WebEx Student Manual

WebEx is an online meeting software that allows you to have synchronous meetings, trainings and classes, using your computer. To prepare you for your WebEx Session, this manual will go over some of the basics.
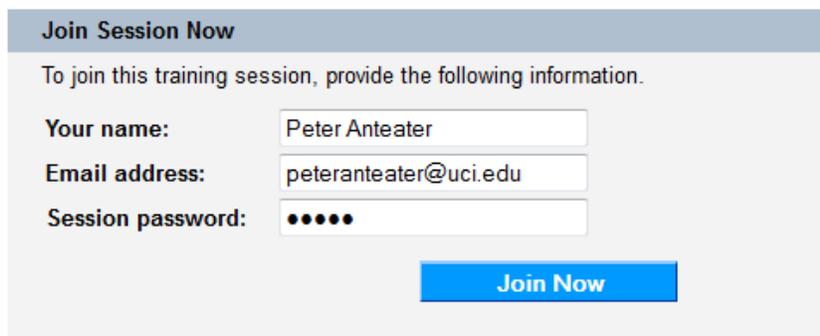
❒ Accessing a Session Using a Moodle Link

Step 1

February 19 - February 25
To Join the WebEx Session, click on the link below.
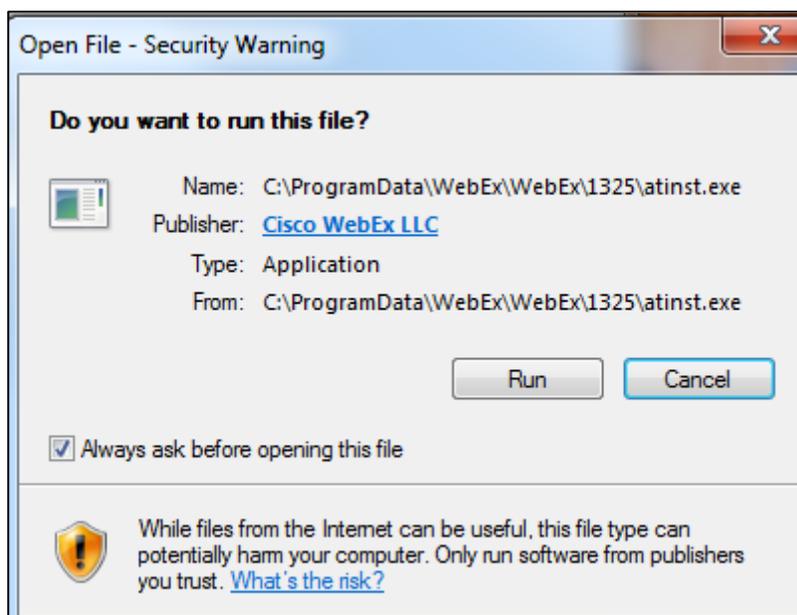WebEx Session

Step 1: In your **Moodle Shell** you will see a link to the WebEx session. Click on the link to access the meeting. The link in Moodle will only be available a few minutes before the session goes live.

Step 2

Join Session Now

To join this training session, provide the following information.

Your name: Peter Anteater
Email address: peteranteater@uci.edu
Session password: •••••

Join Now

Step 2: You will then be asked to **Join Session Now**. Enter your **Name, Email address, and the Session password**. Click the **Join** button to enter the meeting.

Step 3

Open File - Security Warning

Do you want to run this file?

Name: C:\ProgramData\WebEx\WebEx\1325\atinst.exe
Publisher: Cisco WebEx LLC
Type: Application
From: C:\ProgramData\WebEx\WebEx\1325\atinst.exe

Run   Cancel

☑ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?

Step 3: A Pop-up screen will ask you if you want to run the file. Click **Run**. Be sure to disable your Pop-up blocker beforehand. Be patient, the session may take a few minutes to load.
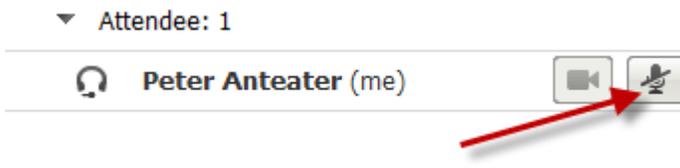
⯂ The Audio

The first thing you will notice upon entering your WebEx session is a prompt to **connect to the audio** portion of the presentation. WebEx allows participants to call in using a session-specific telephone number or connect to the audio using computer speakers and a microphone or a headset.

To connect **via telephone**, click on the drop down menu in the "Use Phone" field and select "I will call in." Don't forget to enter both the access code and your unique Attendee ID# so that your name is associated to your audio connection.

To connect **via your computer**, select "Call Using Computer." If this is your first time using WebEx, click on the "Test speaker/microphone" before connecting.

Note: Your coordinator may have already determined what audio option you'll use. If this is the case, information will be provided in Moodle.


