

USING WEBEX AT RUTGERS

LAST REVISED: 3/18/2020

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INTRODUCTION

WEBEX TRAININGS VS. WEBEX MEETINGS PRO

Rutgers has access to two products with some similar capabilities but distinct use cases.

1. Webex Trainings is for web-based classes. Although the interface is older than Webex Meetings Pro, it has functions that are useful for teaching, including breakout rooms, polls, and a virtual “hand” that can be raised. It is best to use this when you are teaching an online class.
2. Webex Meetings Pro is a conventional meeting platform, like Skype, GoToMeeting, and Zoom. It is best to use this when you are holding a meeting.

USING WEBEX TRAININGS FOR TEACHING

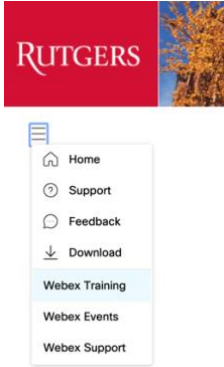
PREPARING FOR WEBEX

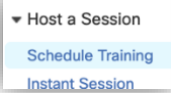
All Rutgers students, faculty, and staff have access to Webex, but need to first sign up for it.

To do this, go to <https://webex.rutgers.edu/> and click the red “sign up” button on the center of the page. You only need to do this once.

SETTING UP YOUR CLASS ON WEBEX

1. Go to <https://webex.rutgers.edu/> and press “log in” and log in with your Rutgers ID.
2. Go to the “Webex Training” module. There are a few places this may show up:

Under the “hamburger menu” (i.e., the menu with three lines) under the Rutgers logo. When you click it, you’ll see a dropdown like what’s shown in the picture.	Under “Webex Training” in the horizontal menu.
	



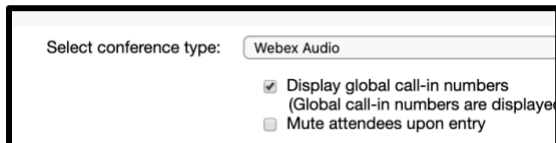
3. Click "Schedule Training" under the "Host a Session" menu.

4. Fill out the information about your class. Here are the most important settings to fill out:

a. **Session and Access Information:** Give your class a distinctive name (e.g., the course number) and set a password (or take the password generated by default).

b. **Date and Time:** Make sure to select "recurring single-session" and input your course meeting times.

5. Make sure to select the option that says "mute attendees upon entry" to make sure students enter with their mics muted.



6. If you have a TA, make sure to invite them as a presenter. This will allow them to start and manage the class. To do this, click on "invite presenters" and enter their name and Rutgers email address. Then press "add presenter" to finalize this step.

Schedule Training Session
Set options using template: [Webex Tr]

Session and Access Information

Topic: Your Class Name (Required) [Copy from...](#)
Set session password: Df4gcKm5FU3 (Required) [Password Criteria](#)
☐ This session will have over 500 attendees
☒ Automatically delete session after it ends
☐ Send a copy of the attendee invitation to me

Date and Time

Starting time: March 12, 2020 2:00 am [Plan session time zones...](#)
Time zone: New York (Eastern Daylight Time, GMT-04:00)
☒ Attendees can join 5 minutes before the start time

Occurrence:
☐ Single-session class
☒ Recurring single-session class (attendees register for one session)
☐ Multiple-session course (attendee register for entire sequence)
☐ Schedule irregular sessions (each session may be edited separately later)

Recurrence: ☐ Daily ☒ Weekly ☐ Monthly
Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
Thursday ☒ Friday ☐ Saturday

Ending: ☐ Ending ☐ After
March 12, 2020 5 sessions

Estimated duration: 1 hour

Presenters

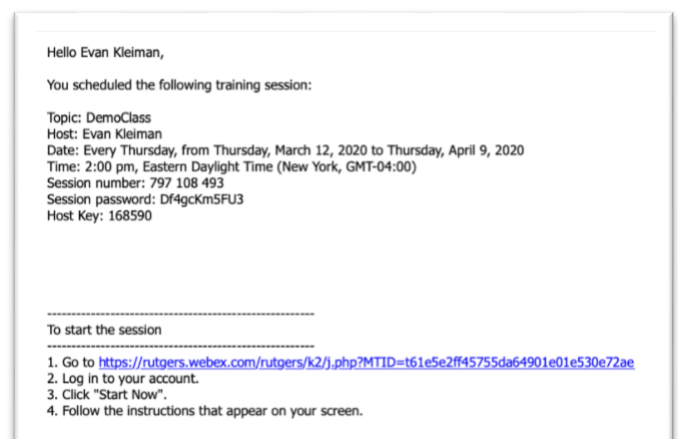
Invited presenters:

