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)

- VIEWING OPTIONS
- Hover mouse over icon to reveal options. Each icon offers a different view.

Single Active Speaker
Active Speaker View with thumbnails
Grid View and Window Float
GRID VIEW—*social and fun!*
Sometimes cats make surprise visits.
MEETING CONTROLS

- All icons are TOGGLE buttons. Click to turn on, click to turn off.
- Click the X button to leave the meeting.
MORE button: find audio connection, speaker, microphone and camera settings.
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BEST PRACTICES
PREPARING FOR CLASS

LOCATION

• Setup in a QUIET, well lit room.
• NO BACKLIGHTING.
• The closer you are to the ROUTER, the better your wifi / internet signal.
• 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.
LECTURE class

- Log in *before* the scheduled time.
- Students: MUTE audio when not speaking.

DISCUSSION class

- Log in *before* the scheduled time.
- Audio and video ON to participate in discussion.
  If there are connection issues, students can turn OFF audio &/or video when they are not directly speaking.
HOST and PRESENTER

- HOSTS
  - Have controls to mute audio/video and more.

- Moderators as PRESENTER
  - Have the ability to present and share material.
PARTICIPANTS

- View attendance.
- Raise HAND icon.
- Host has control over participants audio and video.
Chat

- Comment or question to everyone or to a single participant.
- Notify someone if there is trouble with a user's video or audio.
- 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 or Video** - internal file or from browser (i.e. YouTube)
  - Results vary depending on internet connection.
  - 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.
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://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