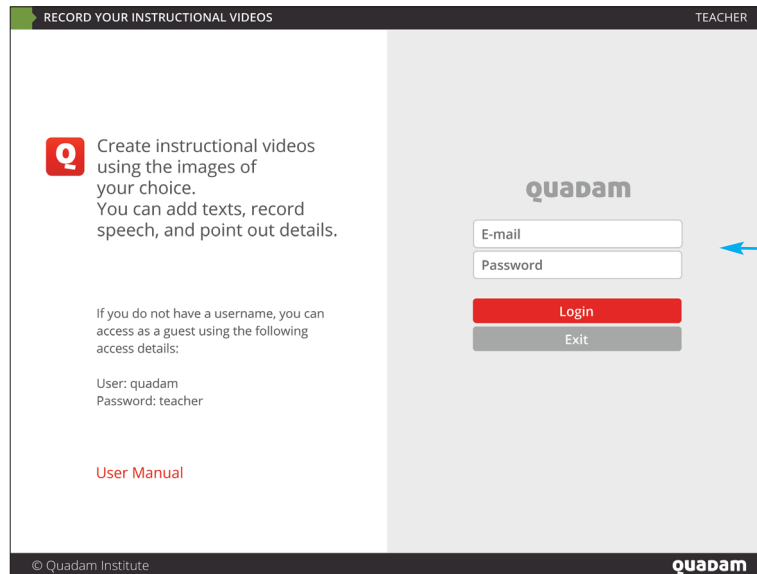


Teachers can create videos based on slides. The images and the teacher's voice commenting them, while the teacher labels or delimits the images, will be simultaneously recorded. The result is displayed as a video with audio.

The videos edited in Quadam Teacher will be used in the lessons of an on-line course at quadam.com

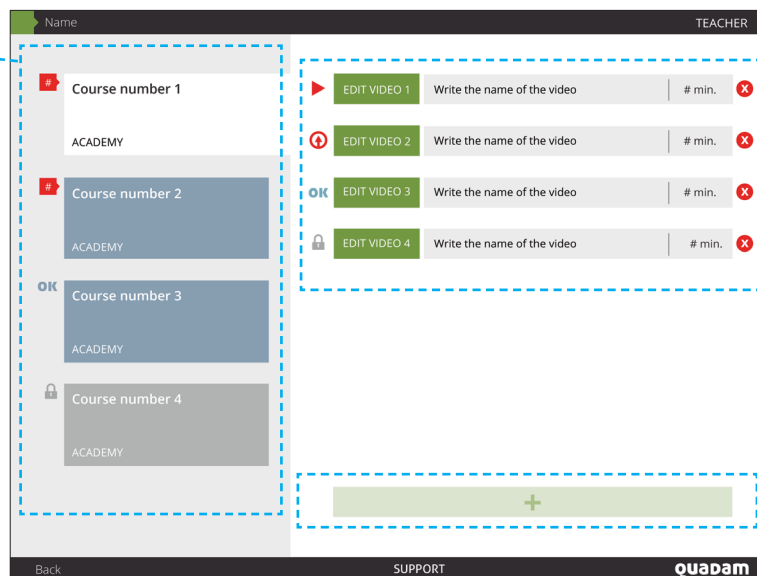


YOU CAN ACCESS AS AN INVITED TEACHER OR AS A REGISTERED TEACHER

- If you access as an invited teacher, you will not be able to publish the videos
- If you access as a registered teacher, you can access all the functions described in this manual

Contact Quadam if you wish to become a registered teacher

List of courses assigned to a teacher



List of videos to be edited by the teacher.

When the teacher logs into the application, the slides designed for the videos will be updated (if there are any slides)

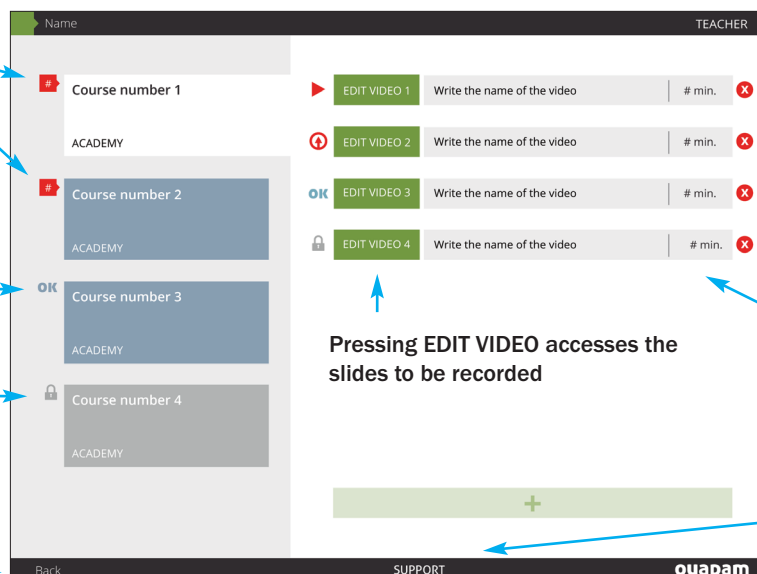
The teacher can add new videos in the course, it being essential to be connected to the Internet

