Cisco Webex Meetings

Quick Start Guide: For Teachers

Run engaging classes and meet with anyone, anytime and anywhere!

Webex
Meetings

- HD Video Classes
- Student Controls
- Content Sharing
- Computer or Mobile
- High Security Focus
- Outlook Integration

STEP 1: DOWNLOAD YOUR STUFF

Webex Meetings Desktop App and Productivity Tool!

You need to download two things to make scheduling and running Webex classes and meetings a breeze! Install via the **Self Service**:

1) Webex Meetings Desktop Application
2) Webex Productivity Tool

START SCHEDULING

Simple as always!

Schedule Webex classes and meetings from **1)** Your Webex Desktop App (linking you right to Outlook); **2)** Directly in Outlook, using the Webex button in your ribbon; or **3)** If you want all options, schedule from your Webex site episd.webex.com.

A If scheduling from Outlook, in the meeting invite, click 'Add Webex Meeting' or 'Add Personal Room' (see difference below).

B The meeting details will auto-populate in the notes section of the invite.

C Fill out the remaining logistics, invite your participants and send.
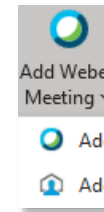
Add Webex Meeting ∨
- Add Webex Meeting → Different link each time
- Add Personal Room → Same link each time Use this for classes!

NOTE: You can also simply type @webex in the location field to auto-populate your invite with Personal Room info.

Personal vs Meeting.

Webex Personal Room
Your personal meeting room is your virtual classroom. Open your room with the click of a button from your Webex desktop app. The meeting link always stays the same and is easy to share. For added security, personal rooms are locked by default, allowing you to admit students in.

Webex Meeting
Think of a Webex Meeting as your more 'official' meeting space. This type of meeting offers another layer of security with a different meeting link each time. It also allows features like assigning alternate hosts.

START YOUR MEETING/CLASS

3 ways to join/start a Webex Meeting.

Joining/starting a meeting is extremely easy and you can do it from wherever you are!

1 **Outlook Invite**
You can easily access all the Webex meeting information and join/start within your Outlook meeting invite. Just click that green button!

Join

Join by phone
Tap to call in from a mobile device (attendees only)
1-844-992-4726 United States Toll Free
+1-408-418-9388 United States Toll
**Global call-in numbers | Toll-free calling restrictions**

2 **Desktop App**
With the Webex Meetings Desktop app you can simply click the pop-up notification at the start of your meeting or click the green Join/Start button in the Upcoming Meetings section of the panel.
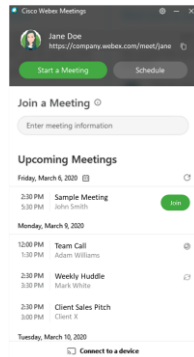
3 **Mobile App**
The same options are available if you have the Webex Meetings mobile app – no more remembering dial in codes to join a meeting while on the go! Join/Start your meetings from anywhere, securely and easily!
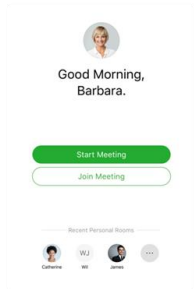
AD HOC & OFFICE HOURS

Meet in seconds.

Stay connected by opening the door to your virtual classroom. In a video call, you can communicate more in five minutes than you can in hours via email. It only takes one click to jump into a personal room.

Copy Your Personal Room Link to Share

Open Your Personal Room

Access another personal room
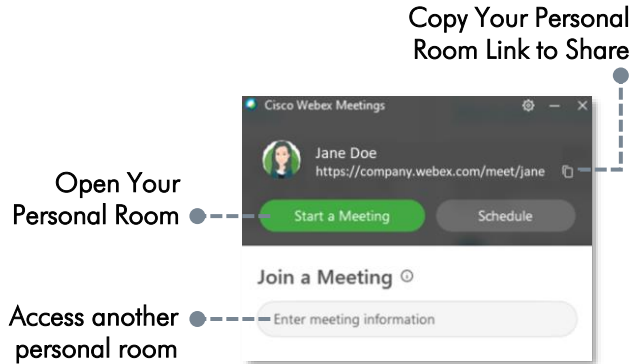
Video Stats

40%
of people absorb and learn faster with video.

