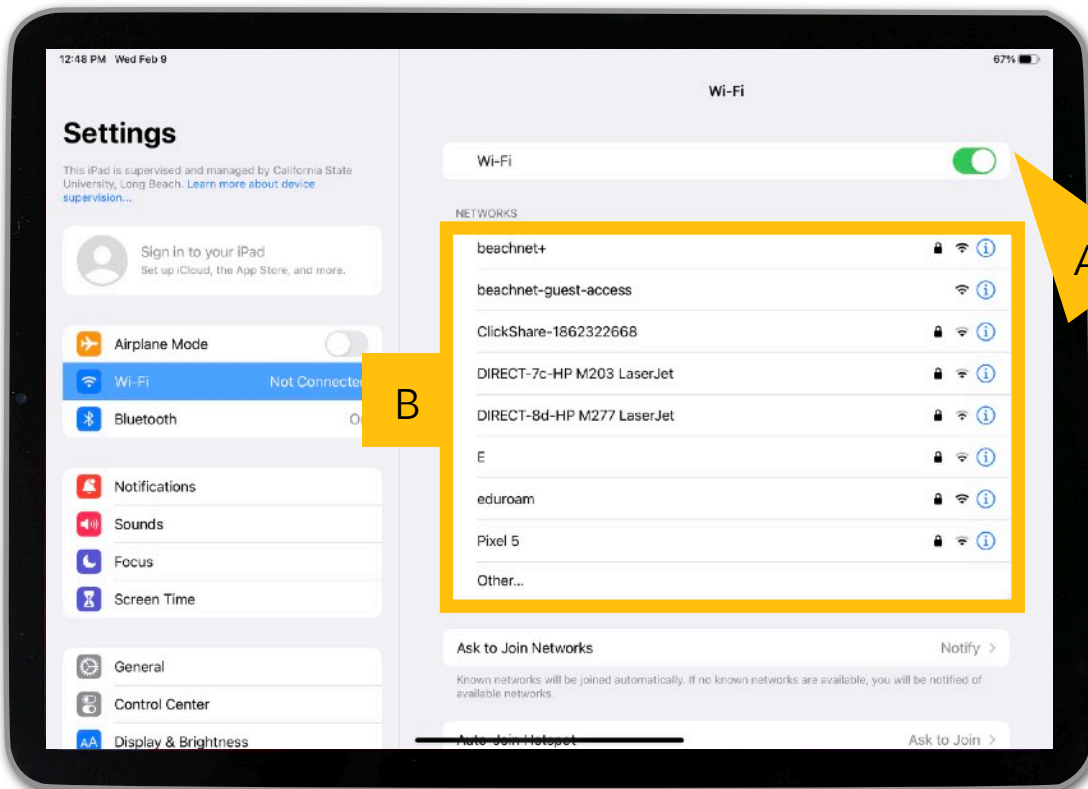


4. Once your iPad is connected to Wi-Fi, the network will move up to the top section, and it will be marked by a checkmark.



22
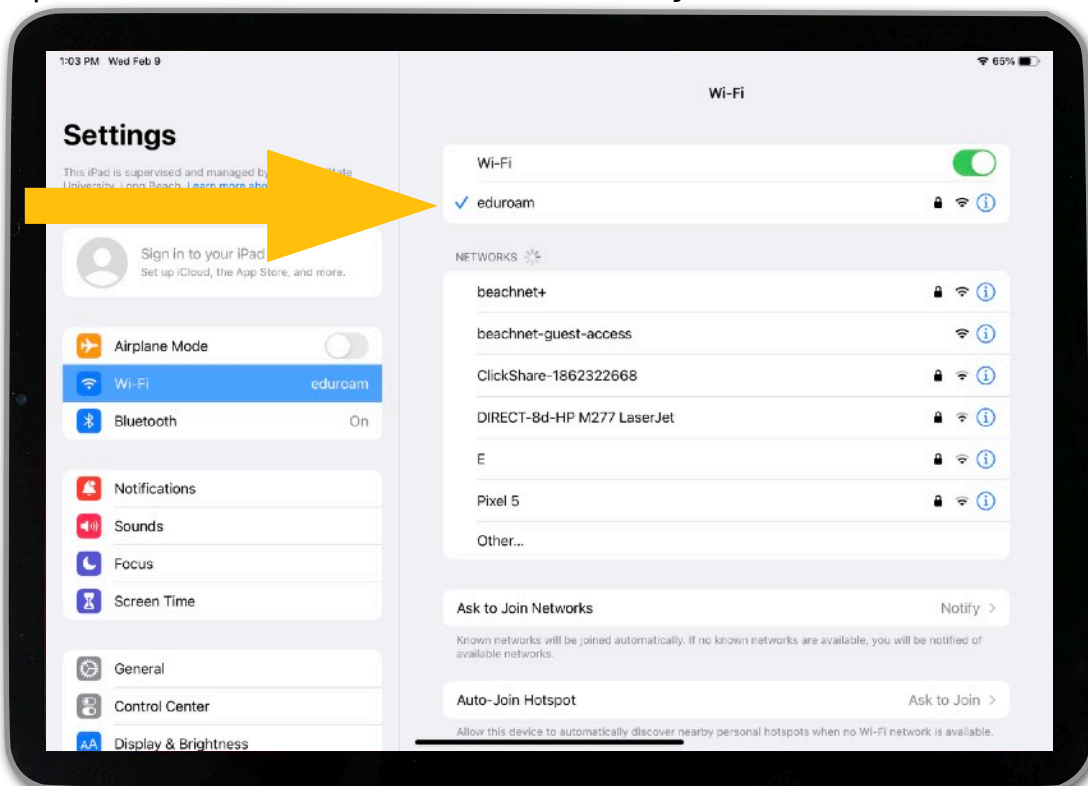
5. Return to the Home Screen, and open the Self Service app.



6. Locate the Zoom Cloud Meetings-ATS app, and tap on "Install."
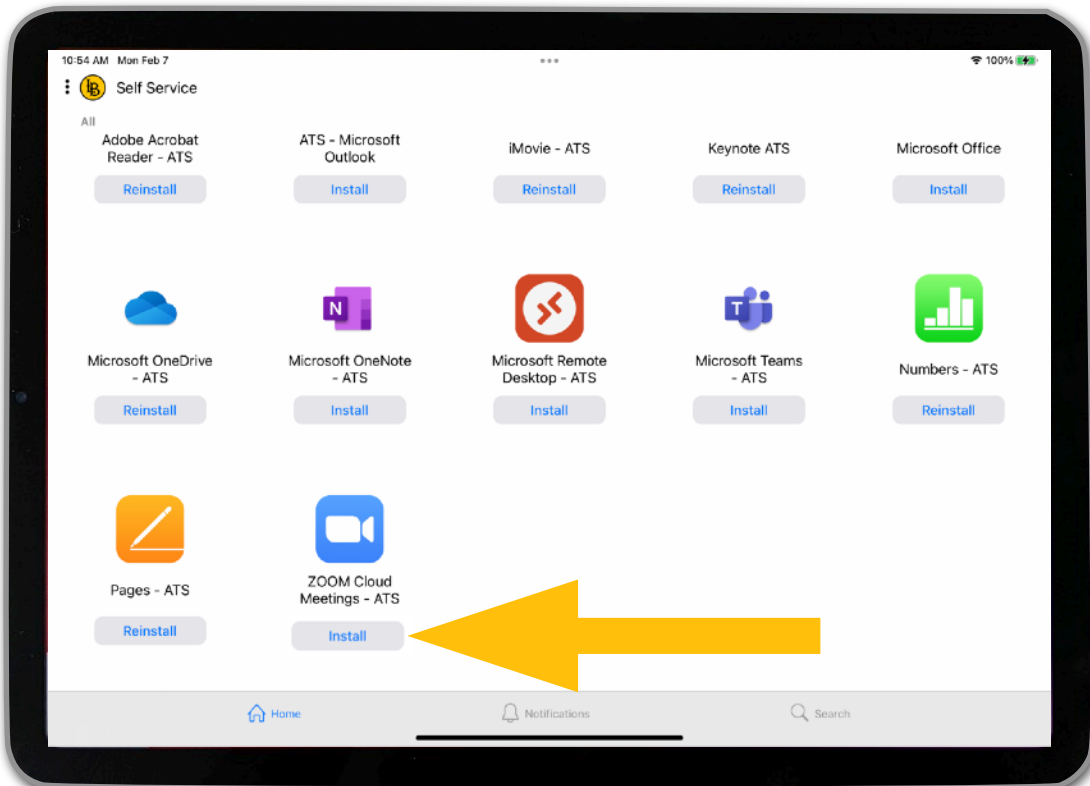
7. Once Zoom has been installed, you should see it on your Home Screen. You may need to swipe left or right to see if it is on a different page. Tap to open Zoom.



8. Tap on "Sign In" at the bottom of the screen.
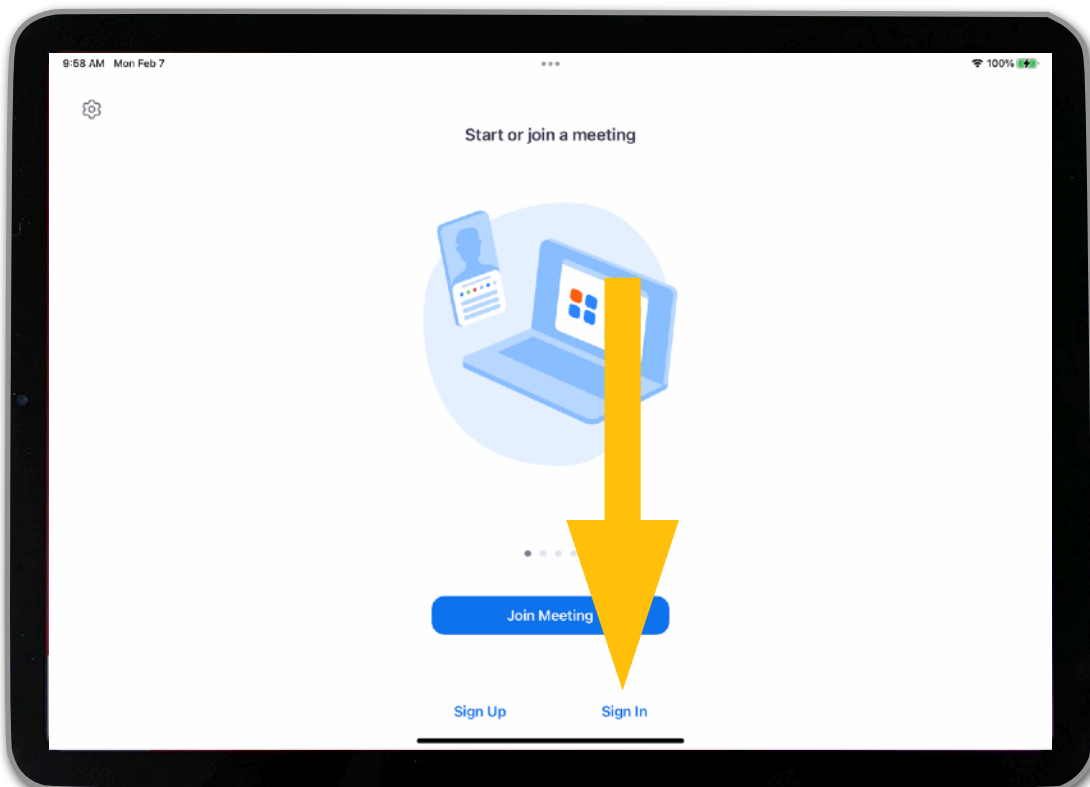
9. Tap on "Sign In with SSO."
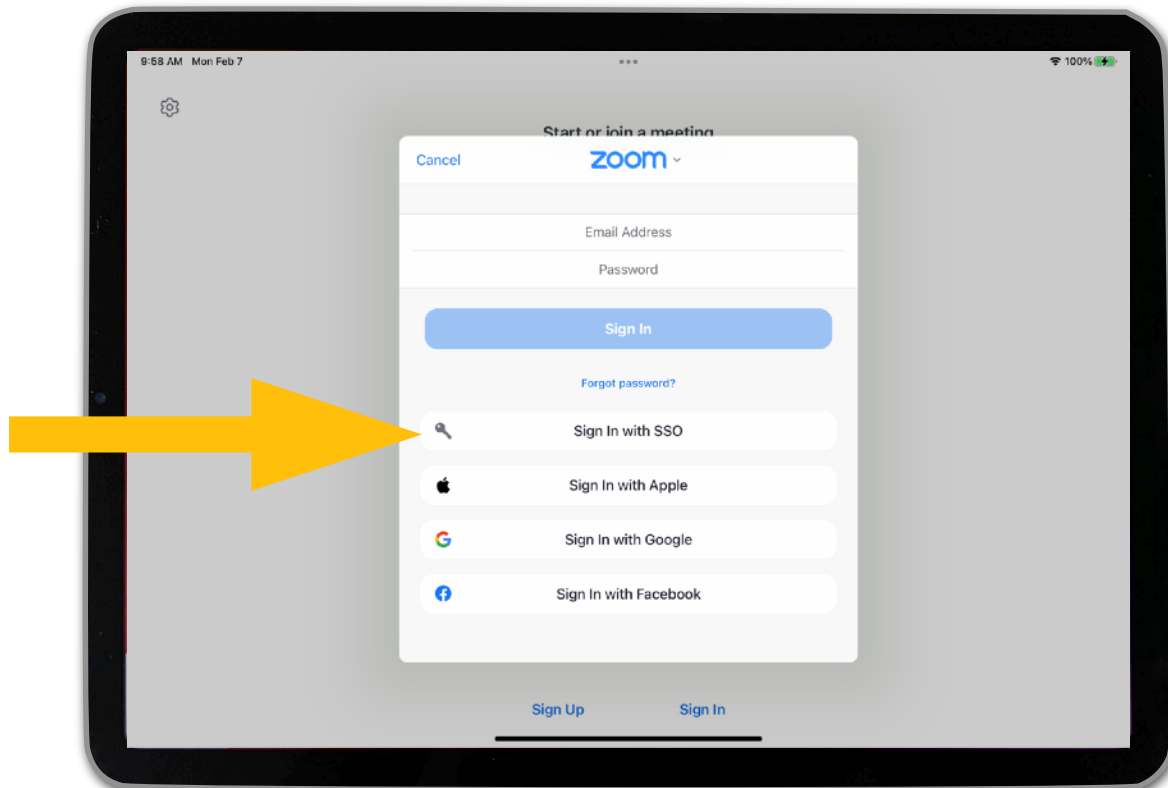


10. A) Type "csulb" into the Company Domain field. B) Tap on "Continue."
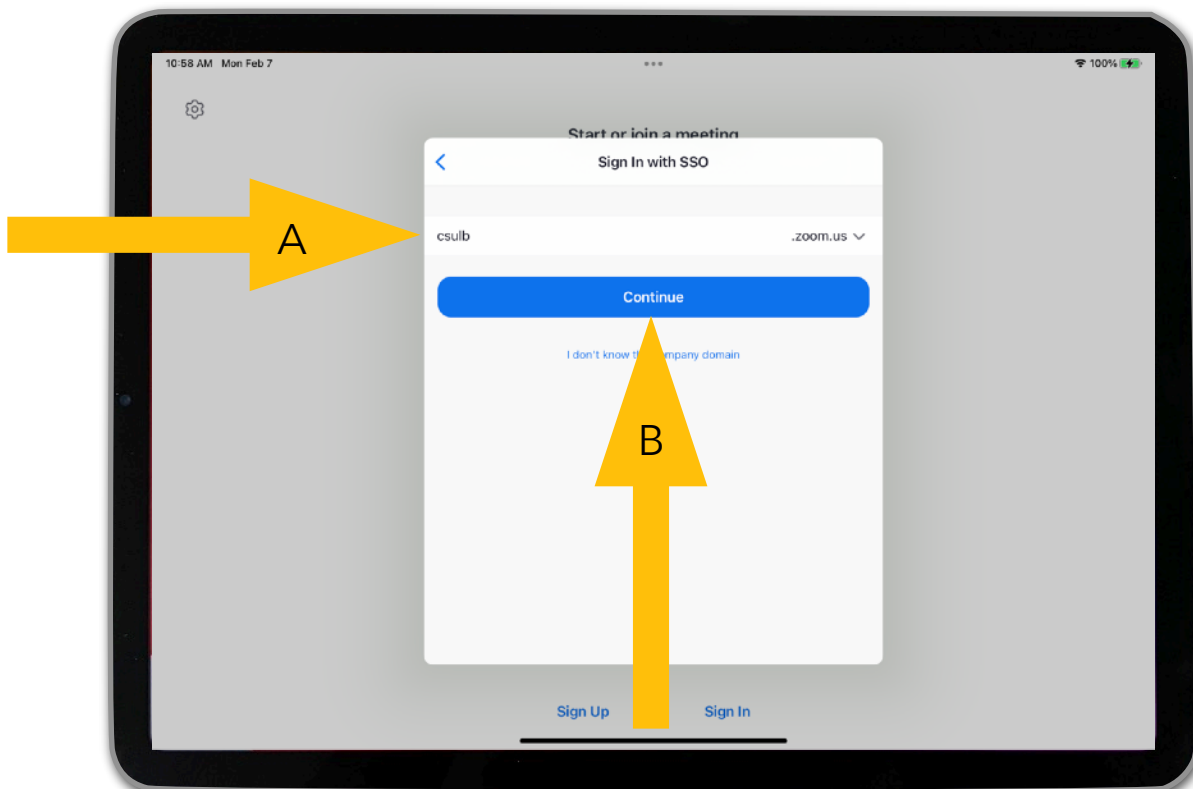
11. This will take you to Single Sign On (SSO) in the Safari web browser. Enter your CSULB email address, and tap on "Next."
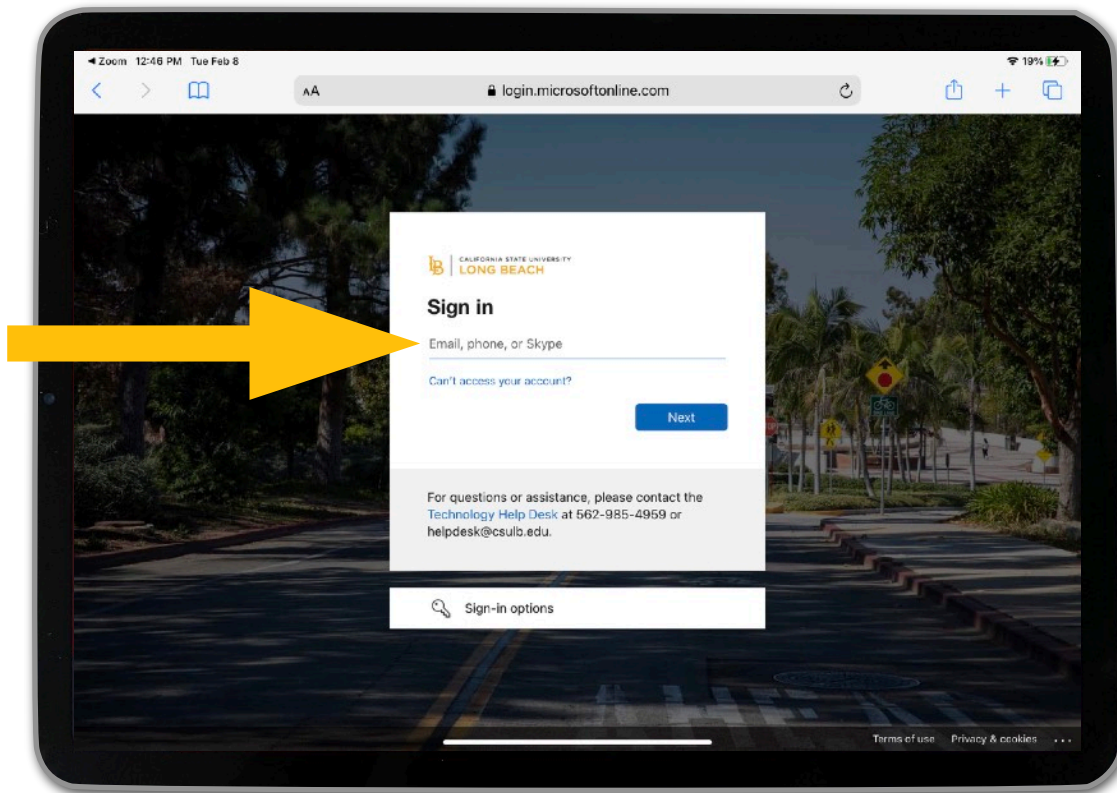


12. Enter your password, and tap on "Sign In."
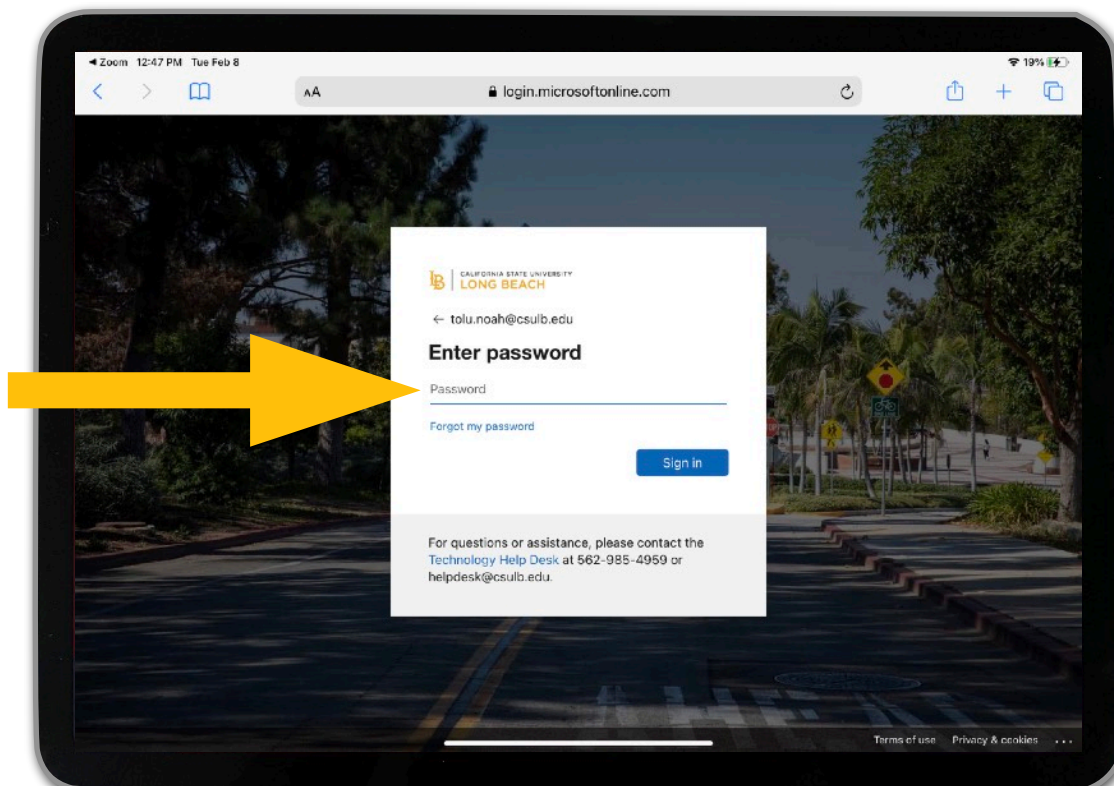
13. Tap on "Open." This will take you back to the Zoom app.
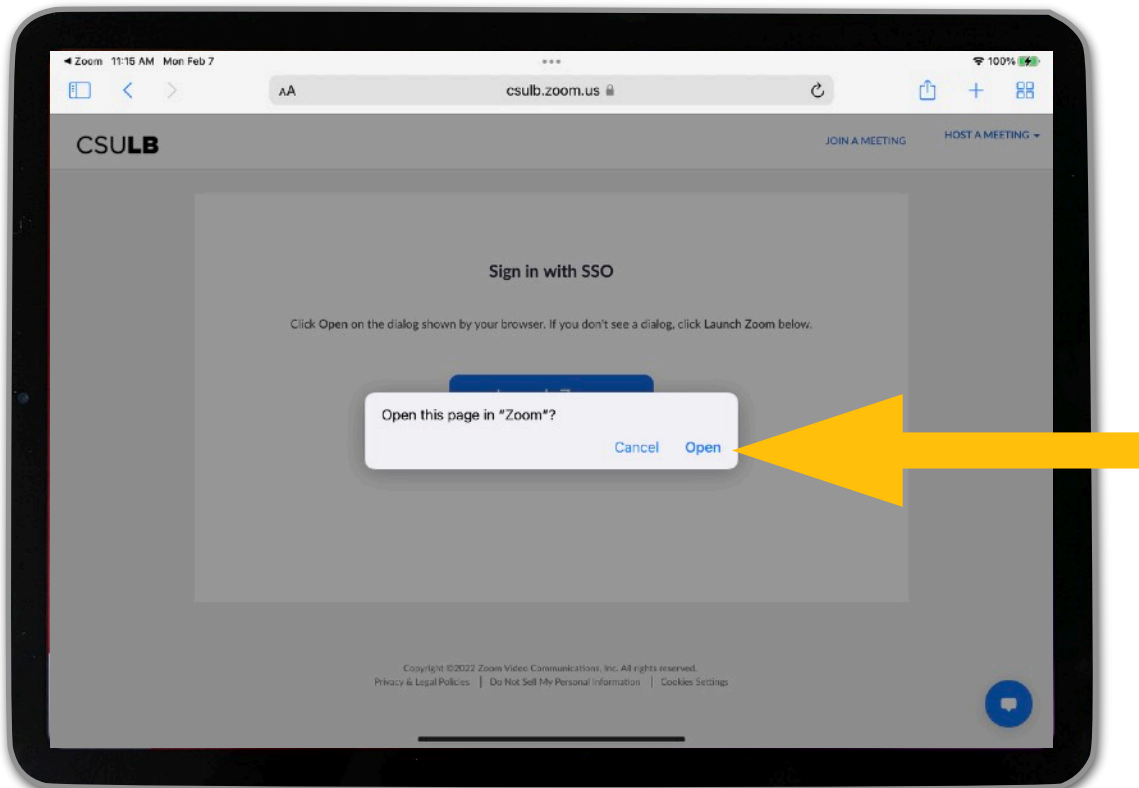


