

Teaching in a "lecturing" mode (talking and writing on the board without PP presentation)

1. Touch the control panel screen to activate it, after pressing the "Home" button (on the right side of the control panel), select the lecture mode.



2. A new screen will appear, allowing you to turn the microphone off/on and adjust its volume.



- Left column controls the Madonna.
 - Middle column, controls additional wireless microphone (if available).
 - Right column, controls the microphone attached to the podium.
- In all cases: lowest button mutes the microphone, upper button turns the volume up, middle button turns the volume down.

3. Turn on the small power button of the Madonna (a green light will illuminate), install the transmitter on the garment (preferably on a belt) and place the Madonna on the back so that the microphone is close to the mouth.



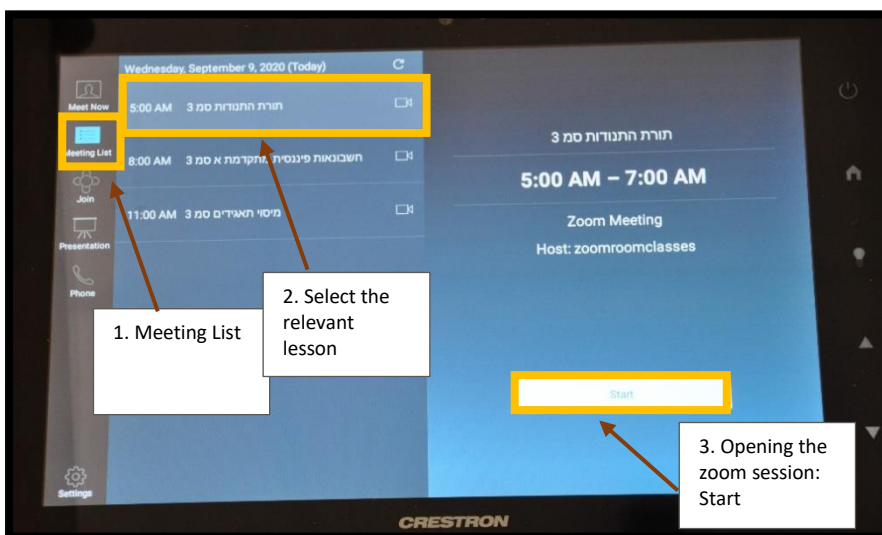
4. Check that the microphones are working and adjust their volume.

5. Click the "Back" button (top right corner) to return to home mode, then click "ZOOM Call".

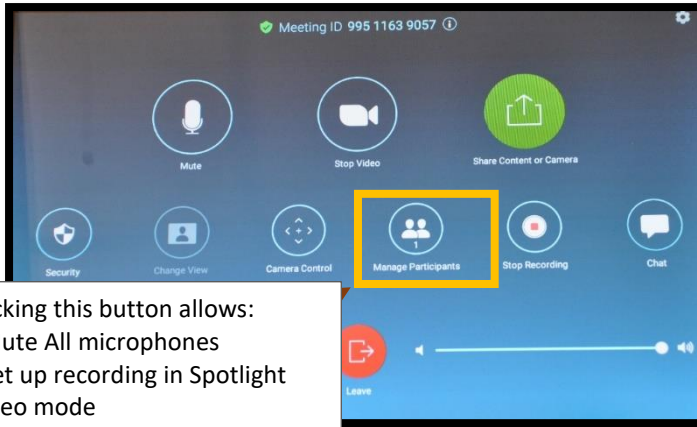


6. Click on the MEETING LIST button on the screen in the left column (see picture below), the list of lessons scheduled in this class will be presented.

7. Click on the appropriate link for your lesson and then on Start. Now, a zoom session for out-of-class participants will be opened. If you do not find your lesson on the list, go to section 15.



8. A screen with the familiar options of a zoom system will be obtained.



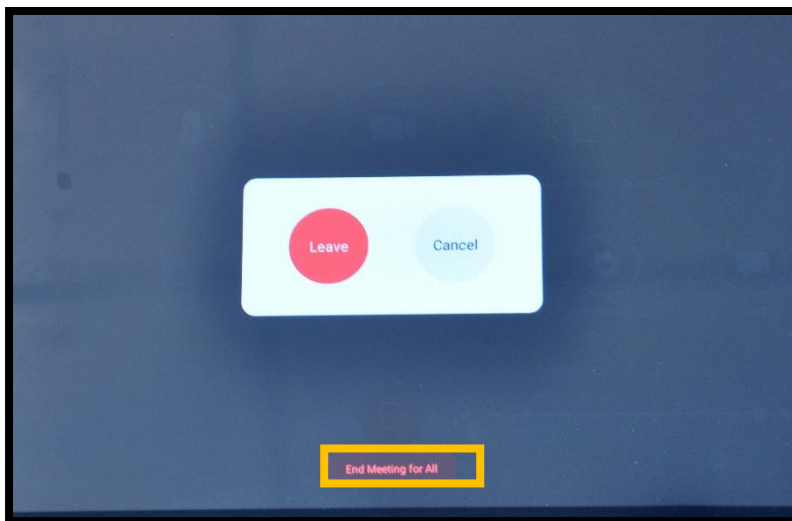
9. The students can join the session via a link that appears on the Moodle website.

