

Assistive Listening Systems 101: Tips for Faculty

- Check the transmitter before beginning the lecture and **perform a quick sound check** with the student to ensure the transmitter and receiver are working properly.
- **Turn off or mute the unit** when not in use, such as when having a private conversation, before clipping or removing the unit from clothing, or when using the restroom.
- **Repeat brief comments or questions** from other students or pass the microphone to students who are making longer comments. Students using the assistive listening system will not be able to hear comments from classmates unless their classmates are speaking into the microphone.
- For group discussions, **establish group turn-taking** so that one person speaks at a time. If small groups will be talking simultaneously, try to limit background noise and have students pass the microphone in the small group.
- If the student is using an **infrared system**, work with the student to reserve seating that is ideal to receive the signal. Be mindful that infrared signals can be blocked by objects (e.g., podium, AV equipment).
- When planning to **show videos during class**, discuss with the student beforehand how the student would prefer to access the audio content (e.g., the student may want to place the receiver near the audio speaker).