




Intro to WebEx

- This session will begin promptly at the start time.
- On the toolbar at the bottom of your screen:
 -  Please mute your mic (ask for help if you don't know how to do this).
 -  Turn-on your webcam (if available).
 -  Turn-on the “chat” function.
- If you have no audio or your mic isn't working, restart your computer.
- This video conference is being recorded for those in class who could not attend.



Webex

MARIST

Presented by Marist College's Digital Education Department -
Information Technology

Workshop Overview

- This workshop is designed to introduce faculty to Webex.
- Webex is a video-conferencing platform for which Marist College owns a license.
- Webex allows you to engage in live Web conversations with your students using audio, video, and text-based chat features.



Webex Best Practices

Pre-Meeting Checklist:

- 1. Can you hear me?** - Ask your attendees if they can hear you clearly before you begin.
- 2. Introduce yourself** - If you are not using video, it can be difficult to tell who is speaking. State your name before you speak to avoid this issue.
- 3. Avoid extraneous sounds and echoes** - If possible, connect to the meeting in a quiet, private location to avoid external disruptions. Avoid typing or shuffling papers and items while your mic is on as these sounds will be transmitted through your microphone.
- 4. Mute your microphone if you are not speaking** - If you are not speaking, mute your microphone and ask that all attendees do the same. This will reduce the amount of background sounds and sound interruptions the presenter may experience.

Immediate Recommendations:

When you find yourself unable to teach in a regular face-to-face setting, consider the following factors and strategies:

Make **iLearn** your primary “Home Base” for your course.

- There are many helpful guides for using iLearn: <https://my.de.marist.edu/teach>
- Set-up an iLearn course shell for each course you are teaching.
- To access iLearn: <https://ilearn.marist.edu>

Send an **email to your class** letting your students know when & how the class will meet and any other major changes to the remaining assignments in the semester. Also, let the students know the best way to **communicate** with you for the rest of the term.

The web conferencing tool **Webex**, gives you a way to deliver lectures, hold class discussions, share your screen to show slides and chat with your students.

You can use these helpful instructions to get you started with Webex: <https://my.de.marist.edu/webex>



Four Questions:

- 1.How will you teach?
- 2.How will students engage?
- 3.How will you communicate?
- 4.How will you assess learning?

How will you teach?

- **synchronous** courses
 - [LIVE LECTURES ONLINE]



- **asynchronous** courses
 - [WORK AT OWN PACE]



Webex, Marist College's supported tool for delivering **live** online sessions.

<https://my.de.marist.edu/webex>

Webex & Panopto are Marist College's supported tool for delivering **recording** online sessions.

<https://my.de.marist.edu/panopto>

Webex



Webex is a video-conferencing platform for which Marist College owns a license.

Webex allows you to engage in live Web conversations with your students using **audio, video, and text-based chat features.**

Using your Marist account and password will allow you to **generate a link that you can share** with participants can then follow the web link to join in on a live conversation.

You can access Webex in **two different ways:**

1. Integrate Webex into your **iLearn** site (Recommended)
2. Visit the web based application from the Marist Webex Direct Link.

Marist Webex Direct Link for Faculty and Staff: <https://facstaff-marist.webex.com>

From there, you can sign in and create EXTERNAL future meeting links.



Shifting Your Course to Online

Option 1: Run Your Class Live With Webex

This option works especially well for small discussion-based classes, though it's also effective for large lectures, especially if you have a moderator.

Option 2: Pre-Record Your Lectures

If you are not comfortable presenting live, another good option is to pre-record any lecture material and upload it to iLearn

Agenda

- Managing expectations
- Before your video conference
- Preparing a couple minutes before participants are expected.
- Participant controls
- Host controls
- Managing a discussion
- FAQ
- Questions

Managing Expectations

- Everyone is going through a learning curve. Hang in there.
- WebEx is not the same as your classroom!
- You will have to change the way you teach.
- Try to limit WebEx meetings to an hour or less.
- Bandwidth may be an issue from residential ISPs. Be patient. Have a back-up plan in case technology “goes boink.”
- We are here to help you! Ask for and work with an iLearn faculty mentor.

Before your WebEx

- Enabling WebEx in iLearn.
- Scheduling a meeting in WebEx.
- Sending out an agenda.



Webex within iLearn

Setting Up Webex in iLearn:

- **Add** the Webex tool to your course site (Sites Info/ Edit site tools/ Plug in tools)
- **Schedule** immediately - click Quick Launch
- **Future** Events – click Schedule More events
 - Invite students using the gear icon



iLearn

Add Webex to iLearn Course

Follow the instructions below to integrate Webex into your iLearn site:

First, go to the **Site Info** tool in your course site.

Click **Edit Site Tools** on the top of the page.

There will be a list of general tools that are available to every course in iLearn. Each tool will have a brief description underneath the tool name and a box to the left that you can check or uncheck.

For Webex you will need to **Scroll down to External Tools**, click on arrow to click on box for **Webex**.

