

## Using WebEx: Simple Quickstart.

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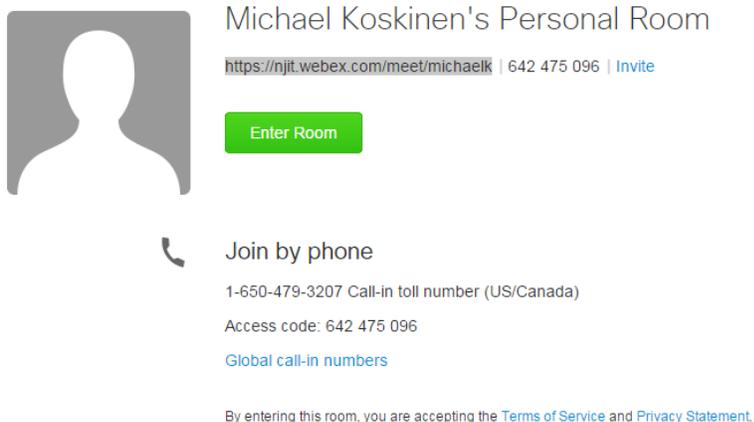
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Confused about using WebEx for your virtual class? This easy tutorial will provide some straightforward instructions on getting started.

### *I just want to host a meeting quickly for class. How can I do that?*

The newest version of WebEx has now given each user a personalized room. To find your personalized URL:

- 1) Login to WebEx at <http://njit.webex.com>
- 2) Select the tab called Meeting Center. You should see a screen that looks like this:



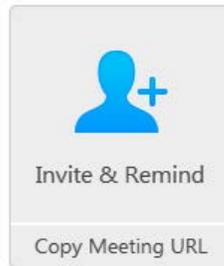
The URL underneath your name is your personalized WebEx Meeting Center room.

Highlight the room URL with your mouse and copy it. For your students to access your personal room they need this link. You can then paste that URL into Moodle or email it to your class or meeting participants.

This URL will also be listed in your meeting

Figure 1: Room Setup

room. You will see an **Invite and Remind** icon as soon as you enter that looks like this:



Clicking on Copy Meeting URL button at the bottom will let you copy the link for your personal room. This will also allow you to send email, phone, or text reminders to participants.

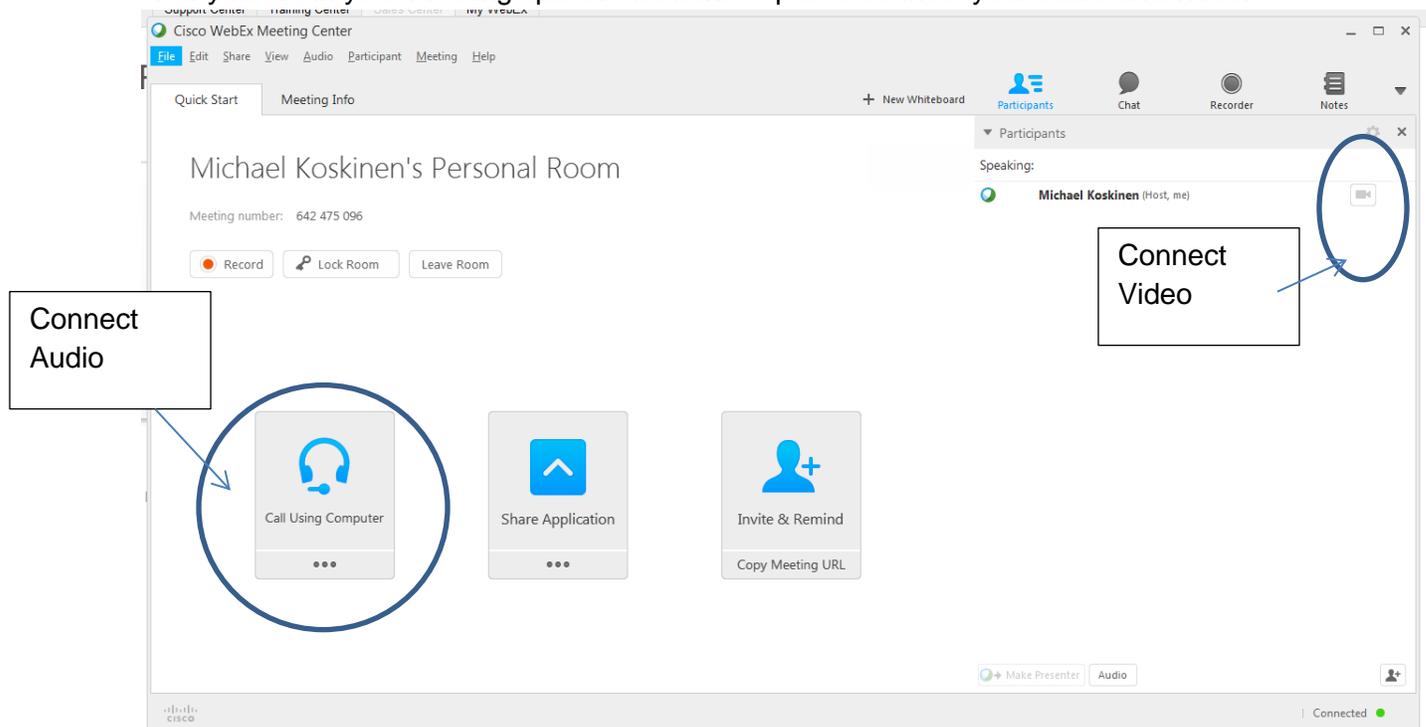
The good news is that you don't have to worry about using a different URL or scheduling a meeting. Students can use this URL the entire semester!

