HyFlex Instructions

Zoom + Webcam + Large Monitor

- Log into the classroom computer
- Setup content
  - From Blackboard, flash drive, email, etc.
- Turn on the projector
- Open appropriate Zoom session
  - Adjust volume knob on the push-button panel

- Position the webcam
  - Please mind the cord!

- Once participants begin to fill the Zoom Gallery, click & drag Gallery window to the large monitor
  - Zoom task bar accompanies the Gallery

- Share digital content through Zoom
  - Zoom task bar moves to the computer monitor

* PowerPoint Tip*

From PowerPoint Slide Show tab:
Change Monitor from Automatic to Primary
Uncheck Presenter View

If you have difficulty with Zoom from within Blackboard, open the Zoom App by clicking the Zoom icon on the desktop

Office of Classroom Technologies  *  211 Canevin Hall  *  412-396-4614  * oct@duq.edu
Connecting a Wireless Device

- Log into the classroom computer
- Open appropriate Zoom session
- **Join** the session from the wireless device
  - *Easy way*: go to Zoom.us
    - Click **Join a Meeting**
    - Enter the Zoom **meeting ID**
  - Mute device speaker and microphone
- From the classroom computer Zoom session, make the wireless device a **Co-host**
  - Click **Participants**
    - Click **More** next to the wireless device name
    - Select **Make Co-Host**
- Share device content through Zoom

Connecting an iPad

Follow the steps above for joining Zoom, then proceed as follows:

- From iPad Zoom app, select **Share Content**
- Select Share **Screen**
  - Select **Start Broadcast**
- Select desired app on home screen to share