14. If you see a dialog box informing you that Zoom would like to send you notifications, tap on "Allow."
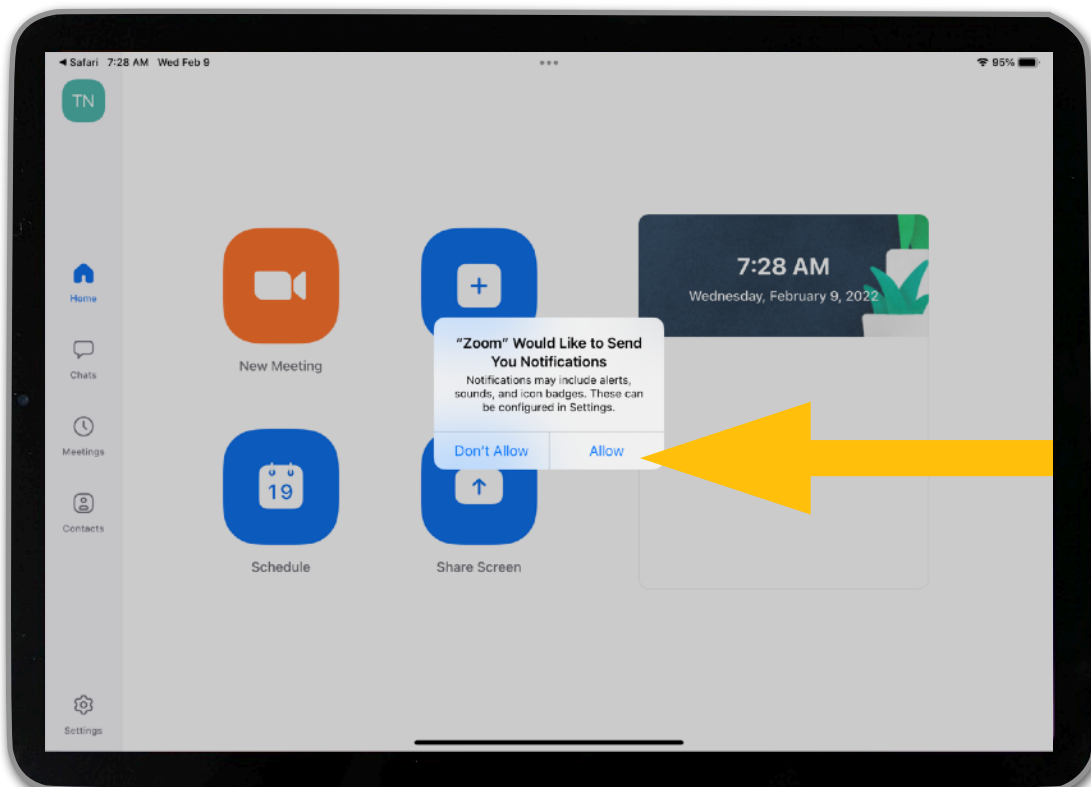
15. If you see another dialog box informing you that Zoom would like access to your calendar, tap on the option you prefer.
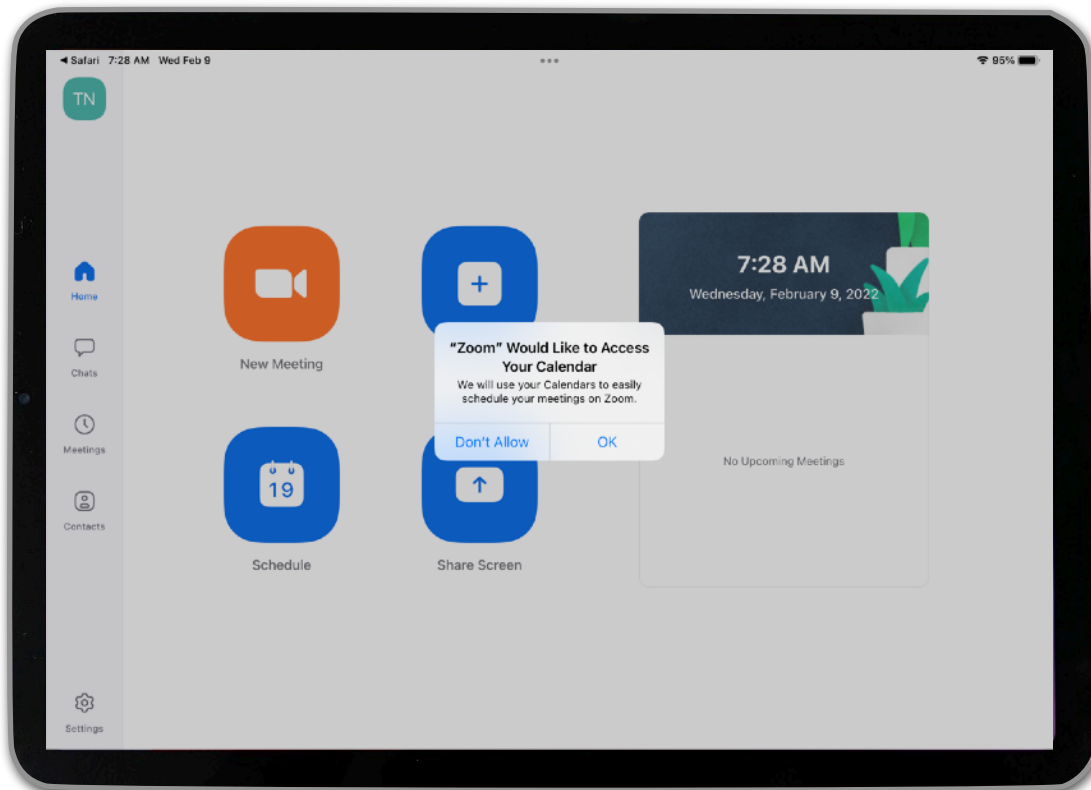


16. You have successfully installed Zoom! In the future, when you open the Zoom app, it should take you directly to this screen.
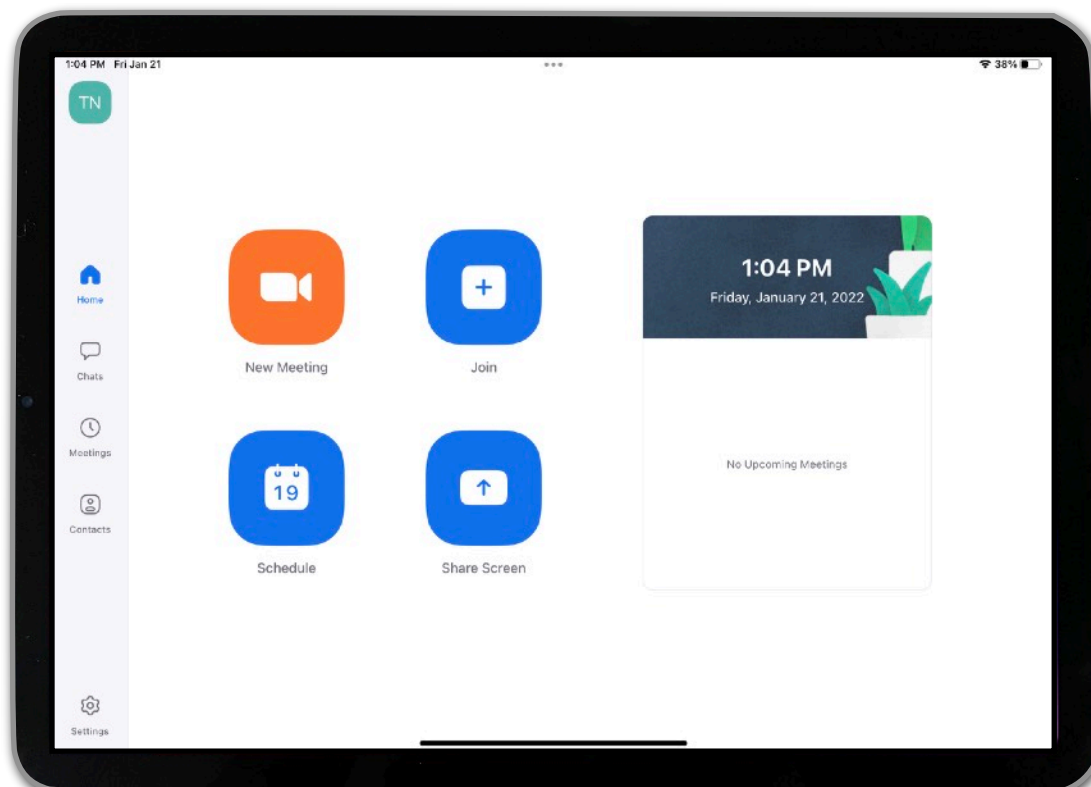
*When using Zoom, you can either start an instant meeting or schedule meetings in advance. Instant meetings are ideal when you want to start a meeting on-the-spot, while scheduled meetings are ideal for recurring sessions (e.g., having a Zoom meeting for each class period in the semester).*

*Consider which use case best aligns with your needs and follow the instructions for either [starting an instant meeting](#) or [scheduling recurring meetings](#).*

## STARTING AN INSTANT MEETING

1. Open the Zoom app.

2. Tap on "New Meeting."
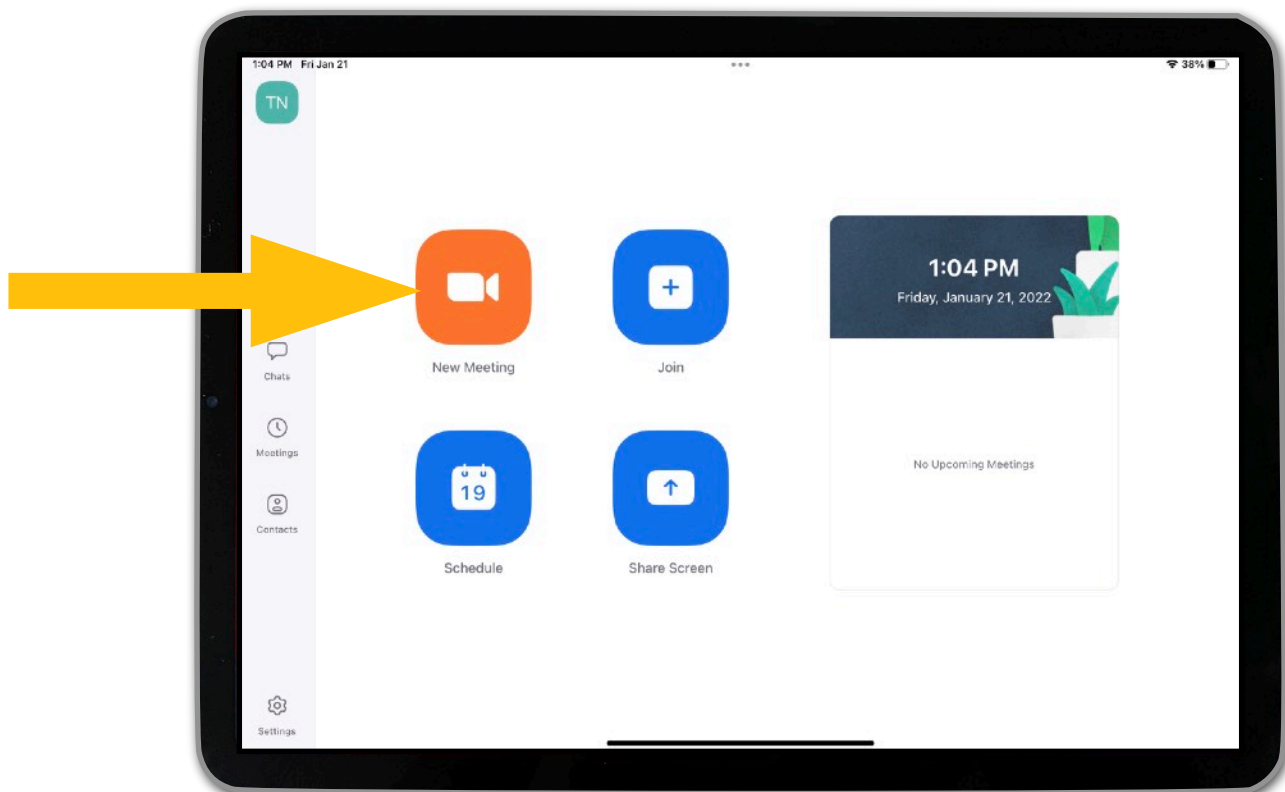


3. Tap on "Start a Meeting."
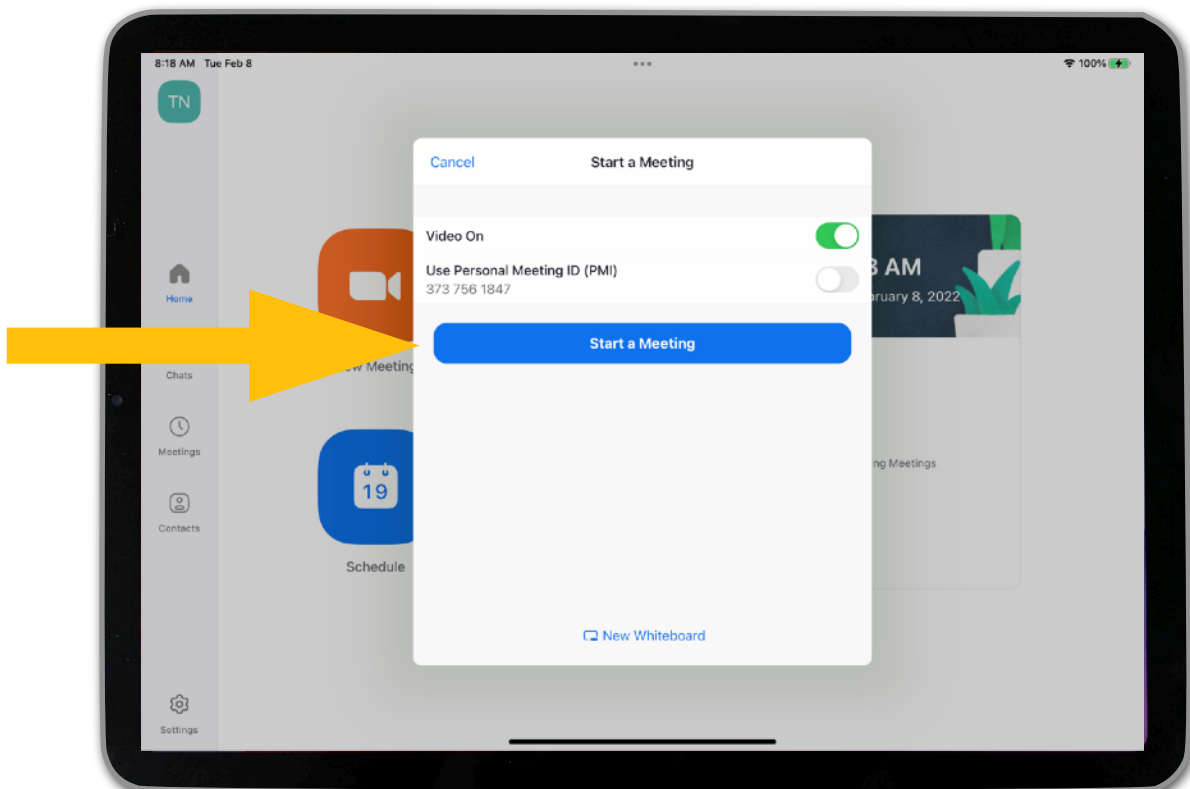
4. If you see see a dialog box informing you that Zoom would like to access the camera, tap on "OK."
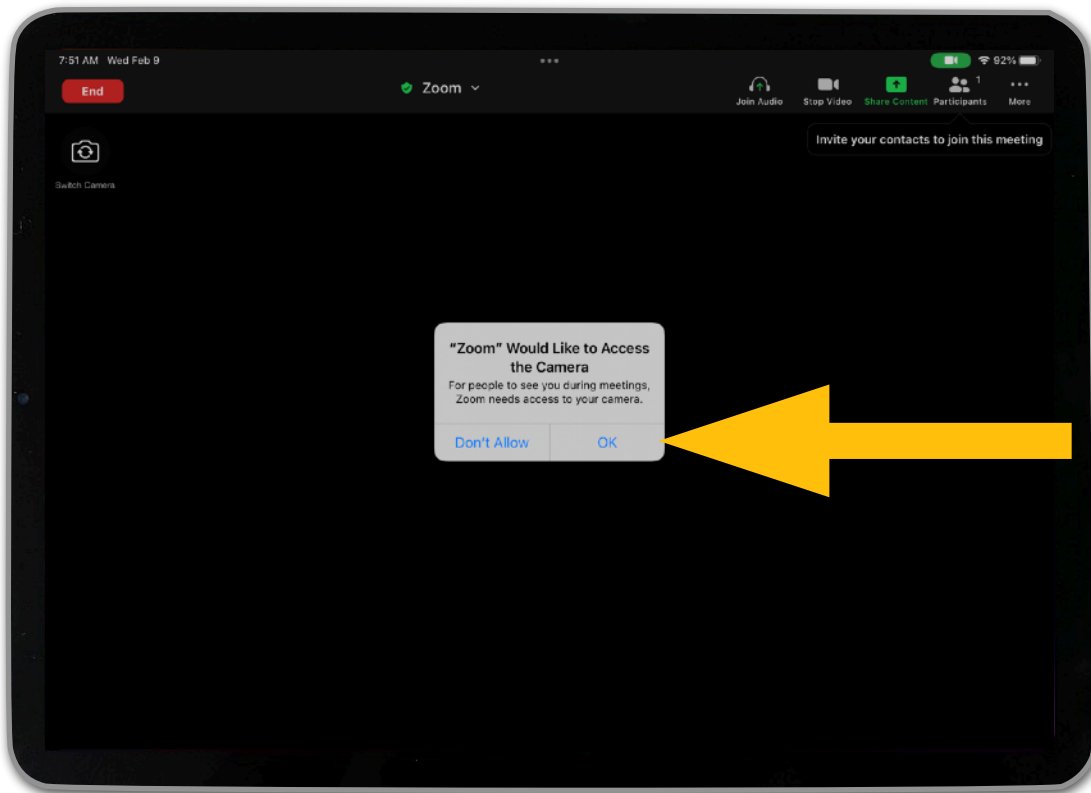


5. If you see another dialog box informing you that Zoom would like to access the microphone, tap on "OK."
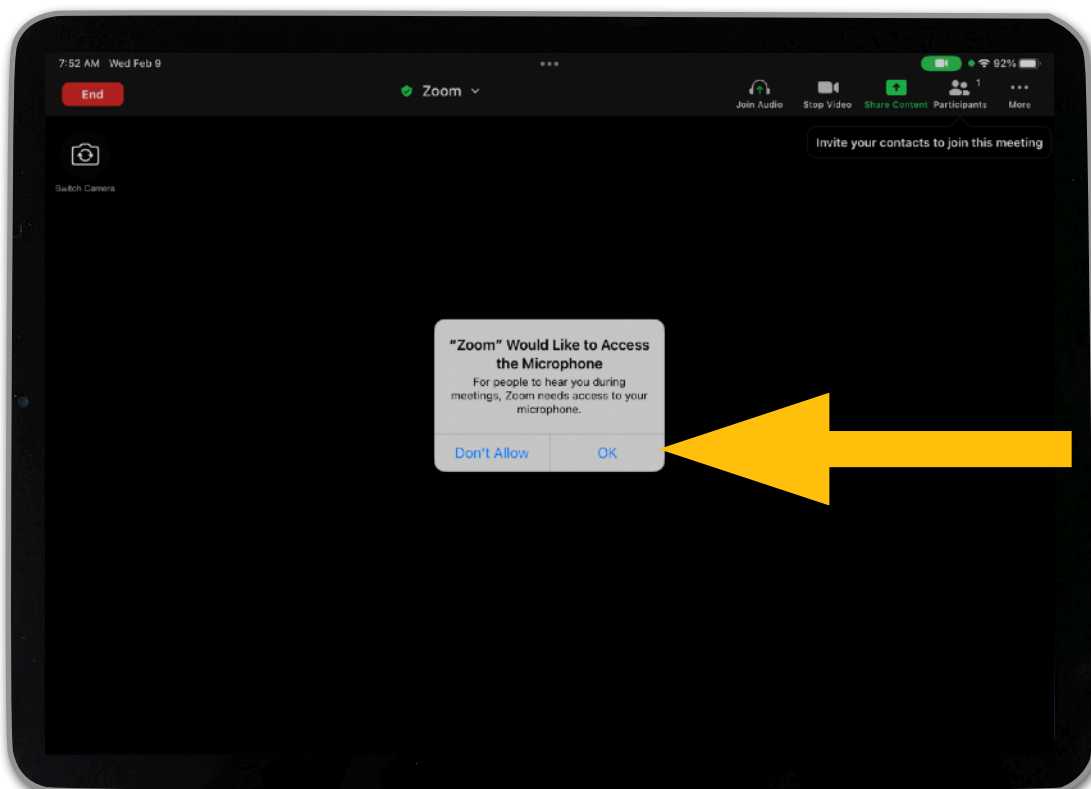
6. Select the "Wifi" option in the "Please join audio" dialog box.
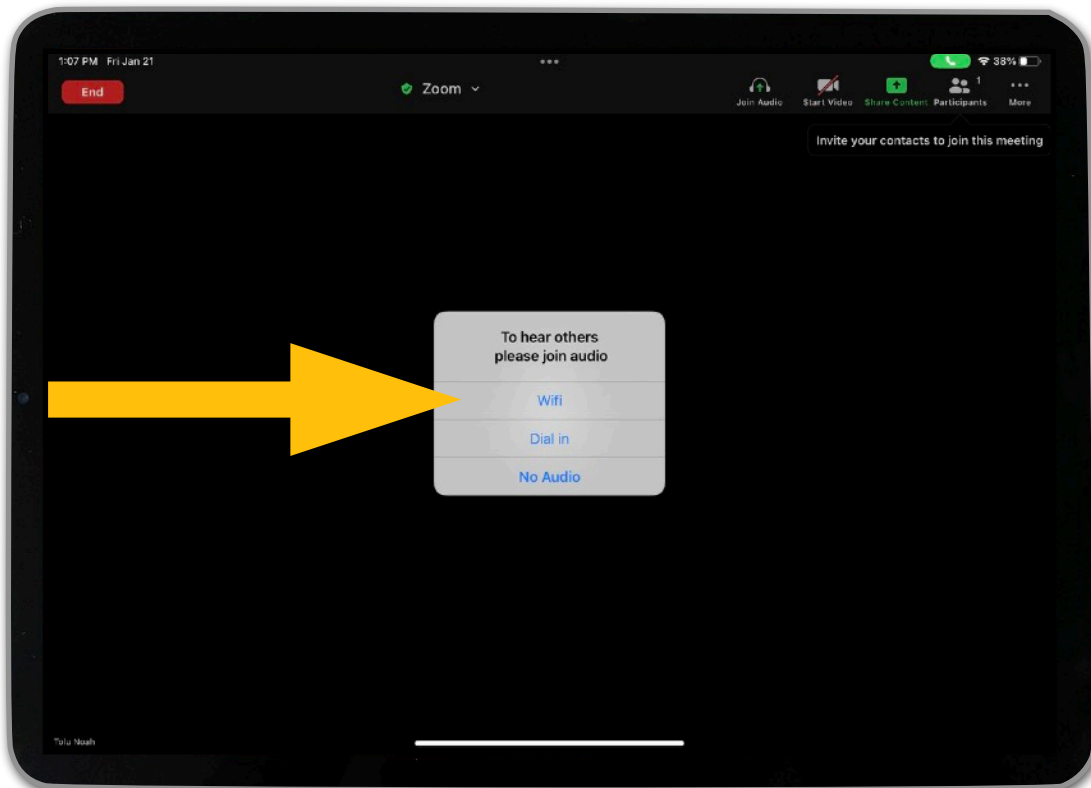


7. In the main Zoom window, you will see a blue audio icon near the top left corner of the screen that either says "Speaker On" or "Bluetooth." Tap on the blue audio icon.
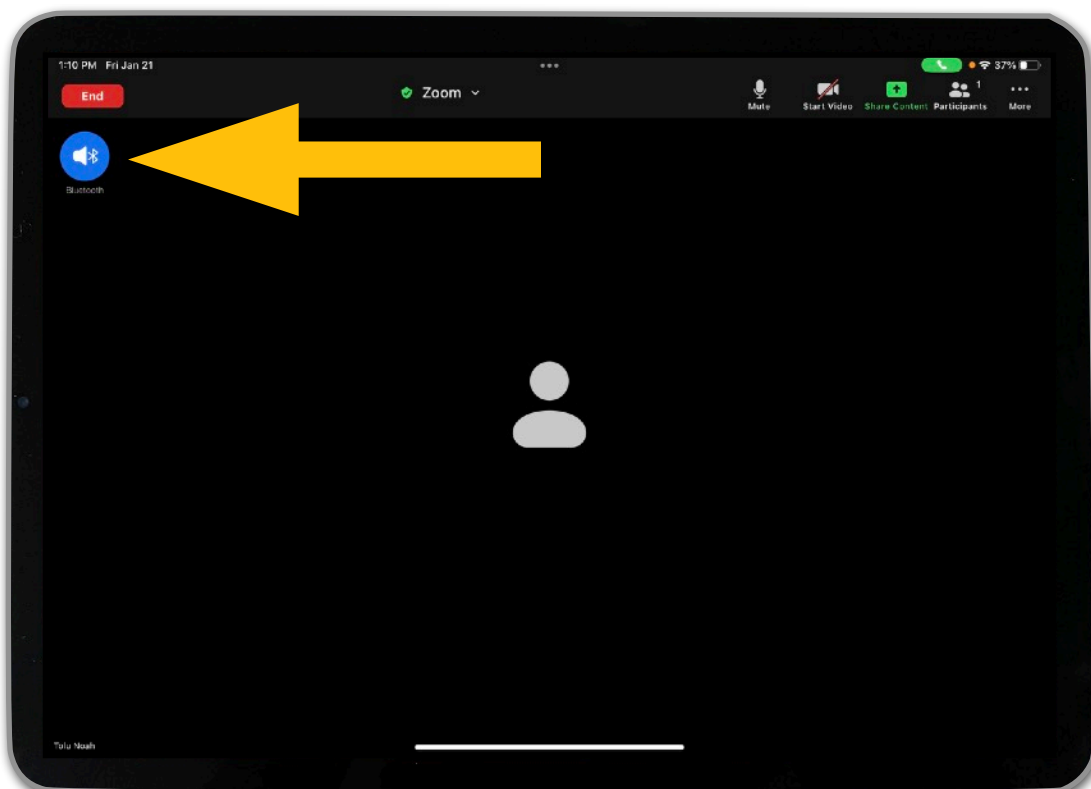
8. Select the audio option that matches the device you connected the iPad to (either "Bose Color II SoundLink" or "Jabra Evolve 65"). A checkmark will appear next to it once selected.
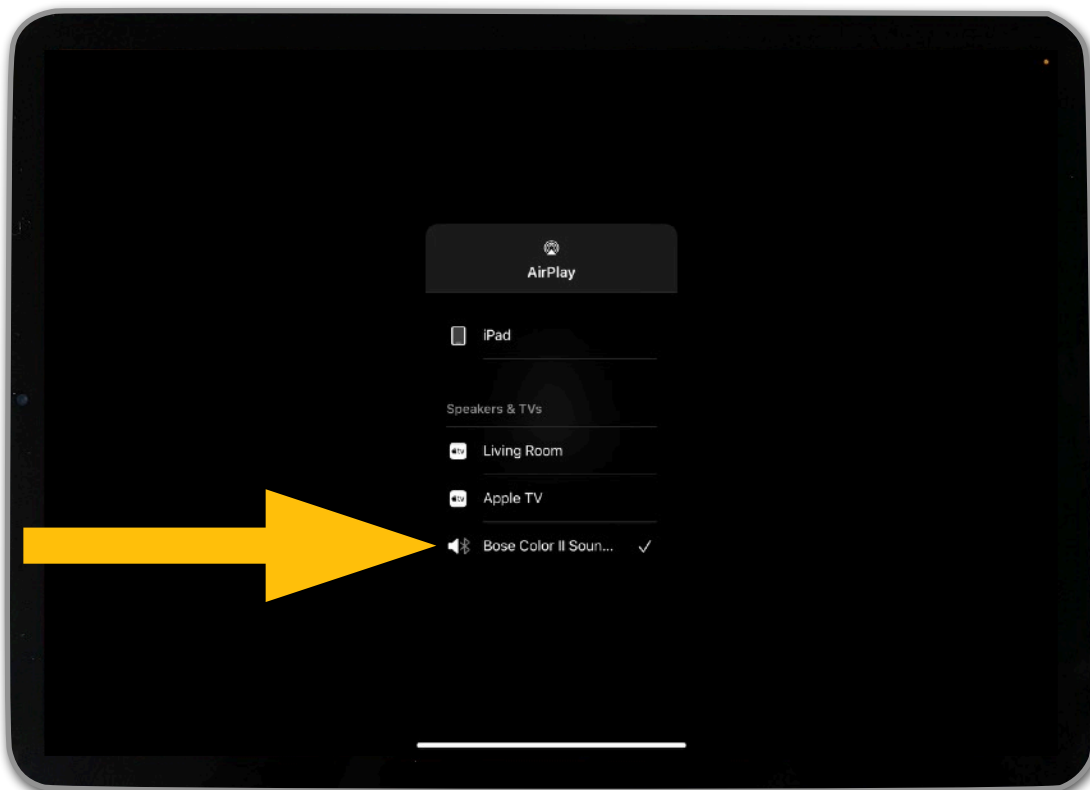


