

HYFLEX CLASSROOM GUIDE

Welcome to teaching HyFlex! HyFlex classrooms allow instructors to create equitable access to learning through technology. Whether your students choose to attend class in-person, remotely (synchronously), or online (asynchronously), HyFlex classrooms allow your students to obtain the same interactions and learning experiences.

This guide will help you learn everything you need to know about HyFlex classrooms. Please note each classroom may vary slightly depending on the room configuration.

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HyFlex Classroom Locations

The following classrooms are configured to support HyFlex learning:

- Learning Resource Center, LC 173, LC 174
- Liberal Arts, LA 103
- Performing Arts Center, PAC 223
- Science, 103
- Social Sciences, SS 138, SS 139, SS 140, SS 141
- Skills Lab, 109
- Teleconference Center, LC 155

If you are interested in teaching HyFlex, please submit a request to your division office.

Equipment Overview

Each classroom consists of the following equipment:

Instructor's Station

- **Classroom Computer** – The classroom computer operates Windows 10 Enterprise with dual monitors. The left screen [1] is a touchscreen, and the right screen [2] is a regular monitor. To access the computer, log in using your Cerritos College credentials.



- **Touch Panel Controls** – You will use the control panel to turn on the equipment and to set your room settings. To activate the touch panel, simply press on the screen with your index finger.
- **Document Camera** – The document camera is used to display objects like images and papers on the projector screen. You must turn the document camera on and off using the remote control or button.



- **HDMI Adapter Ring** – Each room has a set of adapters, which includes 1) USB Type-C, 2) Apple Lightning, 3) Mini DisplayPort, 4) DisplayPort, and 5) Apple USB-C, to HDMI port. This allows you to display multiple types of devices on the projector screen.
- **DVD/Blu-ray Player** – Each room has a DVD/Blu-ray Player to play movies.
- **Wireless Mic** – A wireless lapel mic may be available at the instructor's station. However, the lapel mic is not necessary for all rooms.



Classroom Equipment:

- **Projector & Projector Screen(s)** – Each classroom will have one projector and one or more projector screens.
- **Cameras** – Each room is configured with multiple types of cameras. Below is a breakdown of each camera's capabilities:



- **Huddly L1** – This camera is located directly above the whiteboard facing the audience. You can enable this camera to capture the audience/students in the classroom.
- **AVer TR311HWV2** – This camera is in the middle of the room on the ceiling. It can rotate 360°, AutoTrack motion and sound, and focus on any point of the room.
- **Huddly Canvas** – This camera is in front of the main whiteboard. You can use this camera to capture handwritten information to display to your students remotely.



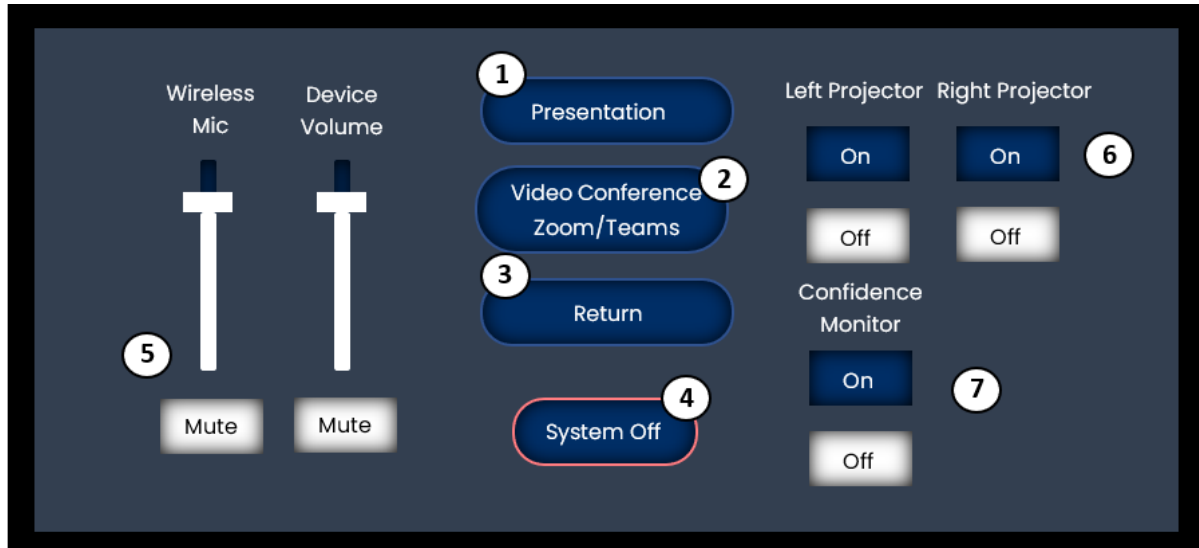
- **Ceiling Speakers & Mics** – Each room is configured with built-in mics and speakers (except LC-155). You can turn them on and off as needed.
- **Glass Dry Erase Board or White Board** – Each room is configured with a glass dry-erase board or whiteboard. You may use this board as a visual tool to provide your students with thoughts, concepts, ideas, etc.
- **Confidence Monitor (TV Screen)** – This TV monitor was designed to assist instructors with their lectures by providing a point of reference for presentations.

