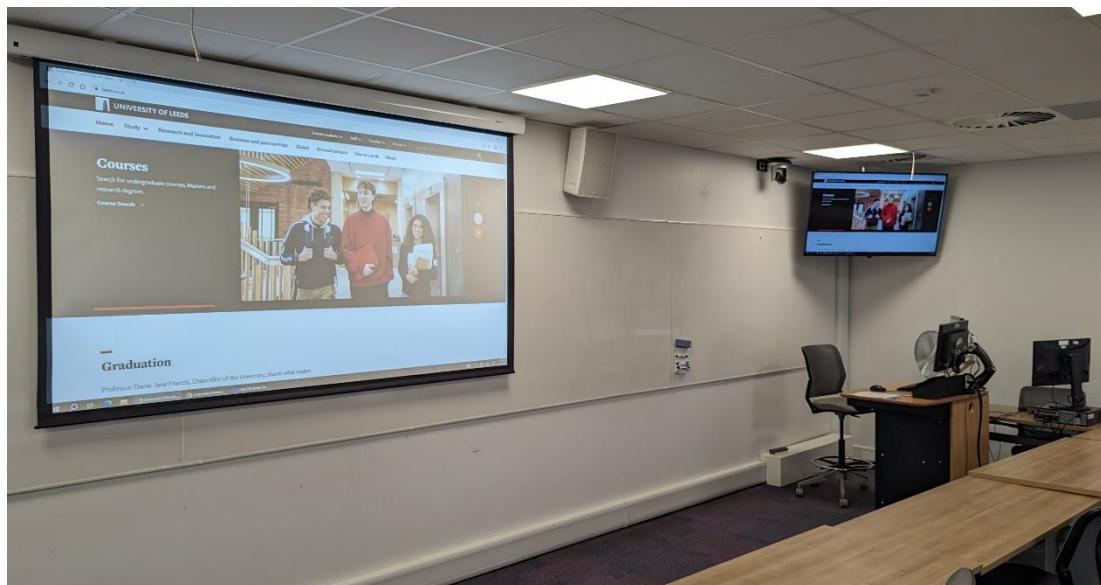


Worsley 9.57 – Multi-mode Teaching Guidance

The following guidance will inform you about multi-mode delivery and how it can be used in Worsley 9.57. It will advise on the system setup, managing the displays, setting up your meeting, managing your class (audio, mics, cameras, and screen sharing), and provide useful scenarios to demonstrate different methods of delivery.



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What is Multi-mode?

Multi-mode allows hybrid teaching delivery to both in-room and remote online students synchronously. It supports audio and video interaction between the remote and in-room students.

Multi-mode allows teaching content to be shared by an Educator to both the room and remote students in the same environment.

Follow the attached link for [Rationale and further guidance](#) on Multi-mode Teaching.

Worsley 9.57 Room Overview

About this space

- Capacity: 40
- Facilities: Microphones – Lectern (fixed), Wall-mounted (fixed), 2 touch-screen lectern monitors, 3 wall-mounted displays, laptop connection (HDMI), PC and monitor for multi-mode assistant
- Type of room: Flat teaching room
- Seating layout: Desks and chairs
- Lecture Capture grade: Bronze

Multi-mode Environment

- This room is set up for hybrid teaching via Teams, Collaborate and Zoom.
- Further guidance about Teams, Collaborate, and Zoom can be found below:
 - Microsoft's official [guidance videos](#).
 - Zoom's official [guidance videos](#).
 - Collaborate official [guidance](#).
- It is strongly advised that all users who will be presenting in the room, whether they be staff to student, are aware of the system setup and limitations to better manage their expectations on the day.

Setting up for Multimode

Turning on the system

From the lectern control panel, you will need to turn on the system. You will be presented with two options – stand and multi-mode. Select **Muti-mode**. Turning on the system automatically turns on the screens, projectors, and lowers the projector screen. If the system is already switched on at arrival, it is recommended to turn the system off and back on again to ensure the correct settings are applied.

