



▶ USING ZOOM TO STREAM IN AN AUDIO & SCREENCASTING ROOM

Overview: These instructions are designed to help faculty stream from an Audio and Screencasting Room or Camera-Equipped Space to remote students. By streaming, students can remotely hear the instructor and view digital presentation materials (e.g. PowerPoint). In Camera-Equipped Spaces they can also view a video feed of the instructor.

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**.
- Remove the lavalier microphone from the system drawer.
- Click the microphone to your collar and twist the microphone so it points to your mouth.
- Turn on the microphone by holding the top button until the light turns green.

Starting the Stream

- Rutgers Room Control will automatically open. Select **Stream** 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, 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, select **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 **Same as System**. Under “Select a Speaker,” choose **Same as System**. The available option may vary by room.

- 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.

Using Multiple Screens

In certain rooms, you put different computer images on different in-room displays.

- 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 Stream

- If you are screen sharing, select **Stop Share** in the top menu bar. 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**.

More Information

- For more detailed information on using Zoom, visit it.rutgers.edu/zoom/.
- For more detailed information on using Digital Classroom Systems, visit dcs.rutgers.edu/instructions.