73%
of meetings end faster with video.

So go on, be brave! Turn your camera on. Start a movement that builds closer relationships and more efficient online meetings and engaging classes!

Camera Etiquette

○ Use proper lighting
○ Mute yourself when not talking
○ Be aware of your surroundings
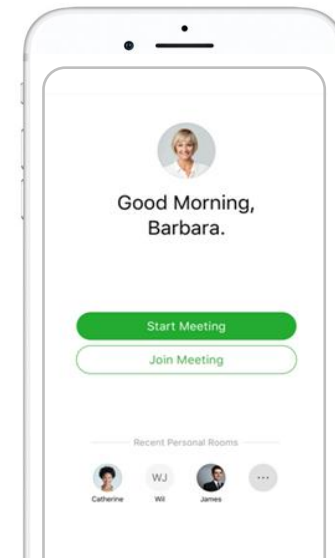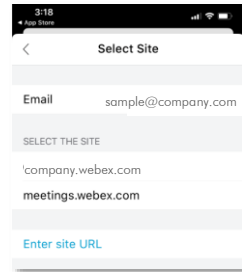○ Avoid food
○ Stay engaged
○ Have fun!

MOBILE DEVICE

Download the App!

Joining meetings is a breeze with the Webex mobile app. All meeting features at your fingertips and best of all, the meeting can call you, just answer the phone!

A Download the 'Cisco Webex Meetings' app on your phone.

B Launch the app and accept the Terms of Service.

C Click 'Sign In' and enter your email address.

D Select the company Webex site or enter that site in the url option.

E Sign in with your work email and standard network password.

Select Site

Email   sample@company.com

SELECT THE SITE
!company.webex.com
meetings.webex.com

Enter site URL

Good Morning, Barbara.

Start Meeting
Join Meeting

Recent Personal Rooms

Download the Webex Meetings Mobile App Now!

SHARING CONTENT

### Give them something to look at!

We all know that walking students through a lesson with live demonstration can be one of the best ways to ensure understanding. But what do you do when you're not in the same room? Use the Webex Whiteboarding and Annotation features!

A First, click your **Share** button.

B You can share your **Screen** or an **Application** (keep in mind - if you share a screen, everyone will see everything, even notification pop-ups).

C If you would like to share video, make sure to click the drop down and optimize for motion and video.
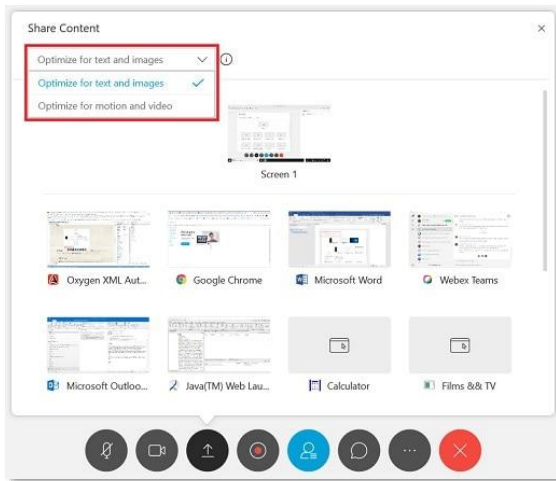
D Sharing files allows you to share a single file stored on your computer that is not yet open.

E When sharing, hover your mouse at the top of your screen to view your controls/features.

WHITEBOARDING/ANNOTATING

Draw it out… without the chalk.

In order to step up your engagement level even more, try out the whiteboarding and annotation feature! This allows you (and even students if you'd like) to illustrate something live!

