

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 "PC" on the left of the push button panel to link the room camera, microphone, and speakers to the classroom computer.



2. Choose the preset camera view you would like the remote audience to see. Adjustments can be made throughout the class session and will be easiest to see in the Zoom or Teams video preview window.



3. Faculty may adjust the camera settings to provide a better view for students joining remotely.

- (1) Move the camera up/down, left/right with the directional controls in the outer ring.
- (2) To zoom in, press and hold the (2) button while pressing the upper button in the outer control ring. To Zoom out, press and hold the (2) button while pressing the lower button in the outer control ring. .



4. 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/>.