



RUTGERS

Digital Classroom Services

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“The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session.”

▶ USING BIG BLUE BUTTON TO STREAM IN AN AUDIO & SCREENCASTING ROOM

Overview: These instructions are designed to help faculty stream from an Audio & Screencasting Room using Canvas. By streaming, students can hear the instructor's voice and view digital presentation materials (e.g. PowerPoint).

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 stream menu and press **Enter**.
- Raise the **Program** volume slider to 50%.
- Remove the lavalier microphone from the system drawer.
- Attach the microphone to your collar and twist the microphone so it points to your mouth.
- Turn on the microphone by holding the top button until the light turns green.

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:
 - **Event 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.
 - Select **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**.

Controlling the Stream

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**.
- In rooms with document cameras, you can use it by clicking 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 video conference, 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.

Chatting with Students

You may chat with students using the **Public Chat** panel. Open the panel by selecting Public Chat in the left menu.

Ending the Video Conference

- 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**.