Your audio may already be muted upon entry. If not, please mute yourself by clicking on the **Mute Audio** icon. This will ensure that your fellow participants do not hear any background noise that may come through your telephone or microphone.

❏ Participants Panel
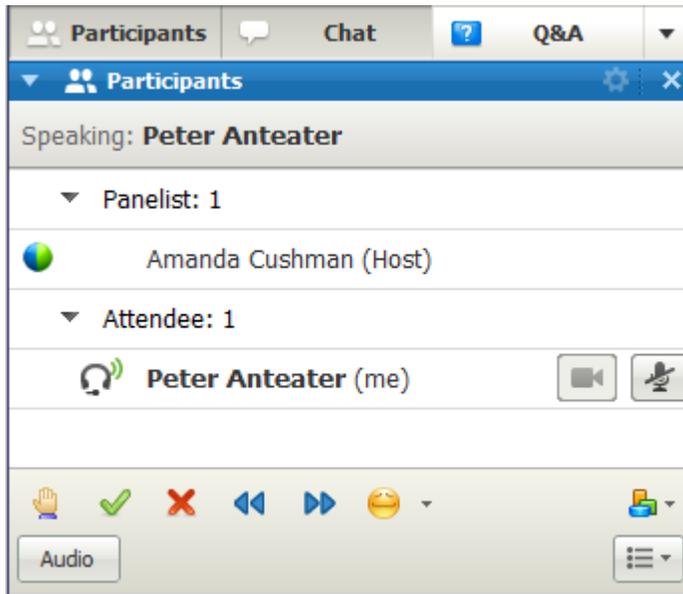
The **Participants** panel lists all of the participants who have entered the session.

Underneath the participants list, you will see a row of icons. These icons allow you to provide instant feedback to the presenter in a variety of ways.
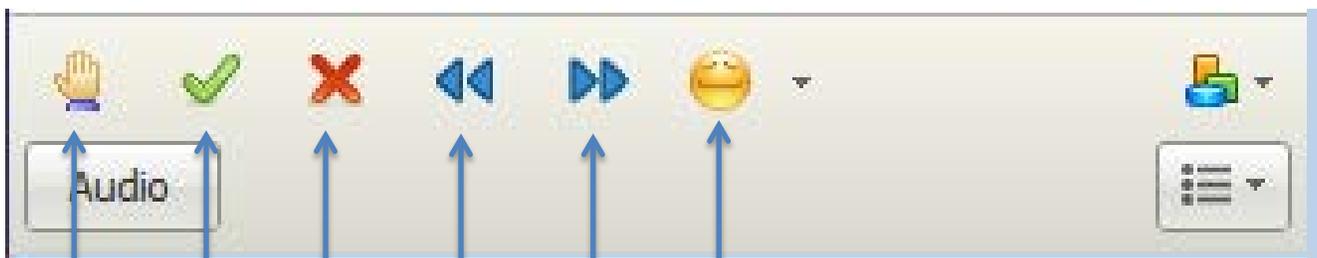
Ask to Speak   Vote Yes   Vote No   Go Slower   Go Faster   Emoticons

Emoticons allow you to express what you're thinking and feeling.

☐ Asking a Question

Your instructor will let you know how to ask a question. They might ask you to:

1. Raise your hand during the presentation. To do this, click on the **Hand Icon** that appears under the Participants Panel, click the **Hand Icon.** When you click on the icon, a hand will appear next to your name on the participant's list to let the presenter know that you have a question. The presenter will then ask you to unmute yourself so that you can ask your question. Please do not unmute yourself without the presenter's consent.
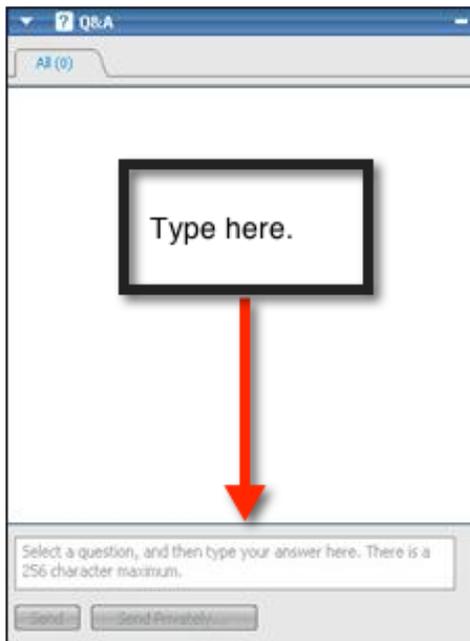
2. Submit your questions in the **Q&A panel** as they arise.

