Mechanical Engineering Lecture Theatre B – Multi-mode Teaching Guidance (MS Teams only)

The following guidance will talk you through enabling **Multi-mode teaching** on the lectern, managing the projection, setting up your meeting and using the Teams device, managing your class (audio, mics, cameras and screen sharing), and other hardware in the room.

- Last updated February 2025

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What is Multi-mode?

- Multi-mode allows teaching delivery to both in-room and remote online students synchronously.
- It supports audio and video interaction between remote and in-room students.
- It allows teaching content to be delivered by lecturer within the room or remotely to students in-room.
- Follow the link for Rationale and further guidance on Multi-mode Teaching.

Mech Eng LTB Room Overview

About this space

- Capacity: 128
- Facilities: Microphone - Lapel, Multi region DVD player, Simultaneous writing/projection provision, Interactive Monitor, Visualiser, Electronic Whiteboard, Microphone - Lectern (Fixed), Laptop connection, Data Projectors (x2), Blu-ray Player, Multi-mode
- Type of room: Lecture theatre, Collaborative Teaching Room
- Seating layout: Lecture Theatre
- Lecture Capture grade: Platinum
- Further info on the location and accessibility can be found here

Multi-mode environment

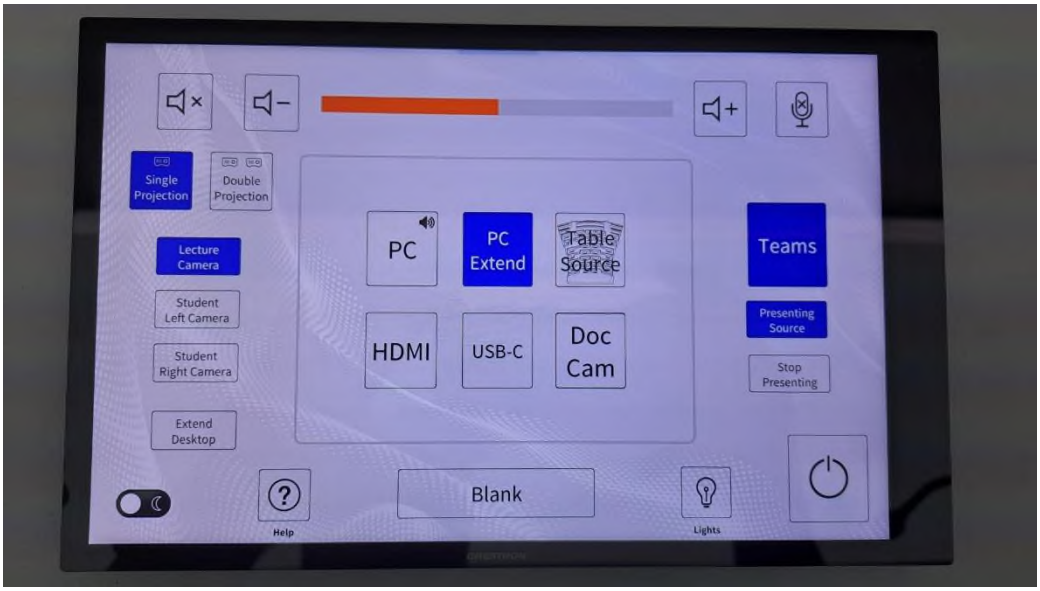
- This room is set up for virtual teaching via **Teams**, with a dedicated **Teams device**. (Zoom and Collaborate are not enabled in this room).
- Further guidance from the Blended Learning Organization on teaching in Teams, including how to set up your class team, schedule a meeting, manage controls, monitoring attendance can be found here. Alternatively, use this quick start guide or watch Microsoft's official guidance videos.

Logging in

1. Log-in to the PC using your Leeds credentials.
2. Download and open any slides you wish to show.
3. If you would like to use the Digital Whiteboard, log in on the Whiteboard itself using your Leeds credentials.

