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/. You may also visit https://canvas.rutgers.edu/external-apps/zoom/ to learn how to set up and start a videoconference within Canvas.
- If your meeting includes a password, make sure that the password only uses numbers.

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, 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 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. Do not select “Join with Computer Audio.”

Connecting the Room to the Videoconference
- 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 source from the left column.
- You may change what appears on the room’s front screens using the Scenes.
- 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/.
- For more detailed information on using Digital Classroom Systems, visit dcs.rutgers.edu/instructions.