Use this screen to display any information that will help you during your class session.

- **Thread Power Hub** – These standalone power stations were designed to give students access to power with flexibility. These stations can be moved around depending on the room layout and need.



Understanding the Touch Panel Controls



The touch panel is the most important equipment in a HyFlex classroom. You will use this panel to set and control the equipment to your needs.

[1] Presentation Mode – The presentation mode is best used to present a presentation to an in-person audience. The camera and mics will be disabled.

[2] Video Conference Mode – The video conference mode is best used in a HyFlex setting. This mode allows you to access all the equipment in the room.

[3] Return – Use the “Return” button to return home.

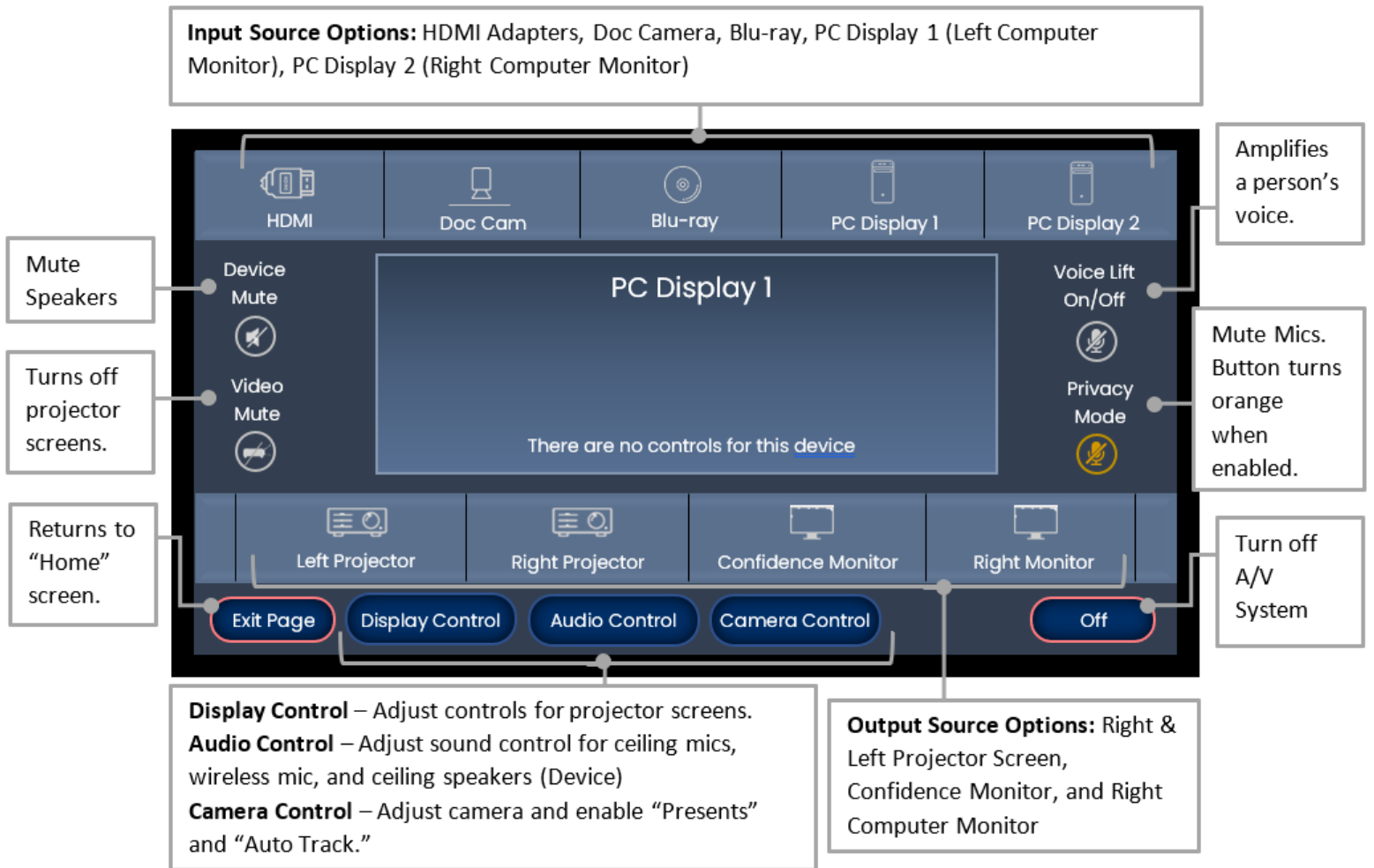
[4] System Off – Select the “Systems Off” button to turn off the equipment. Please note that shutting down the system does not log you out of the computer. Shake the mouse to wake the computer, then sign out.