Number of videos awaiting edition

Course OK, you have no videos awaiting edition

Course locked up by the Quadam, no more changes can be made

Exit the application



Delete a video

Pressing EDIT VIDEO accesses the slides to be recorded

Recording time, should be no longer than 10 minutes

Contact in case of error or serious problem (page 5)

There are still slides to be recorded → EDIT VIDEO 1 Enter the video name # min. ✕

The video needs to be uploaded → EDIT VIDEO 2 Enter the video name # min. ✕

Video uploaded and without changes → EDIT VIDEO 3 Enter the video name # min. ✕

Video locked up → EDIT VIDEO 4 Enter the video name # min. ✕

Return to start screen →

Slide number →

Keeping a slide pressed, you can move it from its place →

The red dot indicates that the slide has not yet been recorded →

Add a new slide to the video →

The UPLOAD button is disabled because there are still slides to be recorded →

This indicates that the slide contains a background video →

RECORDED 00:00 3 / 5 QUADAM

Construction mode Duplicate

Delete

The selected slides are marked with green →

RECORD

The construction mode screen is identified by:

- Blue top bar
- Grid-type Guides

Background image →

Add a photo on a background →

Write a text →

Draw lines →

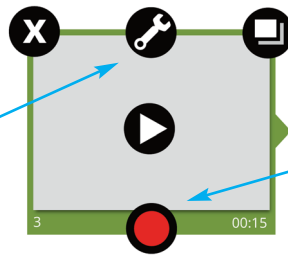
Delete →

CANCEL DONE 3 of 5

Allows saving the finished slide. The texts, images, lines... of saved slides cannot be changed →

Slide number and arrows to go back or forward →

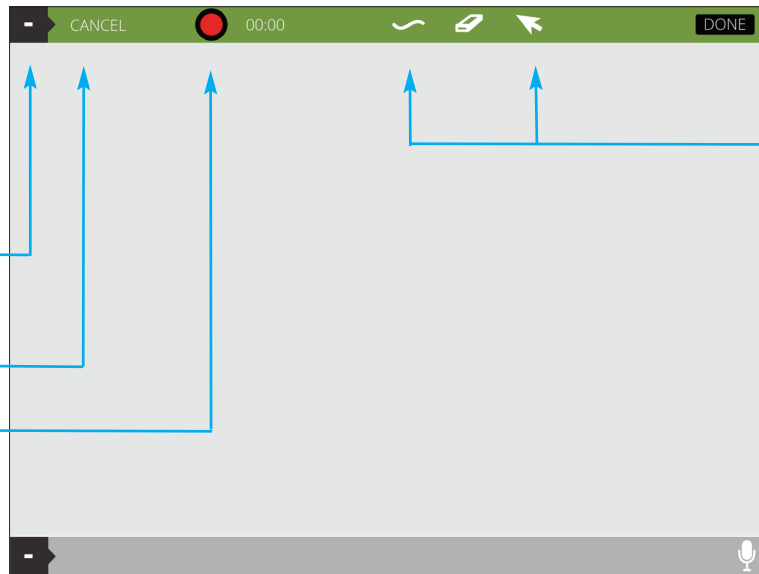
Allows adding texts, photographs, or lines to saved slides. If the background is changed, the process will start anew (eliminating everything saved)



When you consider the slide to be ready, you can enter the RECORDING mode by pressing the red button

The RECORDING mode screen is identified by:

- green top bar
- non-visible Grid



Exit saving changes

Select the tool you wish to use by default for labelling during recording

Collapse the bar

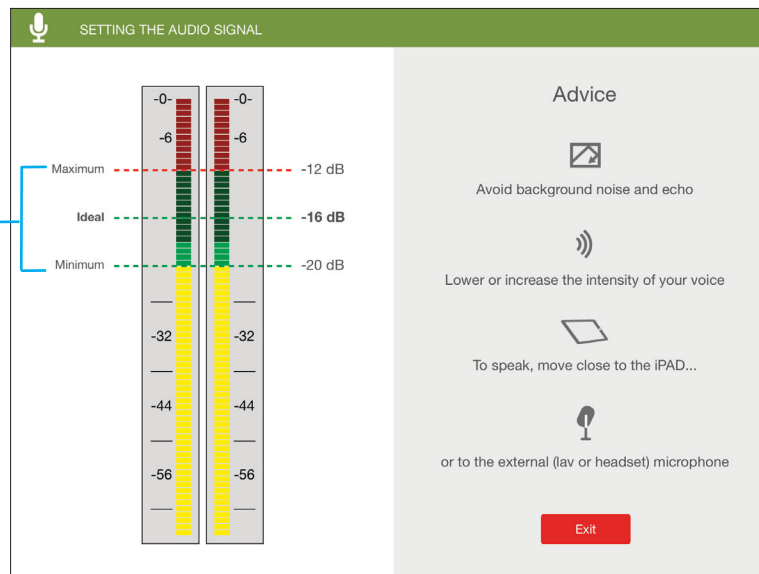
Exit without saving changes

Start recording

Collapse the bar

Setting the audio signal

Follow the instructions and adjust the signal so that, when you speak, it moves within the green border



Maximum -12 dB  
Ideal -16 dB  
Minimum -20 dB

Advice

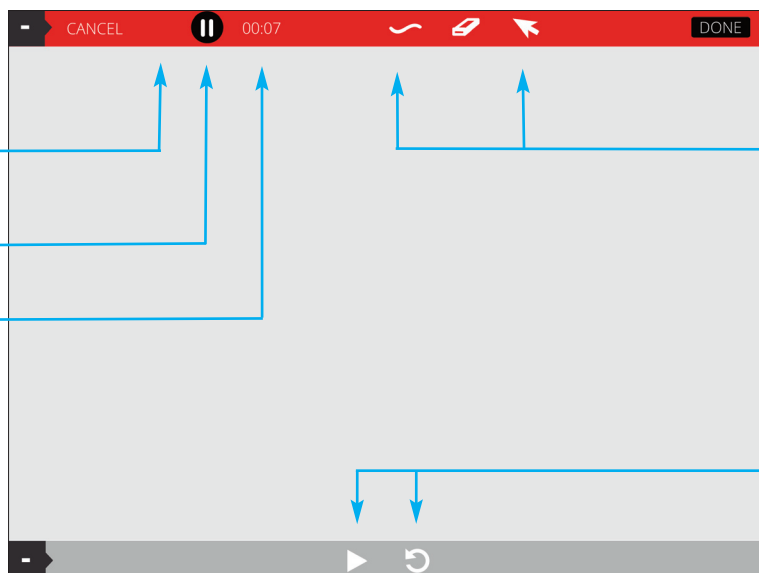
- Avoid background noise and echo
- Lower or increase the intensity of your voice
- To speak, move close to the iPad...
- or to the external (lav or headset) microphone

