WEBEX MEETING

PARTICIPATING IN AN OLLI CLASS IN WEBEX
OLLI CLASSES VIA WEBEX

Notes & recommendations

• Use the Cisco Webex Meetings app for best performance.
• Use headphones.
• Sit near your router – or plug directly into your router.
• Restart your device often.
EQUIPMENT

Recommended for participating in online classes

- PC or MAC desktop or laptop computer – with webcam and microphone, or a Mobile device (*tablet or phone*)
- Earphones/headset – useful for eliminating or minimizing feedback issues. (*highly recommended*)

Either a wired or wireless headset will work

Wired headset varieties with microphone

Bluetooth (wireless) headset varieties with microphone
TECHNICAL REQUIREMENTS

Internet Speed

• Best performance with a high quality internet connection, fioptics recommended.
• For optimal connection, plug directly into your router with an ethernet cable.
SOFTWARE UPDATES

Cisco Webex Meetings updates its software regularly.

• Screenshots in this document may vary slightly from the current version of the software.

• The basic functionality of the software and processes remain the same.
Cisco WEBEX MEETINGS application (download app)
Download the app and follow the installation instructions for your device.

You will be joining as a GUEST or attendee.
On a computer, click “Use as Guest”. On a mobile device, click JOIN MEETING (not sign in).
You will need to enter your email address and your name.

You do NOT need a Webex Account. (this is for UC Staff)
WEBEX MEETING ACCESS

You will be sent an MEETING INVITATION via email for the class you will moderate a few days in advance of your first class date.

**SAVE this email.**

You will *not* receive reminder emails for multi-week classes.

Access your class by clicking the link to join the meeting.

- Click the JOIN MEETING button on the Meeting Invitation.
CISCO WEBEX MEETING APP

After you have clicked the JOIN MEETING link from the email, a browser will open; if you wait a moment, the app should open automatically, if it doesn’t, look for the ‘Open with Cisco Webex App’ link or ‘open the desktop app’ and click the link. A Preview window in the app will open. Click Join Meeting.

Note: if you have an older or slower computer, please be patient, there may be a slight delay during the transition from browser to application opening. If you repeatedly click the join meeting button from the invite, it could result in you joining the meeting multiple times. If this happens exit the meeting, close the app and your browser and begin again.
Quick View of Cisco Webex Meetings Virtual Classroom

INFO & ADDITIONAL CONTROLS

CURRENT SPEAKER
Click lock to lock focus view on a specific participant

LAYOUT VIEWING CONTROLS (wiggle mouse or tap screen to reveal)

Grid View
View participants in a grid pattern.

Stage
View current speaker, participants shown on top of screen

Focus
View only current speaker

Fullscreen
Allows Speaker, Participants and Chat panel windows to be moved independently around the screen.

Participants Panel
Lists all participants.

Chat Panel
Allows you to type a question or comment to everyone or a single participant.

MEETING CONTROLS

Microphone and Video camera
Click to toggle on/off

Share Content
Click to reveal menu

Red X:
Leave Meeting

Participants & Chat panels
Click to toggle open/close panels above
LAYOUT MENU
Viewing Options

You may have to wiggle the mouse or tap the screen to view the layout button.

As seen from a laptop screen, not mobile device
LAYOUT MENU

Viewing Options

Click the Layout button to reveal dropdown menu.

Click on the options to see how your layout view changes. This only affects your screen, not anyone elses.

As seen from a laptop screen, not mobile device.
FULLSCREEN VIEW

Allows participant, chat and video windows to be moved independently around the screen.
MEETING CONTROLS
at bottom of screen

As seen from a laptop screen, not mobile device
MEETING CONTROLS

Toggle buttons, at bottom of screen:
Shown Muted / OFF / Closed.
MEETING CONTROLS

Toggle buttons, at bottom of screen:

Shown : UNmuted / ON / Open
MEETING CONTROLS

Settings

If needed, make adjustments to your settings:
Adjust your audio or video settings with the pop up menus.
Click the small down arrow to show pop-up menu.
MEETING CONTROLS

Settings

- Drop down menus to choose your speakers and microphone.
- Additional microphone settings as needed.
PARTICIPANT AND CHAT PANELS
PARTICIPANTS PANEL

• See listing of Students in class.
• Students can type a question without interrupting the current speaker.

