OLLI online class
WHY WEBEX

- Secure.
- Supported by UC.
- Class times flexible.
- Call in number available.
WHY WEBEX

- See and hear all participants.
- Allows content sharing.
- Chat feature for easy communication.
Email invitation will be sent to you from messenger@webex.com
- Meeting number (access code)
- Password
- Phone in number (alternative)

Click Join Meeting link or

Join by Phone dial in number
- Need Meeting number and follow audio prompts.
JOIN MEETING

- Click JOIN MEETING in email invitation.
- If you have the Web Meeting App installed, the application will open automatically.
- The first screen you see will be a PREVIEW window.
  - Audio button: mute or unmute
  - Video button: ON or OFF
  - Preview yourself on screen
  - Wear a hat if necessary!
- Click START MEETING
WEBEX CONTROLS ICONS

- **Viewing Controls**
  - Info, Active speaker view, Viewing Options.

- **Meeting Controls**
  - Audio, Video, Share, Record, Participants, Chat, More, Leave Meeting
BE CURIOUS!

- Click on the icons. See what happens.
- You won’t break it.
CLICK ON THE ICONS

INFO

ACTIVE SPEAKER & PIN Speaker icon

VIEWING OPTIONS
VIEWING CONTROLS
available in app only (not browser)

- Hover mouse over icon to reveal options. Each icon offers a different view.
GRID VIEW— social and fun!
Sometimes cats make surprise visits.
MEETING CONTROLS

- Icon buttons are TOGGLE buttons. Click to turn on, click to turn off.
- Click the X button to leave the meeting.
MEETING CONTROLS

- MORE button: find audio connection, speaker, microphone and camera settings.
MOBILE DEVICES

Webex works well on tablet or smartphone devices

- Functionality is similar to desktop app.
- Icons and controls may be located differently.
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BEST PRACTICES
PREPARING FOR CLASS

- LOCATION: choose wisely.
- Setup in a QUIET, well lit room.
- NO BACKLIGHTING. Try NOT to have a window behind you.
- The closer you are to the ROUTER, the better your wifi / internet signal. Plugging directly into the router can improve your video and audio signals.
- Turn off ANY extra audio sources: radio, tv, dog, spouse.
- Place your webcam or device near eye level. Place on a stack of books if necessary.
PARTICIPANTS ICON

- Click the participants icon to bring up the PARTICIPANTS window.
- Use to view attendance.
- Participants can click HAND icon next to their name to indicate they have a question.
- Participants audio and video can be muted by host.
Click the chat icon to bring up the CHAT window.
Comment or question to everyone or to a single participant.
Use to notify someone if there is trouble with a user’s video or audio.
Participants can use to ask a question without interrupting the current speaker.
SHARING CONTENT

- Application or Documents.
  - Word Document
  - PowerPoint
  - PDF
  - Images
  - Browser (chrome, edge, etc.)
- Click icon to Share content.
SHARING CONTENT

► AUDIO AND VIDEO
Can be an internal file or from browser (i.e. YouTube)

► Share content pop up window:
  • Select OPTIMIZE FOR MOTION AND VIDEO from drop down menu and be sure SHARE YOUR COMPUTER AUDIO is checked in adjacent box.

► Results vary depending on internet connection.
CLASS PROCEDURES

- Log in 5 or 10 minutes before the scheduled time to allow for technical adjustments.
- Students: Should MUTE audio when not speaking.
- Lecture type classes, students can turn video OFF.
- Discussion type classes, students and moderator may have their audio and video turned ON, unless there is a breakdown in video or audio quality.
  - If there are connection issues, students can turn OFF audio &/or video when they are not directly speaking.
HOST and PRESENTER ROLES

► HOSTS
  • Have the ability to mute audio and/or video of all participants.

► Moderators as PRESENTER
  • Have the ability to present and share material.
Troubleshooting Problems

Audio or Video Breaking up:

- Have one or all participants turn their audio and video OFF via the toggle controls at the bottom of the screen. Only the current speaker should have their audio and or video ON. This will minimize the amount of data transferring over the internet connection.
- Have user with connection issues move physically closer to their router.
- Have user hard-wire connect to the router via an ethernet cable.
- Turn off all firestick or roku devices that may be used in the home.
- Turn off wifi on other devices nearby that are not being used, cellphone, ipad etc.
Troubleshooting Problems

Can’t hear or see a participant:

- Check audio and video settings.
- Turn up volume on your computer.
- Click microphone icon. Is it muted?
- Click video icon ON/OFF?
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COMPUTER FUNDAMENTALS LINKS
Windows Computer fundamentals

- All about windows:
  - https://edu.gcfglobal.org/en/windowsbasics/all-about-windows/1/

- Basic navigation in windows:
  - https://www.youtube.com/watch?v=jvp61NwGT8
Apple Macintosh Computer fundamentals

- Mac fundamentals:
  - [https://edu.gcfglobal.org/en/macosbasics/navigating-macos/1/](https://edu.gcfglobal.org/en/macosbasics/navigating-macos/1/)
  - [https://www.youtube.com/watch?time_continue=10&v=_RN89xApebs&feature=emb_logo](https://www.youtube.com/watch?time_continue=10&v=_RN89xApebs&feature=emb_logo)

- Mac fundamentals for those who are familiar with PC windows computers:
  - [https://www.youtube.com/watch?v=MN0FD8KW2V4](https://www.youtube.com/watch?v=MN0FD8KW2V4)