# Carnegie Mellon University
Dietrich Computing and Operations

Advanced Zoom Lecture Setup – Two Devices

This setup is most appropriate for teaching styles that require screen sharing a PowerPoint (or other document) with a second device acting as an additional camera for handwritten teaching. The second camera can be either pointed at a physical whiteboard or a notepad on a desk. Please refer to our Desk Mount Guide if you need help with this type of setup. Contact Dietrich Computing if you need us to supply a desk mount.

If you have a second touch capable device with stylus, you can use this as virtual whiteboard, which is covered at the end of this document.

1. Log into Zoom on your main device.
2. Launch a New Meeting. If you followed our Initialize Zoom Instructions your meeting ID will always be the same.
3. Launch and log into Zoom on your second device.
4. On the second device, select Join a Meeting in Zoom. Enter the meeting ID created in step #2. This will add the second device as a co-host to the meeting.
5. Both of your devices should now be added to the meeting. If you click the "Manage Participants" button, you should see yourself as a Host and a Co-Host.
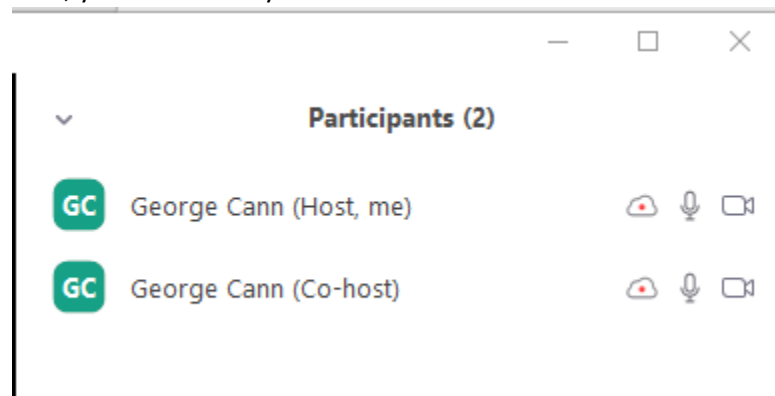

6. As your students start to join the session, you will see the list of participants fill in along the top. By default, it will show on the screen of whoever is talking. We recommend you select which one of your devices you want to be displaying to everyone and right click on it (Normal Click on a Mac) and select Spotlight Video. This will broadcast that device to everyone and it will not switch screens if someone begins speaking or makes noise. You can switch between screens by right clicking on the screen to share (normal click on a Mac) and select "Spotlight Video."

7. Ask your students to mute their mics . The Zoom Student Etiquette Guide has instructions for students on how to set their mics and how to behave during a Zoom meeting.

8. If you plan on recording the lecture, click the record button and then select "Record to the Cloud."
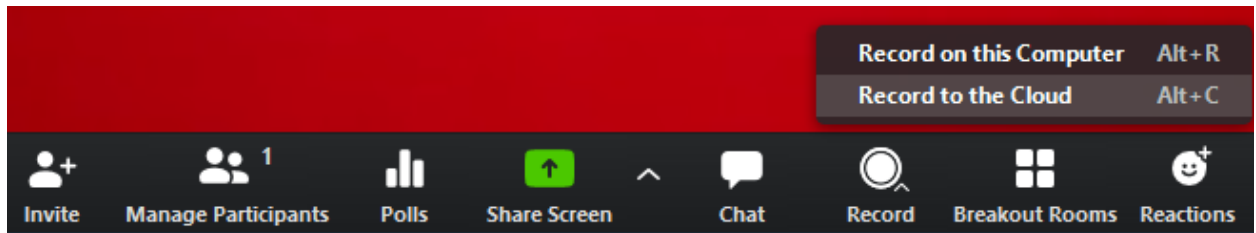
9. If you plan to record the lecture, tell your students that the lecture will be recorded when class begins. When a student enters a Zoom session that is being recorded they get the following warning:
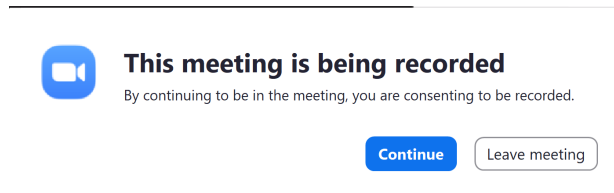
If you always plan on recording your lectures you can set your Zoom Client to auto record all sessions. To do this, log into Zoom on the web (cmu.zoom.us). Go to Settings and select "Recording" from the top menu. Turn on "Automatic Recording." Make sure "Record in the Cloud" is selected.


