HyFlex Guide

How To: Use WebEx Meetings in a HyFlex Classroom

If you plan to use this style for your entire lecture series this semester then you will need to ask IT to remove your scheduled HyFlex sessions in Kaltura. If you are only planning to use this temporarily, then it is important to first quit the Kaltura Classroom window which pops up automatically when you log onto the computer. To quit, right click on the start menu and click Task Manger > Kaltura Classroom > End Task. For a faculty guide on how to use WebEx Meetings, visit WebEx - Faculty Guide.

1. Turn camera and projector on using the Crestron touchscreen panel
2. Open WebEx Meetings to start your session. The WebEx Session should be parked on the left primary monitor so that it projects onto the classroom screen.
3. On the bottom of the WebEx window, click Use computer audio and then click Test Speaker and microphone (Figure 1). Now from the speaker dropdown box select Echo Cancelling Speakerphone (TesiraFORTE) (Figure 2). From the microphone dropdown box select Echo Cancelling Speakerphone (TesiraFORTE) and close the box (Figure 2).
4. Click the dropdown arrow next to Stop video and select AV.io SDI Video or USB SDI Video (Figure 1)

   ![Figure 1](image1)
   ![Figure 2](image2)
   ![Figure 3](image3)
   ![Figure 4](image4)
   ![Figure 5](image5)

5. You can start your WebEx meeting now. For best image quality, turn your classroom lights off and use the Crestron functions to position the camera to zoom-in to the projector screen by selecting the Screen preset. To select the Screen preset tap on the Crestron Touchscreen Panel > Camera Controls > Screen

*Do not forget to click Record > Record in Cloud > Record on the bottom of the screen to record your lecture (Figure 4). You can upload the link to the recording to Blackboard WebEx How To: Upload WebEx Recordings onto Blackboard *If you are presenting a PowerPoint with an imbedded YouTube link, it is best practice to open the YouTube link in a separate browser and click Share Multimedia (Figure 4). Present from your left monitor.