

Guide to the learning space

Help and support

Urgent issues: Call 01786 467249.

Non-urgent issues: information.centre@stir.ac.uk

Guidance: <https://canvas.stir.ac.uk/courses/3083> (more detailed guidance and videos available)

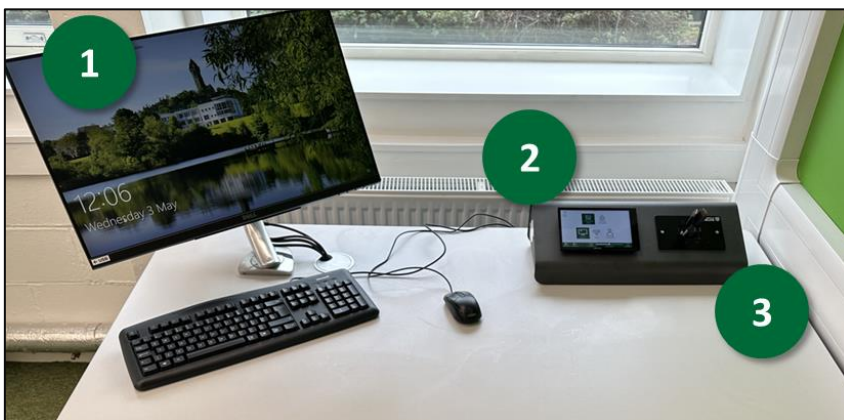
Starting the room

If the control panel is black, tap the screen to wake it up.

Press the green “Start room” on the control panel:



Using devices in the room



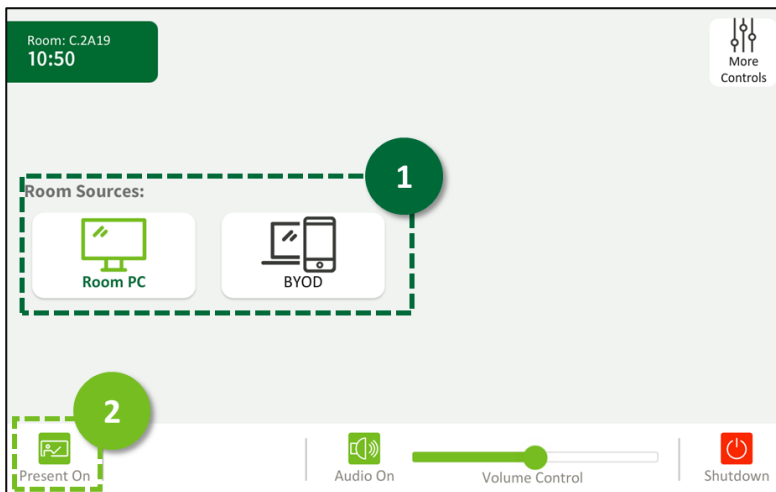
You can use a device to present in three different ways:

1. **Room PC:** Using your Stirling log-in on the main desktop PC (using the format ab123@stir.ac.uk to log in)
2. **Wireless casting:** Connect a device using wireless casting (for example a laptop, tablet or phone) using the bring your own device (BYOD) function
3. **Hardwired connection:** Connect your device (for example a laptop) using the supplied HDMI and USB cable – the cables pull out for easier access



If you need to plug into an electrical socket, there is one available on either side of the control panel.

Presenting in the room



1. **Input source:** Change what input source you can use in the room; set it to “Room PC” for the desktop computer on the teaching desk, “BYOD” for either using the HDMI/USB cable to connect to a laptop or wireless casting. More guidance available on our Canvas site.
2. **Turning screens on/off:** Turns the primary presenter screen on/off.

Using the room’s touch screens as whiteboards

All the screens in the room are touch enabled, including the monitor on the teaching desk, so you can use your finger to draw on the screens.

We are exploring options for using dedicated screen pointers on the screens and a lending service for visualisers. **Please do not use normal pens on the screen as it will break them.**

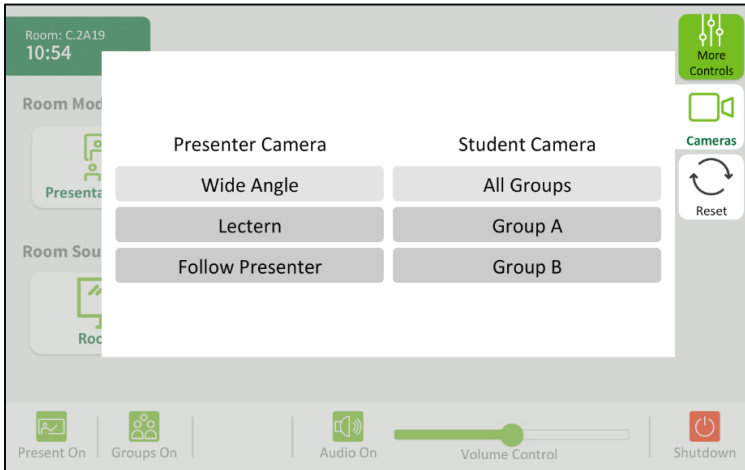
You can use the Microsoft Whiteboard app to draw.

Avoiding multi-factor authentication (MFA)

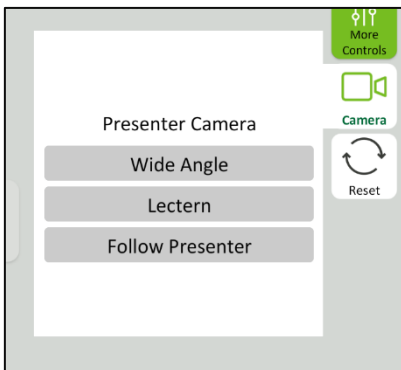
You should not be asked for MFA if using Edge as your browser. If you have any issues, log a call with Information Centre.

Changing the in-room cameras

The new teaching spaces contains a microphone that will pick up the whole room (but prioritise any sound close to the primary screen) and two cameras (one facing the lectern, the other facing the room). Lecture theatres will have 1 camera. Panopto will allow you to use all camera feeds. For Microsoft Teams, you will have to select one camera in device settings. If using your own device, you need to plug into the HDMI and USB supplied in the room.



The control panel can change their position. Press the “Cameras” option in the upper right corner and select the angle you want. The “Follow Presenter” will make the camera track you around the room.



The lecture theatres will have options for the presenter camera.

Leaving the room

Press “Shutdown” when leaving the room or resetting the settings:

