

HyFlex Classroom Setup Instructions

HyFlex Classroom Equipment

- Instructor Station Podium Equipment (Windows desktop computer and peripherals)
- Epson BrightLink Interactive Projector and Display
- High Definition Ceiling Mounted Camera
- Ceiling Microphones
- Speakers
- High Definition Confidence Monitor

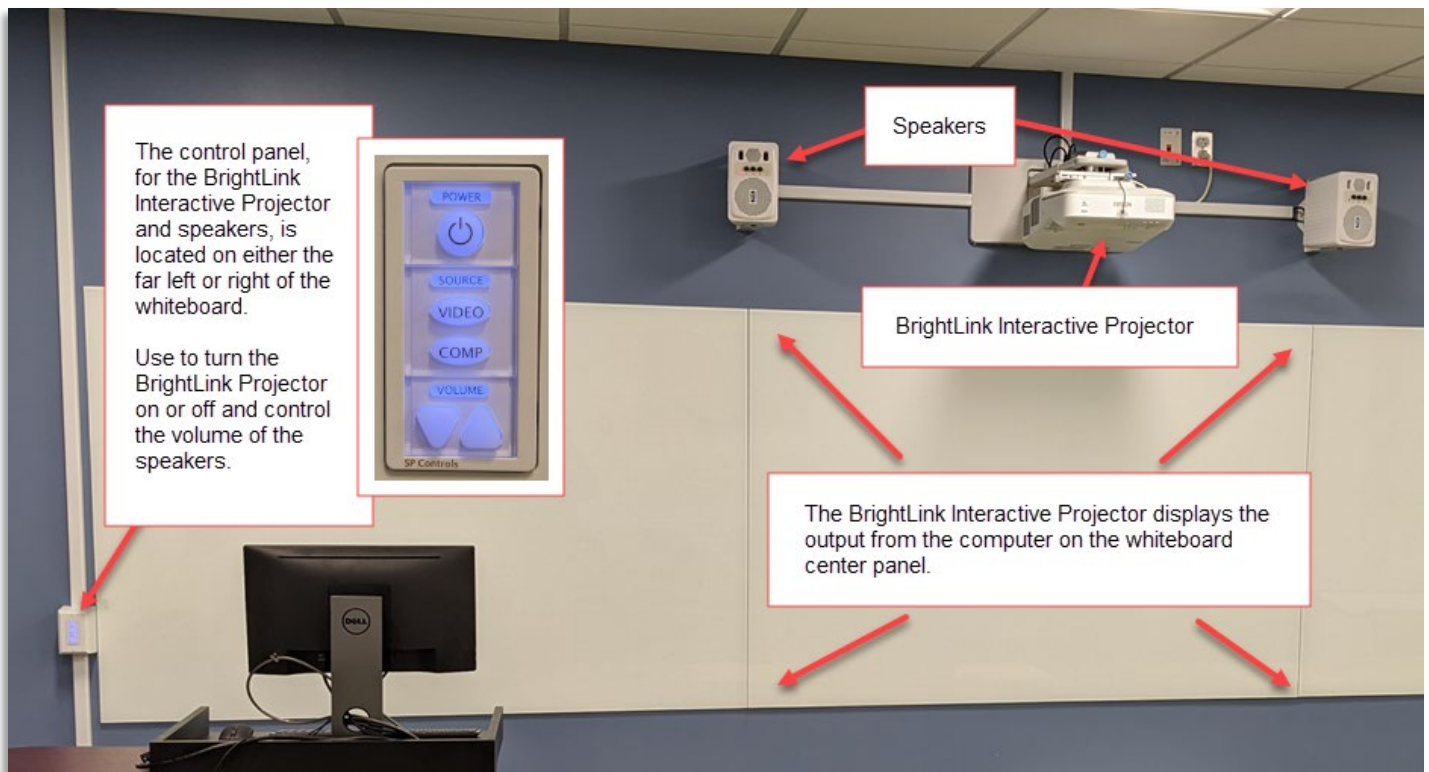
Step 1: Turning the Confidence Monitor On and Off

The High Definition Confidence Monitor, which will display the remote learners during a Zoom session when an instructor shares the screen, is mounted on the wall in the back or side of the classroom (Note: If the instructor is not planning to share any content from the computer, the remote learners will be displayed on the whiteboard in the front of the classroom.) To power the monitor ON, press the power button on the bottom center of the monitor (*see the image below for reference*).



Step 2: Using the Control Panel to Turn on the Interactive BrightLink Projector

Locate the Control Panel (either to the left or right side of the whiteboard in the front of the classroom). Use this panel to power ON the BrightLink Interactive Projector and adjust the volume of the speakers in the room (*see image below for reference*).



