

Technology

Podium – Advanced Functionalities

Depending on the context of your course, you may need **more advanced features** of the classroom podium. This guide will discuss these features in detail. However, if your course needs go beyond the information provided here, please do not hesitate to contact the TLSS team for personalized assistance.

1. Selecting a source

The podium allows you to share information through a variety of sources. The most commonly used is the **podium computer**. This source allows you to easily share a PowerPoint slideshow (or any other form of document), a web page, a video that is available via the web, etc.

Depending on the context and requirements of your course, you may need to use an alternative source. For example, if you want to show a physical object (book, document, or artifact) to your students, the **document camera** might be your preferred source. To activate a new source, simply touch the relevant icon on the screen and, after a few seconds, the content will be displayed on the main classroom screen.

In addition, you may want to use your own computer (rather than the podium computer). For example, if you have software, applications or media files needed for your course that are not transferable or accessible via the podium computer. **Using an HDMI cable, you can connect your personal laptop** to the podium. Once connected, select the laptop icon on the screen to begin sharing your personal computer.

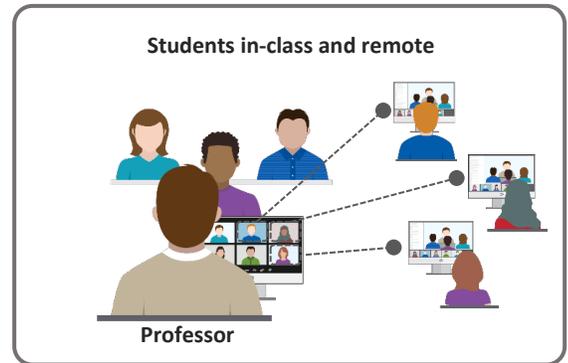
Finally, you can also use the **new wireless podium connection option**. To activate this source, you will first need to download the *Crestron*ⁱ application to your device. Once installed, you will need to connect your device by entering the **random code** generated on the podium screen. This option allows you to connect a laptop, tablet or smartphone to the podium.



2. Selecting a different source for bimodal instruction

If you are teaching a course using a bimodal approach (i.e., students in the classroom with you and students taking the same course remotely via a web conferencing application), you may also need to use some alternative sources. However, the selection of these alternative sources will be slightly different.

Remember that the bridge between your students in the classroom and those connected at a distance is achieved by sharing information through a web conferencing application (Zoom, MS Teams or Adobe Connect). It is therefore essential to keep your web conferencing application active, even if you need an alternative source.



The podiums have been configured with different touch buttons for this particular situation. The touch screen functions on the right-hand side will allow you to access an alternate source while keeping your sharing active in your web conferencing application on the podium computer.

When you select an alternative source from the right-hand side, remote students will see it broadcast in the space where the classroom camera appears. In other words, the new source will take over the camera view. The images below illustrate the change that will occur.



Alternative sources for bimodal instruction

Image A shows the sharing of a slideshow accompanied by the classroom camera view highlighted by the "Spotlight for everyone" feature in the Zoom application. **Image B** shows a change in source (in this case, the use of the document camera to show an object) that is broadcast via the source originally used by the classroom camera. Again, the "Spotlight for everyone" feature allows students to clearly see what is being shared. In this case, we recommend pausing the slideshow sharing to provide maximum space for the new source. Note that a similar highlighting feature is also available in the MS Teams application.

View of the classroom camera



Image A

Broadcasting an alternative source via the camera source in the classroom



Image B

The alternative sources in the right-hand section on the touch screen will always take over from the source originally used by the classroom camera. So whether it is the document camera, a personal computer or a device using a wireless connection, the process will always be the same. The remote students will lose the view of the classroom camera to the chosen alternative source. Returning to the original situation (i.e., the view of the camera in the classroom as in image A) is simply a matter of re-selecting the camera function in the right-hand area.

Note – Two settings must be changed for students at a distance and in the classroom to see a new source of information. To activate a source for students in-class, you will use the central functions of the touch screen (as described in “Step 1: Selecting a source”) and for students taking the course remotely you will use the right-hand area of the touch screen (as described in “Step 2: Selecting a different source for bimodal instruction”). However, unlike remote students, the in-class group will only have access to one source at a time.

In closing, we want to remind you that some classrooms may have slightly different configurations (for example, having an additional camera, additional screens, fewer alternative sources, etc.). Do not hesitate to contact the TLSS team for information on how your specific classroom equipment works and to receive personalized assistance.



Checklist for bimodal instruction

1. Use the right area on the touch screen to select an alternative source
2. Choose the alternative source (broadcast via the classroom camera source)
3. Use the spotlighting features (to provide adequate viewing space)
4. Select the appropriate alternative source for students in the classroom (central area)
5. Return to the original camera source (always selecting in the right area of the touch screen)

ⁱ In order to take advantage of the wireless podium connection option, you must download the app to your device (laptop, tablet or smartphone). Follow the directions provided on your classroom podium or visit the company's website (<https://www.crestron.com/Products/Control-Hardware-Software/Software/Apps>).