



# How to work from home with G Suite and WebEx

## Part 3 : WebEx, Meet and Google Chrome

**Presenters: Anthony Farber**

## Jolanta Soltis

# Brian Heart

# Overview

- WebEx and WebEx rooms
- Google Meet
- Google Chrome

# Cisco Room

vs

# OWL Room

## Permanent telepresence system

- Bring your laptop
- Use the camera, microphone, and speaker in the room
- Connect to the projector via WebEx
- Share laptop screen for content
- Use document camera

## Portable USB system

- BYOD optional
- Use the OWL as the camera, microphone and speaker
- Connect to the projector with wires
- Share laptop screen for content
- Use document camera

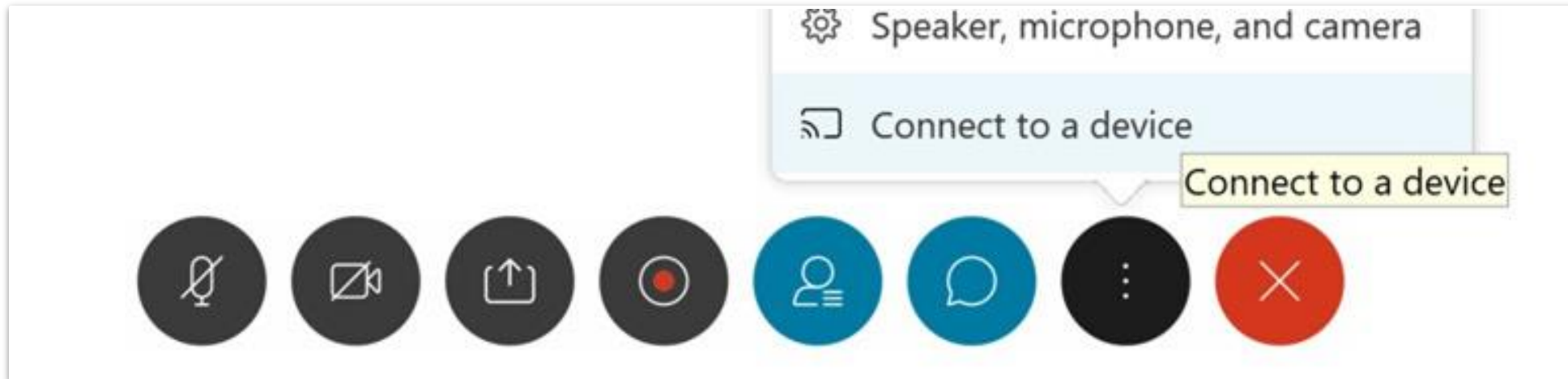
# Cisco Step 1: Schedule a WebEx Meeting

- Staff: Schedule a WebEx meeting for each session
- Faculty:
  - Schedule a recurring meeting
  - Require students to have a UCID to participate (default in Fall)
    - Keeps your classes safe and secure
    - This step is relevant to any course using WebEx



# Cisco Step 2: Connect Your Laptop

- Bring your laptop and face shield
- Turn on the projector
- Start the WebEx meeting from your laptop
- “Fling” the meeting to the Cisco room system



