

Topic: Instructional HyFlex Classroom Instructions

Room Setup Type #1

These are instructions for using the following rooms: BR 363, CB 103, FR 249, KI 115, LO 91, MA 174, MA 274

You will need to set up a meeting schedule in your own university Zoom account. Please refer to scheduling instructions to make the appropriate settings.

Contact Media Services for assistance and orientation at support@mnstate.edu

Use the remote control in the teaching station drawer to turn the TV on (Sharp)

On the control panel (in left column) choose Join Meeting

- Enter your Meeting ID number from the class that you scheduled in your Zoom acct.
- It will then ask for your Passcode

Content – to share content from classroom presentation devices (computer, Laptop, Doc Camera, etc.)

- Press the CONTENT button on the control panel
- Start Sharing - Whatever is selected on the projector switcher will appear in the content area
- If using your laptop to display content, DO NOT use the HDMI input, you will need to use the VGA Input

Security

- Lock Meeting: OFF
- Enable Waiting Room: You need a Passcode or Waiting room activated
- Allow Participant to:
 - Share Screen: ON
 - Chat: optional
 - Rename themselves: ON

Change View – set to preferred setting

- Speaker
- Thumbnail
- Gallery

Camera Control

- Use to position the camera
- Turning on Auto Framing will allow the camera to track classroom speakers
 - o Not very responsive in classroom. Feature works best in conference room environment.
- Mirror Effect changes the display to mirror the camera image in the local monitor
 - o This does not change the outgoing image to the distance students

Manage Participants

- MORE
 - o Lock meeting – locking makes it unavailable to join meeting
 - o Mute Participants on Entry – This is set in your meeting options
 - o Disable Participants to Unmute themselves
- Generally you would want participant to be able to mute and unmute themselves.
 - o Show Non-video Participants – so no one logged in can “hide” from the rest of the class.
 - o Hide Self View – Turn the self view on and off
 - o Disable waiting room – Disables the Waiting Room setting

Chat

- Allows you to see Chat if it is enabled
- Choose settings icon in top right of screen to change settings
 - o Show Notification on TV
 - o Show Full Chat Panel on TV

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.