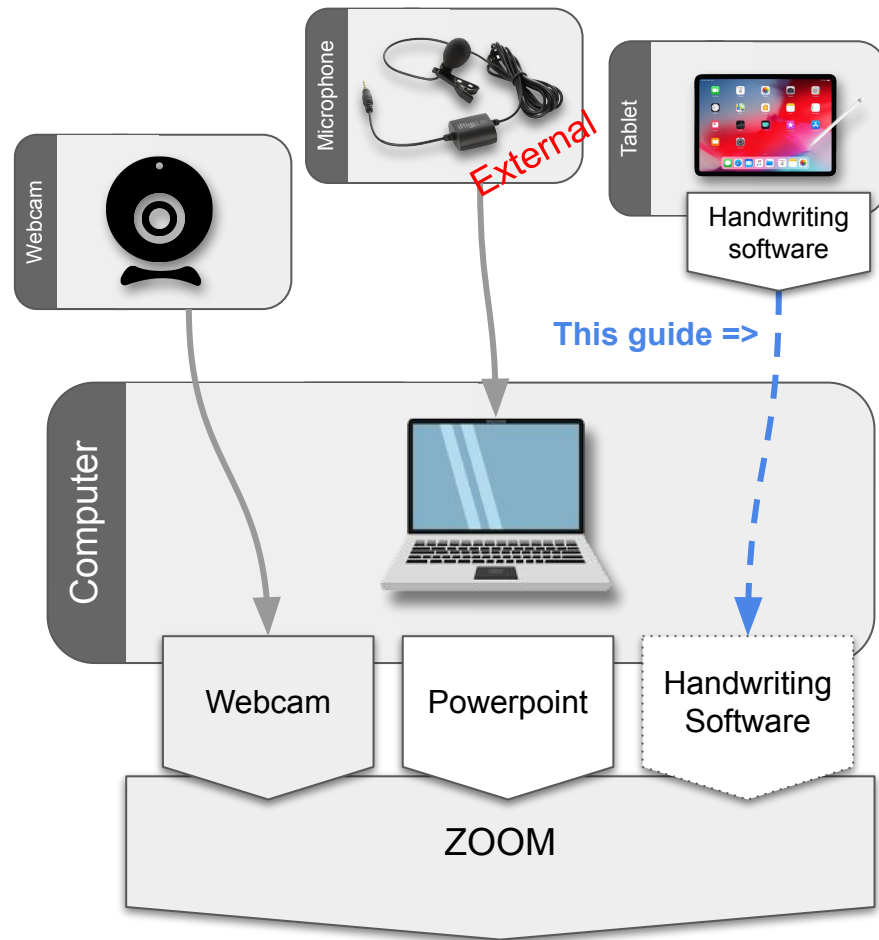




Using a tablet to handwrite and annotate

Center for Digital Education (CEDE)
Teaching Support Center (CAPE)
Service Audiovisuel (SAVE)

Feedback and Support: flexible-teaching@epfl.ch
More information: <https://go.epfl.ch/flexible-teaching>
On campus assistance: save@epfl.ch



Connect laptop and tablet

Run your ZOOM session on your laptop to “stream while recording” and use the tablet as a secondary device to do handwriting and annotations.

		Apple Laptop + iPad	Windows Laptop + iPad	All other laptops and tablets
Dual Connection (<u>easiest</u>)	Join the ZOOM session with your tablet as a ‘participant’. Share the screen of this participant from the laptop to display the tablet. <ul style="list-style-type: none">+ Allows to move with the tablet+ Quick setup- Connection depends on Wifi	X	X	X
HDMI cable	Connect your tablet with an HDMI cable to an elgato encoder connected to your laptop <ul style="list-style-type: none">+ Stable connection- More hardware connections- Limits movements	X	X	X
Apple cable	Use the dedicated Apple connector to link your laptop and the iPad	X		
Airplay	Use the wireless Airplay link <ul style="list-style-type: none">- Works <u>only from home</u> (not at EPFL)	X		

Dual connection

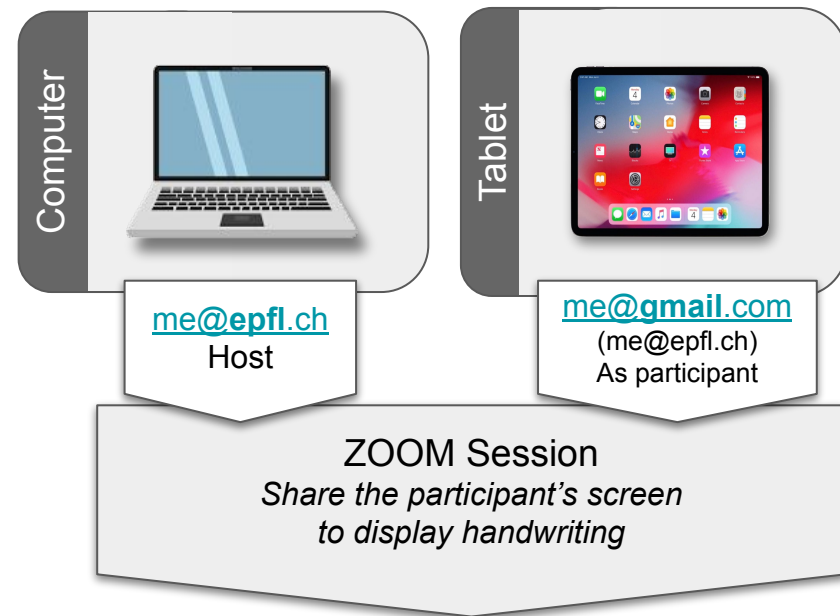
Principle:

