How To: Use WebEx Meetings in a HyFlex Classroom

Click here to access the full manual WebEx Meetings in HyFlex Classroom Manual. Additional WebEx resources such as WebEx - Faculty Guide can be found on the IDTRC Service Catalog.

After logging onto the computer, a Kaltura Classroom window may open automatically. You may just close the window by clicking on the X close icon on the upper right window and proceed with the steps below.

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 if you want to project the WebEx window to the classroom.
3. On the bottom of the WebEx window, click Use computer audio and then click Test Speaker and microphone (Fig. 1). Check that Echo Cancelling Speakerphone (TesiraFORTE) is selected for the speaker and microphone (Fig. 2).
4. Click the down arrow next to Stop video (Fig. 1) and select AV.io SDI Video or USB SDI Video (Fig. 3).
5. You can start your WebEx meeting now. For best projector image quality, turn the class lights off and use the Crestron 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.
6. To share your screen click share on the bottom window and select the monitor/app to share (Fig. 4).

*When presenting a PowerPoint with an imbedded YouTube link, it is best practice to open the YouTube link in a separate browser and either share screen or click Share>Share Multimedia (Fig. 5). Refer to HyFlex WebEx Manual for more information about the Share Multimedia function.

*Do not forget to click the Record button on the bottom of the screen to record your session (Fig.4). You can then upload the link to the recording to Blackboard WebEx- Upload WebEx Recordings onto Blackboard

*When you have finished your class, use the Crestron to power Off the camera and projector. Please press the exit system button on the Crestron to power Off the Crestron before leaving the classroom.