

TUTORIAL ROOMS

1. **Fit Out.** Each of the 13 Tutorial Rooms contains either 10 or 12 seats and tables. The rooms are fitted out for small group study, not formal teaching. Each room is fitted with:
 - a. **Interactive whiteboard and projector.** This system can project images, be used as an electronic whiteboard or used as a manual whiteboard with dry wipe pens.
 - b. **A room-resident PC.** This requires a standard personal University log in for staff and students, visitors' logins are available through Conference Services. The PC is loaded with MS Office 2010.
 - c. **Lap top connector.** This allows laptops to project images and sound through the projector.
 - d. **WiFi.** The room is covered by WiFi, users require an Eduroam account *or* a temporary username and password for the visitors network. Visitors can acquire a temporary Edurom account from Conference Services.
2. **Booking.** These rooms are booked by Medicine during the summer booking period then released to the University. All other bookings are co-ordinated through Timetabling or Conference and Group Services Reservations Office.
3. **Eating and Drinking.** No food or drink in any bookable room less bottled water which is permitted in all rooms. The exception will be organised lunches for staff only in the Tutorial rooms.
4. **Access:**
 - a. Cleaners open any rooms that are locked during their morning round, at least by 8.45. If for any reason the cleaners can't get round them all by then the janitor on duty can open all the tutorial rooms.
 - b. The janitor locks all the rooms at 5.30 except any which CGS has booked for evening classes and those which are to be left open for students.
 - c. At 9.30 / 9.45 while doing the shut up round the janitor moves any students out and locks the door behind him.
 - d. The janitor has a key to the PC Cabinet.
 - e. Students must not lock themselves into the Tutorial Rooms for health and fire safety reasons.
5. **Data Protection.** All users must be aware that there are cameras and microphones in these rooms and that they are live on the University network. While these are only actively viewed during communication skills practicals there can be no guarantee that the activity or sound in the room is private. The red light in the ceiling is illuminated if the camera is recording.

SCHOOL OF MEDICINE TUTORIAL ROOMS

These teaching rooms are a shared resource. To help maintain these rooms in good condition please follow the code of practice (<http://www.st-andrews.ac.uk/staff/teaching/timetabling/locations/codeofpractice/>) which is abridged here.

Furniture

The furniture is designed for a large square table made of 3 or 4 desks and 10 or 12 chairs round it. If the furniture is moved or borrowed from another room then those making the alteration should return it to this layout in preparation for the following class.

Whiteboards

Use only the Eno 'smart' pen provided or dry wipe marker pens on the whiteboard. Pick the stylus up and remove the lid. The pen works automatically but touching the icons on the side of the screen gives access to functions. The stylus will only work in one room. Ensure that the lid is replaced after use to prevent battery drain. If the rubbers have been removed then contact the School of Medicine Office to obtain more. Please clean the whiteboard thoroughly at the end of the session.

Eating and Drinking

The University prohibits eating and drinking for three reasons; old food causes a mess and smell that the next users will not welcome, some food substances may cause allergic reaction to others and the presence of some foods may be culturally offensive.

All of this can be reduced to a single maxim;

**Please leave this
room as you
room as you wish
to find it**

**No eating or
drinking less
bottled water**



Using the PC

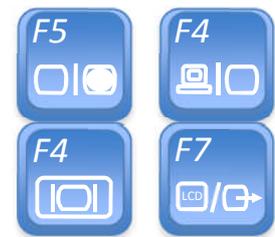
The PC cabinets are locked and the keys are available from the School of Medicine Office or the janitors. The PCs have a USB extension socket so that users do not need the key to access the USB port, a user would only require access to the PC to play a DVD or to reboot the computer. The PC must not be powered off, rather logged off at the end of a session.

- The PC should be switched on already.
- Use the touch panel to switch the projector on 'Display – on'
- Select 'PC.'
- When the Windows Login appears, login with University ID.



Projecting a laptop through the projector

- Locate the VGA (video) panel in one of the floor boxes.
- Connect the VGA cable to the laptop, ensure wires leave the floor box through the trapdoor.
- Use the touch panel to switch the projector on then select 'Laptop.'
- It may be necessary to activate the 2nd display output on the laptop. Look for an icon on the F keys – (see examples) and press this button with the function key held down.
- Toggle until the desired output is achieved.
- Use the Auto Image button if the image does not display correctly.



Examples

Video capture

- This room contains a remote controlled camera and sound recording system that is used for teaching.
- The cameras are always live. A red bulb by the camera glows when power is connected and flashes when it is recording.
- Only a few teaching and IT support staff can view live cameras. The camera feed is not normally monitored however there is no absolute guarantee that the stream of data is completely protected. As a result no private or commercial business should be conducted in these rooms.
- The privacy protocols are contained in the school handbook. Further information from the School of Medicine Executive Administrator

