Overview: These instructions are designed to help faculty record in an Audio & Screencasting room. Recordings can include instructor audio and content from the instructor’s computer. If you would like to include video of yourself in the recording, please contact DCS to request a camera.

Setting Up the Recording
- To learn how to set up the videoconference, visit it.rutgers.edu/zoom/. You may also visit https://canvas.rutgers.edu/external-apps/zoom/ to learn how to set up and start a videoconference within Canvas.
- If your meeting includes a password, make sure that the password only uses numbers.

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, Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.

Starting the Videoconference
- In the dock at the bottom of the screen, find and click on Zoom.
- In the Sign In window, select Sign In and Sign In with SSO. When prompted for the company domain, enter “rutgers.zoom.us” and press Continue. Log in with your Rutgers NetID and password.
- In the browser that opens, go to rutgers.zoom.us and Continue, if prompted to, allow the computer to open Zoom and to access your microphone.
- In the menu bar, select Meetings. Locate the class meeting and select Start.
- In the Zoom window asking you to select an audio connection, close the window. Select “Join with Computer Audio.”

Setting up the Recording
- Remove the wireless microphone from the system drawer. Attach the mic to your collar and turn it so it faces your mouth. Press and hold the button on the top of the pack until it turns green.
- If you would like to record content, in the Zoom window, select Share. Choose among the presented options.

Starting the Recording
- When you are ready to begin recording, press the Record button in the Zoom window.
- Select Record to Cloud.

Ending the Recording
- If you are screen sharing, select Stop Share in the top menu bar. In the bottom of the Zoom window, click End.
- When you are finished using the room, in Rutgers Room Control, select Log Out.

More Information
- For more detailed information on using Zoom, visit it.rutgers.edu/zoom/.
- For more detailed information on using Digital Classroom Systems, visit dcs.rutgers.edu/instructions.