

Teams Classroom Advanced Features

Quick Reference Guide

Introduction

This document will expand upon the more advanced features of the Teams Classroom technology touched upon in [Teams Classroom: Flexible Teaching](#).

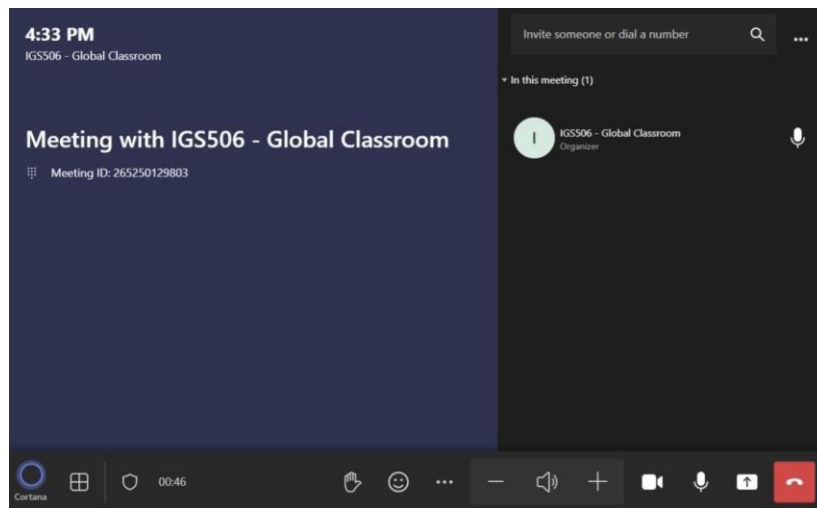
(<https://its.humber.ca/sites/default/files/guides/TeamsClassroomFlexibleTeaching.pdf>)

Monitor Controls

Within your Teams classroom, you will have the following monitors at your disposal:

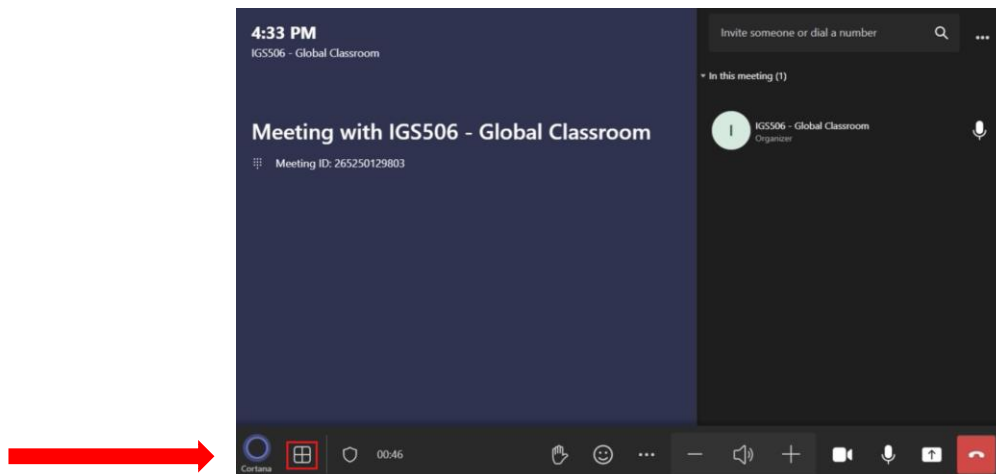
1. Projector with a screen at the front of the classroom
2. Rear confidence monitor at the back of the classroom

The Teams touch panel acts as the primary control to use these monitors in a Teams Classroom setting. When you join a Teams meeting, you will find the following screen.

