itservices

COLLABORATIVE \

TEAM BASED

TEACHING ROOMS

User Guide

PURPOSE

This document provides guidance to using the facilities in the University's new collaborative and team-based teaching rooms.

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1. Introduction to facilities

Currently, new facilities are being piloted in M5.05 in Middlesbrough Tower. It is planned to implement further collaborative\team-based teaching rooms in the future.

Briefly, the facilities consist of:

- Lectern, housing a teacher PC and a control panel, linked to the main display screen at the front of the room
- Four student workstations; each consisting of an interactive table with a control panel, and a PC with large monitor

1.1. Interactive tables

Each of the interactive tables has a colour coded strip along the side: Red; Green; Blue, and Purple. Selecting the corresponding colour on the "*Student Screen Select*" feature on the lectern can display any of these on the main display screen (see below).

2. Lectern

The lectern consists of the teacher PC and a control panel, linked to the main display screen.

2.1. Control panel

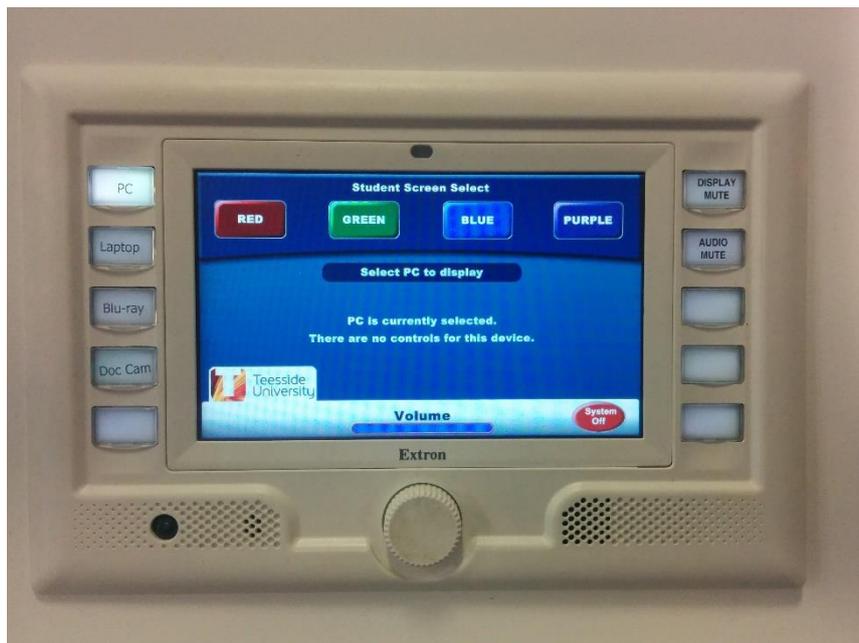The layout of the control panel is shown below:

Figure 1 - Lectern control panel

The control panel determines the input for the projector, thereby controlling what is displayed on the display screen at the front of the room. There are a number of elements to the control panel:

- Student Screen Select; the screen in the middle of the control panel
  - As described above, each of the interactive tables has a different colour edge. Select the corresponding colour on the touch screen, and whatever is displayed on the

student PC can be shared with the class via the projector (or the student's "teacher" button)

- o The whole room is full HD, and audio is also transferred to the classroom system when a table is selected
- PC - the lectern PC, it's display is also visible on the monitor on the arm on the lectern
- Laptop – the default is an HDMI connection; to use a VGA laptop just press the VGA option on the screen
- Blu-Ray – the lectern Blue-Ray / DVD player (play, pause, rewind etc. are on the touch panel)

Figure 2 - Control panel showing Blu-ray controls

- Doc Cam – the visualiser (this needs to be switched on with the power button too)
- Display Mute and Audio Mute act to mute the video and audio

3. Student stations

Figure 3 - Student station with interactive table

Student stations consist of the following facilities:

- A colour-coded interactive table
- A control panel on each table
- An in desk PC
- Four power sockets
- Four USB connections to the PC
- Connections for laptops via HDMI or VGA
- Facility to connect wirelessly from: Windows; Macs; IPhones; IPads, and Android devices

3.1. Student controls

Student controls are similar to those in the 'bronze' teaching rooms. The layout is shown below:

Figure 4 - Student control panel

The student control panel operates as follows:

- The **ON** button switches the student screen on

- o The screens are set to sleep if left on, in order to save power; if this happens while displaying to the main screen, pressing ON again will wake it up
- The **OFF** button switches the student screen off
- The **VOLUME** knob controls the volume
- The **PC** button selects the in table PC as the input device for the student screen
- The **Laptop** button will display a student's laptop on the screen:
  - o Press once; it will light red and show anything connected to the laptop HDMI cable
  - o Press again; it will light green and will display what is connected to the VGA cable
- **Teachers** button; the button with the mortar board icon will show whatever is being displayed on the projector. **Warning: do not press this if your screen is already being displayed on the projector**
- The **WIFI** button will allow wireless display from Windows; Macs; IPhones; IPads, and Android devices. An app is required on the client device (Wi-Fi Doc is recommended)