[Invite Presenters...](#)

7. Press "Schedule" at the bottom of the page to finalize session setup.

TELLING STUDENTS HOW TO ACCESS THE CLASS

- Once you click the "schedule" button, you should receive an automatically generated email with the information to access the class. It's easiest to just forward this email to your class.
 - IMPORTANT: Make sure to delete the line that says "Host Key."
- You may want to post this information on your Canvas or Sakai page.
- You should also tell students to expect that they will need to create a Webex account, download a plugin, and enable microphone and webcam access. These are the same steps you did.



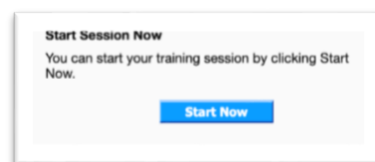
ACCESSING THE CLASS

Note: Students will need to follow the instructions in the email you received (e.g., they will need to enter the session password).

The easiest way is to click the link in the email under “to start the session.”

If you can't find the email, you can also log on to rutgers.webex.com and click on the “meetings” link on the side (or top) of the page. Then, click the green “start” button.

1. You should be brought to the Webex page (it may ask you to sign in).
2. Click “Start Now” under the “Start Session Now” box.
3. If this is your first time using the class, you may be asked to give permission to use your camera and/or microphone or download a plugin.
4. Choose your audio method.



Using your computer audio (simplest) If you have a stable internet connection, click “use computer for audio” and then “call using computer”	Call in with your phone (best connection) If you are concerned about your connection, click “use phone” and choose “I will call in” and use the call-in info that is presented. This will allow you to use the Webex functions (e.g., camera, breakout rooms) but have higher quality audio.
 The screenshot shows the "Audio Conference" window. It has two main sections: "Use Phone" and "Use Computer for Audio". The "Use Computer for Audio" section is selected, showing a "Call Using Computer" button and a "Test speaker/microphone" link.	 The screenshot shows the "Audio Conference" window. It has a "Use Phone" section with a dropdown menu. The dropdown menu is open, showing options: "I will call in" (selected), "Manage phone numbers...", "+1-650-429-3300 (USA Toll)", and "All global call-in numbers". Below the dropdown, there are fields for "Enter the access code:" (797 108 493 #) and "Enter your Attendee ID:" (15 #).

5. Enable your camera and microphone (if you are using computer audio). To do this, click the respective buttons next to your name in the participants box. You can also enable students' microphones this way when they are talking.



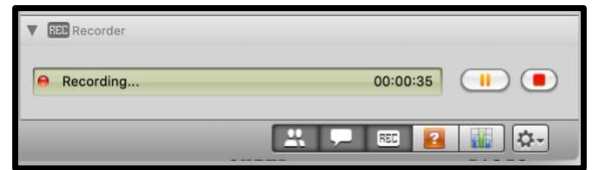
NOTE: There are indicators about whether or not your mic or camera is on, but the way it works is not intuitive.

When your camera is ON, the camera icon will be green.	
When your camera is OFF, the icon will be grey. This is the default setting when you log on.	
When your mic is ON, the icon will be grey. This is the default setting when you log on.	
When your mic is OFF, the icon will be red.	

RECORDING AND SHARING

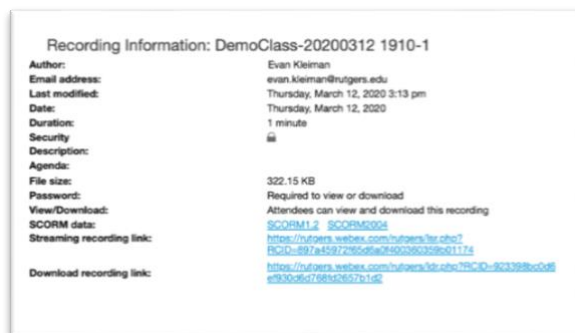
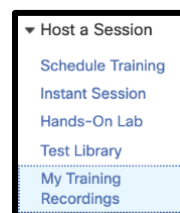
RECORDING YOUR CLASS

1. To record your class, press the record button towards the top of the page.
2. To stop recording, press the stop button on the recording box that will appear on the bottom right of the window.

