

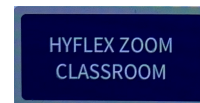
Foothill-De Anza HyFlex classrooms allows the instructor to teach to both a local and remote group of students as if they were one group. HyFlex classrooms operate in either Zoom mode or Standard non-Zoom mode. Each classroom features ceiling mounted microphones, auto tracking cameras and a Zoom Room computer that allows instructional media to be shown to locally and remote students. The instructor controls the classroom with two touch screen panels, one control classroom functions, while the other controls the Zoom meeting.

This guide covers:

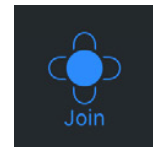
- How to start a HyFlex class (Local and Remote students)
- How to start a Standard class (Local students only)
- How to use classroom Control Touch Panel
- How to use HyFlex classroom Zoom Room iPad Controller
- How to start Zoom in a HyFlex classroom
- How to set Auto Tracking Camera to follow Instructor
- How to connect a Laptop
- How to Share instructional media
- How to Record class Zoom Session
- How to setup and manage Breakout Rooms
- How to manage classroom Cameras
- How to manage classroom Microphones
- How to admit students in Waiting Room
- How to Shut Down classroom

How to start a HyFlex classroom (Local and Remote students)

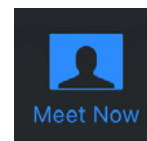
1. Touch **HYFLEX ZOOM CLASSROOM** button on Touch Panel
2. Power ON instructor console displays (if equipped)
3. Prep materials on computer, laptop and document camera
4. Start Zoom classroom meeting



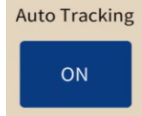
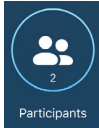
- a. Join a scheduled Canvas Zoom meeting
 - i. Tap the **JOIN** icon on the IPAD Controller left menu bar.
 - ii. Enter the Meeting ID on the number pad.
 - iii. Tap Join to start the meeting.



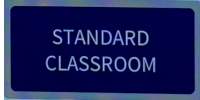
- b. Join a Meet Now Zoom meeting
 - i. Tap the Meet Now icon on the menu bar
 - ii. Tap Meet Now to start an instant meeting



5. Move about classroom to confirm Auto Tracking Camera is following instructor
 - a. Reset Auto Tracking Camera to follow instructor
 - i. Tap **Camera** source button on Touch Control Panel

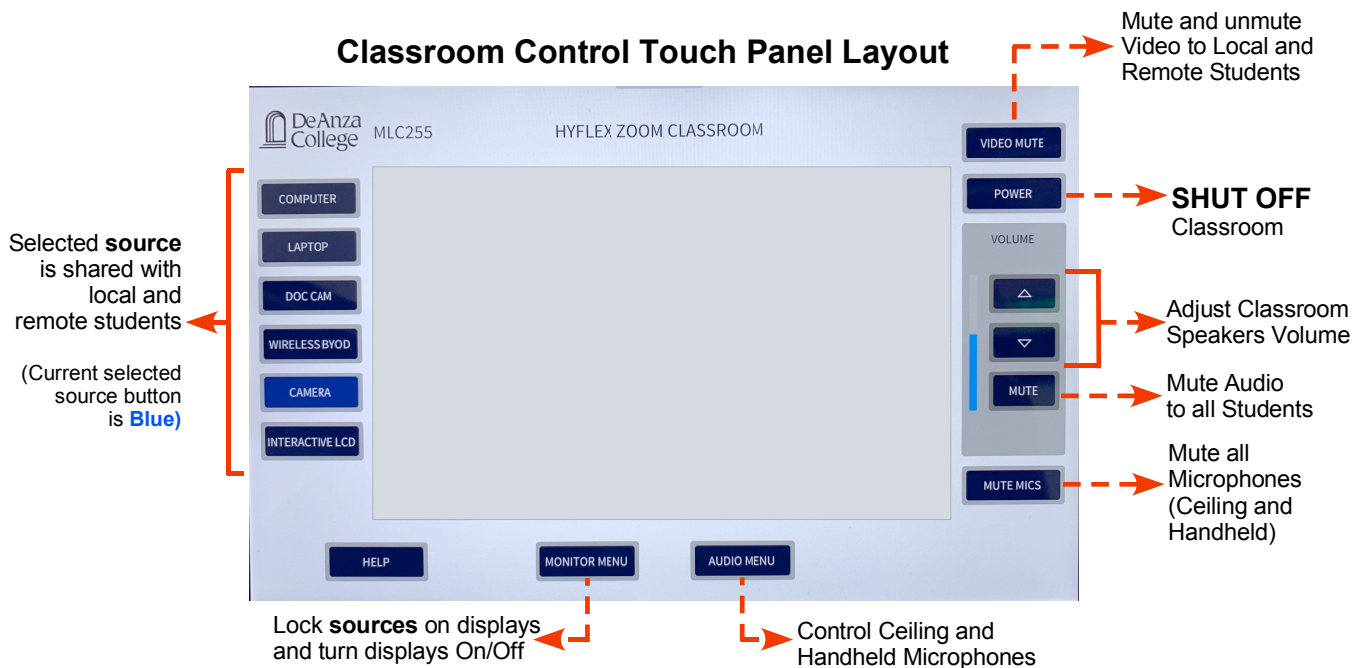
- ii. Tap **Presenter Rear Camera** Button on Touch Control Panel
 - iii. Tap **Preset 1** button.
 - iv. Tap **Auto Tracking ON** button 
 - v. Move about room to confirm Auto Tracking Camera is following instructor
6. Admit students waiting in class Waiting Room
 - a. Tap **Participants** button on Zoom iPad Controller. 
 - b. Tap each **Student name** and select **Admit** option or select **Admit All**
 7. Select first source to display to students on classroom Touch Control Panel
 8. Start Class

