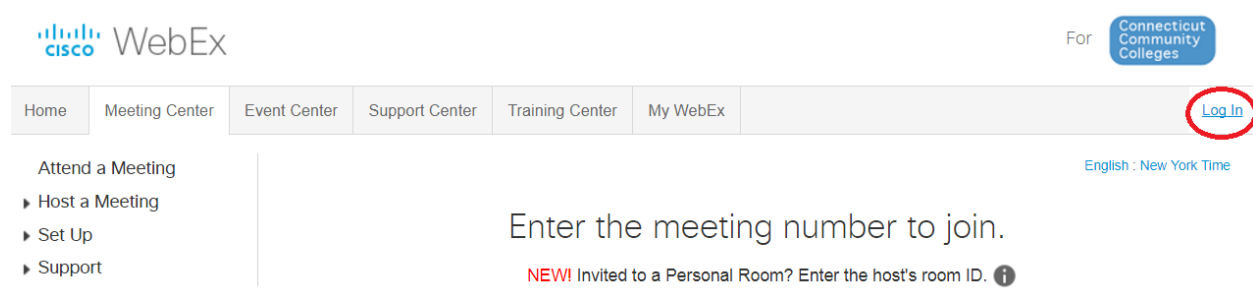


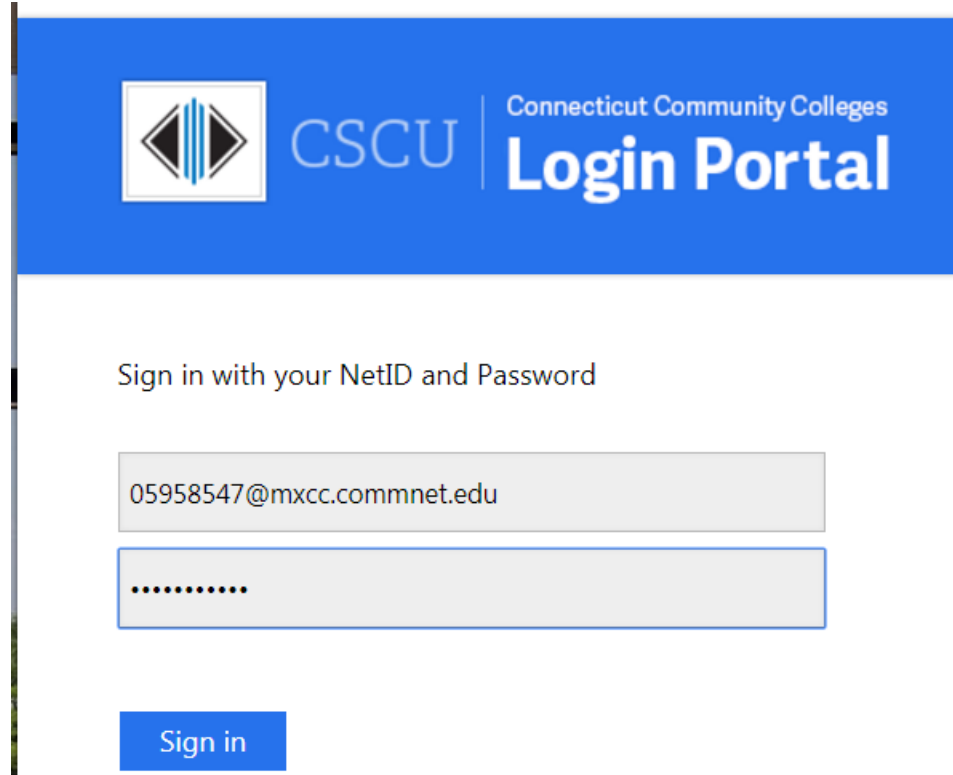
WebEx Conferencing Instruction

1. Staff or faculty at MxCC can use WebEX by logging on with their NetID and password*.
 - a. Go to <http://ctedu.webex.com>. Click on “Log in” at the upper right corner of the page.



The screenshot shows the Cisco WebEx interface. At the top left is the Cisco WebEx logo. On the right, it says 'For Connecticut Community Colleges'. Below this is a navigation bar with tabs: Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. The 'Log In' link is circled in red. On the left side, there is a sidebar with the following options: Attend a Meeting, Host a Meeting, Set Up, and Support. The main content area displays the text 'Enter the meeting number to join.' and a 'NEW!' notification: 'Invited to a Personal Room? Enter the host's room ID.' with an information icon.

- b. Enter your NetID and Password and click on “Sign in” button.