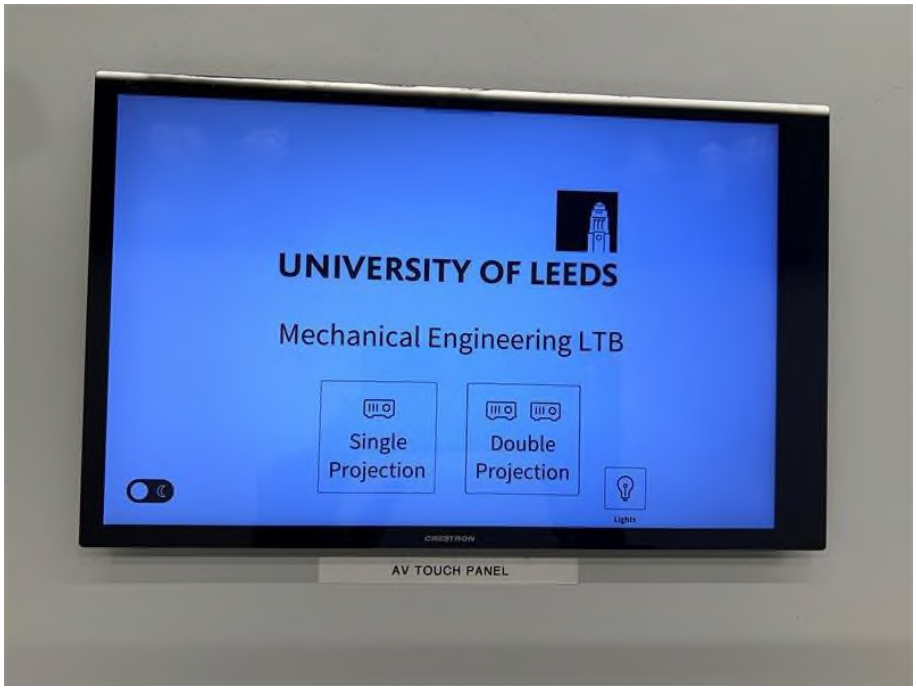
Keyboard and Mouse

- The keyboard and mouse can be used for both PC Screens and the Digital Whiteboard (PC Extend).
- They will work for the last selected source on the lectern control panel. You can switch between controlling these screens by selecting a different device from the menu on the lectern control panel.



Setting up Lectern and Projection

Enabling Multi-mode



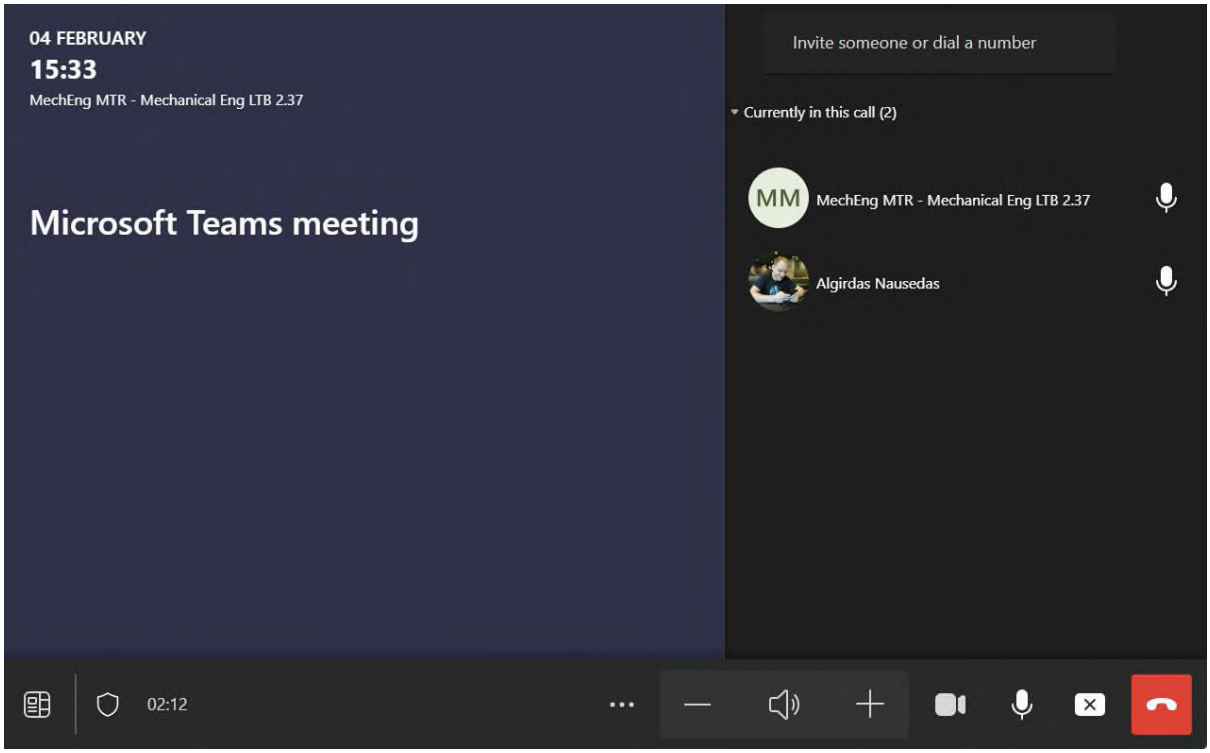
When you first turn on the lectern control panel it will ask: 'Single Projection' or 'Double-Projection'

1. Touch '**Single-Projection'.**

- To share one device only e.g. Left PC Screen
- You can change this by tapping the 'Single Projection'/'Double Projection' button in the top left corner of the lectern control panel. (see image right)

2. Using the lectern control panel, select your input source for each PC screen.

- The projectors will reflect what is on the PC screens.



Setting up the Teams device and Starting your Meeting

- Only Mech Eng LTB has this device. Its only function is to run Teams.

Important: Follow either of the scenarios below carefully, as joining this way will ensure that your audio and camera settings are correct.

- You can add the room (mtr-mecheng-ltb@leeds365.onmicrosoft.com) to your Teams meeting attendee list in advance and it will accept if it is free OR you can add the device to your Teams meeting when you are in the room.

Important: Don't invite into a recurring meeting in case you change rooms one week (this causes havoc!)

Scenario 1: “I have invited the Teams Room device before the meeting.”