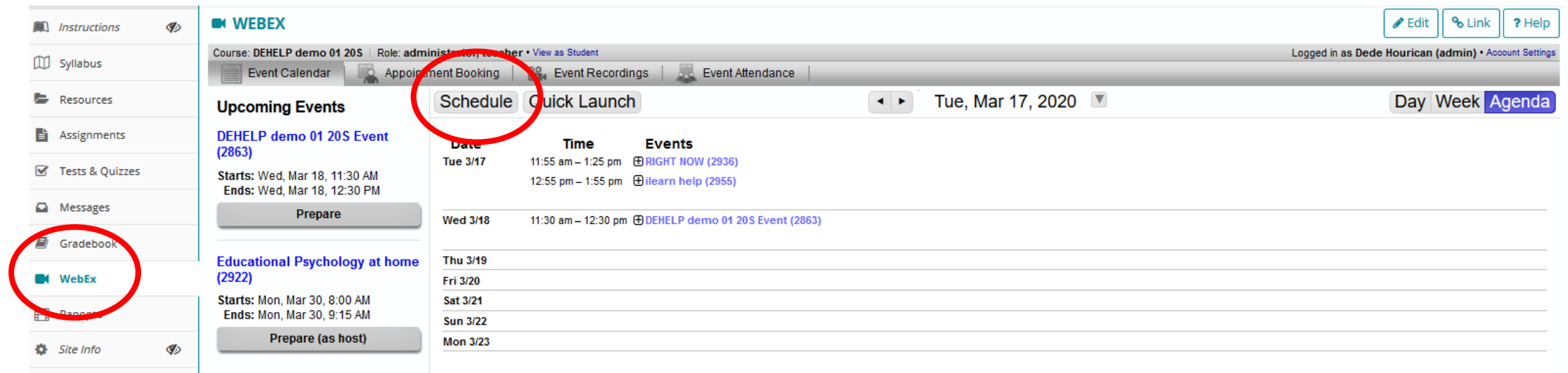
Click **Continue**.

This will take you to a page that gives you a list of the tools you have previously selected. Double check and make sure that all the tools that you wanted are on the list and that the tools that you decided to remove are not on the list.

Click **Finish**.

Webex Launching from iLearn

- Launch the Webex Tool from the iLearn course site
- Select **Schedule** and set the details
- or select **Quick Launch**