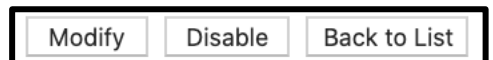


ACCESSING THE RECORDING

1. Log on to <https://rutgers.webex.com/>
2. Click "My Training Recordings" under "Host a Session"
3. Click the name of your class.
4. On the next screen, you will see two sets of links. You can give these to students who want to access the recordings (it's easiest to just post this on Sakai or Canvas).



5. You will also need to give students the password to the recording. By default, it is different than the password that allows students to view the class live. To get the password:



- a. Click on "modify" at the bottom of the page where you got the link in the prior step.
- b. Scroll to "file access settings" and you will see the "password protection" box. You can either copy and paste this password to give to students or change it. You may want to change it to the same password you used to allow students to view the class live.

☒ Password protection

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IN CLASS EXAMS

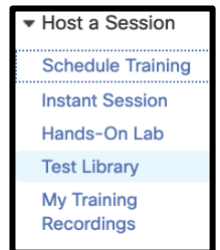
You can use the “test” feature to give short in-class exams (e.g., after material you have presented).

NOTE: These instructions are long but the process is simple when you try it out a few times.

SET UP A TEST

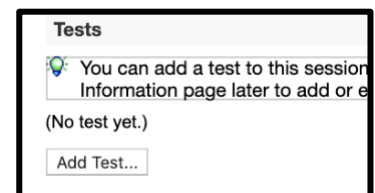
Note: If you are going to give multiple exams per class, you they should be separate tests, created based on the instructions below.

1. Go to “test library” under the “Webex training” menu on Rutgers.webex.com.
2. Fill out the test title and description, as well as choosing the other options on the page.
3. Begin inserting questions. This option is hard to find, but you want to click “insert question” on top of the save and cancel buttons.
4. Add questions as needed in the pop-up box that comes up when you hit “Insert Question.”
5. Once you have added all of the questions, assign the point value for each question in the “points” box.
6. Press save to complete the test.



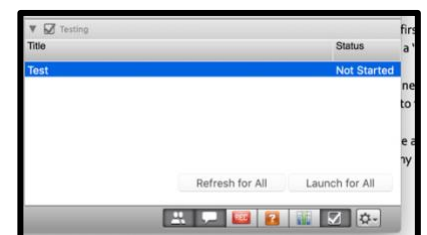
ADDING A TEST TO CLASS

1. On the class info page, which you can access either when you first create your class or when you click the link to access your class, you will see a “tests” option at the bottom of the page. Press “add test” and find your test.
NOTE: When you click “add test” it will ask you about needing to turn off a feature to make the test feature work. Press OK to this.
2. A pop-up will appear (your browser may block this, access it like any other blocked pop-up). In this box, find your test, hit next, and add any options you’d like on the next screen.
3. Press save. The test has now been added to your class.



GIVING THE TEST AND VIEWING SCORES

1. When it is time to give the test/exam in class, highlight the exam in the “testing” box in the main Webex screen. If you don’t see this box, click the grey checkmark on the bottom of the page.
2. Press “launch for all” and the students should see the exam.
3. This will launch a web browser window that will allow you to end the exam and to see students’ scores.

