HyFlex Instructions

Zoom + Webcam + Secondary Monitor

- Log into the classroom computer
- Setup content
- Turn on the projector
- Open appropriate Zoom session
- Position the webcam
- As participants begin to populate the Zoom gallery,
  click & drag gallery window labeled “Zoom Meeting”
  to the large monitor
  - Zoom task bar moves to the secondary monitor
- Share digital content through Zoom
  - Zoom task bar moves to the computer monitor

To properly project PowerPoint

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

Trouble locating the mouse? Make it LARGER!
See Mouse Video on the HyFlex Classroom webpage:
  duq.edu/HyFlex

Difficulty accessing Zoom from within Blackboard?
Click Zoom icon on the desktop

Questions or Problems?
Office of Classroom Technologies
396-4614

Wireless Device connectivity instructions on back

Jan 2021

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](https://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