Exit

The red bar indicates recording has started

Pause recording

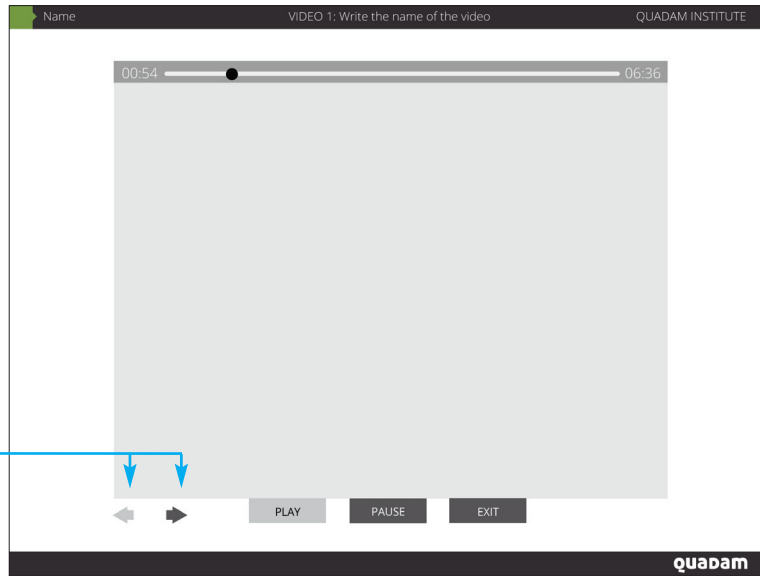
Recording time



Exit saving changes

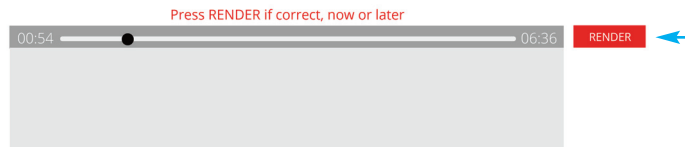
Allows changing the tool used for labelling

If you have set a video as background image, you can check the reproduction through these buttons



To fast forward (or fast back) the visualization of the recordings made

The recording made is then reproduced automatically for verification



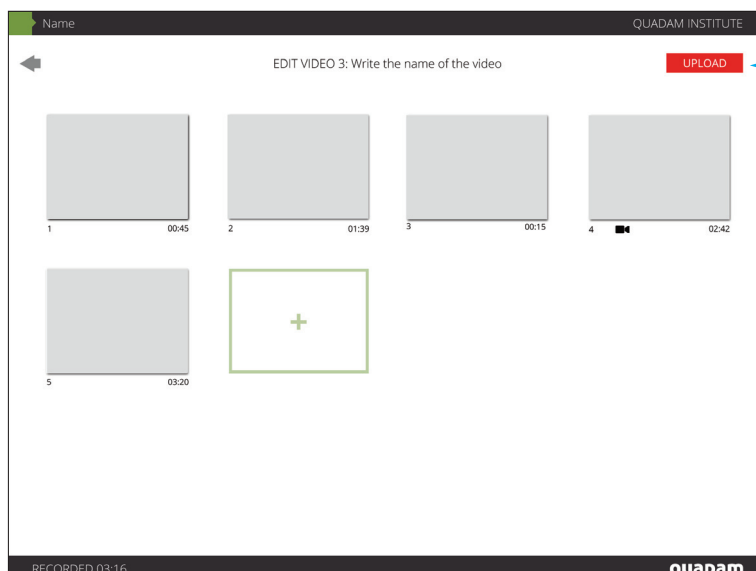
If you have recorded on a slide with a video as background image, you must render it to display the recording correctly. Otherwise it will be viewed with skips



The red camera indicates that the video has not yet rendered

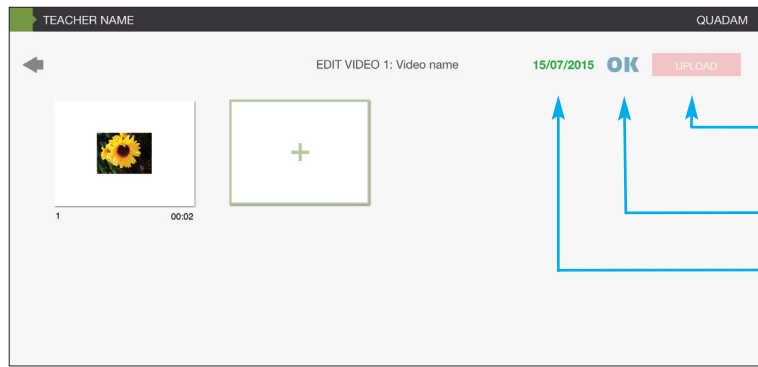


The black camera indicates that the video has rendered



When all slides have been recorded, upload the video (publish it in the course) by pressing this button

The process can take some minutes or hours, depending on the video and on the speed of your Internet connection