[5] Wireless Mic & Device Volume – Adjust volume to desired levels. The wireless lapel mic will automatically connect to the system when turned on. The device’s volume controls the speakers in the classroom.

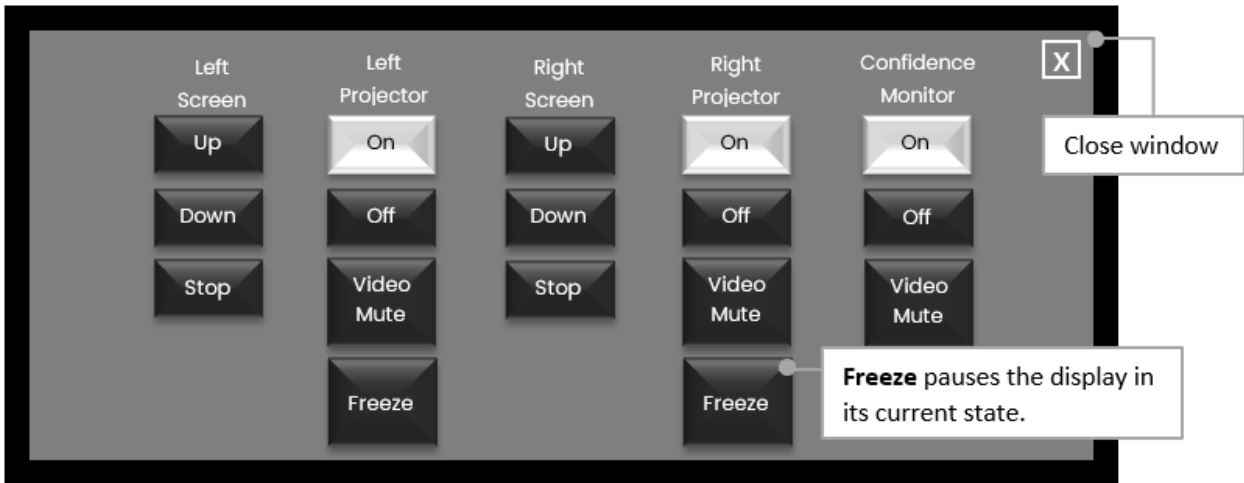
[6] Left & Right Projector Screens – Enable or disable the projector screen by turning it on or off.

[7] Confidence Monitor – Enable or disable by turning it on or off.

