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
<table>
<thead>
<tr>
<th>Cisco Room vs OWL Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent telepresence system</strong></td>
</tr>
<tr>
<td>- Bring your laptop</td>
</tr>
<tr>
<td>- Use the camera, microphone, and speaker in the room</td>
</tr>
<tr>
<td>- Connect to the projector via WebEx</td>
</tr>
<tr>
<td>- Share laptop screen for content</td>
</tr>
<tr>
<td>- Use document camera</td>
</tr>
<tr>
<td><strong>Portable USB system</strong></td>
</tr>
<tr>
<td>- BYOD optional</td>
</tr>
<tr>
<td>- Use the OWL as the camera, microphone and speaker</td>
</tr>
<tr>
<td>- Connect to the projector with wires</td>
</tr>
<tr>
<td>- Share laptop screen for content</td>
</tr>
<tr>
<td>- Use document camera</td>
</tr>
</tbody>
</table>
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

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 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...