RUTGERS
Digital Classroom Services

Tillett Hall - Room 112

t: 848-445-3612
w: dcs.rutgers.edu
e: dcs@rutgers.edu

" The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session. "

⟫ USING BIGBLUEBUTTON IN A VIDEOCONFERENCE AND LECTURE CAPTURE SPACE

Overview: These instructions are designed to help faculty using BigBlueButton - Canvas's conference and recroding tool - in a Videoconerence and Lecture Capture space. In BigBlueButton sessions, students can see and hear the instructor and their presentation material. DCS's Videoconference and Lecture Capture Spaces are well-designed for conferencing and recording. In-room cameras capture instructor video, while an in-room microphone microphone captures the instructor's voice.

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**.
- Rutgers Room Control will appear on the screen. Select **Videoconference** from the list of sources in the left column. In rooms with multiple screens, select the screens where you would like to project the conference and press **Enter**.

Starting the Stream

- In the center column of Rutgers Room Control, press the **Canvas** button.
- Log in to Canvas and navigate to your class page.
- Within the Canvas, select **Conferences**. Note that if there is a crossed-out eye next to "Conferences," students will not be able to access the stream until you go to "Settings," select "Navigation," locate "Conferences" and enable it.
- Press the blue **+ Conference** button.
- Update the following fields:
  - **Name:** Enter a name for the class meeting.
  - **Duration:** enter the class length or check off "No time limit" under Options.
  - **Options:** check "enable recording for this conference" if you would like to record the class stream.
  - Selection **Update**.
- Under "New Conferences," next to the recently created conference, click on **Start**.
- In the pop-up window that appears, select **Microphone**. If any pop-up windows appear, click **Allow** or **OK**.
- Follow the audio test instructions.
- In the left menu, next to "Users," click on the gear icon. Select **Mute all users except presenter**.
- If your room has built-in microphones, you do not need toanything to capture your voice.
- If it does not: remove the wireless lavaliere microphone fromthe system drawer. Attach the microphone to your collar andpoint it towards your mouth. Turn the microphone phone usingthe switch on the top of the pack.

Controlling the Stream

Sharing Video
You may share video from the in-room camera.
- Click on the camera icon in the bottom of the screen. If any pop-up windows appear, select **Allow** or **OK**.
- Select a camera from the pull-down until video of the room appears.
- In certain rooms, 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.
- Select **Start Sharing**.

Sharing Content
You may share anything that you are able to open on the computer, including PowerPoint, web sites, and applications.
- Open the content you wish to share.
- In the conference window, click on the fourth icon from the left along the bottom.
- Select the content you wish to share and click **Share**.
- To use and share the document camera in rooms equipped with one: in the computer dock, click on the Visualizer logo. When prompted to allow Visualizer to use the camera, click **OK**. If the camera image does not appear, click on the rectangle the top left corner and select a different camera until it does.

Recording Class
- To record the class, including everything occurring in the stream, click the **Start recording** button at the top of the screen.
- Click **Yes** in the pop-up window.
- The recording will be accessible in the "Meetings" section of Canvas.

Chatting with Students
You may chat with students using the **Public Chat** panel. Open the panel by selecting Public Chat in the left menu.

Ending the Stream

- In the top right corner, click the three dots
- Select **End Meeting**.
- When you are finished using the room, in Rutgers Room Control, select **Log Out**.