



Technology Guidance for Instructors – F2F and Blended Instruction

Q: If I am using a general assignment classroom and using the resident technology, what do I need to take with me?

We recommend that you request a lapel microphone from campus IT at go.illinois.edu/campus_share and take that with you to each class.

Also make sure to have your class content available online (e.g. Box) or on a USB drive.

Q: If I get a microphone from the technology loaner program, how do I use it in the classroom?

Microphones from the technology loaner program are designed to work with the Shure bodypacks available in the general assignment classrooms. They will also work in a few of the college/departmental spaces; please only rely on that option if you have tested it before class.

In order to plug in the microphone, clip the microphone near your face, then depress the little black button the mini-XLR plug end of the microphone and insert it into the Shure bodypack, then turn on the bodypack to confirm it is picking up your voice. Adjust the placement of the microphone on your clothing where it picks up your voice best.

After class, turn off the bodypack, depress the little black button the mini-XLR plug end of the microphone and firmly pull it out of the bodypack, and return the bodypack to the appropriate location in the room.

Q: If I have my own microphone, how do I use it in the classroom?

Because of the variations in different microphones and the systems they are designed to work with, there are too many possible ways to answer this. Generally, a USB microphone might work once it is plugged into the resident computer. Use of your own microphone will require prior testing in the classroom to make sure it works.

If you want to buy your own microphone that works with the general assignment classrooms, choose one that has a 4-pin mini-XLR female output. Shure microphones will guarantee the best compatibility.

Q: What kind of microphone do you suggest for teaching laboratories and various spaces without resident systems for voice amplification?

We are learning as we are going on this one. Here are some scenarios and possible solutions. Decide which will work best based on the learning space and your teaching style for the course.

Deciding the appropriate speaker output is a good place to start.

- 1. Will a speaker output next to you, the instructor, work well for students hearing you?**
 - a. A wired microphone is recommended, such as a headset or lapel mic connected via USB or 1/8" plug; this should be paired with a wired speaker, both connected to a computer
 - b. Some teaching labs might benefit most from a karaoke style speaker and microphone set up in the room for shared use.
 - c. Bluetooth microphones and speakers will work, though there will be a delay that can be unsettling for the instructor (hearing their voice a second after speaking)
- 2. Will the students need the speaker output in the middle of their learning space?**
 - a. A wired USB microphone is recommended, such as a headset or USB lapel microphone; this should be paired with a Bluetooth wireless speaker, both connected to a computer.
- 3. Can the students all listen with their own earbuds/earphones?**
 - a. Deliver the class using whatever microphone you want into a Zoom session and have each student connect to the Zoom session with earbuds/earphones from their smartphones or laptops.

Possible purchase options:

- Wired lapel microphone: Sony ECMCS3 Omnidirectional Stereo Microphone (www.amazon.com/dp/B0058MJX4O/)
- Wired Lapel microphone: AmazonBasics Lapel Microphone Omnidirectional Mic - Black, 2-Pack (www.amazon.com/dp/B07V36W17M)
- Wired speaker: Jabra Speak 410 (www.amazon.com/dp/B007SHJIO2)
- Wired and Bluetooth speaker: Jabra Speak 510 (www.amazon.com/dp/B00AQUO5RI)
- Wired and Bluetooth speakers (for spaces requiring more volume): Creative T15 speakers (www.cdw.com/product/creative-t15-wireless-speakers-wireless/4265820)

Q: If I cannot get my microphone to work, whom do I contact?

Most rooms have a contact card located near the computer with the appropriate phone number or email address listed on the card.

If you are in a general assignment classroom, this answer helps address common issues: answers.uillinois.edu/48851, and as noted, 244-7000 can be called for help.

If you are in a college or departmental classroom and the card is missing or you are unsure, you can email techsupport@aces.illinois.edu.

Q: What are the step-by-step instructions for how I should setup my Zoom session to automatically drop into Illinois Media Space and Compass?

The main thing to know is that you should choose “record to the cloud” in your Zoom meetings. This is a change from the recommendation in the spring. By choosing “record to the cloud” in Zoom, the recordings will automatically be copied to Illinois MediaSpace. You will need to share the recording from within Compass or within MediaSpace. Step-by-step instructions are being created. A video demonstrating this feature and how to use it is available on the “[ACES Keep Teaching: Quick Takes](#)” MediaSpace channel.

Q: If I am going to bring my own technology (for hyflex et al. instruction), what do you recommend in my “technology backpack of supplies”?

1. Laptop with class content
2. Microphone
 - a. If you will be using the microphone for voice amplification, make sure it is a headset/boom or lapel style microphone. That will reduce the chance of feedback occurring.
 - Your current headset could likely work well.
 - Wired lapel microphone: Sony ECMCS3 Omnidirectional Stereo Microphone (www.amazon.com/dp/B0058MJX4O/)
 - Wired Lapel microphone: AmazonBasics Lapel Microphone Omnidirectional Mic - Black, 2-Pack (www.amazon.com/dp/B07V36W17M)
 - b. If you are not using the microphone for voice amplification, any of the options above will work as well as the “hockey puck” style of speakerphones. These will also pick up student voices and other sounds from the room near the speakerphone.
 - Wired microphone (and speaker): Jabra Speak 410 (www.amazon.com/dp/B007SHJIO2)
 - Wired and Bluetooth microphone (and speaker): Jabra Speak 510 (www.amazon.com/dp/B00AQUO5RI)
3. Speaker
 - a. If you only want to hear your online students and play other sound from your computer, any wired or bluetooth speaker should work. This includes the Jabra 410, Jabra 510, and Creative T15 speakers listed elsewhere on this Q&A.
 - b. If you want a speaker for voice amplification, please refer to the question about that on this Q&A.
4. Presentation Clicker (bonus item)
 - a. Logitech Spotlight (www.logitech.com/en-us/product/spotlight-presentation-remote); this is great for HyFlex instruction style because the “laser pointer” is software based allowing remote participants to see where you are pointing.
5. Cords
 - a. Laptop power cord
 - b. Speaker power cord
 - c. HDMI cable (bonus item)
 - d. USB extension cable (bonus item)
 - e. Mac / video adapters (bonus item)

Q: If I have problems with technology, what do I do?

Most rooms have a contact card located near the computer with the appropriate phone number or email address listed on the card.

If you are having issues with your own equipment, follow the process as you normally would to request help from your departmental IT support.

If you are in a general assignment classroom, you can call 244-7000 or write consult@illinois.edu.

If you are in a college or departmental classroom and the card is missing or you are unsure, you can email techsupport@aces.illinois.edu.

Q: Where do I find the latest information?

The ACES Keep Teaching web site is continually updated with the most up-to-date information we have regarding suggestions, technology, and other helpful ideas during this time: techsupport.aces.illinois.edu/keep-teaching/