OR
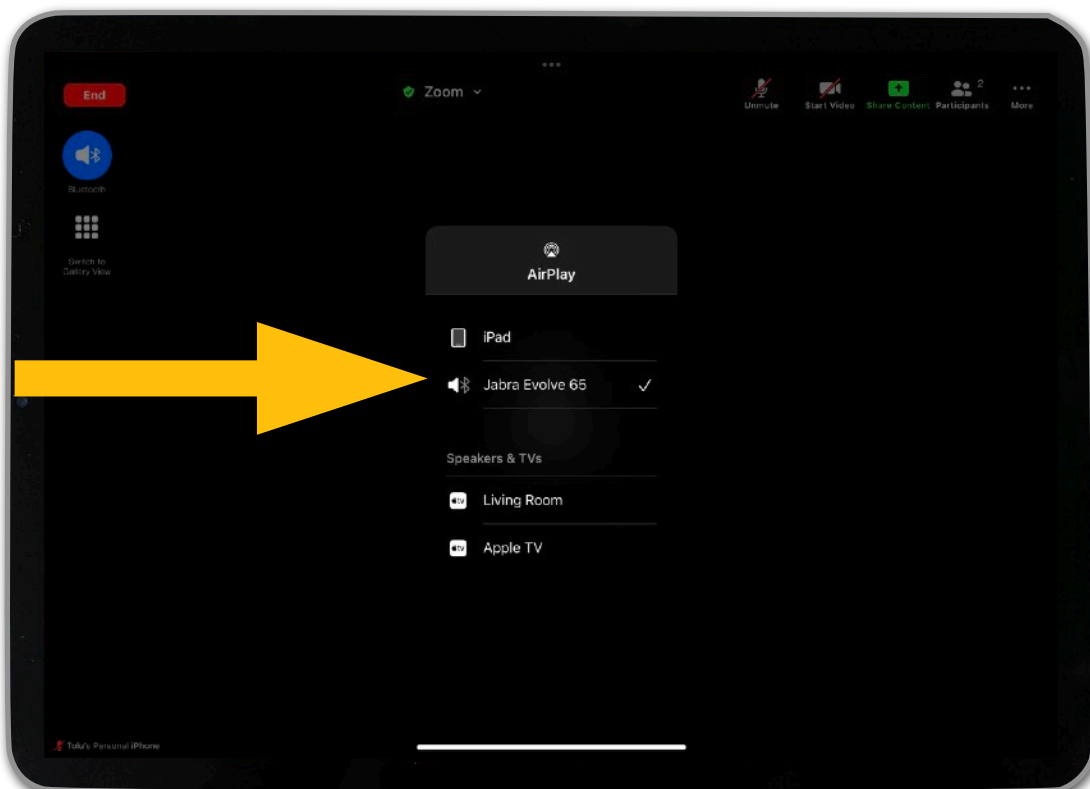
9. Tap on the background of the screen to return to the main Zoom window.
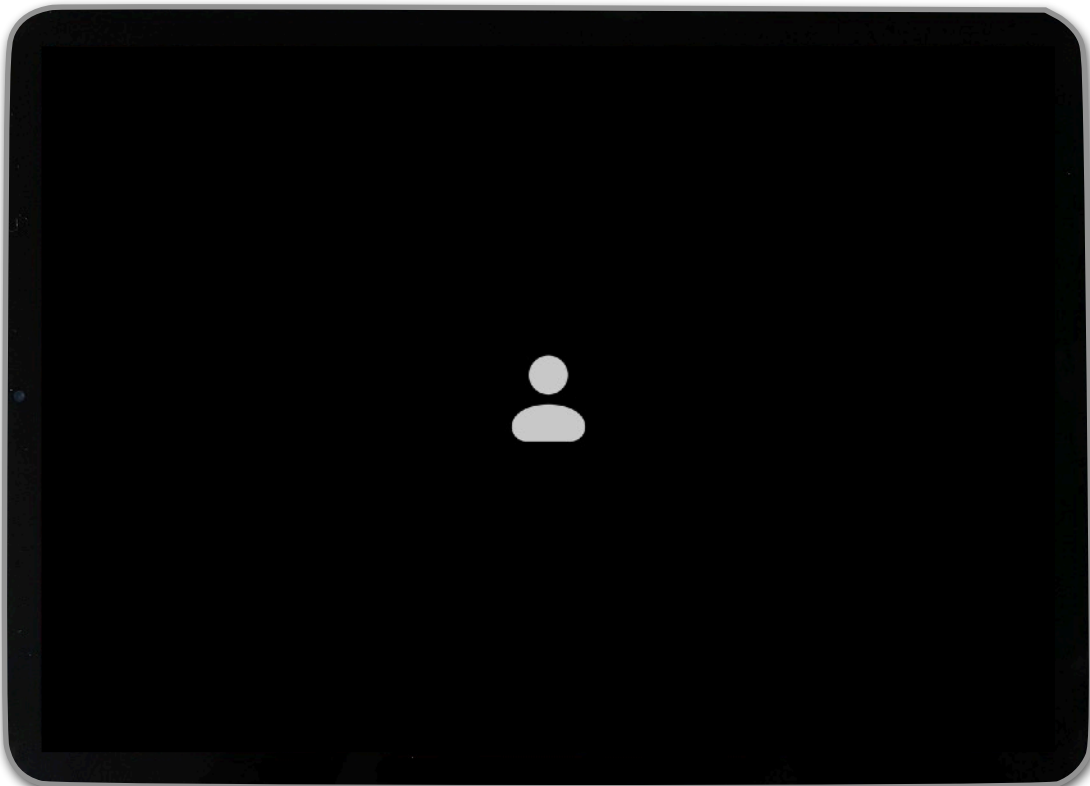


10. Tap on the background of the screen again. The Zoom controls will appear along the top of the screen.
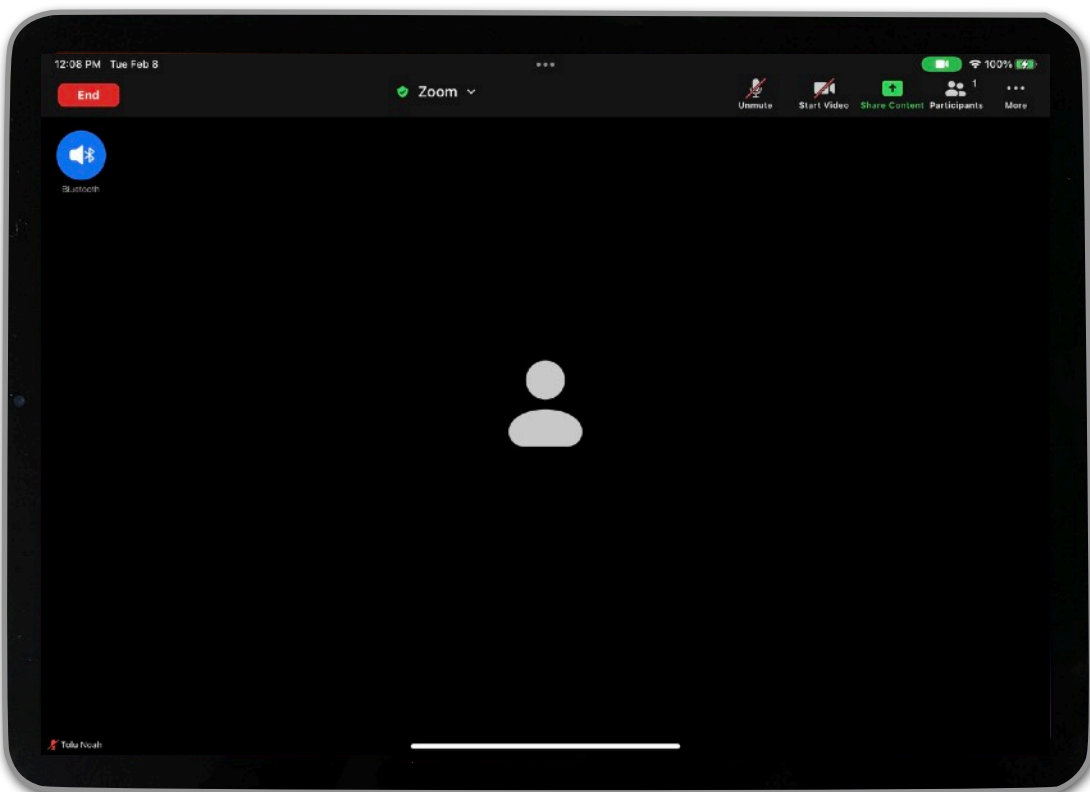
11. To view key information about the meeting, tap on "Zoom."
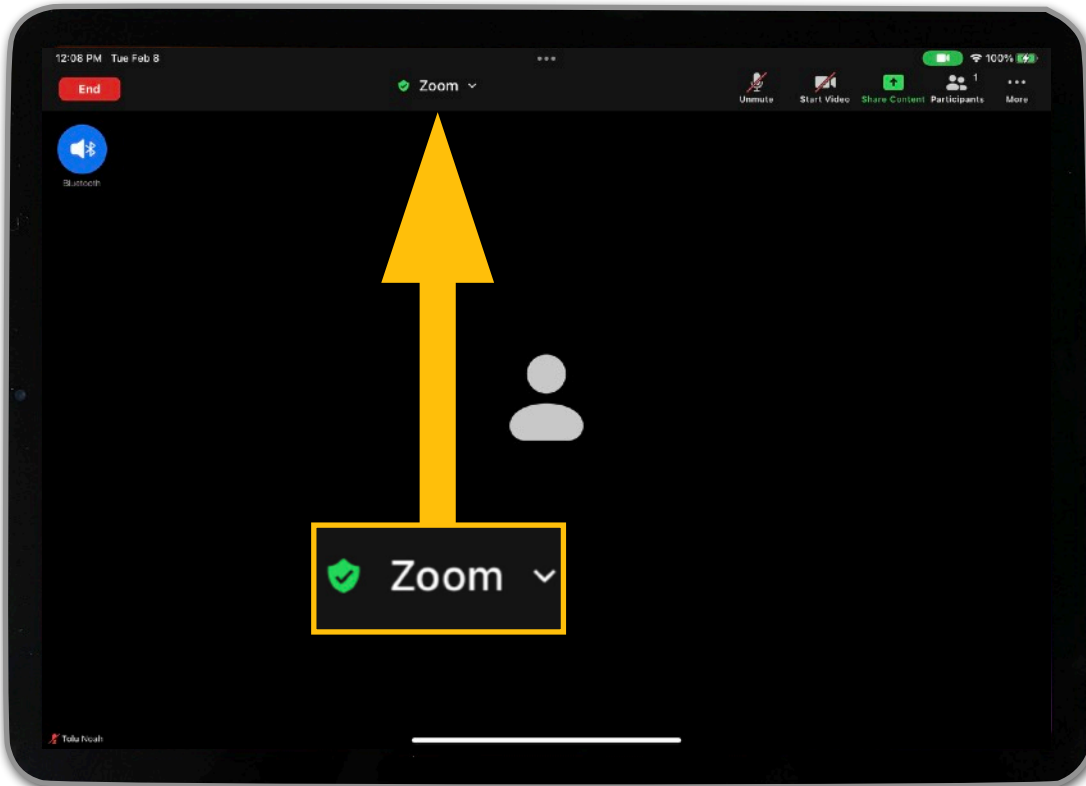


This will show you the meeting ID, host, invitation link, and other pertinent information. Tap on the background of the screen to hide this window.
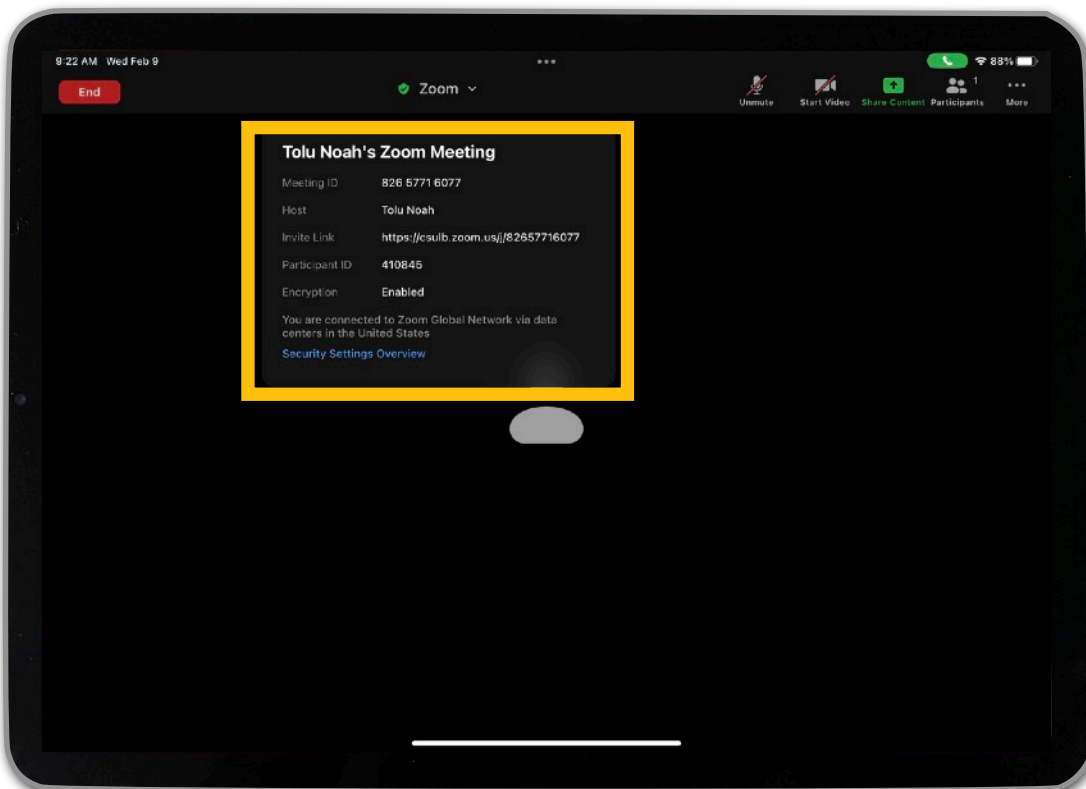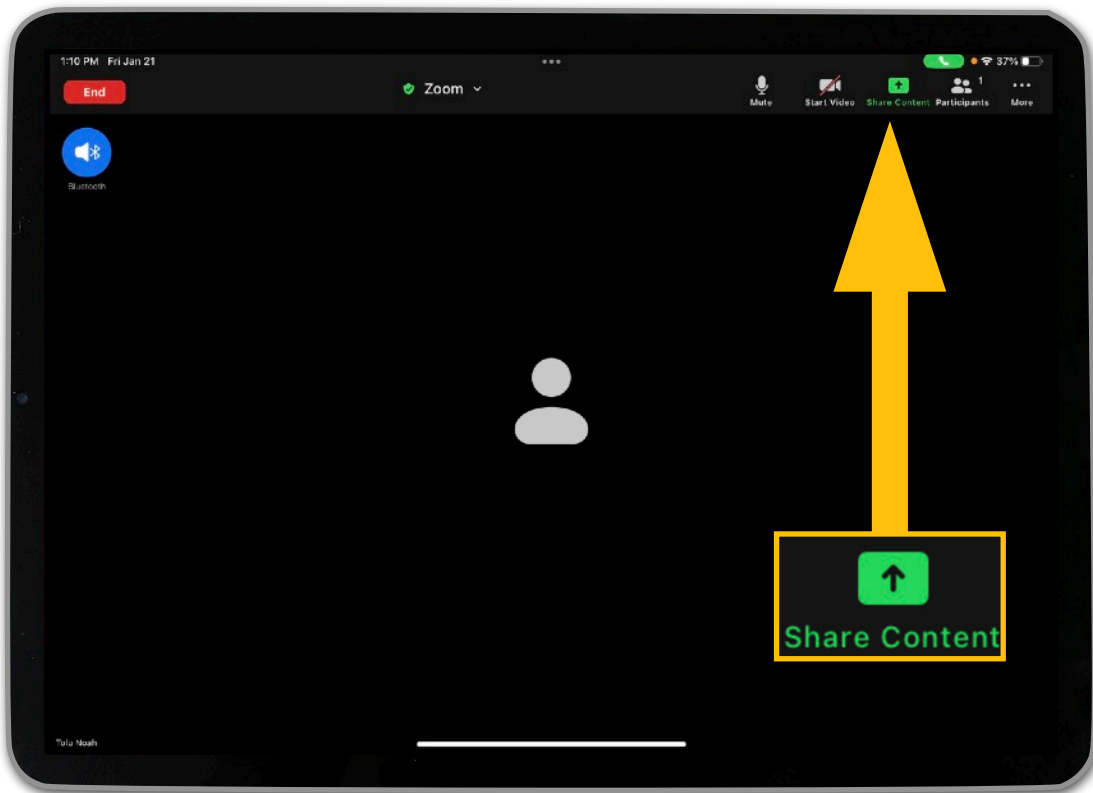
12. Tap on the microphone icon to mute or unmute it. You will be able to speak and hear others on Zoom through either the Bose speaker or the Jabra headset.
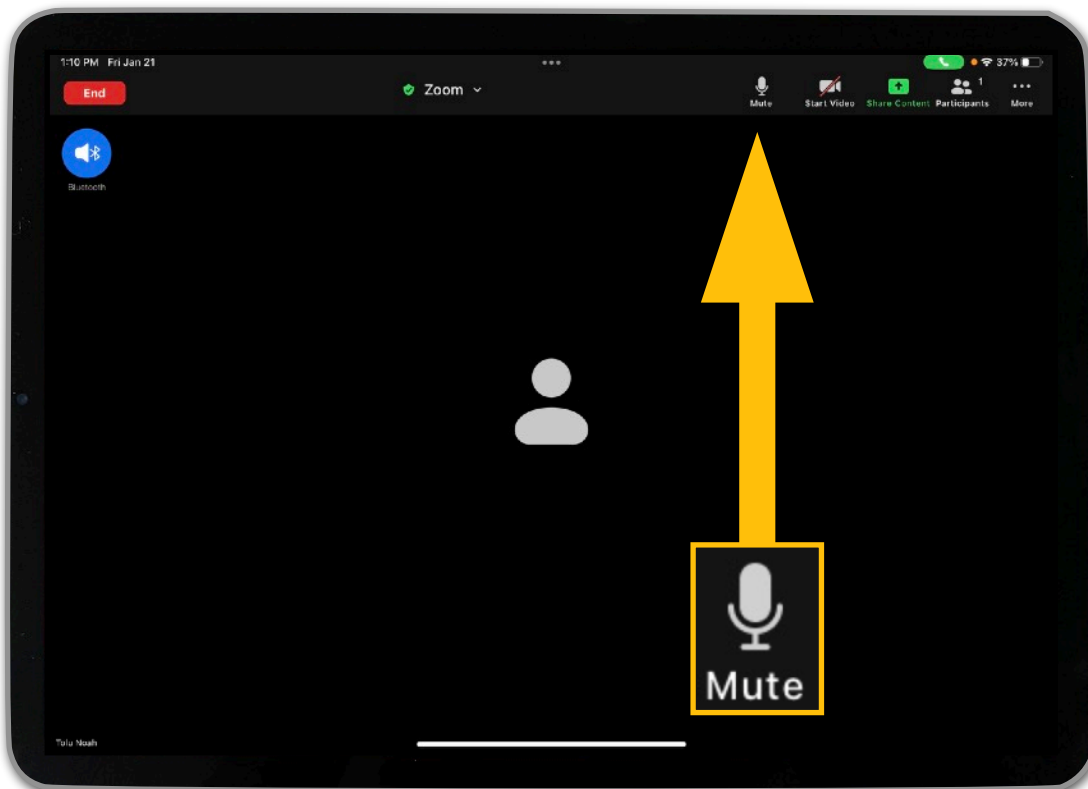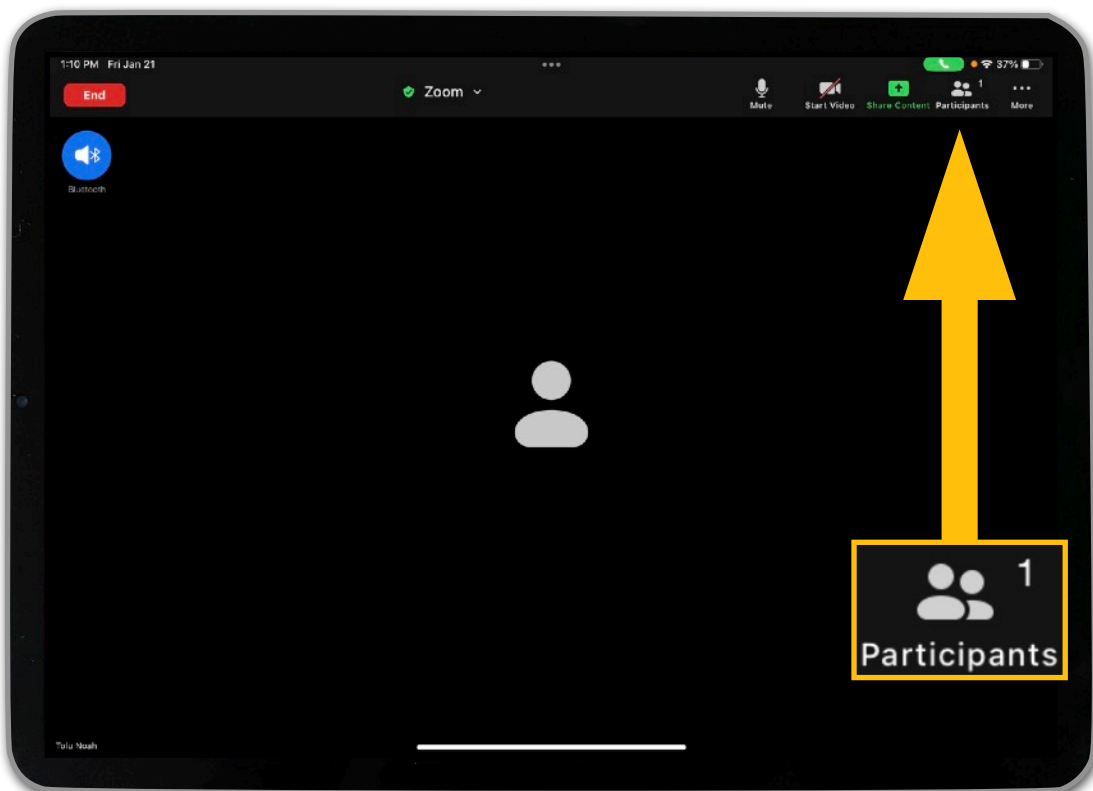


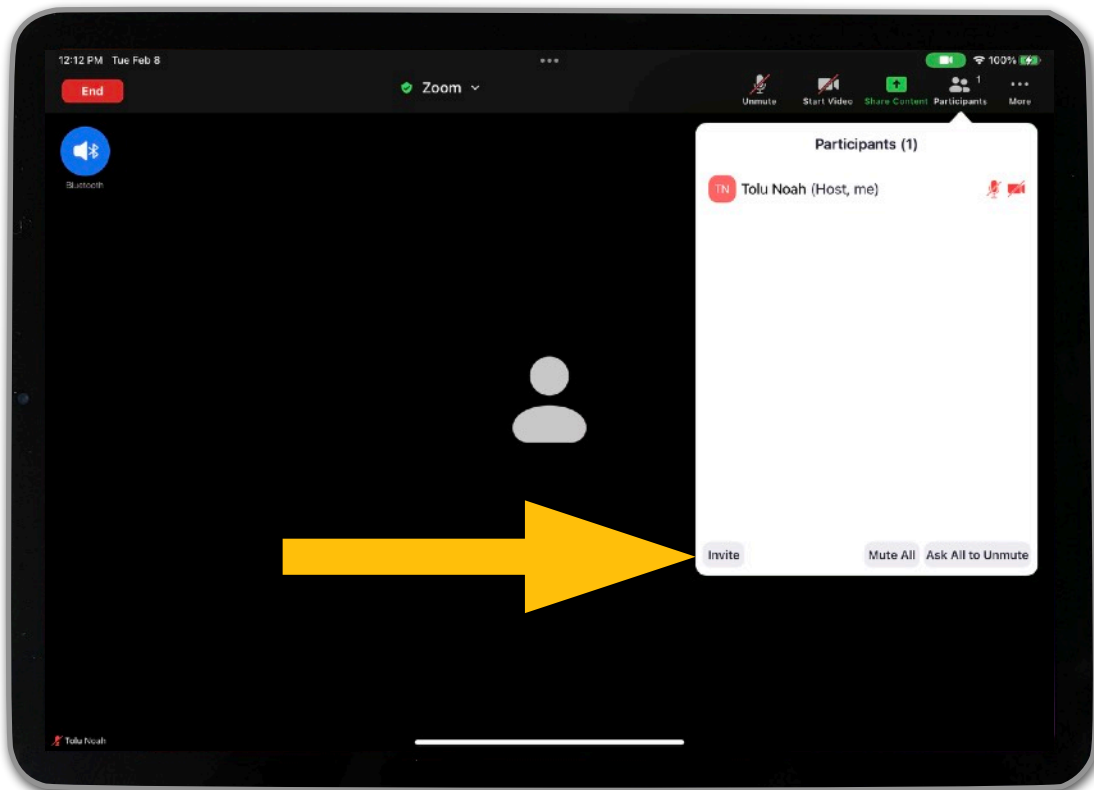13. Tap on the video camera icon to start or stop your video.
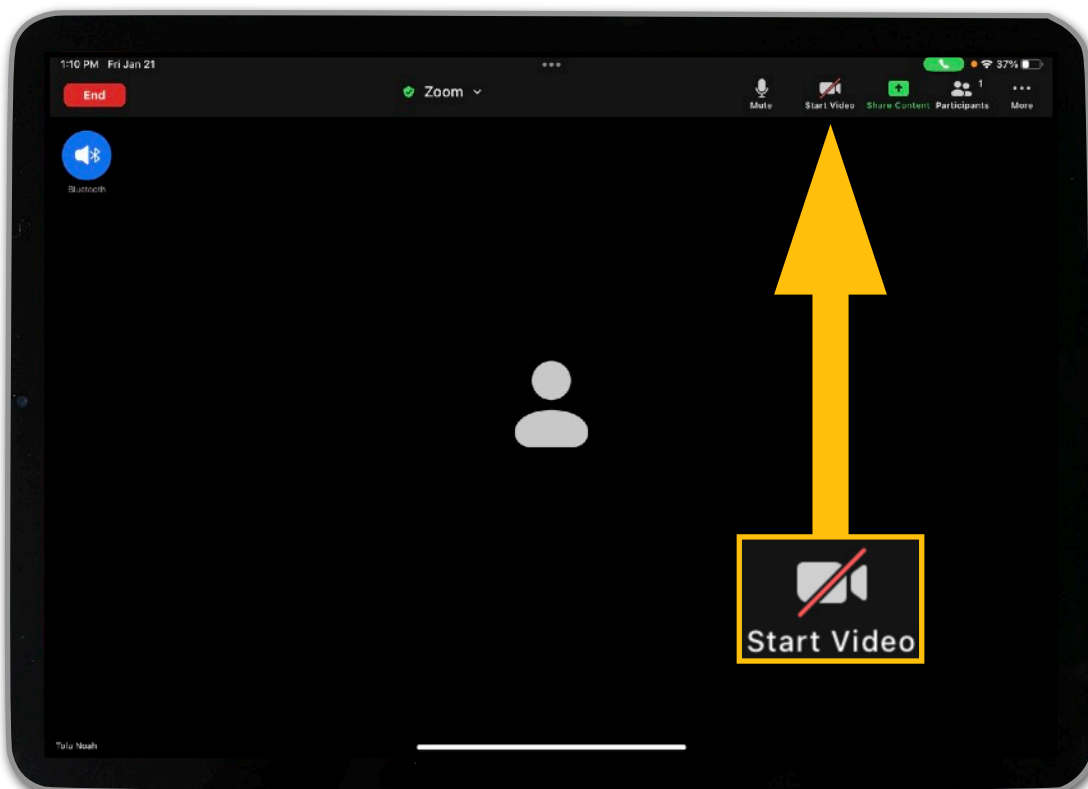
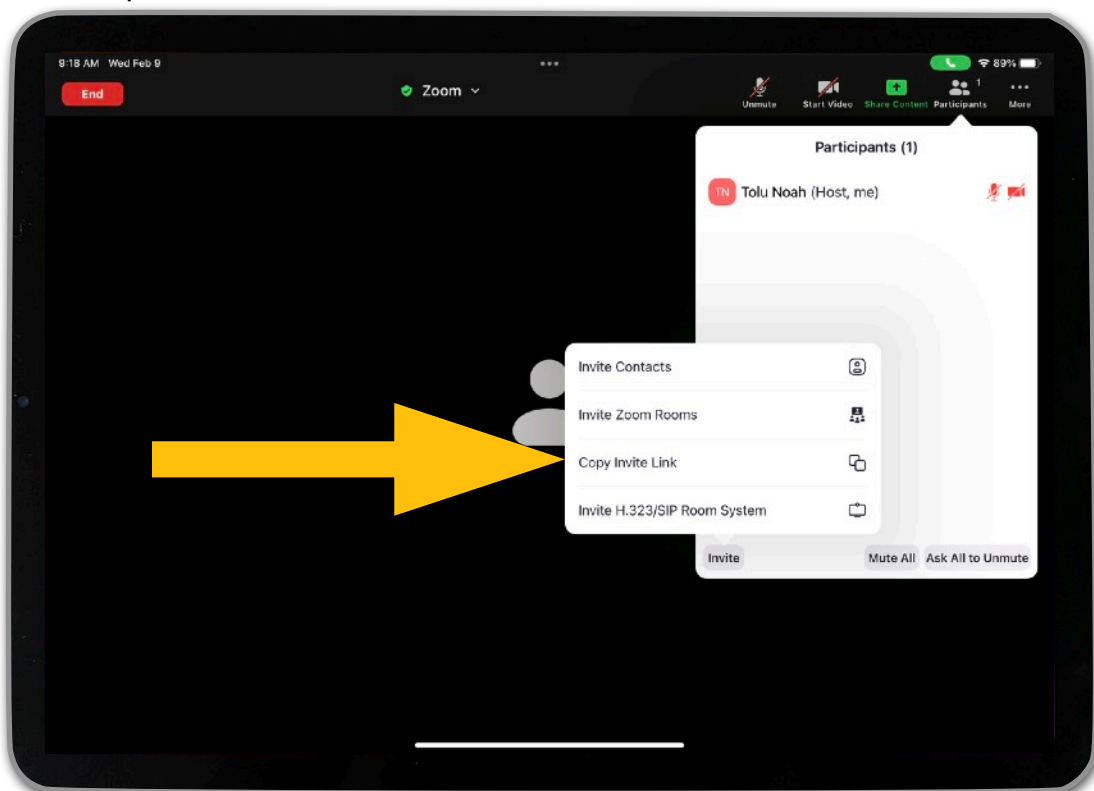14. Tap on the Share Content icon to share your screen or other content.