• Send your question to Everyone, since we may have a webex assistant in the class who will read the questions.
MOBILE DEVICES

Tablet or Smartphone Devices

Webex controls:

- Functionality same
- Location may differ
MOBILE DEVICE

iPad

Tap controls to reveal pop-up menus.
Some moderators may use Polling to add interactivity to the class topic.

You may see a pop-up window asking you to participate in a poll. Read question, choose an answer and click SUBMIT.

Moderator may show the poll results:
BREAKOUT ROOMS

Breakout rooms are setup and managed by the webex host.
Students are assigned into separate virtual rooms for small discussion for a specified amount of time.
Read and follow any on screen instructions.
TECHNICAL DIFFICULTIES

We are ALL learning new technologies.
Relax, be patient, know when to say UNCLE! We can help.

OLLI Tech support phone line: 513-549-7712
TECHNICAL DIFFICULTIES

Common Problems

• Low bandwidth (DSL vs Cable vs Fioptics)

• Poor wifi signal, Router location:

• Too many wifi devices connected to one router
TECHNICAL DIFFICULTIES

Common Solutions

• Low bandwidth (DSL vs Cable vs Fioptics). Fioptics is preferable, followed by Cable

• Low bandwidth Turn OFF video and microphone when not speaking.

• Poor wifi signal. Router location: Move computer closer or plug directly into router.

• Too many wifi devices connected to one router. Turn off all roku, firestick or TV, turn wifi off on cellphone, tablets or other computers that are connected to wifi during class time.
CLASS DAY

Advance planning pays off.
CLASS DAY

Email Scheduling

Email invitation will be sent in advance.

- Meeting number (access code - unique class identifier)
- Password

Click JOIN MEETING in email invitation.

*Every course has its own invitation and meeting number.*

*Think of it as the gateway to a particular classroom.*

Note: Multi-week classes will receive an email a few days before the FIRST class, reminder emails for subsequent weeks will not be sent. Save the email to access class each week.
CLASS DAY

Join Meeting Using the App

When you click Join Meeting, a BROWSER window will open.

Note the options available.

If you have already downloaded and installed the Cisco Webex Meetings App, it should open automatically, if it does not, choose OPEN CISCO WEBEX APP.
CLASS DAY

Preview Window

• Cisco Webex Meetings app opens a PREVIEW window.
  • Microphone button: mute or unmute
  • Video button: ON or OFF
  • Choose audio: Use computer for audio
  • Preview yourself on screen
• Click JOIN MEETING
CLASS DAY

Virtual Classroom

- Some students may have their audio and/or video intentionally muted.
- If you do not see GRID view as an option, you may have joined via a browser and not the app.
Some students may have a computer without a webcam or microphone.

- Need to connect via phone to hear and speak to class.
- Student can download the app and join meeting to SEE the class.
  - If their computer has speakers, they must be turned DOWN or OFF to avoid audio feedback issues with the phone.
Online Class Etiquette

- Be mindful of audio. MUTE microphone when not speaking.
- Turn OFF any extra audio sources: radio, tv, dog.
- Have your face well lighted. Do not sit in front of a bright window. Please keep ceiling fans out of view of the webcam.
- If there are disruptive technical difficulties, the student may be requested to leave the meeting, and contact OLLI to help resolve technical difficulties.
PARTICIPATION & ENGAGEMENT

- Ask questions, engage with your moderator.
- Practice muting and unmuting your microphone.
- Use the chat to send a question to your moderator. Send to Everyone.
- Say hello to a friend. For private messages, select a specific name from the drop-down menu.

Hi Alison! Nice to see you.
PRACTICE

• The more you work with Webex, the easier it gets.

• Webex Practice Site:
  https://www.webex.com/test-meeting.html
THANK YOU

WE ARE LOOKING FORWARD TO SEEING YOU IN OUR ONLINE CLASSROOMS!