G.29, Collaborative Seminar Room

Guidance for staff using the Collaborative Seminar Room
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G.29 is a 36 seater flat-floored teaching room located on the ground floor of Charles Thackrah Building.

Students sit at one of six group tables. Each table has a Clevertouch Pro touchscreen display, containing its own suite of native applications to facilitate group based research and production activities. Alongside this students can wirelessly mirror any device (smartphone, tablet, laptop) irrespective of its operating system using a dedicated free application.

A lectern at the front of the room has a Windows 10 PC with keyboard and mouse - as well as HDMI and VGA outputs for plugging in an external device.

An Apple TV at the lectern also allows for wireless presentations from iPad / iPhone or Mac devices.

An interactive Control Panel allows for intuitive control of the rooms systems, including the ability to ‘send’ content from specific screens to all screens in the room.

This guide is designed for the benefit of colleagues from the University of Leeds as well as those outside the Institution who are making the most of this learning space.

Please report any inaccuracies in this guide to the Business School’s Enhancement and Innovation Team.

LUBS-EI@leeds.ac.uk
The Lectern contains functionality that any University of Leeds staff member will be familiar with, along with enhanced functionality that is unique to the room itself and allows for staff to be more flexible when presenting learning materials and facilitating group activities.

Let’s look at an overview of hardware at the lectern:

The Lectern PC Monitor (1) works with the Lectern PC and will also display any content that is mirrored using the integrated Apple TV in the lectern. The PC and Mouse (5) control only the Lectern PC.

A panel from which you can connect a wired external device (2) contains a HDMI cable and a VGA cable, along with an additional HDMI output and two USB charge points (cables not provided).

The Touchscreen Control Panel (3) gives you the opportunity to select a preferred output to present your learning materials from, send your learning materials to all displays, as well as control general room functionality such as volume and lighting.

Lecture Capture (4) is available in the room, with an ad-hoc recording button and recording indicator being located next to the Control Panel.

*A power supply is located on the left-hand side of the device panel (2).*
When all systems in the room are switched on and active the projector will be lowered and the touchscreen control panel will display as per the image on this page.

Pressing the Lectern icon (1) presents you with a pop-up menu that allows you to choose an output source to present learning materials from, and to utilise the room’s unique functionality - we will cover this in the next few pages.

You can interact with the table images (2) on the main map, doing so will allow you to control the source of that individual screen’s display, as well as send that individual display to all screens in the room.

System Off (3) will shut down all systems in the room, a confirm prompt will appear if this is selected.

Screen Up / Down (4) gives you the choice of having the front projector raised or lowered - to suit your individual lesson plan.

The Volume buttons and level (5) control and display the volume coming from the speakers at the front of the room.

AV Mute (6) will temporarily mute any content that is being sent from the Lectern until the button is pressed again, this can help with focusing attention on a particular activity or discussion.

Lighting Control (7) allows you to adjust the lighting to create ambience in the room.
When you have learning content that you want to present to the room, you can do so from a number of ‘sources’ and in a number of ways. Pressing Lectern from the Control Panel (Page 4) will present the pop-up display seen here - this lists the different ‘sources’ from which you can present your learning materials.

Important: Pressing your chosen source will immediately display content on that device on the projector - we recommend that you prepare your materials beforehand and then follow the process to display your content.

Let’s look at each of the five sources:

PC will use the integrated PC (Windows 10) - simply use the keyboard, mouse and monitor to sign-in using your University account and begin presenting.

VGA and HDMI 1 allow you to plug in an external device using the cables provided.

HDMI 2 allows you to use a second external device plugged in via HDMI - you must provide the appropriate cable to utilise this option.

Apple TV will give you the opportunity to connect an Apple device and present content from that device wirelessly. Selecting this button will present instructions on how to connect to the Apple TV on the Lectern monitor.

When you have done selecting your source, and do not wish to use the ‘Send to All’ option, you may press ‘Close’ to return to the original Control Panel home screen (Page 4).
As soon as you select your preferred presentation source the contents of that display will appear on the projector at the front of the room (assuming that it is in the default lowered position).

At this point you may either press Close and begin presenting your learning content, or you have the option to send your learning materials to each screen in the room.

Pressing Send to All will do this in a matter of seconds - after which all six displays in the room will show the content you are presenting from the Lectern.

*It is important to note that doing this will not delete any work being undertaken by students, it merely switches the source of their display.*

When you press ‘Send to All’ the Control Panel will revert back to its home screen with one subtle difference - it will feature a ‘Return to Group Work’ button in the middle of the map. We will look at this on the next page.