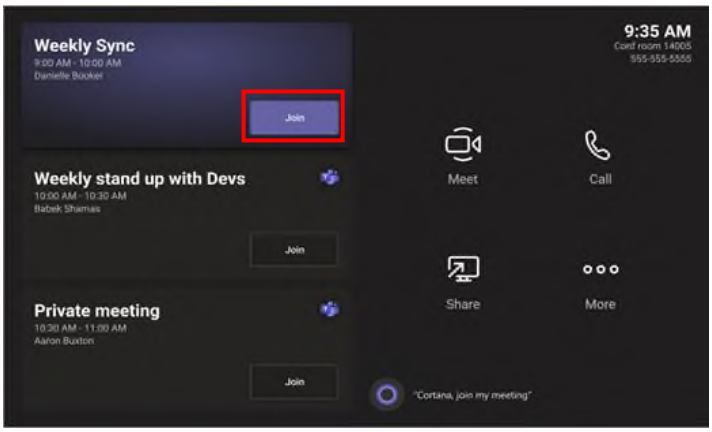


Figure 1 - Joining a call when the Teams device is already invited.

1. Click **Join** on the **MTR** panel for the meeting you want to join (*Figure 1)*.
2. The call will start. Log into the PC in the lectern as normal.
3. Open up the Teams software. Locate your meeting in the calendar and press **Join**.
4. When selecting your audio/video options, select **Room Audio** from the list. Turn the **camera off** (*Figure 2*).
5. Search for “**Mechanical Eng LTB**” and select “**MechEng MTR - Mechanical Eng LTB 2.37**” from the list. Press **Join Now**.
6. Both the PC and the Teams Room should have joined the call now.
7. On the MTR panel, press the Share Content button (see next page). It will share whatever is on the right hand monitor.

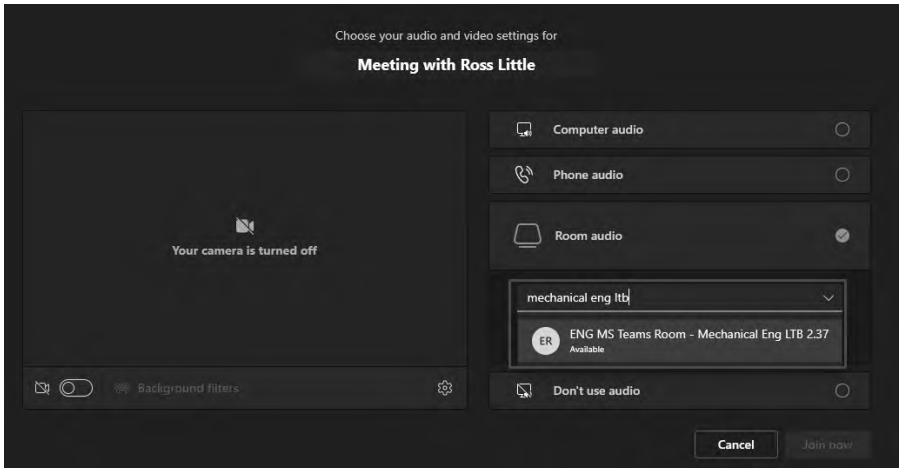
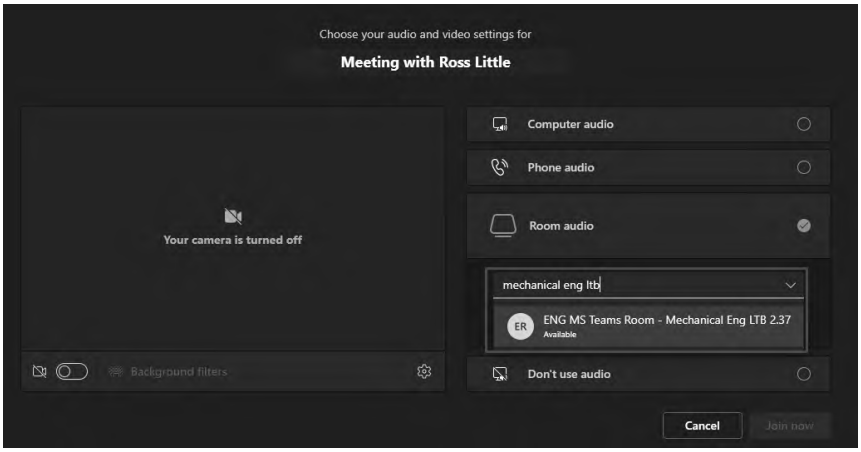


Figure 2 - Selecting the correct audio settings on the PC.

Scenario 2: "I have not invited the Teams Room device before the meeting."