   To access the Q&A panel, click on the tab above the participants list that contains a question mark. To submit a question, type your question in the text box, and push "send". Once you have submitted your question, a tab will appear at the top of the Q&A panel entitled "My Q&A". This tab lists all of the questions that you have submitted during the session. The presenter will likely respond to your questions verbally; however, the presenter can also privately submit answers to your questions. If the presenter chooses to submit private answers, these answers will appear under your question on the "My Q&A" tab.
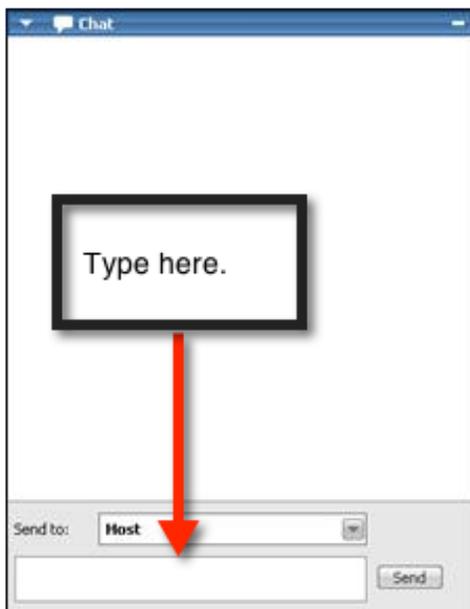
3. Unless the presenter indicates otherwise, the Chat panel is typically reserved for introducing yourself upon entry, resolving technical problems, or asking private questions to the presenter or other participants.

4

❏ Annotating

The presenter may set up a shared whiteboard on which you can type and draw. For example, the presenter might ask you to answer a question on a whiteboard. To write (annotate) on a shared white space, follow these steps.

1. Click the **pointer tool**.

2. Use the pointer tool to mark your spot on the screen. Your name should appear on a **colored arrow**. If you do not mark your spot, a fellow participant may accidently annotate over your text.

3. Click the **text tool** and begin writing. After you're done writing, **unclick** the text tool in order to make your text visible. Note that your text will remain invisible until you deselect the text tool.
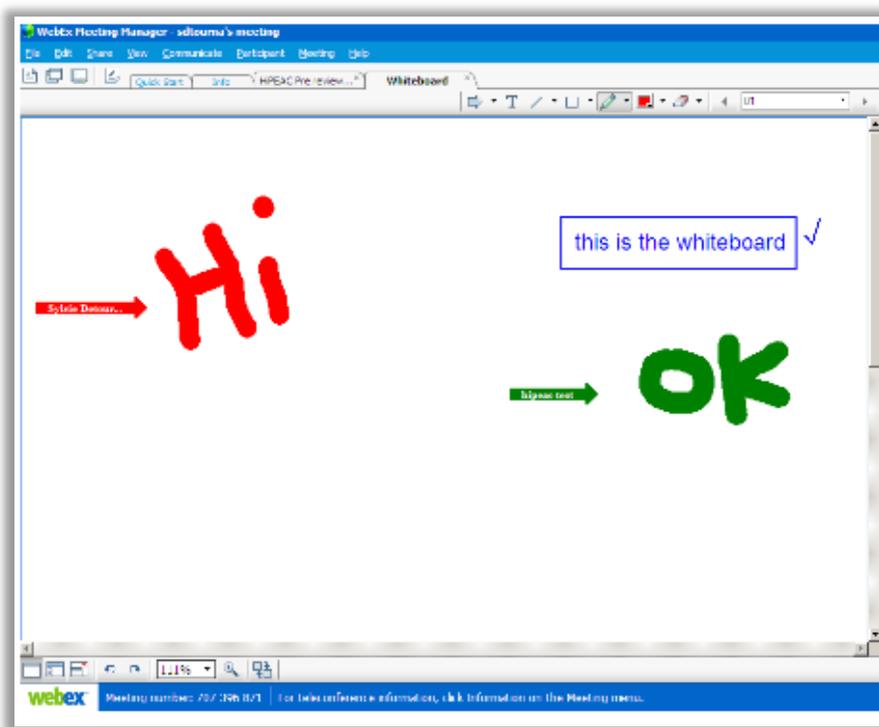
You will automatically be assigned a specific text color that matches your pointer color. This helps the presenter keep track of who has contributed to the shared space. Please do not change the color of your text, especially if the presenter is awarding points for participation.

❒ Joining a Breakout Session
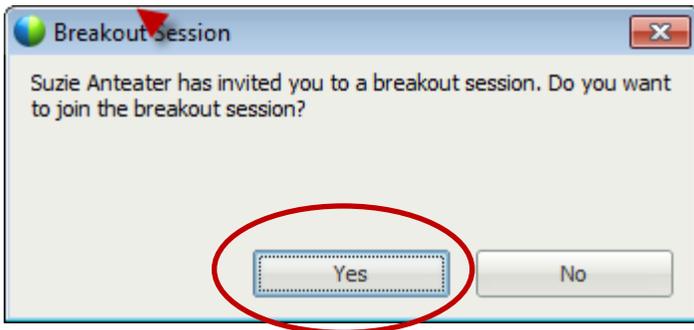
Your WebEx session may contain one or more breakout sessions. Breakout sessions allow you to work in a small group, away from the main training session. Participants can share information, chat, and annotate. Once back in the main session, information from the break out session can be shared with everyone. If your instructor creates the session, you will be asked to join.