A First, click your **Share** button.

B Scroll down to the bottom and select **New Whiteboard**.

C If you're the only one annotating, give it a go! If you'd like student(s) to annotate too, click the top icon in the toolbar to grant them permission.

Enable/disable student annotation rights.

Draw attention somewhere with an arrow.

Add text.

Draw straight lines.

Draw a square, oval, check mark or x.

Draw freehand.

Change color of text, lines shapes, etc.

Erase items or all annotations.

Save your annotations.

D **Note:** You can annotate like this on ANYTHING (screens, documents, etc.) that you share!

KEEP THEM ENGAGED

Keep them paying attention!

It can be hard to keep students engaged in person; it can be even harder online. Webex has some tools to help with that!

A **Chat**
Use chat to help steer each class more towards a conversation rather than just a presentation – encouraging discussions and problem solving.

B **Content Sharing**
Share interesting presentations, handouts, videos, etc. on your screen so they can follow along with the lesson visually.

C **Whiteboard**
The Webex whiteboard can be a powerful tool, whether it's just the teacher, a single student or the entire class annotating on it.

D **Polls**
Polling the students is a great way to gage understanding, get feedback, etc. It tracks who said what as well! If you want to keep it anonymous, make sure to only share the graph image, not the full results.

E **Gamification**
Adding elements of games makes a world of difference – especially when extra credit is involved!

F **Breaks**
Teaching in sprints, with breaks in between, is a great way to keep students engaged! Just be clear about break duration (you can even share a timer on the screen).

G **Recordings**
For those who did zone out… A recording after the fact might get them the info they need!

LOBBY TOUR

Getting ready to enter your meeting.

Webex Meetings provides a simple lobby space prior to entering a meeting or class. This space allows you to adjust settings, select your audio preference, check your camera, etc.

Cisco Webex Meetings

Jane Doe's Personal Room
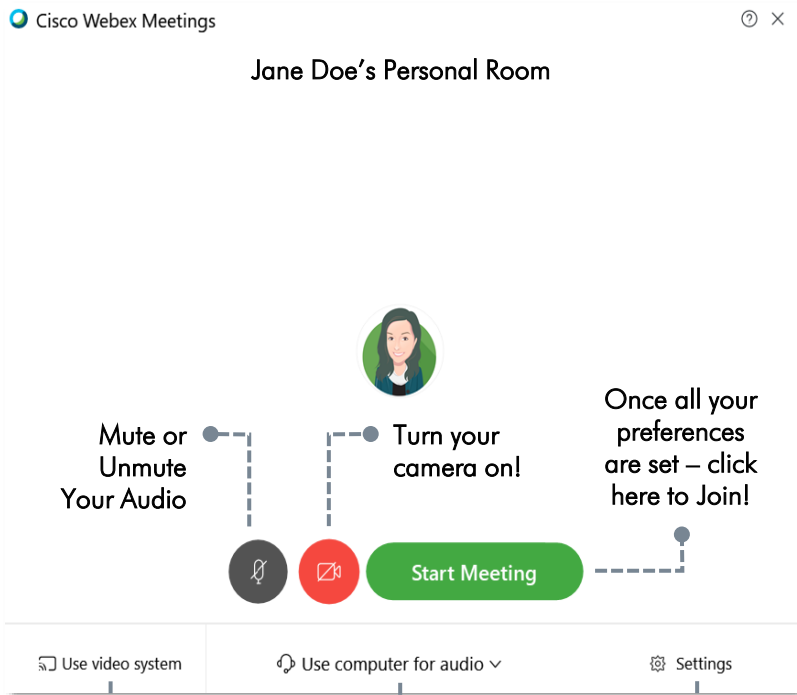
Mute or Unmute Your Audio

Turn your camera on!

Once all your preferences are set – click here to Join!

