



BIMODAL TEACHING

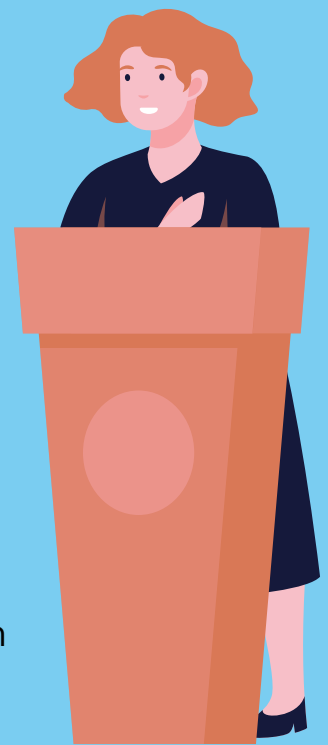
Your Quick Reference Guide

Please remember to sanitize the lapel mic and surrounding area so it is ready for the next instructor

TRADITIONAL

For lecture style classes

1. Start the podium.
2. Authenticate into the Zoom or Teams application with your UOttawa credentials (email, password, and authenticator app) before starting the class.
3. If you have files on Brightspace you wish to access, click on the desktop shortcut for Brightspace and sign in or plug in a USB.
4. Retrieve the lapel mic from its charging station and turn it on (this is mandatory for a traditional style class).
5. Ensure the mic feature is enabled and the camera is on. The default preset should be the podium but you can change this on the central control panel embedded on the podium.



INTERACTIVE

For classes with minimal student interaction



See steps in “Traditional Lecture”, with the following additions:

1. Plug in the external mic hardware via USB connection located at the bottom of the podium.
2. Change the Zoom or Teams settings to ensure only the mic is changed to the external mic. Note: the lapel mic will no longer work.
3. All sharing from in-person students should occur from the podium using Zoom or Teams.
4. If in-person students will be using Zoom or Teams to share, then they will need to log-into the Zoom or Teams meeting. Note: the student must not join with audio.

SEMINAR

An advanced setup for discussions

1. Connect your personal laptop to the Owl (or equivalent) device and begin your session.
2. Sign into Zoom or Teams as a guest on the podium, turn on the video, do not join the audio, and display the class on the projector.
3. When you are finished, sign out of the podium.
4. Disconnect your personal computer from the Owl (or equivalent) device and place the device back into the locked podium.



If a Zoom or Teams meeting does not start and tech support (x5900 from the podium phone) takes longer than 15 minutes, we suggest class be moved virtually. You may go to a private space such as your office and teach from there. Students may remain in the room until the end of class.

If you would like to conduct a student poll, do not use Zoom or Teams. Instead, use <https://www.mentimeter.com/>, a free and interactive option that allows students to participate in polls with their phones or laptops so that they all can contribute and there is no need for in-person students to join a call.