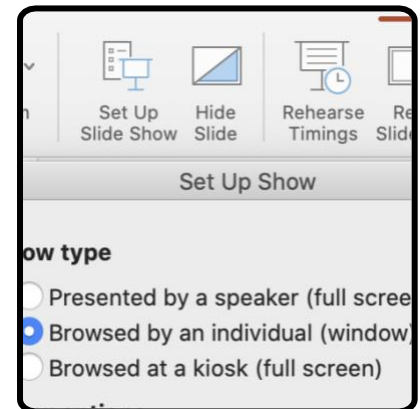


USING POWERPOINT

PREPARE YOUR POWERPOINT

It's a good idea to use your Powerpoint in window mode so that you can still access your desktop and see participants' faces while you talk. To do this:

1. Click on "Slide show" at the top of the screen
2. Click "Set up slide show"
3. Click "Browsed by an individual (window)"

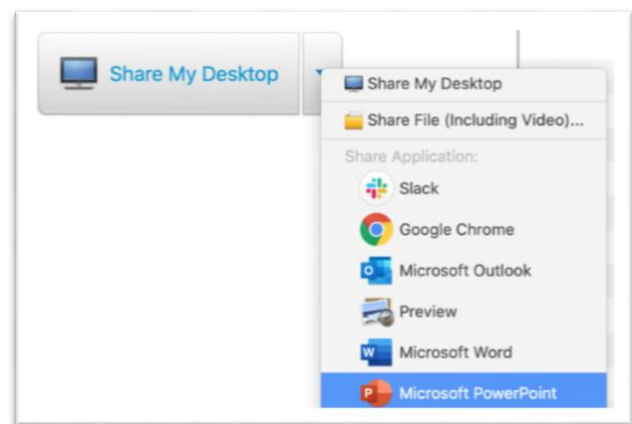
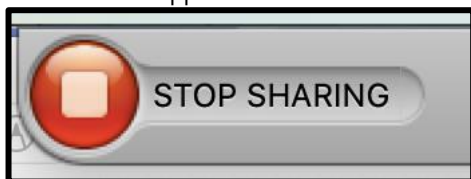


SHARING YOUR SCREEN

1. In Webex, click the drop-down menu next to Share My Desktop. It looks like this: 
2. Choose PowerPoint.
3. When you are sharing, you will see at the top of your screen a green bar that says "You are sharing Microsoft Powerpoint"



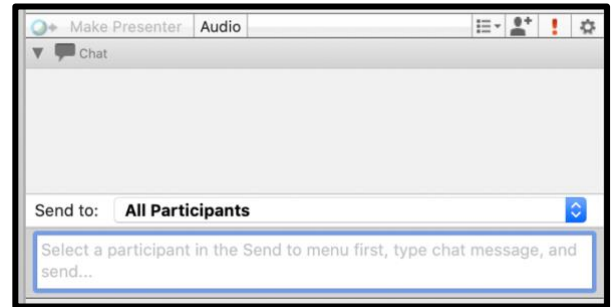
4. To stop sharing, click the green bar and press the "stop sharing" button that appears.



OTHER FEATURES TO USE DURING CLASS

CHAT

You can use the chat feature, which is located at the bottom right side of the page. This is helpful to highlight messages that students may find useful (e.g., things you would normally write on the board). Students can also use these features to communicate, but it is often distracting if many students are writing at once.



WHITEBOARD

The whiteboard is useful to use as you would a regular whiteboard. You can access it by pressing "Share" on the top menu bar and "Whiteboard."

BREAKOUT GROUPS

Breakout groups are useful for small group discussion. You can randomly or manually assign students into group of any size.

To assign groups, click the "Breakout" menu and choose "Breakout session assignment."

To start breakout sessions, click "Breakout" and choose "Start breakout sessions."

To end the breakout sessions, click "Breakout" and choose "End breakout sessions."

FEEDBACK TOOLS

Webex has a variety of tools students can use to give feedback.



In order from left to right in the picture above: Raise Hand, Yes, No, Go Faster, Go Slower, Emoticons, Feedback Results, and Clear Feedback.

There are two features you'll likely use the most:

Hand raise button: When students raise their hands, you will see a raised hand next to their name. You will also see a small number in the bottom right of the icon. This will show the order in which hands were raised.

To clear feedback: Presses the eraser icon. Students may or not may remember to "put down" their own hand.