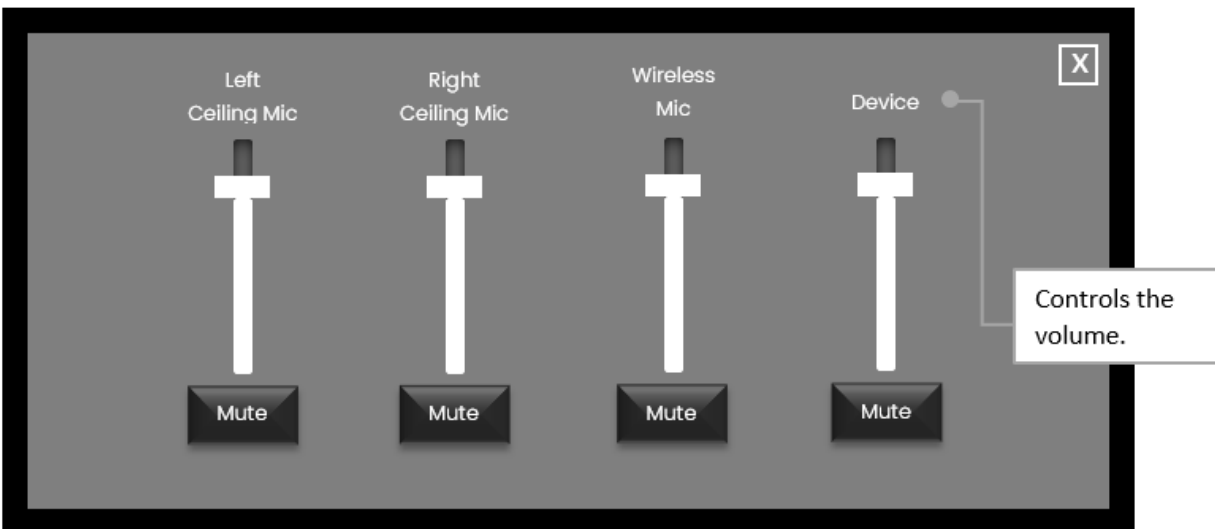
Presentation and Video Conference Mode



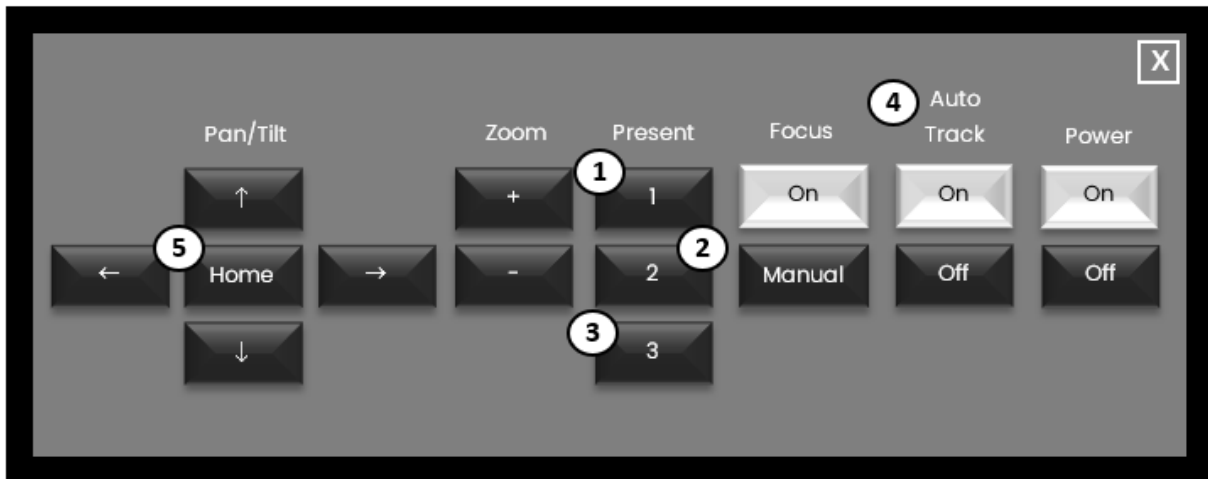
Display Control



Audio Control



Camera Control



[1] **Present Mode 1** - Zooms in on Instructor's Station

[2] **Present Mode 2** - Follows the instructor around the room. **Please note:** You must turn off and on Auto Track [4] for Present Mode 2 to work correctly. The camera can rotate 360°.

[3] **Present Mode 3** - Zooms in to whiteboard.

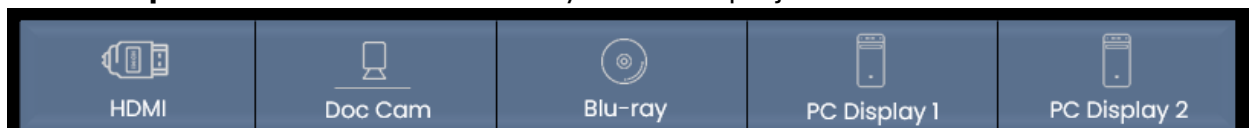
[5] **Home** - Resets the camera to the front of the room.

Getting Started

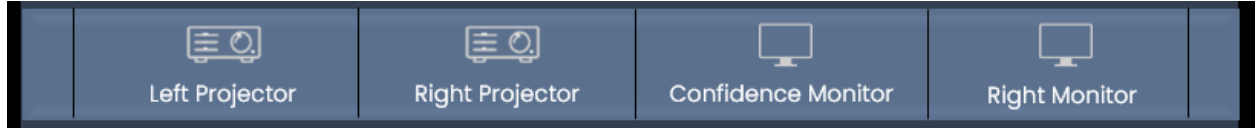
Now that you are familiar with the HyFlex equipment and configurations, you can start setting up your class.

In-Person Presentation

1. **Log in to the instructor's computer** using your Cerritos College credentials.
2. **Turn on the A/V system** using the Touch Panel. To activate the panel, tap on the screen using your index finger.
3. **Choose "Presentation" mode.**
4. **Open the lecture materials** you wish to present.
5. **Choose Input Source.** This is the device you wish to project.



