Overview: The instructions are designed to help faculty videoconference from a classroom to remote students. With videoconferencing, students and instructors can see one another, hear one another, and share digital presentation materials (e.g. PowerPoint). DCS’s Synchronous Learning Spaces are specifically designed for videoconferencing. High-quality cameras capture the instructor and student areas. In-room microphones capture instructor and student audio. Dual screens at the front of the room display remote attendees and class content, while a rear screen also displays remote participants.

Setting Up the Meeting

Follow these instructions from any computer in advance of class. For more information on using Webex, visit it.rutgers.edu/webex. You can also learn how to use Webex within Canvas by visiting https://canvas.rutgers.edu/documentation/external-apps/webex-setup-for-instructors/.

- 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 and follow the steps to log in.
- Select Schedule a Meeting.
- Select Schedule.
- Under the various options, enter the following:
  - **Meeting topic:** Enter a name for the class meeting. The name will be viewable by your students.
  - **Date and Time:** Enter the date and time for the class meeting. Select Recurrence to schedule future class meetings.
  - **Attendees:**
    - If you would like to invite your student via email:
      - Copy and paste their email address into this field. Email addresses must be separated by a comma or semicolon. Students will receive an email with instructions for various ways of joining meetings.
    - If you would prefer to post a link to class in your Learning Management System (LMS):
      - Enter your email. The email you receive will include a Join Meeting button. Right click on that button and select Copy Hyperlink. You can then paste this hyperlink into a message or page on your LMS for students to use to connect.
  - **Audio connection options**
  - **Entry and exit tone:** Select No Tone.
  - **You need not edit the other fields.
  - **Click on Save as Template.**

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.
- Select Videoconference in the bottom left corner.

Starting the Videoconference

- In the center area, select Webex.
- Login using the email address and password associated with your Webex account.
- The Cisco Webex Meetings application will open. Select Start.

Connecting the Room to the Videoconference

- In the Rutgers Room Control, choose the camera preset you would like.
- If you wish to use and share a source from the podium over the conference, select that option under Share in the Webex window. To share the document camera turn on the document camera and click on the arrow next to Stop/Start Video button and select it from the list. The document camera feed will replace the video of you.
- Use the Program Volume slider on the right of RRC to adjust the audio level of participants in the conference.

Controlling the Videoconference

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

Controlling Student Audio and Video

As students join the videoconference, you will see them in the participants that fills the right edge of the Cisco Webex Meetings window. As the meeting host, you can control student audio and video using several controls. Right click on a student to reveal these options:

- **Mute:** mutes the audio of the student on whom you have right-clicked
- **Unmute:** unmutes the audio of the student on whom you have right-clicked
- **Mute all:** mutes the audio of all students
- **Unmute all:** unmutes the audio of all students. You might wish to do this if there is too much noise or feedback.
- **Stop video:** stops the video of the student on whom you have right-clicked
**Recording Class**
- To record the class, including everything occurring in the videoconference, select the fourth button from the left. In the pop-up that appears, press the **Record** button and record to the cloud.
- To access the recording, login in to [rutgers.webex.com](http://rutgers.webex.com) and select the recordings button from the left column menu.

**Using Multiple Screens**
- 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 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**.