Overview: These instructions are designed to help faculty videoconference from a non-Codec Synchronous Learning Space to remote students using Canvas. By videoconferencing, students and the instructor can see, hear, and view digital presentation materials (e.g. PowerPoint) of one another. DCS’s Camera-Equipped spaces are well-designed for streaming. A fixed, in-room camera captures instructor and audience video. A microphone captures the instructor’s voice. Multiple screens allow the instructor to view different class materials and remote participants.

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 Videoconference from the left column. In rooms with multiple screens, select the screens where you would like to project the computer and press Enter.
- Raise the Program volume slider to 50%.

Starting the Videoconference

- 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,” located “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.

Controlling the Stream

Sharing Video

You may share video from the in-room camera.
- Click on the camera icon in the bottom of the screen.
  - If any pop-up windows appear, select Allow or OK.
- Select a camera from the pull-down until video of the room appears.

- Select Start Sharing.
- Choose among the different options by returning to Rutgers Room Control and selecting cameras in the Controls area of the Videoconference tab.

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 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.

Using Multiple Screens

In certain rooms, you can use the room’s multiple displays to show content on one screen and the BigBlueButton window on another screen.
- In the top center section of Rutgers Room Control, click on the Podium Computer tab.
- Press Enable Extended Desktop. If a pop-up window appears, select the location where you would like to view additional tools.
- The room’s displays will now show two different desktops. You can put different items on each screen by dragging that item’s window off of its current screen to the left or right and on to the other screen.

Ending the Videoconference

- 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.