

Michael Sadler LG.15 Room Guidance



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



Contact Information

Urgent Technical Support

- 011334 35555

Non-urgent technical problems

- eshelp@leeds.ac.uk

General Enquiries

To find out more about how Multimode Assistants can support your teaching or find out more about creating interactive sessions in Multimode rooms.

- multimodeteaching@leeds.ac.uk

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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 the lecturer within the room or remotely to students online.
- Follow the link for [Rationale and further guidance](#) on Multi-mode Teaching.

Michael Sadler LG.15 Room Overview

About this Space

- Capacity: 59
- Facilities: lapel microphone, multi region DVD / CD / Blu-ray player, standard monitor, visualiser, lectern and control panel (fixed), data projector, single whiteboard, 4 duplicate display monitors, 8 Sennheiser locational microphones, 2 tracking cameras, lectern mic, HDMI 2 output, 2 USB-A outputs, HDMI cable for connecting to laptop, HDMI cable for connection to multimode assistant PC, wired mouse
- Type of room: Seminar Room
- Seating layout: 'Classroom style' - 2 columns of 6 rows of seating.
- Lecture Capture grade: Silver Plus
- Further info on the location and accessibility can be found here: [Michael Sadler Building Information - University of Leeds Website](#)

Multi-mode Environment

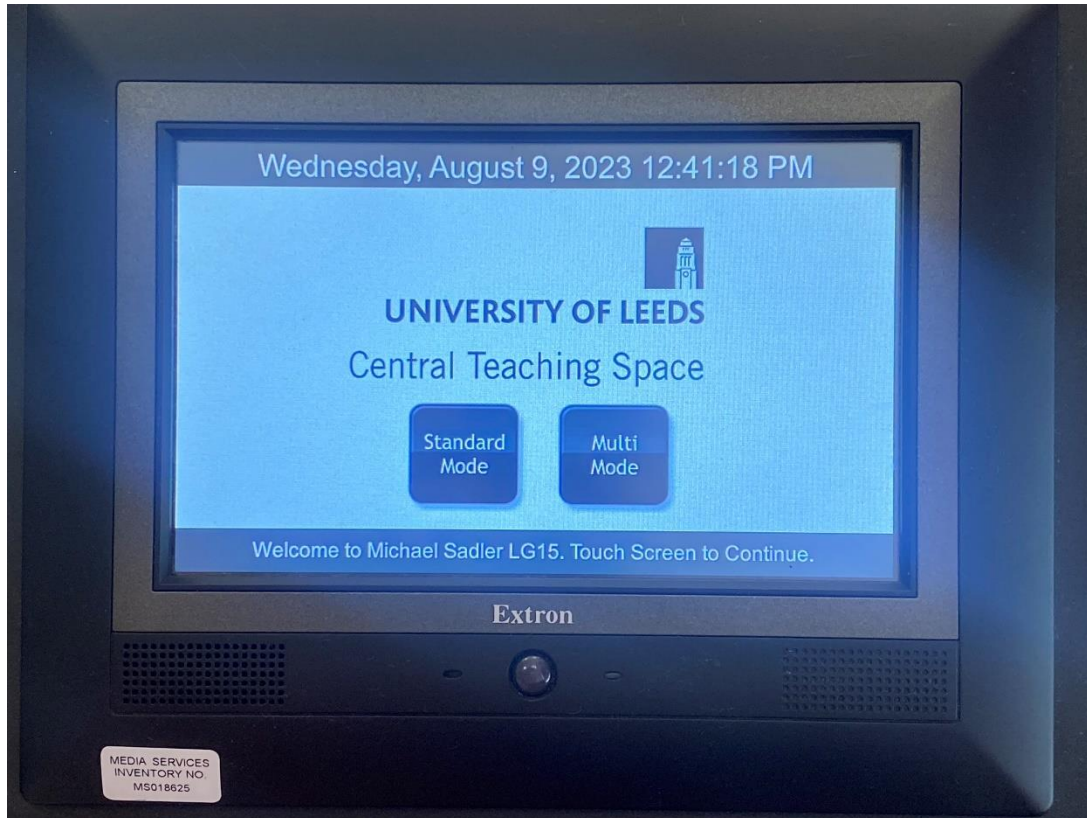
- This room is set up for virtual teaching via Teams, with a dedicated Teams device.