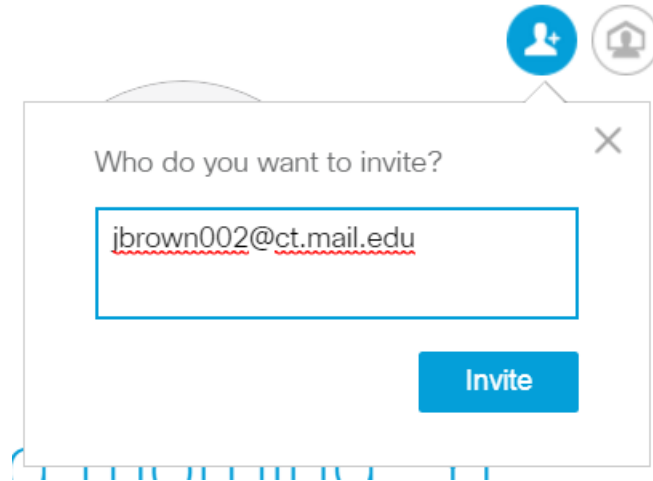
The screenshot shows the CSCU Login Portal. The header is blue and contains the CSCU logo and the text 'Connecticut Community Colleges Login Portal'. Below the header, the user is prompted to 'Sign in with your NetID and Password'. There are two input fields: one for the NetID (05958547@mxcc.commnet.edu) and one for the password (masked with dots). A blue 'Sign in' button is located below the password field.

3. Once you have logged on to WebEx, you will land at the Home page in your account. If not, click on “Home” at the upper left corner to enter the Home page. Click on “Start Meeting” to enter your personal room. You will use the “personal room” to host a conferencing session. Before starting a conferencing session, you should send the “personal room” URL to the students in your class. Click on “More Ways to Join” at the bottom of the page, highlight the URL of the personal room and copy the URL by pressing “Ctrl” and “C” key on the keyboard. You may post the URL to an announcement in your Blackboard course shell or email the URL to your students. Another way to inform your students is to send students an invitation. Click on the “Invite” icon.



Invite

Type the student college email and click on “Invite”. Use a “;” between student emails.



4. Hosting a conferencing session.

a. Go to <http://ctedu.webex.com>. Logon with your NetID and password. At the Home page in your account, click on “Start Meeting”.



Good morning, Yi.

Start Meeting

b. You are advised to use a headset with a mic to offer the session. Plug in the headset with both jacks to your computer.

c. At the prompt, use the default setting and click on “Connect Audio” or “Connect Audio and Video” if you use video.

Audio and Video Connection

Select Audio Connection Select Video Connection

Call Using Computer No Video

Use System Setting (Realtek ... We can't detect a video camera device. Make sure your camera device is connected and try again.

Use System Setting (Realtek ...

More options

Connect Audio

d. You may test out the volume of the speaker and the mic. Select “More Options”. Adjust the volume for the speaker and the mic. Click on “OK”.

Computer Audio Settings

Use System Setting (Realtek Audio) Test

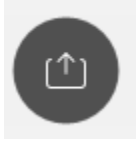
Use System Setting (Realtek Audio)

Automatically adjust volume

OK

e. During the session, you may share your computer screen by clicking on the “Share Content” icon at the bottom of the page. Choose the window you would like to share. “Share Content” will show your computer screen to the students. Before the session starts, please make sure

that you close out the applications not related to your teaching (personal emails, files, Internet pages, etc.).

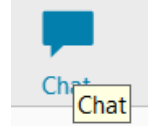


f. You may use “White Board” to type or draw. Click on the “Share Content” icon and select New Whiteboard.



g. If you would like to see the student’s computer screen, you will make the student as a “presenter”. Click on the student name, select “Change Role to”, and select “Presenter”. The student can then click on “Share Content” to share his or her computer screen with you. You or student may stop sharing the screen by clicking on “Stop Sharing” at the top panel. When you are done with reviewing the student’s screen, the student will need to click on your name, select “Change Role To”, and select “Presenter”. This will change the presenter privilege back to you.

h. You may use “Chat” window to do an online chatting. Click on “Chat” at the upper right panel of the page.



i. At the bottom of the window. Choose the person you would like to chat with and type your message. Click on “Send”.

5. When you are done with your conferencing session, click on the large red circle icon at the bottom of the page and select “End Meeting”. Log out your account by clicking on “Logout” button at the upper right corner of the window.

Technical Help

Should you need assistance with WebEx, please call distance learning at 860-343-5756 or email to mxccdistanace@mxcc.commnet.edu (Mon-Wed and Fri, 8:00 am – 4:00pm, Thur, 8:00 am – 6:30 pm). You may also call the Technical Support Center at 860-723-0221 at any time.