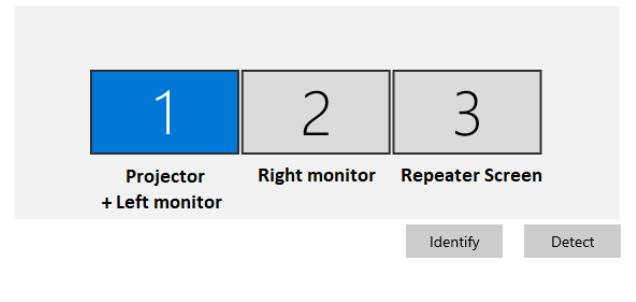


1 - The touch panel interface

- On the lectern control panel, ensure PC is selected. This will show PC content on the projector and displays. Whilst there are laptop connections available, it is important to note that multimode calls can only take place via the PC as it has all the cameras and microphones fed to it. It is not possible for these to be connected to anyone's personal device and it should be communicated to any room presenters as soon as possible.
- 'Electric Screen' will allow you to control the placement of the projector screen – it should come down by default when the system starts up.
- 'Multimode Settings' will display 'Monitor Settings'. Here you can alter the display settings - this should be set to 'Triple Image (Extended Mode)' where the screen layout will show Monitor – Repeater Screen – Projector' (note the wording is subject to change to better reflect the true layout, as well as a few minor updates to the control panel. This guide will be updated when these have been performed).
 - Currently display settings on the lectern PC are NOT locked down and can be altered by any room user. If these have been altered, ensure that the following settings are in place:
 - Right click the desktop. Open 'Display Settings'
 - Use the 'Rearrange your displays' panel to configure displays in the below order. You can use 'Identify' to show a number on each screen to confirm the settings are correct:

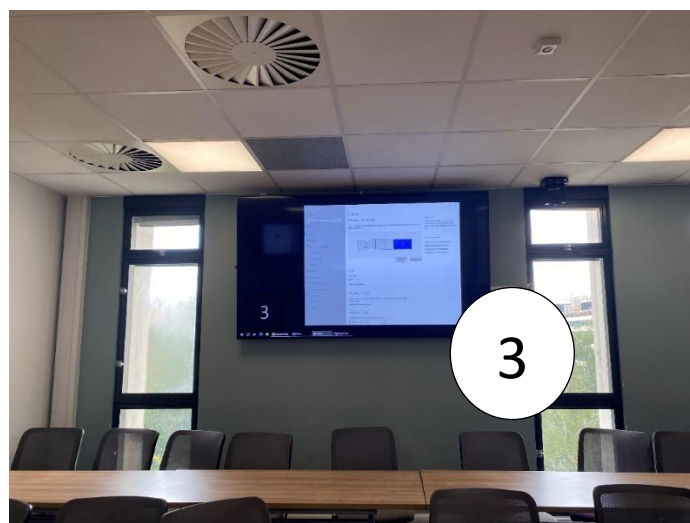
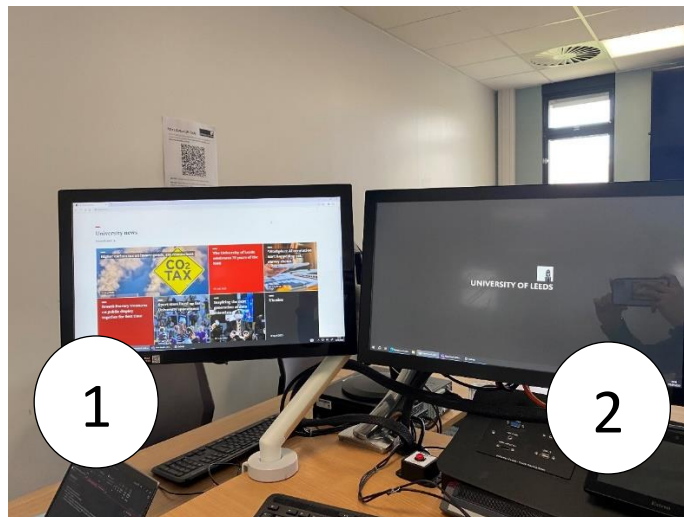
Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



2- Windows Display settings

By applying the above settings, the screens in the room will function as shown in the images below where 1 is the **left monitor** on the lectern as well as showing content on the **projector**, 2 is the **right monitor** and is kept as a private screen, and 3 is the **repeater screen** which is accessed by moving the mouse from screen 2 to the right and onto 3.



Logging-in to the teaching PC

To be at its very best, multi-mode delivery is best run through the teaching PC available at the lectern. To get going:

- Log-in to the PC using your Leeds credentials
- Download and open any slides / content you wish to show. This can be done by logging into your OneDrive account.
- The keyboard and mouse can be used for PC Screens, Projectors, and wall-mounted displays

Room Camera Settings

There are two cameras in the room known as Lecturer camera and Student camera.