With special permission enabled, there is also an option to join the meeting via telephone. This is helpful in case of audio connection problems with your computer or mobile device. Note at this time the phone option is not available.

*OK, now I am in the WebEx room. What should I do next?*

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Now you are in your meeting space. The next step is to connect your audio and video.



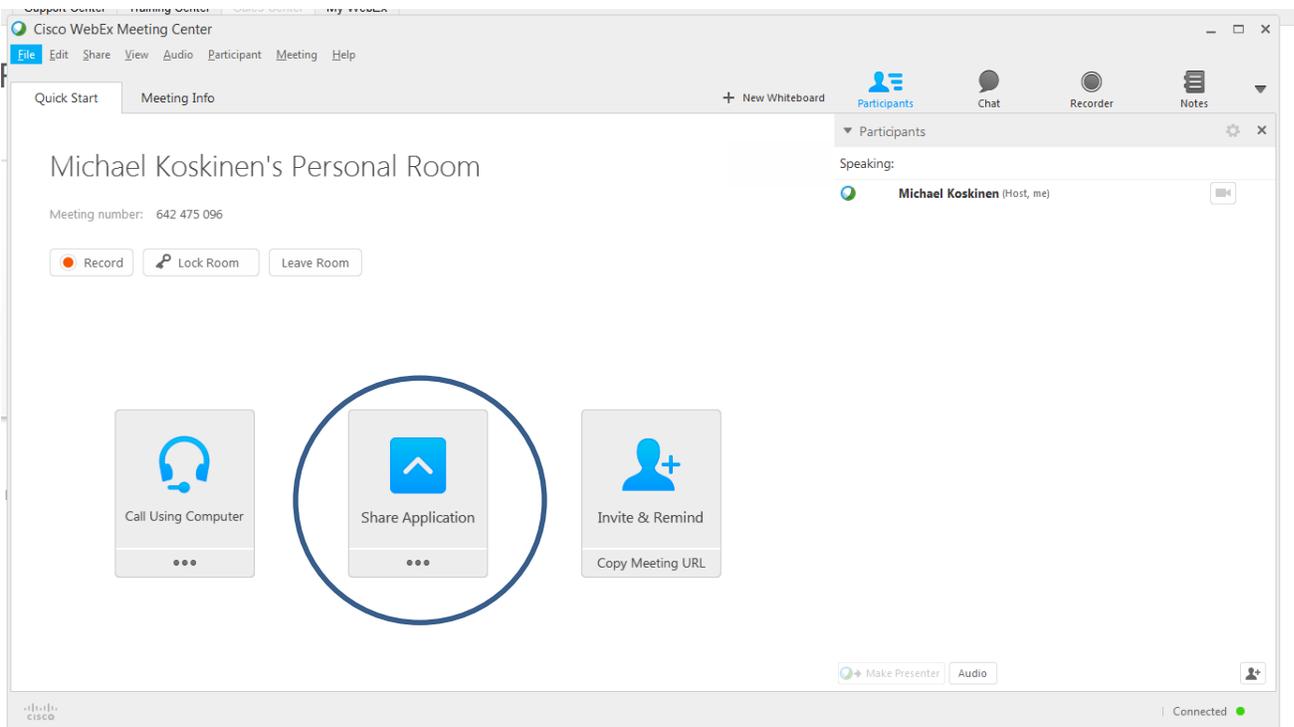
**Figure 2: Connecting in WebEx**

Please note, that in order for the video to work you must have a webcam connected or have one built-in your laptop computer.

*I'd like to share my screen and show materials from my computer to my students. How can I do that?*

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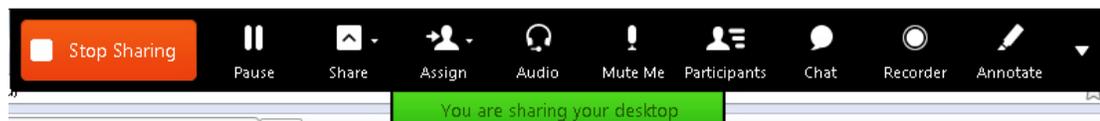
Easy! When you are ready just select the Share Application option from your WebEx room.



**Figure 3: Sharing your Desktop**

You can choose to share your desktop (everything on your current screen will be shared) or you may share a specific open application (such as PowerPoint).

1. To let remote participants view what is on your screen (such as, PowerPoints, websites, software, etc.) select the **Share Desktop** icon.
