Part 2 HyFlex Kaltura Classroom How To: Project & Broadcast YouTube Video

**IMPORTANT! These steps must be taken before your scheduled live session begins! Before performing the steps on this guide, you must first perform the steps of Part 1: How to Prepare and Start a Live Kaltura Broadcast Session**

8. Open your chat window (Teams or BB Collaborate). *Due to the 30 second delay in broadcast your students will not be able to speak to you via audio.* Therefore, it is very important that you disengage the video and audio settings on your chat window. The figure below shows how to disengage video and audio when scheduling a session on Blackboard Collaborate. *Students should only use the written chat function to communicate with you to avoid confusion. You as an instructor will be able to respond to the chats via chat or by verbally speaking to them in the broadcast.*

9. Park your chat window on your (usually right) extended monitor by opening the window and using “click and drag” to move it from the primary to secondary extended monitor.
10. On the Kaltura window you should see input boxes as shown below. The number of input boxes you need will depend on what you are trying to present. For other app-specific situations please see our app-specific guides (e.g. document camera). For this Classroom Camera, YouTube and Chat situation you must have a total of two inputs. In many classrooms, the default is 3 inputs, so you should not have to make any changes. Having more than the minimum needed number of inputs is not a problem.

(Optional): To add an input, click the + plus icon (Figure 11). Only do this if you need to add an additional input in order to reach 2 inputs. To remove an input, click the three lines icon above the input box you want to remove (Figure 12). Then click Remove Input (Figure 12).] Note: Inputs cannot be changed once the live session has begun.

![Figure 11](image1.png)

![Figure 12](image2.png)
11. **Open YouTube** on an internet browser window and **drag** the window to your (usually left) primary monitor if it is not already on that monitor.

12. You should be able to view the YouTube browser window on the Kaltura window under Input 2 as well as on the classroom projector screen (Figure 13).

13. Begin playing the YouTube video. If you need to adjust the volume adjust the volume on the computer or the YouTube video player, **NOT THE CRESTRON**, the PowerPoint Slideshow will be displayed on your classroom Projector Screen. Students in the Hy-Flex classroom will be viewing the video on the projector screen while students watching from home will be viewing the video on the projector screen which is shown to them thru the classroom camera. To do this most effectively, turn off the Auto Track function of the camera and click on the “screen” preset so that the classroom camera is zoomed in on the screen. You can easily change the view after your PPT is done by using the camera controls (explained in the “How to reposition camera & create presets” document). *When the live session is finished, students can always go back to the broadcast’s recording and watch a picture in picture view which shows both the lecture camera and the YouTube video side by side.*
Checklist:

1. Starting up Kaltura Classroom ✓
2. Turning Camera On ✓
3. Turning Projector On ✓
4. Setting up Inputs ✓
5. Opening Chat & disengaging audio ✓
6. Parking apps on correct monitor ✓

YOU ARE NOW READY TO GO LIVE!

Now that your apps and programs are parked on the correct monitors and your Kaltura Window matches with the figures shown above you are ready for your live session.

14. When your session begins broadcasting live a 5 second countdown will appear on your screen. After 30 seconds, the red ON-AIR icon will appear above your Primary Input box within the Kaltura window (Figure 14). Note that only the content in the primary input box will be broadcasted live, the remaining inputs will be recorded (not streamed live) and can be accessed at any time once the live session is finished.

Figure 14
How to Add More Time to Broadcast Session

15. To add additional time to your live session click the plus (+) icon on the Kaltura window (Figure 15) Note that you will not get a warning that your time is running out, so please set an alarm on your phone to remind you or keep an eye on the clock.

16. Click +5 Minutes and you will see that 5 minutes will be added to your live session’s clock (Figure 16).

Once time has reached the end of your live session your session will stop broadcasting automatically and save automatically to your Media Gallery. There will be no steps required on your end to make the broadcast stop. However, if you need to end the broadcast prematurely then you will need to force stop the broadcasting and recording by following the steps on our guide **How to: Stop Broadcasting Prematurely**
IMPORTANT! NEVER HIT PAUSE DURING A LIVE SESSION. IT WILL COMPLETELY STOP THE SESSION AND CAUSE IT TO CRASH.

Before leaving the HyFlex classroom you must go to the Crestron Touch Screen Panel and select Exit System and then Yes. If you do not perform this final step you can cause the next person’s HyFlex Session to time out and shut down (Figure 17)

![Image of Crestron Touch Screen Panel with Exit System highlighted]