Classroom Technology Information for Advanced HyFlex Classrooms

**Which classrooms are equipped with Advanced HyFlex Teaching Systems**?
- ED 191, ED 193, ED 616 (Business Administration), ED 623 (Business Administration), CK 185 and CK187

Why do we consider these rooms to be Advanced HyFlex?
To qualify a classroom as an "Advanced HyFlex" classroom, it must be equipped with Pan-Tilt-Zoom cameras, a touch panel control system, microphones for student participation and a station where student operators may support a Zoom-delivered lecture. Some of the Advanced HyFlex classrooms provide additional displays for viewing things like the far-end Zoom participants, far-end presentations and chat windows. You will also find that each "Advanced HyFlex" classroom uses 2 PCs. One is dedicated to presentation content and the other is dedicated to hosting a Zoom Meeting.

The stylus monitor and the touch sensitive monitor
- Each Advanced HyFlex classroom with have either a stylus monitor, or a touch sensitive monitor.
- The stylus monitor permits interaction with the presentation PC via the supplied stylus. The touch sensitive monitor permits interaction with the presentation PC via touch of a finger.
- Interaction can include annotation of any "Pen Enabled Software" such as PowerPoint. The pen function must be activated inside PowerPoint during a PowerPoint Show by right clicking anywhere on the slide and using the following menu.
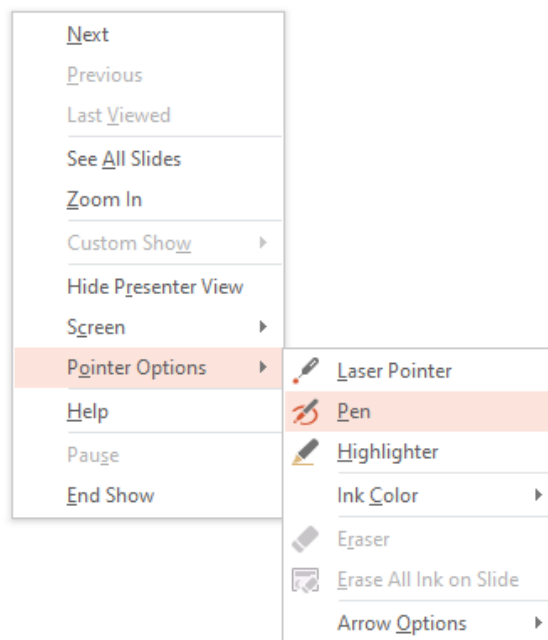
- You can also use pinch-to-zoom and navigate using the touch monitor.

Making presentations in the Advanced HyFlex classroom – In-person students only
Each Advanced HyFlex classroom includes a "Presentation mode." Presentation mode is designed for when you only plan to provide in-person instruction. Selecting "Presentation mode" will force the system to operate very much like any other smart classroom on the main campus. The touch panel control may look different from the button controls in other classrooms, but most of the functions remain the same. This includes the ability to turn the display on and off, select a presentation source and adjust the system volume. During "Presentation mode" all displays will show identical content from the Presentation PC, located on the left-hand side of the desk. The Zoom PC, located on the right-hand side of the desk, is not used during "Presentation mode."

Using the Advanced HyFlex system during a Zoom session
In an Advanced HyFlex classroom, the Zoom PC is designed to take all its input from the sources designated by the touch panel. One of the sources is the Presentation PC. Such a design allows the instructor to quickly change what is being sent to the far-end students, simply by selecting from the various inputs available from the Content Share area of the touch panel. This includes any device you attach to the HDMI jack on the side of the desk.
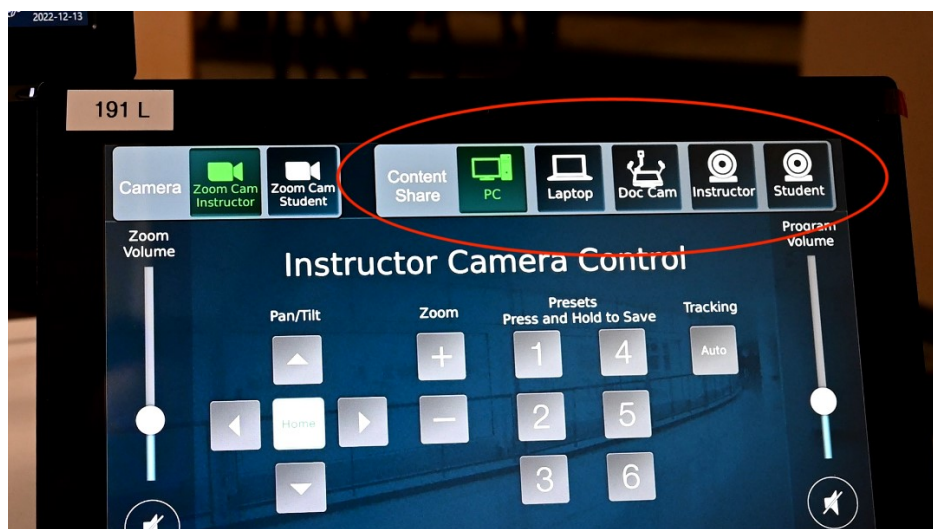
Selecting "Zoom mode" will automatically configure the classroom technology to support both in-person and Zoom students simultaneously. "Zoom mode" opens a new page on the touch panel control, which includes several features that are not accessible in "Presentation mode." In order to configure the Zoom PC to work with the system, you must follow a series of steps. (Note that these steps are also included in the written "Start-up Document" that is on the desk of each room):