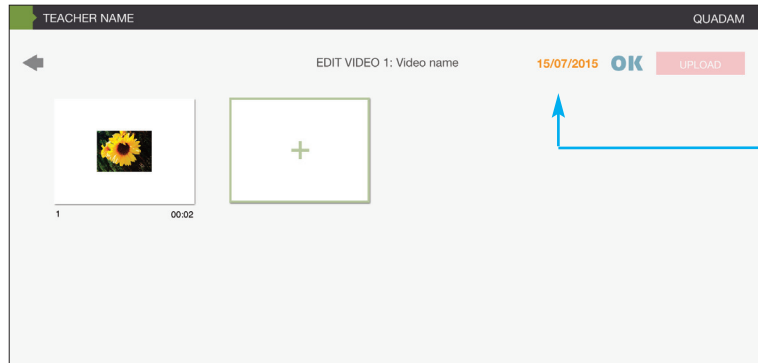


**WHEN A VIDEO IS UPLOADED CORRECTLY:**

The upload button is disabled

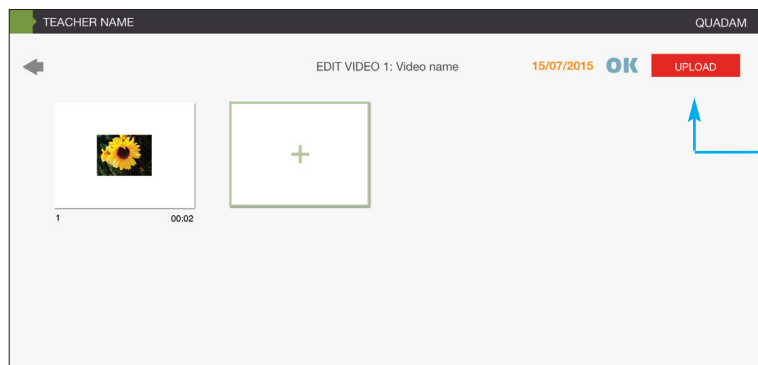
OK

Upload date is displayed in green



**IF THE SLIDES OF AN UPLOADED VIDEO ARE MODIFIED:**

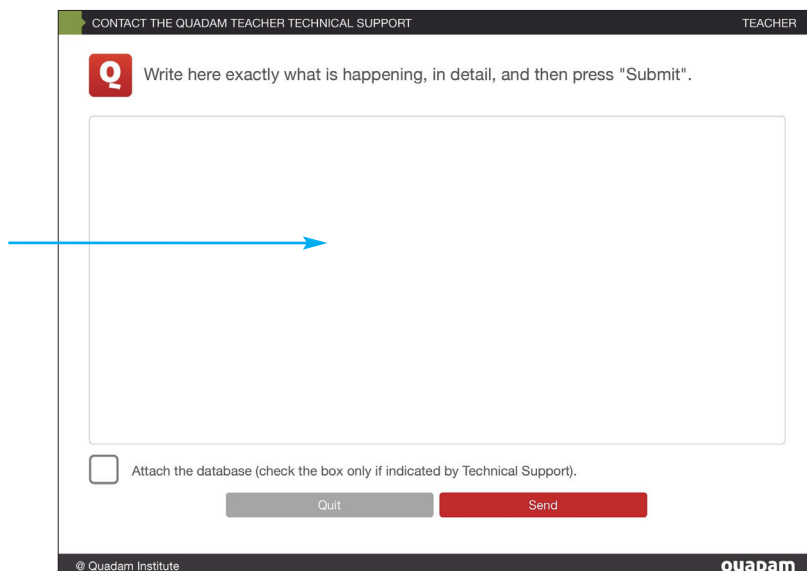
The upload date color changes to orange



**WHEN THE MODIFIED SLIDES ARE RECORDED AGAIN:**

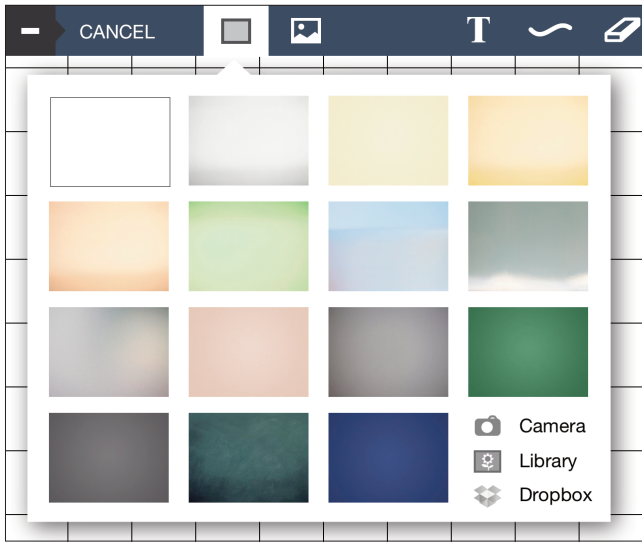
The video upload button is enabled again

Via the **SUPPORT** button you can access a screen for contacting the application's technical service. Use this in case of error or serious problem

