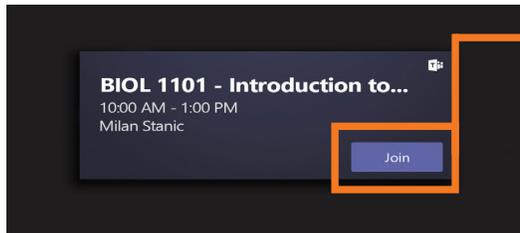# INSTRUCTING IN A
TEAMS HYFLEX CLASSROOM
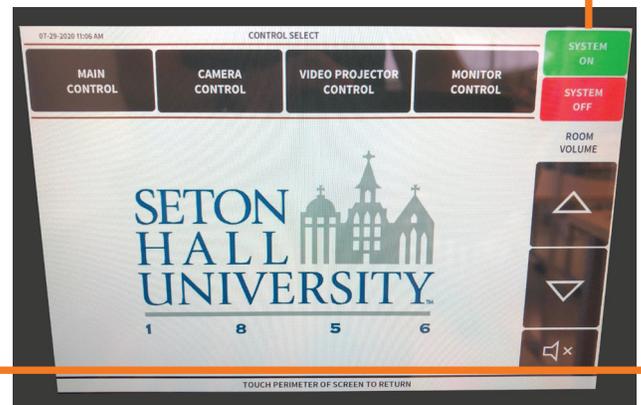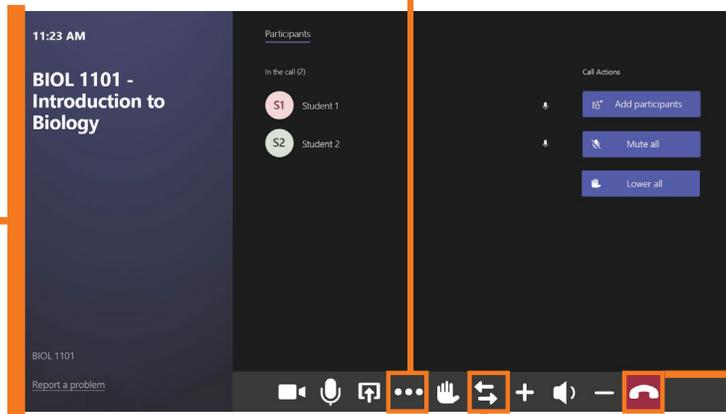
In a Teams HyFlex Classroom, instructors start the class session from a Microsoft Teams panel.

BIOL 1101 - Introduction to...
10:00 AM - 1:00 PM
Milan Stanic
Join

1. Simply hit the button to **Join** the session.

2. Tap the **three-dot button** and select **Room Controls.**

3. In the top-right corner, tap the green **System On** button.

4. The system will turn on the projector, camera, secondary display, microphones, and speakers in the room.

5. To return to the Teams app on the panel, tap the edge of the panel.

6. Join the Teams session from the laptop to share content such as Powerpoint slides or to start a room recording.

7. The **flip screen** button can switch the in-class display of the remote students with the presentation being shared on the projector.

8. At the conclusion of the class, tap the red **hang-up** button, located at the lower-right hand corner of the Teams panel.

9. If you began a room recording, use your laptop to stop the recording.

How do I report a problem?

Call: 973-275-2222

E-mail: ServiceDesk@shu.edu

Open a Ticket: www.shu.edu/OpenTicket

Please list the room location (building and room number) time of incident, and a brief description of the issue encountered.

SETON HALL UNIVERSITY
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