# Cisco Step 3: Greet Participants

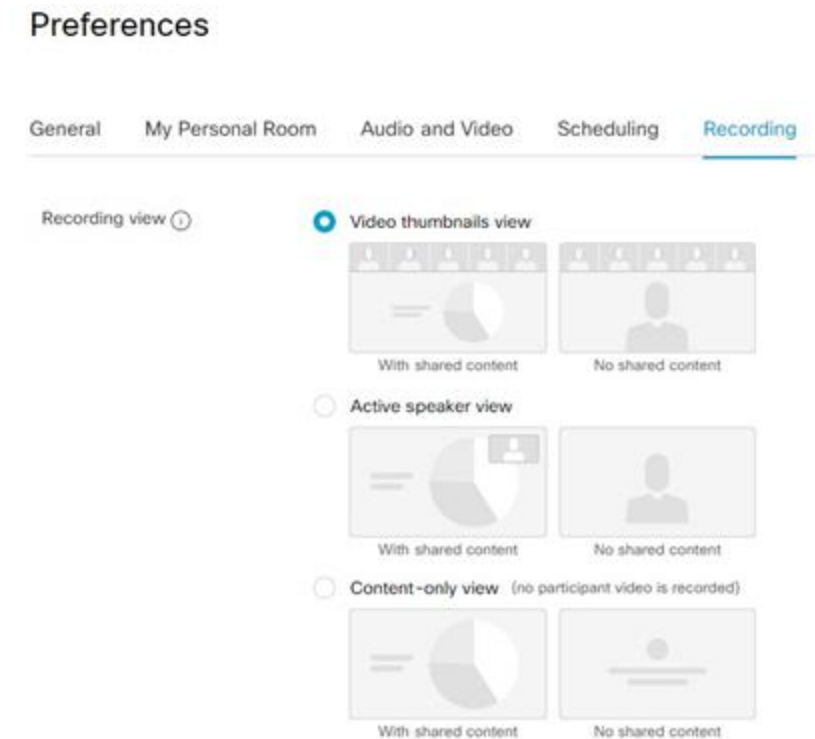
## Welcome in-person and remote attendees

- Remote attendees will be visible on the monitor in the room
- “Grid view” will display multiple attendees, focusing on the active speaker
  - Remote attendees will be heard via classroom speakers
  - Face-to-face attendees will be heard by remote attendees
  - Camera will follow the presenter as they walk around the room
  - Remote attendees will see the presenter and other remote attendees

# Cisco Step 4: Decide Whether To Record

Decide whether to record your meeting

- By default shared content and the presenter's video is recorded
- Remote attendees' video can be recorded
- Recordings can be scheduled



# Cisco Step 5: Share Content

- Tip: Mute all participants when presenting
- Share your screen or an application
  - Shared content appears on the projector and the remote attendees' screen
  - Applications work better than the WebEx whiteboard
- It will be difficult for remote students to see boardwork - we suggest using a document camera
- Pass the ball to allow attendees to share their screen
- Poll attendees for just-in-time feedback



# Cisco Step 6: Addressing Bandwidth Issues

- Participants can call-in
- Attendees can turn off their web cameras during lectures to maximize bandwidth

# Using an OWL Room



# Owl Room

Note: BLUE text indicates the steps are the same for both the Cisco and OWL classrooms

# Owl Step 1: Schedule a WebEx Meeting

- Staff: Schedule a WebEx meeting for each session
- Faculty:
  - Schedule a recurring meeting
  - Require students to have a UCID to participate (default in Fall)
    - Keeps your classes safe and secure
    - This step is relevant to any course using WebEx

# OWL Step 2: Connect the Laptop

- You can bring your own laptop or use the computer in the room
- Turn on the projector and connect the laptop that you will use
- Start the WebEx meeting and select the option to use the computer audio for the laptop connected to the OWL
- OWL will be used for the speaker, microphone, and camera