15. To view, manage, or invite participants, tap on the Participants icon.

16. This will bring up the Participants window. To invite others to the room, tap on "Invite" in the bottom left corner of the window.



17. Tap on "Copy Invite Link." This will save the Zoom meeting link to the iPad's clipboard.
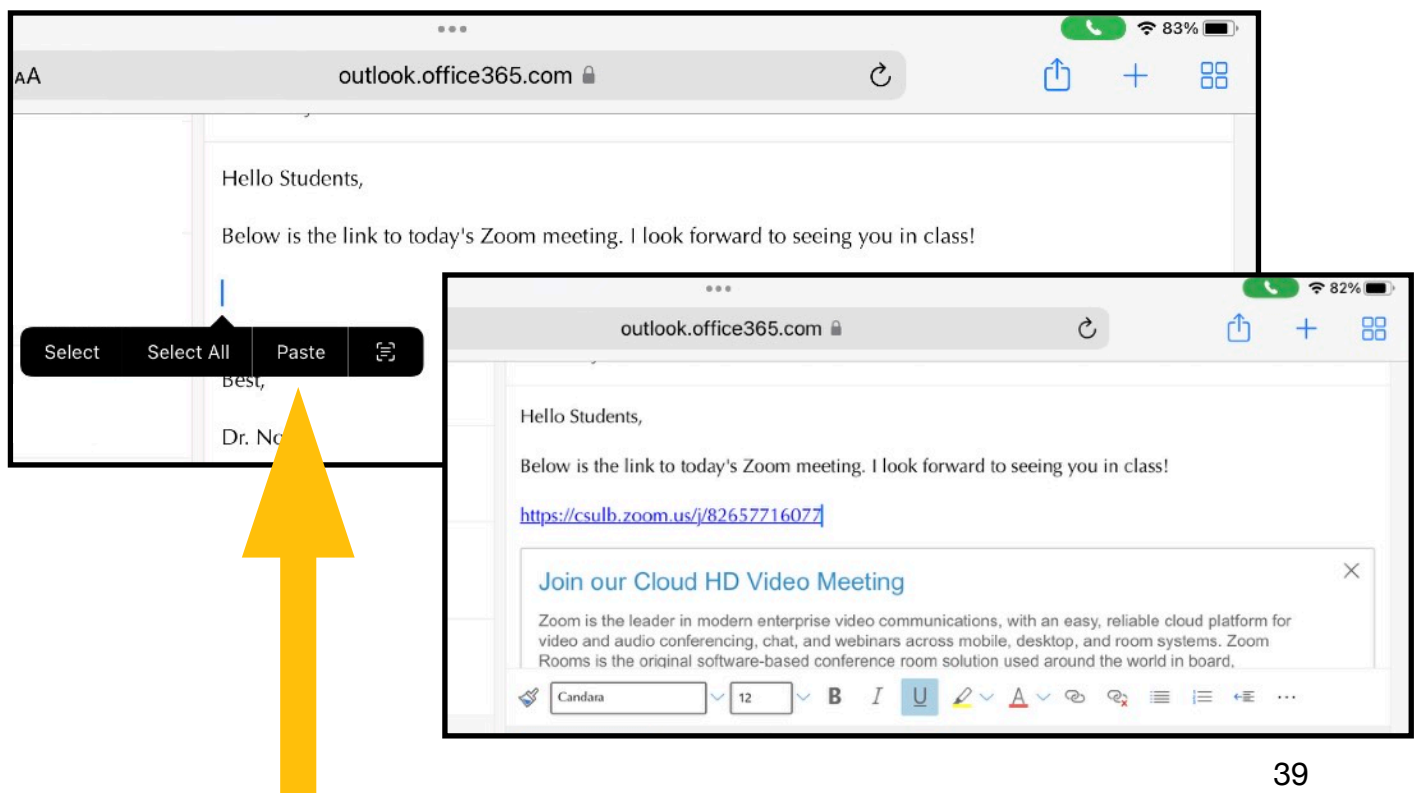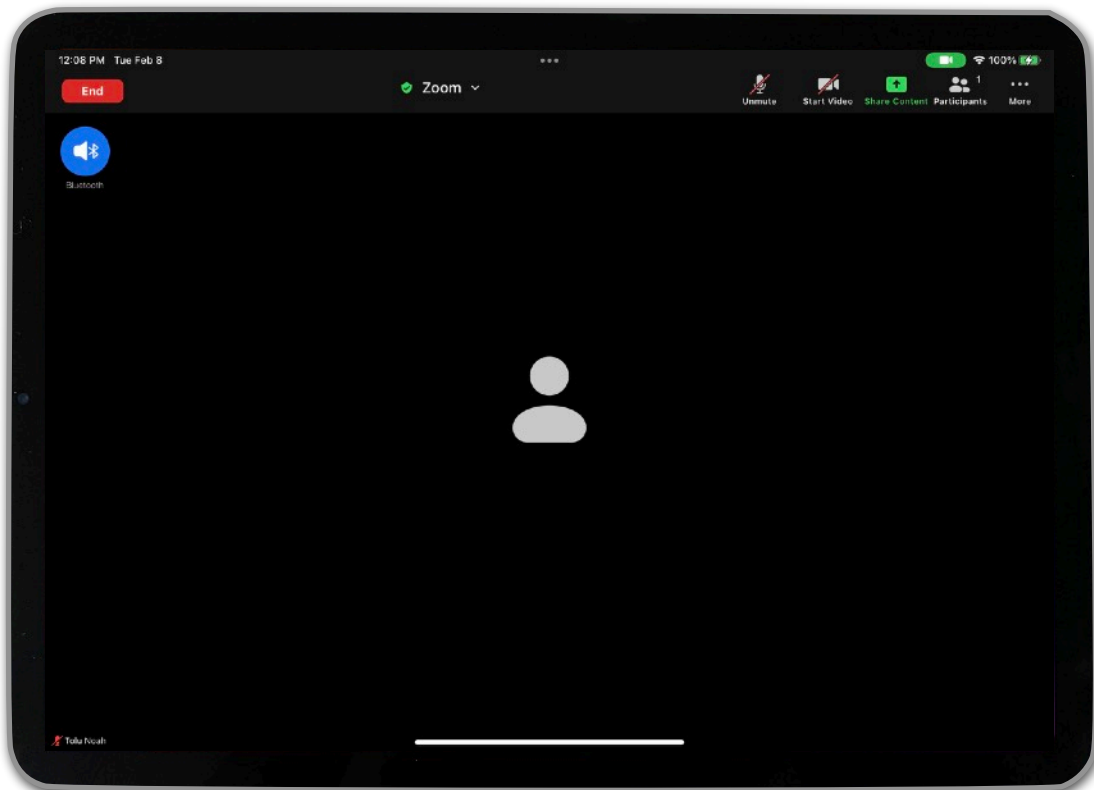
18. Return to the Home Screen, and open the Safari web browser.



19. Access your email or BeachBoard. Tap in any text field so that the black pop-up menu appears. (You may need to tap a second time.) Select "Paste" to paste the Zoom link into the message.
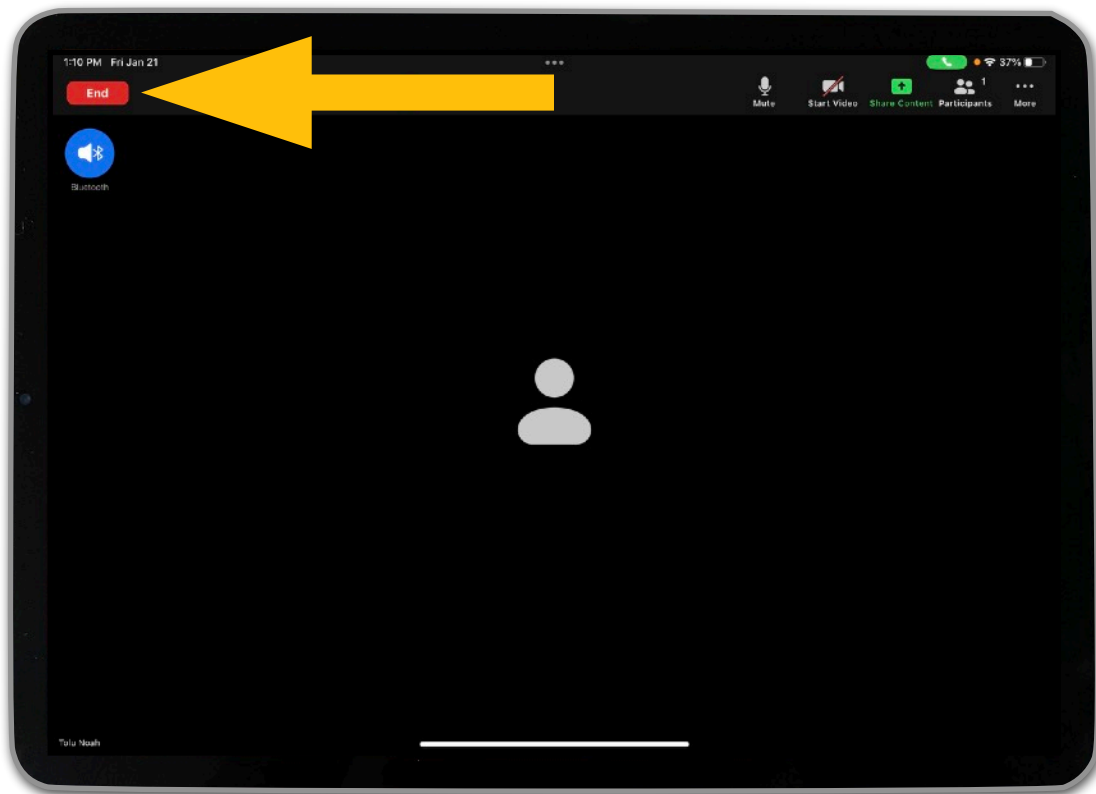
20. Return to the Zoom app, and tap on the background of the screen to go back to the main window and view the controls.



21. Tap on the More icon to access additional features (e.g., chat box, reactions, etc.).
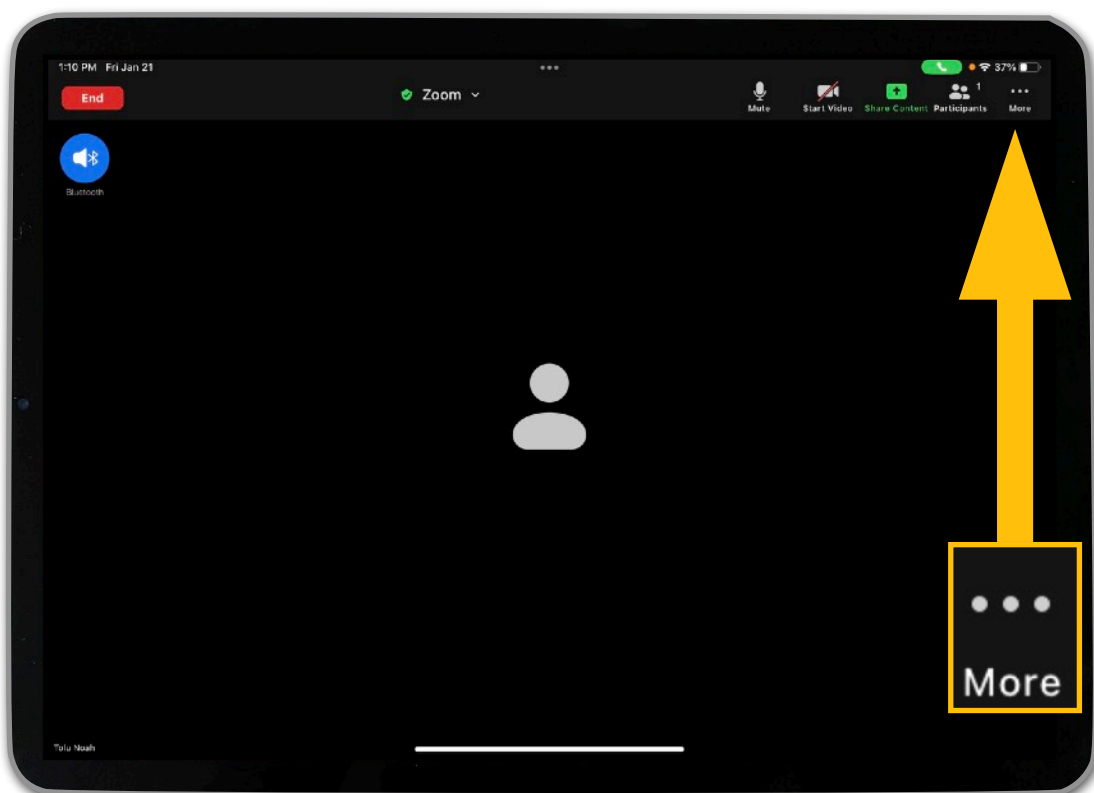
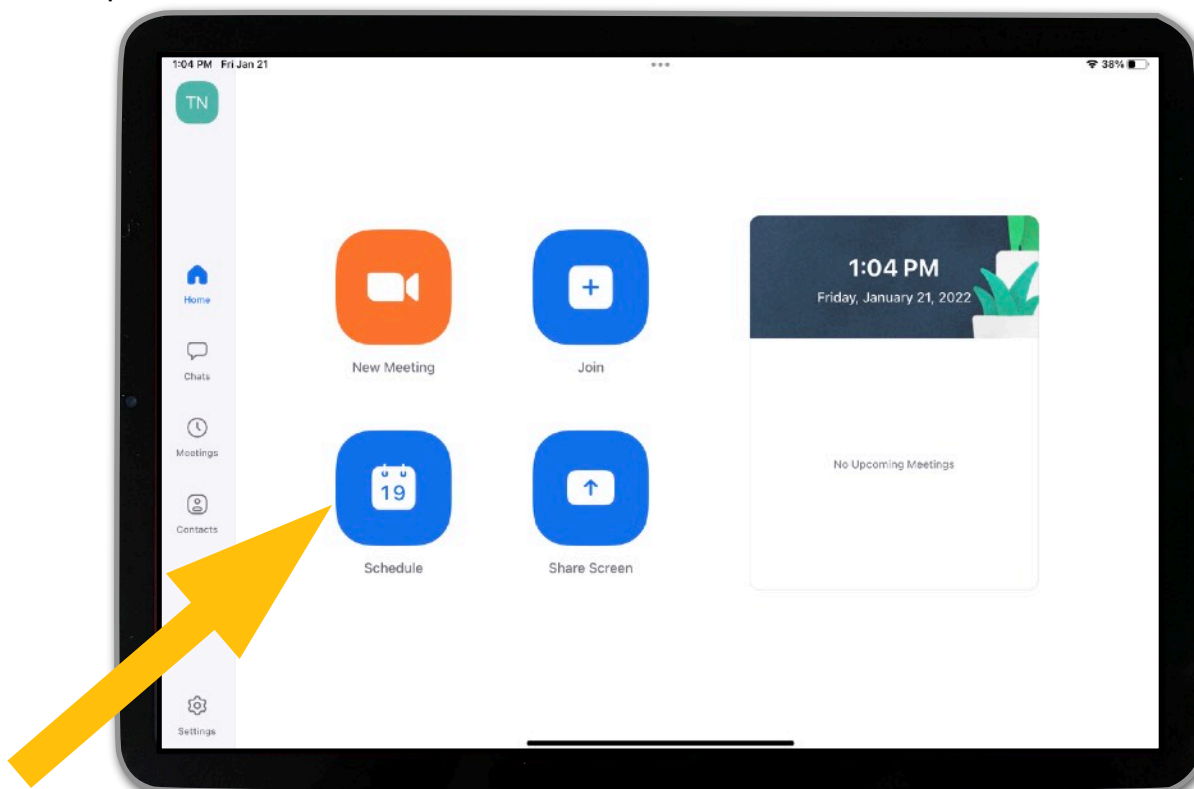22. To end or leave the meeting, tap on the red End button in the top left corner of the screen.



[Click here](#) to learn more about how the Mobile (Zoom) Teaching Kit can be used for classroom instruction!
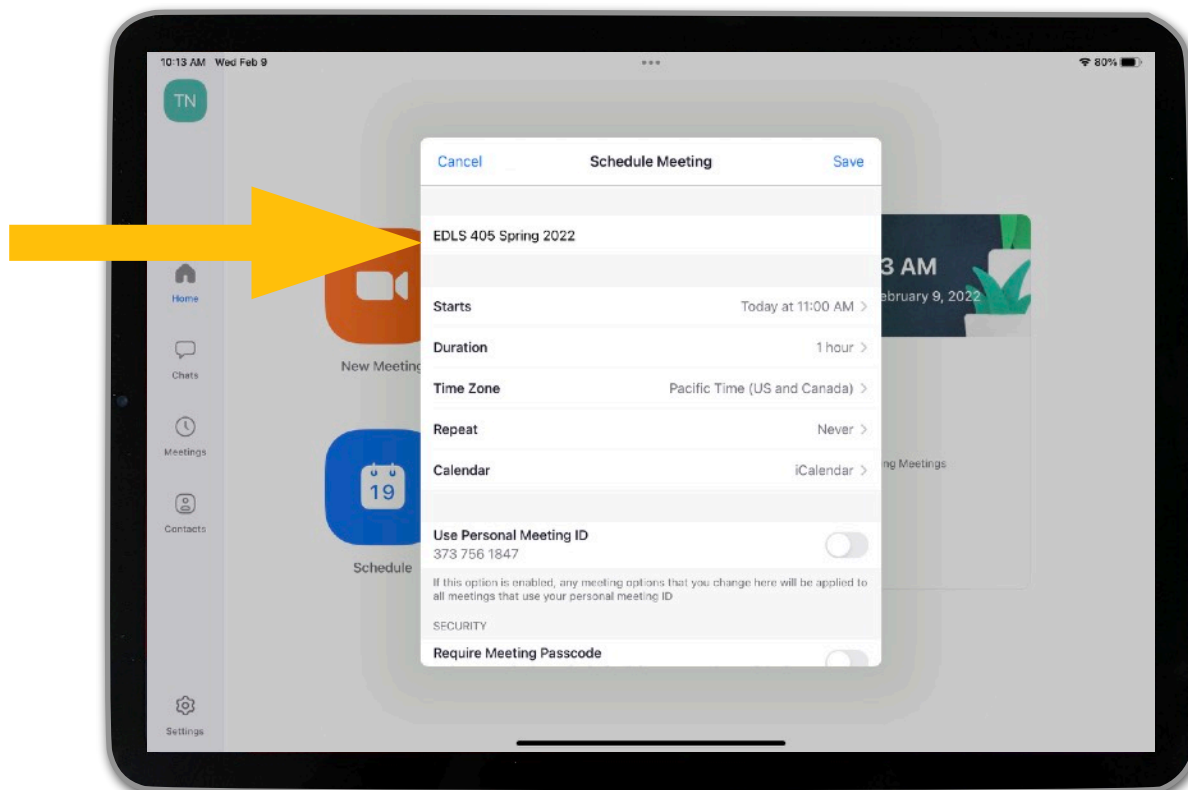
# SCHEDULING RECURRING MEETINGS
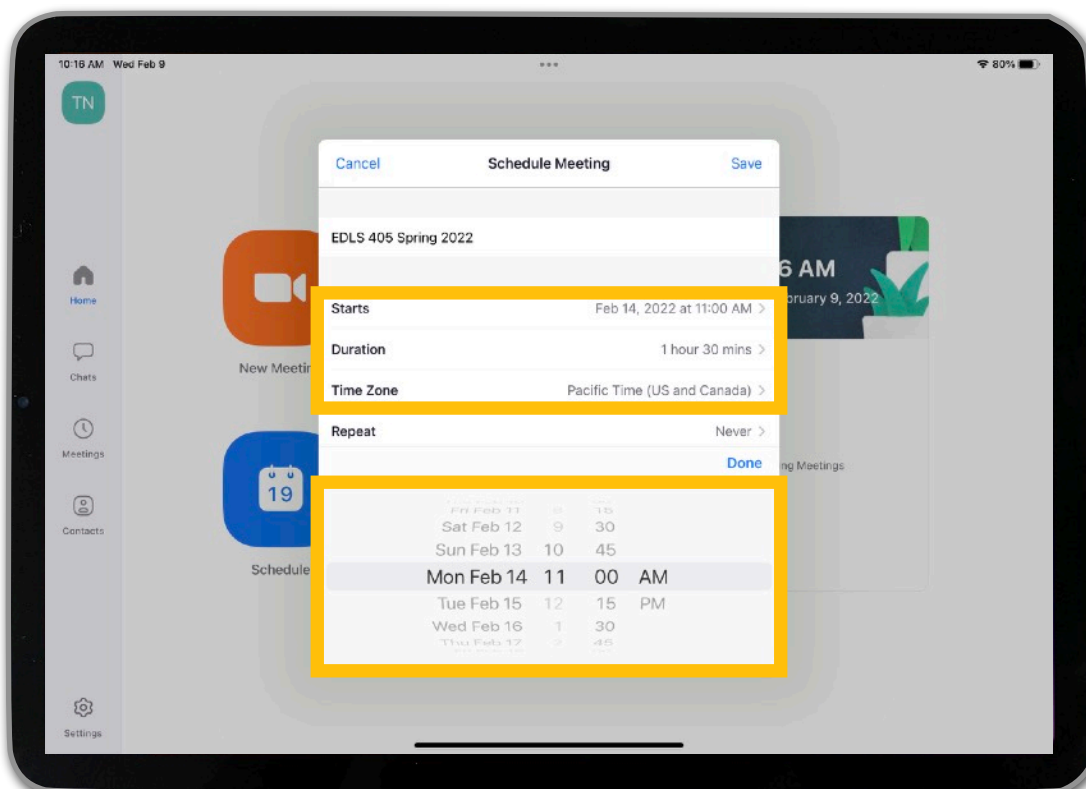
1. Open the Zoom app.
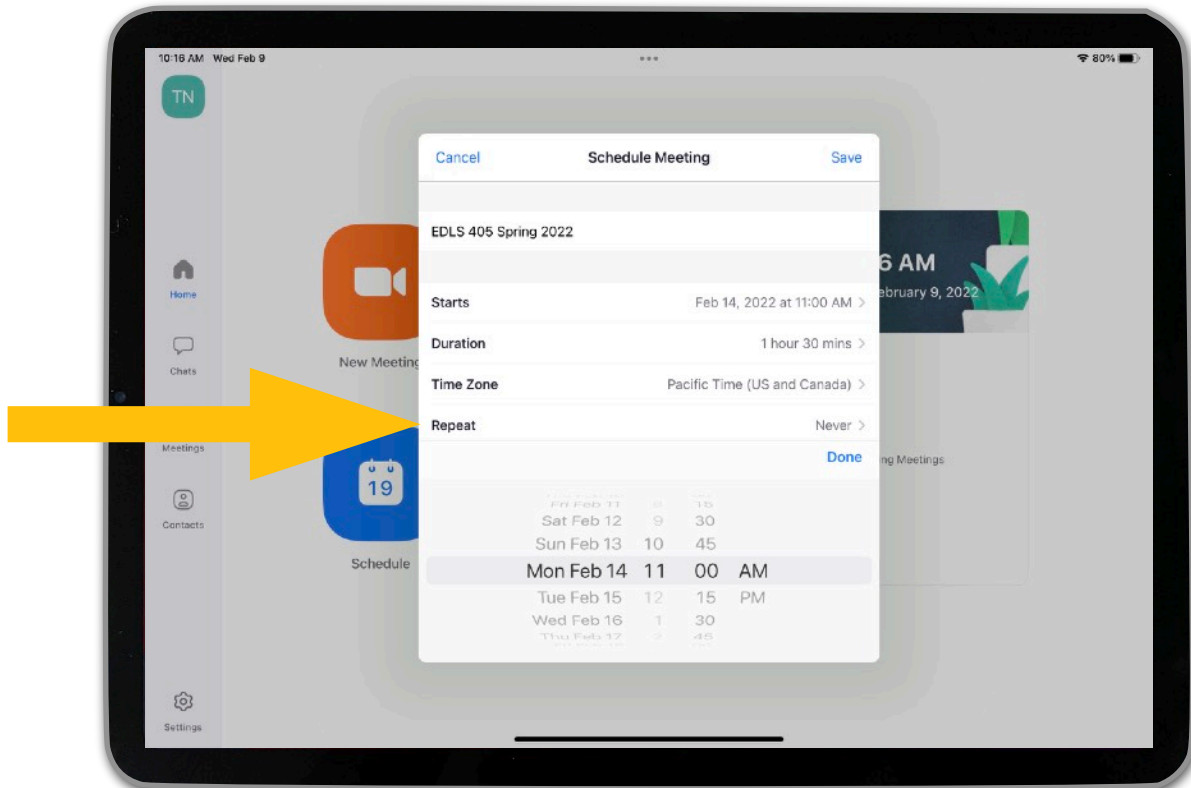


