

HYBRID NUFLEX CLASSROOM QUICK GUIDE



Auto & Manual Rooms

The below instructions will help faculty effectively teach students who are both in the classroom and at a distance.

Find more information at <https://nuflex.northeastern.edu/classroom-technology/>

1. Touch “Presentation,” then “Room PC” to turn the room cameras and microphones on.



2. Touch “Autoswitch Off” to choose the camera view you would like the remote audience to see.

- Most faculty will choose “Presenter” so that students joining remotely will see the instructor-facing camera view.
- Faculty who want to show only the student portions of the room can choose “Audience Cameras” so the students joining remotely see the student-facing camera view.
- All “Room Cameras” will show to the students joining remotely both the student-facing and instructor-facing camera views at same time.



Optional

For fine-grain control over the camera view shown to students joining remotely, touch “Manual Control”:

- (1) Touch the camera you would like students joining remotely to see, or start with a preset camera configuration.
- (2) Move the camera up/down, left/right with the directional control.
- (3) Touch “Zoom In” or “Zoom Out” to make adjustments.



3. Log into the classroom computer and join your Zoom session through Canvas. When you enable the camera and mics in Zoom, your room camera settings will be shown to your remote participants.

Optional To share your laptop screen after you have connected the classroom PC to room audio:

- (1) Join your Zoom session on the device you want to use (E.g. Laptop, iPad).
- (2) Choose to not connect audio.
- (3) Share your screen using Zoom. It will be pushed to the classroom system and remote participants.

NEED SUPPORT ?

To reach an Instructional Assistant (IA), send an email to classroomITsupport@northeastern.edu from your **Northeastern email address**. You do not need to include any text in this email, as the system will recognize you and where you are and will immediately alert an IA to come and assist you in your classroom.

For training, including a NUflex Live Classroom Demo, please visit <https://training.its.northeastern.edu/>.