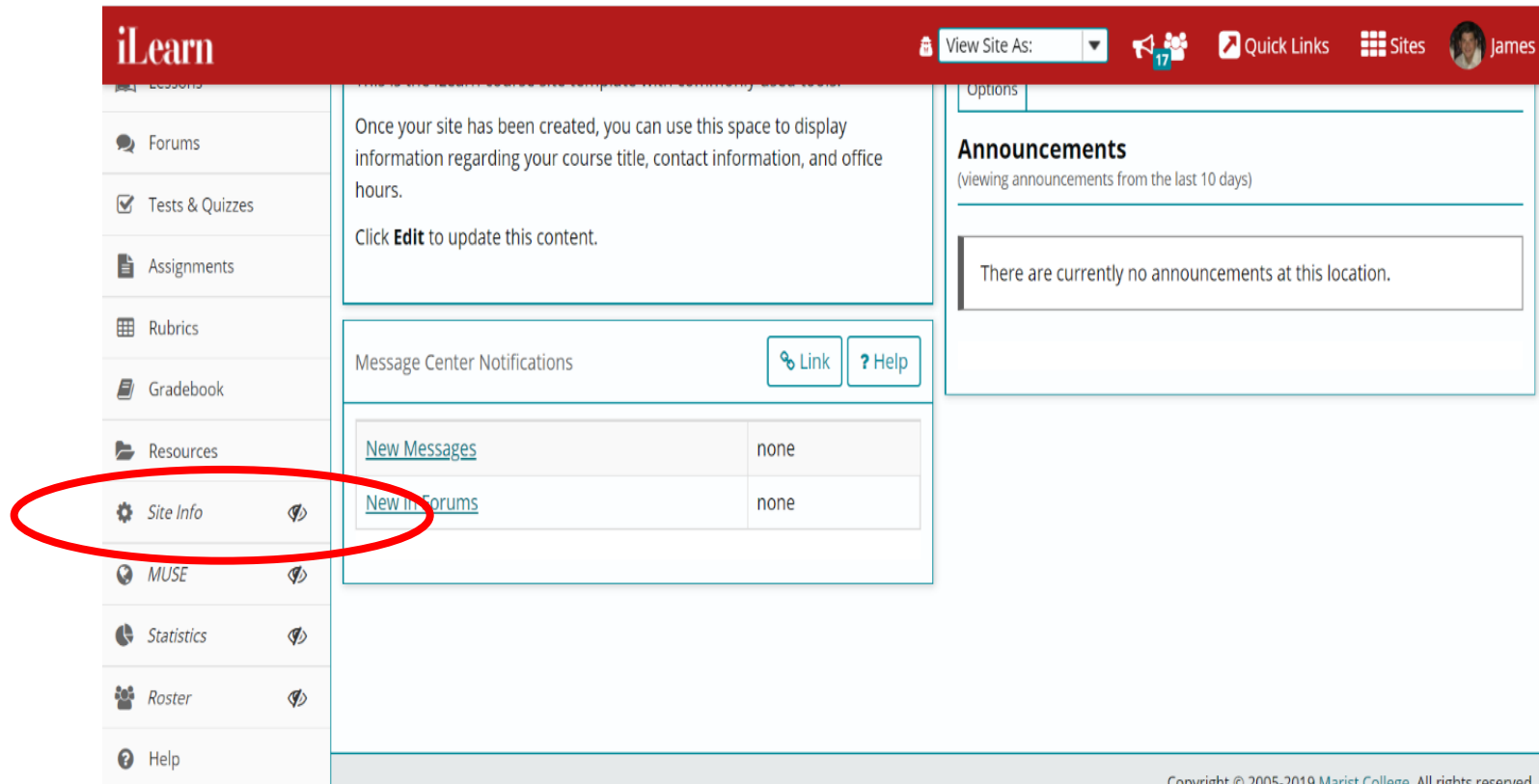


The screenshot shows the iLearn interface with the WebEx tool integrated. On the left sidebar, the 'WebEx' icon is highlighted with a red circle. The main content area is titled 'WEBEX' and shows the 'Schedule' button circled in red. The 'Upcoming Events' section lists two events: 'DEHELP demo 01 20S Event (2863)' and 'Educational Psychology at home (2922)'. The 'Schedule' button is also circled in red.

Date	Time	Events
Tue 3/17	11:55 am – 1:25 pm	RIGHT NOW (2936)
	12:55 pm – 1:55 pm	iLearn help (2955)
Wed 3/18	11:30 am – 12:30 pm	DEHELP demo 01 20S Event (2863)
Thu 3/19		
Fri 3/20		
Sat 3/21		
Sun 3/22		
Mon 3/23		

Enabling WebEx

Enabling WebEx in iLearn: Select “Site Info”



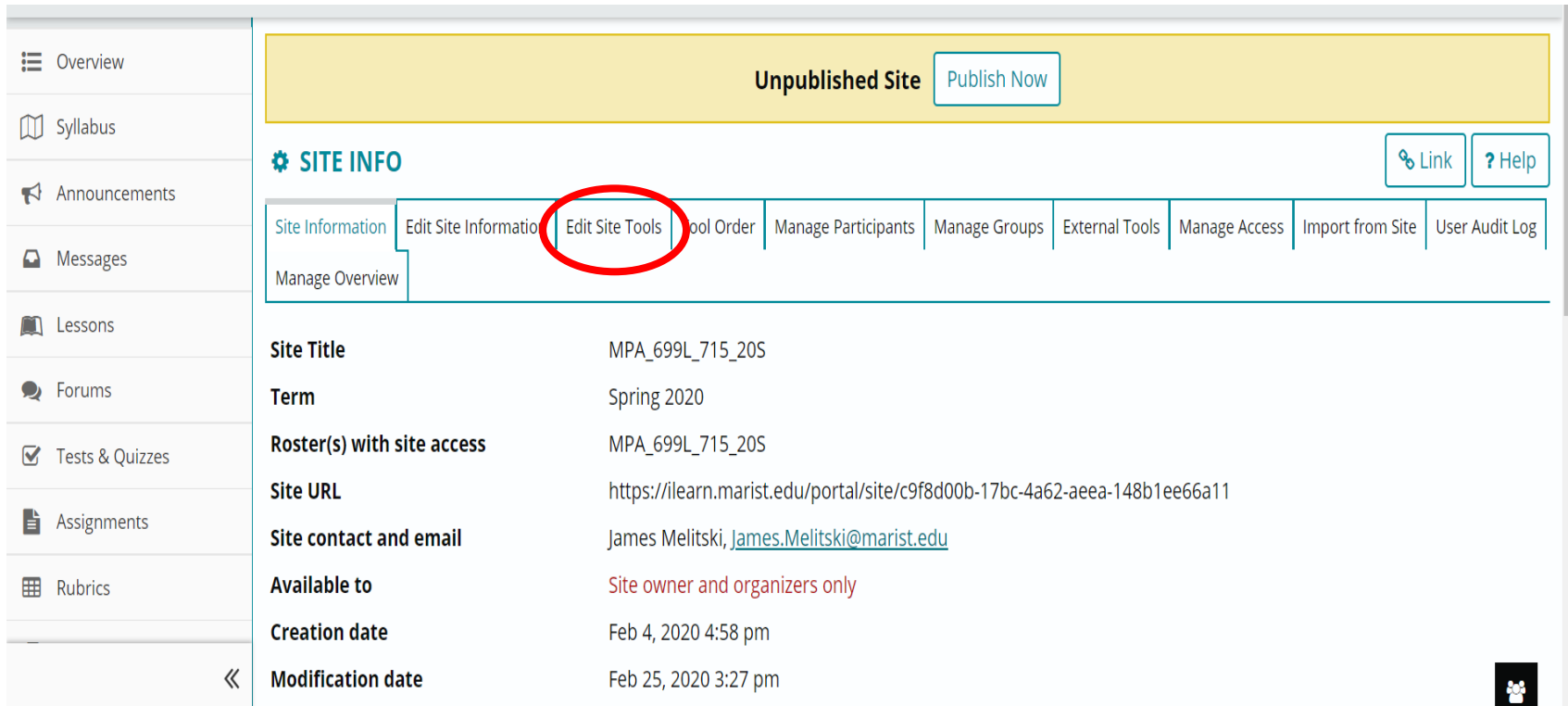
The screenshot displays the iLearn user interface. A red horizontal bar at the top contains the 'iLearn' logo, a 'View Site As:' dropdown, a notification bell with '17', 'Quick Links', 'Sites', and a user profile for 'James'. On the left, a vertical sidebar lists navigation options: Lessons, Forums, Tests & Quizzes, Assignments, Rubrics, Gradebook, Resources, Site Info (circled in red), MUSE, Statistics, Roster, and Help. The main content area is divided into three sections. The top section, titled 'Options', contains text about site creation and an 'Edit' button. The middle section, 'Message Center Notifications', includes 'Link' and 'Help' buttons and a table with two rows: 'New Messages' and 'New in Forums', both with 'none' in the second column. The bottom section, 'Announcements', shows a message that there are currently no announcements.

