



## ▶ USING ZOOM TO STREAM IN A SYNCHRONOUS LEARNING SPACE (NON-CODEC)

**Overview:** The instructions are designed to help faculty stream from a non-codec 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/](https://it.rutgers.edu/zoom/) to sign up.
- Once you have a Rutgers Zoom account, visit [rutgers.zoom.us](https://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 **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, 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

Using the Zoom window, you can access various controls.

#### Sharing Content

- To begin sharing content, select **Share Screen**. In the pop-up window you may choose to share your entire desktop or

individual open applications. Select your option and press **Share**.

- To use and share the document camera, in the computer dock, click on **Document Camera Viewer**. When prompted to allow the Document Camera Viewer to use the camera, click **OK**. The document camera will now be viewable in a computer window. Use the preceding instructions to share that window.

#### Recording Class

- To record the class, including everything occurring in the videoconference, select the fifth button from the left. In the pop-up that appears, select **Record to the Cloud**.
- To access the recording, login in to [rutgers.zoom.us](https://rutgers.zoom.us) and select.

#### Interacting with Students

Students have the ability to chat, ask a question, and raise their hand.

- To chat with all students. Select **Chat** in the bottom menu of the Zoom window. In the chat window that appears, make sure that "Everyone" is selected next to "To."
- To chat with a student: put your mouse over their name in the Participants list, select **More** and chat. A chat window will appear.
- To enable a student to talk: mouse over the student, select **Mute**. On Rutgers Room Control, ensure that the program volume slider is raised.

#### Using Multiple Screens

- In the Zoom menu at the top of the screen, open settings. In the General menu, ensure that "Use dual monitors" is selected.
- 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 the red **End**.
- Select **End Meeting for all**.
- When you are finished using the room, in Rutgers Room Control, select **Log Out**.