# Owl Step 3: Greet Participants

## Welcome in-person and remote attendees

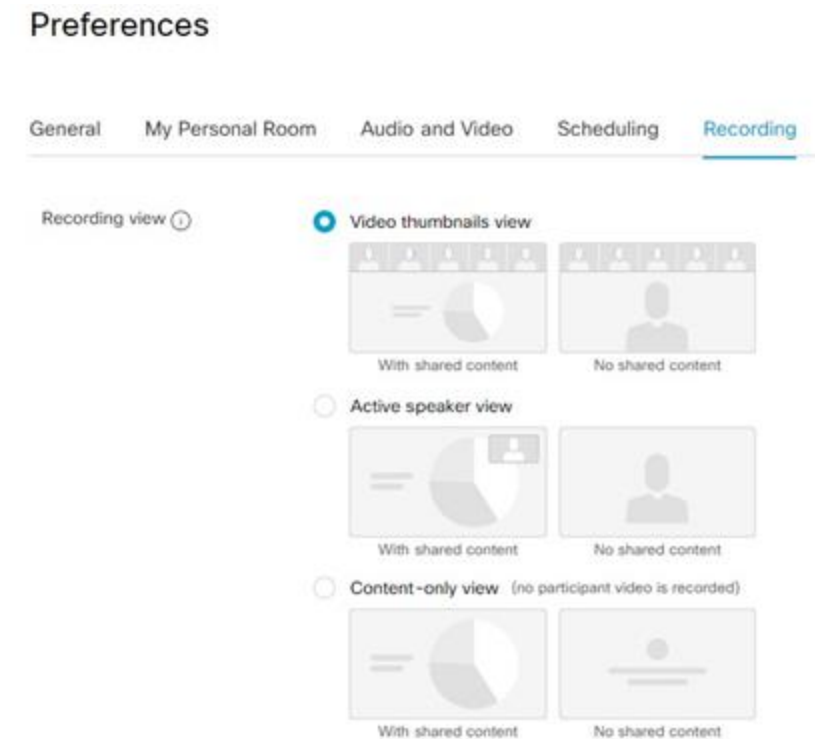
- Remote attendees will be visible on the Laptop
- “Grid view” will display multiple attendees, focusing on the active speaker
  - Remote attendees will be heard via classroom speakers
  - Face-to-face attendees will be heard by remote attendees
  - Camera will follow the presenter as they walk around the room
    - (not great)
  - Remote attendees will see the presenter and other remote attendees



# Owl Step 4: Decide Whether To Record

Decide whether to record your meeting

- By default shared content and the presenter's video is recorded
- Remote attendees' video can be recorded
- Recordings can be scheduled



# Owl Step 5: Share Content

- Tip: Mute all participants when presenting
- Share your screen or an application
  - Shared content appears on the projector and the remote attendees' screen
  - Applications work better than the WebEx whiteboard
- It will be difficult for remote students to see boardwork - we suggest using a document camera
- Pass the ball to allow attendees to share their screen
- Poll attendees for just-in-time feedback

# Owl Step 6: Addressing Bandwidth Issues

- Participants can call-in
- Attendees can turn off their web cameras during lectures to maximize bandwidth

# New and coming soon in WebEx

- See the Participants' View of What You're Sharing
- Blur or Change Your Background on Mac or Windows
- Edit Your Name/Email Address from the Preview Window
- Video Quality Improvements in WebEx Events, Training and Support
- Easily See Meeting Participants with Their Hand Raised

# Questions

---

# Google Meet

- Up to 250 people in one meeting
- Uses AI to filter out background noise
- Can connect to a meeting right from Android phone using the gmail app connected to your NJIT email
- Save your Layout preferences
- Set up meeting using Google meets directly through your calendar
- Pin, mute, remove users during a meeting
- Present during a meeting



# Google Meet vs WebEx

- NJIT supports WebEx
  - Use for teaching, events, training, etc.
  - WebEx Teams
- Google Meet
  - Use for meetings

