



▶ USING WEBEX TO STREAM IN A SYNCHRONOUS LEARNING SPACE

Overview: The instructions are designed to help faculty stream from a Synchronous Learning Space to remote students. By streaming, students can see, hear, and view digital presentation materials (e.g. PowerPoint) of their instructor. Note, that if you would like to have two-way communication with your students, you should follow the instructions for video conferencing. DCS's Synchronous Learning Spaces are well-designed for streaming. A fixed, high-quality camera at the rear of the room offers various angles from which to capture the teaching area. An in-room microphone captures the instructor's voice.

Setting Up the Meeting

Follow these instructions from any computer in advance of class.

- Visit webex.rutgers.edu.
- If you do not have a Webex account, click **Sign up**. Follow the on-screen steps to activate your Webex account.
- Once you have a Webex account, click **Log in**. On the next screen, click **Sign In** in the top right corner.
- In the vertical menu bar on the left edge of the screen, choose **Webex Events**.
- Under “Host and Event,” select **Schedule an Event**.
- Under the various options, enter the following:
 - Under “Basic Information”
 - **Event name:** Enter a name for the class meeting. The name will be viewable by your students.
 - **Registration:** uncheck
 - **Event password:** Enter a password which you can give to your students.
 - Under “Date and Time”:
 - **Start date:** enter the classes start date
 - **Start time:** enter the classes start time
 - **Estimated duration:** enter the classes estimated duration
 - Under Presenters & Panelists:
 - **Panelist Password:** create any password (you will not need it)
 - **Confirm Password:** retype the same password
- At the bottom of the page, select **Schedule This**.
- On the **Send Event Emails** page that appears, select **Send Later**.
- On the **Event Information** page that appears, right click on the URL that appears after **Event address for panelists**. Provide this URL and the event password to your student via email or by posting it in Canvas.

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 Video Conference

- On the podium computer, in the application dock at the bottom of the screen, click on Firefox.

- Use the web browser windows that opens to navigate to webex.rutgers.edu.
- Click on **Log in**.
- In the top right corner, select **Sign In**.
- In the top menu bar, select **Webex Events**.
- In the left column, under “Host an Event,” select **Site Events**.
- Next to your class session, select **Start**.
- The Cisco Webex Meetings application will open. Select **Start Event**.
- In the top menu, select **Event**, and **Event Information**. Note the meeting number. This will be needed to connect the room to the Video Conference.

Connecting the Room to the Video Conference

- Return to Rutgers Room Control (RRC). 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.
- 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.

Controlling the Video Conference

By navigating back to the **Cisco Webex Meetings App**, you can access various controls.

Recording Class

- To record the class, including everything occurring in the video conference, select the fourth button from the left. In the pop-up that appears, press the **Record** button.
- To access the recording, login in to rutgers.webex.com and select the recordings button from the left column menu.

Interacting with Students

Students have the ability to chat, ask a question, and raise their hand.

- To chat with a student: put your mouse over their name in the Participants list and click on the talk bubble. A chat window will appear.
- To enable a student to talk: mouse over the student and click on the microphone icon. On Rutgers Room Control, ensure that the program volume slider is raised.
- To view and respond to questions from students, click on Q&A in the bottom right corner.

Ending the Video Conference

- In the bottom of the Cisco Webex Meetings window, click the red **X**.
- Select **End Meeting**.
- When you are finished using the room, in Rutgers Room Control, select **Log Out**.