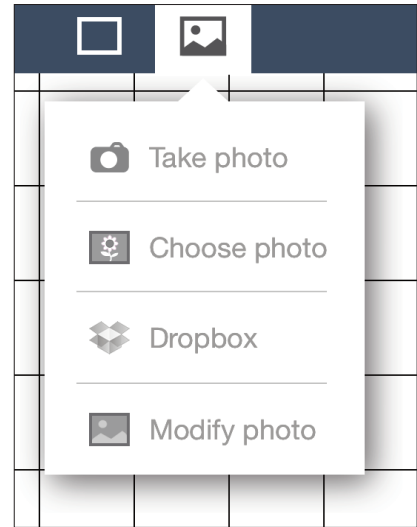


## WAYS TO CREATE COURSE SLIDES

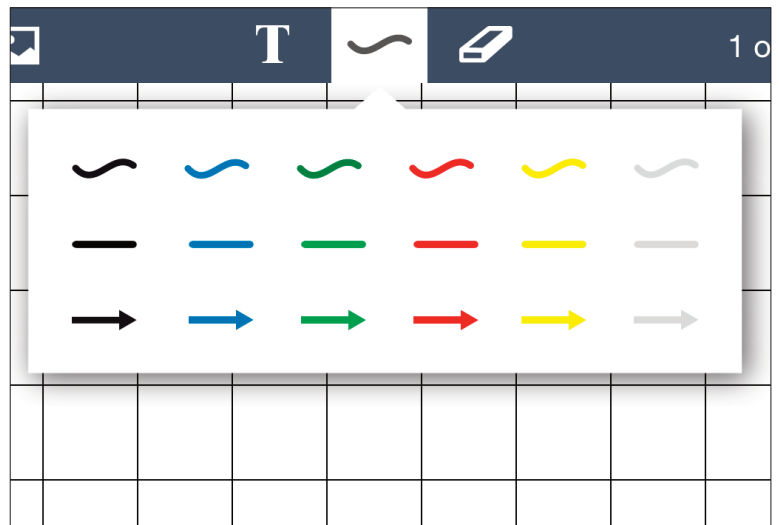
From Quadam Teacher, from a blank slide



Select a background image.  
It may also be a video



You can put new images on the  
background...



and add texts, lines, and arrows

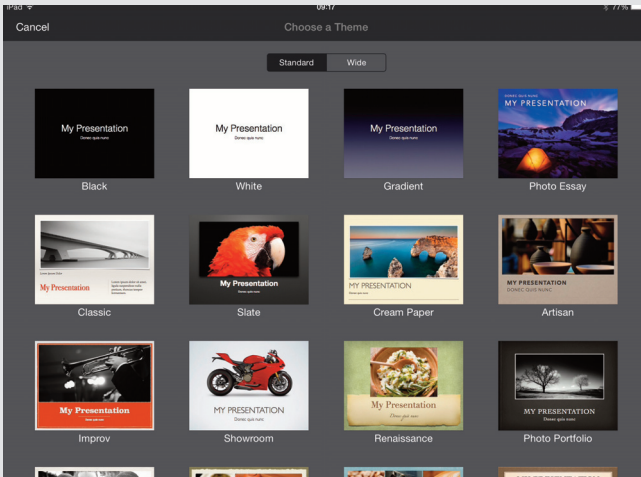
## From a computer PowerPoint file

Edit the slides in PowerPoint or a similar program. A standard screen (4:3) is recommended, rather than a panoramic screen (16:9). It includes no effects, animations, or videos, but only texts, illustrations, or photos. Save the file as a series of images and add them in your Dropbox account. You can access them from Quadam Teacher and place them as background images in different slides.

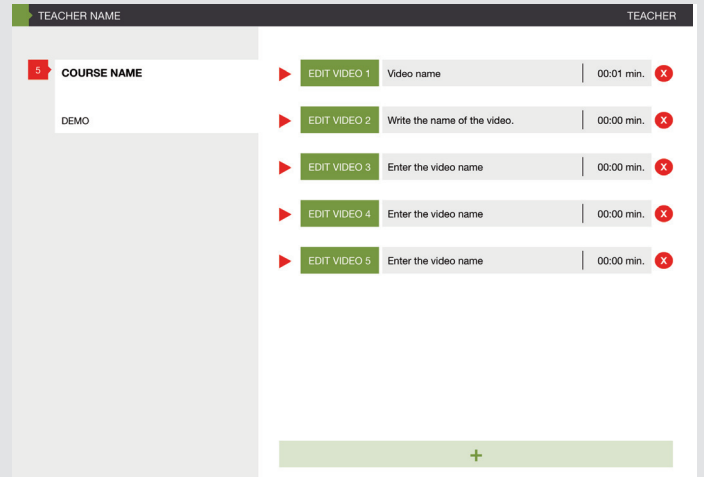
Another option for more advanced users is to save the PowerPoint file in PDF format and, via Dropbox, select it to Open in ... Quadam (previously selecting the course in which it is to be located).