New Messages	none
New in Forums	none

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Enabling WebEx

From “Select Info” select “Edit Site Tools”



The screenshot displays the Blackboard site management interface. On the left is a sidebar with navigation links: Overview, Syllabus, Announcements, Messages, Lessons, Forums, Tests & Quizzes, Assignments, and Rubrics. The main content area has a yellow header bar indicating the site is 'Unpublished Site' with a 'Publish Now' button. Below this is the 'SITE INFO' section, which includes a 'Link' button and a 'Help' button. A horizontal menu contains several options: Site Information, Edit Site Information, Edit Site Tools (circled in red), Tool Order, Manage Participants, Manage Groups, External Tools, Manage Access, Import from Site, and User Audit Log. Below the menu, a table displays site details:

Site Title	MPA_699L_715_20S
Term	Spring 2020
Roster(s) with site access	MPA_699L_715_20S
Site URL	https://ilearn.marist.edu/portal/site/c9f8d00b-17bc-4a62-aeaa-148b1ee66a11
Site contact and email	James Melitski, James.Melitski@marist.edu
Available to	Site owner and organizers only
Creation date	Feb 4, 2020 4:58 pm
Modification date	Feb 25, 2020 3:27 pm

Enabling WebEx

From “Edit Site Tools” scroll to the bottom of the screen and select “External Tools.” Then check the WebEx box and click “Continue.”

The screenshot shows the iLearn 'Edit Site Tools' interface. At the top is a red header with the iLearn logo, a 'View Site As:' dropdown, and navigation links for 'Quick Links', 'Sites', and a user profile for 'James'. Below the header, the page is titled 'For creating and taking online assessments'. A list of tools is displayed, each with a checkbox and a description:

- ☐ Web Content
For linking to internal resources or external websites
- ▼ External Tools 1**
- ☐ Chalk & Wire
This tool is specific to the School of Social and Behavioral Sciences only
- ☐ Panopto
Panopto Video Platform - It is recommended you attend a workshop to discuss best practices for using this tool.
- ☒ **WebEx**
Please attend a WebEx workshop or contact the Help Desk prior to using this tool or should you have difficulties accessing your Marist WebEx account.
- ☐ WebEx for Students
This is a version of Webex for student use. Contact the Help Desk for technical issues.
- ☐ H5P Content Authoring
H5P is a content authoring tool to use to create interactive educational content.

At the bottom of the list, there are two buttons: 'Continue' and 'Cancel'. Both buttons are circled in red. A red circle also highlights the 'WebEx' checkbox, which is checked.

Then click “Finish.”

The screenshot displays the iLearn LMS interface. The top navigation bar is red and contains the iLearn logo, a 'View Site As:' dropdown, a notification bell with '17', 'Quick Links', 'Sites', and a user profile for 'James'. The left sidebar lists various site functions: Assignments, Rubrics, Gradebook, Resources, Site Info (highlighted with a gear icon), MUSE, Statistics, Roster, and Help. The main content area shows a list of site features: Overview, Syllabus, Lessons, Announcements, Resources, Forums, Assignments, Tests & Quizzes, Site Info, Gradebook, Messages, Roster, Rubrics, Statistics, and WebEx (WebEx). A modal dialog box is open at the bottom, displaying the message 'You have disabled the Portal Chat for this site'. Below this message are three buttons: 'Finish' (circled in red), 'Back', and 'Cancel'. The footer contains copyright information for Marist College (2005-2019) and mentions that portions of iLearn are copyrighted by other parties. It also states 'Powered by' followed by a logo.

iLearn

View Site As: [dropdown] [notification bell 17] Quick Links Sites James

Assignments

Rubrics

Gradebook

Resources

Site Info

MUSE

Statistics

Roster

Help

Overview

Syllabus

Lessons

Announcements

Resources

Forums

Assignments

Tests & Quizzes

Site Info

Gradebook

Messages

Roster

Rubrics

Statistics

WebEx (WebEx)

You have disabled the Portal Chat for this site

Finish Back Cancel

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Portions of iLearn are copyrighted by other parties as described in the Acknowledgments screen.

Powered by [logo]

Schedule a Meeting

From the “WebEx” tool. Click Schedule.

