

Document Camera Help Videos

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Suggested Viewing Order	Video Name	Description
1	<u>Setting Up Your Document Camera</u>	Very basic info & probably only useful if the document camera/teacher computer has been relocated.
2	<u>Recording a Lesson</u> **In settings- be sure that the microphone is set to "microphone" instead of "line in"**	How to record a lesson (it is best to <i>not</i> record during class) and where the default folder for video storage is located.
3	<u>Screen Capture</u>	How to capture screen, document camera image, and lapse time images.
4	<u>DocCam Settings</u>	How to access and adjust the document camera settings such as brightness, contrast, zoom, microscope, pause/freeze, etc.
5	<u>Presenter Options for DocCam</u>	How to access and use the spotlight and visor options in the Presenter Menu.
6	<u>Annotation Menu</u>	How to access and use the Annotation Menu - including Freehand, Line, Shape, & Text options. Also included is how to "Capture" the annotations.
7	<u>Split Screen</u>	Explains how to access and use the Split Screen option.
8	<u>Organizing Your Doc Cam Videos and Pictures</u>	Tips and tricks on how to organize your videos/pictures in your default folder and also how to change the default folder.
9	<u>Where Should I Save My Videos?</u>	Gives 3 scenarios for sharing your videos. THIS VIDEO IS HARD TO READ so the 3 scenarios are described in page 2 of <u>THIS</u> document.
10	<u>Saving YouTube Username and Password in Sphere</u>	How to save your YouTube and other passwords within the Sphere software so you can save videos/images directly to the web.
11	<u>Accessing Other Videos and Pictures</u>	How to access other non-document camera videos and pictures that are on your computer while in the Sphere software.
12	<u>Viewing Videos and Pictures Without Sphere</u>	How to access and view document camera videos and pictures without using the Sphere software (the document camera's software).

Where do I save my Document Camera Videos and Images?

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	What you want to happen	Where to save?
Scenario 1	You teach the same lesson 5 times a day and only you need access to your videos or pictures.	A Folder in <u>My Documents</u>
Scenario 2	You will be having a substitute teacher or you would like to share with other staff members , so they need access to the videos or pictures.	A Folder in the J: Drive
Scenario 3	You would like others to be able to view your doc camera videos or pictures that are outside of Petoskey Schools (an engaged parent, a home-bound student, a flipped class, etc.).	Z:drive & tell target audience what the link is OR Save it to YouTube & tell target audience what the link is