Technology
Podium – Guide for Bimodal Instruction

In order to make your bimodal teaching experience a success, a knowledge of the technologies available in the classroom is essential. This guide outlines the **basic features** needed to run a successful class. If you have specific needs that go beyond the information provided in this guide, please do not hesitate to contact the TLSS team for personalized assistance.

Important information

The multimedia podiums are usually secured and must be unlocked in order to have access to all the equipment necessary for teaching (microphone, remote control, etc.). To unlock the podium, you must swipe your card in front of an access panel located on the unit. You can obtain a card at the service counter of the **Centre for Innovative Technologies in Education** (CITE) located in Morisset Hall (room 06).

1. **Starting the classroom equipment**
   The first steps are completed from the touch screen of the multimedia podium.
   To begin, select your preferred language and confirm the start-up of the system.
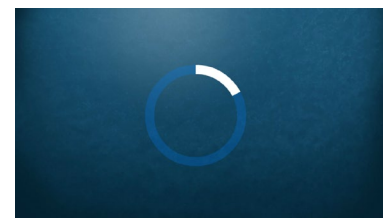   A visual indicator allows you to follow the warm-up time.

Home screen
(choose your preferred language)
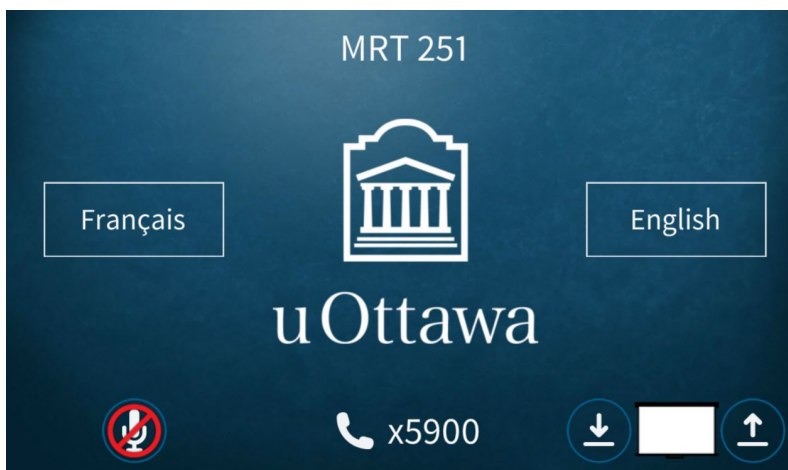
Confirmation screen for
system stat-up

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Français   English
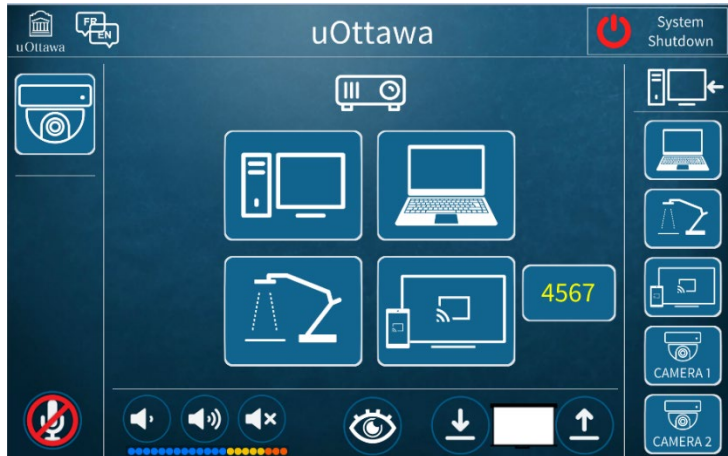
uOttawa