The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with several dropdown menus for course selection, including 'MPA_699L_715_20S', 'MSTR MPA 622 20S', 'OSO SOM 700 20S', 'MPA_500L_720_20S', 'MPA Assessment Site', and 'MPA_Faculty'. Below this, another row of dropdowns includes 'MPA_521N_714_19S', 'PHED_160N_200_19S', 'MPA_500L_718_19S', and 'Marist Cybersecurity Team'. On the left side, a sidebar menu lists various tools: Overview, Syllabus, Announcements, Messages, Lessons, Forums, Tests & Quizzes, Assignments, and Rubrics. The main content area features a yellow banner at the top that says 'Unpublished Site' with a 'Publish Now' button. Below this is the 'WEBEX' section, which includes a header with 'Course: MPA_699L_715_20S', 'Role: teacher', and a 'View as Student' link. It also shows the user is logged in as 'James Melitski' with an 'Account Settings' link. A sub-navigation bar contains 'Event Calendar', 'Appointment Booking', 'Event Recordings', and 'Event Attendance'. The 'Appointment Booking' tab is active, and within it, the 'Schedule' button is circled in red. To the right of the 'Schedule' button are 'Quick Launch' and navigation arrows. The date 'Thu, Mar 12, 2020' is displayed, along with view options for 'Day', 'Week', and 'Agenda'. On the left of the main content area, under 'Upcoming Events', it states 'There are no upcoming events to show.' On the right, a table titled 'Time Events' lists dates from 'Thu 3/12' to 'Wed 3/18'.

Home ▾ MPA_699L_715_20S ▾ MSTR MPA 622 20S ▾ OSO SOM 700 20S ▾ MPA_500L_720_20S ▾ MPA Assessment Site ▾ MPA_Faculty ▾

MPA_521N_714_19S ▾ PHED_160N_200_19S ▾ MPA_500L_718_19S ▾ Marist Cybersecurity Team ▾

Overview
Syllabus
Announcements
Messages
Lessons
Forums
Tests & Quizzes
Assignments
Rubrics

Unpublished Site [Publish Now](#)

WEBEX [Edit](#) [Link](#) [Help](#)

Course: MPA_699L_715_20S Role: teacher • [View as Student](#) Logged in as James Melitski • [Account Settings](#)

Event Calendar Appointment Booking Event Recordings Event Attendance

Upcoming Events **Schedule** Quick Launch Thu, Mar 12, 2020 Day Week Agenda

There are no upcoming events to show.

Date	Time	Events
Thu 3/12		
Fri 3/13		
Sat 3/14		
Sun 3/15		
Mon 3/16		
Tue 3/17		
Wed 3/18		

Schedule a Meeting

Enter a name, day, and time for your event. Then click the “Save” button.

The screenshot shows the iLearn interface for scheduling a new event. The left sidebar contains navigation links: Lessons, Forums, Tests & Quizzes, Assignments, Rubrics, Gradebook, Resources, Site Info, MUSE, Statistics, and Roster. The main content area is titled 'Schedule new event' and contains the following fields:

- Name*:** Week 1 Office Hours
- Description:** (empty text area)
- Repeat*:** Single (selected), Daily, Weekly
- Time Zone*:** -04:00 America/New_York
- Date*:** Mon, Mar 16, 2020
- Time*:** 07:00 PM
- Duration*:** 1 hour, 30 minutes
- Hosted By*:** James Melitski (18)
- Conferencing Account*:** Webex Meetings (james.me)

At the bottom of the form are two buttons: 'Discard' and 'Save'. The 'Save' button is highlighted with a red circle. To the right of the form is a calendar view showing the dates from Thursday, March 12 to Wednesday, March 18. The event 'Week 1 Office Hours (Unsaved)' is scheduled for Monday, March 16, from 7:00 pm to 8:30 pm. The top of the interface includes the iLearn logo, a 'View Site As:' dropdown, a notification bell with 17 alerts, 'Quick Links', 'Sites', and a user profile for James.

Edit a Meeting

Click the plus “+” sign. Then click the hand holding a pen.

iLearn

View Site As: [dropdown] [notification icon] Quick Links Sites [user profile] James

Lessons Forums Tests & Quizzes Assignments Rubrics Gradebook Resources Site Info MUSE Statistics Roster

Upcoming Event

[Week 1 Office Hours \(2429\)](#)

Starts: Mon, Mar 16, 7:00 PM
Ends: Mon, Mar 16, 8:30 PM

[Prepare](#)

Schedule Quick Launch [calendar icon] Mon, Mar 16, 2020 [dropdown] Day Week **Agenda**

Date	Time	Events
Thu 3/12		
Fri 3/13		
Sat 3/14		
Sun 3/15		
Mon 3/16	7:00 pm – 8:30 pm	Week 1 Office Hours (2429)
Tue 3/17		
Wed 3/18		

Prepare

Starts in: 4 days 5 hours
Duration: 1 hour, 30 minutes
Hosted By: James Melitski (18)
Using: Webex Meetings
[More Details](#)

[hand holding pen icon] [plus icon] [document icon]

Edit Meeting Details

Lessons

Forums

Tests & Quizzes

Assignments

Rubrics

Gradebook

Resources

Site Info

MUSE

Statistics

Roster

WebEx

<<

Schedule new event

Name*:Week 1 Office Hours

Description:

Repeat*:

SingleDailyWeekly

Time Zone*:-04:00 America/New_York

Date*:Mon, Mar 16, 2020

Time*:07:00 PM

Duration*:1 hours, 30 minutes

Hosted By*:James Melitski (18)

Conferencing Account*:Webex Meetings (james.me)