# Problems Screen sharing on Mac

- Preferences – Screen recording – Google Chrome

# Questions

---



# The future of learning...





# Google Chrome

Apps



Websites



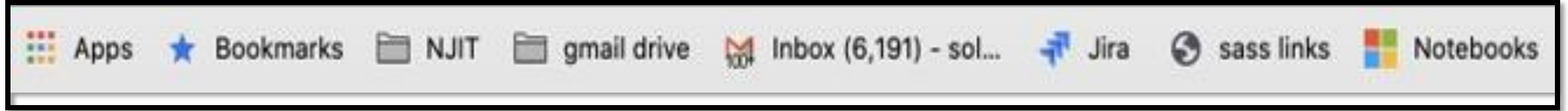
Themes



Folders

Bookmarks

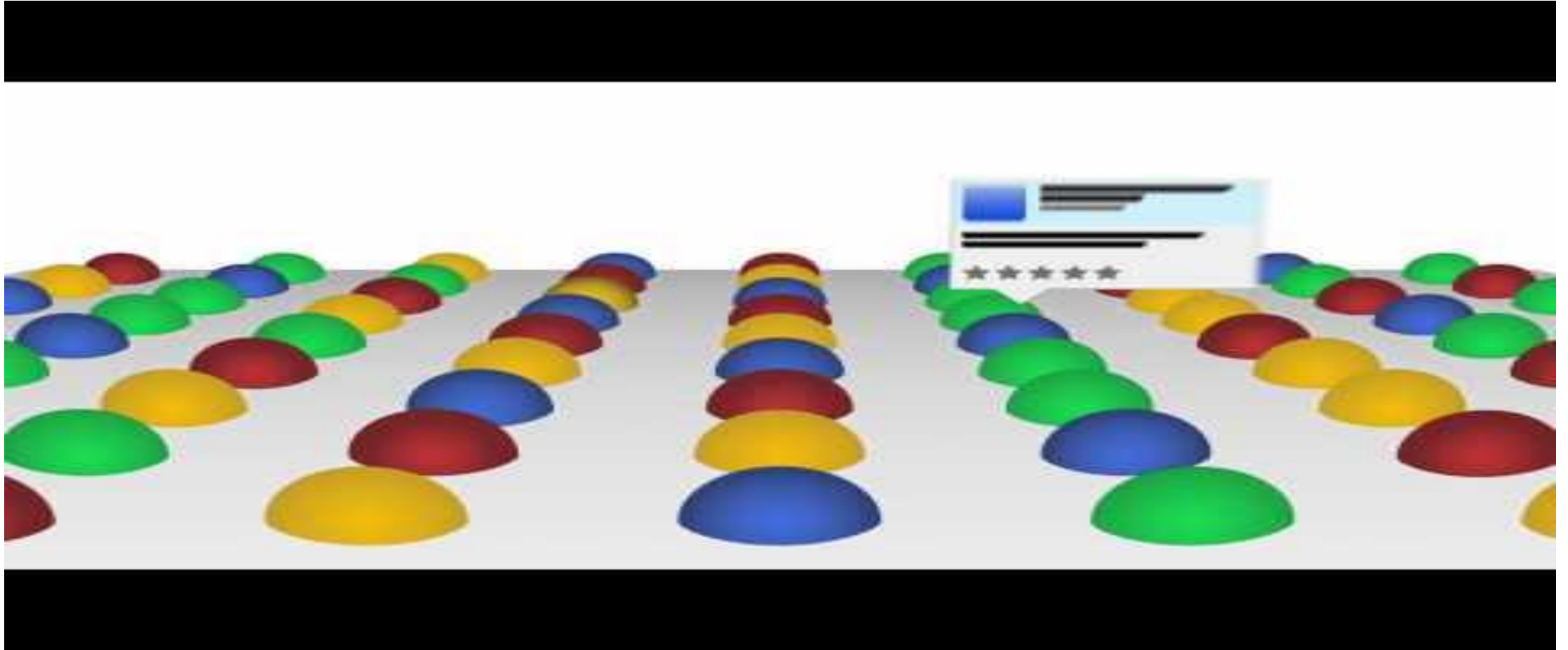
# Google Chrome Shortcuts Toolbar



- **Bookmarks** (saved websites to bookmarks bar)
- **Folders** (Saved websites as bookmarks into folders)
- **Extensions** (small software programs that customize the browsing experience)
- **Apps** (Larger software programs )



# Chrome Web Store – What's inside?



# Google Themes or Live Themes



chrome web store

Search Themes

[« Home](#) | [Reset filters](#)

☐ Extensions

[Clear](#)