Start Meeting

Use video system | Use computer for audio ˅ | Settings

Use this option when wanting to connect through a video conference room or smart TV
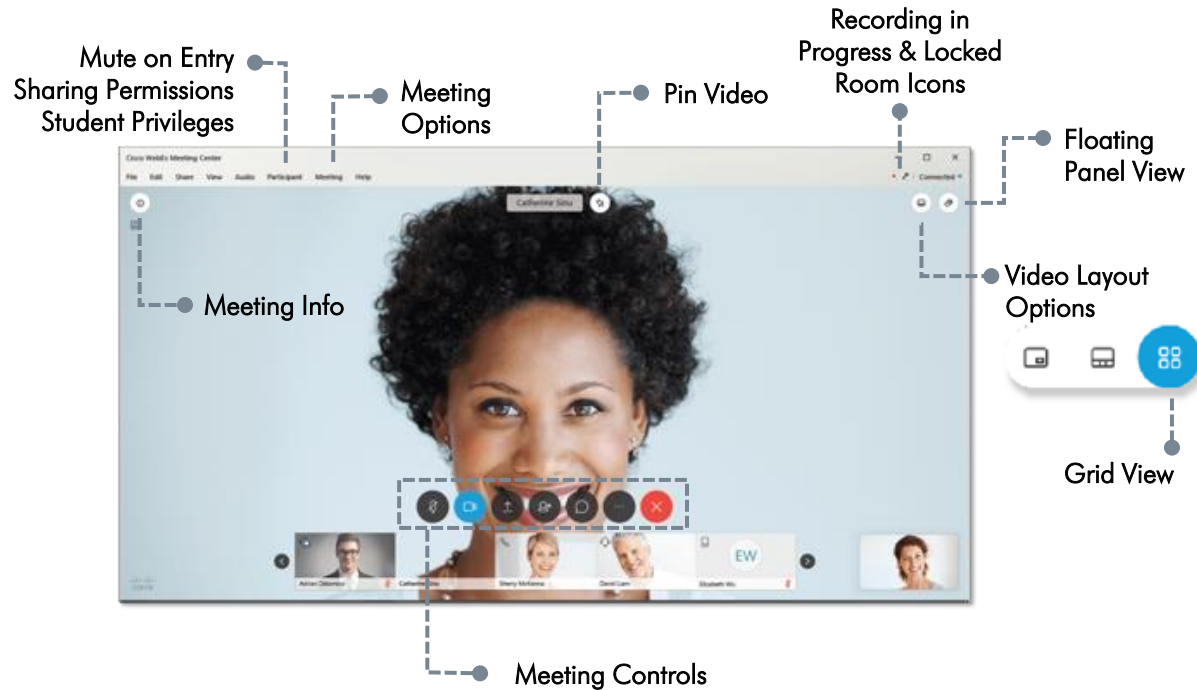
Click this drop down to choose how you'd like to connect to audio. Best practice is to 'Use Computer for Audio' or having the meeting call you!

Click this drop down when needing to adjust your speaker, microphone or camera settings

WEBEX MEETING WINDOW TOUR

All the options to run an amazing meeting or class at your fingertips.

Webex Meetings is an intuitive, yet robust platform; full of features to make for a successful virtual classroom experience.

Mute on Entry Sharing Permissions Student Privileges

Meeting Options

Pin Video

Recording in Progress & Locked Room Icons

Floating Panel View

Meeting Info

Video Layout Options

Grid View

Meeting Controls

Mute/ Unmute Audio

Video On/Off

Share Screen/ Content

Participant List

Record

Chat

Other:
- Lock Meeting
- Audio Connection
- Speaker, Mic, Camera Settings
- Copy Meeting Link
- Invite & Remind
- Polling
- Connect to Device (smart TV)

End Meeting

*Note, this is where you can manually mute individuals, assign individual roles and privileges, turn off their video camera feed, move to the lobby or expel from session.

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