- The cameras can be used interchangeably during a multimode session to show the presentation area at the front (**Lecturer camera**), or the students sat at their desks facing the presentation area (**Student camera**). They can be toggled via '**Multimode settings**'.
- The **lecturer camera** can track the active speaker in the room and tracking can be toggled on/off. Both cameras do NOT automatically zoom in on the active speaker and therefore will need manual configurations and set up through Assistant mode to control this.
- There is a third camera option called **Handheld camera** – this option is only used in certain sessions where the room user provides their own camera which can be connected to the system. This can be useful in certain scenarios when closeup demonstrations are taking place. It is highly likely that use of this setting will be communicated well in advance.

Microphones and Audio

There are two microphones in the room.

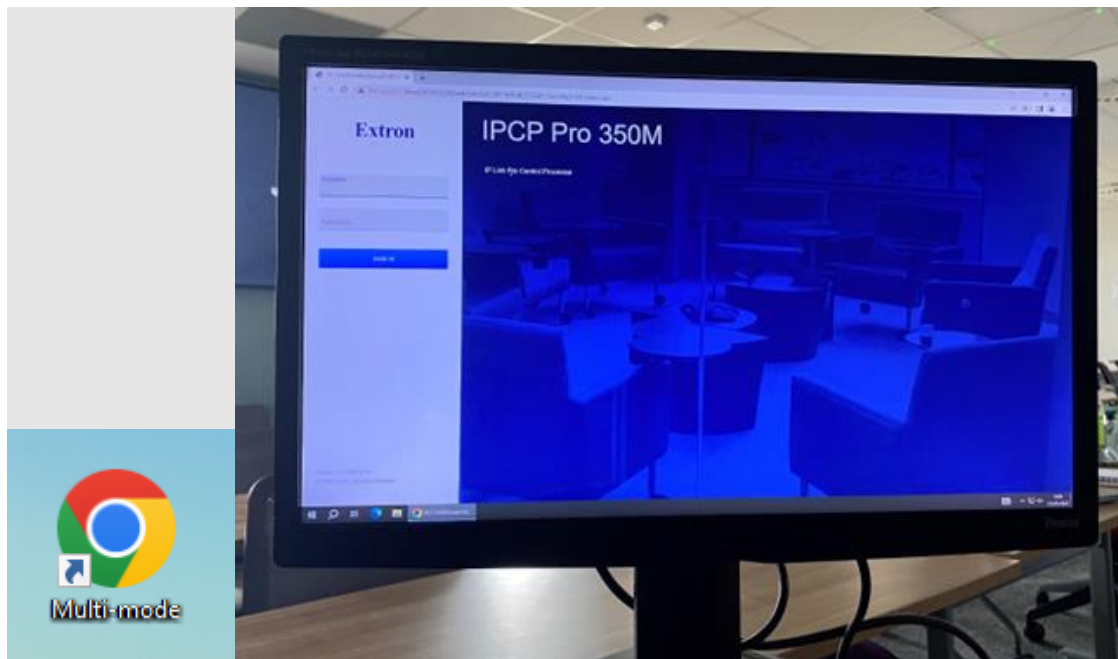
- The **lecturer microphone** is located on the lectern and is used to capture the presenter in the room.
- The **student microphone** is a ceiling mounted tile which is used to capture the student's voices in the room.

These microphones can be muted by the presenter/multi-mode assistant through the Lectern Control Panel, via '**Multimode settings**'.

Multi-mode assistant control

The multi-mode assistant can control aspects of the multi-mode session from their own PC next to the lectern. The below instructions will advise on how the assistant can get setup and ready to assist in controlling the multimode session:

- Assistants should log-in to the PC using their University IT credentials.
- From the desktop, assistants must open the **Multi-mode** desktop icon – this uses the same icon as the Google Chrome logo. This will open the Extron control interface which is used to mirror the lectern control panel.



- To login to the Extron control interface, please use the below credentials:
 - Username: **user**
 - Password: **user**
- On screen you will have access to the same lectern control panel used to control the room – this will be used to control the cameras and microphones throughout a multimode call. You can change which camera is being fed into the call (either Lecturer or Student) and mute the microphones.
- You may consider changing which camera is being used when questions are being asked in the class, or an active discussion is taking place between lecturer and student. This ensures the remote audience are receiving full visibility of the discussion participants.

Starting the video call

Teams Meeting

- On the PC, open the Teams app and start your Teams meeting.
- Ensure that the correct device settings (shown below) have been selected.
- Share your screen as advised below.
- When you are ready to start your multimode session, move the Teams application to display 3 – this enables all room users to see both the remote students and content simultaneously on the various room displays.