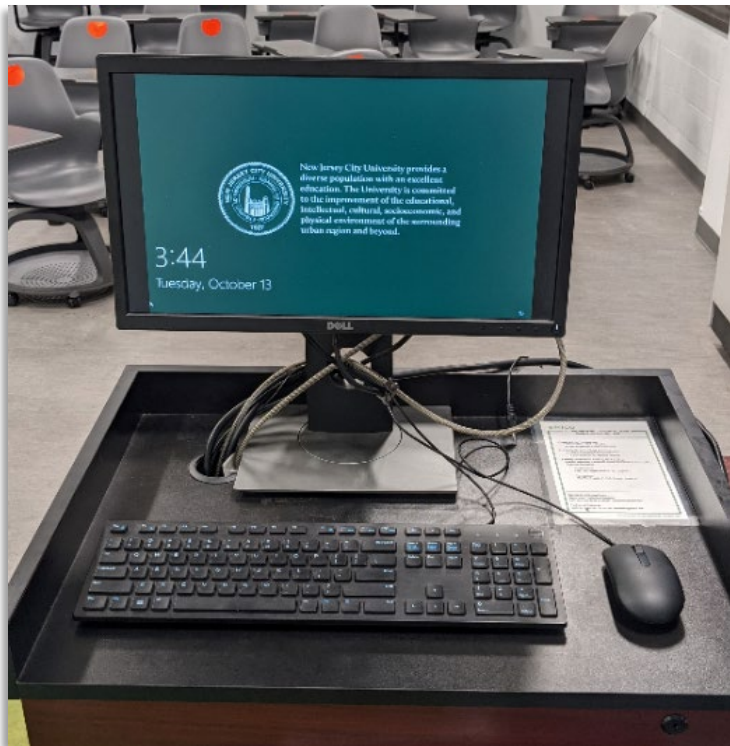
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Step 3: Turning on the Instructor Station Podium Equipment

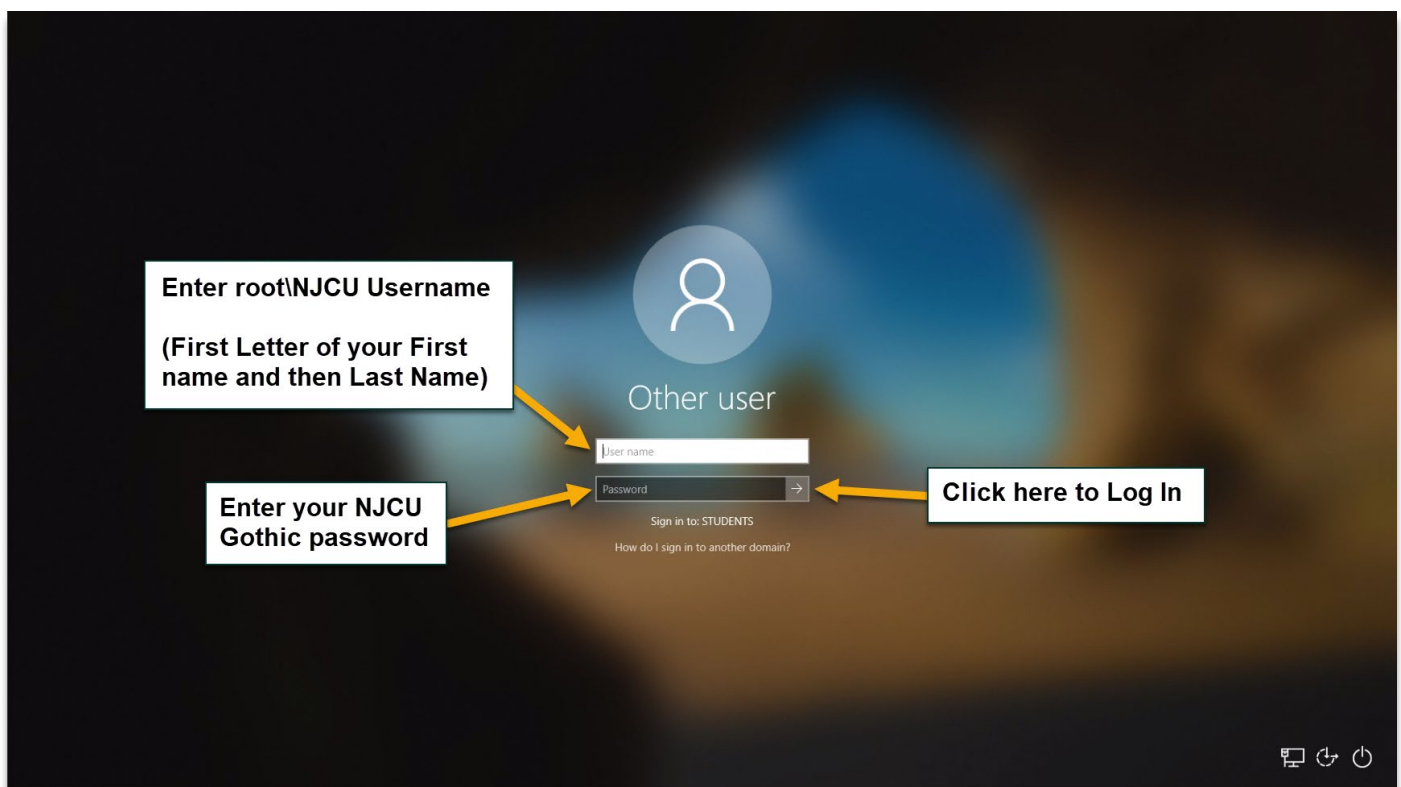
The Instructor Station podium is located at the front of the classroom. The podium offers a desktop computer, a computer monitor, a keyboard, and mouse.



Please check that both the computer monitor and the computer are both powered ON.

Step 4: Logging into the Instructor Station Podium Computer

Log into the computer and campus network using your NJCU GothicNet ID and Password (*see image below for reference*).



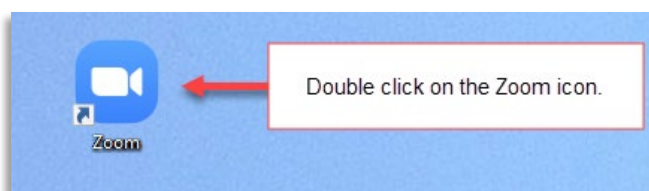
Step 5: Logging into Zoom – Using your NJCU Email Address and Zoom Password

Part I – Initial Setup of Zoom on the Classroom Computer

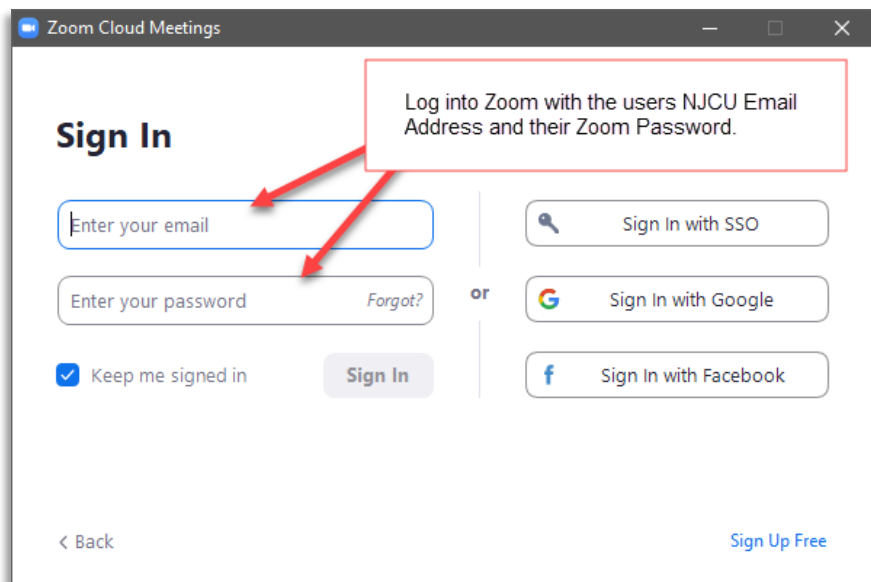
(Note: If the initial setup of Zoom has already been completed, continue to Part II below to log into Zoom and start the class session.)

The first time that each instructor logs into a computer in any classroom, the following additional steps (a to f) must be completed to setup Zoom on the computer. This is required to allow Zoom to connect to the two monitors in the classroom. One monitor is on the desktop podium and the other monitor is the confidence monitor, which will display the remote learners, located in the back or on the side of the classroom.

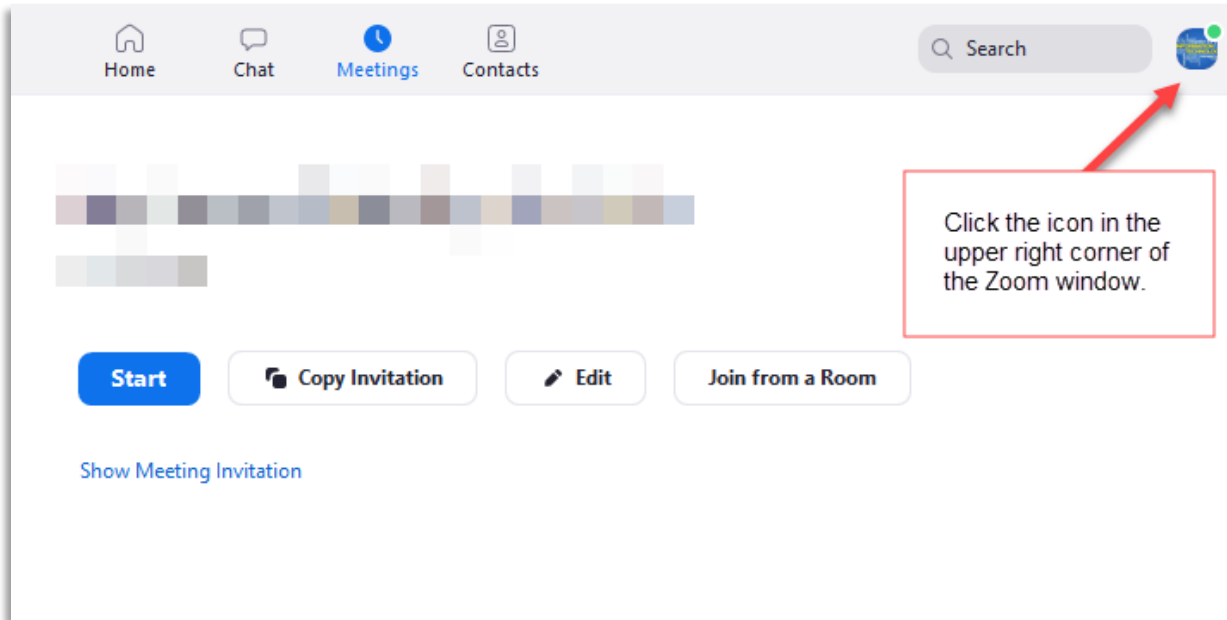
a. Double click on the Zoom icon located on the computer's desktop. Be sure to click on the Zoom desktop application, to log into Zoom, when using the computer in the HyFlex classrooms, to connect to your Zoom class sessions.



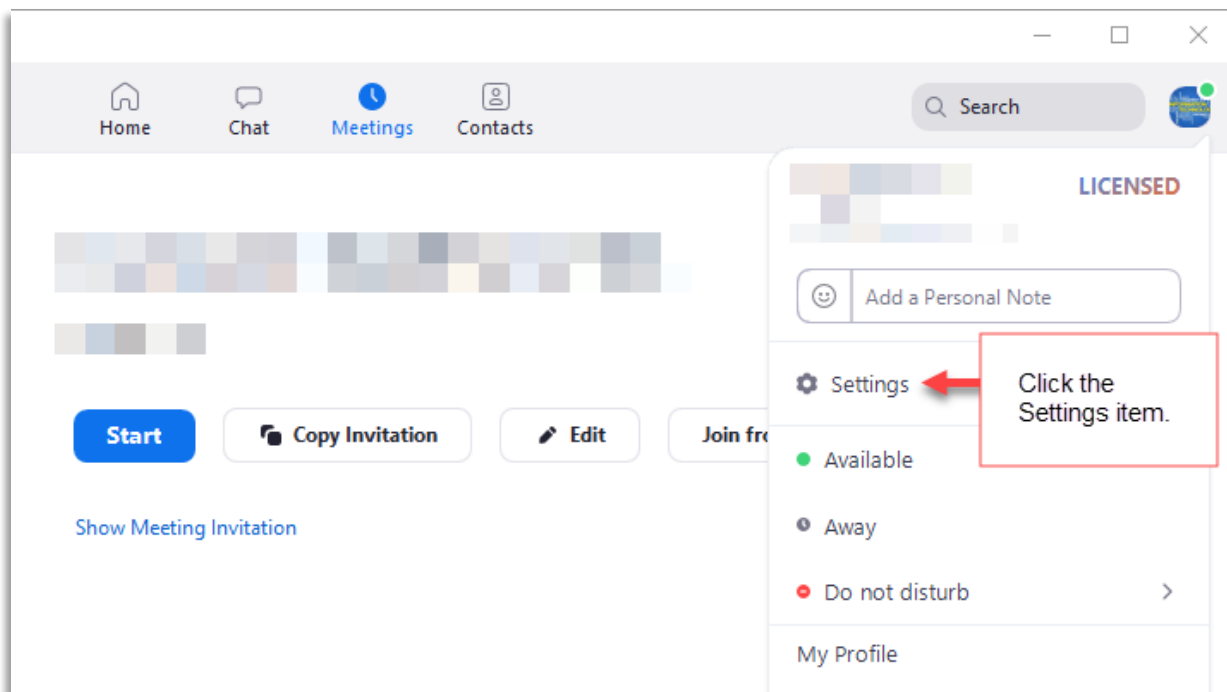
b. Log into the Zoom desktop application using your NJCU email address and Zoom password.



c. Click on the icon in the upper right corner to access settings.



d. Click on the Settings item.

