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/ 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, 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 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.