Join the ZOOM session with your tablet as a 'participant'. Share the screen of this participant from the laptop to display the tablet.

Pros and Cons:

- + Easiest to setup
- + No cables required
- Requires to participate to the ZOOM meeting with two connections.

NB: it also works when using the epfl account on both devices, but there is a risk that ZOOM mixes up which device is recording. Safest it to use another account for the iPad.



HDMI cable

Principle:

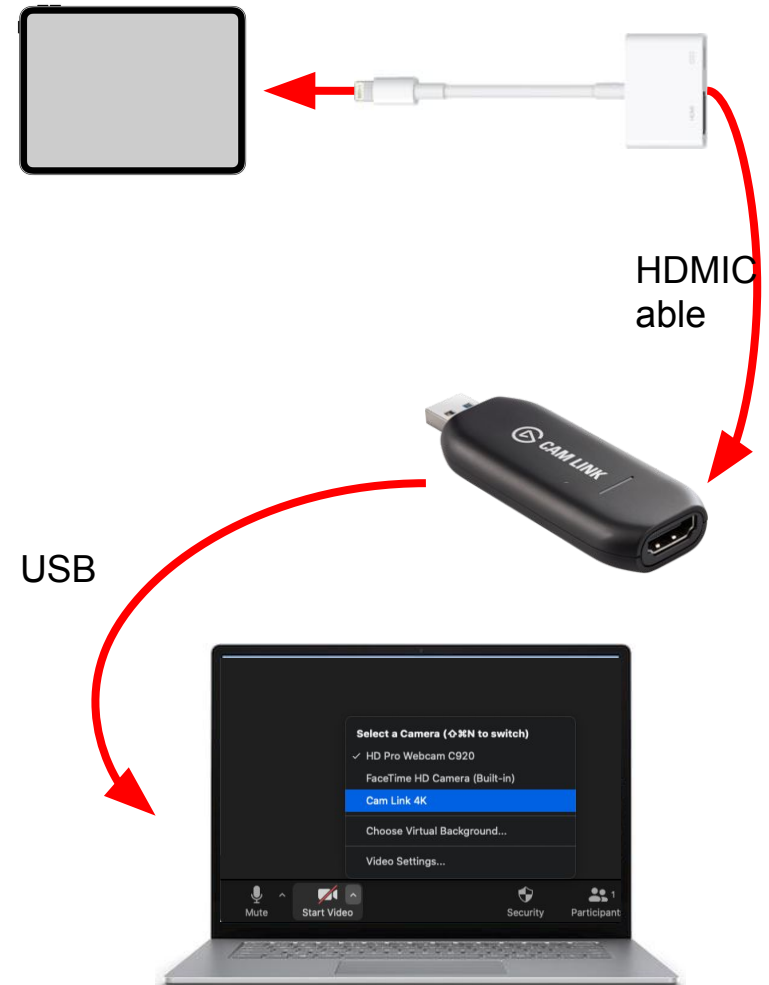
Transform the output of the tablet (or of anything that has an HDMI output) into a video stream by using a HDMI adapter. The laptop thinks the signal is like a webcam that you can choose from within ZOOM.

Pros and Cons:

- + Stable connection
- Requires additional hardware
- Limits movements to the length of the HDMI cable.

Shopping list:

- [Elgato Cam Link 4K](#) (~125 CHF)
- Adapters to transform tablet output to HDMI
 - For older iPads via [Lightning cable](#) (~50 CHF)
 - For new iPad Pro via [USB-C connector](#) (~25 CHF)
- HDMI - HDMI cable (~25 CHF)



Laptop - iPad Cable

Principle:

Connect your iPad with your Apple laptop with a Lightning cable or USB-C cable.

Pros and Cons:

- + Stable connection
- Need an additional cable
- Limits movements to the length of the cable.

Steps:

- Establish the connection once before the course.
- On first connection the iPad appears on the laptop as an external drive.
- Click on the iPad from the Finder. The iPad asks whether you trust the laptop and the laptop asks whether you trust the iPad. Say yes to both.



Get a cable that fits the iPad on one side and the laptop on the other side. It will be a cable that combines Lightning, USB and USB-C connectors.

Airplay

Principle:

Connect the iPad to your Apple Laptop wirelessly with Airplay and mirror the screen.