☒ Themes

Categories

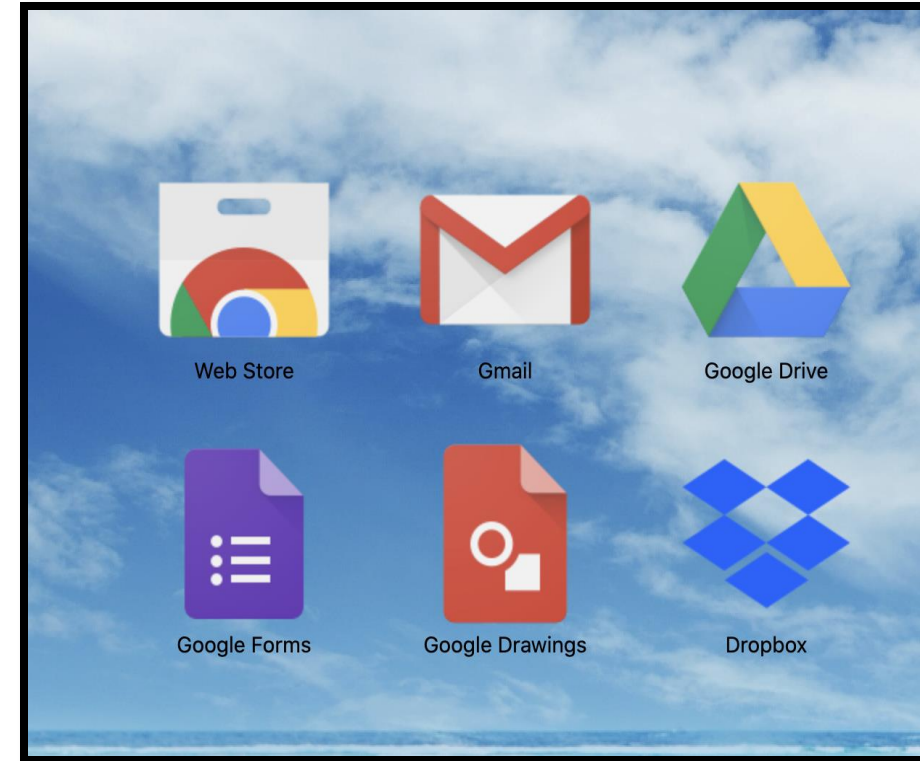
A **theme** is a special kind of extension that changes the way the browser looks.

**Apps -> Web Store**

# Google Apps

## What is an App?

Software designed for a single purpose and performs a single function.

