

Michael Sadler LG.19 - Multi-mode Teaching Guidance (MS Teams)

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



Contents

Michael Sadler LG.19 - Multi-mode Teaching Guidance (MS Teams)	1
What is Multi-mode?.....	2
Michael Sadler LG.19 Room Overview.....	2
About this Space	2
Multi-mode Environment	2
Logging in.....	2
Setting up Lectern and Projection	3
Managing your Class.....	5
Remote Students.....	5
In-room Students.....	5
Mics and Audio.....	5
Lecture Capture Recordings	6
Further help and guidance links	6
Guidance Links	6
Contact Information.....	6

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.

Michael Sadler LG.19 Room Overview

About this Space

- Capacity: 67
- Facilities: Microphone - Lapel, Multi region DVD / CD / Blu-ray player, Simultaneous writing/projection provision, 1x touch-screen Monitor with integrated webcam, 1 x standard IPS monitor, Visualiser, Microphone - Lectern (Fixed), Data Projectors (x1), double whiteboard, 4 x duplicate display monitors, Sennheiser locational microphones x 4, 2 x tracking cameras, 1 x lectern mic, 1 x lapel mic, charging station for 2 lapel mics, 1 hdmi 2 output, 2 x usb-a outputs, 1 x HDMI cable for connecting to laptop, lectern control panel, 1 x HDMI cable for connection to multimode assistant PC, 1 x wireless mouse (Assistant PC), 1 x wired mouse (unplugged; backup for assistant PC – but not apparent where this would be plugged in).
- Type of room: Seminar Room
- Seating layout: 'Classroom style' - 2 columns of 5 rows of seating.
- Lecture Capture grade: Silver Plus
- [Further info on the location and accessibility](#)

Multi-mode Environment

- This room is set up for virtual teaching via **Teams**
- 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.

Setting up Lectern and Projection

Enabling Multi-mode

- When you first turn on the lectern control panel it will ask: 'Standard mode' or 'Multi-mode'. Touch 'Multi-mode'.
- When you first turn on the lectern control panel it will ask: 'Standard mode' or 'Multi-mode'. Touch 'Multi-mode'.
- When logged in, three-screen setup may not be automatically enabled. If so, you will need to go into computer settings (the cog icon in the windows menu), then to display settings, and then set 'multiple display settings' to extend across screens.
- Download and open any slides you want to present and keep your slides on the right-hand monitor.
- When you click present slides your slides should appear on the big projector screen but any notes you've written will be on the right hand monitor 1 (just visible to you).
- If this is reversed, you may need to change display settings at the top of the presenter screen to 'swap presenter view and slide show' so that the presenter view is showing on screen 1 and not on the screen 3 shared projection.
- Open Teams prior to the start time – when you join the call move the Teams window to the left-hand monitor (2 – repeater screen) - this will show your remote students along the screens on the walls for other students to see.
- When sharing a Powerpoint, you may need to move the Teams call window back to screen 2. Share your content screen (screen 3) in the Teams call

Managing the control panel

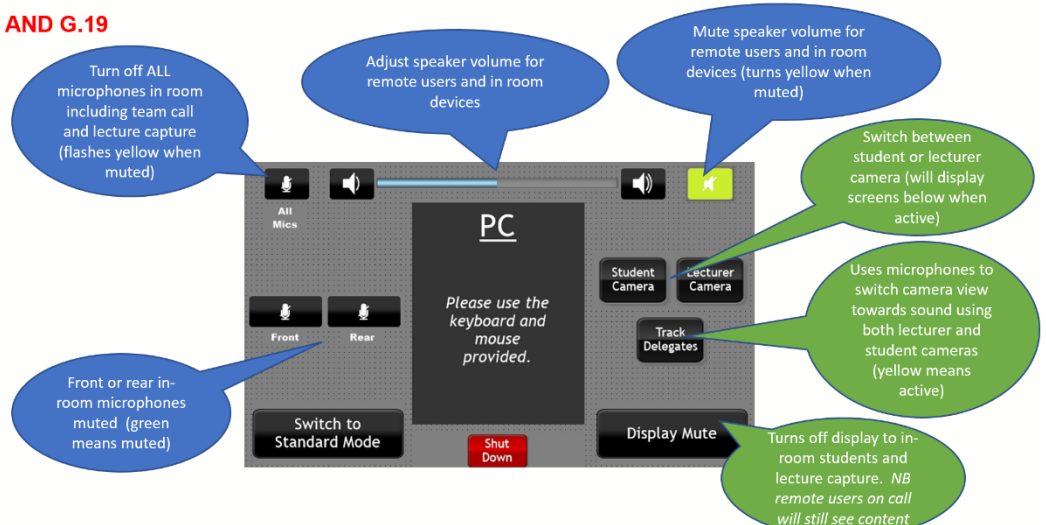
Each multimode room is set up differently, so please refer to the relevant room guide for support with the control panel.



UNIVERSITY OF LEEDS

MICHAEL SADLER G.15 AND G.19

Room Set up:
Lecturer Camera:
Lecturer camera has tracking and manual control
Student Camera:
Student camera has tracking facility manual control. When student tracking is selected this uses both cameras.
Lecturer Audio: via lectern and ceiling microphones
Student Audio: via ceiling microphones



For an accessible version of the control panel functions shown in the image above, please consult the [original file](#).

- The microphone will pick up students speaking across the room (they are very sensitive), but the student camera (visible on the multimode panel) will not move to each student if they are speaking.

The camera facing the students also cuts out some of the students in the back left of the room (if you are facing the room from the back).

- The camera that tracks you (the lecturer) will move and follow you if you choose to move towards the big projector screen.
- Ensure both the front and back mics aren't muted (flashing red), otherwise they won't be able to hear you.

Multimode support assistant

- Log into the PC behind the lectern
- Join the teams call once the instructor has begun
- **Mute your microphone** to avoid feedback loop
- **Turn your volume all the way down** to prevent further echoing
- There is no camera, so students will not be able to see you (ensure you have a suitable profile photo in teams)

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.
- Camera at back of room goes to Teams call and lecture capture.

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

There are 6 locational mics set up in the room. The microphones will pick up students across the room appropriately.

There are no 'settings' you need adjust to ensure all students are heard – if the locational mics are on then they will pick up the relevant student.



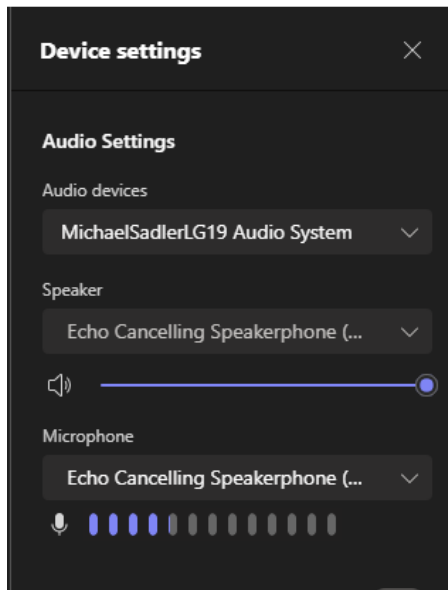
Interaction between in-room students and remote students

- 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

In room

Your audio settings in teams should look like the following:



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](#)
- [Multi-mode Teaching](#)
- 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

- For urgent technical support on the day, call: 01133435555
- To report non-urgent technical problems with the room, contact: eshelp@leeds.ac.uk
- To find out more about how Multimode Assistants can support your teaching, or find out more about creating interactive sessions in Multimode Rooms email: multimodeteaching@leeds.ac.uk