



▶ USING ZOOM 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 videoconferencing. 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 Stream

Note that in addition to following the instructions below, you can also learn how to create and start a stream within Canvas by visiting <https://canvas.rutgers.edu/external-apps/zoom/>.

- If you do not have a Rutgers Zoom account, visit it.rutgers.edu/zoom/ to sign up.
- Once you have a Rutgers Zoom account, visit rutgers.zoom.us and select **Sign in**.
- In the menu bar, select **Meetings**.
- Select **Schedule a New Meeting** and enter your class information. We recommend opting to mute participants upon entry selected. At the bottom of the page, select **Save**.
- On the confirmation page you may copy an invitation that will contain all the information that you should provide to your students.

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 Stream

- Rutgers Room Control will automatically open. Select **Videoconference** in the bottom left corner. Check any displays where you would like to show the conference and press **enter**. The projectors will turn on and display the computer image.
- In the center section, 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.
- 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, select "Join with Computer Audio."

Controlling the Stream

Copy the Controlling the Stream section from <https://dcs.rutgers.edu/sites/default/files/pdf/using-zoom-to-stream-in-a-synchronous-learning-space-non-codec.pdf>

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 Zoom window, click **End**. You may choose to either **End Meeting for All**, disconnecting all participants or **Leave Meeting**, allowing students to continue talking with each other.
- When you are finished using the room, in Rutgers Room Control, select **Log Out**.