10. While recording a lecture, i use the buttons in the "Controls" to stop or pause the recording.
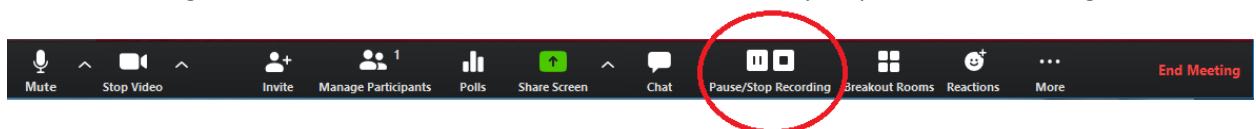
11. Ask students to add questions to the chat. When you are addressing one of the questions, ask that student to unmute and/or start video to engage or interact.

12. Double check that your video and audio are on, if not please refer to our Zoom Initialization Document. The highlighted icons should be white without a red line.
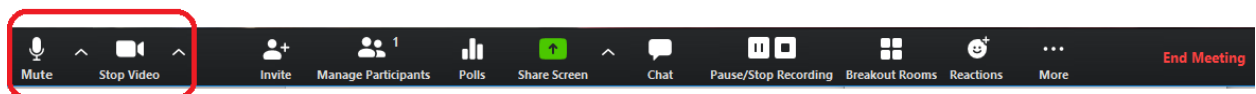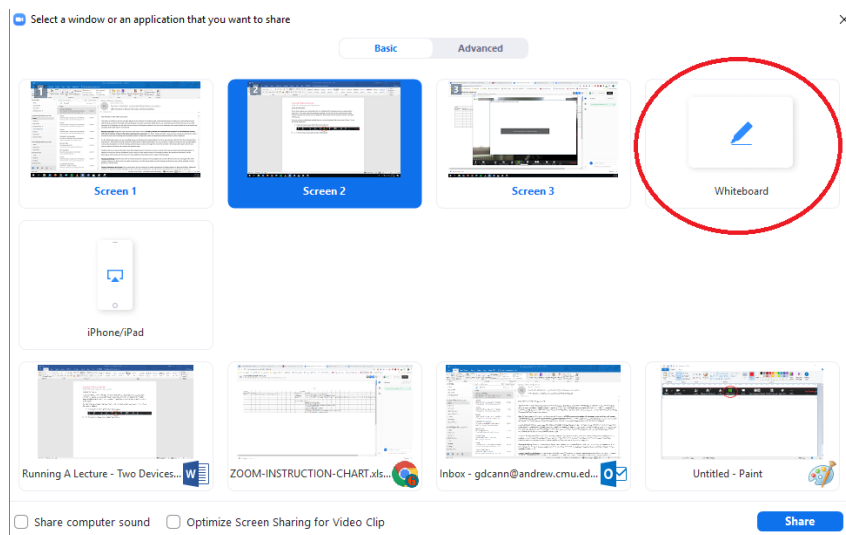
13. Click on the arrow next to the Share Screen Button, and select "Multiple participants can share simultaneously"
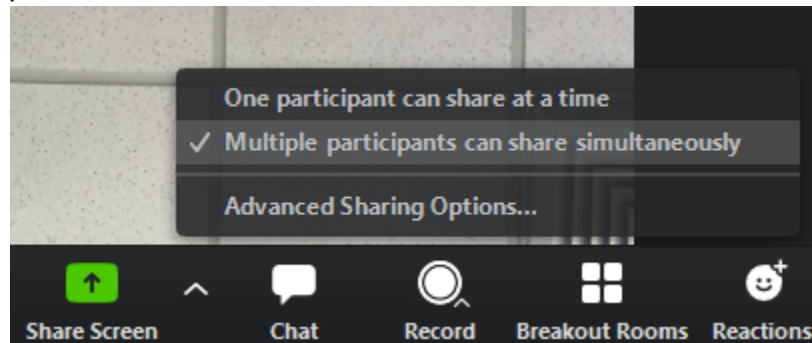
14. If you want to screen share on your first device, on your first device select Screen Share.
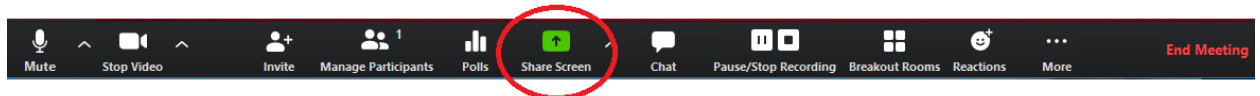
15. Once you click the Share Screen Button, you have a few options:

From this menu select which option you would like to share. You can select to share a whole screen or you can select a specific application to share.

16. If you want to share a screen on your second device you can follow steps 13 and 14 again on the second device. If you just want to use the second device as a document camera, then you will not need to share a screen on the second device, it will just use the camera.

17. Once you have your two devices set up and sharing, both can be used in the session. You want to make sure your students have their Zoom Client set to View both screens simultaneously.

    Screenshot here

    This step is also included in our Student Etiquette Guide, so the students should be aware of this setting.

18. Once the session is over, you can use the "End Session" button to finish. If you are the host, this will end the session for everyone. If you elected to record this meeting, you will receive an email when the recording has finished processing and is available online. You can then download the video and share it to the class.