x5900

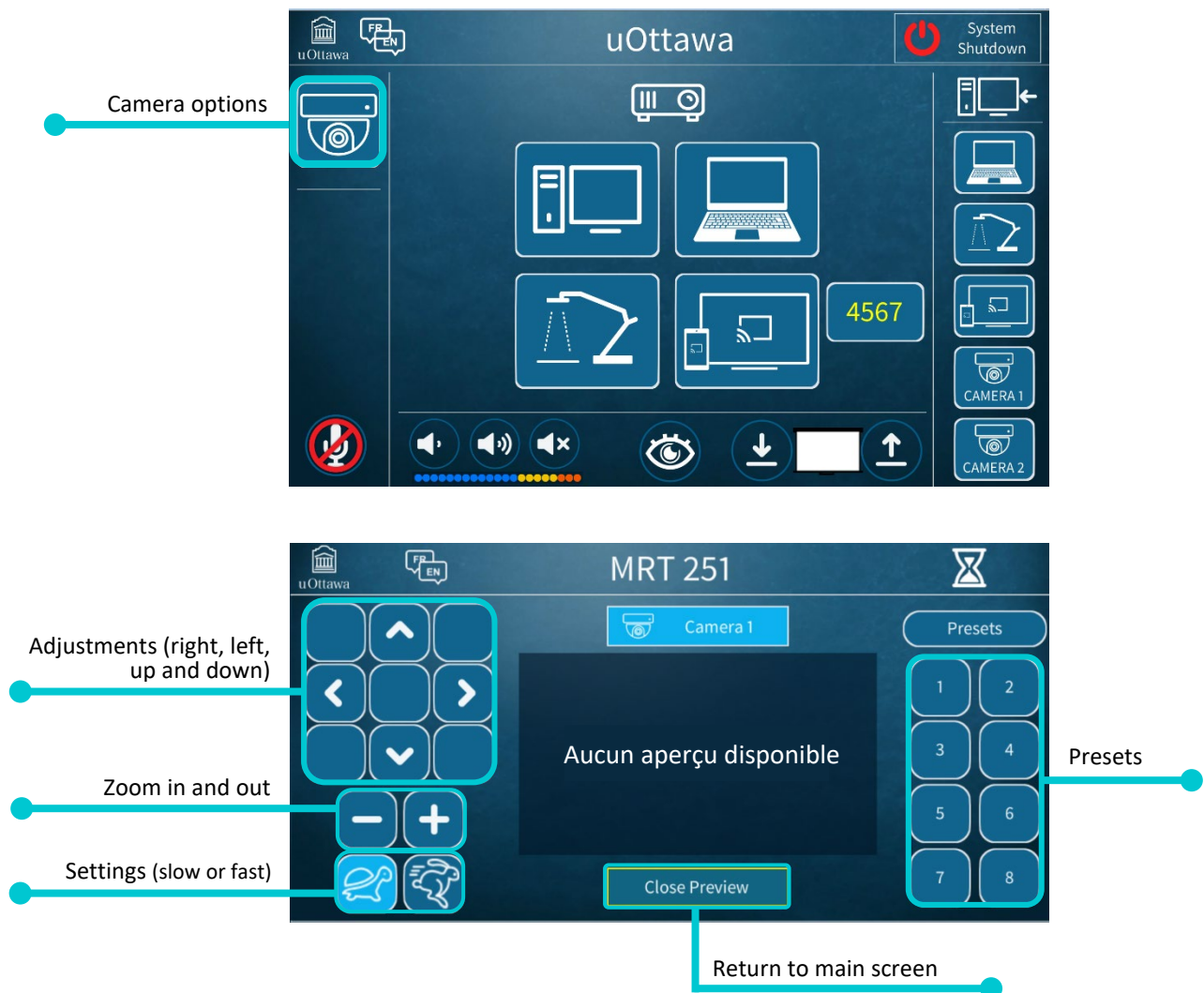Start the System?
Yes   No
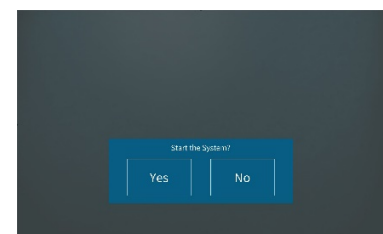
System warm-up

## 2. Selecting and setting the necessary basic components

The main screen provides access to the various features available in the classroom.

By touching the **camera function**, a control screen will appear that allows you to make changes to the default settings (e.g., adjustments, zooming in and out, camera speed or choice of a preset view). You can observe and review your selections by looking at the preview area. Note that there are also established presets available that facilitate the choice of camera settings. When selecting, simply ensure that their parameters satisfy your needs.

Camera options

Adjustments (right, left, up and down)

Zoom in and out

Settings (slow or fast)

Presets

Return to main screen

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Camera 1

Presets

Aucun aperçu disponible

Close Preview

Once the camera settings are confirmed, you need to **set up your microphone** (at breastbone height and well centered) and make sure it is activated on the touch screen (by toggling-on the appropriate button). Note that the microphone volume is calibrated and there are no adjustments is necessary. When setup properly, the microphone will adjust itself according to the situation (louder or softer voice).

Height of breastbone (centered)

Activating the microphone
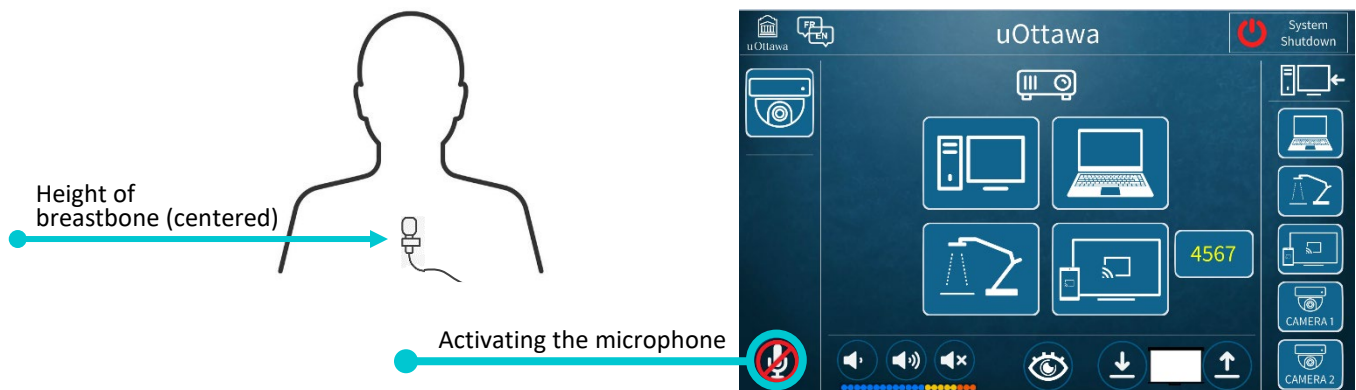
The next step is to choose **the source** that will share your visual content with all your students.
- On-campus students will be able to access it via the projection screen at the front of the classroom.
- Those following the class remotely will be able to access it via the web conferencing application you choose (Zoom, MS Teams or Adobe Connect).

