



▶ USING WEBEX TO VIDEOCONFERENCE IN A SYNCHRONOUS LEARNING SPACE

Overview: The instructions are designed to help faculty videoconference from a classroom to remote students. With videoconferencing, students and instructor can see one another, hear one another, and share digital presentation materials (e.g. PowerPoint). DCS's Synchronous Learning Spaces are especially designed for videoconferencing. 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. 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.

- **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 the second, calendar icon.
- 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 the class.
 - 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.
 - Click on **Show advanced options**.
 - Click on **Audio connection options**.
 - **Entry and exit tone:** Select **No Tone**.
 - You need not edit the other fields.
- Click on **Save**.

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 Videoconference

- 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**.
- Under upcoming meetings, locate the class meeting and press **Start**.
- The Cisco Webex Meetings application will open. Under audio settings, ensure that no audio option is selected and click **Start Meeting**.
- In the top menu, select **Meeting**, and **Meeting Information**. Note the meeting number. This will be needed to connect the room to the Videoconference.

Connecting the Room to the Videoconference

- Return to Rutgers Room Control (RRC). In the left column of RRC, select **Videoconference**. The center section will change to Videoconference 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.
- 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.
- **Move to lobby:** temporarily removes the student from the videoconference
- **Expel** removes the student from the videoconference.

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.

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**.