How to start a Standard classroom (Local students only)

1. Touch **STANDARD CLASSROOM** button on Touch Panel 
2. Prep materials on computer, laptop and document camera
3. Select first source to display to students on Touch Control Panel
4. Start Class

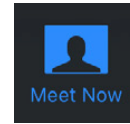
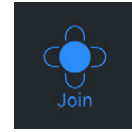
How to use classroom Control Touch Panel

1. The Control Touch Panel manages classroom equipment including selecting source sent to local and remote students, classroom volume, cameras and microphones.
2. Note: The **Control Touch Panel layout changes** when switching between Zoom mode and Standard modes.

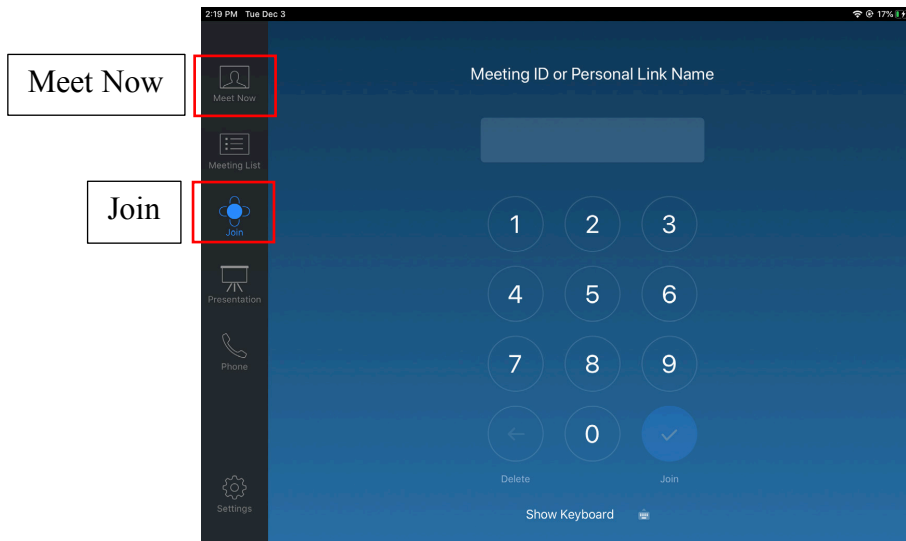


How to use classroom Zoom Room iPad Controller

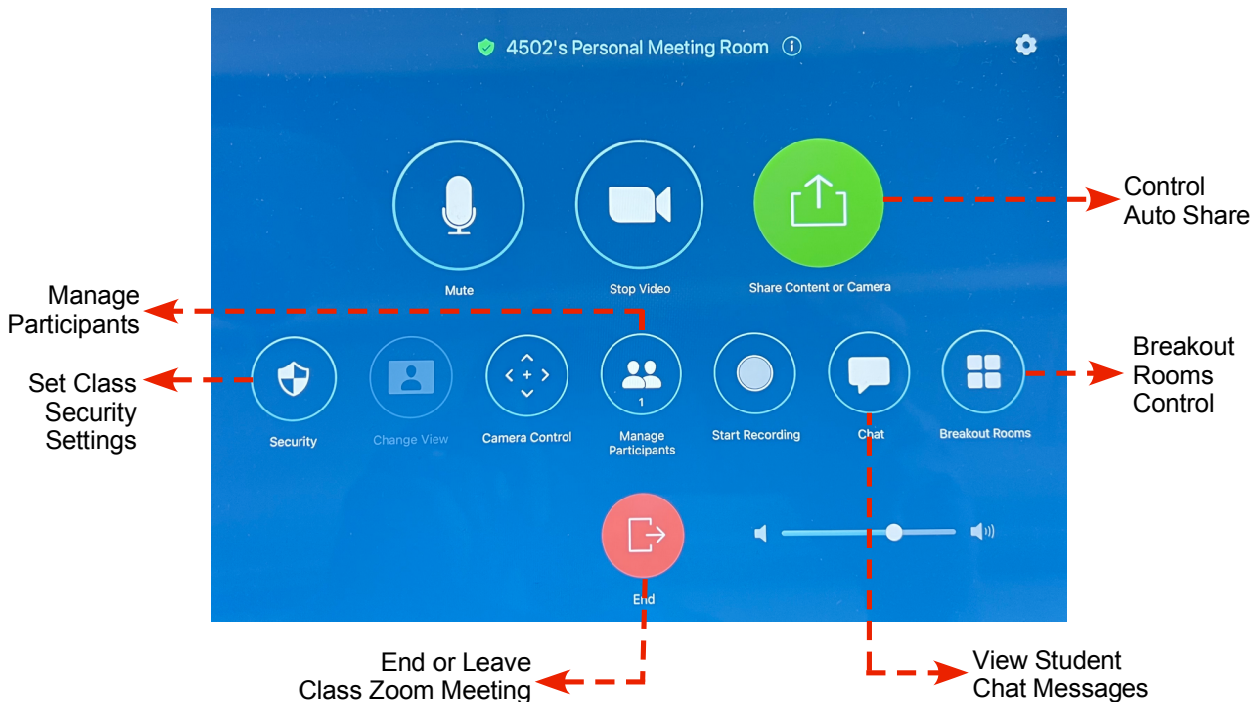
1. Use the **Apple iPad Controller** to control the classroom Zoom session
 - a. **Startup menu** – Start Zoom classroom meetings
 - b. **Meeting Controls menu** - Control Zoom meeting
2. **Join Scheduled Canvas Zoom meeting**
 - a. Tap the **JOIN** icon on the IPAD Controller left menu bar