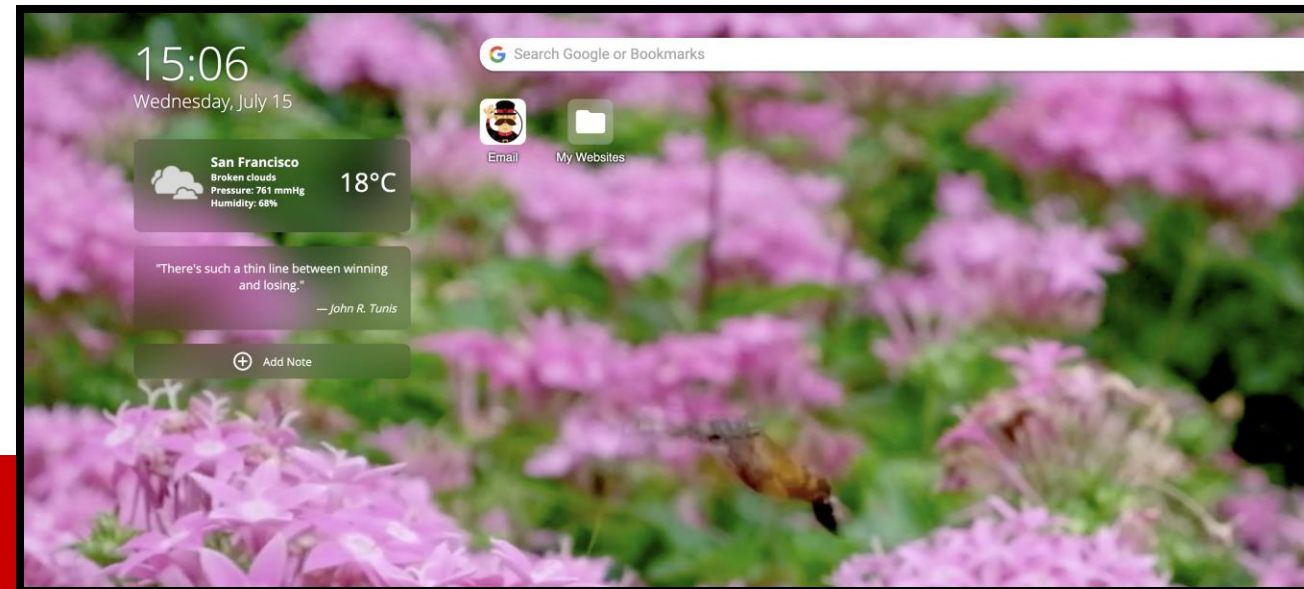


# Extensions



**Extensions** are small software programs that customize the browsing experience. They enable users to tailor Chrome functionality and behavior to individual needs or preferences.

- **Quick Links for Gmail**
- **GMass** – Mail Merge for Gmail
- **Grammarly** – Checks spelling and Grammar
- **Living Wallpapers:**
  - Live Start Page
  - Homey

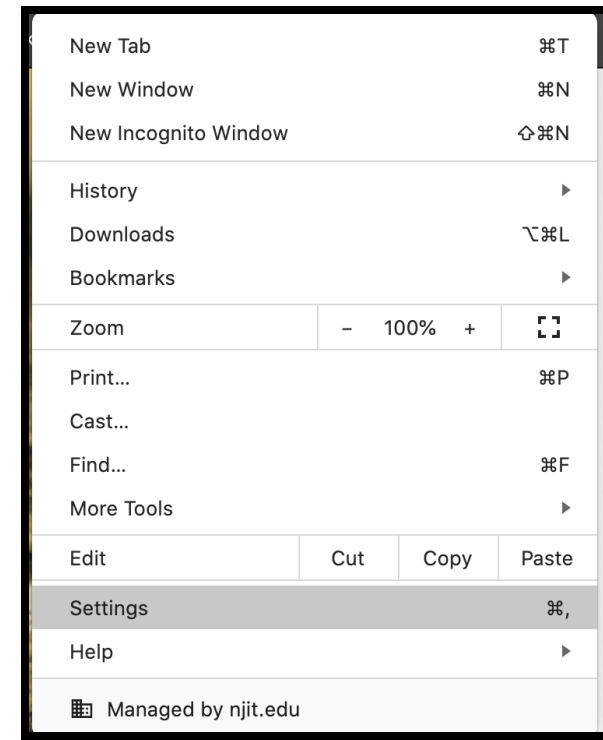


# Add-ons

- Add-ons are customized extensions of G Suite productivity applications such as Gmail, Google Sheets, and Google Docs.
- Add-ons can add new capabilities to the G Suite applications they extend, help automate tasks, or make third-party services or information available in G Suite.
  - **Adobe Acrobat** (to read .pdf documents) (from Google Drive add-ins)
  - [Grammarly for Chrome](#) (to check spelling and grammar) (Outside link)
  - [Power Tools](#) (*to format and clean up your spreadsheets*) (from Sheet)
  - [GMass](#) (Mail merge for Gmail) (Outside link)
  - [Avery Label Merge](#) (to print mass labels) (from Sheet)

# Chrome Setting

- Sync Accounts
- Clear cookies
- Setting (basic and advanced )





# Questions

---

Next: All about ...

# Adobe Creative Cloud Web Interface...

