Overview: These instructions are designed to help faculty videoconference from a classroom to remote students. With videoconferencing, students and instructors 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. High-quality cameras capture the instructor and student areas. In-room microphones capture 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 Videoconference
Note that in addition to following the instructions below, you can learn more about using Zoom by visiting it.rutgers.edu/zoom and 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 and sign in with SSO. Use your Rutgers NetID and password to 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.

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 with SSO window, press enter. Log in with your Rutgers NetID and password.
- In the menu bar, select Meetings. Locate the class meeting and select Start.
- If prompted to, allow Zoom to access the computer’s microphone and camera. In the Zoom window, select Join With Computer Audio.

- Click on the Start Video button. You may also choose among different camera options by returning to Rutgers Room Control and selecting cameras in the “Camera Selection” area of the Videoconference tab.
- 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 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 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
- In the bottom right corner, select End.
- When you are finished using the room, in Rutgers Room Control, select Log Out.