**Why use ‘Send to All’?**

Presenting content to each of the six screens allows students at the back of the room to be able to clearly see your learning materials - their sightline is less likely to be restricted by their position in the room behind other students.

When you set an activity for each table to undertake, having sent content from the Lectern to each display will allow students to be able to switch back to the instructions provided to them using their Control Panel - meaning they can easily refer back to ensure they are meeting the required outcomes of your task.
Whilst you are sending your learning materials from the Lectern to all screens the Return to Group Work button will appear on the Control Panel.

This button effectively means Stop Sending to All - so pressing it will return all screens in the room to the original source they were using prior to you pressing ‘Send to All’.

For example, if students across different tables are using different devices to undertake an activity at their screens, and you wish to briefly bring the room together to introduce an additional element to that task, selecting ‘Lectern’ and ‘Send to All’ will interrupt all activity on each screen. You can then press ‘Return to Group Work’ to return each student screen to the exact state it was in prior to you introducing the additional element.

‘Return to Group Work’

Important functionality to note

Students can only use the “Lectern PC” button on their Control Panel and successfully view content being sent from the Lectern when the ‘Send to All’ button has been pressed on the Lectern Control Panel. To overcome problems with this we suggest one of two workflows:

1. Always press ‘Send to All’ to send your learning materials from the Lectern
2. If a student raises a query where you need to show them learning materials from the Lectern, show them the content they need on the projector at the front of the room (using the ‘Screen Up/Down’ button if the Lectern is not lowered at that time).
Each student work space features soft seating and a table, all of which can be configured by students in a way that suits how they want to undertake group activities.

The Clevertouch Pro display at each table has a suite of native applications such as a digital whiteboard, a web browser and the ability to annotate live content and export those annotations to a mobile device.

For support on using the Clevertouch, including using Lynx Pro Whiteboard - visit [www.gettingstarted.clevertouch.com/choose-guide/en](http://www.gettingstarted.clevertouch.com/choose-guide/en) and select “Pro Series” guides.

In addition to this students can simultaneously mirror up to four wireless devices (smartphone, tablet or laptop) on the screen, by using a dedicated free application*. Their devices do not have to be a specific make or operating system, allowing students greater flexibility in conducting group based research which feeds into presentations.

A wall-mounted Control Panel to the right of the screen allows students to change the source of their display, choosing to show the Clevertouch Pro's native operating system, an external wired device (no cable is provided) or the content being sent from the Lectern PC.

The Control Panel also allows students to switch their display on / off, and control the volume of the screen itself.

*For links to the latest Clevershare application on any device, visit [www.clevertouch.com/uk/software/clevershare](http://www.clevertouch.com/uk/software/clevershare)
Whilst students are undertaking group work you can discreetly monitor the activity on each screen at the monitor located at the Lectern. This can help you spot interesting themes or groups that are experiencing issues, without disrupting the flow of group work.

**Monitor Activity on the Lectern Monitor**
To monitor the activity of any screen simply select the screen you wish to view on the Control Panel - this will immediately show you the activity on that screen on the Lectern monitor (this will also show the below pop-up menu on the Control Panel).

**Send a Student Screen to All Displays**
If you wish to facilitate a group presentation, you can send content from any screen to all other screens in the room - to do this select the table that you wish to present to the room, and select the **Send to All** button. This will immediately send the content of that screen to all other screens in the room.

*What does ‘Local Controls’ do?*
Pressing Local Controls will present you with a second pop-up menu which simulates the options on that table’s Control Panel - thus allowing you to switch on/off the display as well as change the source of the display to **Touch Screen (the Clevertouch Pro)**, **HDMI**, **VGA** or **Lectern PC**.
The nature of your issue will determine where you should direct your enquiry.

**Issues where pieces of technology are broken or unresponsive** are the responsibility of the IT team. These enquiries should be directed to the Facilities Helpdesk on 0113 34 35555.

*Facilities are the only team who can contact IT Technicians on their mobile phones; it is only by contacting Facilities that you will receive the most rapid response.*

For help and advice on how to **capitalise on the technology in G.07**, or for support in **converting existing teaching materials to best suit the room's unique functionality** please contact **Enhancement & Innovation Team** by emailing **LUBS-EI@leeds.ac.uk**.

If you identify a fault or issue with any of the **fixtures and fittings** such as tables, chairs, lighting etc, please report this issue to Leeds University Business School Facilities Manager, **Tamsin Barrow** by emailing **t.barrow@leeds.ac.uk**.