2. Tap on "Schedule."

3. Enter a name for your recurring meeting. For example, you might want to list the course and semester.
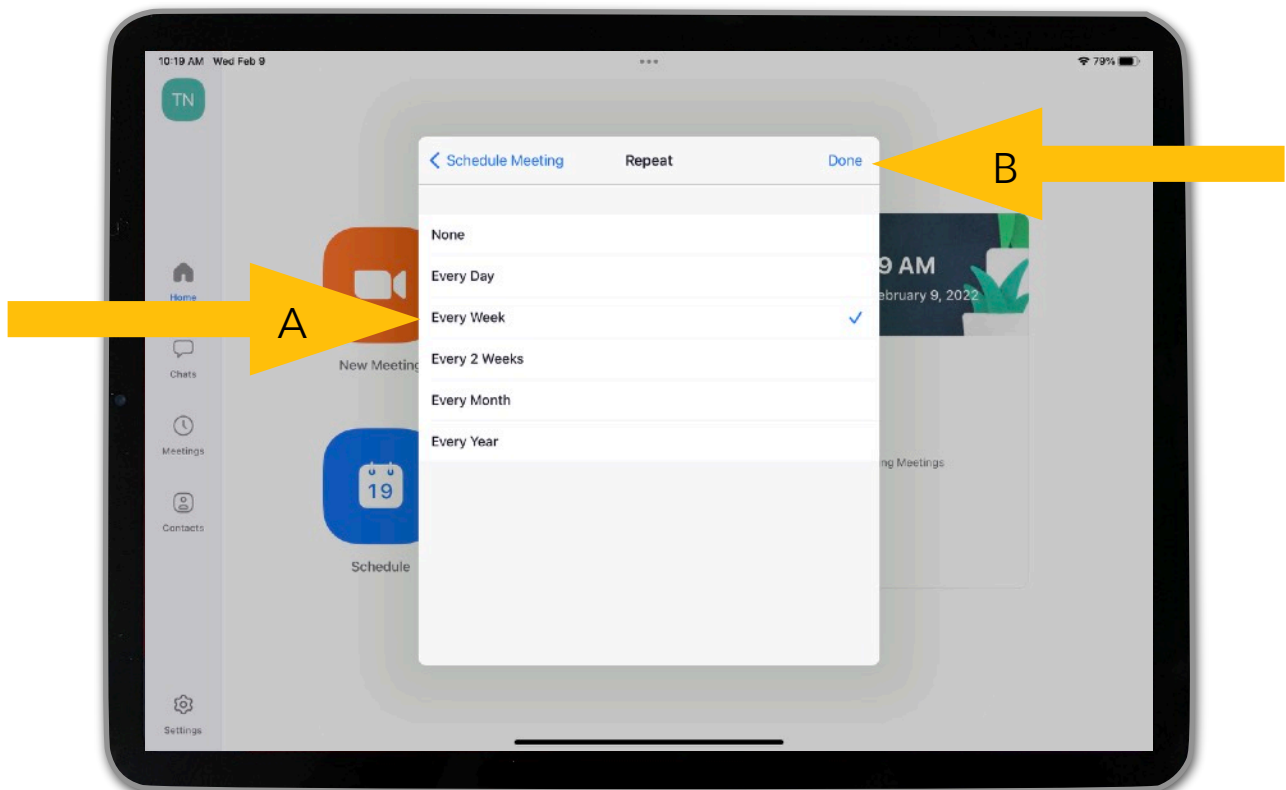


4. Adjust the start date & time, duration, and time zone to match the timing of your course.
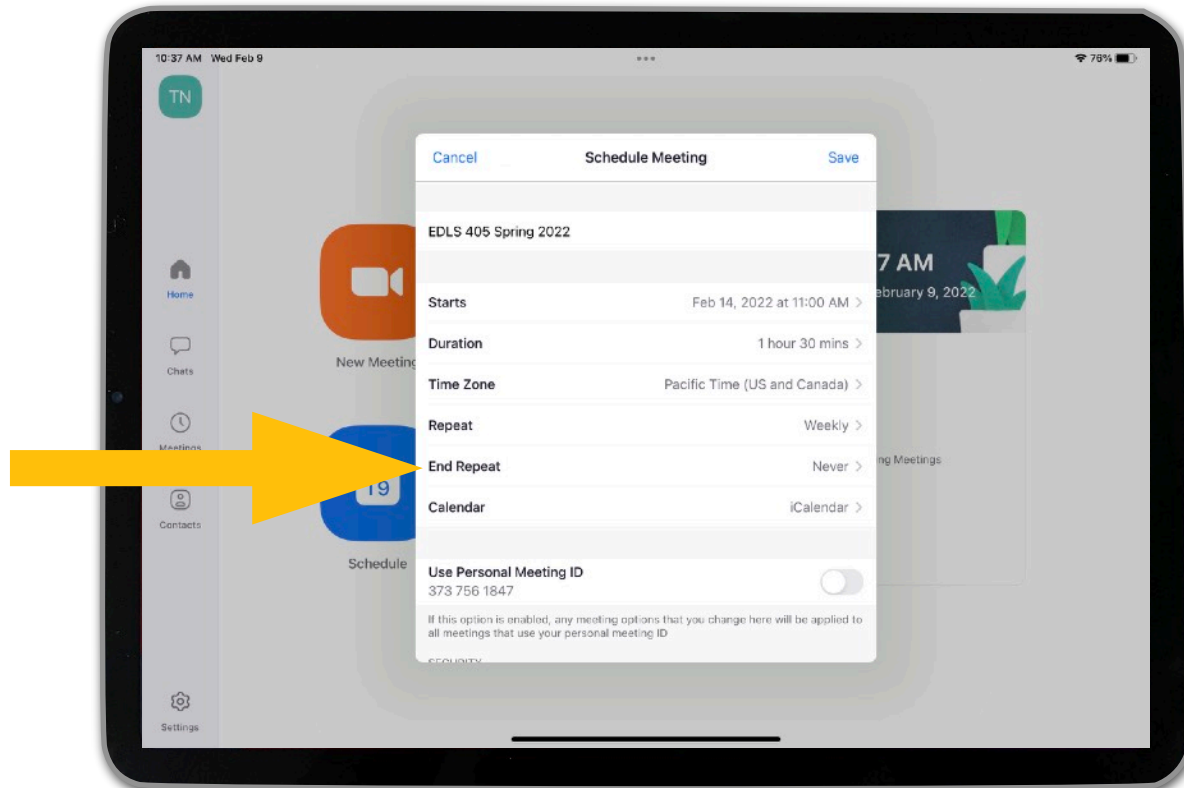
5. Tap on "Repeat."



6. A) Select how often you want the meeting to repeat (e.g., every week). B) Tap "Done" in the top right corner of the window.
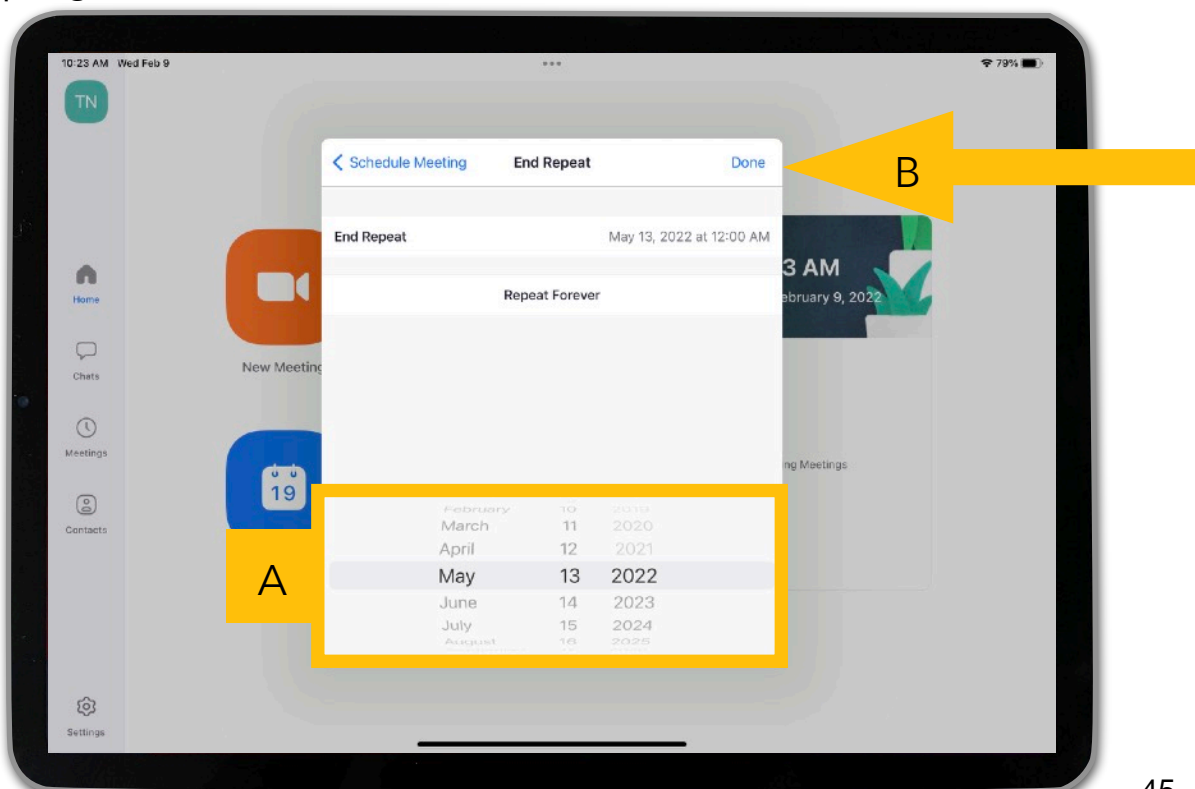
7. Tap on "End Repeat."

8. A) Select the date that you want the recurring meetings to end (e.g., the last day of class or the final exam date). B) Tap "Done" in the top right corner of the window.

9. A) Scroll down to the bottom portion of the Schedule Meeting window to see additional options for customizing your recurring meeting. For example, you can require a meeting passcode so that only users who have the invitation link or passcode can join the meeting. You can also enable a waiting room so that only users admitted by the host can join the meeting. Review the options, and consider what would work best for your needs. To enable a specific option, tap on the switch to the right of it to toggle it on. B) Tap Save in the top right corner of the window.
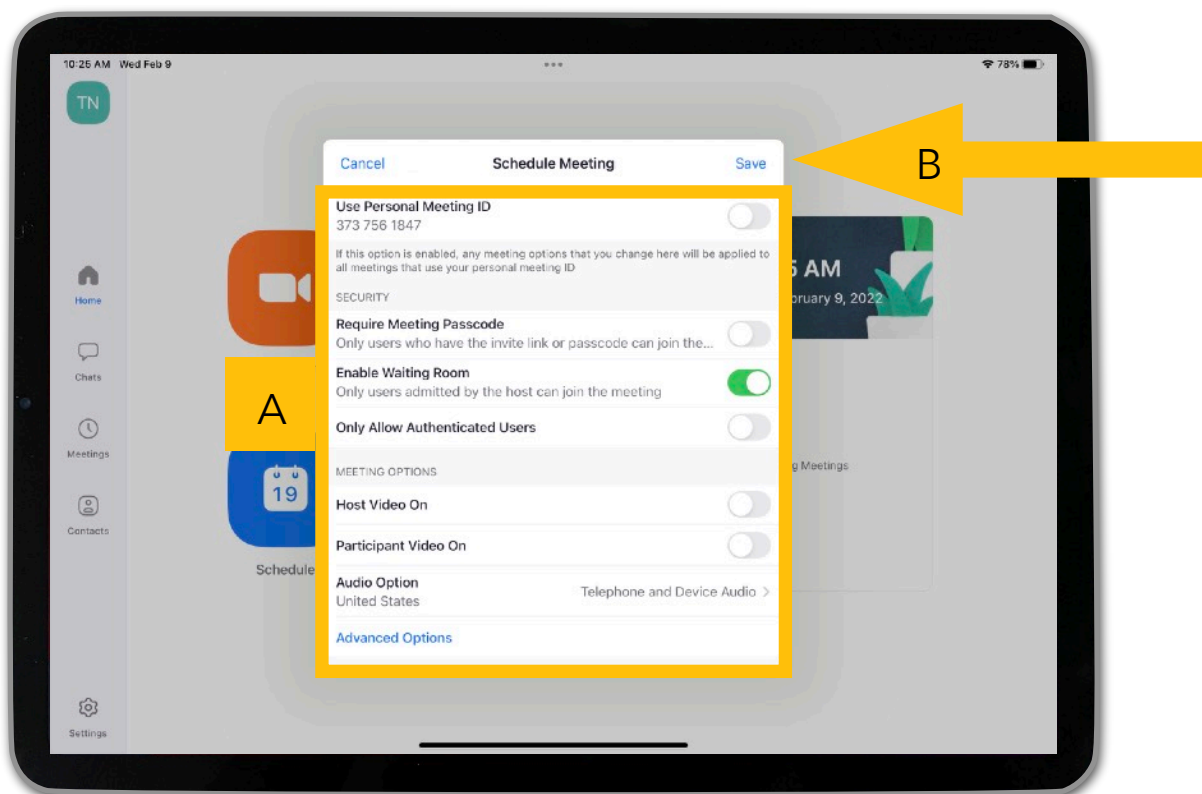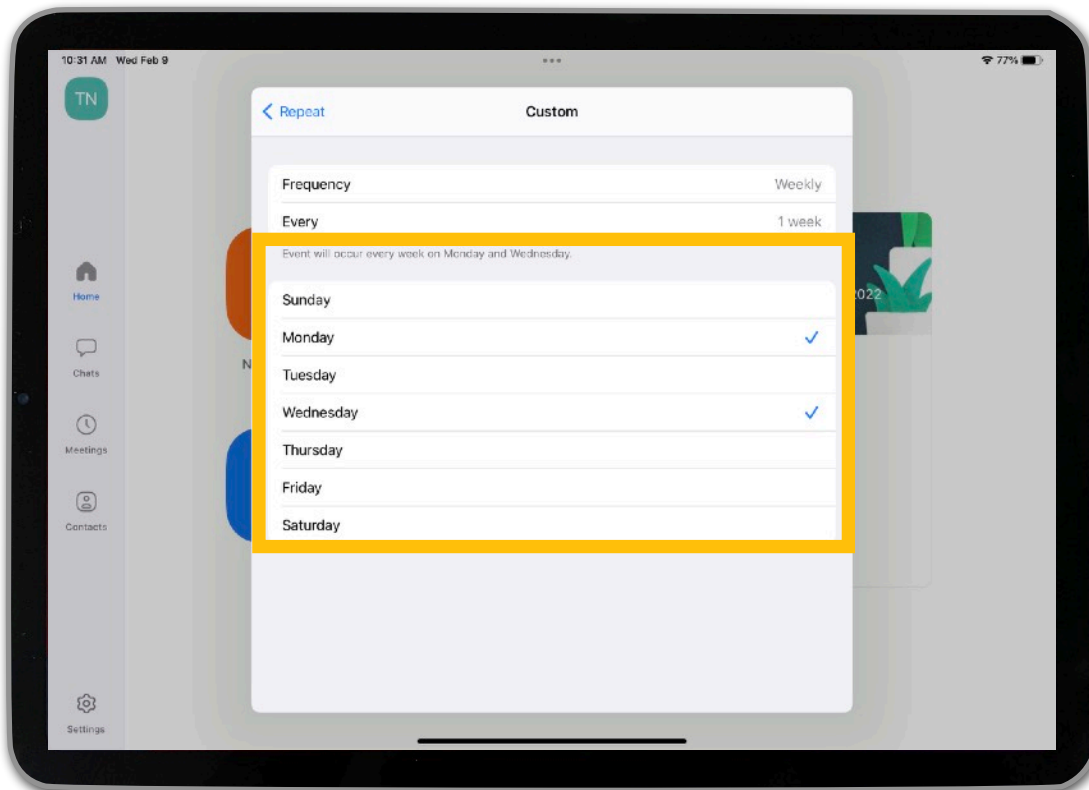
10. If you would like the recurring meeting to happen on more than one day of the week (e.g., every Monday and Wednesday since the course occurs twice a week), tap on "Repeat."
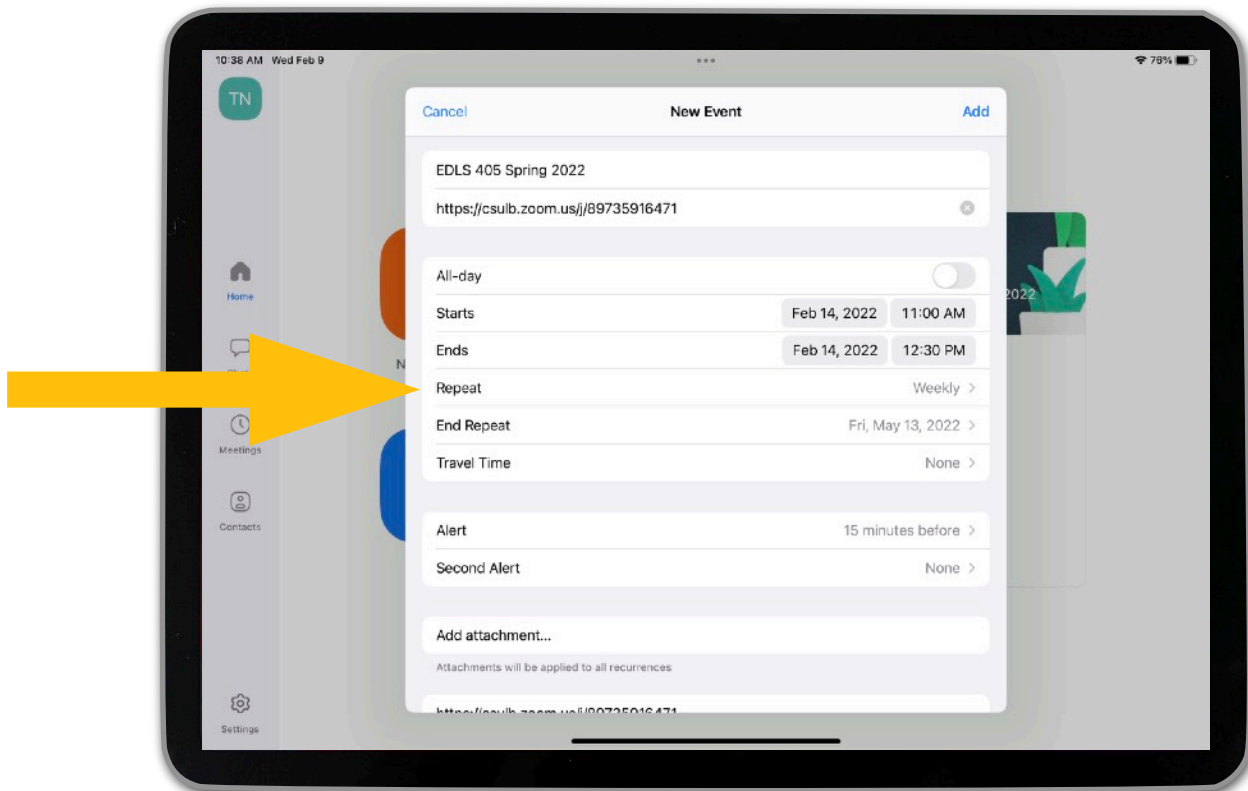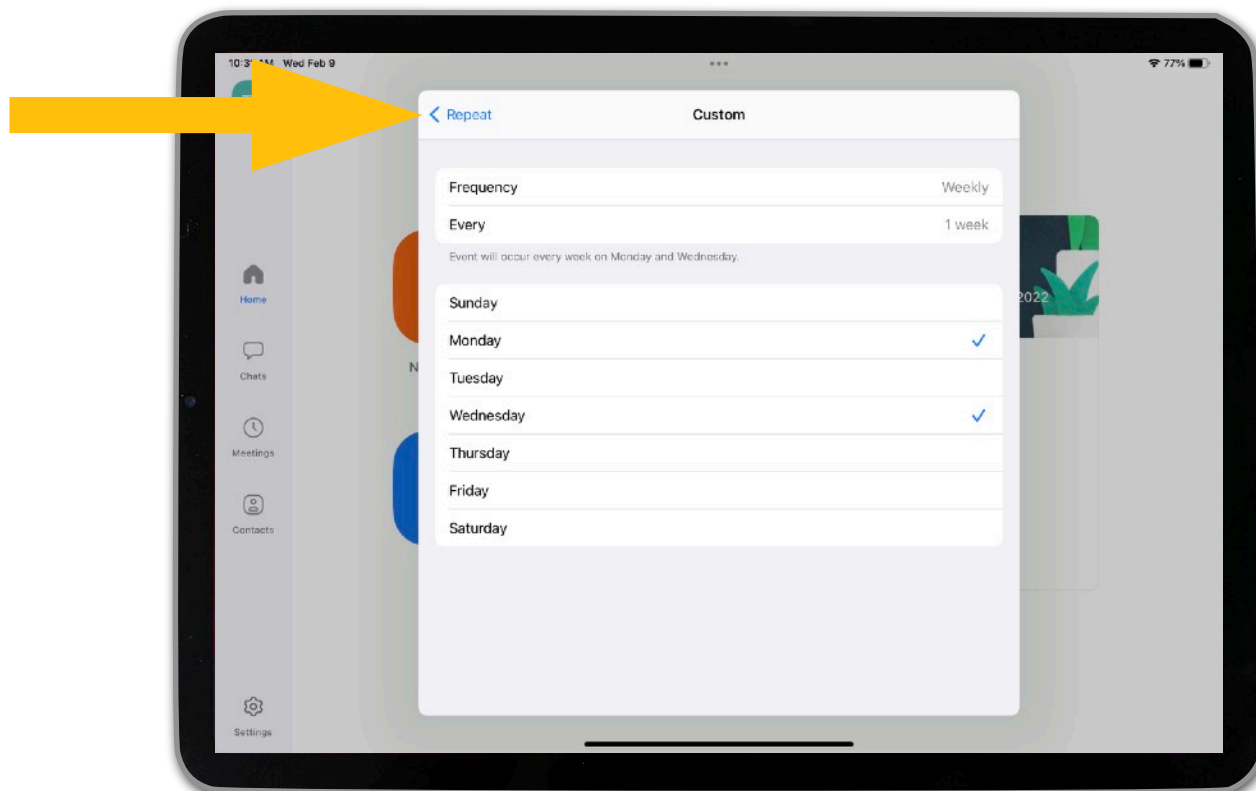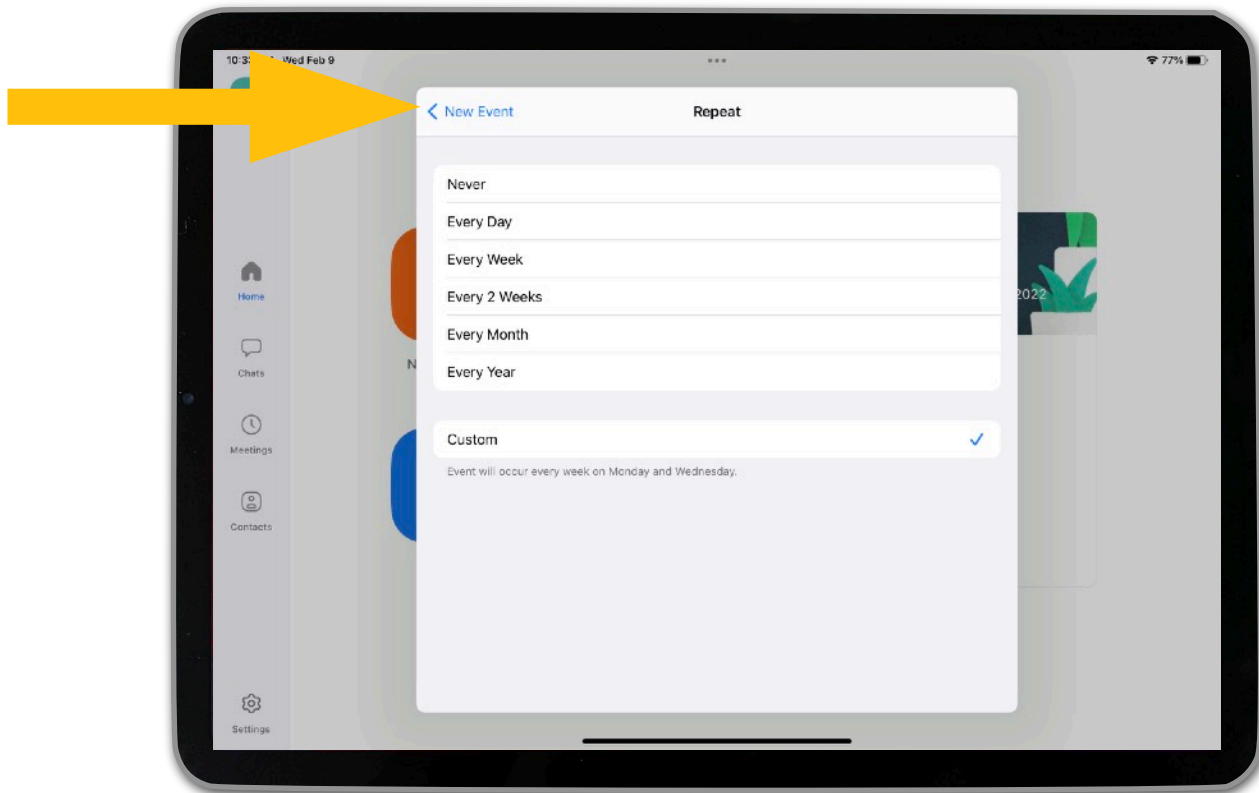