1. Remove either wireless microphone from the charging cradle (inside the desk) and be sure the sliding switch on top of the pack is not on mute. A green light will illuminate after about 8 seconds. If no LED is visible, press and hold the red button on the side of the body pack until the display appears. (Both wireless microphones may be used at the same time.)
2. Log into the PC labeled "Presentation PC" located on left-hand shelf inside the desk.
3. The touch monitor on the left hand side of the desk surface is attached directly to the Presentation PC.
4. Log into the PC, labeled "Zoom PC", which will support your Zoom session (Inside the desk on the lower right-hand side). The 2 monitors on the right hand side of the desk surface are attached to the Zoom PC and are labeled "Zoom Monitor 1" and "Zoom Monitor 2."
5. Start your Zoom session by clicking the Zoom Meeting link in your URCourses, or by starting the Zoom App from the start menu of the Zoom PC.
6. Use the Zoom application to test the speaker and microphone. **DO NOT SKIP THIS STEP!**
7. Click "Join with Computer Audio" **2 times.**
8. At the bottom of the Zoom window, click the Green arrow above "Share Screen" and select "Advanced" then choose "Content from 2nd Camera." Now, click on the blue "Share" button (**Step No. 8 is critical in preparing your system!**)
9. Besides the instructor microphone, there are 4 student microphones in the ceiling. Note that each time the room system is started, these microphones will be in a muted state.
10. While in **Zoom Mode**, you may use the touch panel to do the following:
    a. Use the camera selector located in the top left portion of the panel to determine which camera will be shown to the Zoom audience (Instructor or Students).
    b. Use the "Content Share" to choose a source to display to both your In-person and Zoom students (PC, Laptop, Doc Camera, Instructor Camera or Student Camera).
    c. Adjust the Program Volume (All audio originating from the Presentation PC).
    d. Adjust the Zoom Volume (Audio coming back from your Zoom Participants).
    e. Your student operator has access to the touch panel. In addition, the student operator has access to the Zoom PC via wireless keyboard and mouse.

Wireless microphones in every classroom
Our classrooms have new wireless microphones. If you are hosting a Zoom meeting during a class session, it will be critical to use the wireless microphone. The new microphone transmitters are rechargeable, so it is very important to put them back in their charging docks as soon as your class has concluded. The microphone should turn on automatically and connect to the system approximately 8 seconds after it is removed from the charging dock.

In your Zoom audio settings, the microphone and speaker should be set to "Echo Cancelling Speakerphone." The wireless microphone can be heard over the room speakers, but they will also provide signal to the Zoom software. It is a good practice to complete a Zoom audio test, prior to the beginning of each Zoom session.

Audio Control pop-up window
During a Zoom meeting, you may access the Audio Control pop-up window of the touch panel to change the following audio settings:

1. Adjust the audio level of the instructor's wireless microphone. Note that this audio level will always default to a nominal level on system startup.

