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 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 rutgers.webex.edu and confirm that you have activated your Webex account. More information on connecting and using conference 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 the spacebar 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 Conference

Before connecting the room to the conference, the instructor must begin the conference. 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 Podium Computer.

- In the dock at the bottom of the screen, click on the blue (smiley-face) finder icon.
- In the left column, select Applications. 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.
- Select Start Meeting.

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 room information. Your room information is your NetID@rutgers.webex.com (e.g. robeson@rutgers.webex.com). Press Dial. You will enter your personal video conference 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.

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

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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](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 Conference**
There are several ways for remote participants to connect to the Synchronous Classroom depending on the device they are using.

- If the participant is connecting via a laptop and does not have WebEx installed:
  - Visit [https://webex.com](https://webex.com). In the menu, select **Join**.
  - Enter the host’s room ID, your name, and your email address. The host can obtain their room ID by logging into [https://rutgers.webex.com](https://rutgers.webex.com) and clicking on **More ways to join**.

- If the participant is connecting via a laptop and has WebEx Installed:
  - Open Webex.
  - In the text field under **Join a Meeting**, enter the host’s meeting address. The address is NetID@rutgers.webex.com (e.g. robeson@rutgers.webex.com).

- If the participant is connecting via a mobile device:
  - Open Webex.
  - Select **Join**.
  - Enter the meeting number, your name, and email address. The meeting number is the host’s NetID@rutgers.webex.com (e.g. robeson@rutgers.webex.com).

- If the participant is connecting via a video system:
  - Dial the host’s NetID@rutgers.webex.com (e.g. robeson@rutgers.webex.com).

- If the participant is joining by telephone:
  - Dial 1-650-429-3300.
  - Enter the Room ID. The host can obtain their room ID by logging into [https://rutgers.webex.com](https://rutgers.webex.com) and clicking on **More ways to join**.

**Tips for a Successful 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.

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