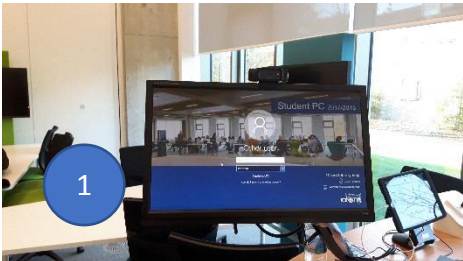


Library rooms TS5 and TS6

Brief Guide for Lecturers I

The room can be used as a **standard seminar room**: it is equipped with a **computer desktop (1)** connected by default to the **main screen (2)**.

The table layout facilitates group work and discussions among participants, both in person and by making use of the repeater screens (see student guide).

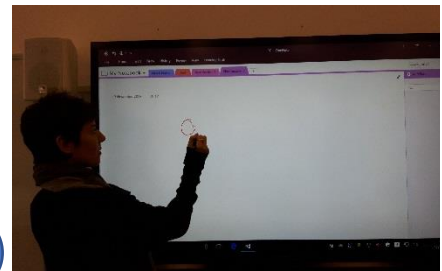


The room offers however further functionalities for lecturers/seminar leaders/workshop facilitators.

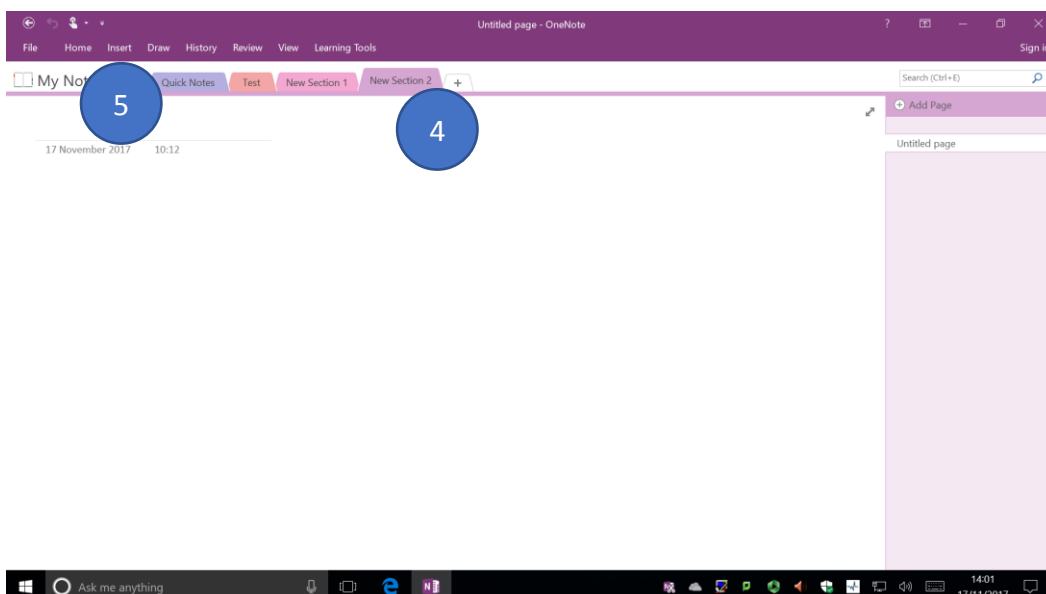
- The main screen is a **touchscreen computer** that can be used as an interactive **whiteboard (3)**. In order to do so:

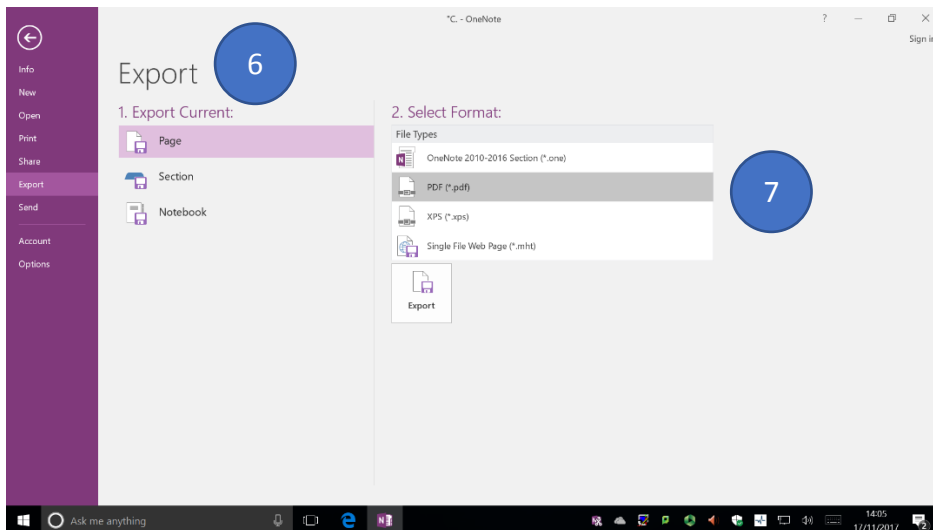
- Open **OneNote** (this is installed on every machine and it is linked to your staff account, so you can use it from every computer on Campus).
- Create a **New Section** by clicking on the + tab and rename the tab (4).

3



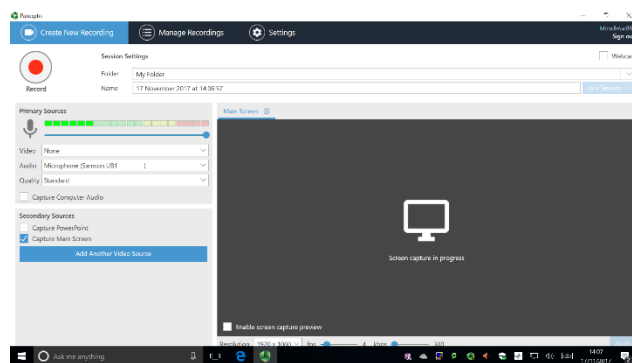
- You can write and draw on your interactive whiteboard. You can also **insert** a document, a picture or another file (5). As you make changes, these are saved automatically to OneNote in one of your folders.
- At the end of your session, you can **export** (6) your OneNote file in **PDF** (7) and share it with the rest of the group or upload it on your Moodle page.





- You can **capture the session by using Panotpo (8)**, which is pinned on your toolbar.

- By recording the session whilst using the interactive whiteboard, you can make sure the whole process you are illustrating throughout the session is captured (e.g. a mathematical formula or a mind map). The video can then be linked to Moodle and made available to students/participants.



8

- If you prefer to **present from your laptop or tablet** rather than from the computer desktop, you can connect your device to the system (see **Brief Guide for Lecturers I**) and have your device linked to the main screen/interactive whiteboard. This will also allow you to move around the room and, in needed, take pictures or video-capture students'/participants' work, which can then be displayed on the main screen, saved and posted on Moodle.

Support and contacts

- If you experience a technical problem during the class and need immediate support (e.g. screens not working), please contact the **IT Service Desk on 01227 82 4888**
- In case one of your students is experiencing a technical problem with their device, please ask them to contact us at S.Colaiacomo@kent.ac.uk or pass on their username and email address to us. We will be in touch to investigate the problem.