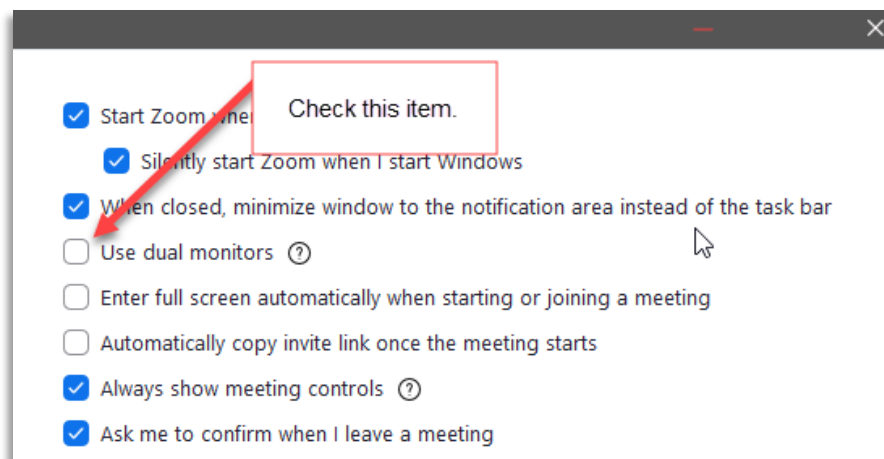


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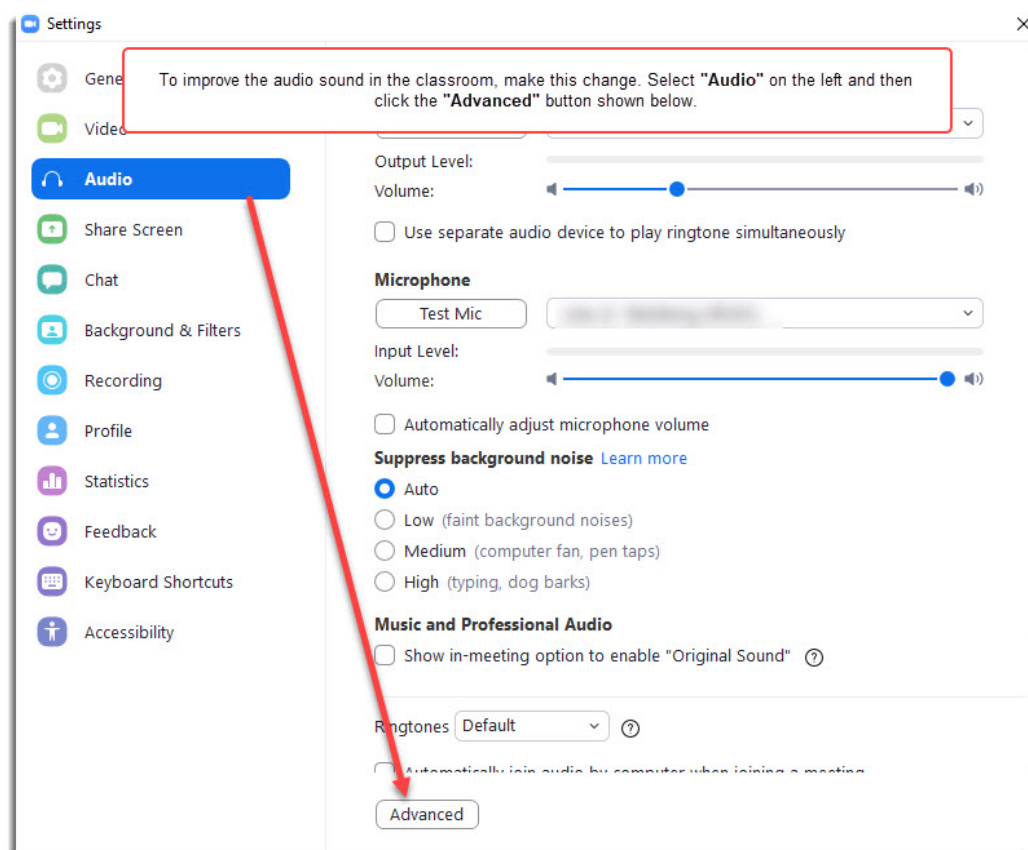
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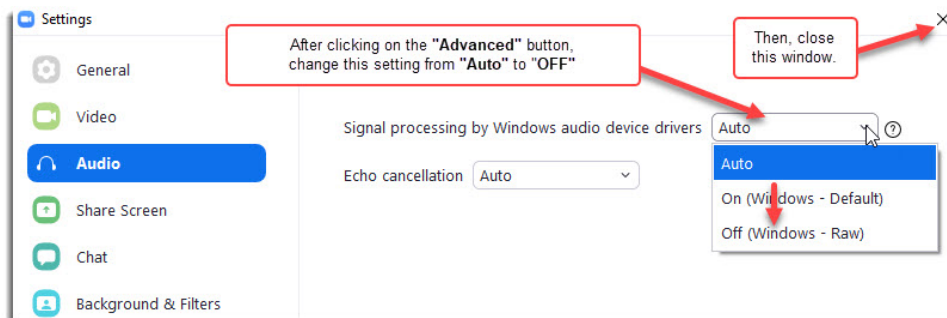
e. Turn on the Dual Monitors in Zoom.



f (part 1). Change Audio setting to improve sound quality in the classroom.

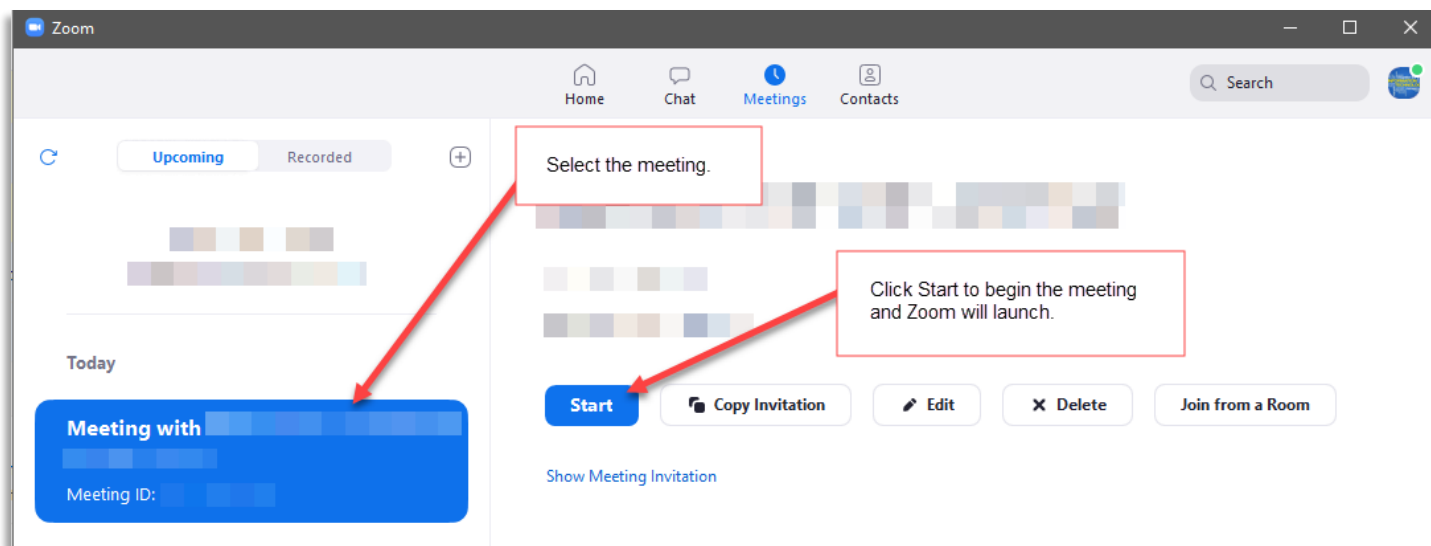


f (part 2). Make the change from Auto to Off.