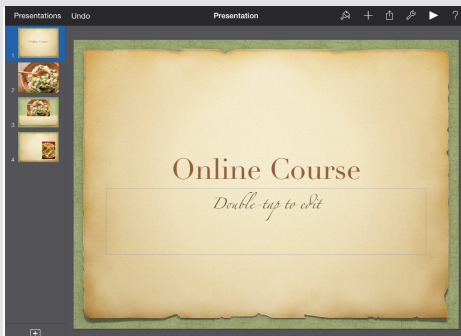
## From the iPad Keynote application



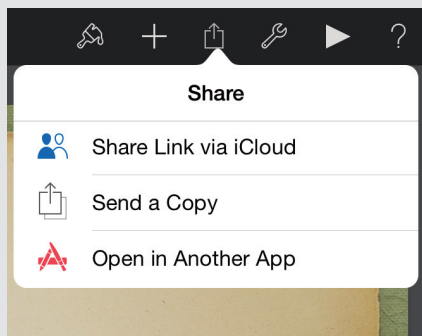
Choose the subject you want to use and create a standard presentation



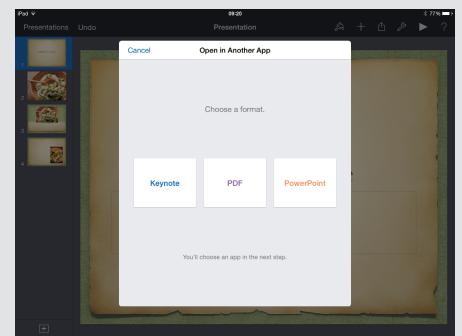
When you finish and decide to send the slides to Quadam Teacher, it is essential to previously select the course into which they are to be incorporated, by situating yourself precisely in the add video screen



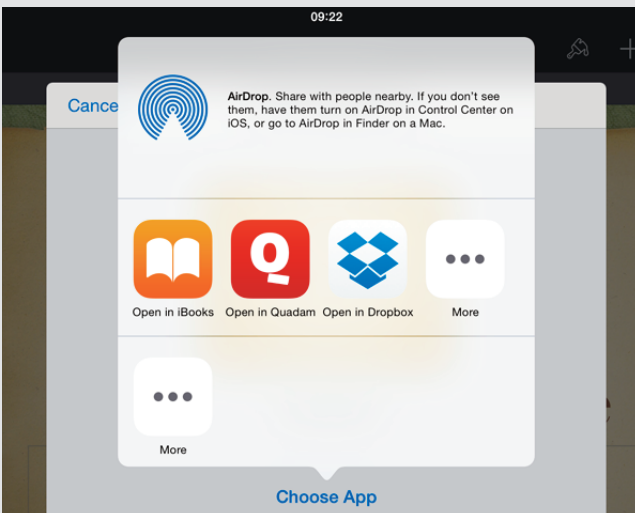
Then open the Keynote



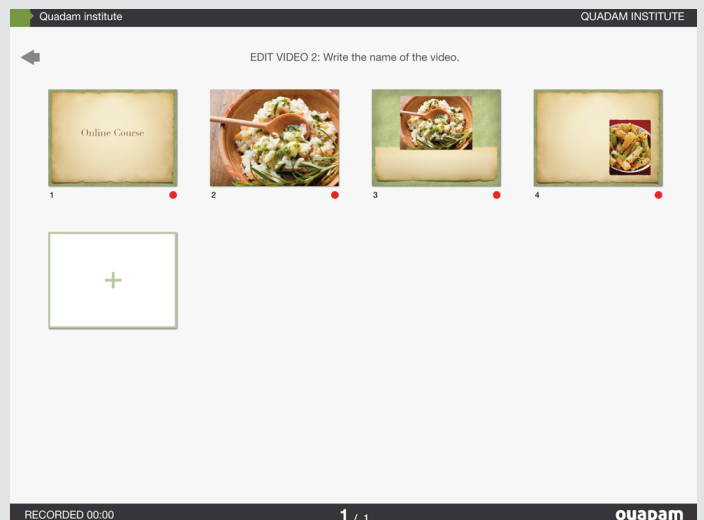
In Keynote go to: Share > Open in Another App



