

Quick guide to **set up HyFlex** in a SUND classroom



Hyflex is a Hybrid Flexible teaching set-up, where some students are present in the auditorium whilst others participate online, usually via Zoom. All students can see, hear and ask questions.

SETTING UP HYFLEX IN THE CLASSROOM:



Switch on the **computer in the classroom**.

Turn on the projector on the panel in the room (as you would for normal teaching)

If you use your own laptop, **plug in the HDMI or VGA cable** to connect the projector and audio system. The camera and microphone may be connected **via the same cable or via separate cables, which you need to plug in to your laptop** if you want to use this.

If you use PowerPoint, open your presentation.

LOGIN AND OPEN ZOOM MEETING.



Open Zoom (**use app or zoom.ku.dk**) and login

Open the relevant Zoom meeting for your teaching

If you need to **record the zoom meeting**, join the Zoom meeting from **your own laptop as an extra participant** and record the meeting from this.

IN ZOOM - CONNECT MICROPHONE, SPEAKER AND CAMERA



In Zoom, click on **the arrow next to the microphone icon** and select **the microphone and speaker in the room**. This way, online students can hear the sound in the room and vice versa. Test speaker and microphone **from the same menu**.

In Zoom, click on the arrow next to the camera icon and select **the camera in the room**.



Add an extra camera if needed. To use your mobile phone as an extra camera, join the Zoom meeting from your mobile **without connecting the sound**.

Check that the online students can hear you and that you can hear them. Ask an **online student in the Zoom room** to unmute and say Hello if they can hear you.

SHARE YOUR PRESENTATION IN ZOOM



Share Screen

In Zoom, click '**Share Screen**' (green button on the control panel).

Click on '**share sound**' if you have any audio/video content that you wish to share.



Record

In PowerPoint, start your slideshow.

If you plan to record to your lecture, **start recording** in Zoom.

WHEN YOU FINISH YOUR HYFLEX TEACHING

End

If you have recorded the meeting in Zoom, allow time for the computer to convert the recording to a video-file and **save the file**.

End the Zoom meeting and **log out** if you have used the computer in the room.

NEED HELP?

Please contact **AV@sund.ku.dk** or your local AV (see **phone-number in the room**)

A FEW TIPS AND TRICKS DURING YOUR HYFLEX TEACHING

● **Clarify to your students, what they can expect**, when and how you want the students to ask questions, etc.

● Address **both online students and students in the room** – look at the camera sometimes and look at students in the room.

● Find more information on HyFlex teaching at **cobl.ku.dk**