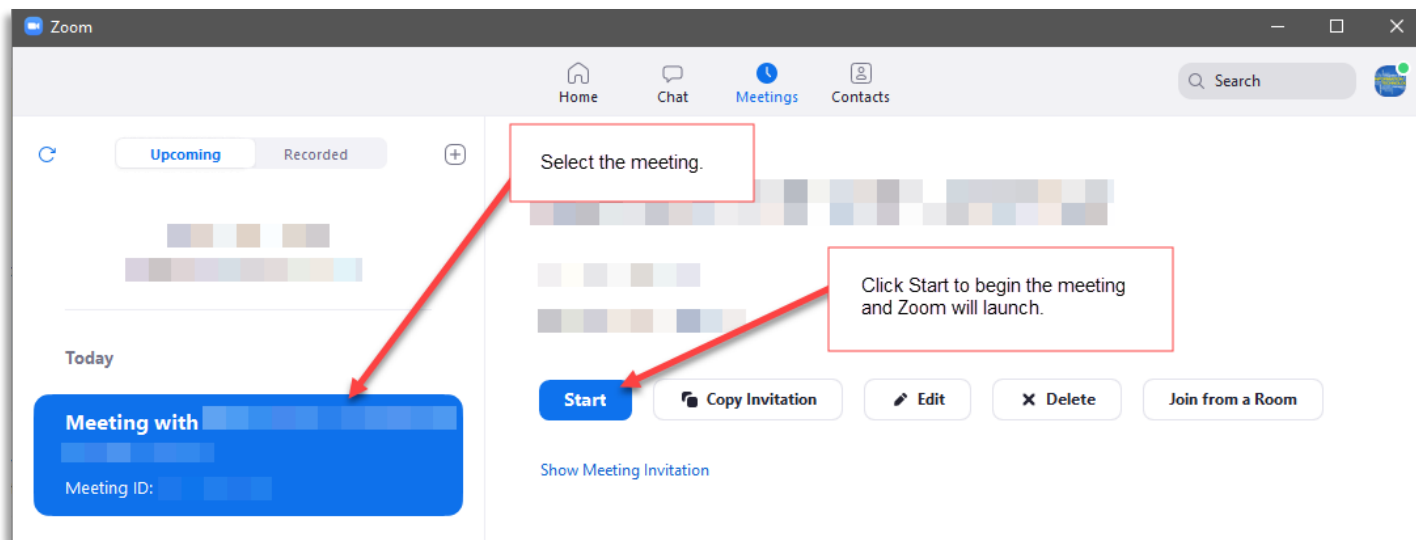


After closing the above window, you will return to the following window in the Zoom desktop app. Then click on the **MEETINGS** item at the top of the next window, to the left of Contacts. This will then display a list of all Zoom meetings that are currently in your Zoom account. (See the following image.)

g. This is an example of how to start a Zoom class session.



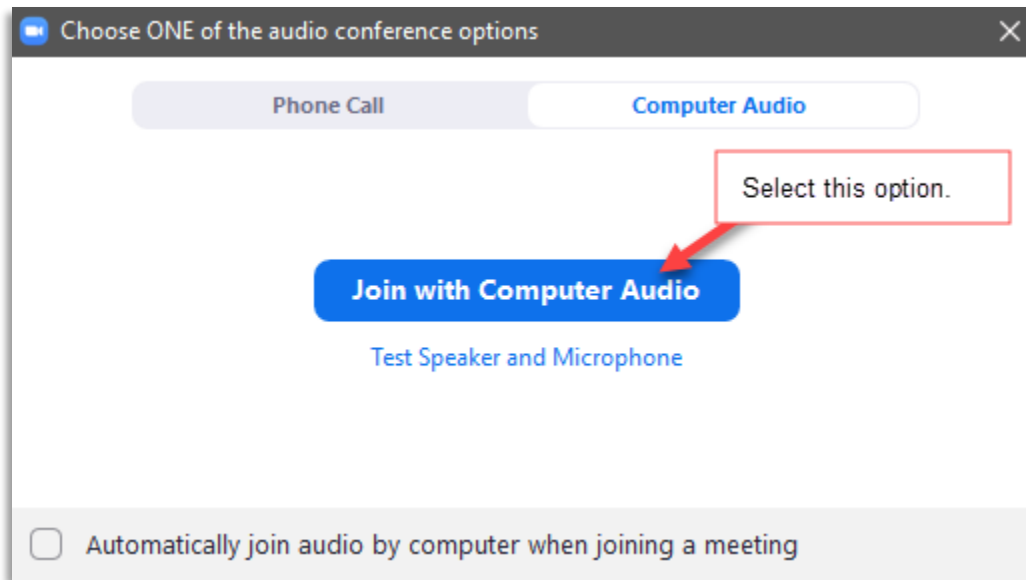
The instructor will initiate the scheduled Zoom class session and students in the classroom will be able to see and hear students joining remotely. Remote students will be displayed on the confidence monitor on the side or back of the room.



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h. Select to Join with Computer Audio

This step needs to be done each time you start Zoom. By joining with the computer audio, the sound in the classroom will work with the microphones (that are installed in the ceiling as well as the speakers that are located to the left and right of the projector.)