11. Tap on "Custom."
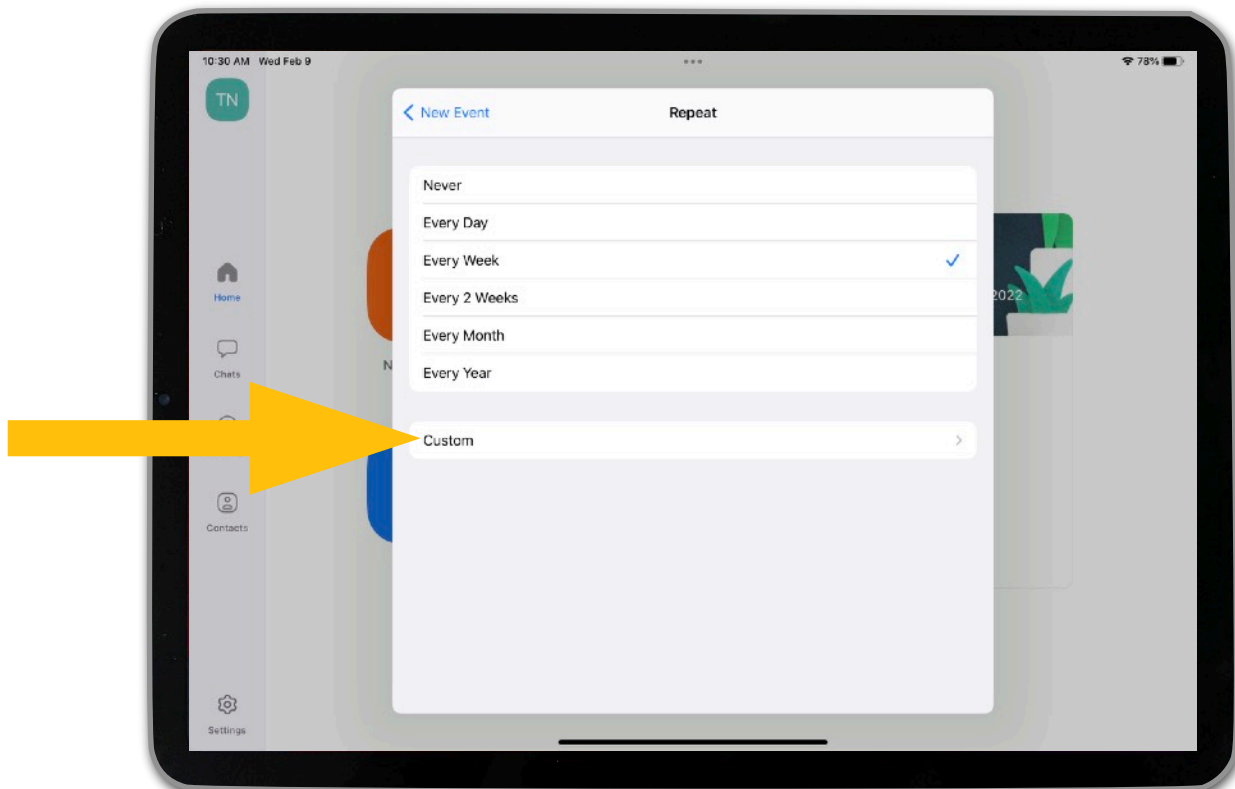
12. Select the specific days you would like the recurring meeting to occur. A checkmark will appear next to each selected day.
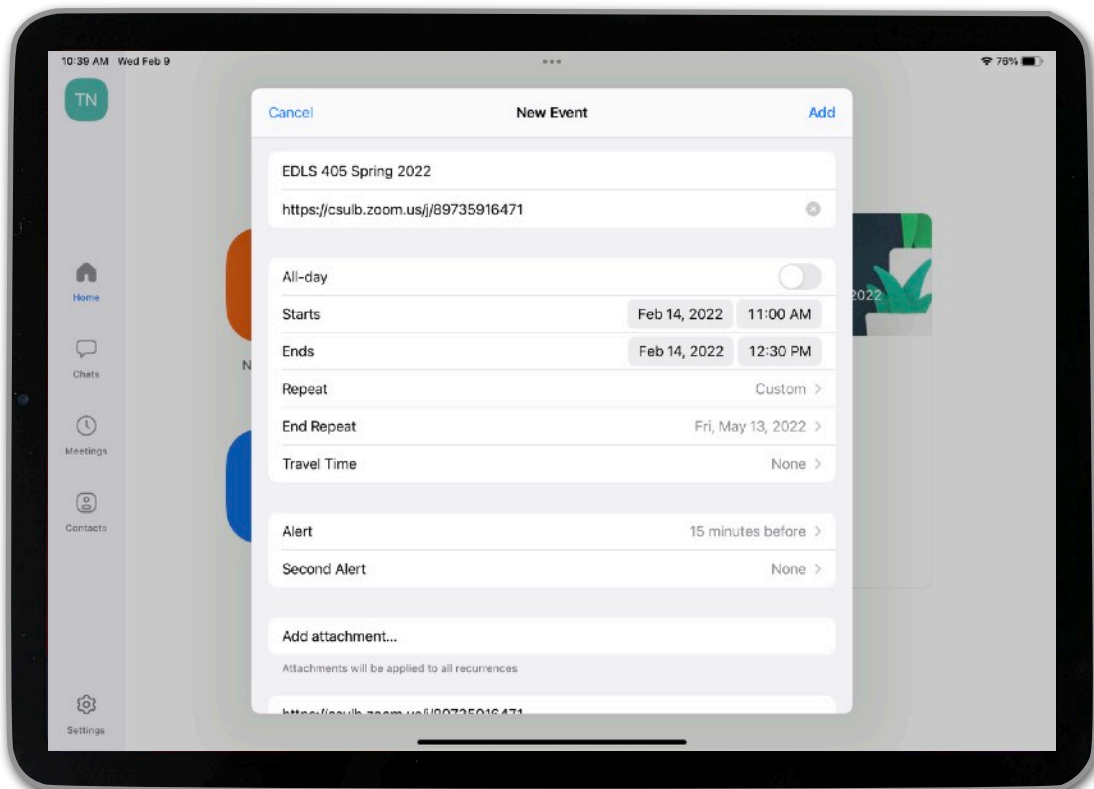


13. Tap on "Repeat" in the top left corner to return to the previous window.
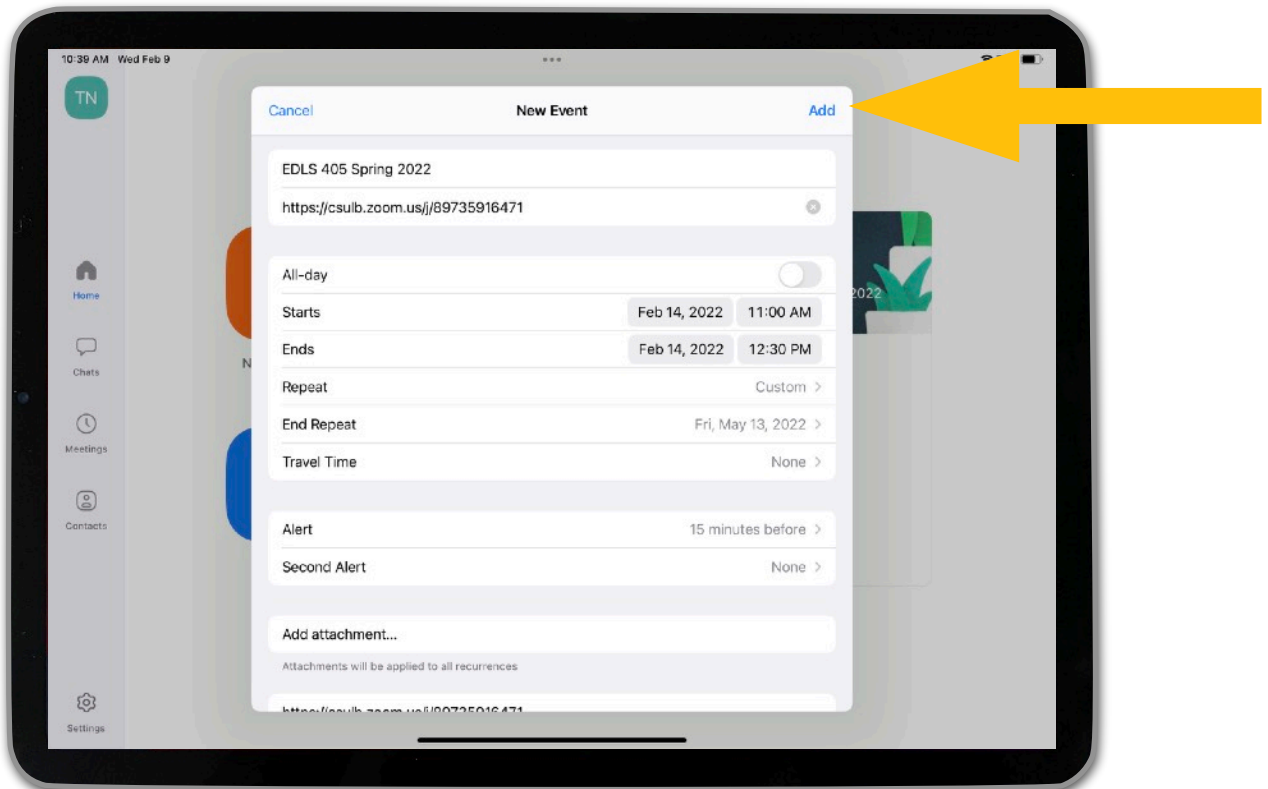
14. Tap on "New Event" in the top left corner to return to the previous window.
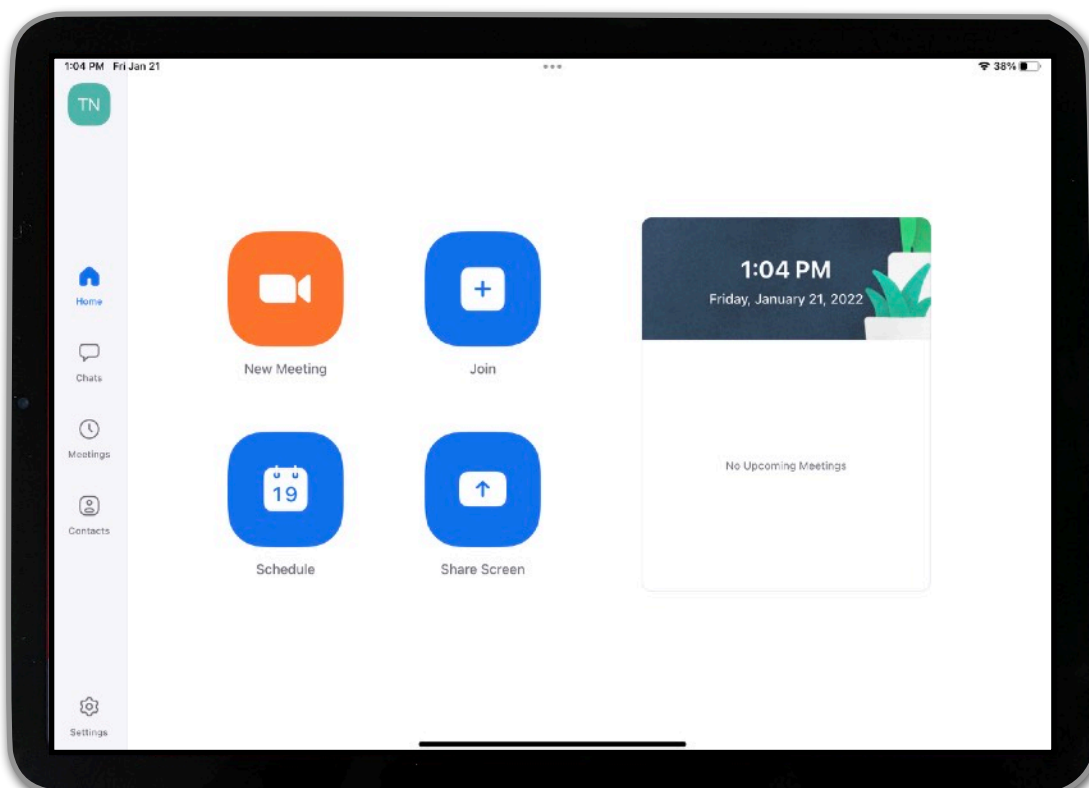


15. Review the meeting information to ensure everything is accurate.

16. Once you are satisfied with everything, tap on "Add" in the top right corner of the window. This will officially schedule the recurring meeting.
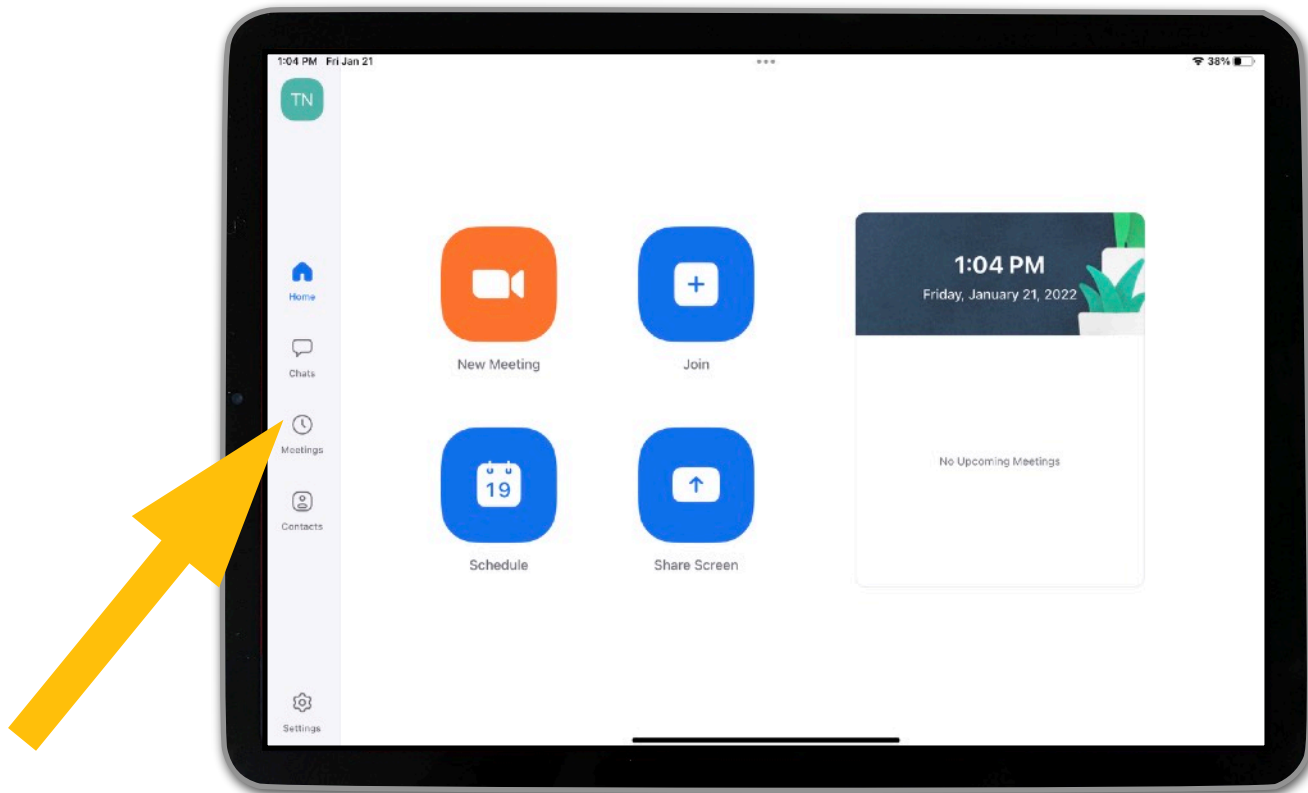


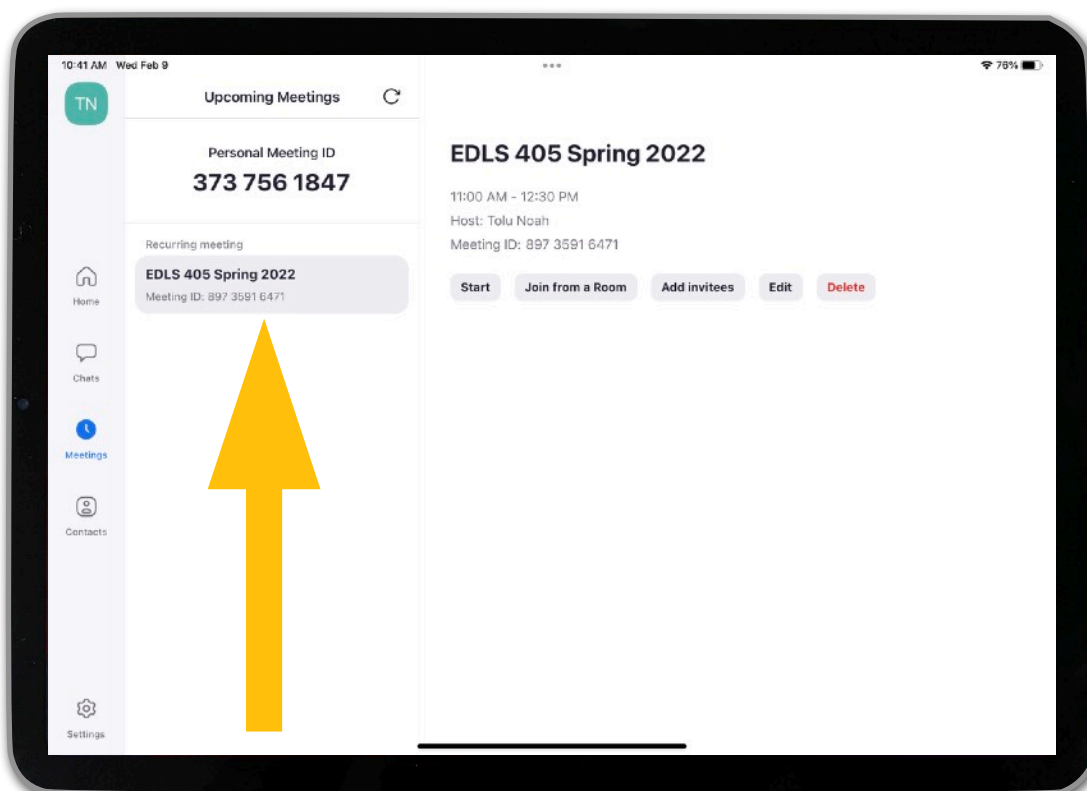17. You will be taken back to the main Zoom window.
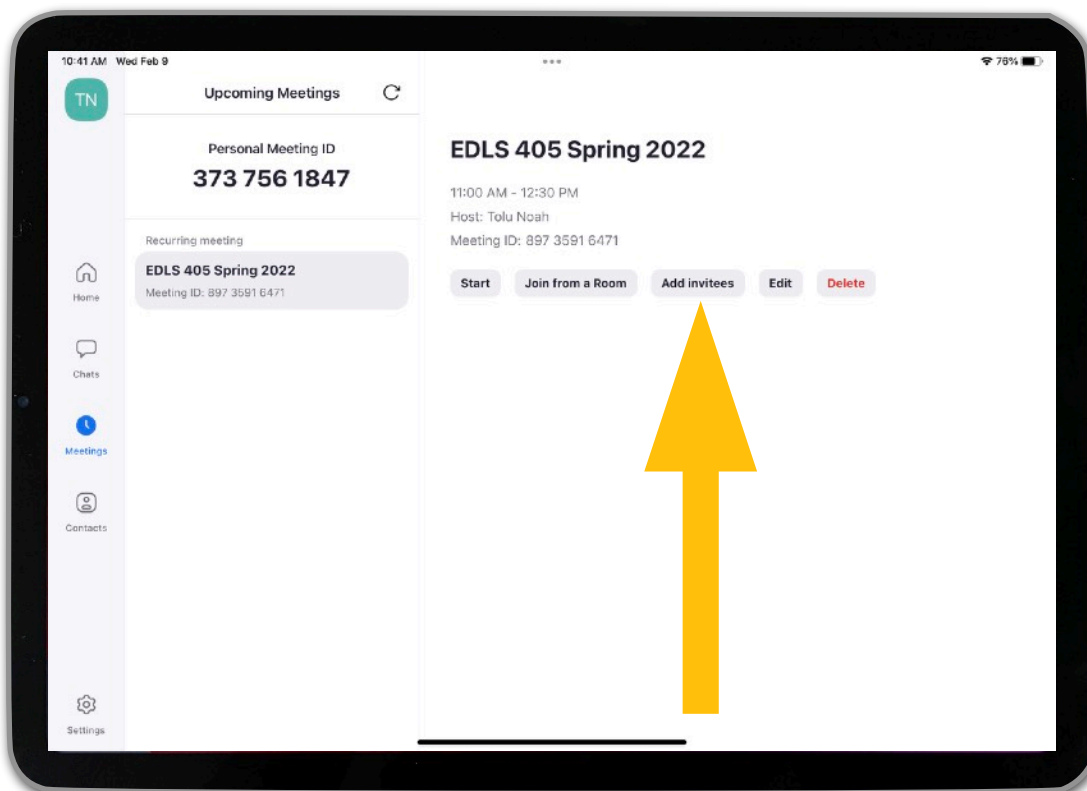
18. To share the recurring meeting link with others, tap on "Meetings" in the gray bar along the left side of the screen.



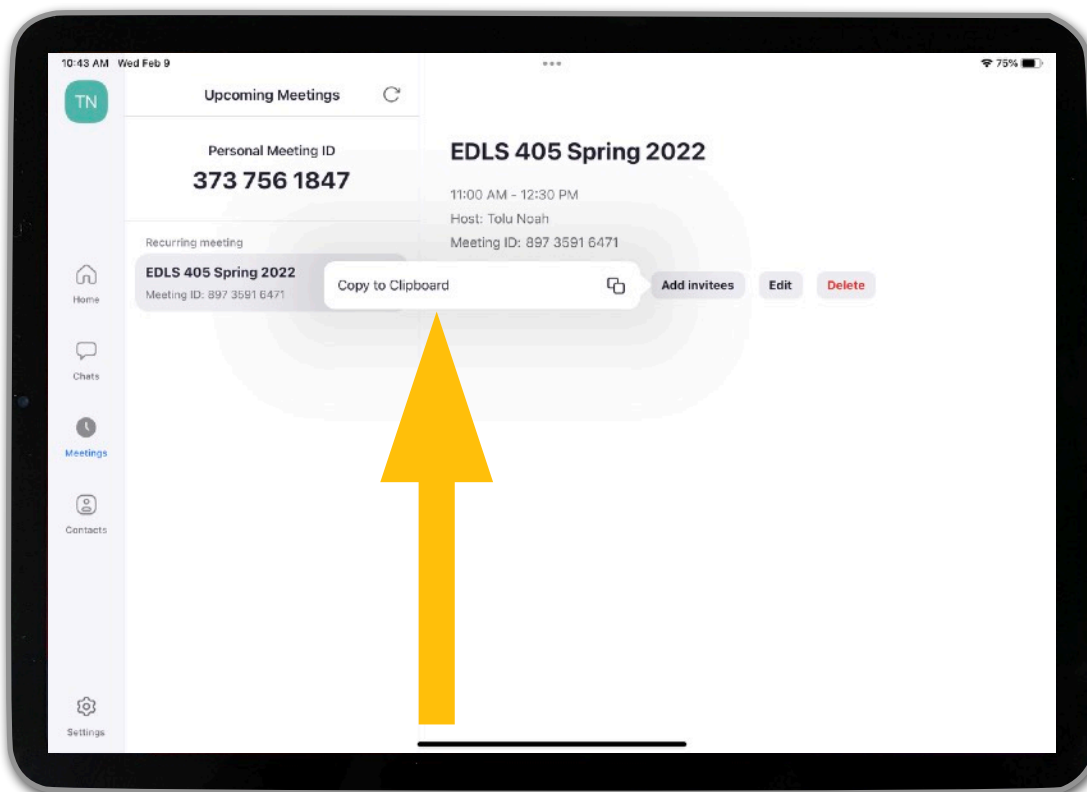19. Locate your meeting in the white sidebar on the left, and tap on it to select it.

20. Tap on the "Add Invitees" button.



21. Tap on "Copy to Clipboard." This will save the Zoom meting link and other pertinent details to the iPad's clipboard.

22. Return to the Home Screen, and open the Safari web browser.



23. Access your email or BeachBoard. Tap in any text field so that the black pop-up menu appears. (You may need to tap a second time.) Select "Paste" to paste the Zoom meeting information into the message.
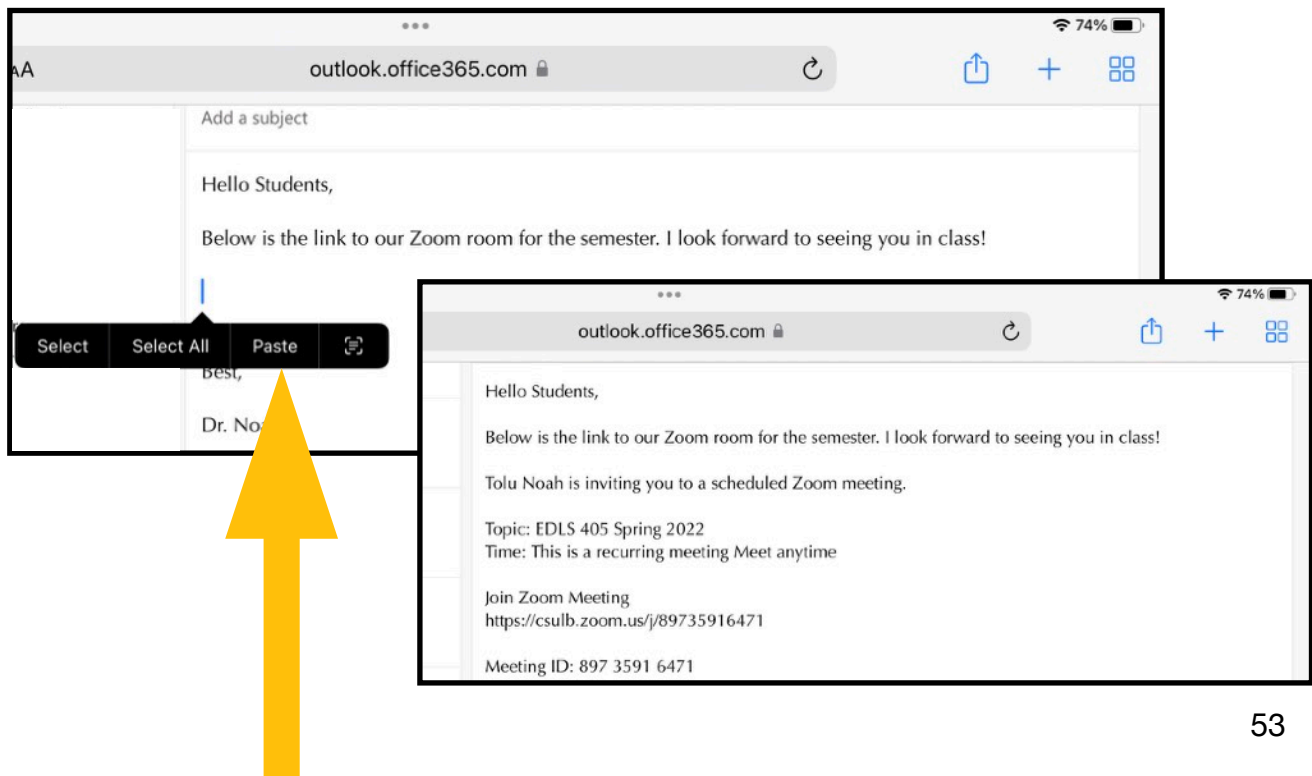
24. When you want to start your recurring meeting in the future, open Zoom.