Discard

Save

ScheduleQuick Launch

Thu, Mar 12, 2020

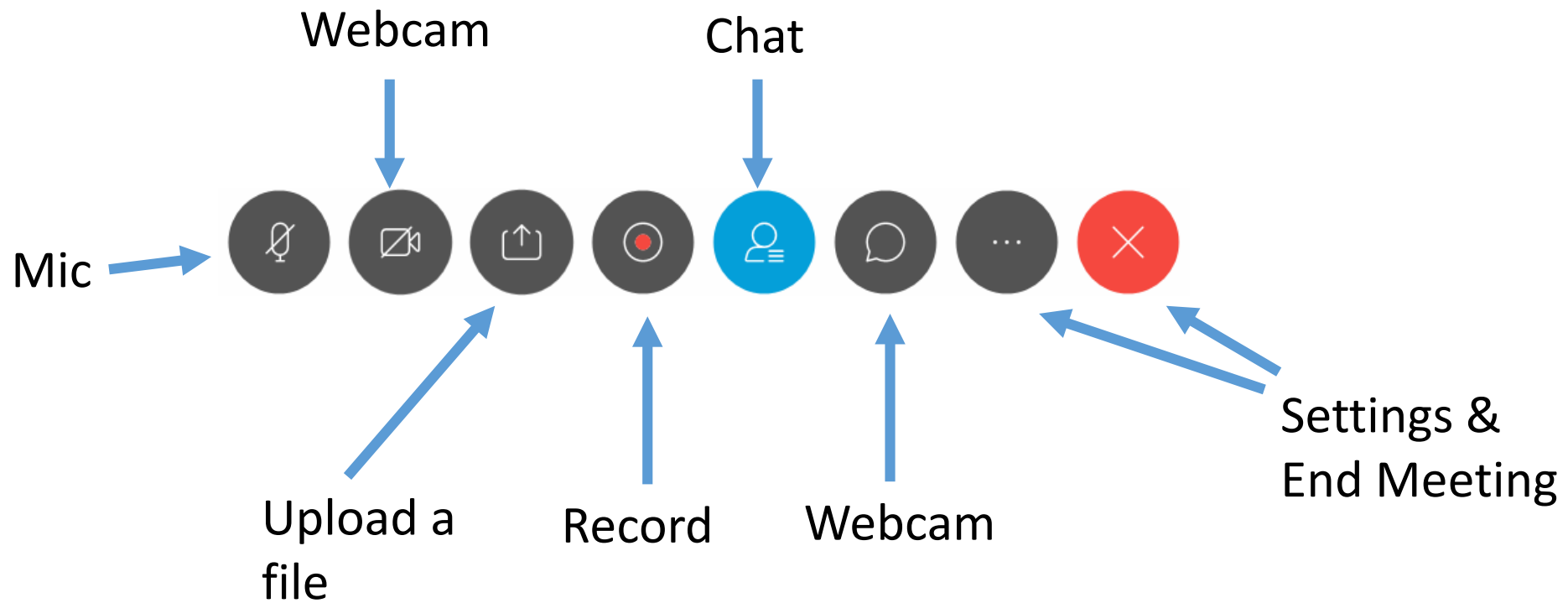
DayWeekAgenda

Date	Time	Events
Thu 3/12		
Fri 3/13		
Sat 3/14		
Sun 3/15		
Mon 3/16	7:00 pm – 8:30 pm	? Week 1 Office Hours (Unsaved)
Tue 3/17		
Wed 3/18		

Before your meeting

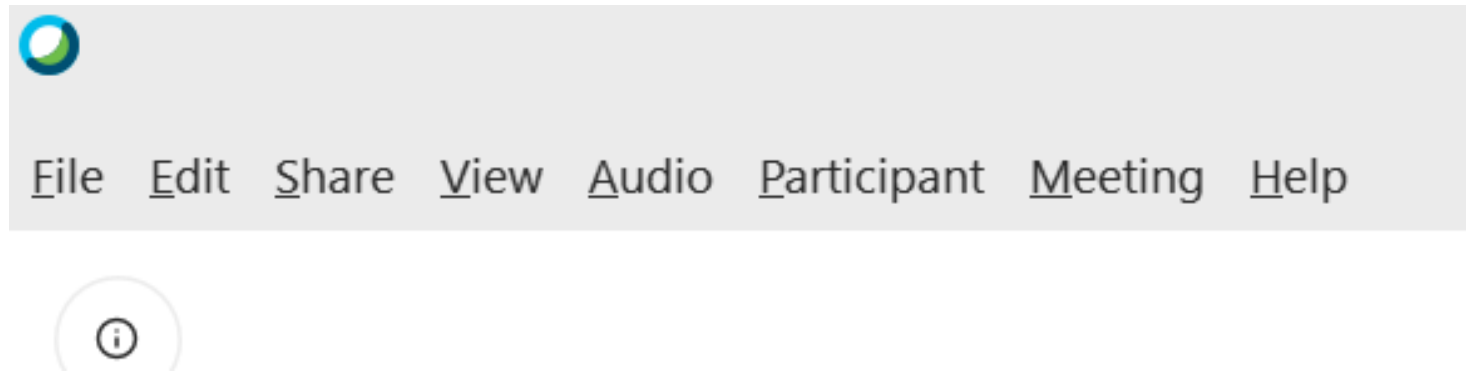
- Be sure to send an agenda in advance of your meeting.
- Before you login:
 - Restart your computer (it's good luck).
 - Arrive 5-10 minutes early and encourage your participants to do the same.
 - If participants are having technology problems: restart and update browser.
 - Be sure to have a “landing screen” similar to the one in this presentation instructing participants who arrive early how to configure WebEx while they wait for everyone to join the meeting.

