Fox School of Business

Bimodal Teaching Tips

Preparing to Teach from a Fox Classroom

- <u>Always</u> use the podium computer to have access to the room cameras which will follow the instructor as you walk around the room, and record the session.
  - o Preload all content needed for your class session to a flash drive and/or OwlBox to open on the podium computer
  - o Remind students to bring **headset and** a **charged computer** <u>*to every class*</u>
  - o Bring your personal laptop as a backup
- **Avoid using the whiteboard in the room** since it won't be viewable in the Zoom session.
  - o Instead, use the Wacom tablet at the podium to write any notes needed
- Use the podium **"Help"** button for any questions, concerns or issues while teaching

Zoom Setup Recommendations

- Select registration as "**Required"** to enable pre-assigned breakout groups
- Select to "Record the meeting automatically" in your general Zoom meeting settings (https://zoom.temple.edu)
  - o Always record via Zoom to the Cloud
  - o Recordings are automatically posted after processed and available to students when using the Canvas Zoom integration (see here)
- Select to capture Chat in your recording in your general Zoom meeting settings (https://zoom.temple.edu)
- While in your Zoom session, select the up arrow next to "Start Video" and choose "Video Settings":
  - o Choose to "Display up to 49 participants per screen in Gallery View"
  - o From the Settings menu select "Recording" and choose "Record video during screen sharing"

Camera and Recording Settings

- Mediasite recordings will not show everything clearly and Zoom recordings are preferred
  - By default, Mediasite recordings will still be available; the link will be sent to you by Fox AV
- The room camera (front and back of room) captures 8ft to the left and right of the podium as you move
  - Be careful of moving too much if you want to be seen on camera
  - Cameras are tied to MOTION **not sound**
  - Sensors in the ceiling detect where you are standing

Getting Started at the Podium:

- Select the **Control Panel** from the podium and use the default settings on **Easy Mode** to "**Show PC on Both Screens**"
  - **Note:** You can only share one monitor on Zoom and therefore must use **Show the PC on Both Screens** to ensure remote students can see all content shared
- From the podium computer (a Wacom tablet computer), launch a browser window (Google Chrome, Mozilla Firefox)
- Log in and access your Canvas course (https://canvas.temple.edu)
- Select the Zoom link from the Course Navigation menu within your Canvas course
- Log into your Zoom meeting
  - Select to "Record" the session
    - **Note:** Be sure to record the session to the cloud for students to easily access via your Canvas Zoom link
  - Turn on the webcam
    - **By default**, the Bridge camera at the back of the classroom will be selected to show the presenter and podium
  - Drag the video panel to the second monitor
    - Adjust the panel to your preference to see the *Gallery View of up to 49 participants*
  - Select **"Screen Share"** and choose to share the first tile to share the screen on the main computer
  - Open the Participants Panel from the floating navigation panel to view participants logged into the session.
    - Drag the Participants Panel to the second monitor
      - Keeping the Participants Panel open will allow you to quickly scan
        - How many students are logged on the session
        - Who needs to be "muted" if there is any feedback
        - Review participation in quick polls
  - Open the Chat Panel from the floating navigation panel

- Drag the Chat Panel to the second monitor so you can more easily see when new chats from students pop up

Attendance

- *<u>Always</u>* take attendance for the students live in the classroom
- Take attendance with Qwickly in Canvas
  - See "[Getting Started with Qwickly](#)" Guide
- **Note:** if you plan to use attendance for grading, please use an alternative tool to capture students who attend remotely

Groupwork/Breakout Sessions

- Preassign (we recommend creating groups after the Add / Drop period)
- Create mixed groups, placing those who are remote with those on-campus
  - This will eliminate extra feedback since students will be largely separated in the classroom
  - Do not group all on-campus students in a group together. They will not be able to effectively communicate across the room
- Require students to use headsets and bring their own computers to join the groups

Managing Classroom Activities

- Think carefully about the types of activities that you are planning to ensure that they are going to be effective in an online format as the students will be working with their remote peers and not face-to-face
  - Create organized agendas
  - Set time limits for activities
  - Prep all files / websites at the start of class
  - Check in with remote students regularly
  - Polls / Check / X

Annotation

- Use the Wacom tablet rather than the board for notes
- Microsoft applications (Word, OneNote, PowerPoint, Excel, Access)
- Use the tablet pen from the computer to write on the screen
  - If the Zoom screen share is selected on the Wacom tablet, any annotations made will be shared with the students in Zoom
  - OneNote is recommended for note-taking, but any Microsoft tool can be used
    - LinkedIn Learning (Lynda) Course on [OneNote](#)

Logistics:

- Seating locations identified by University
- Required masks for <u>all</u>
- Face shields available for faculty, and / or consider a clear face mask
    - Beneficial for those with hearing impairments to read lips
    - Keep extra distance when wearing face shields, as masks are preferred
- Wipe down pen / computer or wear gloves
- Lavalier mics available in classroom if needed to enhance audio, contact Fox AV for info

Support:

Faculty will receive hands on training before the start of the semester with the technical support team

- **Room Support**
    - **"Help" button** on the podium
    - Call: 215-204-4177 | Email: foxav@temple.edu
- **Pedagogical Teaching Support**
    - Call: 215-204-3671 | Email: Foxonline@temple.edu