PC

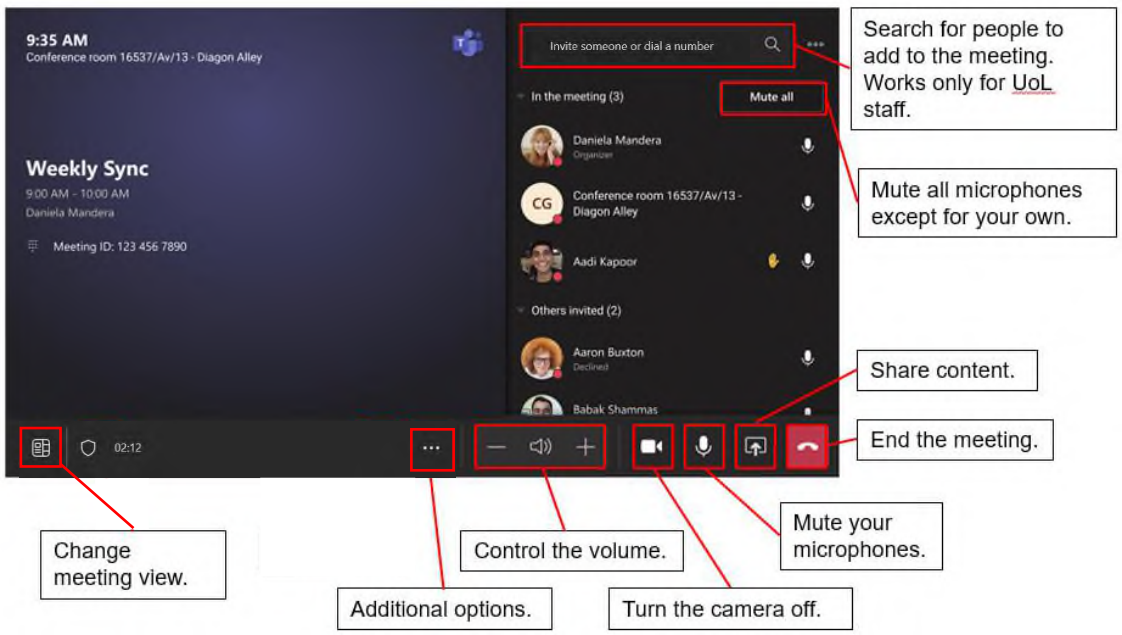


1. Log into the in the lectern as normal.

Figure 3 - Selecting the correct audio settings on the PC.

2. Open up the Teams software. Locate your meeting in the calendar and press **Join**.
3. When selecting your audio/video options, select **Room Audio** from the list. Turn the **camera off** *(Figure 3)*.
4. Go to 'invite someone or dial a number' on the top right, search for "**Mechanical Eng LTB**" and select "**MechEng MTR - Mechanical Eng LTB 2.37**" from the list.
5. Press **Invite**. The MTR device should ring (the standalone touchpanel). Select **Accept** to join the device to the call.
6. Both the PC and the Teams Room should have joined the call now.
7. On the MTR panel, press the Share Content button (see below). It will share whatever is on the right hand monitor.

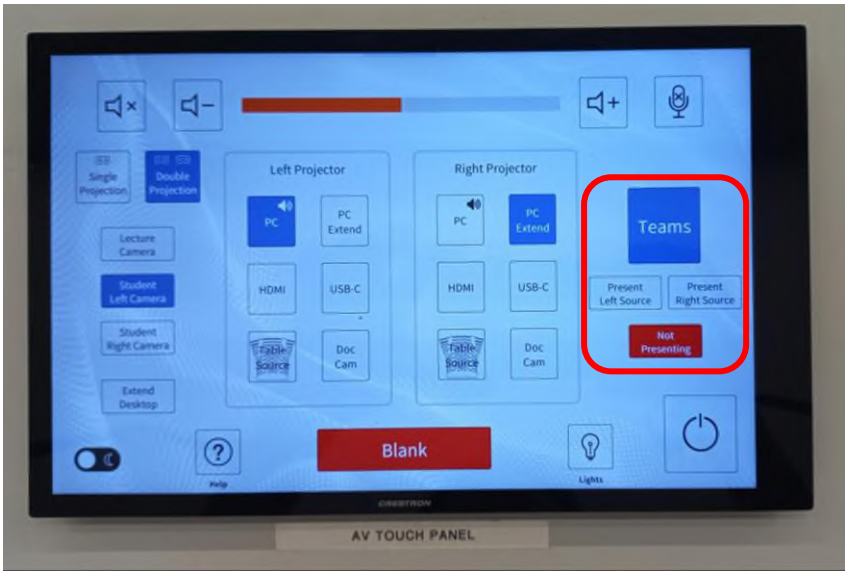
Sharing Content + Changing Meeting View



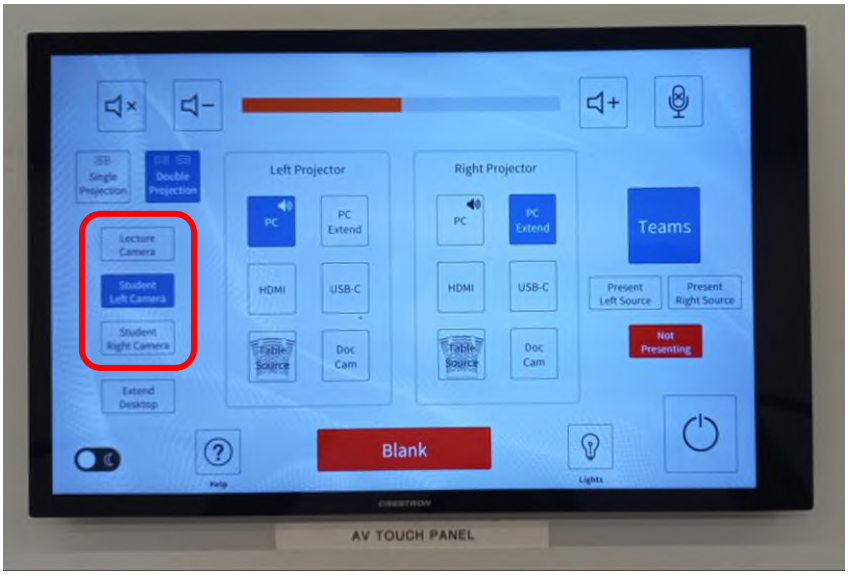
- Go to the Managing your Class section of this document for further information on using this device, including settings, screen sharing and breakout rooms. Alternatively, the official Microsoft guidance on Teams Room devices can be found here.