Participant Controls



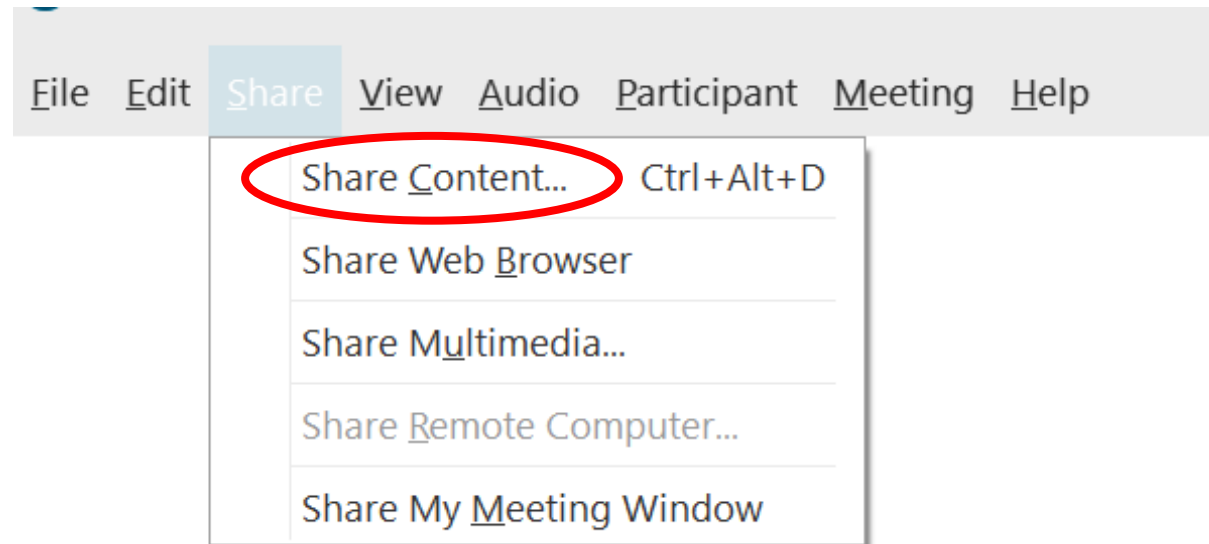
Host Controls

The tool bar across the top of the screen contains options for meeting hosts.



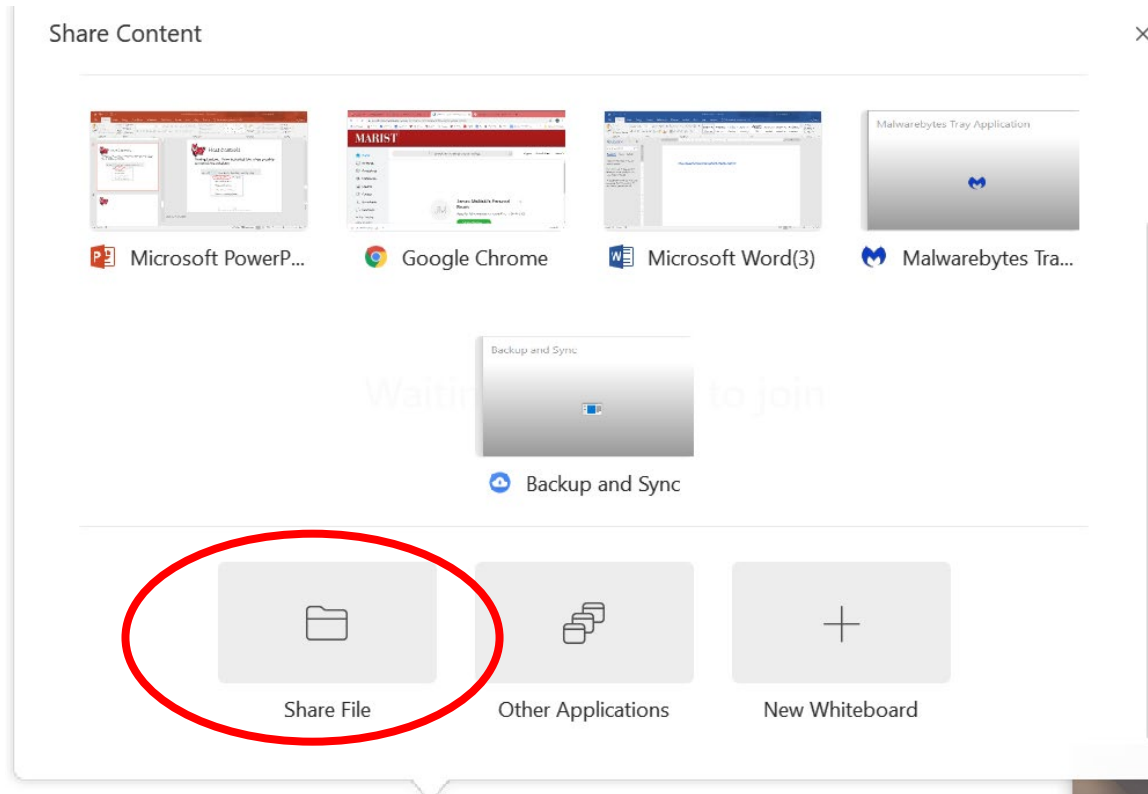
Host Controls

Sharing Content: Share individual files when possible to minimize bandwidth.



