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. In rooms with multiple screens, you will be prompted to select a display. Check any displays where you would like to show the conference and press enter. The projector will turn on and display the computer image.
- In the center section, click on Zoom.
- In the Sign In window, select Sign In and Sing 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. *Do not select “Join with Computer Audio.”*

**Controlling the Videoconference**

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

**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.
• 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 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**.