 - b. Enter the Meeting ID on the number pad.
 - c. Tap Join to start the meeting
3. Start an **Instant Zoom class** session
 - a. Tap the Meet Now icon on the Startup menu side bar
 - b. Tap Meet Now to start an instant meeting.



STARTUP JOIN MENU

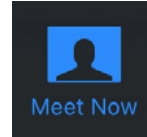
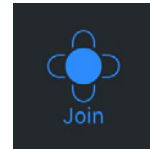


MEETING CONTROLS MENU



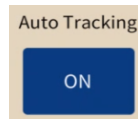
How to start Zoom in a HyFlex classroom

1. Join a scheduled Canvas Zoom meeting
 - a. Tap the **JOIN** icon on the IPAD Controller left menu bar
 - b. Enter the Meeting ID on the number pad
 - c. Tap Join to start the meeting
2. Join a Meet Now Zoom meeting
 - a. Tap the Meet Now icon on the menu bar
 - b. Tap Meet Now to start an instant meeting



How to set Auto Tracking Camera to follow Instructor

1. Tap **Camera** source button on Touch Control Panel
2. Tap **Presenter Rear Camera** Button on Touch Control Panel
3. Tap **Preset 1** button
4. Tap **Auto Tracking ON** button
5. Move about room to confirm Auto Tracking Camera is following instructor

