Using Zoom to Stream in a Synchronous Learning Space (non-codec)

Overview
The instructions are designed to help faculty stream from a classroom to remote students. By streaming, students can remotely hear, and view digital presentation materials (e.g. PowerPoint) of their instructor. DCS’s Synchronous Learning Space are well-equipped for videoconferencing. High-quality cameras capture the instructor and student areas. An in-room microphone captures 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 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 Videoconference
- 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 \textit{rutgers.zoom.us} and \textbf{Continue}. If prompted to, allow the computer to open Zoom and to access your microphone.

• In the menu bar, select \textbf{Meetings}. Locate the class meeting and select \textbf{Start}.

• In the Zoom window, select \textbf{Join With Computer Audio}.

• In the bottom bar of the Zoom window, click on the arrow next to the microphone. To ensure that the correct microphone is selected, under “Select a Microphone,” choose \textbf{Built-in Input (Line In)} or \textbf{USB Audio Device}. Under “Select a Speaker,” choose HDMI (Crestron). The available option may vary by room.

• Click on the \textbf{Start Video} button. Click on the arrow next that button and choose a camera until you see the desired camera. You may also choose among the different options by returning to Rutgers Room Control and selecting cameras in the "Camera Selection" area of the Stream or Videoconference tab.

• To begin sharing content, select \textbf{Share Screen}. In the pop-up window you may choose to share your entire desktop or individual open applications. Select your option and press \textbf{Share}. To share the document camera, 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.

\textbf{Controlling the Videoconference}

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

\textbf{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:

• \textbf{Mute}: mutes the audio of the student on whom you have right-clicked
• \textbf{Unmute}: Unmutes the audio of the student on whom you have right-clicked
• \textbf{Mute all}: mutes the audio of all students
• \textbf{Unmute all}: unmutes the audio of all students. You might wish to do this if there is too much noise or feedback.
• \textbf{Stop video}: Stops the video of the student on whom you have right-clicked.
• \textbf{Move to lobby}: temporarily removes the student from the videoconference
• \textbf{Expel} removes the student from the videoconference.

\textbf{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 \textbf{Record} button.

• To access the recording, login in to \textit{rutgers.webex.com} and select the recordings button from the left column menu.

\textbf{Using Multiple Screens}

• In the top center section of Rutgers Room Control, click on the Podium Computer tab.
• Press \textbf{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**.