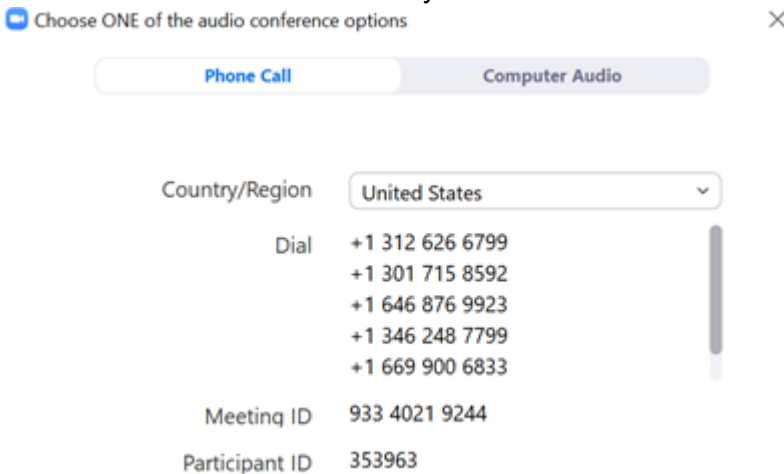


Bimodal Classroom Set-up Checklist

Item	Completed
1. [If using DTEN in your Bimodal Class] Turn on the classroom computer and DTEN system (DTENs may just need to be tapped to come out of sleep mode).	
2. Login to Zoom on your computer or the classroom computer using your single sign-on Zoom credentials. The meeting ID or Zoom link should be created and shared prior to the classroom meeting.	
3. Be sure to mute your computer and mlc when using DTEN or teleconferencing audio unit.	
4. Bringing your virtual students into the physical classroom: a. [DTEN] Use the Meeting ID to log the DTEN into the zoom room. b. [Teleconference Mic]: In the Zoom “Join Audio” screen, select the tab for “Phone Call” (See image below) i. This will be the number you dial on the teleconferencing unit. ii. Click the button with the telephone icon on it to initiate a dial tone. iii. Dial “81” followed by the Zoom number you are calling. So, for example 81-312-261-3242. iv. Then you will be given verbal instructions to enter the Meeting ID followed by #. If entered correctly, you will then be instructed to enter the participant ID number followed by #. 	
5. Ensure the Zoom screen is shared to classroom TVs and mute all other TVs	
6. Locate your slides or other materials that will be shared via Zoom	

(screen share will be shared at home and in the classroom).	
7. Share your screen (be sure to click share computer sound in the bottom left corner).	
8. Ensure the DTEN is positioned facing you for maximum camera and microphone capture.	
9. Once class begins, be sure to greet students in-person and those on Zoom, specifically.	
10. It is recommended to ask Face to Face (F2F) students to log-in to Zoom as well. a. They will need to mute their audio and mic when they join Zoom. b. They will need headphones to engage in group work with their virtual peers (to prevent feedback).	
11. If attendance is important or required in the course, consider creative ways to collect this information over “taking roll”: a. You can access meeting history in your personal Zoom account to determine who attended. b. An online Slido poll or Google form c. Post to the chat that can be saved while physical attendance is taken in its usual way d. An entry ticket that is submitted in D2L or a socrative question answering with their name, and a casual prompt: i. How are you feeling today? ii. What are you excited to learn today? iii. What’s the best thing you have heard all week?	
12. Inform the class that in order to create an environment where all students feel they are part of the conversation that you will leave the Zoom unmuted, but if there is background noise, a student can put themselves on mute (and take themselves off, as needed).	
13. Consider asking a volunteer from the classroom to monitor the chat and/or to make sure you know when a student on Zoom needs assistance. This person could rotate each class and be framed as building leadership skills (facilitation).	
14. See our Bimodal Lesson Plan Template for guidance on structuring activities.	