Pros and Cons:

- + Allow Goodnotes to send only the slide to Zoom without clutters on screen (the tools and other things).
- + Will keep the screen ratio of your slides (should be 16:9) and this will match your HD video recording of your webcam in 16:9
- Apple laptops only.
- Does **not work on campus** because of Wifi restrictions.

Make sure that:

- Setup Airplay (see [slide 25 in the Home Studio guide](#))
- The session is recorded from your laptop.
- Mute the iPad audio (microphone and speaker) to avoid interferences.



At Home

- To get the best out of your pre-recordings (and live streams) at home
 - [Home Studio setup guide](#)
 - [Tips for lecture recording](#)

Support

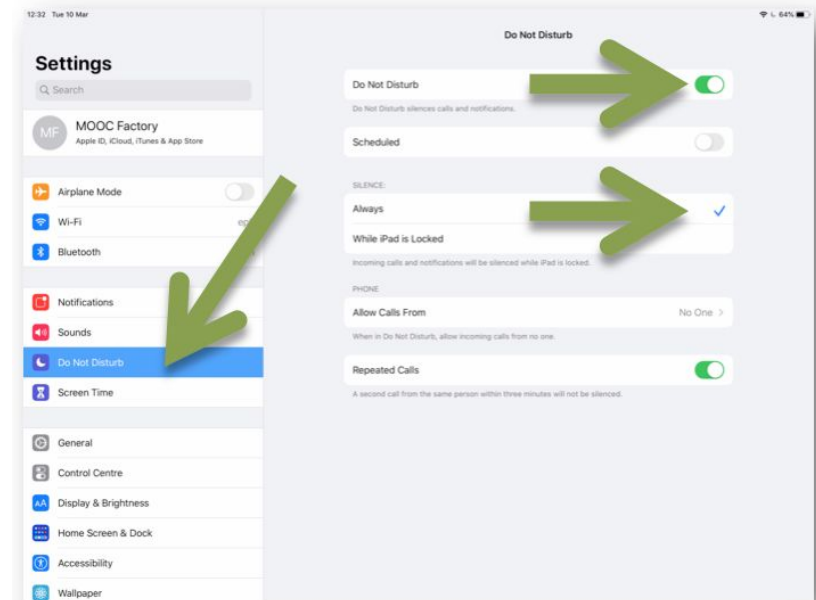
<https://go.epfl.ch/flexible-teaching>

flexible-teaching@epfl.ch

For **on campus** questions related to room equipments write to: save@epfl.ch

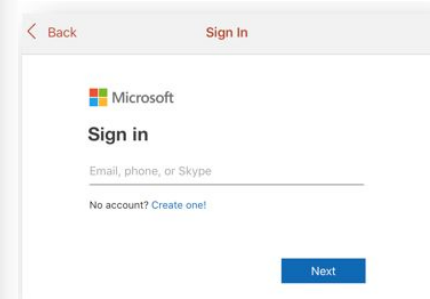
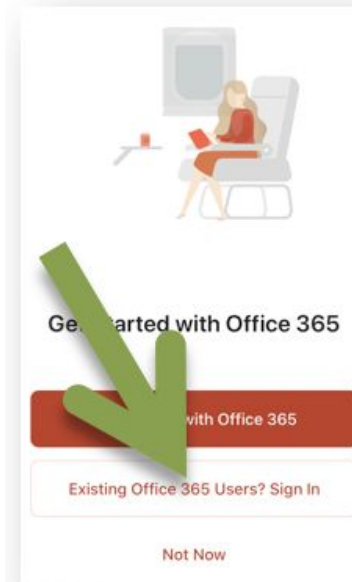
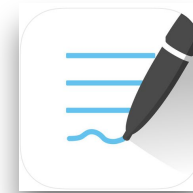
Getting ready to use the iPad.

- General settings:
 - enable 'Do not Disturb' in your iPad general settings and set 'Silence' to 'Always'
 - close all apps on your iPad except Zoom and the other presentation apps
 - Disable the audio when using the iPad as a secondary device that connects to the laptop.



Set-up your apps to use the iPad.

- Set-up ZOOM for your iPad
 - Download the ZOOM app onto the tablet.
 - Create a ZOOM account with your “gmail” address to join the session as a participant.
NB: also works with your “epfl” account.
- Setting up Goodnotes:
 - Goodnotes is the preferred whiteboard application on iPads.
 - You can import PDF's in Goodnote to present and annotate,
 - iPad lent by EPFL: If Goodnotes is not pre-installed, contact 1234@epfl.ch.
 - Own iPad: download and open app (not free)
 - No login required
- Setting up Powerpoint for iPad:
 - Download the app
 - Select ‘Existing user’
 - Sign in with your EPFL email and [your EPFL Office 365 password](#)
 - **Do not use** Gaspar password



Set up your EPFL Office 365 account

- Go to <https://office.com/teachers>
- Type your EPFL email address and click on start
- Click on 'I'm a teacher'
- Check your email for a verification code
- Provide your personal details and verification code to create your account
- Save password for future use
- Download Microsoft office software or Apps