6. **Choose Output Source.** The screen you wish the information to be projected on.



Please note: You may choose multiple input and output sources. To do so, repeat steps 5 & 6.

For example, if I present a PowerPoint presentation on my left computer monitor, I can choose “PC Display 1” to “Left Projector, Right Projector, and Confidence Monitor.” This will display my PowerPoint presentation on both projector screens and the confidence monitor.

Another example: If I want to display my PowerPoint presentation on the left projector screen and a document on my right projector screen, I will choose “PC Display 1” to “Left Projector” and “Doc Cam” to “Right Projector.”

7. **Optional:** Check and **adjust audio levels** as needed.

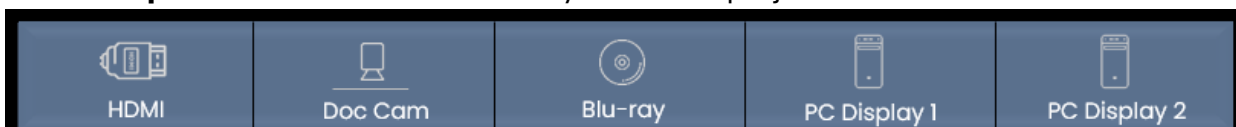
HyFlex Class Lecture

1. **Log in to the instructor’s computer** using your Cerritos College credentials.
2. **Turn on the A/V system** using the Touch Panel. To activate the panel, tap on the screen using your index finger.
3. **Choose “Video Conference – Zoom/Teams” mode.**
4. **Open Zoom & Start Your Zoom Meeting.** You must log in to your Zoom account through the Single Sign-On Portal (SSO), which redirects you to the Cerritos Portal. Once logged in, join with computer audio.
5. **Adjust Video Settings.** Before turning on your camera, select the camera you want to use. To do so, 1) select the pop up arrow next to the video icon and 2) select your camera.
 - a. **Huddly L1** – This camera is directly above the whiteboard, facing the audience. You can enable this camera to capture the audience/students in the classroom.
 - b. **AVer TR311HWV2** – This camera is in the middle of the room on the ceiling. It can rotate 360°, AutoTrack motion and sound, and focus on any point of the room.
 - c. **Huddly Canvas** – This camera is in front of the main whiteboard. You can use this camera to capture handwritten information to display to your

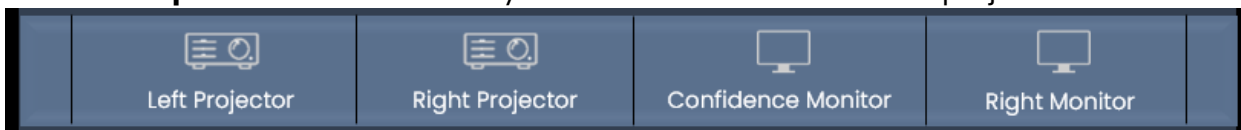
students remotely. **Important:** If your written information is displaying backwards, you will need to adjust your camera settings: 1) Click on the popup arrow next to the video icon, 2) Go to Video Settings, 3) Under the Video Tab, uncheck "Mirror my video," 4) Close window.

- d. **USB Capture HDMI 4K+** - Use this camera to display any device connected to the computer station; Doc Camera, Blu-ray, or HDMI adapters. **Important** – if you encounter infinite Zoom windows, try disconnecting and reconnecting your device. If the issues continue, change your input source to HDMI, output source to the projector, and camera setting to AVer TR311HWV2.

- 6. **Open the lecture materials** you wish to present.
- 7. **Choose Input Source.** This is the device you wish to project.



- 8. **Choose Output Source.** The screen you want the information to be projected on.



Please note: You may choose multiple input and output sources. To do so, repeat steps 7 & 8.

For example, if I am hosting a Zoom call and presenting a PowerPoint presentation, I can add my PPT. to the left computer monitor and the participants, in the gallery view, to the right monitor. To do this, I would select "PC Display 1" to "Left Projector," "PC Display 2" to "Right Projector," and "PC Display 2" to "Confidence Monitor." This will allow me and my class to see my presentation and the students on Zoom. Plus, I can see my students on Zoom on the confidence monitor.

- 9. **Optional:** Check and **adjust audio levels** as needed.

Need help?

If you are having trouble, please contact the IT Helpdesk at helpdesk@cerritos.edu, or schedule a one-on-one appointment with the CTX office at mvalencia@cerritos.edu.