



▶ USING BIGBLUEBUTTON IN AN AUDIOCONFERENCE AND LECTURE CAPTURE SPACE

Overview: These instructions are designed to help faculty using BigBlueButton - Canvas's conference and recording tool - in a Audio-conference and Lecture Capture space. In BigBlueButton sessions, students can hear the instructor and see their presentation material. DCS's Audioconference and Lecture Capture Spaces are well-designed for conferencing and recording. In-room cameras capture instructor video, while an in-room microphone captures the instructor's voice. If you would like to use video in these rooms, you may contact DCS to request a portable camera.

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 Session

- 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**.
- Remove the wireless lavaliere microphone from the system drawer. Attach the microphone to your collar and point it towards your mouth. Turn the microphone on using the switch on the top of the pack.

Controlling the Session

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 compute dock, click on the Hovercam

Flex logo. When prompted to allow Hovercam Flex 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.

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**.