25. Tap on "Meetings" in the gray bar along the left side of the screen.
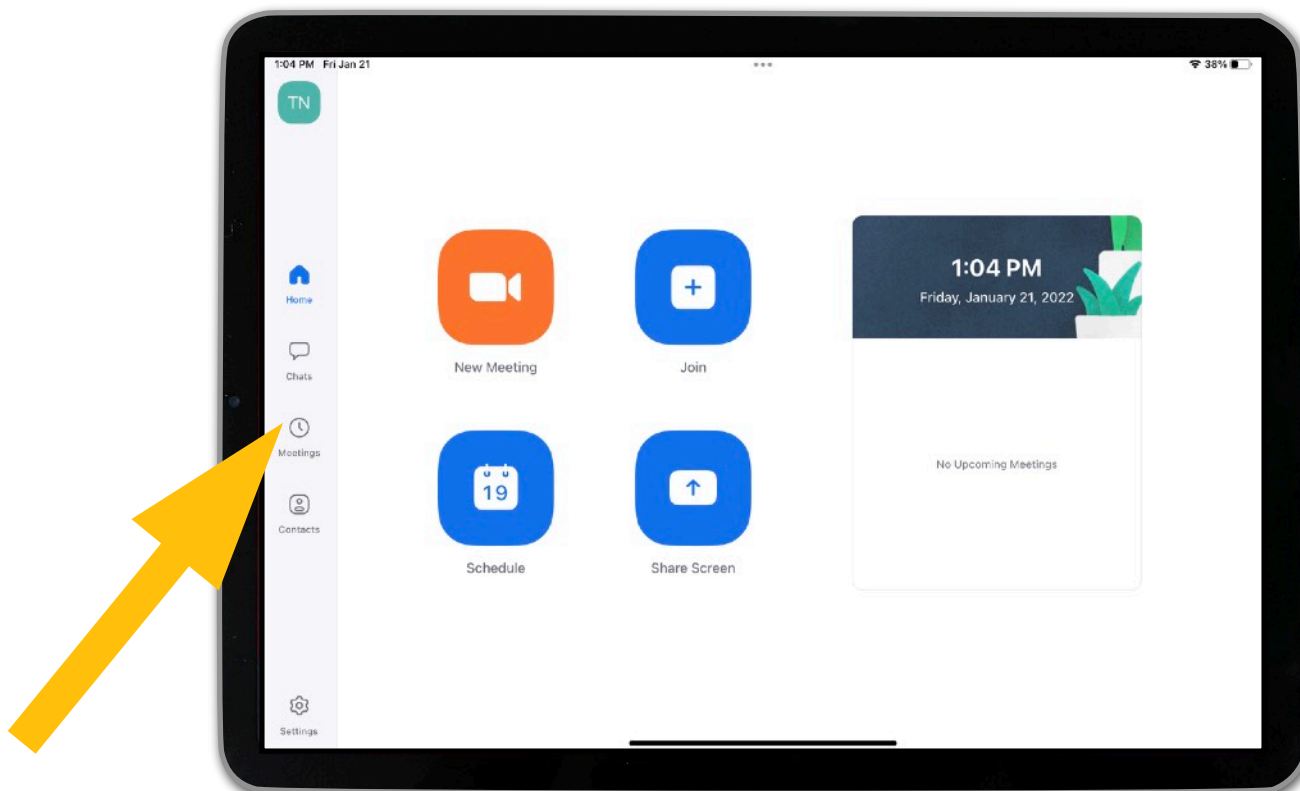
26. Locate your meeting in the white sidebar on the left, and tap on it to select it.
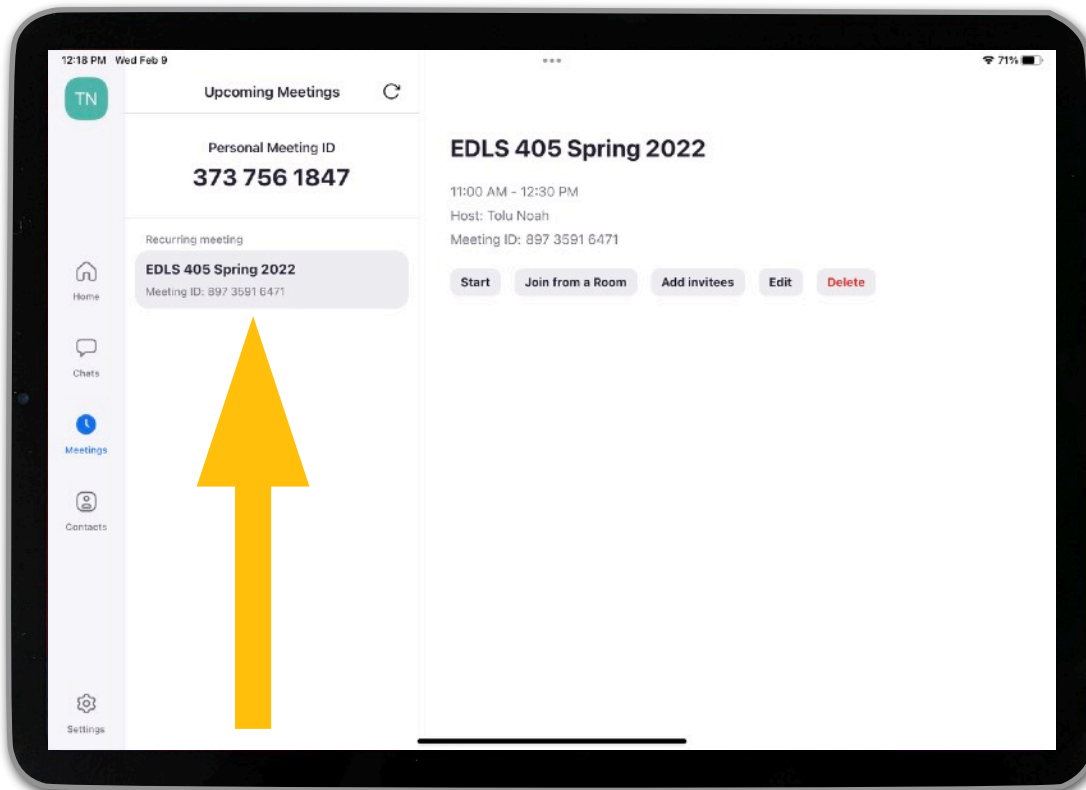


27. Tap on the "Start" button.

28. If you see a dialog box informing you that Zoom would like to access the camera, tap on "OK."
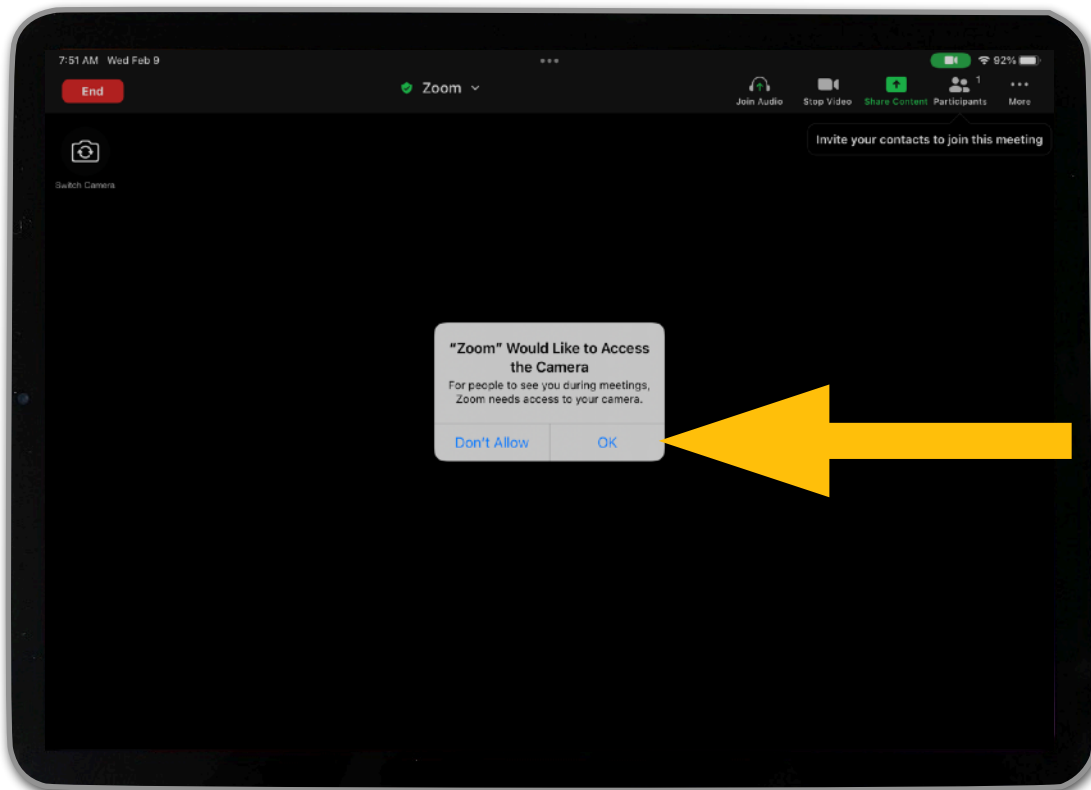


29. If you see another dialog box informing you that Zoom would like to access the microphone, tap on "OK."
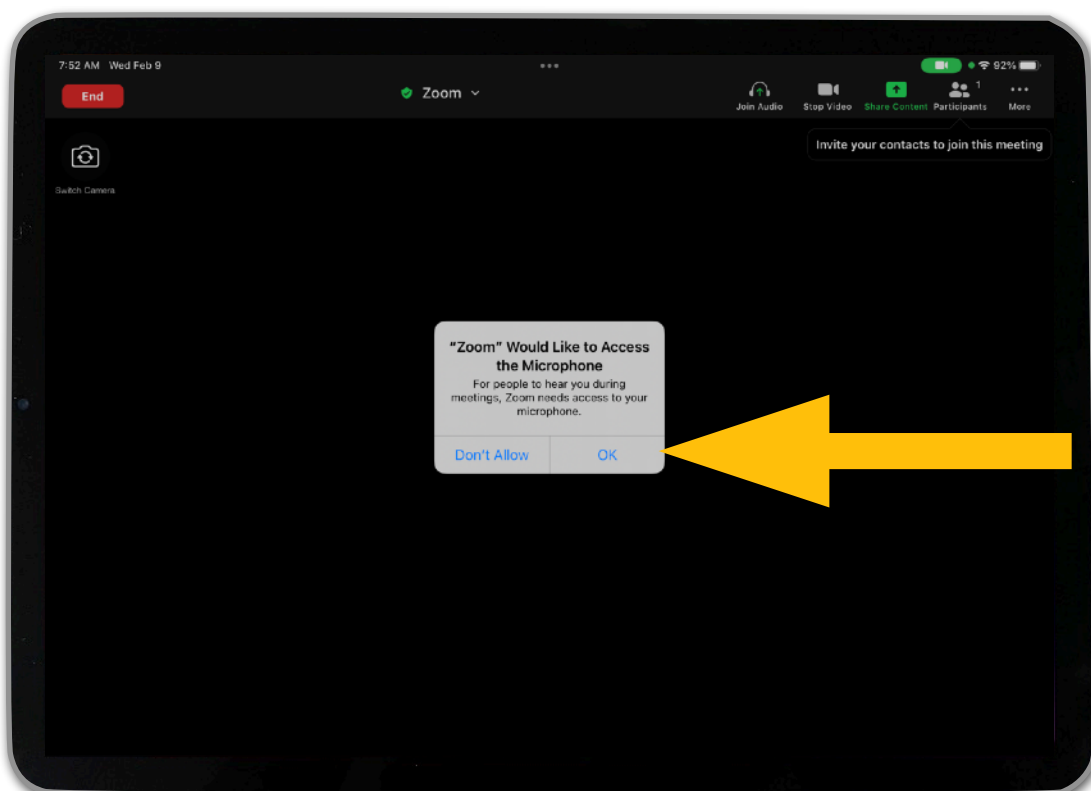
30. Select the "Wifi" option in the "Please join audio" dialog box.
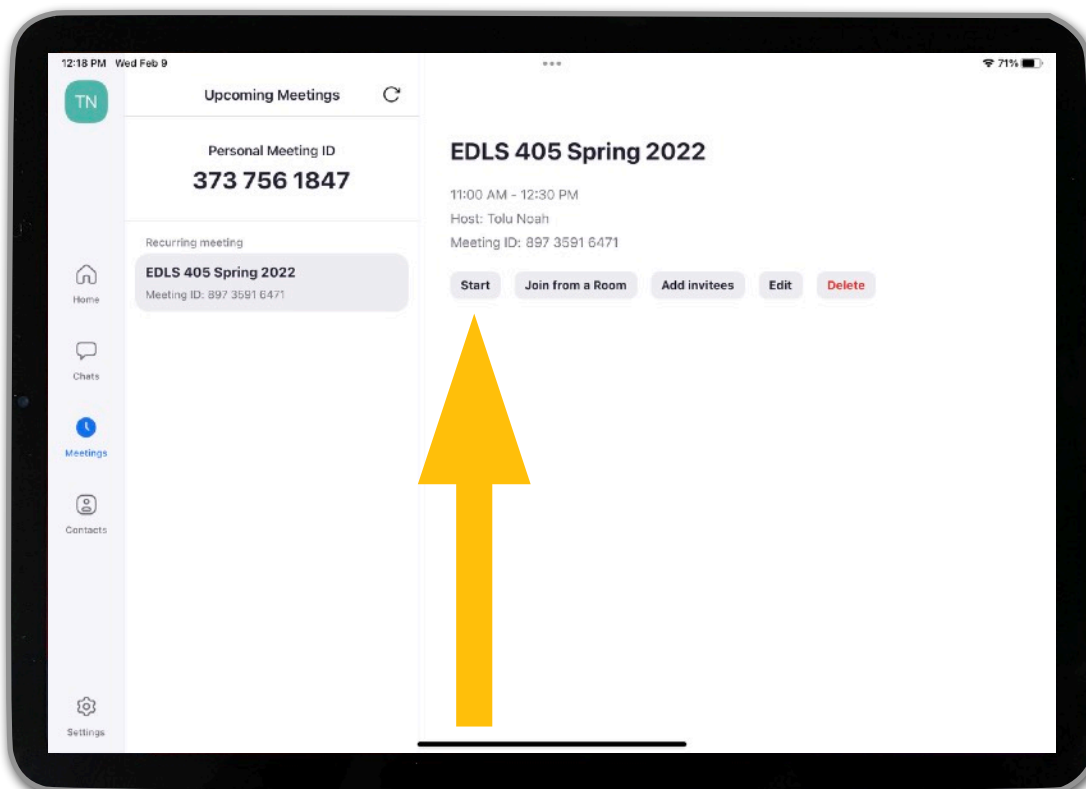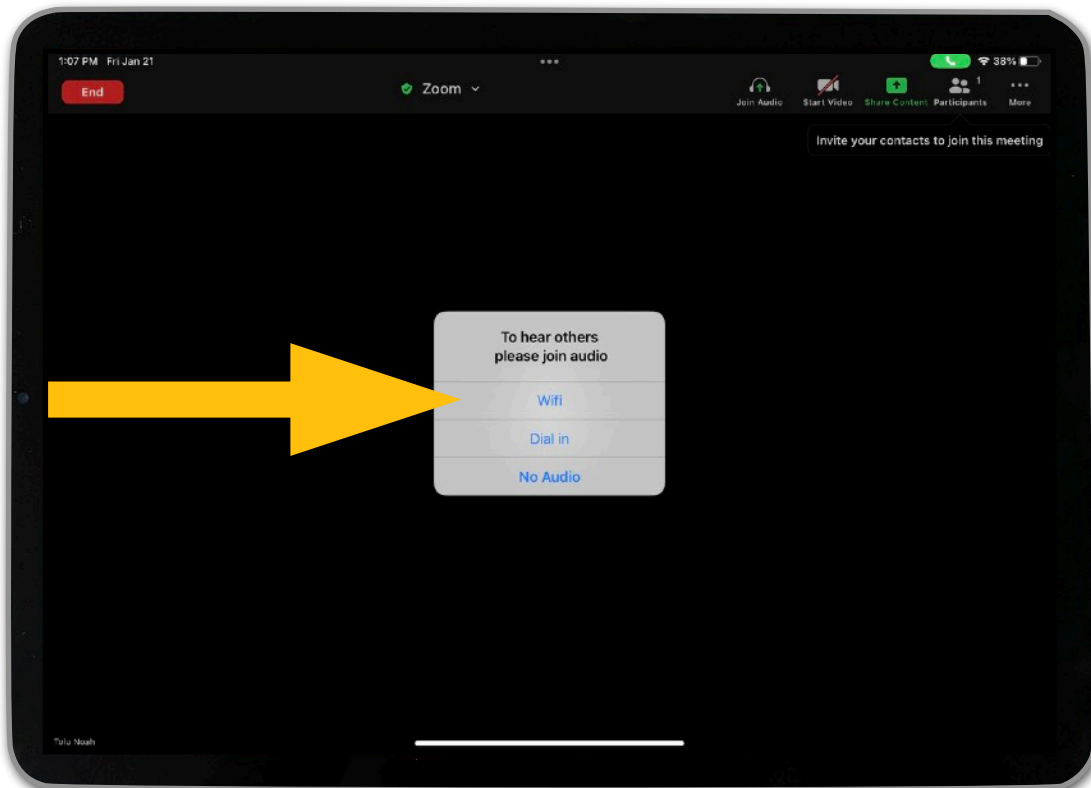


31. In the main Zoom window, you will see a blue audio icon near the top left corner of the screen that either says "Speaker On" or "Bluetooth." Tap on the blue audio icon.
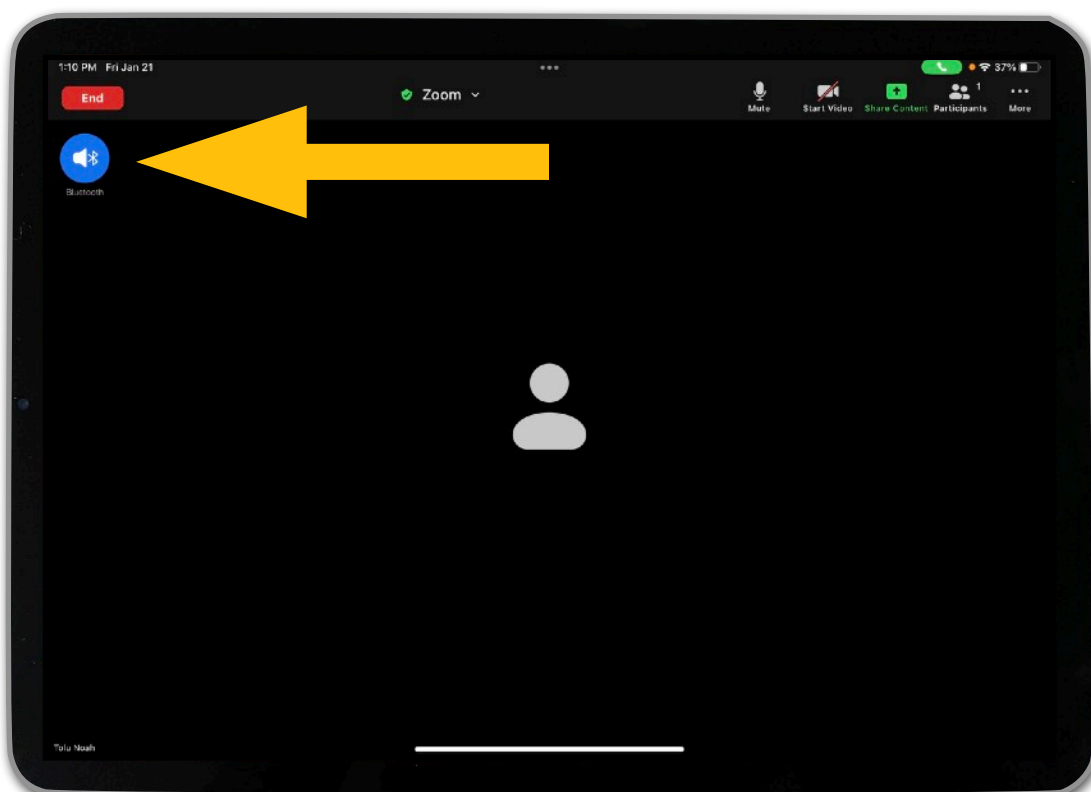
32. Select the audio option that matches the device you connected the iPad to (either "Bose Color II SoundLink" or "Jabra Evolve 65"). A checkmark will appear next to it once selected.
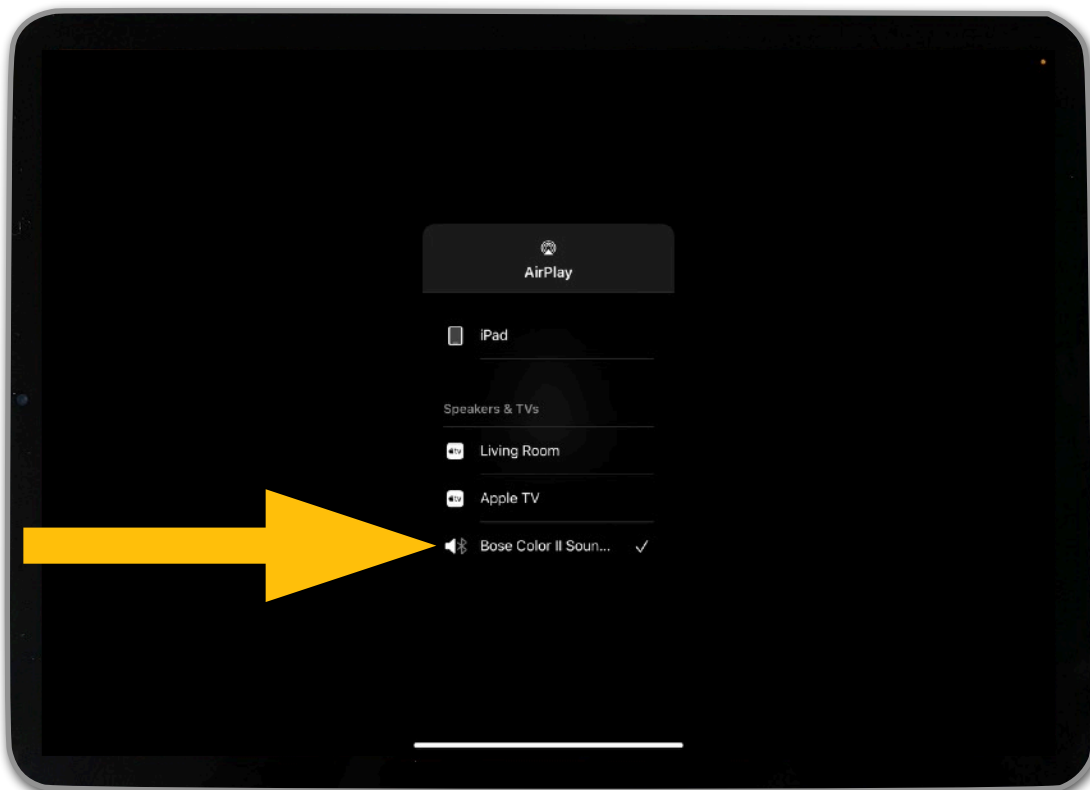


OR
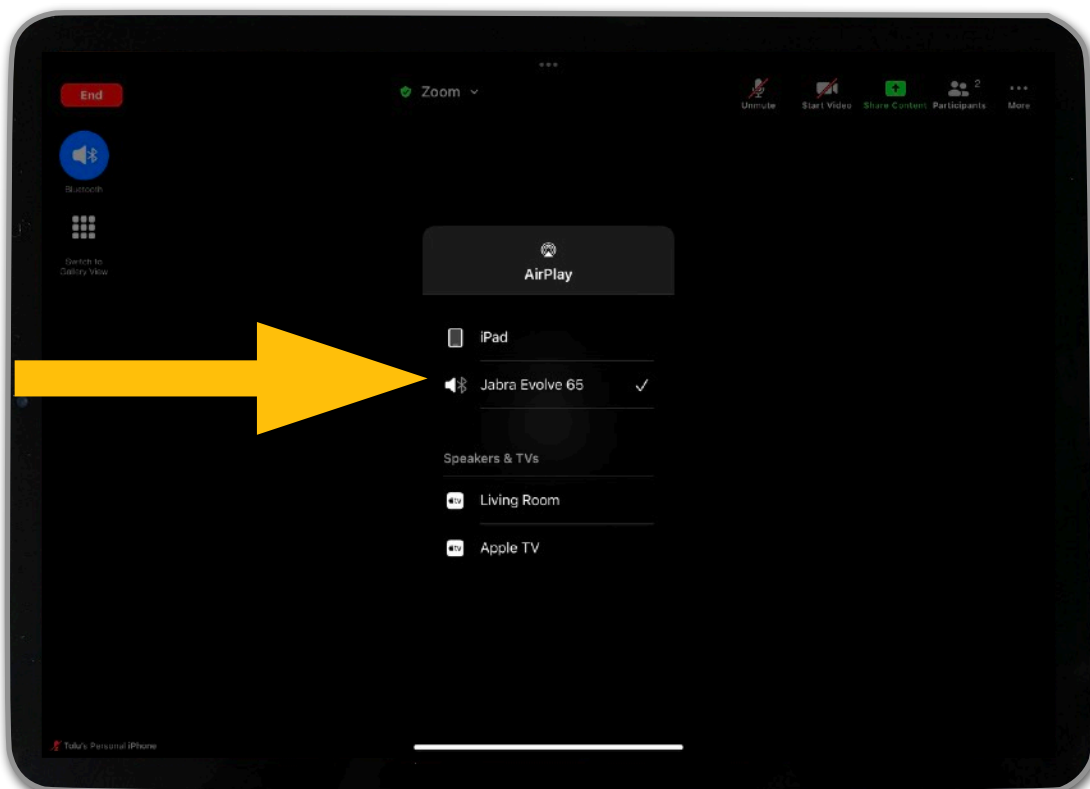
33. Tap on the background of the screen to return to the main Zoom window.
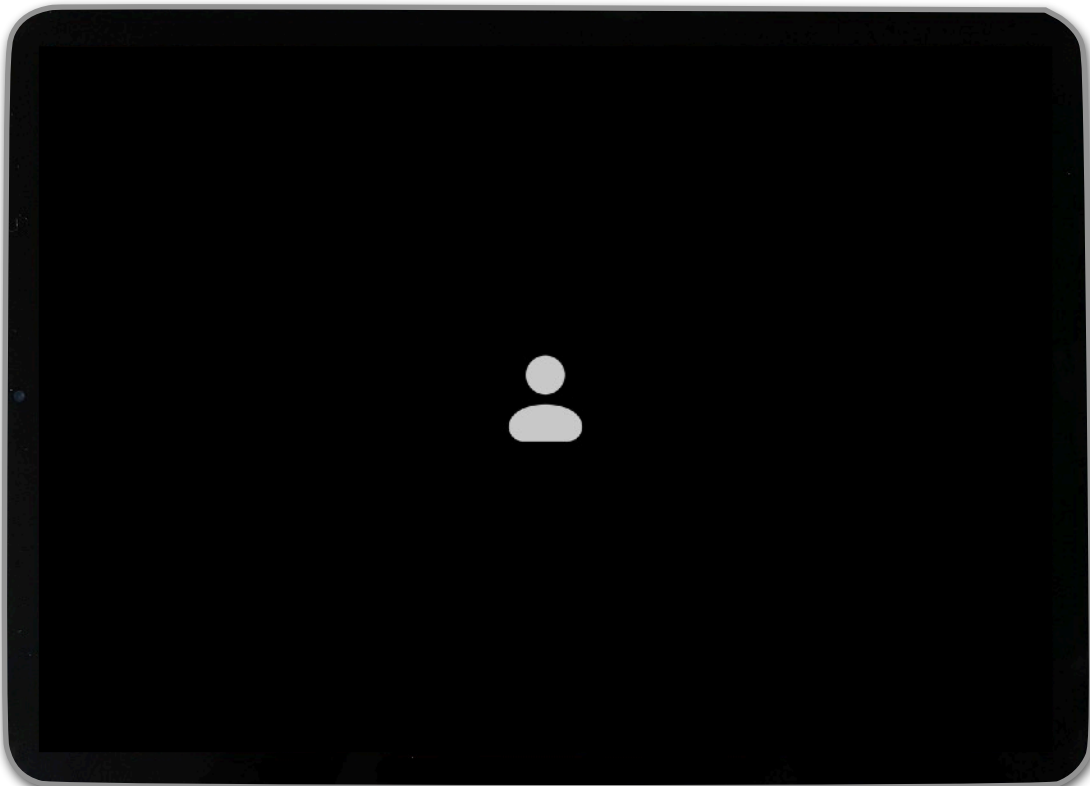