  - a. Your full screen will be displayed to all participants. If you are using more than one monitor, it will prompt you to choose which one you wish to share.
2. When you enter **Share Desktop**, your screen will clear of most of the WebEx controls; the video image will remain. All other controls will be collapsed at the top of the screen, under the **You are sharing your desktop** button.
3. You can click on the **You are sharing your desktop** button to find ways to annotate, see participants, pause, chat, record, and **Stop Sharing** when you are done sharing your screen



- a. **Annotate** allows you to write notes or mark-up the images you have on your screen from **Share Desktop**. Click on 'Annotate' and a menu will appear for you to work with (see Figure 4)

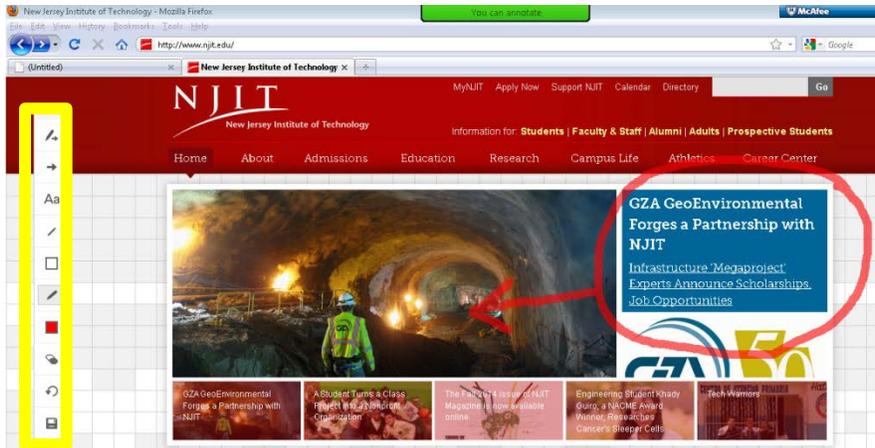


Figure 4: Annotating in WebEx

*What is the best way I can see all of my virtual students as I teach?*

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It is possible to display active video feeds in the main display window of WebEx. If you are just using WebEx for video chat, then you can expand the video window to a much larger image.