USING WEBEX MEETINGS PRO FOR MEETINGS

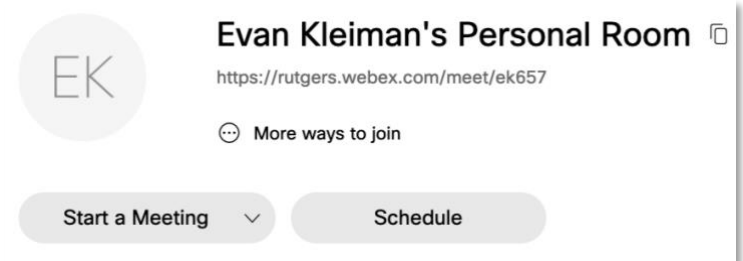
OVERVIEW OF OPTIONS

Webex Meetings Pro has two options:

1. A personal room, which you can log on to at any point. This is most useful for informal meetings.
2. A scheduled room, which allows you to send calendar invites and control who can and cannot access the meeting. This is most useful for meetings you schedule ahead of time.

ACCESSING YOUR PERSONAL ROOM

1. Log on to <https://rutgers.webex.com/>
2. You will see your room's URL in the middle of the page. You can give people this address to access your room at any point.
3. To start the meeting, it click on "start a meeting."
4. If this is your first time using the personal room, it may ask you to download some software.



SCHEDULING A MEETING

1. In the same interface at <https://rutgers.webex.com/>, click "schedule."
2. Complete the required information and click "schedule" at the bottom of the page.
3. The next page will give you options to copy your meeting invite. Press this button and send it in an email to whomever you're meeting with.

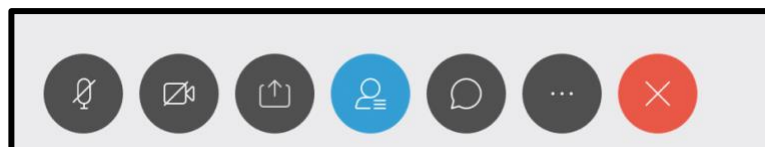


IMPORTANT WEBEX PRO FEATURES

CONTROLS

At the bottom of your screen you will see controls that will allow you to do the following (left to right):

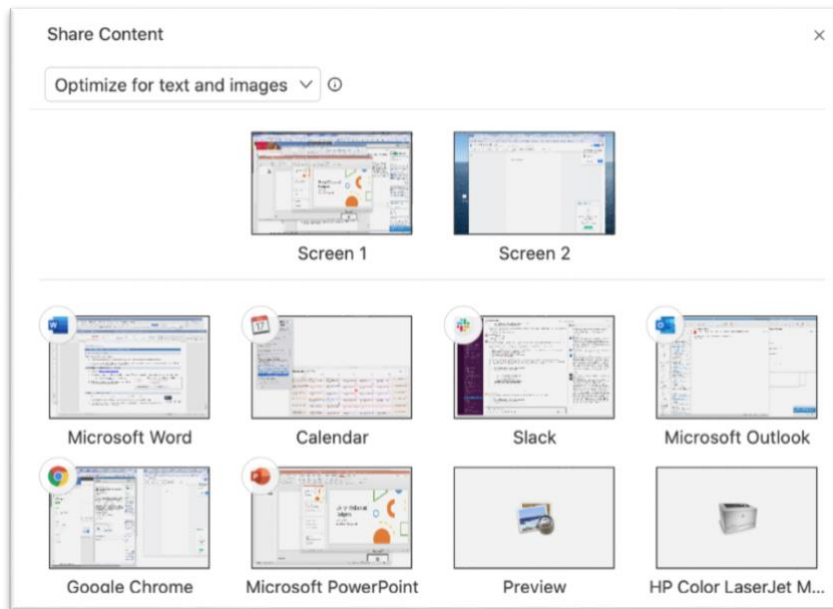
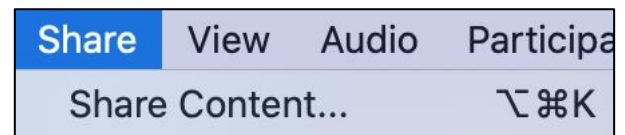
- Turn your mic on or off
- Turn your camera on or off
- Share your screen
- View the participants list
- Send a message
- View other options
- Leave the meeting



SHARING YOUR SCREEN

To share your screen:

1. Click the "Share" menu and go to "Share content"
2. Choose the window or program you want to share



To stop sharing your screen:

1. Click the orange button on the top of your screen (roll your cursor to the top of the screen and it will appear if you do not see it)
2. Click on the "stop sharing" button.