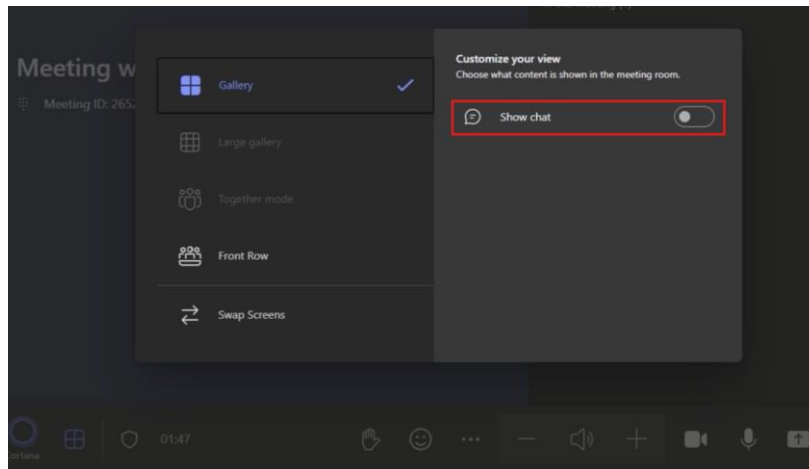


Layout and Show Chat Options

Within the screen, click on the grid icon in the bottom left corner to change the meeting layout.

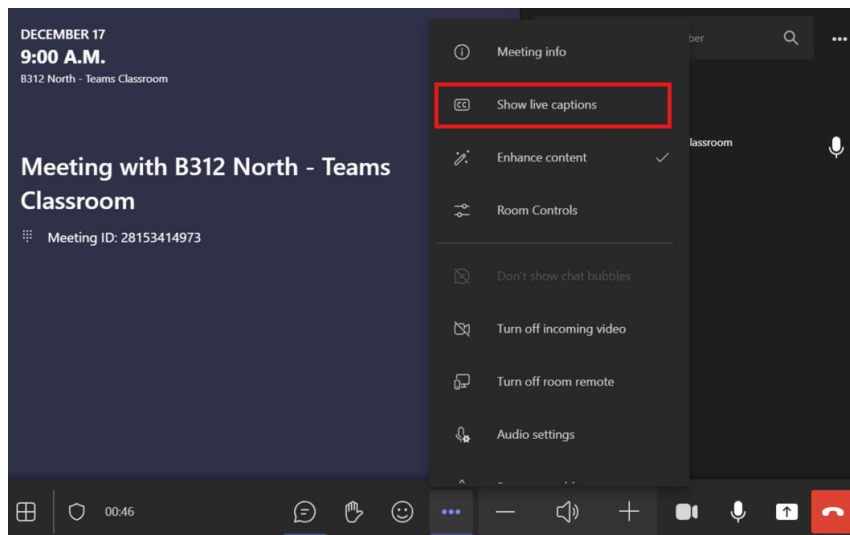


You can also enable **Show chat** in the same screen to display the text chat in your Teams meeting.



Live Captions

The option to add live closed captioning within the Teams meeting is made possible via the “three dots” menu along the bottom bar of the Teams panel. Simply press the button and select the **Show live captions** option within the pop-up.



Camera Controls

Depending on the size of the space, your classroom will be equipped with the following:

1. Instructor facing camera
2. Audience facing camera

The cameras are equipped with static presets and the option for more advanced controls. To explore these options, press the **Camera Controls** button at the bottom of the podium PC.



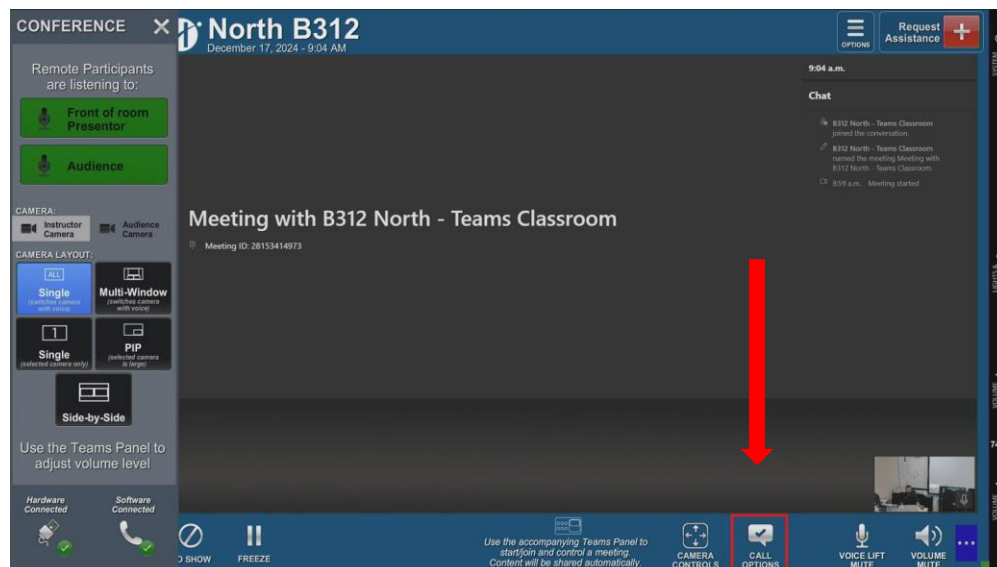
You will have the following options available to you under Instructor Camera:

1. Voice Tracking
2. Frame Tracking
3. Presenter Tracking
4. Manual Control

Voice tracking will allow camera views to swap between presenter and audience during question periods within the Teams meeting by default. **Frame Tracking** captures a larger area in front of the classroom with less focus on small movements. **Presenter Tracking** offers zoomed-in options, focusing either on the full body or upper body of the presenter. **Manual Control** of the camera allows for a static camera angle to be configured via a track wheel on the screen. Additional layout modification options are accessible by selecting the **Call Options** located at the bottom right of the podium PC.

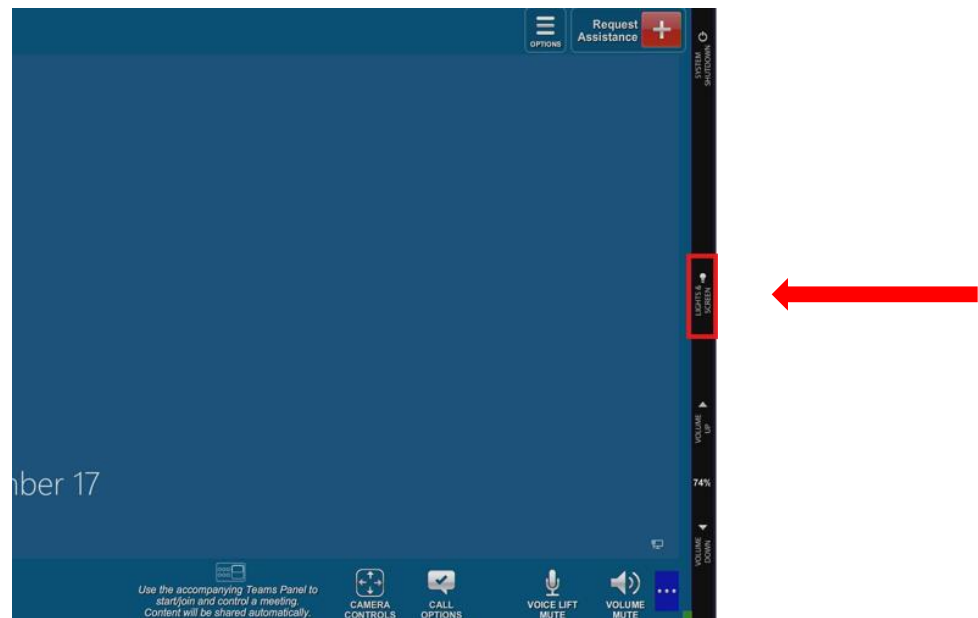
Audio Controls

To manage the audio within the room, press the **Call Options** button. You can then control the audio separately for both the instructor and the audience by selecting either **Front of room Presenter** or **Audience** from the left navigation bar. When the button is illuminated green, it indicates that the microphone is on.



Light Controls

To manage the lights within the room, click on the **Lights & Screen** icon located on the far-right black bezel.



Requesting Assistance

1. To request assistance, press the **Request Assistance** button on the top right corner of the podium PC and choose the type of your request.
2. This will generate a ticket and notify the technicians, and the assigned technician will come to your classroom promptly. Response time may vary based on volume of tickets, but classroom requests are prioritized.
3. Alternatively, you can use your personal mobile device to scan the QR code in the room to request assistance which will also generate a ticket that will notify our technicians.