Teaching with HyFlex Micro Cart

IDTRC- CCSU
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Parts of Micro Cart

- PC Monitor
- Sound Bar Speaker
- Laptop
- Power Cord
- Camera
- Logi Speakers
General Information about the Micro Cart

• Both screens are mirrored of each other
• Eagle Eye Camera can be manually adjusted
• There are (2) speakers
  • Logi Speakers project any computer audio ex (YouTube, Notifications)
  • Sound Bar Speaker projects web conferencing audio (WebEx, Teams, Collaborate)
  • Soundbar Speaker also contains the default microphone to be used
Starting up the Micro Cart

1. Plug cart into power if not already plugged in
2. Open laptop lid and press power ON button
3. Power monitor ON *(button is located under bottom right of monitor)*
4. Log onto PC
5. Turn **Logi Speakers** ON by turning the dial *(Green light will illuminate when ON)*
HyFlex Options

Broadcasting Tool:
  • Kaltura Classroom: (you will not hear or see students)

Web Conferencing Tools: *Skip to slide 15*
  • Microsoft Teams
  • Blackboard Collaborate
  • WebEx

Click here to see a compare/contrast of the different HyFlex options ➔ [HyFlex Comparison Grid](#)
Kaltura Classroom Setup Media Gallery

• If using Kaltura Classroom, you must add a media gallery to your course for your students to access broadcasts and recordings
  • Blackboard- Add Kaltura Media Gallery Tool Link to Course Menu (ONE-TIME)

• Log onto mediaspace.ccsu.edu at least once for system recognition
  • https://mediaspace.ccsu.edu/
Kaltura Classroom

- Kaltura opens automatically
- If you do not see the correct camera display, see Micro Cart checking Kaltura Classroom devices

Only Primary Input shows live. Other inputs will show in high quality in the recording after the broadcast is finished.
Kaltura Classroom Count-Down Clock

• Within 10 minutes before your live session begins, a countdown clock will appear on the left side of the Kaltura window (Fig. 1)

• Then a 5 second countdown will appear on your screen. Within 30 seconds, the red ON-AIR icon will appear above your Primary Input Box on Kaltura (Fig. 2)
Kaltura Classroom Presenting PowerPoint

Before starting full screen Slideshow Mode please perform the steps below:

1. Click “Slide Show” tab
2. Uncheck the box “Use Presenter View”
Kaltura Classroom  How to Add More Time to Broadcast Session (Optional)

1. Click the plus (+) icon on the Kaltura Window

2. Click +5 minutes and 5 minutes will then be added to your session’s clock

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.
When time reaches the end of your session you will not have to do anything. The recording automatically uploads and saves to your Media Gallery. Please be mindful that this can take some time.
Kaltura Classroom

Students can control the way they view the recording

- SINGLE VIEW
- Side-by-side
- Picture-in-picture
Click here

Kaltura Classroom Resources
Web Conferencing with Micro Cart

• Use any of the web conferencing apps as you normally would, just verify that the correct camera and microphone is selected. The next three slides display how to access device settings on each of the three different applications.
Microsoft Teams - device check

1. Click on your name on the top right corner and select **Settings**
2. Click **Devices**
3. Select the correct micro cart devices and close the window
WebEx – device check

• After clicking Start or Start Meeting, WebEx presents you with this window before entering your session

Select Micro Cart Devices

Audio: Echo Cancelling Speakerphone (DELL Professional Soundbar)

Video: Eagle Eye Mini Camera
Blackboard Collaborate – device check

1. After joining a session, open the purple Collaborate Panel on the bottom right and click the gear icon to open settings
2. Click Audio & Video Settings
3. Click Set up your camera and microphone
4. Select the correct devices and perform the audio and video tests

Select Micro Cart Devices

Audio: Echo Cancelling
Speakerphone (DELL Professional Soundbar)

Video: Eagle Eye Mini Camera
Leaving the Micro Cart

- Log off PC
- Close laptop lid
- Turn Logi speakers off by turning the dial