

Teaching with Teams: Using your laptop

(with an assistant for the room system)

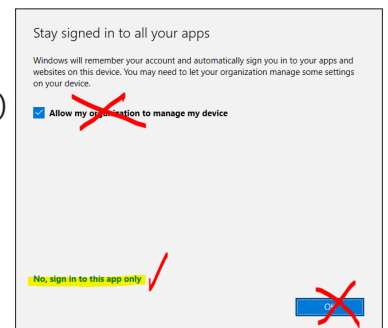
(If presenting from the front desk/lectern PC, see alternative instructions overleaf.)

You and your laptop

- You stand at the free-standing lectern and start Teams using your SSO (e.g. lawf1234@ox.ac.uk). Presumably you'll be the one to start the meeting. (Don't forget to record it!)
 - Your video and mic **MUST** be **OFF** and
 - Your laptop speakers must be **OFF**, or set to zero
 - This is because the high-spec webcam, set on a tripod in front of you, will handle the video of you, and the audio of everyone in the room.
 - You should display any PowerPoint slides or similar using the Teams screen-sharing tool.
 - (Get your PPT ready to go before you start the Teams meeting so that it is easy to find when you want to start the share.)

The lectern PC

- Either you or the assistant logs in to Teams at the 'real' lectern using your/her/his own SSO (e.g. lawf1234@ox.ac.uk).
 - (Teams is happy to allow a user join a meeting on more than one device.)
 - The screen shown to the right will be displayed, and it is important to click the link/button '**No, sign in to this app only**'.
 - (The audio on this system is disabled by default. This is intentional.)
 - As you are using your laptop to drive the meeting, this computer is only being used for displaying the meeting on the big screen – including, crucially, any slides you are sharing.



The assistant and the front row laptop and webcam

- The assistant also logs in on the dedicated laptop on the front row.
 - (Teams is happy to allow a user join a meeting on more than one device.)
 - Click the link/button '**No, sign in to this app only**' as above.
 - The **camera and mic must be ON**, as this is the computer that will be streaming the meeting to the remote audience.
 - There is a remote control unit that can be used to pan, tilt and zoom the camera. (It will try to follow the speaker for itself, but can sometimes react rather slowly.)
- Once these three systems have joined the meeting, you're ready to go. (Don't forget to record it!)

Everyone else in the room

- For maximum participation, everyone in the room should also join the meeting on their own devices.
 - Every mic **MUST** be **OFF** and
 - Every set of laptop speakers in the room must be **OFF**, or set to zero
 - Depending on your preference, audience-members' cameras can be turned on all the time, or just when the person is speaking, or perhaps to signal that they want to speak.
- (Even if someone in the room can't join the meeting for some reason, their contributions will be heard, though they won't be seen by the forward-facing camera.)

Afterwards

- The recording will be automatically saved in the meeting chat, and in a dedicated storage location belonging to the person who triggered it, who should upload it to the relevant Canvas location. There are step-by-step instructions showing how to do this. (Google for "teams upload canvas oxford")
- **Remember to log out of Teams on both the lectern PC and the front row laptop at the end.**

Footnote: Because Teams is tolerant of multiple sign-ins, it doesn't matter who logs in to the lectern PC. Its only purpose is to display the meeting on the big screen as if it was one of the participants. If you initiate a screen-share on your laptop, then the lectern PC (and thus the projector) will display the content that other users are seeing, rather than the content that is in front of you.

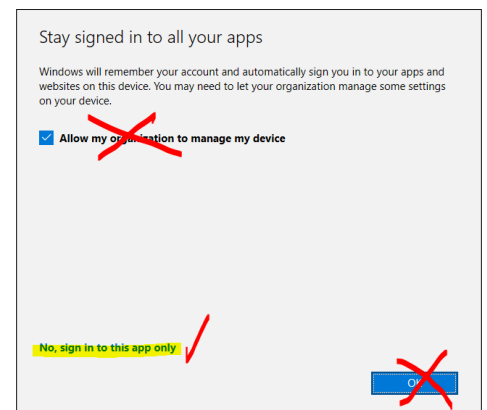
Teaching with Teams: Presenting from the PC at the lectern/front desk

(If presenting from your own laptop, see alternative instructions overleaf.)

- The laptop provided at the front connects the room to the remote participants, while the front desk/lectern PC is used by the presenter to display content (e.g. PowerPoint) to the projector for those in the room, so in most circumstances, both need to be used.
- The high-spec webcam, set on a tripod in front of you, will handle the video of you, and **all** audio.
- If using PowerPoint or similar, you *must* display that content by using the Teams screen-sharing tool.
 - Get your PPT ready to go before you start the Teams meeting so that it is easy to find when you want to start the share.
 - N.B. Presentation content being shown on the big screen in the room will only be seen by the remote participants if it is being displayed within the screen-share feature of Teams.

You and the front-desk or lectern PC

- Log in to Teams on the lectern PC using your SSO (e.g. lawf1234@ox.ac.uk, not your email address).
 - The screen shown to the right will be displayed, and it is important to click the link/button that reads — **'No, sign in to this app only'**.
 - (The audio on this system is currently disabled by default. This is intentional. This PC has no camera.)
 - This computer is the one used for displaying the meeting on the big screen – including, crucially, any slides you are sharing.



The laptop connected to the webcam (You or an assistant)

- You, or the meeting assistant if there is one, should (also) log in to Teams on the dedicated laptop at the front of the room using SSO (e.g. lawf1234@ox.ac.uk, not your email address).
 - Teams is content to let a person log into multiple devices.
 - Click the link/button **'No, sign in to this app only'** as above.
 - The video and mic must be **ON**, as this computer will be streaming the meeting to remote viewers.
 - Finally, use the three dots **More actions** button and set the Speakers to the 'headphones' option which will output the meeting sound to the external speakers.
 - There is a remote control unit that can be used to pan, tilt and zoom the camera. (It will try to follow the speaker for itself, but can sometimes react rather slowly.)
- Once these two systems have joined the meeting, you're ready to go. (Don't forget to record it!)

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- For maximum participation, everyone in the room should also join the meeting on their own devices.
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