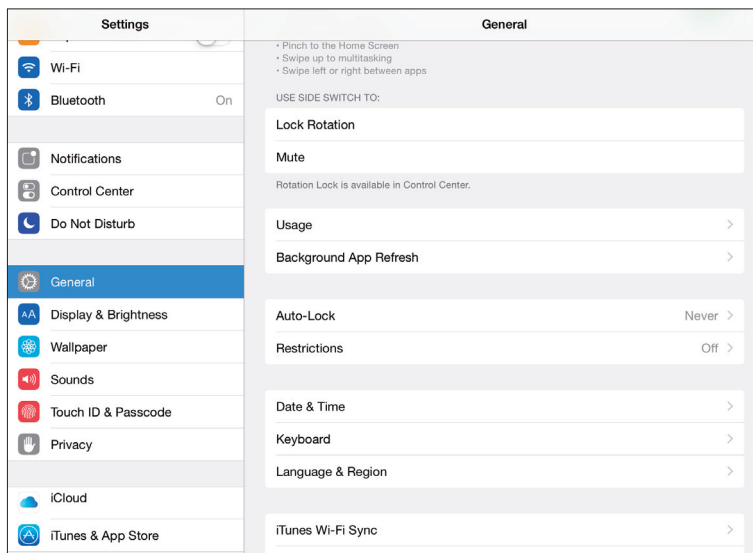
Select PDF



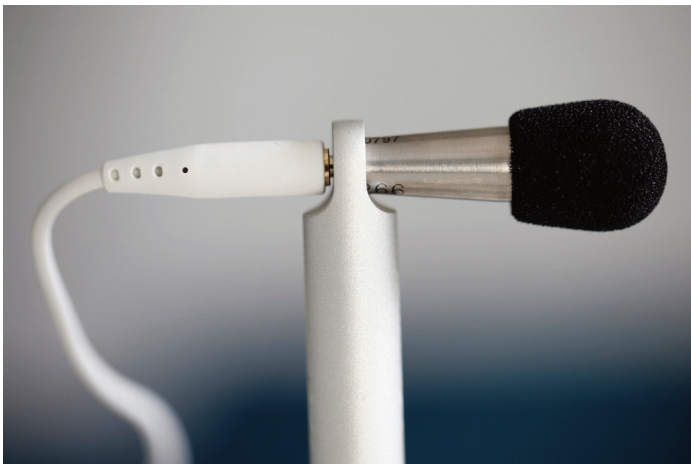
Open in Quadam



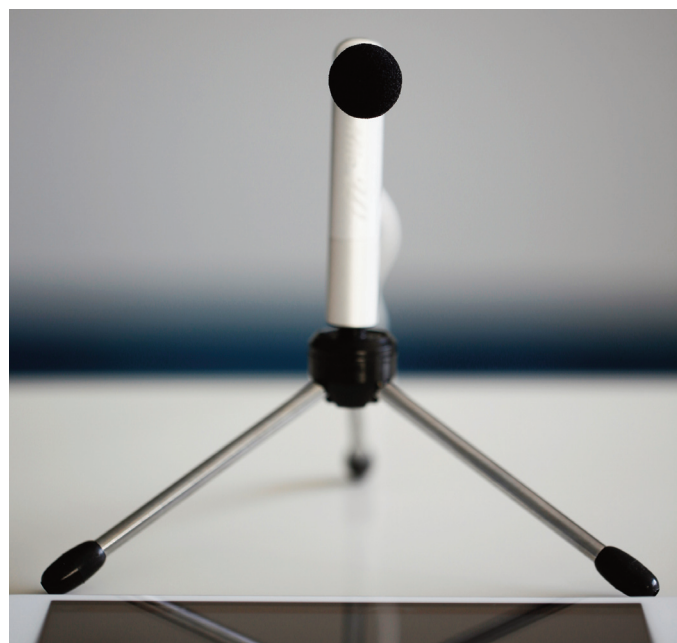
A new video will be created with the Keynote slides ready for recording



It is very important to select "Never" in the iPad Auto-Lock setting



If you use a quality external microphone, you need an adapter to be able to connect the microphone and headphones at the same time. Thus, when slide recording ends, the video is automatically reproduced, and you will be able to listen comfortably to the audio through the headphones.



MicW® i267 professional microphone for the iPad installed in a desk stand.

If you use a headset with a microphone, make sure the mic is close to your mouth, and run the necessary tests until you get the desired sound quality.