



## ▶ USING ZOOM TO VIDEOCONFERENCE IN A SYNCHRONOUS LEARNING SPACE

**Overview:** These instructions are designed to help faculty videoconference from a classroom to remote students. With videoconferencing, students and instructor can see one another, hear one another, and share digital presentation materials (e.g. PowerPoint). DCS's Synchronous Learning Spaces are specifically designed for videoconferencing. 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. 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 Videoconference

- To learn how to set up the videoconference, visit [it.rutgers.edu/zoom/](https://it.rutgers.edu/zoom/). You may also visit <https://canvas.rutgers.edu/external-apps/zoom/> to learn how to set up and start a videoconference within Canvas, visit

### 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.

### Starting the Videoconference

- In the dock at the bottom of the screen, find and 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](https://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 by selecting the red box. *Do not select* "Join with Computer Audio."

### Connecting the Room to the Videoconference

- Return to Rutgers Room Control (RRC). In the left column of RRC, select **Videoconference**. The center section will change to Videoconference Controls.
- In the text field below **Meeting Number**, enter your meeting information. Your meeting information is your meeting number@zoomcrc.com (e.g. 123456789@ @zoomcrc.com). You may find the meeting number by clicking on the information icon in the top left corner of the Zoom window. Press **Dial**. If prompted to, use the on-screen numeric touchpad to enter the meeting number followed by pound and the passcode followed by pound. You will enter your meeting room. When any remote attendees connect, they will appear on the room's screen(s).

- In the middle section, select the **Cameras Share Contents** ribbon.
- Choose the camera preset you would like. To see what is being displayed to remote participants, toggle on and off self-view by pressing **Self View** under **Camera Selection**. This will put the camera view in a small box on the screen(s) at the front of the room.
- If you wish to use and share a source from the podium over the conference, select that option under **Share Source**. If you are playing audio from that source, use the **Program Volume** slider to adjust the audio level. More information on using podium sources is available at <http://dcs.rutgers.edu/dcp>. In certain rooms, you may select the **Speaker Track** button under **Camera Selection**. In this mode, the cameras will automatically turn to the portion of the audience where someone is speaking.
- Use the Program Volume slider on the right of RRC to adjust the audio level of participants in the conference.

### Ending the Videoconference

- 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/](https://it.rutgers.edu/zoom/).
- For more detailed information on using Digital Classroom Systems, visit [dcs.rutgers.edu/instructions](https://dcs.rutgers.edu/instructions).