**HyFlex Guide**

**How To: Use WebEx Training Center 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 Manager > Kaltura Classroom > End Task. For helpful documents on how to use WebEx Training Center, visit the [IDTRC Service Catalog](#).

1. Turn camera and projector on using the Crestron touchscreen panel
2. Open WebEx Training Center and start your session. The browser should be opened on the **left primary monitor** so that the WebEx Session projects onto the classroom screen.
3. An Audio Conference popup box will open, click **Call Using Computer**. Now from the speaker dropdown box select **Echo Cancelling Speakerphone (TesiraFORTE)** and from the microphone dropdown box select **Echo Cancelling Speakerphone (TesiraFORTE)** and click **OK**.

![Figure 1](#)

![Figure 2](#)

4. You have begun your WebEx session. Click on the **camera icon** next to your name (Fig. 2). Your video will now appear, click on the settings wheel icon above the video box to open **Video Options** (Fig. 3). From the dropdown box select **AV.io SDI Video** or **USB SDI Video** and click **OK** (Fig. 4).

![Figure 3](#)

![Figure 4](#)

5. 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

*If you are presenting a PowerPoint with an imbedded YouTube link, it is best practice to share desktop screen on WebEx and open the YouTube link in a separate browser window. Always present from your left monitor.*

*Do not forget to click the record button to record your lecture. [WebEx Training Center - Record a WebEx Training Session](#)*

You can upload the link to the recording to Blackboard [WebEx How To: Upload WebEx Recordings onto Blackboard](#)