

# Using a webcam in a classroom setting

Using a separate webcam, you can either use Kaltura Live Room or MS Teams to give your lecture and let students join from outside the classroom.

## General tips

- Turn on the lights in the room.
- When placing the camera, think about what needs to be in view of the camera and adjust the distance from the whiteboard / blackboard accordingly. The closer the better for both image and audio.
- Check the camera view in the application you're using for streaming (Kaltura Live Rooms or MS Teams).  
See also: <https://teachingsupport.universiteitleid.nl/articles/preparation-checklist>
- Come to class early to set up your hybrid teaching station and open your webinar tool of choice so students can join early and you can start class on time. When you record the session (Kaltura Live Rooms only), make sure that you'll inform the students upfront.
- When using a laptop (with built-in webcam), please ensure that the platform is using the separate webcam and not the built-in webcam:
  - For Kaltura Live Rooms click 'settings' and select the right webcam.
  - For Microsoft Teams click 'more actions' and 'show device settings' and select the desired webcam.

## Tips for MS Teams

- For logging in on MS Teams you need your ULCN account and use the Microsoft Authenticator which you will need to install and set-up on your phone; Download from the App store (iOS) or Play store (Android).
- Log out of the MS Teams application before you leave the room after your class!

## Tips for Kaltura Live Rooms

- Use the 'present' option for the webcam image, so it's at its largest.

## More tips

- For more tips and tricks check out the video toolkit of Leiden University (<https://www.staff.universiteitleid.nl/vr/video-toolkit/step-4-record/tips-and-tricks-for-recording-your-own-video?cf=service-units&cd=student-and-educational-affairs>)
- And for more information check out the Teaching Support Gateway (<https://teachingsupport.universiteitleid.nl/>)

## Help

- When you have a technical malfunction of the webcam kit, please contact the AV services via [+31 71 527 4740](tel:+31715274740).
- For issues of the platforms Kaltura Live Rooms, MS Teams or MS Live events, you can contact the ICT Teacher Support Desk:  
<https://www.staff.universiteitleid.nl/announcements/2020/09/ict-teacher-support-desk>.