10. It is recommended to press the Manage Participants button and mute the microphones of the students (Mute All) and also set the recording in Spotlight Video mode so that the recording focuses only on the lecturer and not on students when they talk or ask questions.

11. We recommend to stand for a few seconds in the podium area at the beginning of the lecture so that the camera will lock on you and track you when you move (in the zone close to the board). The camera will then follow you so that you are approximately in the center of the image. The camera tracks movement and in case you "lost", it is recommended to move to the podium area. Remember that there is no point in pointing to an area on the board that is not in the frame of the image.

12. Pay attention to questions from students participating remotely, their questions will be heard via the classroom's speakers, however questions asked in the classroom will not be heard at home. Hence it must be reiterated by the lecturer.

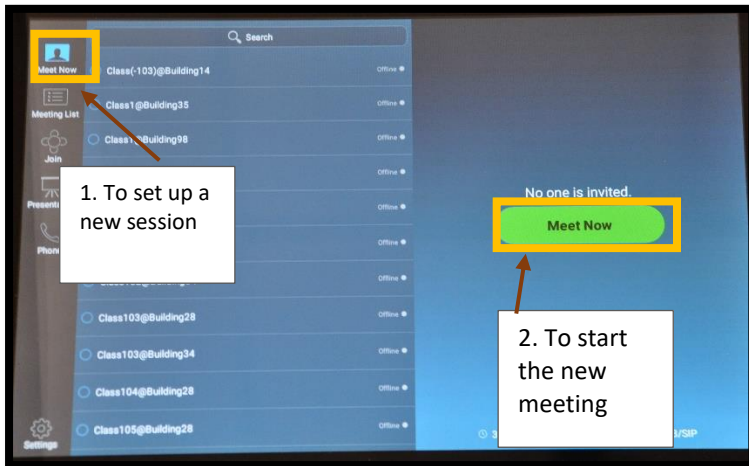
13. At the end of the lecture, click on the Zoom screen and then End Meeting for All.



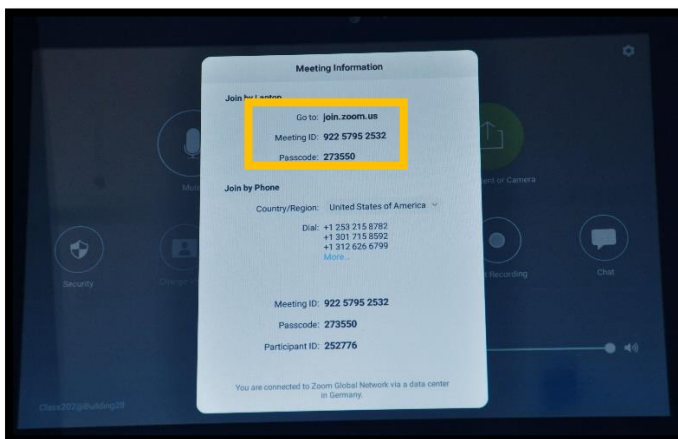
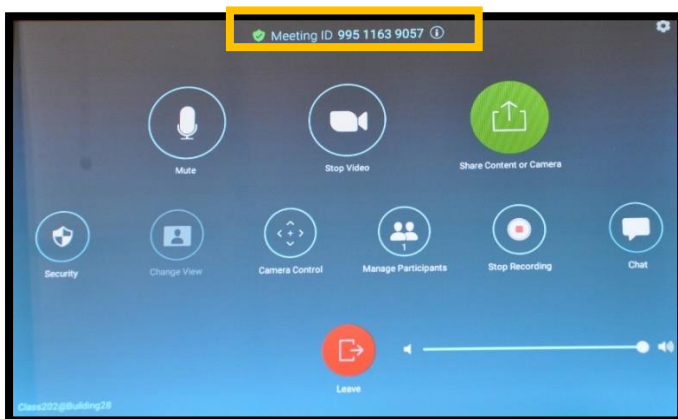
14. Important: Do not forget to turn off the Madonna microphone and to put it back on the podium. Each class has a specific Madonna that the system can absorb.

Troubleshooting:

15. If your lesson does not appear in the list of scheduled lessons for the current classroom (as described in bullet no. 8), please click on 'Meet Now' at the top left column and then press the green button 'Meet Now'.



16. The zoom panel will open. Click on the information button (on the "i" at the right end of the caption above) and send the meeting id to the students (via the Moodle site or through one of the students WhatsApp groups).



17. Continue from section 10 above.