The "Audio Control" pop-up will also allow you to unmute the student microphones and set the student microphone level. (We recommend that the student microphones be left muted during lecture-only activity to reduce unwanted background noise for the Zoom participants.)
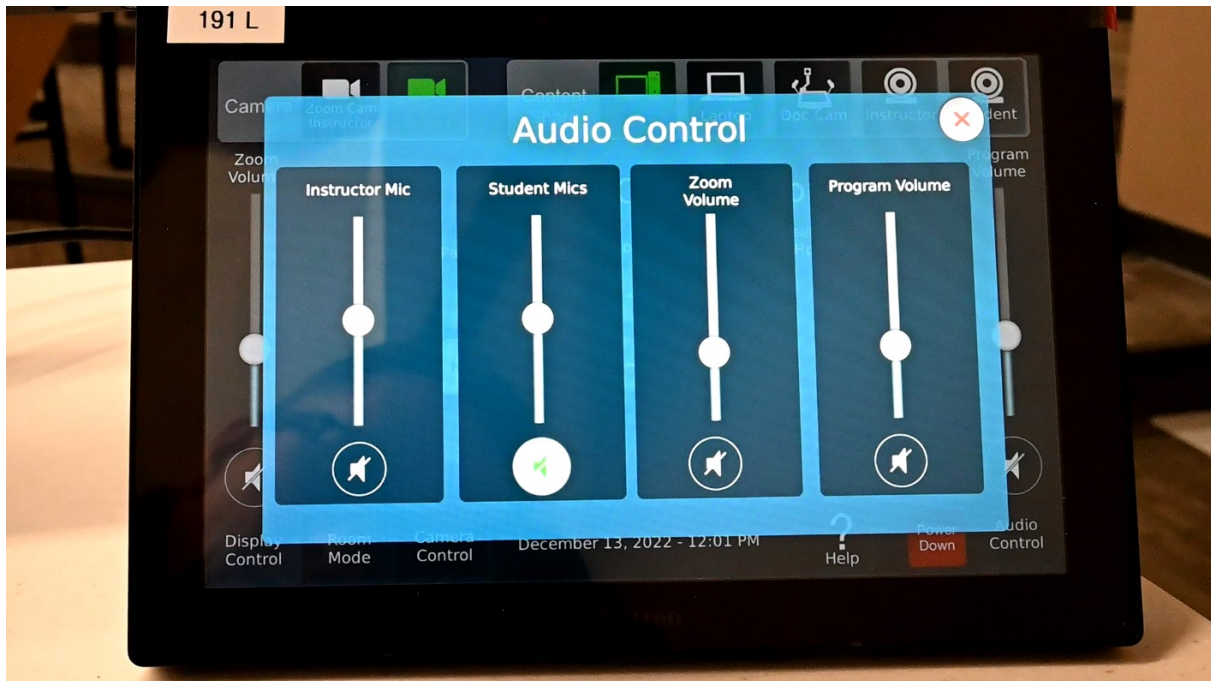
The Camera Control Pop-up window

The Camera Control Pop-up window will allow you to select and aim the cameras in the classroom:
1. Select "Zoom Camera Instructor" or "Zoom Camera Student."
2. Aim the selected camera using the Pan/Tilt and +/- controls. Once you have aimed a camera, you can save and recall up to 6 presets for it.
3. The "Instructor Camera Control" will also be available whenever "PC" has been selected as the content you are sharing.
4. Note that the instructor camera defaults to a manual aiming mode. You may activate automatic tracking at any time by pressing the "Auto" button. In automatic tracking mode, the instructor camera "Monitors" the area behind the desk and attempts to lock onto any person in this zone. Once the camera locks onto your image, it will continue to stay focused on your location as you move about the room. Should auto tracking fail, or if you want to defeat automatic tracking for any reason, touch the "Auto" button beside the camera aiming controls.

During a Zoom meeting, you must decide what information you would like your in-person students to view. ED 191 and ED 193 have 3 displays at the front of the classroom and 2 displays on the back wall of the classroom. (Other Advanced HyFlex classrooms have various other display layouts.) In ED 191 and ED 193, the projector will always show your presentation PC. Opening the "Display Control" pop-up window with allow you to select a source to send to each of the TV displays in the classroom. The 2 TV displays at the front of the room may be set to show Zoom screen 1, Zoom screen 2 or the content from the Presentation PC. Note that the front TVs always show identical content. The "Display Control" pop-up window also allows you to mix-and-match what is shown to the 2 TV displays at the back of the classroom. For example, you may want 1 TV to show the Presentation PC, while the other is showing Zoom screen 1. If you prefer, you can also choose to have identical content showing on both of the TV displays at the back of the classroom.

For additional information, you may contact Classroom Technology and Event Support at: 306-585-4476, or ctes@uregina.ca

You may also contact the IT Support Centre: 306-585-4685