1. Click on the  icon (appears as three silhouettes) in the upper right corner of the video window
2. This will enlarge image of the main person speaking; other participant's images will appear below that

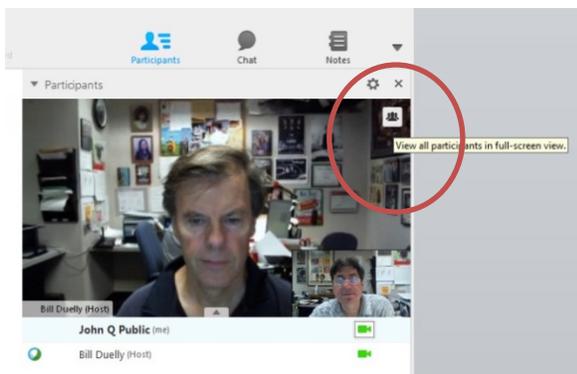


Figure 5: Enlarging Video

3. Additionally, as a host, you also have the ability to lock a video image. Locking the video image will allow it to stay as the dominant video feed while the other video participants are shown in smaller boxes.
  - a. Double click on the participant's name in the video box.
  - b. Select **A specific participant**
  - c. Select the participant whose video you want to lock. Click OK.

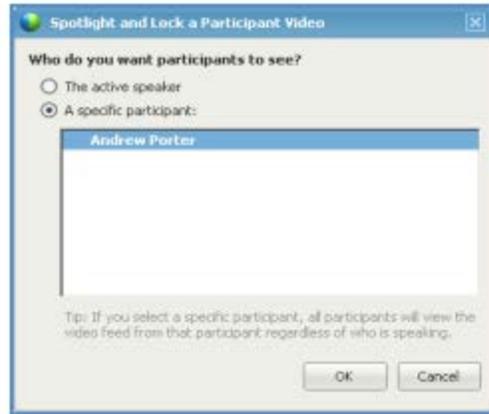


Figure 6: Locking Video

### *How can students participate?*

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There are two ways student can participate in WebEx, via text or audio. Students have the option of connecting their own audio to participate. In addition, they can use the chat box to chat. They can also select Raise Hand during a live session in order to get the attention of the Host.

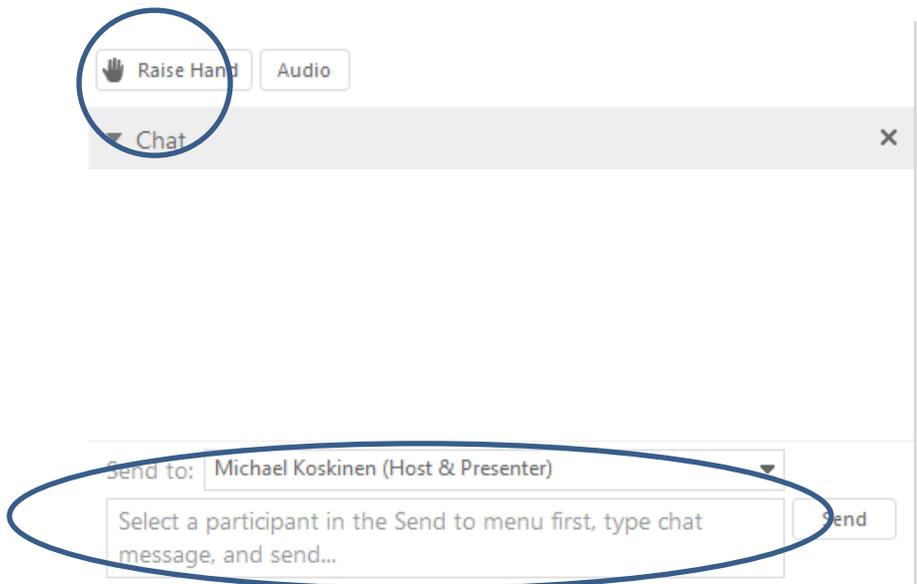
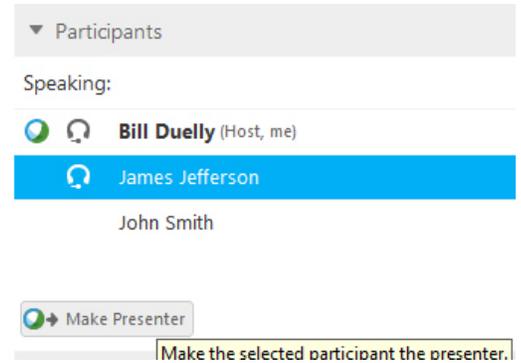


