



The Scholar's Document Camera

Family Guide

The document camera (doc cam) is a very important part of your child's education at Great Hearts Online! The doc cam allows your child both to show handwritten work during Live Learning lessons and to submit handwritten assignments after class. This guide will show you how to set up and use the doc cam.

Setup

After you unbox your doc cam, make sure to take careful note of the instructions in the **Okiocam S Quick Start Guide** for the easiest setup!

As you are setting up the foldable base and adjustable arm of the doc cam, note that the physical **setup is very versatile**, and you can decide how to arrange the doc cam to best suit the needs of your child and their school space. Here are some examples:



Standard mode

Expanding the base to its full size provides an excellent platform for books and other objects. Standard mode is perfect for recording letter-sized documents.



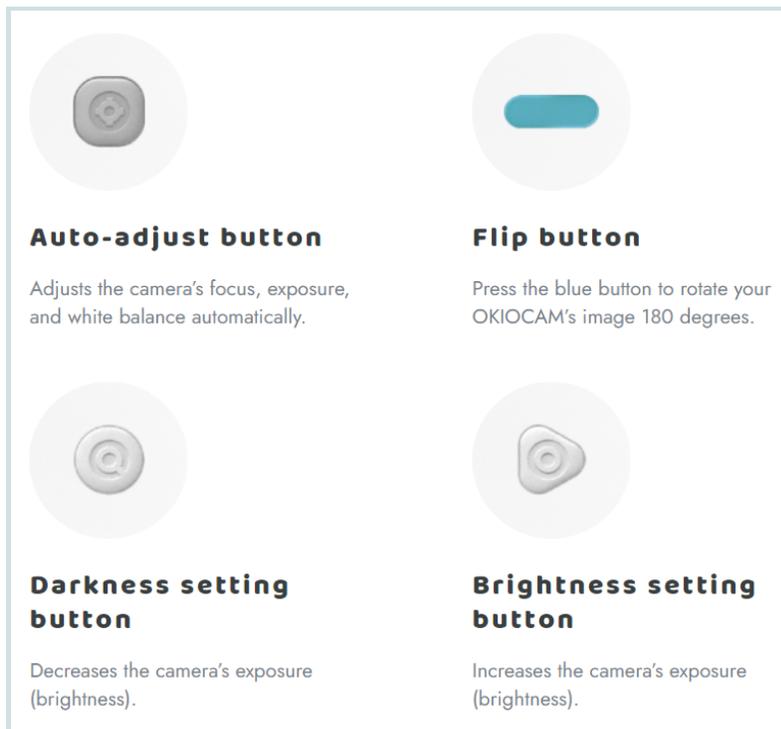
Laptop mode

Place your laptop on top of the base of your OKIOLCAM to save the maximum amount of desk space. Ideal for students working together in small classrooms!

When physically setting up the doc cam, please make sure it is in a position so that your **child can comfortably write on a sheet of paper beneath the doc cam view** (you may need to pay attention to the direction of the base, and whether your child is right or left handed!)

Next, all you need to do to complete the setup is **plug the doc cam into the USB port** of your child's laptop!

Buttons: The Okiocam S Quick Start Guide contains information about the buttons on the doc cam, but here is a quick reminder of what each of the buttons on the doc cam is used for.



Using the Doc Cam

Live Learning

During Live Learning sessions on Zoom your child's teacher will sometimes ask students to turn on their document cameras to show their work. Here is how to switch from the typical Webcam view to the doc cam view:

Make sure your doc cam is plugged into the USB port, and your space is well-lit!

1. Click the small carrot arrow icon next to the video camera button in Zoom
2. Select OKIOCAM S
3. Use the focus/exposure button on the doc cam if needed, and adjust your paper so that it is easily visible within the doc cam view



That should be all you need to do! You can switch back to the webcam view by clicking the same small arrow icon next to the video camera button, then click on the appropriate camera for your webcam view (likely “Integrated Webcam”).

Submitting Assignments in Canvas

Your child may need to submit a photo or a video as an assignment in Canvas. Below are step-by-step instructions for how to submit each type of assignment. Additionally, here are two videos which demonstrate this process:

[Doc Cam Photo Submission in Canvas](#)

[Doc Cam Video Submission in Canvas](#)

There are a few steps involved with this process, but you and your child will get the hang of it quickly and there will be **plenty of support** from your child’s teachers!

Step-by-Step: Submitting a Photo Assignment in Canvas with the Doc Cam

Before you even begin, check to make sure that your document camera is plugged into the USB port of your computer!

1) Click the blue "Start Assignment" button in the upper, right-hand corner.

2) At the bottom of the page, make sure the "File Upload" tab is selected.

3) Click the "Use Webcam" button.

3.1) If your document camera is plugged into the USB port on your computer, Canvas should automatically connect right to it!

4) Before you take your photo, please make sure the sheet of paper is nicely centered in the photo view and well-lit enough for your teacher to see the handwriting on the page!

- 5) Click the blue "Take Photo" button.
- 6) Select the blue "Use This Photo" button (or "Try Again" if you need a re-take!).
- 7) You may enter a quick comment or description of your photo if you desire. Then, click blue "Submit Assignment" to submit your work! Wait for the confetti so that you know your assignment was fully submitted!

Step-by-Step: Submitting a Video Assignment in Canvas with the Doc Cam

Before you even begin, check to make sure that your document camera is plugged into the USB port of your computer!

- 1) Click the blue "Start Assignment" button in the upper, right-hand corner of the Canvas page.
- 2) Next, click the "Studio" tab.
- 3) Click the circular "Record" button (it will turn blue when you hover your mouse over it), then select "Webcam Capture".

3.1) A window will pop up and display the video view. If Canvas is connecting to the camera on your laptop instead of your document camera, switch to the doc cam by clicking the "Webcam" button, then "OKIOCAM S"

- 4) Before you start recording, please make sure the video is well-lit so that your teacher can see the image and that the piece of paper is nicely centered in the video view!
- 5) Click the blue "Start Recording" button to start recording your video!
- 6) When you are done, click the blue "Finish" button.
- 7) You can replay your video if you would like to see it. If you need a re-take, click the small "Start Over" button in the bottom right-hand corner of the window. If you are ready to submit, please give your video a short title and click the green "Save Media" button.
- 8) Your video might take a moment to upload. Once it does, hover over the video tile and click "Select", and then click the blue "Embed" button (you can leave the "embed settings" on the default options).
- 9) You may enter a quick comment or description of your video if you desire. Make sure to click the blue "Submit Assignment" button to submit your work! You cannot receive credit unless you click this button!