

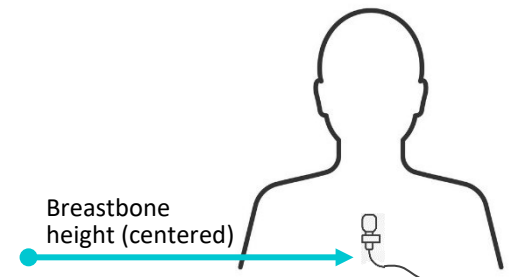
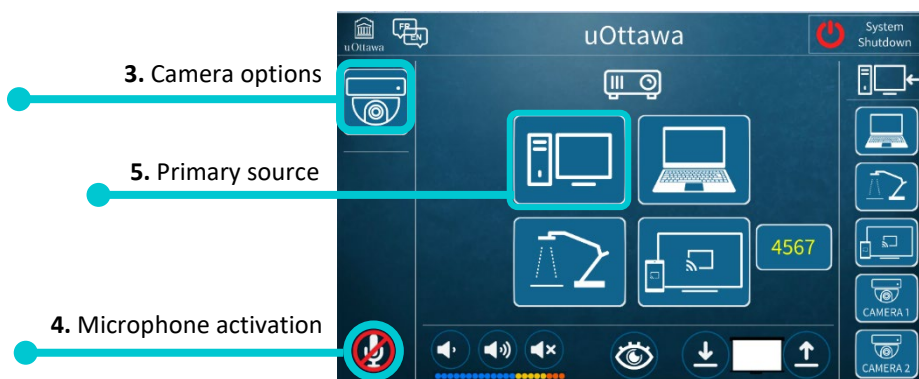
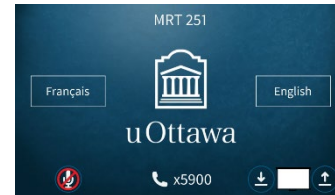
Bimodal Instruction

Checklist – In class



Important steps to follow for bimodal instruction.



1. Unlocking the podium with your access card¹.
 - Retrieving the microphone and the remote control.
2. Starting the classroom equipment using the touch screen.
3. Adjusting the camera via the preview screen (or later via your web conferencing application – Zoom, MS Teams or Adobe Connect).



4. Installing your microphone at breastbone height (make sure it is activated on the unit and on the podium – by touching the red symbol on the touch screen).
5. Selecting the primary source (the classroom computer).
6. Starting your web conferencing application - **Zoom**, **MS Teams**, or **Adobe Connect** (from the shortcuts on the computer desktop).
 - a. **Recommended option** – via Virtual Campus (*Brightspace*) by accessing your scheduled Zoom meetings.
 - b. **Important** – you will need to authenticate using your **uoAccess ID** (including your personal password) and confirm your authentication with your **mobile app** or **hardware token**.
 - c. If you are accessing directly through the Zoom application, the domain name is **uOttawa-ca**.
7. Sharing content (slideshow or other) via the **share option** of the chosen application.
8. Verifying proper functioning with distance students.



Before leaving...

1. End your web meeting
2. Close the web application you were using (do a full logout).
3. Disconnect all used applications.
4. Click the icon  (on the computer desktop) to logoff and re-initialize the workstation for added security or use the logout options under the  menu.
5. Turn off the classroom equipment by touching the **“System Shutdown”** button.
6. Return the equipment to the secure area (remote control and microphone).
7. Return the microphone to the change box (a green light will activate if the microphone is properly inserted in the change box).
8. Finally, clean the workstation according to the University of Ottawa's recommendations (<https://www.uottawa.ca/coronavirus/en>).



You have a technical problem...

Use the phone installed at the podium and dial extension **5900**.

ⁱ To get an access card...

Send an email to cite@uOttawa.ca or call **613-562-5800 extension 5900** to request one (you will need your employee number and information related to the course(s) you will be teaching (course code, course title, schedule and location)).