Using a tablet to handwritten 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.

<table>
<thead>
<tr>
<th>Method</th>
<th>Apple Laptop + iPad</th>
<th>Windows Laptop + iPad</th>
<th>All other laptops and tablets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dual Connection</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>(easiest)</td>
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<tr>
<td>Join the ZOOM session with your tablet as a ‘participant’. Share the screen of this participant from the laptop to display the tablet.</td>
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<tr>
<td>+ Allows to move with the tablet</td>
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<tr>
<td>+ Quick setup</td>
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<tr>
<td>- Connection depends on Wifi</td>
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<tr>
<td><strong>HDMI cable</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Connect your tablet with an HDMI cable to an elgato encoder connected to your laptop</td>
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<tr>
<td>+ Stable connection</td>
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<td></td>
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</tr>
<tr>
<td>- More hardware connections</td>
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<td></td>
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<tr>
<td>- Limits movements</td>
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<tr>
<td><strong>Apple cable</strong></td>
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<td>X</td>
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<tr>
<td>Use the dedicated Apple connector to link your laptop and the iPad</td>
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<tr>
<td><strong>Airplay</strong></td>
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<tr>
<td>Use the wireless Airplay link</td>
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<tr>
<td>- Works <strong>only from home</strong> (not at EPFL)</td>
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</tbody>
</table>
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 conector** (~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 Goodnotes 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](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