Cameras and Room Screens

- Screens around the lecture theatre show your team call/remote students. There is no way to show different faces on different screens around the room.
- There is no video on the lectern or PC. You should only use the Teams device.
- Camera at back of room goes to Teams call and lecture capture.

1. 

Choose one of your projections to be shown on Teams using the options shown on the right side of the image above.

2. 

Select Student right/left 'camera' at the left side of the lectern panel to show audience to remote students and to change camera angle. (see image above)

Managing your Class

Remote Students

- Ensure remote students know how to interact and engage with the teaching:
  - They should join with their microphones muted.

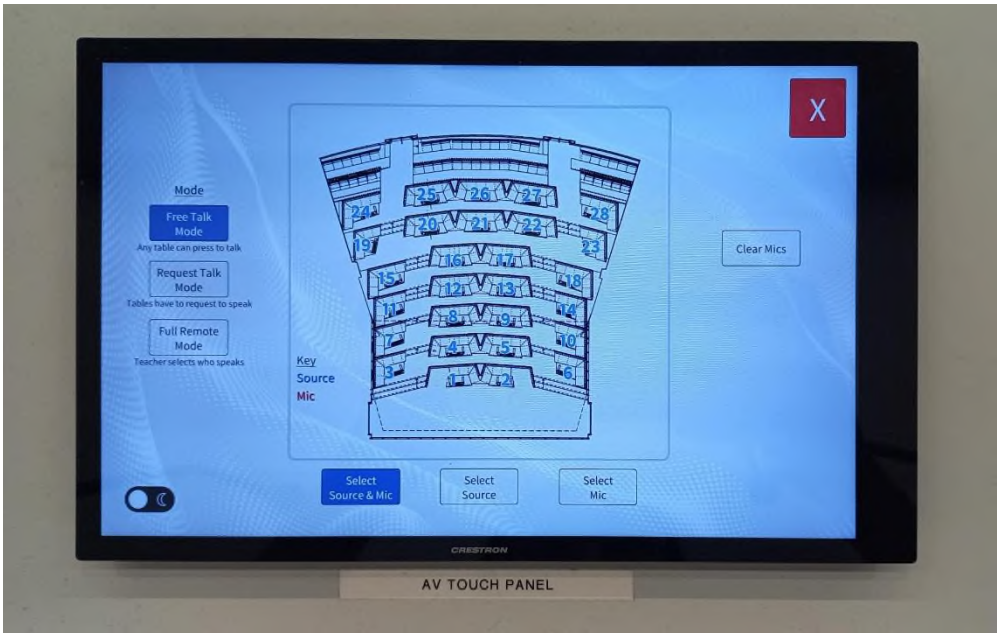
- They can raise their hand to ask a question.
- They should turn camera on when speaking.
- They can also ask questions in the Teams chat.

In-room Students

Student Pods

- LTB has 'pods', where students can sit in groups, share content, use microphones to contribute, and interact online with remote students.
- Each pod has a ThinkPad laptop which students can log in to using their own username and password.

- Students can also project work from their own devices by connecting the HDMI cable.
- To select student work from these ThinkPad devices on the pods, select the student option from the lectern control panel and then the relevant pod number. (see image below)



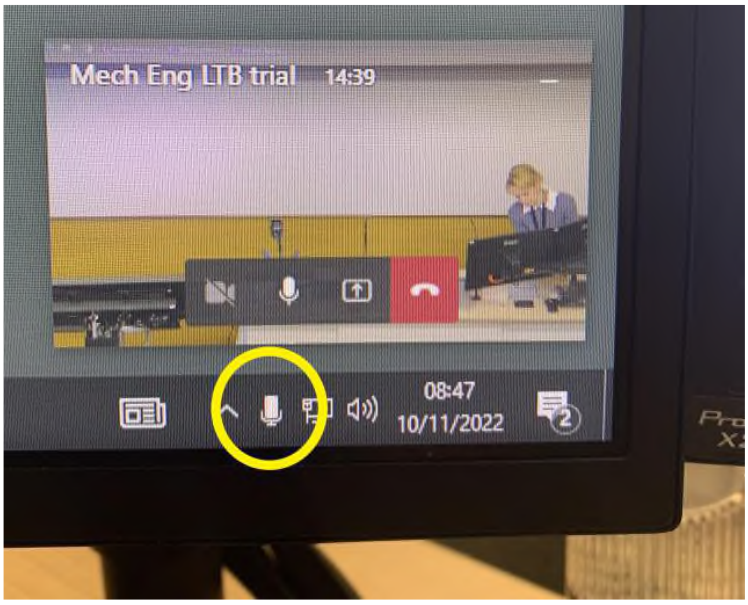
- Student screens can also be included in any lecture capture recordings.

