



▶ USING WEBEX TO STREAM IN AN AUDIO & SCREENCASTING ROOM

Overview: These instructions are designed to help faculty stream from an Audio and Screencasting Room to remote students. By streaming, students can hear and view digital presentation materials (e.g. PowerPoint) of their instructor.

Setting Up the Stream

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
- 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**.
- Remove the lavalier microphone from the system drawer.
- Click 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

- On Rutgers Room Control, in the left column, select **Stream**.
- Press the Webex button in the center section that appears.
- 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**.

Controlling the Stream

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

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 Webex window, click on the third icon from the left along the bottom.
- Select either the entire screen or any open window to share in the conference.
- To share the document camera, click on the arrow next to Stop/Start Video button and select it from the list.

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.

Using Multiple Screens

In certain rooms, you can use the room's multiple displays to show shared content on one screen and tools like the chat or participant windows 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 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**.