34. Tap on the background of the screen again. The Zoom controls will appear along the top of the screen.
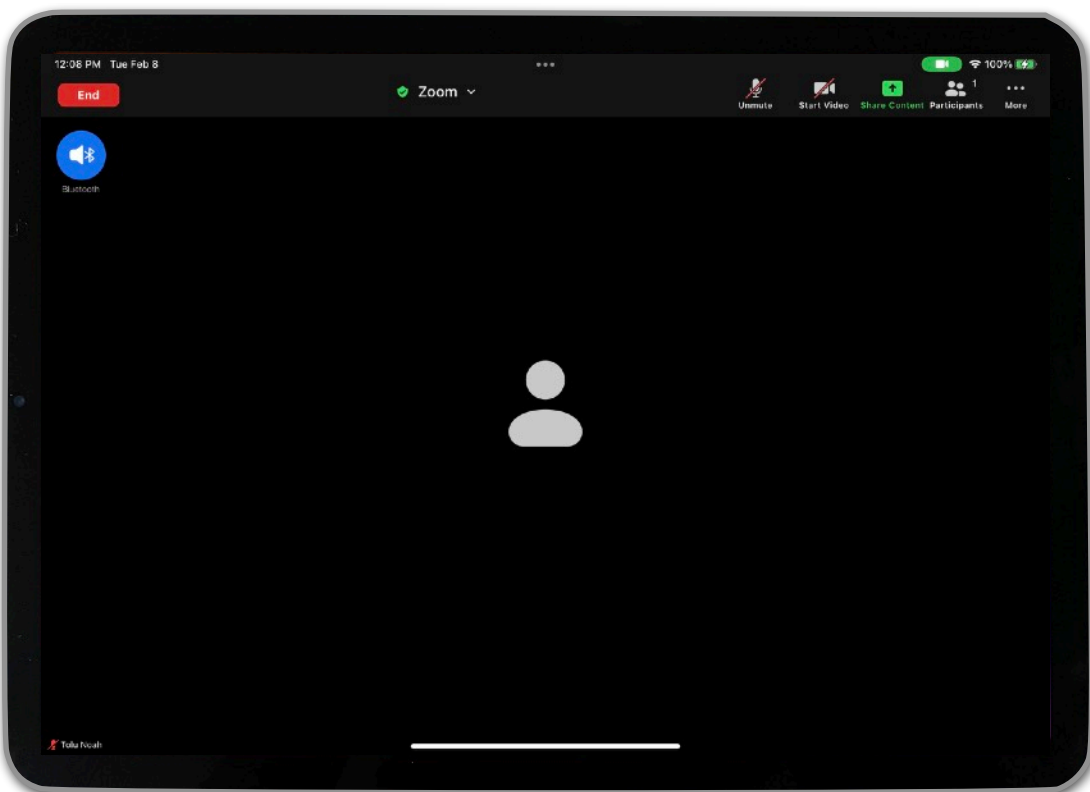
35. To view key information about the meeting, tap on "Zoom."
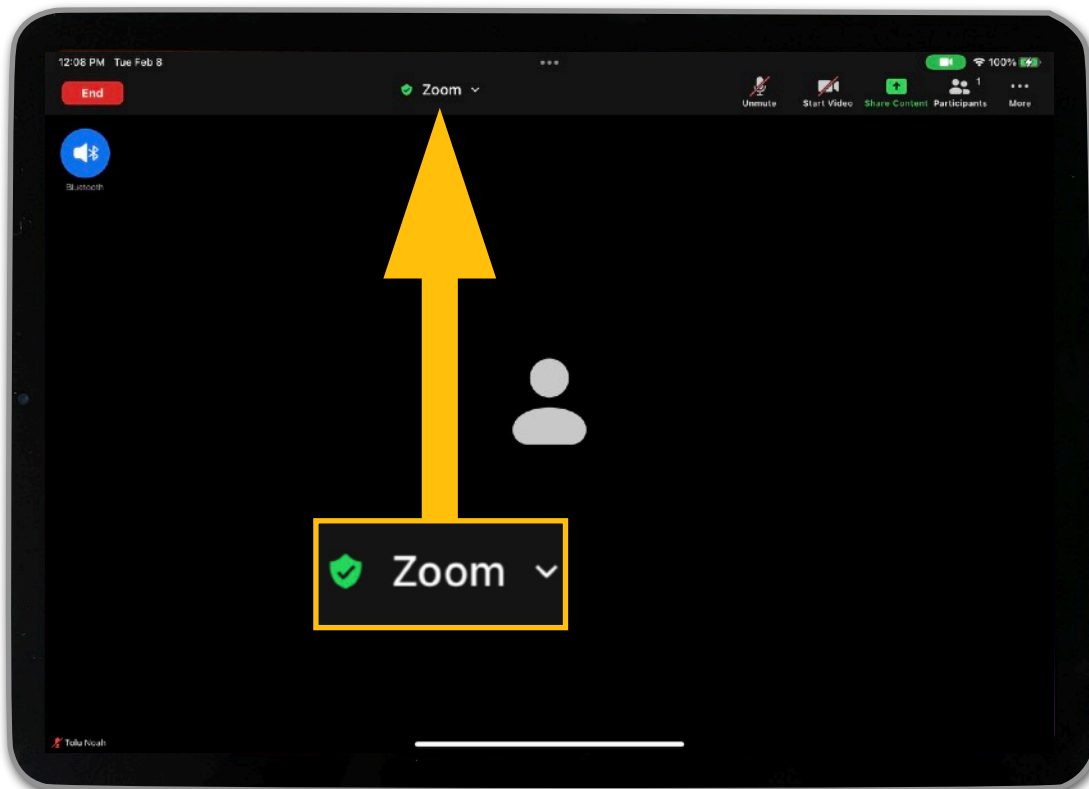


This will show you the meeting ID, host, invitation link, and other pertinent information. Tap on the background of the screen to hide this window.
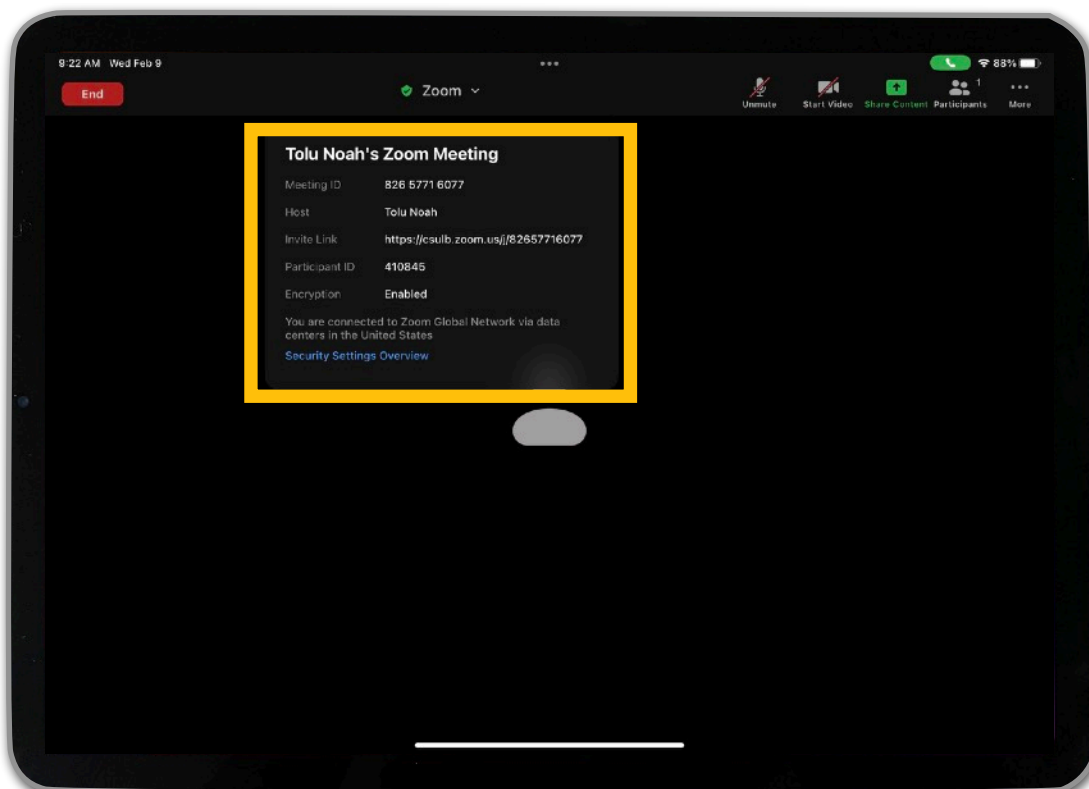
36. Tap on the microphone icon to mute or unmute it. You will be able to speak and hear others on Zoom through either the Bose speaker or the Jabra headset.
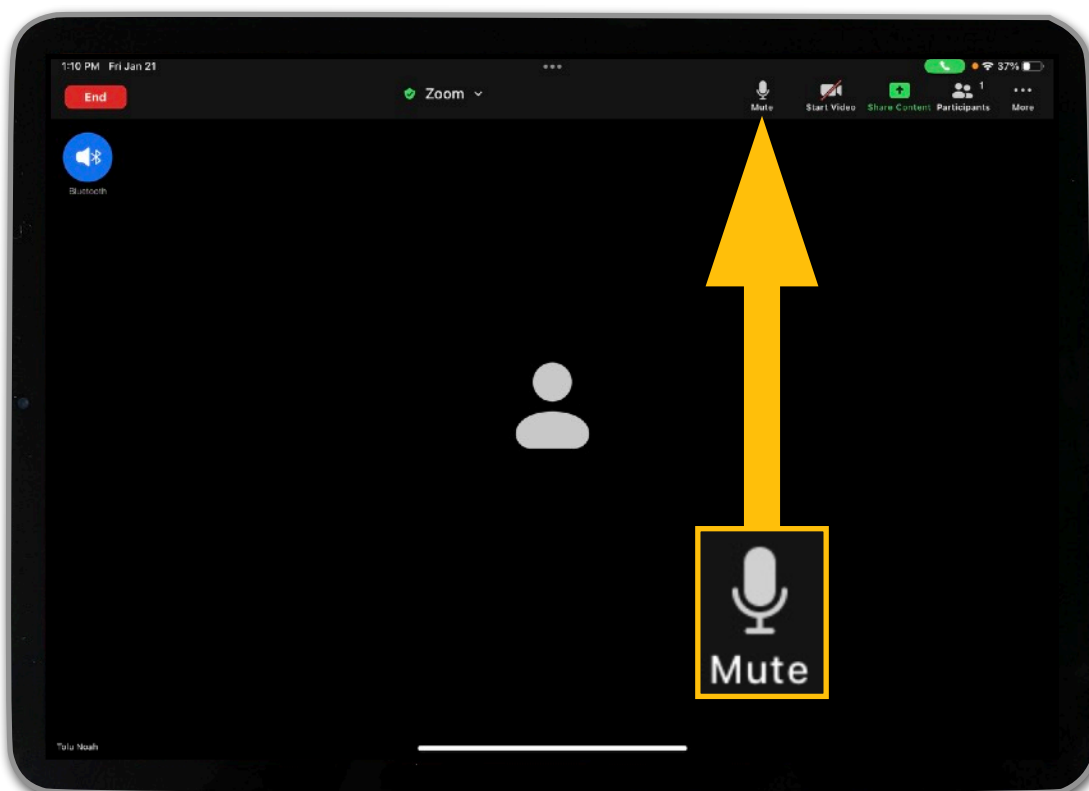


37. Tap on the video camera icon to start or stop your video.
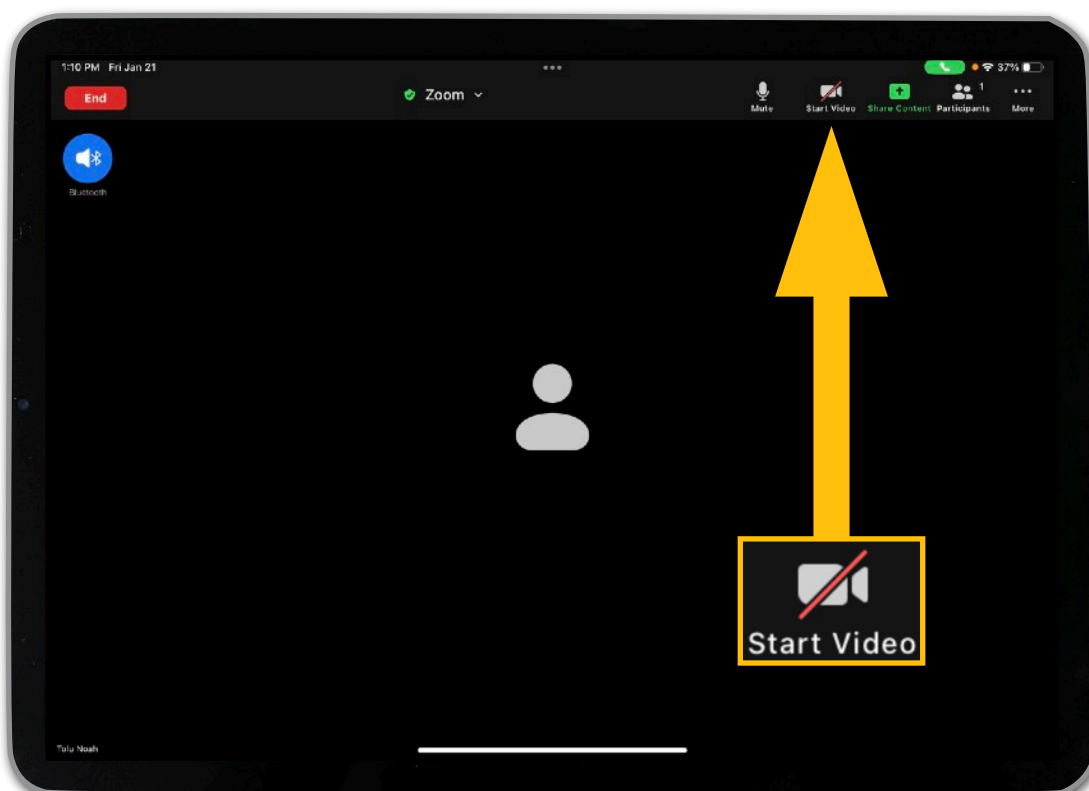
38. Tap on the Share Content icon to share your screen or other content.
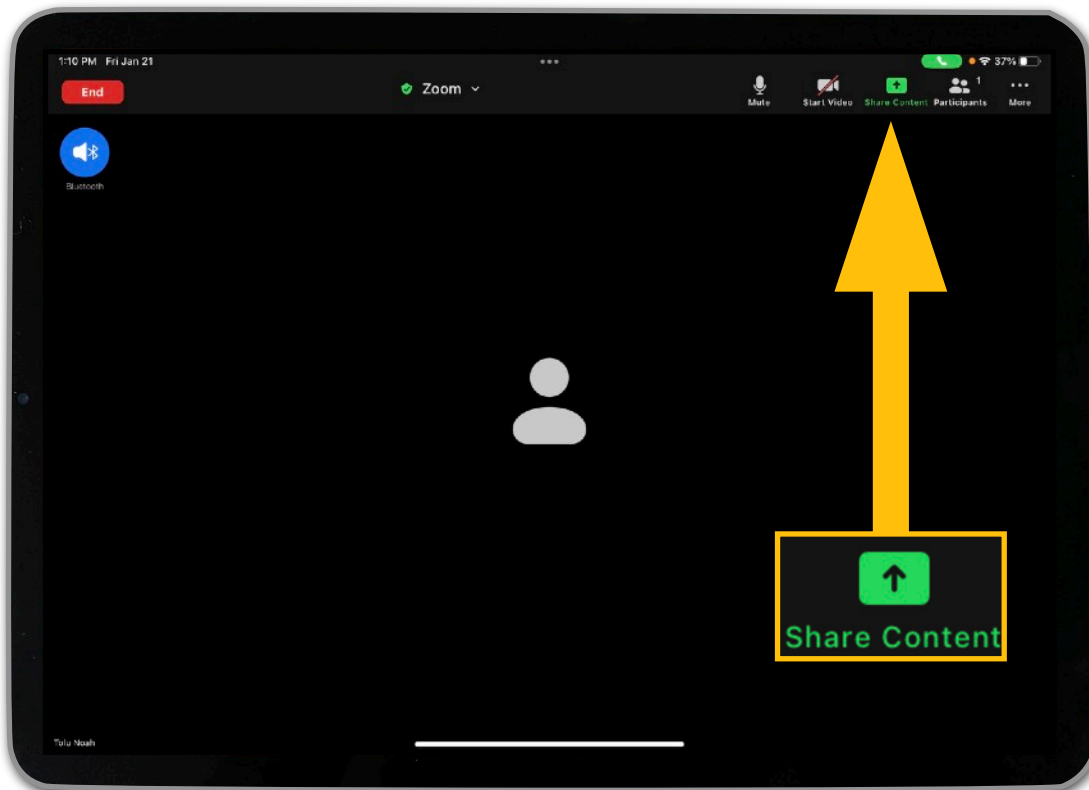


39. To view, manage, or invite participants, tap on the Participants icon.
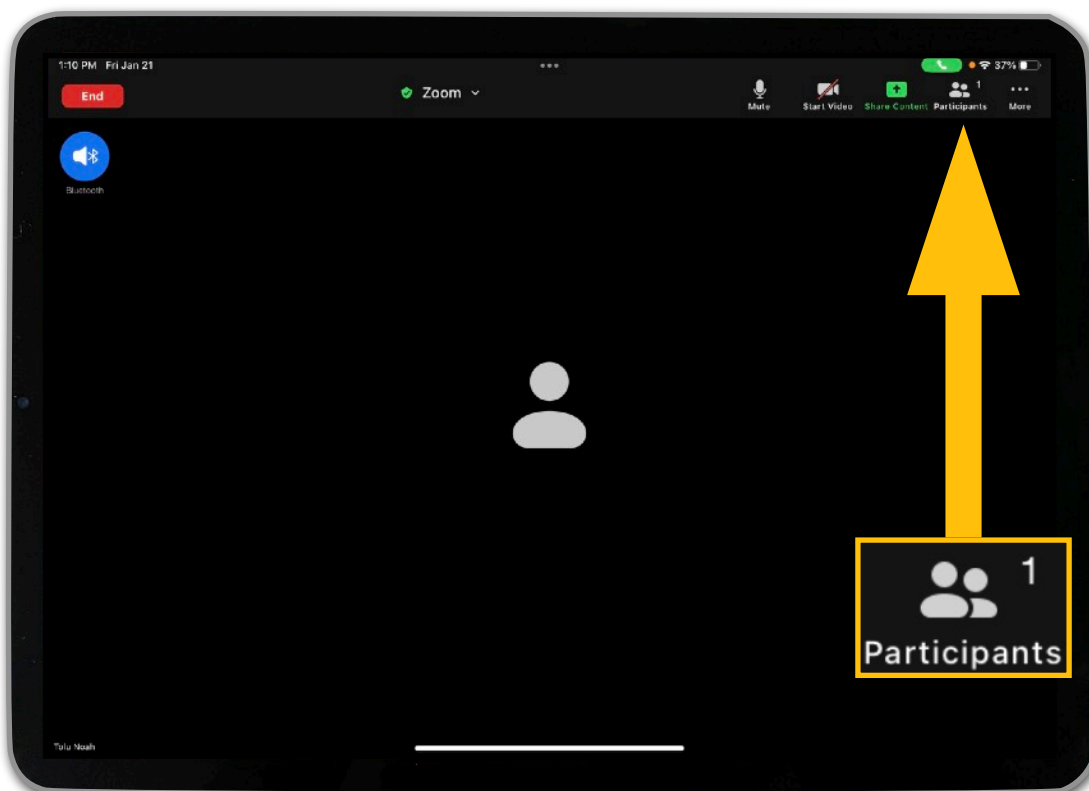
40. Tap on the More icon to access additional features (e.g., chat box, reactions, etc.).



41. To end or leave the meeting, tap on the red End button in the top left corner of the screen.

[Click here](#) to learn more about how the Mobile (Zoom) Teaching Kit can be used for classroom instruction!

# Practical Classroom Applications

The Mobile (Zoom) Teaching Kit can be used in different settings and for various purposes (e.g., synchronous and asynchronous teaching). It can also be used whether you have access to Wi-Fi or not. Continue reading to learn more!

**If you are in a setting with a stable Wi-Fi connection, you can:**

- Teach on campus! Go to your office, an empty classroom, or an outdoor space on campus and conduct synchronous class sessions via Zoom.
- Do HyFlex instruction! Provide students the flexibility to join class either in-person or online. Set up the Mobile (Zoom) Teaching Kit in the classroom with the Bose speaker so that everyone can hear each other clearly.
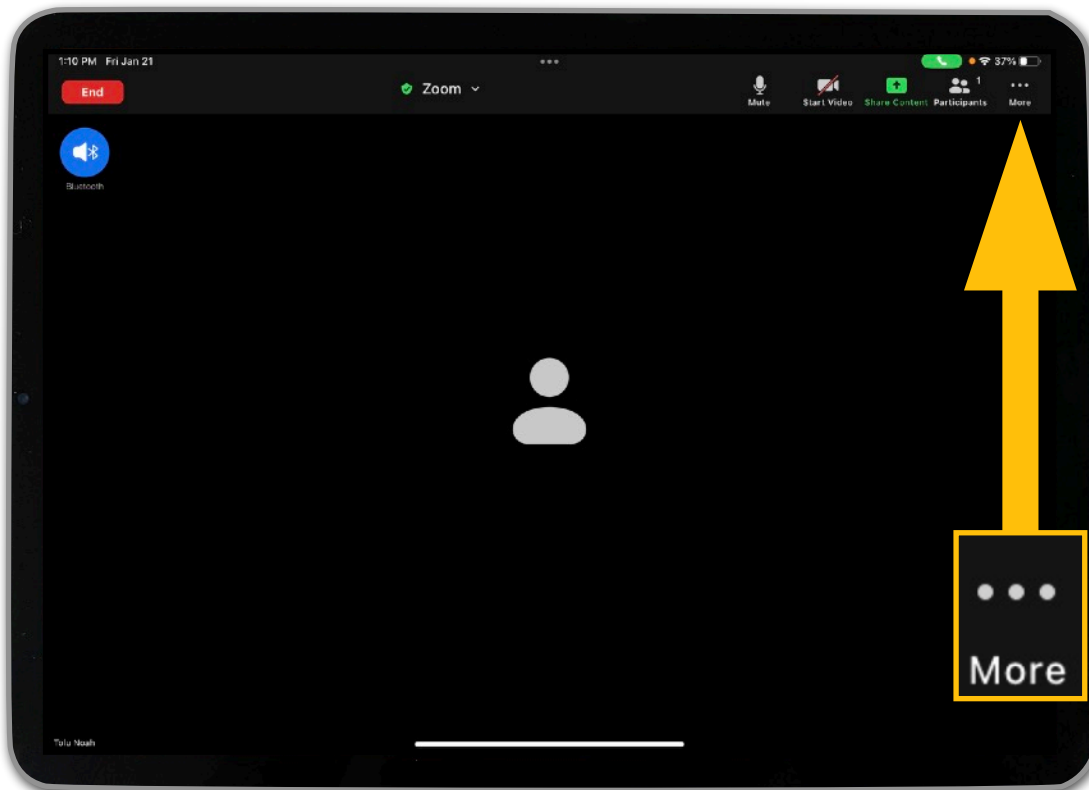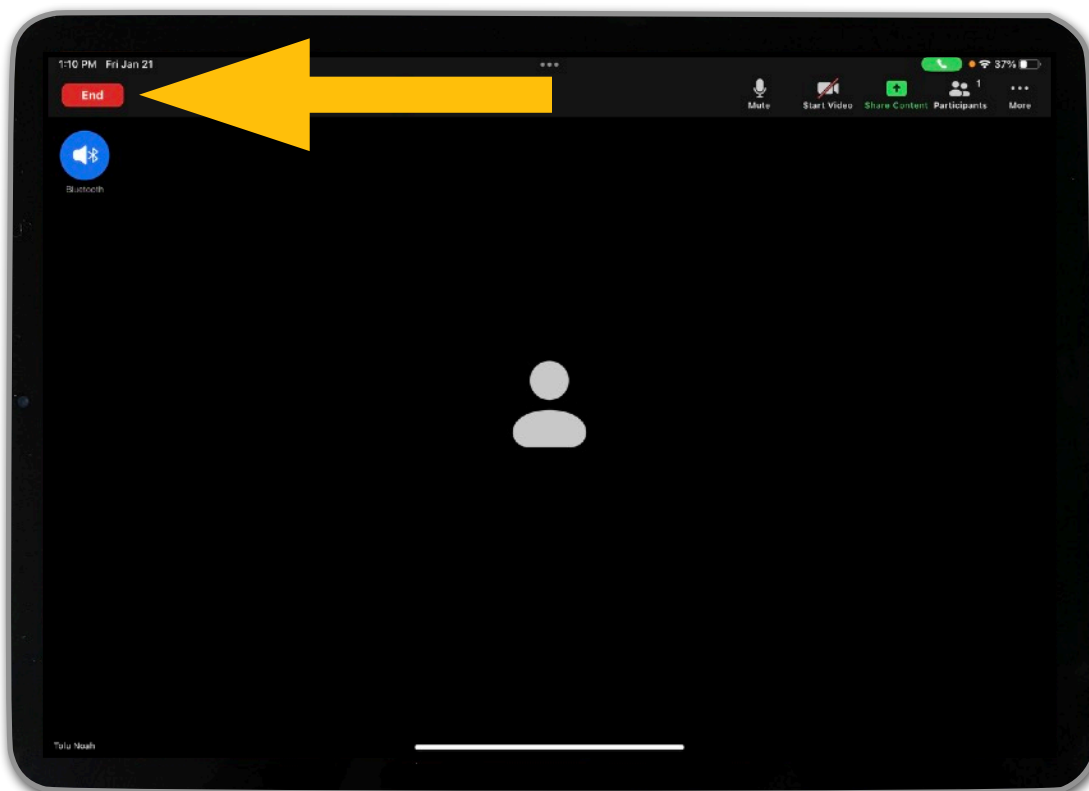- Teach from home! Use the Mobile (Zoom) Teaching kit to facilitate synchronous class sessions via Zoom.
- Connect with students! Use the kit to conduct virtual office hours.
- Increase your mobility while teaching! You can join the same Zoom session from both your iPad and computer. This will allow you to move around the room while teaching and sharing content from your iPad (e.g., presenting a slide deck, using the Notes app as a digital whiteboard, or using the Maps app to show students a particular location or provide a virtual tour). Also, on your computer, you can minimize the size of the shared screen in Zoom in order to view more of your students and monitor the chat.

**If you do not have access to Wi-Fi, you can:**

- Use the Camera app on the iPad to record a mini lecture, demonstrate a specific concept or skill, or create a video announcement. Post the video on BeachBoard for students to watch asynchronously once you have Wi-Fi access.
- Use the built-in screen recording feature on the iPad to record instructional content. For example, you might record narration of your slide deck, guide students in how to navigate a course-related website, use the Notes app as a digital whiteboard to explain a course concept, or use the Apple Pencil to mark up a course-related photo or image as you explain it. Post the screen recording on BeachBoard for asynchronous viewing once you have access to Wi-Fi.
- Use the Voice Memos app to record a short audio lecture or to provide audio feedback on an assignment. Post the recording to BeachBoard for students to listen to asynchronously once you have Wi-Fi access.
- Download the Keynote app from Self Service, and create a presentation. Add Live Video to your slides so that students can see you and the content simultaneously. Then, create a screen recording of the presentation. You can even use the annotation tools in Keynote to mark up the slides while you teach. Post the screen recording of the Keynote Live Video deck to BeachBoard for asynchronous viewing once you have access to Wi-Fi.
- Download iMovie from Self Service, and use it to create a dynamic movie about a course-related concept. Post the movie on BeachBoard for students to view asynchronously once you have Wi-Fi access.

# Additional Support

Academic Technology Services is happy to provide additional support with using the Mobile (Zoom) Teaching Kit!

**HyFlex Student Assistant Program**
The HyFlex Student Assistant Program provides faculty with personalized support. HyFlex Student Assistants can help you learn how to set up and operate the Mobile (Zoom) Teaching Kit, or they can even manage the equipment for you so that you can focus on teaching. Click here to learn more about the HyFlex Student Assistant Program or to submit a request for a HyFlex Student Assistant.

**1:1 Pedagogical Support**
If you would like to discuss or explore any of the practical classroom application ideas further, you can set up a 1:1 pedagogical consultation with Tolu Noah, Ed.D., Instructional Learning Spaces Coordinator. She can be reached via email at tolu.noah@csulb.edu.

**Academic Technology Services Contact Information**
- Location: Academic Services (AS) Building, Room 120
- Website: csulb.edu/ats
- Phone: 562-985-4962

**Additional Zoom Resources**
To learn more about how to use Zoom on your iPad, visit Zoom's Getting Started with iOS webpage.