Interaction between in-room students and remote students

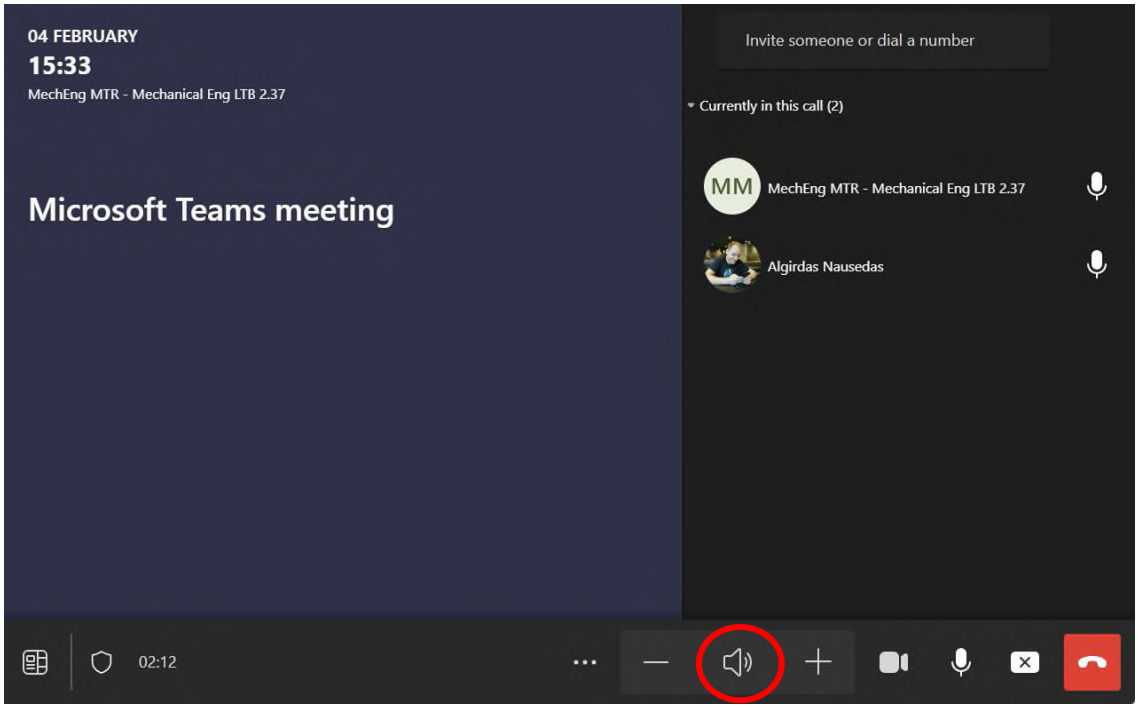
- If you want **in-room students to interact online,** ensure they bring their own devices
- Students must mute their microphones and speakers otherwise there will be very distracting audio feedback/echo in the room.

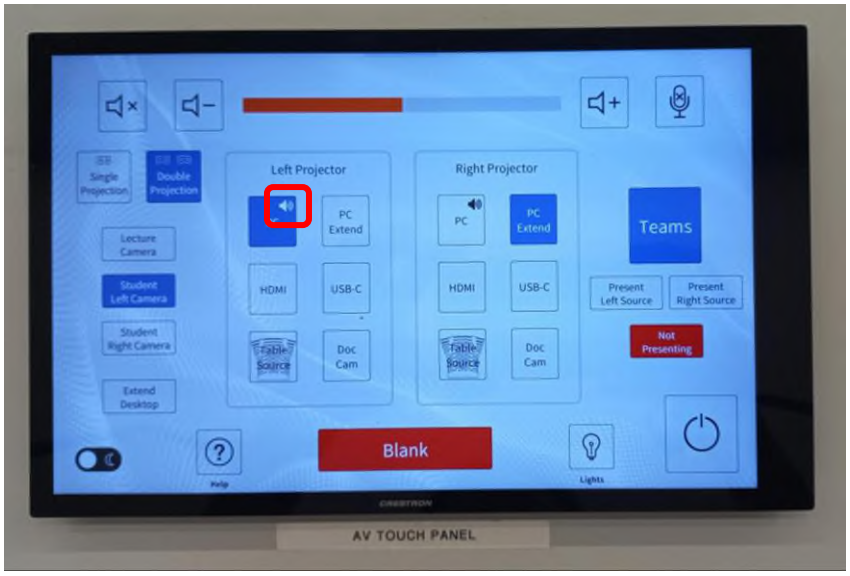
Mics and Audio

- Mute the lecture mic on lectern PC only. (see image below) The Teams device will pick up audio:



- After launching Teams, choose your video and audio options on the Teams device
- Mute the Teams device audio via the volume mixer in volume control on the Teams device:

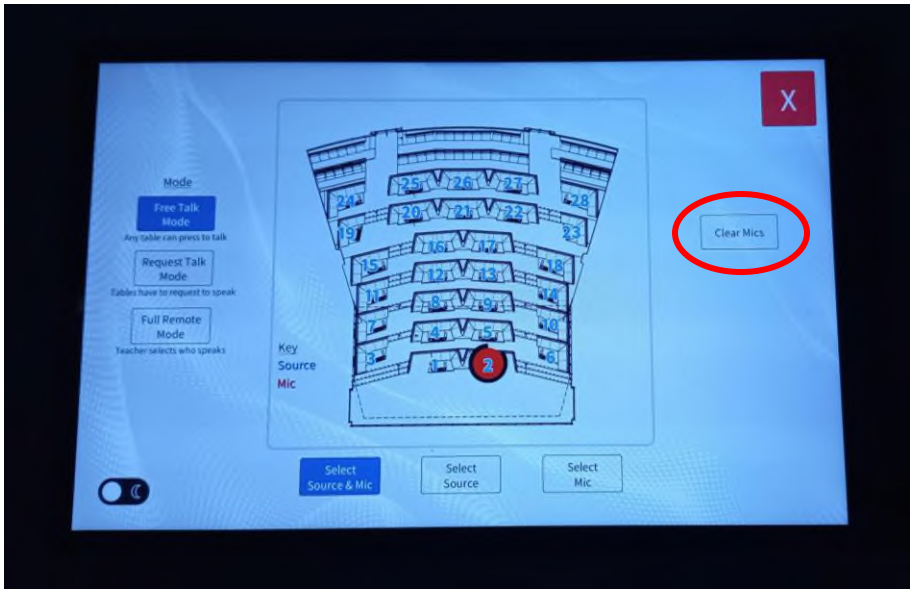


- 

- In dual-projection mode, audio comes from the last selected input source. This is indicated by a speaker symbol on the right-hand side of the source on the lectern control panel:

- Microphone pods are wired to the Teams device. Students need to press to 'Talk' to allow

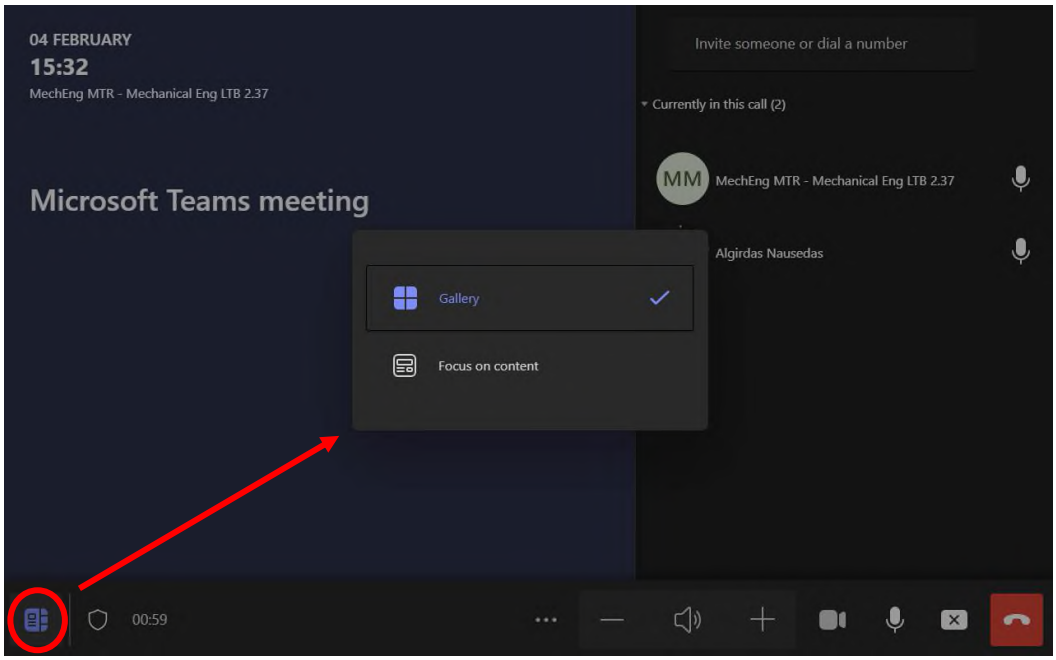
remote students (on Teams) to hear.



- You can choose to mute these student microphones by selecting ‘Clear Mics’ on control panel.

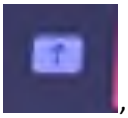
Important: The camera will auto-zoom on the audience speaker. To make sure it auto returns to the whole audience after speaker has finished, tap ‘Student Camera’ on the control panel.

Screen Sharing



- For the option to show ‘Gallery’ (with participants shown) or ‘Focus on Content’ (only show shared content on Teams), go to the icon on the bottom left of the Teams device:

- To share with both in-room and online participants from a personal device:

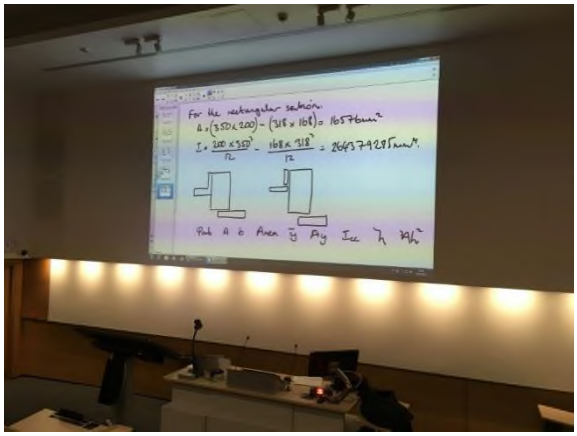
- Join the meeting on your personal device and select Share  , then the item you want to share. Go to Share your screen in a Teams meeting to learn more.
- Share Screen (rather than Window) within to provide content for remote students.
- The Teams device can also share anything shared by attendees.
- Ensure what you are displaying on the projected window in the lecture theatre (to in-room students) is what you are displaying to online students (red outline in Teams indicates what is being shared)
- For further information on using the Teams device, follow this link.

