Want to take the stress out of the first day of teaching and feel confident using your electronic classroom? We can help!

* **Fall readiness checklist:**Check for your assigned classroom in Aurora or with your department contact to confirm your class location
* Visit your assigned classroom(s) to confirm the configuration
* Attend a demonstration of the installed classroom and portable audiovisual equipment
	+ Group demonstrations (see schedule below).
	+ Schedule a One-on-One demonstration for unique teaching spaces
		- Reserve the space through [AdAstra](https://umanitoba.ca/registrar/request-book-room-campus) then book a demo through the IST Service Desk.
* Check your tech:
	+ Make sure you are connected to the UM Wi-Fi network (uofm secure [instructions](https://umanitoba.ca/computing/ist/service_catalogue/communications/wireless/2837.html))
	+ Ensure you are set up for [Multifactor Authentication](https://umanitoba.ca/multi-factor-authentication)
	+ Buy your lapel microphone – contact your business manager to order through EPIC
	+ Get the right video adaptor for your laptop – rooms have VGA or HDMI connections

**Demonstrations of classroom and portable AV equipment**

IST Audio-Visual is hosting drop-in demonstrations of the university’s installed classroom and portable audiovisual equipment on the following days:

|  |  |  |
| --- | --- | --- |
| **Date** | **10:00am to 12:00pm** | **1:00pm to 3:00pm** |
| Tues, Aug 27 | Tier 301 – Digital Control Style | Tier 301 – Digital Control Style |
| Wed, Aug 28 | Tier 306 – Analog Control Style | Tier 306 – Analog Control Style |
| Thurs, Aug 29 | Tier 302 – Bring Your Own Device | Tier 302 – Bring Your Own Device |

Our sessions will demonstrate:

* The features of the room that are available to instructors
* Basic troubleshooting procedures
* How the following room configurations and technologies work:
1. **Digital Control Style –** Examples: Tier 301, Armes 205
2. **Analog Control Style –** Examples: Tier 206, University College 237
3. **Bring Your Own Device -** Focused connecting laptops, MacBook’s, iPad to the control panel and display and demonstrations of the portable projector and document camera.

**Special notes:**

* + 1. We encourage you to attend a demonstration of the equipment you will use to be fully prepared as we are not resourced to start every class (confidence start).
		2. Blended / hybrid teaching where there is a combination of students both in class and remote is currently not supported at the University of Manitoba. Should you wish to discuss this topic further please contact Mark Torchia, Vice Provost (Teaching and Learning).
		3. Audio Visual Classroom support will respond to any urgent in-class issues that you may encounter. Contact the IST Service Desk at 204-474-8600 and we will strive to respond in person within 10 minutes.

If you have any questions or need assistance being prepared for Fall classes, please contact the IST Service Desk at: 2040-474-8600 or check online at <https://umanitoba.ca/computing/ist/help/index.html>.