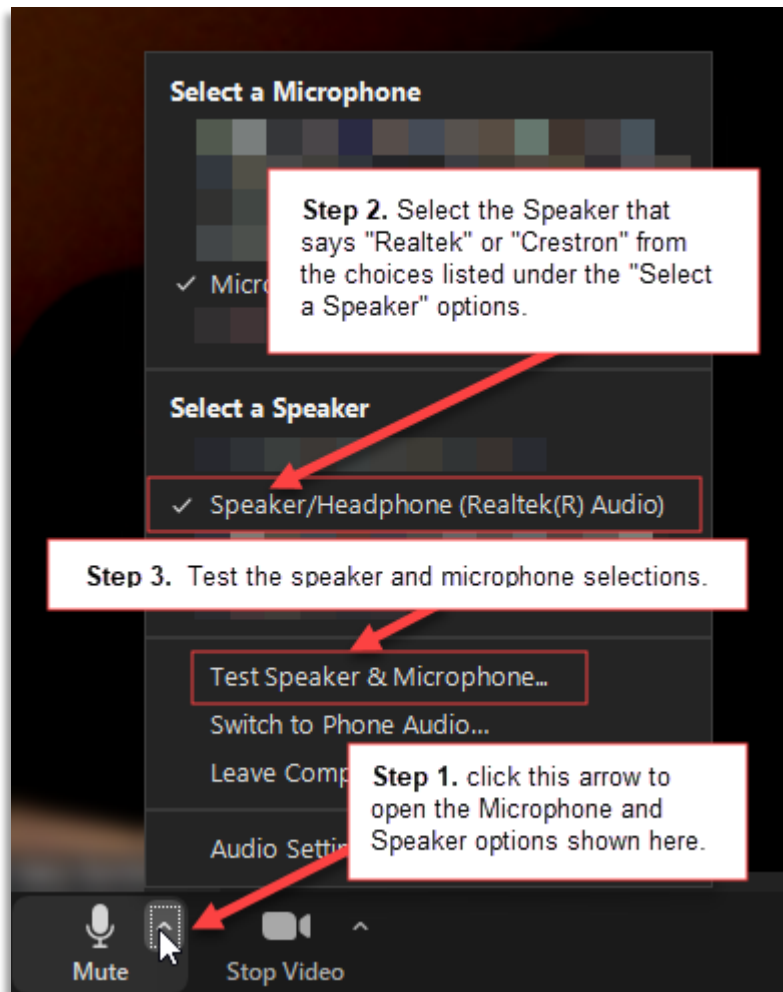


i. Select the appropriate speakers in Zoom.

This step only needs to be done once, per computer (classroom), per semester, that the Instructor will be using to teach from when using Zoom. This ensures that the sound from Zoom will be sent through the appropriate speakers in the classroom.

Note: See the graphic on the following page for additional instructions.

j. Select the appropriate speakers in Zoom (continued).



Part II – Logging into Zoom and Starting Class Sessions

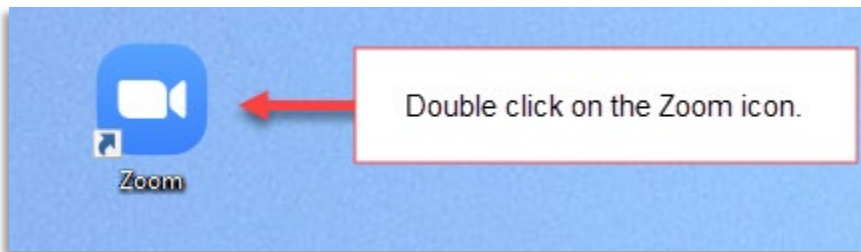
Each subsequent time that an instructor logs into a classroom computer, only the following steps will be required to log in and start a Zoom class session.

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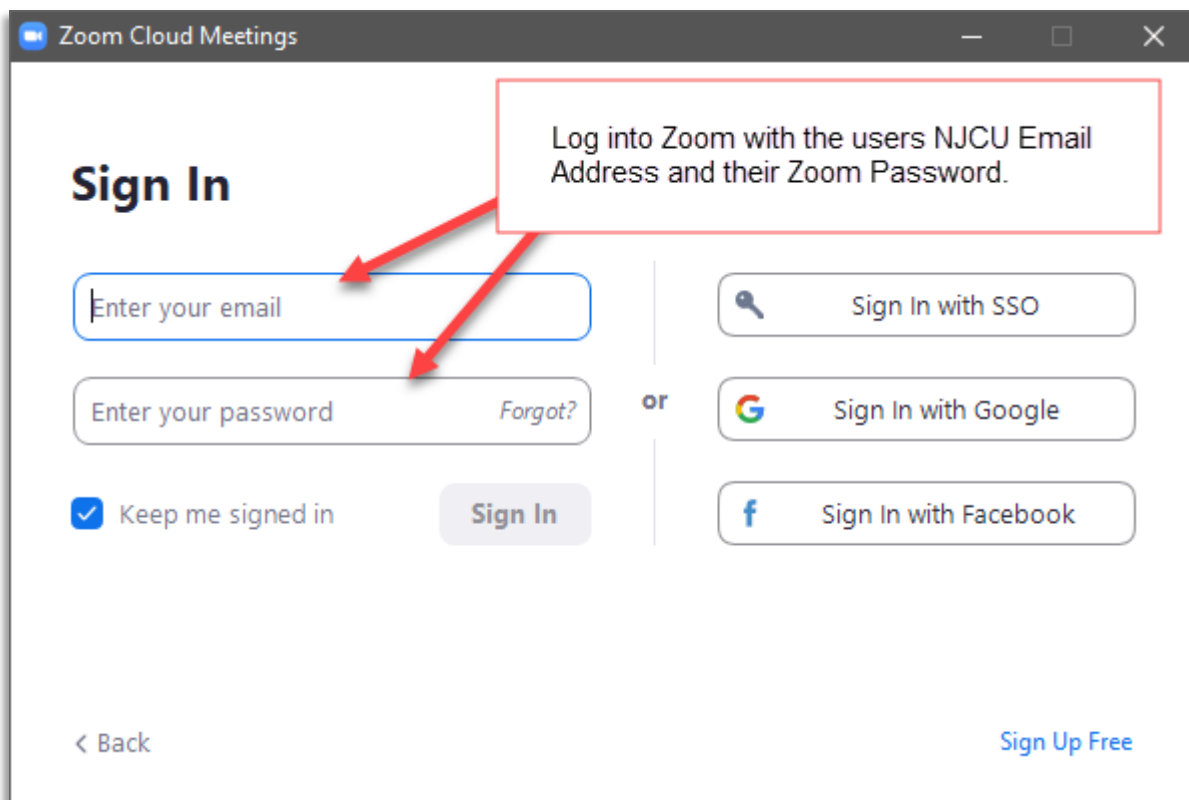
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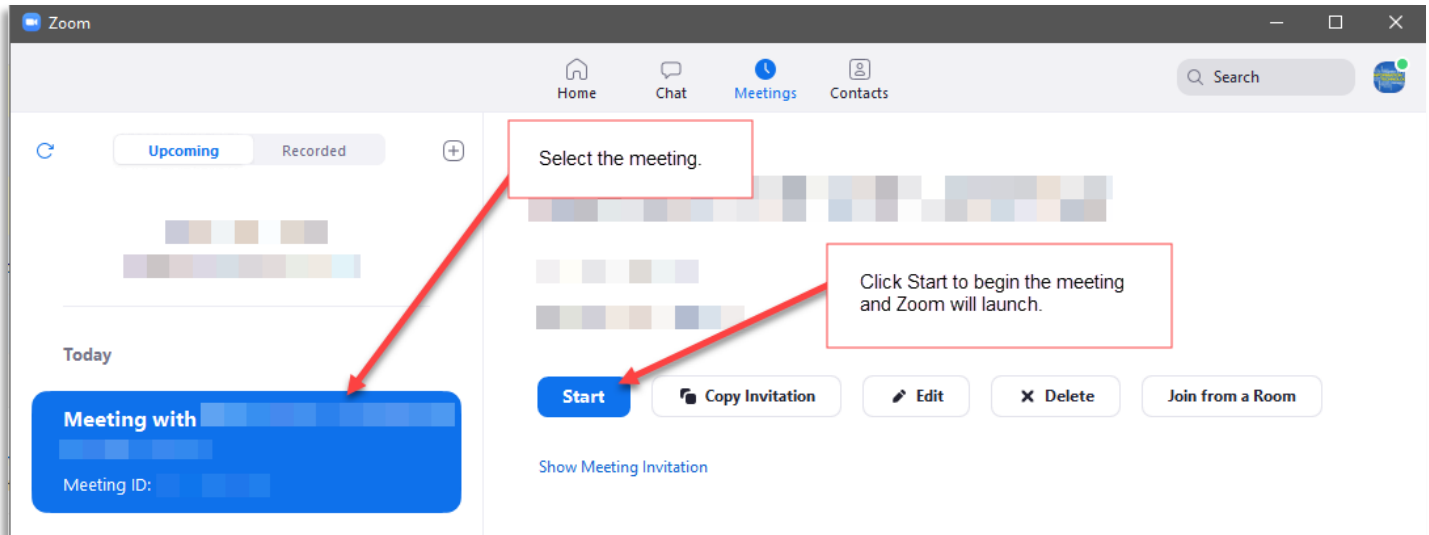
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b. Log into the Zoom desktop application using your NJCU email address and Zoom password.