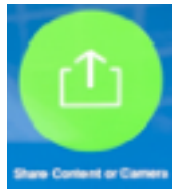


How to connect a Laptop

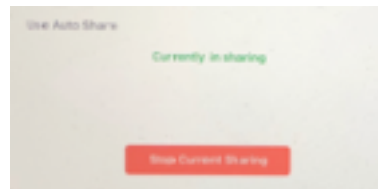
1. Connect instructor console HDMI Cable directly to Laptop HDMI port
2. Connect instructor console HDMI Cable to Laptop using an USB to HDMI adapter
3. HDMI Cable connects Video and Audio from Laptop to console.

How to Share instructional media

1. There are four key Sharing Options: Auto Share, Local Student Share, Remote Student Share and Zoom Pro Client Sharing.
 - a. Zoom Room Auto Sharing (Default)
 - i. **Auto Sharing** feature auto starts Zoom sharing when HyFlex Classroom is power ON
 - ii. **Auto Sharing** sends **Current Selected Source** to remote and local students
 - iii. **Instructor must turn OFF auto sharing to allow others to share**
 - iv. How to **turn Auto Sharing ON and OFF**
 1. Tap **green Share Content** on iPad Controller
 2. Tap **Stop Current Sharing** button to turn OFF Auto Sharing
 3. Tap **Start Sharing** button to turn Auto Sharing ON



iPad Controller Auto Share



Auto Share Menu

b. Local Student Sharing

i. Turn classroom Auto Sharing OFF

1. Tap **green Share Content** on iPad Controller
2. Tap **Stop Current Sharing** button to turn OFF auto sharing

ii. How Local students share their screen or content on laptop

1. Tap **Share Screen** located in your meeting controls.
2. Select desired screen share options

c. Remote Student Sharing

i. Turn classroom Auto Sharing OFF

1. Tap **green Share Content** on iPad Controller
2. Tap **Stop Current Sharing** button to turn OFF auto sharing

ii. How remote student share their screen or content

1. Students Tap **Share Screen** located in their meeting controls.
2. Students select desired screen share options

d. Zoom Pro Client Sharing

i. Start Zoom Client application on your laptop or tablet – **Do Not connect laptop or tablet to HDMI input**

ii. Instructor must turn OFF auto sharing to allow Zoom Client app to share.

iii. How to turn Auto Sharing OFF

1. Tap **green Share Content** on iPad Controller
2. Tap **Stop Current Sharing** button to turn OFF auto sharing

iv. How Zoom Client application shares their screen or content using laptop

1. Tap **Share Screen** located in your meeting controls.
2. Select one of these screen share options

e. Note: **INSTRUCTOR should set Auto Sharing back ON after students or instructor's laptop has stopped sharing**


i. How to turn Auto Share back ON

1. Press green "Share Content or Camera" on iPad Controller
2. Press "Start Sharing" button

How to Record class Zoom Session

1. There are two methods to Record a Zoom Classroom session
 - a. Select **Record the Meeting automatically** check box when scheduling Canvas Zoom meeting. The cloud recording link will be sent to your Canvas email address.
 - b. Tap **Start Recording** button in iPad Controller Menu after Zoom has been started. You will be prompted to enter the email address where the cloud recording link will be sent.

Canvas Zoom Schedule a Meeting Record Option

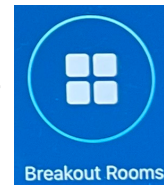
Meeting Options	<input type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Breakout Room pre-assign
	<input type="checkbox"/> Use Personal Meeting ID
	<input checked="" type="checkbox"/> Record the meeting automatically <input type="radio"/> On the local computer <input checked="" type="radio"/> In the cloud

How to setup and manage Breakout Rooms

Breakout rooms split students into meeting rooms off from the main Zoom meeting. The meeting host (and co-host) can create Breakout Rooms, and can manually place participants into rooms, or have Zoom automatically assign them into rooms. The host (and co-host) can jump between rooms, and choose to close and reopen rooms at any time during the meeting.

1. How to Creating **breakout rooms** for **remote students only**

- a. Tap on **Breakout Room** button on iPad Controller
- b. **Enter the number of breakout** rooms in Room Amount number
- c. Select a Student Assignment Method
 - i. Assign Automatically
 - ii. Assign Manually
 - iii. Let Students Choose Room
- d. Students who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.



