Before Class

• Treat the experience as if you were attending class in person and dress appropriately.
• Sit in a quiet, private environment without distractions.
• Make sure you have proper lighting so your classmates can see you.
• Check that you have a strong wireless connection.
• Plug in your computer since the video app will use a lot of battery power.
• Connect your ear buds and test your audio.
• Mute your phone and keep distractions to a minimum (e.g., close the door, be sure pets are quiet).
• Connect to the Kubi a few minutes before class to make sure everything is working.

During Class

• Mute your microphone as needed since any noise will be amplified in class (e.g., background noise, paper shuffling, typing, sneezing).
• Based on how loud the classroom is, speak at an appropriate volume so you can be heard. Check in to see if your volume is appropriate.
• Be active and engage in class! Move the Kubi to see and interact with your classmates.
• Pay attention and be prepared to participate at all times.

Communicate regularly with your instructor if you have ideas for improvement.

For more information, visit oit.colorado.edu/atdt/kubi-innovation
Before Class

- Fully charge the iPad and Kubi between classes.
- Determine the best location for the Kubi and try to place the Kubi there each day.
- Set up the Kubi a few minutes before class to troubleshoot if needed.
- Position the iPad so the volume buttons are on top and the red “Kubi” logo is facing forward.
- Plan how you will share and show content with the Kubi student (e.g., email handouts, write larger on the chalkboard).

During Class

- Check in regularly to make sure the Kubi student can see, hear, and be heard.
- The instructor and in-class students should actively engage with the Kubi student as with any other student.
- Use students’ names, including the Kubi student’s, when asking targeted questions so it’s clear who is expected to respond.
- As the instructor scans the classroom, be sure to also look at the Kubi student.
- Inform the Kubi student before moving them.
- For group work, place the Kubi so the student can see the entire group together.
- Ask the Kubi student to mute if there is distracting background noise coming from their side.

Occasionally ask the Kubi student and in-class students if they have ideas for improvements.