In the context of a bimodal teaching approach, we recommend using the **podium computer as your primary source** as it has been configured to meet the requirements of bimodal instruction.

Primary source
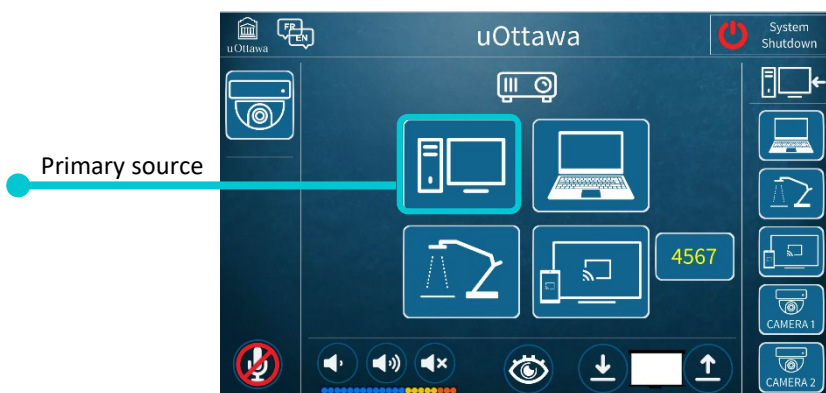
Other sources…

 Document camera

 Wired connection of a laptop computer

 Wireless connection of an additional device (laptop, tablet or phone)

If you would like to know more, please consult our documentation on these particular features.

3. **Sharing your visual content via a web conferencing application**
   Now that the classroom equipment is adjusted and functioning (camera, microphone and podium computer), you can connect with your remote students by launching the web conferencing application you have chosen for your course.

   Shortcuts to the most frequently used applications (Zoom, MS Teams and Adobe Connect) are available on the desktop of the podium computer.

By clicking on the shortcut, the application will open and you will be asked to authenticate yourself using your **uoAccess credentials** (it is essential to have this information with you in class in order to access the virtual meeting you have scheduled for your course). By launching your virtual meeting from the podium computer, you will establish a connectionswith your students taking the course at a distance

In the first few minutes of the session, you can confirm if remote students hear you and see the camera view you selected during the equipment setup phase.

The last remaining step is to share your slideshow (or any other document or resource) via the "sharing screen" option in your application. Again, you should confirm with remote students that they can view the content you are trying to share.

Sharing in MS Teams

Sharing in Zoom
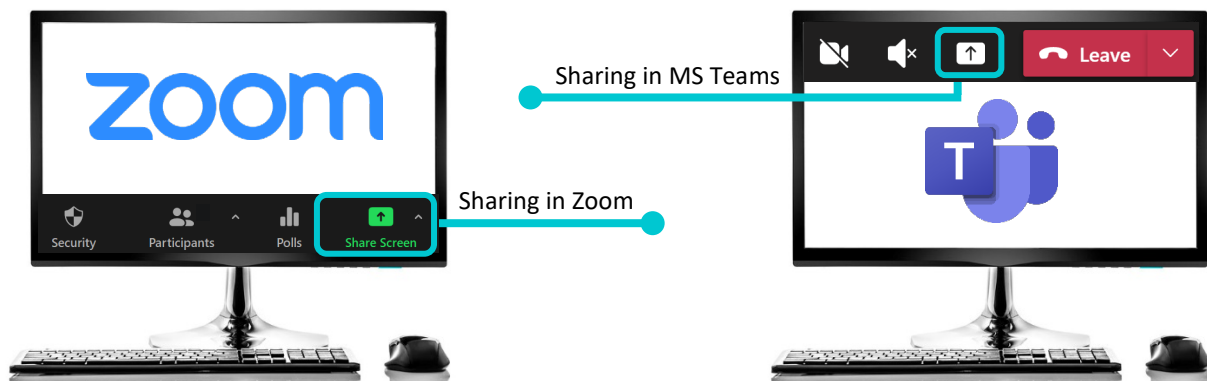
Congratulations, your basic technical set-up is now complete!
You can now start your class!

Checklist

1. Unlock the podium with an access card
2. Start the podium (choose language and confirm)
3. Adjust the camera settings
4. Position the microphone and activate the function on the touch screen
5. Select the source (podium computer)
6. Start the selected web conferencing application (Zoom, MS Teams or Adobe Connect)
7. Share content (slideshow or other) via the chosen application tool
8. Verify proper functioning with remote students