2. How to Manage breakout rooms in progress

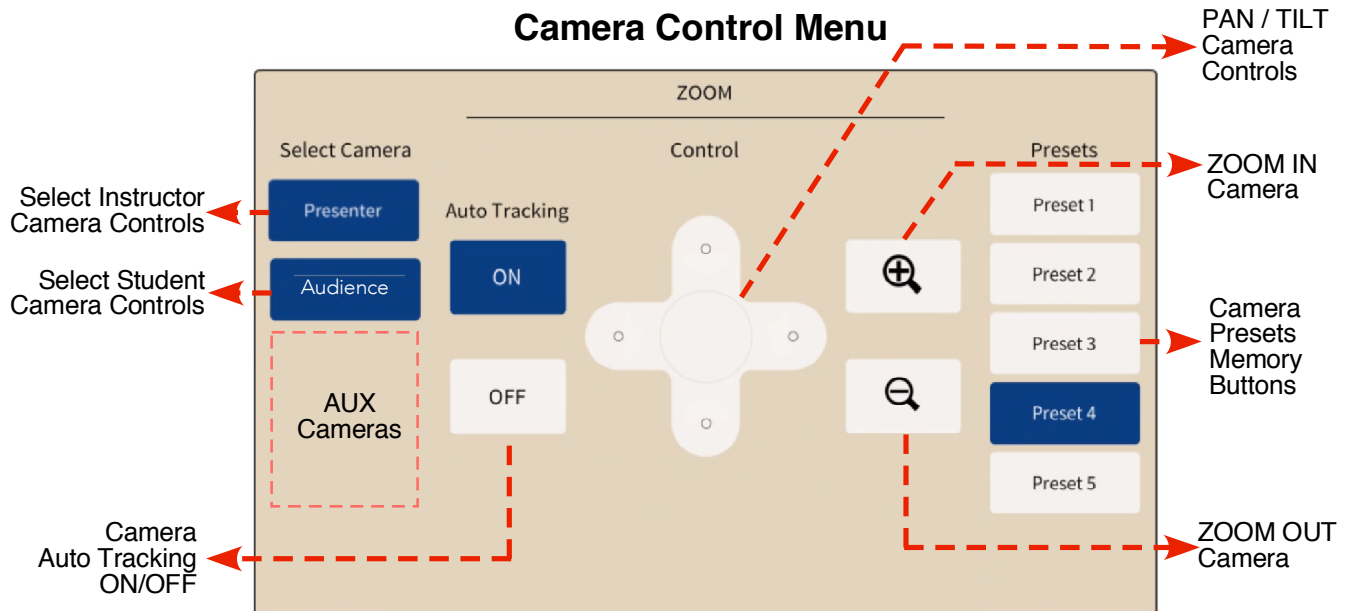
- a. Once the breakout rooms have been started, the assigned students will be asked to join the Breakout Session. The host, or co-host that launched the breakouts and the original host, will stay in the main meeting until joining a session manually. If a participant (student) has not joined the session yet, it will be noted by (not joined) next to their name in participant menu.
- b. Instructor Breakout Room options:
 - i. Join: Join the breakout room.
 - ii. Leave: Leave the room and return to the main meeting (only shows when in a breakout room).
 - iii. **Close All Rooms**: Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

How to manage classroom Cameras

1. **Instructor Camera** (Auto Tracking Camera)
 - a. The Instructor's camera is mounted on classroom rear wall. View the auto tracking camera video on the instructor console Zoom GalleyView right display. The auto tracking camera only follows one person when auto tracking is turned ON.
2. **Student Camera**
 - a. The student camera is located in the front of the classroom.
 - b. The student camera allows remotes students can view local students.
 - i. How to **share Student Camera** with remote students
 1. Select **Camera Source** button Touch Panel
3. How to Set **Auto Tracking Camera** to follow instructor

