



▶ USING ZOOM TO VIDEOCONFERENCE IN A SYNCHRONOUS LEARNING SPACE (NON-CODEC)

Overview: The 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. An in-room microphone captures 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 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 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 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 **Built-in Input**

(Line In) or **USB Audio Device**. Under "Select a Speaker," choose **HDMI (Crestron)**. The available option may vary by room.

- Click on the **Start Video** button. Click on the arrow next that button and choose a camera until you see the desired camera. You may also choose among the different options by returning to Rutgers Room Control and selecting cameras in the "Camera Selection" area of the Stream or 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 share the document camera, click on the arrow next to Stop/Start Video button and select it from the list. The document camera feed will replace the video of you.

Using Multiple Screens

- In the top menu bar, under Zoom.us, choose **Preferences**.
- 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

- 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

- In the bottom right corner, select **End**.
- When you are finished using the room, in Rutgers Room Control, select **Log Out**.