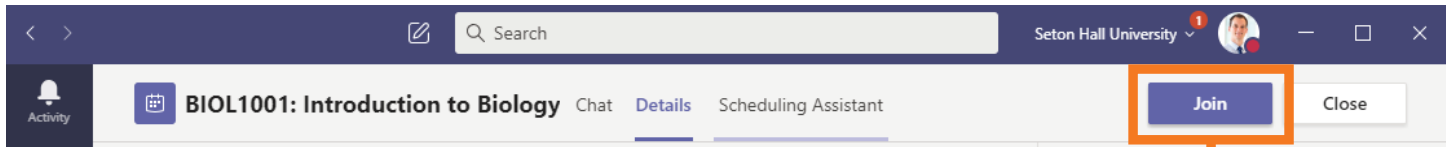



INSTRUCTING IN A HYFLEX CLASSROOM

In a HyFlex Classroom, instructors start the class session from Microsoft Teams.




1. Open the Teams app on your laptop and navigate to **Calendar**, located in the toolbar on the left-hand side.
2. **Join** the session.
3. Plug HD Webcam into your laptop via provided USB cable.

4. If you are sharing your screen with PowerPoint slides, OneNote, etc, plug in the provided HDMI cable in the room into your laptop.
5. On the wall panel in the room, turn **On** the Projector and set the source setting to **HDMI**.

6. In the Teams app, click the **More Options button** 

7. Open **Device Settings** and confirm the microphone and webcam are showing **Logitech**. The speakers should be changed from Speakers/Headphones Realtek to the speakers in the room. (Crestron, Sony, etc)

8. To share content in the physical class and remotely, click the **share icon**  in Teams and choose the content you wish to share.



How do I report a problem?

Call: 973-275-2222

E-mail: ServiceDesk@shu.edu

Open a Ticket: www.shu.edu/OpenTicket

Please list the room location (building and room number) time of incident, and a brief description of the issue encountered.