Figure 7: Student Participation

If you would like to allow students to share their own desktop or presentation you may do so by making them a presenter.

In order to give another participant the permissions to share their presentation, you will need to pass that **Presenter privileges**.

1. Go to the participant list and click on the name of the person that you wish to give presenter abilities.
2. Once their name is highlighted, the  **Make Presenter** will become active at the bottom of the participants list
3. Click  **Make Presenter**
  - a. Note: Once you've made another participant the presenter, the  icon will be next to the participant who is currently the presenter
4. To reclaim privilege, highlight your name and select  **Make Presenter**

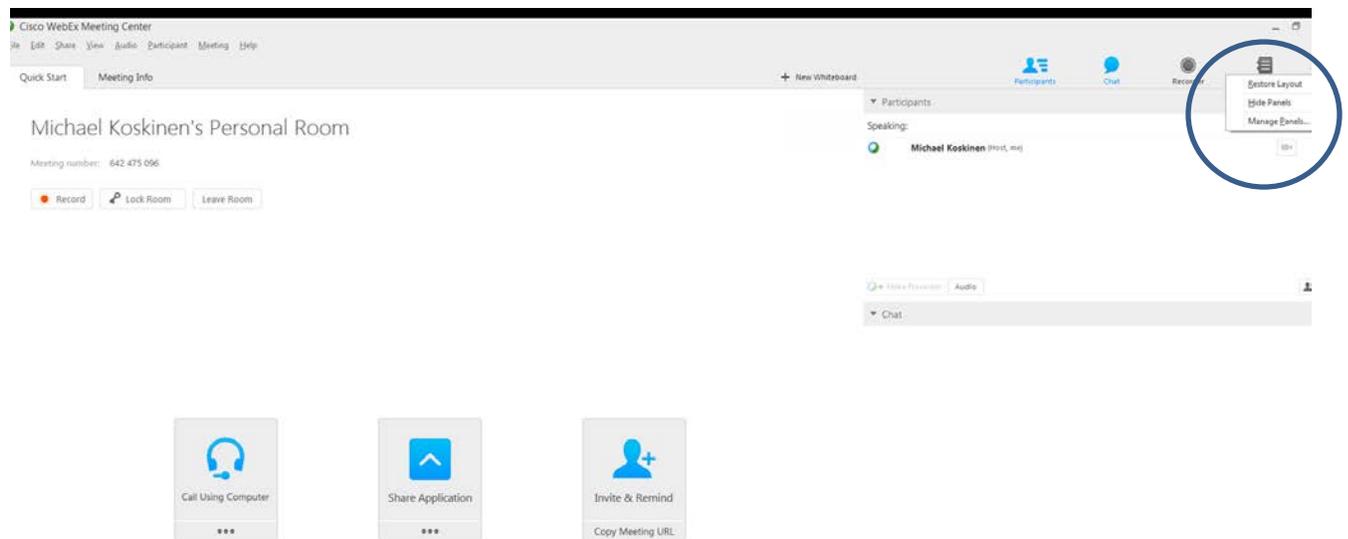


***! noticed there is a polling option? How does that work?***

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Polling allows for live feedback.

1. Select the down arrow in the panels area, and then select Manage Panels.



**Figure 8: Managing Panels**

2. Select **Polling** from the **Available panels** list, and then click the **Add>>** button to move **Polling** under the **Current panels** area. Click **OK** to continue.