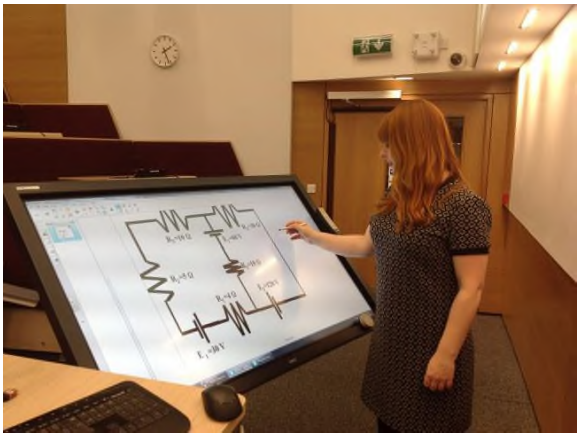
Breakout Rooms

- The Teams device can't go into a breakout group. You could bring a spare device on which to join breakout groups if **you** want to join students.

Other Tools and Equipment

Digital Whiteboard (PC Extend)





- Also known as PC Extend in the control panel or Screen 2 in the Display Settings
- Use the stylus or your finger to write on the Digital Whiteboard.
- Adjust the height and tilt by using the remote on the side.
- Any teaching on the Digital Whiteboard is also recorded in your lecture capture.
- You can export any work you do on the digital whiteboard as a PDF file and make this available to students via Minerva.

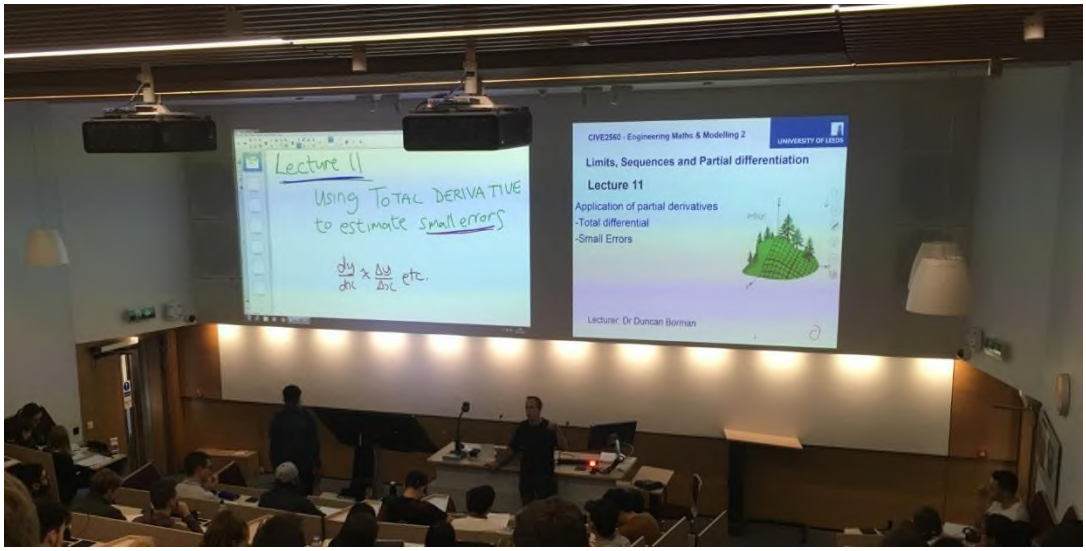
Projection Options

Using Single Projection

- This will show a single image on the projector e.g. Left PC Screen.

Using Dual Projection

- This will show two images side-by-side on the projector e.g. Left PC Screen and PC Extend/Digital Whiteboard.



- Display sources also include: the Teams device, a student laptop or any other connected device.
- You can select which sources you'd like to display from the 'Left Side' and 'Right Side' menus on the lectern control panel.
- Further guidance on how to use the lectern control panel can be found here.

Lecture Capture Recordings

- Check with timetabling whether you have automatic scheduled lecture capture during your live streaming session. You can use Record Now to create ad-hoc recordings.
- Students will see what is on the projected image front of the lecture theatre.
- Lecture capture can only be enabled from the PC on the lectern.
- Use lecture capture rather than record function in teams/zoom.
- Scheduled captures will automatically be made available to students within 72 hours within Minerva (with captioning).

Further help and guidance links

Guidance Links

- Location and Room Accessibility: here.
- Multi-mode Teaching: Rationale and further guidance.
- Blended Learning Organization Teams guidance: here.
- Official Microsoft Teams: this quick start guide and guidance videos.
- Official Microsoft Teams Room Device guidance: here.

Contact Information

- If you'd like to report a problem with a teaching room, or raise any concerns after a session, email multimodeteaching@leeds.ac.uk and one of our team will be in touch to support you.
- If you encounter any technical issues on the day, please phone **0113 343 5555** and a technician will attend the room to help you.