Overview: These instructions are designed to help faculty record in an Audio & Screencasting room using Canvas. Recordings capture the audio, video, and class content of the instructor. Note, that if you would like to broadcast, you should follow the instructions for streaming.

Getting Started in the Classroom
- At the Podium, if the touchscreen is black or displaying the screen saver, press Enter on the keyboard. Wait for the login screen to appear. When the login screen appears, enter your Rutgers NetID and password. Press Enter.
- Rutgers Room Control will appear on the screen. Select Stream from the list of sources in the left column. In rooms with multiple screens, select the screens where you would like to project the conference and press Enter.

Starting the Stream
- In the center column of Rutgers Room Control, press the Canvas button.
- Log in to Canvas and navigate to your class page.
- Within the Canvas, select Conferences. Note that if there is a crossed-out eye next to “Conferences,” students will not be able to access the stream until you go to “Settings,” select “Navigation,” locate “Conferences” and enable it.
- Press the blue + Conference button.
- Update the following fields:
  - Name: Enter a name for the class meeting.
  - Duration: enter the class length or check off “No time limit” under Options.
  - Options: check “enable recording for this conference” if you would like to record the class stream.
- Selection Update.
- Under “New Conferences,” next to the recently created conference, click on Start.
- In the pop-up window that appears, select Microphone. If any pop-up windows appear, click Allow or OK.
- Follow the audio test instructions.
- In the left menu, next to “Users,” click on the gear icon. Select Mute all users except presenter.

Sharing Content
You may share anything that you are able to open on the computer, including PowerPoint, web sites, and applications.
- Open the content you wish to share.
- In the conference window, click on the fourth icon from the left along the bottom.
- Select the content you wish to share and click Share.
- To use and share the document camera, in the computer dock, click on Document Camera Viewer. When prompted to allow the Document Camera Viewer to use the camera, click OK. The document camera will now be viewable in a computer window. Use the preceding instructions to share that window.

Recording Class
- To record the class, including everything occurring in the stream, click the Start recording button at the top of the screen.
- Click Yes in the pop-up window.
- The recording will be accessible in the “Meetings” section of Canvas.

Ending the Recording
- In the top right corner, click the three dots
- Select End Meeting.
- When you are finished using the room, in Rutgers Room Control, select Log Out.

Setting Up the Recording
Audio
- Remove the lavaliere microphone from the system drawer.
- Attach the microphone clip to your collar and point it towards your mouth.
- Hold down the button on the top of the pack until it turns green.