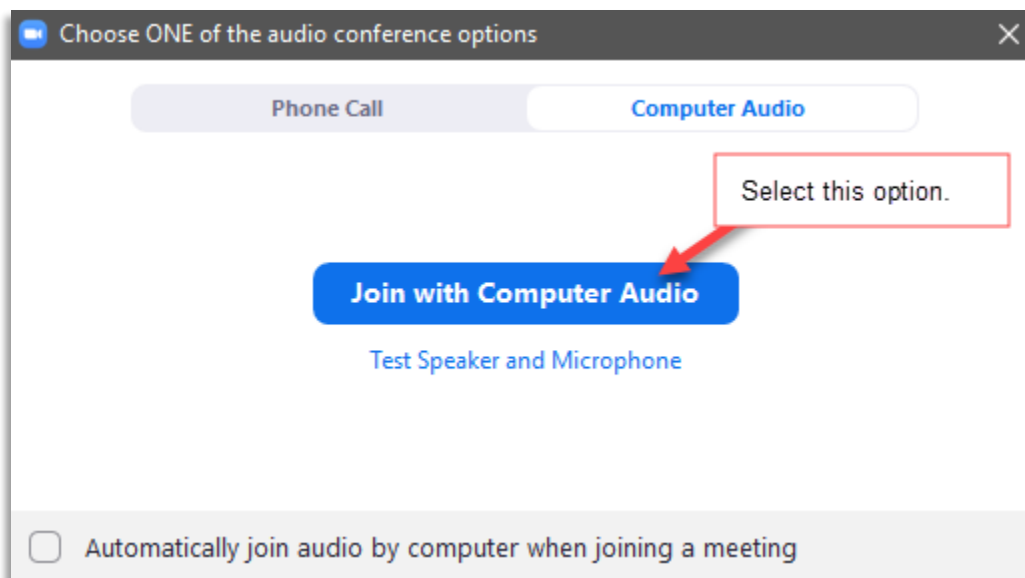


c. This is an example of how to start a Zoom class session.



d. Select to Join with Computer Audio (when the prompt appears).

This step needs to be done each time you start Zoom. By joining with the computer audio, the sound in the classroom will work with the microphones (that are installed in the ceiling as well as the speakers that are located to the left and right of the projector.)



Step 6: Sharing the Instructor's Zoom Screen to all Students (in classroom and remote).

If a presentation or other content is to be displayed to the students, the instructor will need to access the content using the desktop computer in the classroom and share the computer screen via Zoom. This will push the content simultaneously to the whiteboard display in the front of the classroom and to all remote learner screens in the Zoom class session.

Once the instructor shares the screen using Zoom, the remote learners will be displayed on the confidence monitor in the classroom. If the screen is not shared in Zoom, the remote learners will appear on the whiteboard display in the front of the classroom.