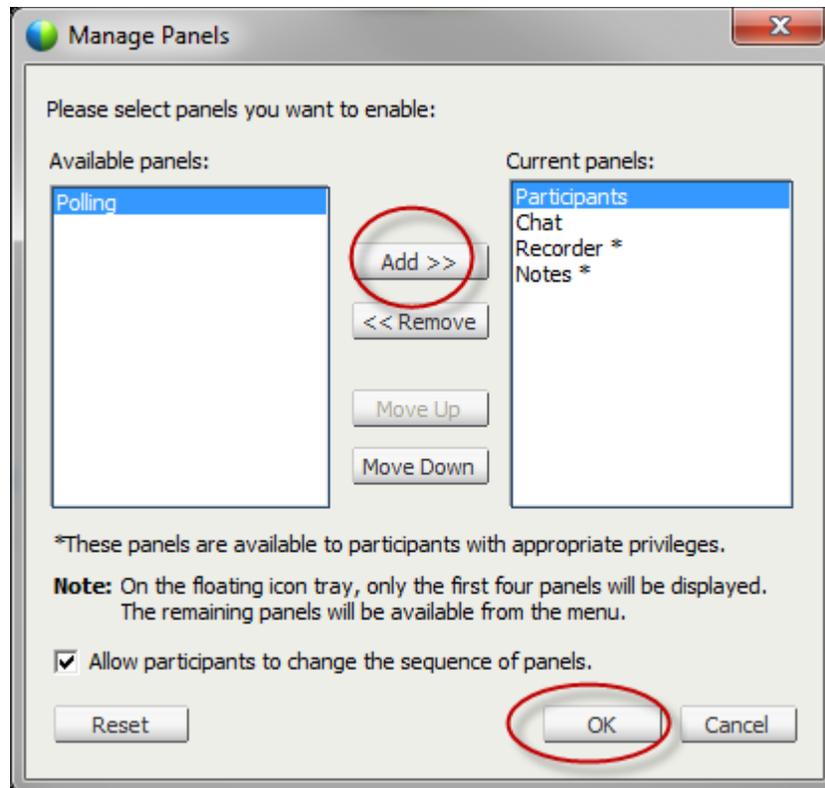
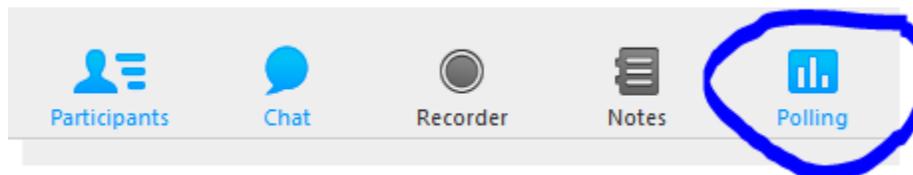


Figure 9: Adding Polling

3. Select the **Polling** icon.



4. Click the polling icon. Select **New** to create a question for your poll.

- Select the type of question you would like to add to your poll. You can choose either a **multiple choice** or **short answer** question.
  - If the question type is multiple choice:
    - Type an answer to the question
    - Press **Enter** or **click Add**. Another blank answer text box appears.
    - Repeat until all answers are entered.
- Select **Add** to add an additional question.
- Select the checkbox next to **Record individual responses** if you would like to be able to see the choice that each student selected.
- Select **Options** to change the time allowed.
- Select **Open Poll** to open the poll for students to see and answer.

Poll Questions:

1. What is my favorite color?

Question

Type:  Multiple choice  Short answer

Single Answer

New Change Type

Answer

Add

Record individual responses

Figure 10: Creating a Question

5. After launching the poll, participants in the WebEx session will have the chance to respond. Upon completion of the poll, the host has the option to **share results** with participants.

Questions Results Bar Graph

1. What is my favorite color?

Polling status

1 of 1 attendee has responded

Remaining time: 1:48 Time limit: 5:00

Poll results  Individual Results

Apply

New Poll Edit Questions Open Poll

Figure 11: Showing Results