Logging in

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 logged in, the three-screen set up may not be automatically enabled. If so, you will need to go into PC 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.

Standard + Live Streaming Teaching

1. Select Standard Mode on control panel.
2. Double click this icon on the desktop.
3. Open Zoom/Teams.
4. Move content to screen 2.
5. Share the screen shown below.



POWERPOINT/CONTENT	NOTES/ REMOTE STUDENTS
2 Projector + Left Monitor	1/3 Right Monitor

Share this screen

Multi-Mode Teaching

1. Select Multi-Mode on control panel.
2. Double click this icon on the desktop.
3. Open Zoom/Teams.
4. Move content to screen 2.
5. Share the screen shown below.



POWERPOINT/CONTENT	REMOTE STUDENTS	POWERPOINT NOTES
2 Projector	3 Repeater Screens + Left Monitor	1 Right Monitor

Share this screen

This is how the screens are arranged on the PC.



- Microphones are very sensitive, so will pick up students speaking across the room.
- The student camera (visible on the multimode panel), can be moved manually from the control panel, so will not automatically move to each student if they are speaking.
- Please be aware that the student camera cuts out some of the students in the back left (forward-facing) of the room.
- The camera that tracks you (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 the audio quality for your remote students may not be sufficient.

Multimode support assistant

- Log in to the PC behind the lectern
- Join the Teams call once the lecturer starts the call
- **Mute your microphone** to avoid a 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.
- The camera at the back of room goes to the 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 their camera on when speaking.
 - They can also ask questions in the Teams chat.

In-room Students^[OBJ]



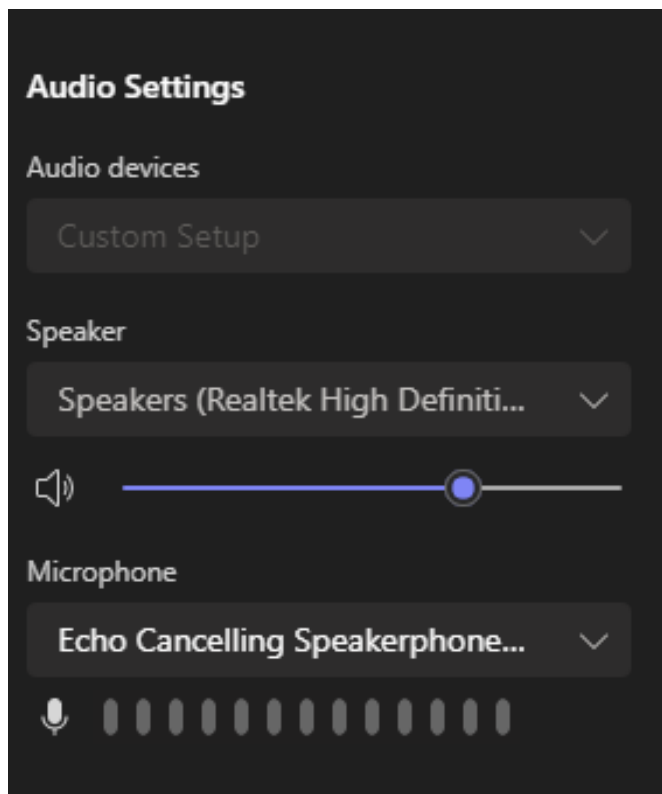
There are 6 locational mics set up in the room. The microphones will pick up students across the room appropriately. There are no 'settings' you need adjust to ensure all students are heard – if the locational mics are on, they will pick up the relevant student.

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

Your audio settings in Teams should look like the following



Lecture Capture Recordings

- Check with timetabling whether you have automatically scheduled lecture capture during your live session. You can alternatively 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 the record function in Teams/Zoom.
- Scheduled captures will automatically be made available to students within 72 hours within Minerva.

Further help and guidance links

Guidance Links

- [Location and Room Accessibility](#)
- [Multi-mode Teaching](#)
- Official Microsoft Teams Room Device guidance: [here](#).

Contact Information

- Estates Helpdesk email: **eshelp@leeds.ac.uk**

Facilities Helpdesk: 011334 35555 (if your request is urgent) they can usually be here within 10 minutes, for example if your monitors aren't displaying as expected.