Getting Started with SCOPIA Desktop – University of Maryland

What You Need to Get Started

- **Windows** or **Macintosh** Operating System
- **Audio device** - Headset, or speaker and microphone, or USB audio device connected to your computer.
- **Video Camera** - Webcam connected to your computer.
- **Credentials:** - Meeting ID (given to you by your instructor)

First Use of SCOPIA Desktop

Launch a browser (preferably Internet Explorer or Mozilla Firefox) and type [http://emeeting.eng.umd.edu](http://emeeting.eng.umd.edu) in the web address bar and press “Enter” or “Go”.

You will see a screen with information regarding “Meeting ID”, name, etc. The first time you use SCOPIA, you will need to install a small software package. To do this, click the “Install Updates” link and follow the on-screen instructions.

Once finished, you will be able to participate in a SCOPIA desktop video meeting. (see image below)

![Image of SCOPIA desktop interface](image)

IMPORTANT: Many current browsers require some configuration changes to run Scopia. Below is information on how to make the changes.

**Mozilla Firefox:**

You will need to configure Mozilla to allow use of the “Conference Client Dispatcher”. At the top left of the browser window, to the left of the URL you will see a grey icon, which you will want to click (see image).

![Image of Mozilla Firefox configuration](image)

Click the pull down and select “Allow and Remember”.

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[Image references are not included in the text]

[Image of SCOPIA desktop interface]
Internet Explorer:

You will need to add "eng.umd.edu" to your "Compatibility View Settings" to use Scopia. To do so, click "Tools -> Compatibility View Settings", then click "Add" (see below).

Safari and Chrome should not need any configuration changes to run the Scopia client.

How do I know I am done with the initial install?

When the SCOPIA Desktop initial install is complete, you should see the following icon in the task tray at the lower right corner of the screen (depending on operating system, etc. this may appear differently).

Audio Setup

On the SCOPIA Desktop portal page, click 'Check Your Audio' and make sure the correct audio devices are selected for Record and Playback. Click the 'Start audio test' button to make sure you can hear an echo of what you speak into the microphone.

Video Setup

On the SCOPIA Desktop portal page, click 'Check Your Video' and make sure the correct web cam device is selected. Click the 'Preview' button to make sure you see your own image. The above steps should be done before the initial setup or anytime where audio and video do not work properly.

Connect to your Class Meeting

To connect to the meeting, go to the SCOPIA Desktop portal page at: http://emeeting.eng.umd.edu Enter your name, the Meeting ID for your class (your instructor will give you this information) and click ‘Participate Now’. This will launch the audio, video and presentation on your computer.
Optionally, you can click More Options to show advanced connection options:

**Use my computer for audio, video and presentation (default)** – Choose this option to use your computer’s web cam, microphone and speakers (or headset) to participate in the meeting.

**Use my computer for presentation only** – Choose this mode to only open the presentation capabilities on your computer. You need to connect from another device (phone, video conferencing device, etc.) to get audio and video. This connection can be automated using the next check box option.

**Class Meeting Participation**

When you first enter the meeting, you will see a “room” similar to the image below.

![Virtual room for class meeting](image)

This is the virtual “room” space that your class meeting will be held. Functionality of this room is described in detail below.

**Manage the Meeting Layout**

**Main View Control**

Change the way you watch a meeting using the ‘View’ button at the top of the meeting room. By default, the SCOPiA Desktop meeting window displays the Automatic layout.

**Common Layout Controls**

- **Swap Views** - Switches between the presentation and video panes location.
- **Enter Full Screen** - Expands the video or presentation pane to full screen.
Video controls (located on top of the video pane)

Camera Control – Click to stop your webcam. Click again to resume.

Picture-in-Picture (PiP) – Click to turn yourself view on or off. Click the pull down arrow to select the PiP location.

Remote Video – Select the resolution of received video (High Definition or Standard Definition) and the layout received (Active Speaker or Continuous Presence). Some selections may not be available in all meetings.

Presentation controls (located on the presentation pane)

Click the ‘Present’ button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

Manage Your Audio Settings

Click to turn your microphone off.

Click to turn your microphone on and drag the slider next to the button to adjust the volume.

Click to turn your speakers off.

Click to turn your speakers on and drag the slider next to the button to adjust the volume.

Present Your Screen or Application

You can share your screen or a specific application with other participants. You may need to have moderation rights to present.

Start presenting – Click the ‘Present’ button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

Presentation Controls

The following controls are available while presenting:

Change Application – Use this to select a different application to share.

Start Annotating – Click once to freeze the screen and open the annotation tool pane. Click again to exit.

Main Menu – Opens a menu containing advanced options including full moderation capabilities and video handling.

End Presentation – Use this to stop presenting and return to participant mode.

As always if you have any problems and need help, email dets-support@umd.edu for assistance.