Locate instructor camera image on GalleyView instructor console display

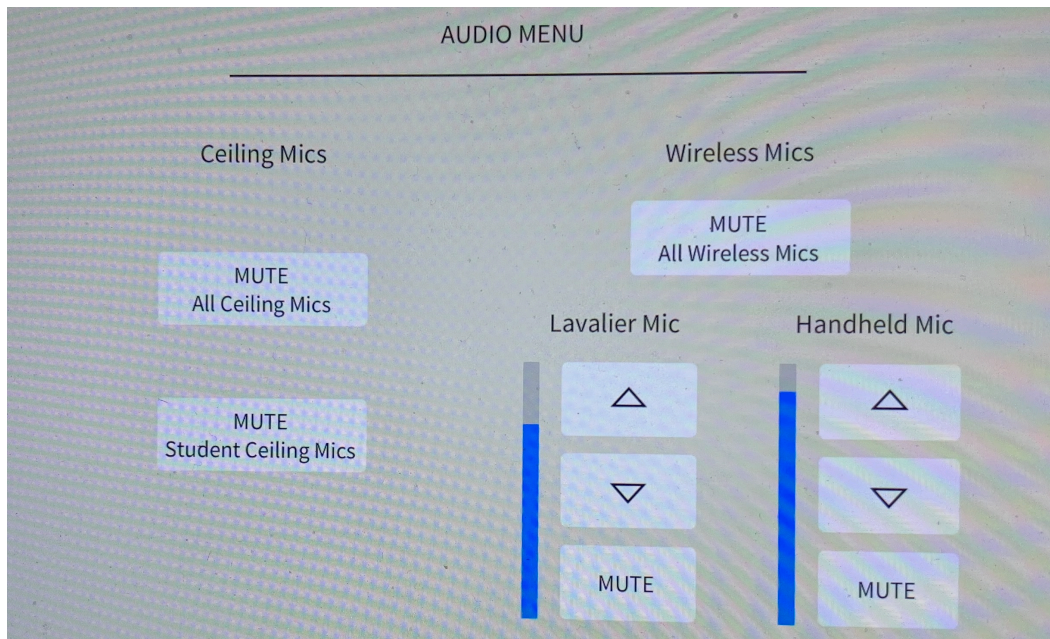
- a. Tap **Camera** source button on Touch Control Panel
 - b. Tap **Presenter Camera** Button on Touch Control Panel.
 - c. Tap **Preset 1** button.
 - d. Tap **Auto Tracking ON** button.
 - e. Move about room to confirm Auto Tracking Camera is following instructor.
4. How to select **Additional Optional AUX cameras**
 - a. Some classrooms are equipped with additional optional AUX cameras.
 - b. Tap on desired camera from Select Camera options.



How to manage classroom Microphones

1. There are two mute buttons on the Control Touch Panel. The button labeled **MUTE** will mute all sound coming from the **classroom speakers**. The button labeled **MUTE MICS** will mute all **classroom microphones**.
2. Tap **Audio Menu** button on Control Touch Panel to access Microphone options.
 - a. Ceiling Microphones
 - i. Tap **All Ceiling Mics Mute** button to Mute ALL Ceiling Microphones
 - ii. Tap **Student Ceiling Mics Mute** button to Mute Local Student Ceiling Microphones
 - b. Wireless Microphones

- i. Tap **All Wireless Mics** Mute button to Mute Wireless Lavalier or Handheld Microphones
- ii. Tap up/down arrows or mute buttons to adjust Lavalier or Handheld Microphones volume
- iii. Note1: Do not use both Lavalier and Handheld mic at same time.
- iv. Note2: Muted microphone buttons will blink while muted.



How to admit students in Zoom Waiting Room

1. As the meeting host, tap **Manage Participants** on the Zoom iPad Controller.
2. Tap **Admit** to have the participant join the meeting.
3. How to admit all participants from the waiting room during a Zoom Rooms meeting
 - a. As the meeting host, tap **Manage Participants**.
 - b. Tap **Admit all**.
4. How to send participants to the waiting room during a Zoom Rooms meeting
 - a. As the meeting host, tap **Manage Participants**.
 - b. Tap the participant's name and then tap **Put in Waiting Room**.

How to Shut Down classroom



1. Classroom SHUT DOWN procedure
 - a. Press red END/LEAVE button on Zoom iPad Controller to END Zoom Class
 - b. Press POWER button on control panel, then press YES to confirm SHUTDOWN
 - c. Power OFF two 24" instructor console displays ON/OFF label. (If equipped)
 - d. Power OFF Document Camera
 - e. Shut OFF room lights