When a breakout session begins, you will receive a prompt asking you to join the breakout session. If you have been selected as the presenter for a given breakout session, you will receive a prompt to start the session.

❒ Communicating in a Breakout Session
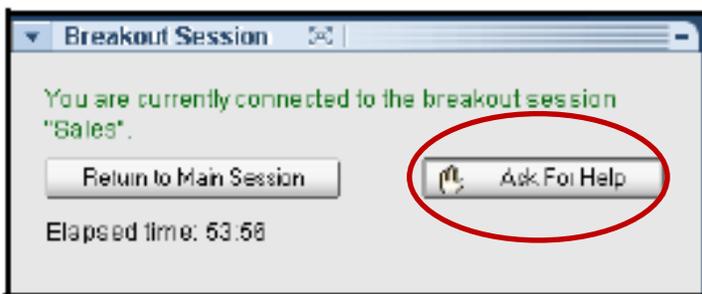
Once you have joined in a session, you will only be able to communicate with other participants in that session. Be sure to unmute your telephone or microphone so that you can communicate with the other members of your breakout group.

The "Breakout Session" panel lists the name of your breakout session group and also shows the amount of time that has elapsed since the start of the breakout session. Use this timer to keep track of how much time you have left to complete your breakout sessions tasks. You will receive an alert 30 seconds before the session is over so that you can make any final changes to your shared whiteboard. Be sure to follow the instructions and best practices discussed earlier when annotating the shared whiteboard in your breakout session.
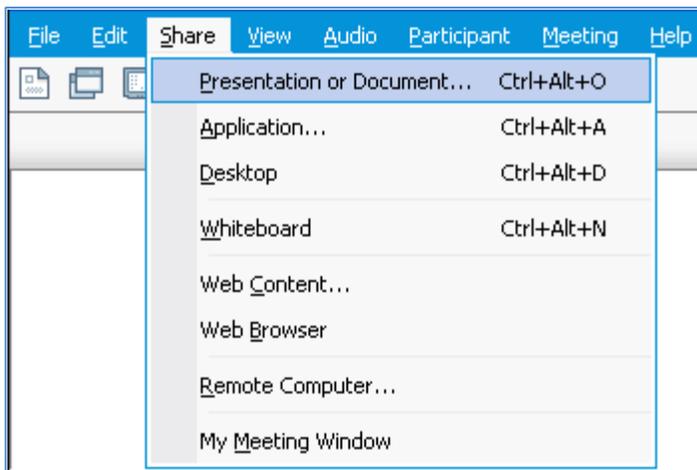
If you need help at any time, click the **Ask For Help** button to alert the presenter.

# ❐ Presenter Role Responsibilities in a Session

What does it mean to "**Have the Ball**"?

If you are given the ball in the breakout session, then you are the presenter for your group. As the presenter you have a few responsibilities. These are:

1. **Open a new whiteboard** by clicking on the "New Whiteboard

2. **Edit the title** of the whiteboard so that it contains your breakout session name. To do this, double click on the tab labeled "Whiteboard" and enter your breakout session name.

3. **Share Content**. You might need to share a document or ask someone to share an application or web browser. If so, go to the Share tab and select what you want to share.
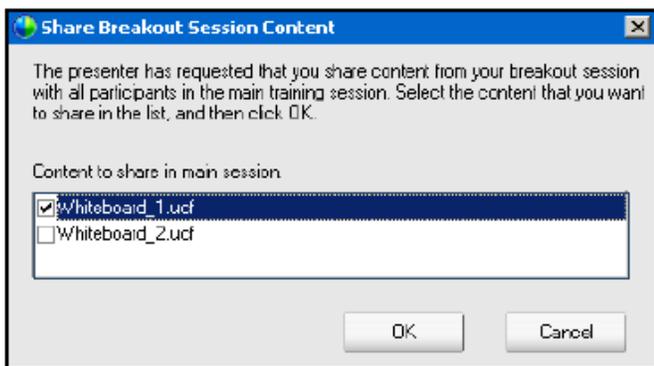
4. **Share Out Breakout Session Content**.
   ▪ The chosen presenter will be sent a request to share their breakout session content to all the participants.
   ▪ The presenter needs to **unmute** their speaker.
   ▪ If you are the presenter you will get a prompt to share the whiteboards.
   ▪ Check the ones that you want to share and click OK.