Collaborate

- On the PC, login to Minerva and start your Collaborate class session.
- Ensure that the correct device settings (shown below) have been selected.
- Screen sharing is very similar in Collaborate, but it should be noted that:
 - On the share content option, you are selecting Share Application / Screen.
 - On the small window that opens, select the “entire screen” tab and share screen 1.
- When you are ready to start your multimode session, move the browser driving Collaborate to display 3 – this enables all room users to see both the remote students and content simultaneously on the various room displays.

Zoom

- On the PC, open the Zoom app and start your Zoom meeting. If the application is not available on the desktop, visit the University’s Zoom login portal to login to Zoom and prompt the application to download onto the PC.
- Once Zoom has been installed and the session started, ensure the correct device settings (shown below) have been selected.
- Share your screen as advised below.
- When you are ready to start your multimode session, move the Zoom application to display 3 – this enables all room users to see both the remote students and content simultaneously on the various room displays.

Device settings

In all video call hosting platforms, the following device settings should be applied:

- Speaker should be set to: **Speaker - DGC199 (Intel(R) Display Audio)**
- Microphone should be set to: **Echo Cancelling Speakerphone (cts-av-fc8951)**
- Video should be set to: **USB Capture SDI**

Breakout Rooms

- Breakouts should be managed so that the in-room students form groups, and the online students form groups. If the presenter wishes to check in on the remote student breakout groups, it should be noted that the whole room (the in-room students) will be able to hear their conversations. For best practice, you may wish to consider bringing your own laptop and joining the call with a headset to check on the remote student breakouts – should breakouts be necessary to your session’s delivery.

Screen Sharing

- Screen sharing should be performed once system displays and input devices have been configured.
- When sharing your screen during a multimode session, you need to ensure you are sharing the same content that you are showing on the projector which enables both the remote and in-room students are viewing the same content. When enabling screen sharing in your video calling platform, ensure that the whole of screen 1, (i.e., the projector screen) is shared.
- It is not recommended to share directly from an application or slides directly as you will not have the ability to control where it is displayed within the multimode setup. It is always best to share the entire screen.

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.

Interaction between in-room students and remote students

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

Classroom Scenarios

Below are several scenarios that demonstrate the correct room usage depending on the session's delivery aim. It may be that the session is being ran as a typical class, or it may be that the students are delivering presentations. The purpose of these scenarios is to prepare you and your students on what to expect on the day and advise best practice to ensure the session goes to plan.

Scenario 1 – Hybrid Class with Lecturers' Presentations

- Prepare your slides on Display 1 (Projectors and Left Main Screen)
- Prepare your notes on Display 2 (Right main screen)
- Prepare your teams meetings on Display 3 (TVs)
- 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
- If you want in-room students to interact online, they can use the mics and audio in the room

Scenario 2 – Hybrid Class with Students' Presentation

- Ensure students knew beforehand that they need to upload and download their slides **ONLY** through the PC
 - You can advise students to copy their slides through OneDrive/emails
 - You can advise students to bring their digital copy of slides through USB drive
- Prepare your students' slides on Display 1 (Projectors and Left Main Screen)
- Prepare your students' notes on Display 2 (Right main screen)
- Prepare your teams meetings on Display 3 (TVs)
- **IMPORTANT:** Make sure students **DO NOT** connect any devices to the PC (i.e., bring your own device) and **ONLY** use the PC as their source of presentations
- **IMPORTANT:** If student presenters need to have subject-specific software
 - Assistant and lecturers need to ensure that the software is available in AppsAnywhere
 - Set up the AppsAnywhere software on the PC before the presentation
 - Alternatively, students can get a heads-up to export their results in Video (MP4) format and include it on the PowerPoint slides

Lecture Capture Recordings

- Check with timetabling whether you have automatic scheduled lecture capture during your live streaming session.
- Lecturers and/or Assistant can use [Record Now](#) to create ad-hoc recordings.
- Students will see what is on the projected image from the projectors in front of the classroom.
- Lecture capture can only be enabled from the PC on the lectern.
- Use lecture capture rather than the 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](#).
- Official Microsoft Teams: [this quick start guide](#) and [guidance videos](#).
- Official Zoom: [Leeds IT Service Desk Knowledge base](#) and [Zoom's Support website](#)
- Official Collaborate: [Collaborate Staff Guides](#) and [Collaborate Student Guides](#)

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 4337 and a technician will attend the room