Overview

WebEx is Rutgers-New Brunswick’s video conferencing solution. It can be used on personal computers and mobile devices to connect with one or more people. DCS’s Synchronous Classrooms are designed to facilitate the use of video conference by classes. They include built-in cameras that can capture an instructor at the front of the room or audience members. Synchronous Classroom ceiling microphones are capable of picking up voices of anyone speaking. Screens at the front and rear of each room can display remote participants and presentation material.

Before using this guide, please visit webex.rutgers.edu to confirm that you have activated your Webex account and to schedule a meeting or meetings during the time(s) you plan to use the Synchronous classroom. Invite any remote participants using their email address(es). More information on connecting and using meeting settings is available at https://webex.com.

Instructions for the In-Class Instructor

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.
• After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.

Starting the Meeting

Before connecting the room to the conference, the instructor must begin the meeting. This can be done from any computer, tablet, or phone at any point before the class begins. The following instructions indicate how to do so at the start of class on the system’s computer.

• In the dock at the bottom of the screen, click on the blue (smiley-face) finder icon.
• In the left column, select Applications. Scroll down and double click on Cisco Webex Meetings.
• In the Cisco window that opens, enter the Rutgers email address associated with your Webex account and press Next. Enter rutgers.webex.com as the site URL and press Next.
• If prompted to, log in with your Rutgers NetID.
• If you have not already scheduled a meeting, select Start a Meeting.
• If you have already scheduled a meeting, under Upcoming Meetings, click Start next to the meeting.
• After the meeting window opens, select Start Meeting.
• In the top menu, select Meeting, and Meeting Information. Note the meeting number.
• If you need to invite anyone to join the meeting, in the top menu bar, select Participant and Invite and Reminder. You may invite a guest by entering their email address or phone number.

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

Digital Classroom Services

Tillett Hall - Room 112 • 848-445-3612 • website: dcs.rutgers.edu • email: dcs@rutgers.edu
Connecting the Room to the Conference

- In the left column of RRC, select Video Conference. The center section will change to Video Conference Controls.
- In the text field below Meeting Number, enter your meeting information. Your meeting information is your meeting number@rutgers.webex.com (e.g. 123456789@rutgers.webex.com). Press Dial. You will enter your meeting room. When any remote attendees connect, they will appear on the room’s screen(s).
- In the middle section, select the Cameras Share Contents ribbon.
- Choose the camera preset you would like. To see what is being displayed to remote participants, toggle on and off self-view by pressing Self View under Camera Selection. This will put the camera view in a small box on the screen(s) at the front of the room.
- If you wish to use and share a source from the podium over the conference, select that option under Share Source. If you are playing audio from that source, use the Program Volume slider to adjust the audio level. More information on using podium sources is available at http://dcs.rutgers.edu/dcp. In certain rooms, you may select the Speaker Track button under Camera Selection. In this mode, the cameras will automatically turn to the portion of the audience where someone is speaking.

Ending the Session

- In the Call Control tab, press End Session. This will break the room’s connection to the video conference and return the podium to normal mode.
- When you are finished in the room, press Log Out.

Instructions for Remote Participants

Connecting to the Meeting

- When the host schedules the Meeting, the remote participant will receive an email or text with instructions for various methods of connection.
- In order to ensure a high-quality connection, we recommend that remote participants:
  - Use headphones and a head set microphone.
  - Ensure their Internet connection is fast and reliable.