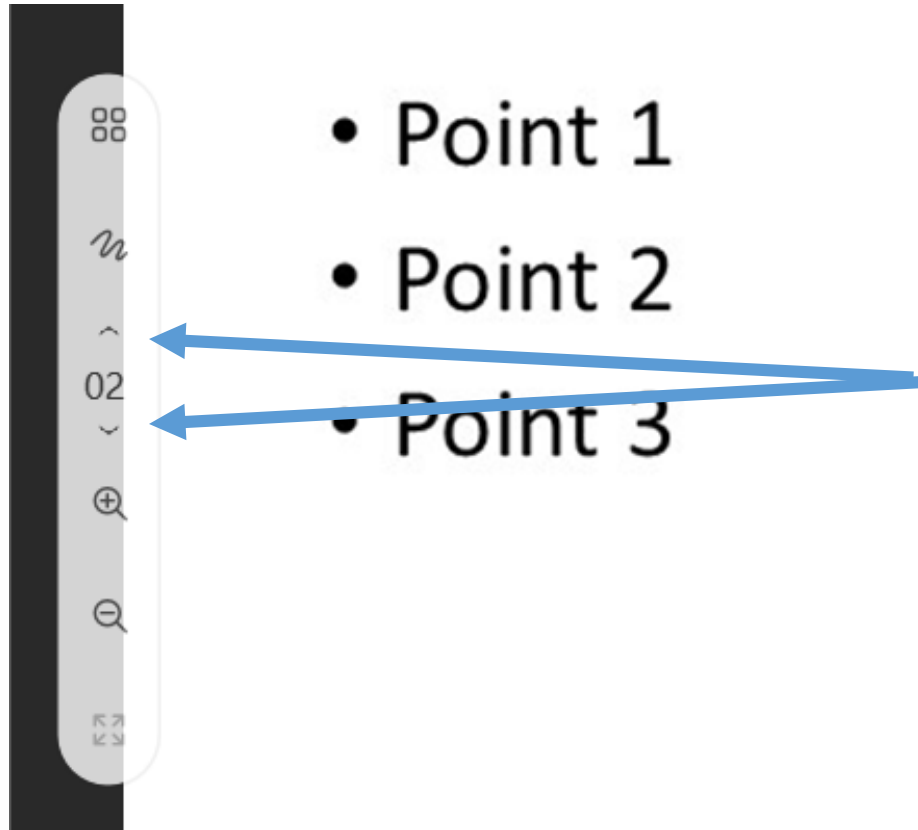
Sharing Content

Where possible share files instead of screens or desktops.



This is a scroll bar
(it is easy to miss)

Advancing Slides

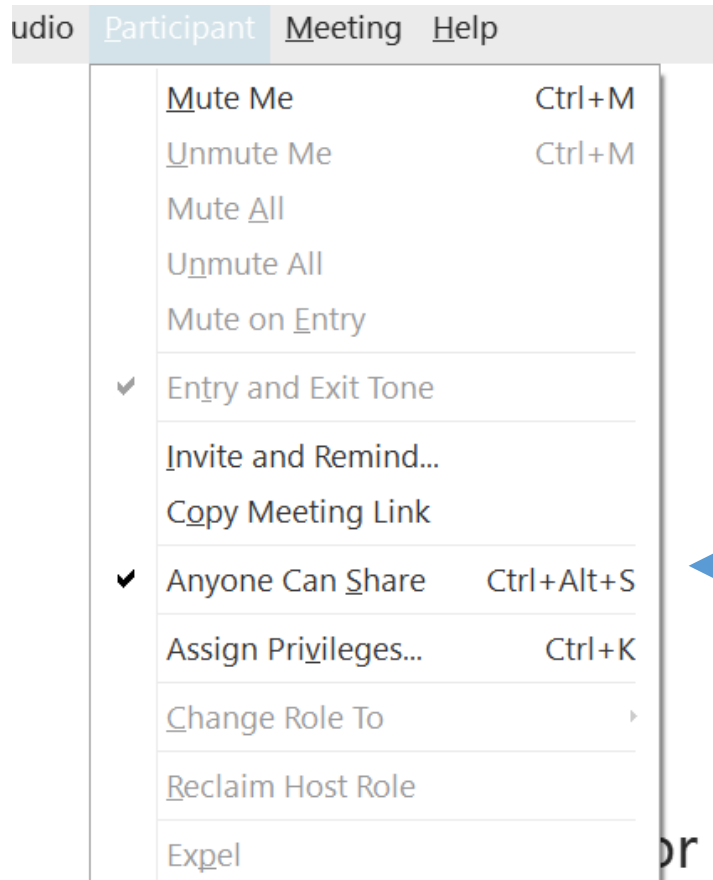


Once you have shared a file, use the down arrow” to advance slides and the “up arrow” to go back.

Mute on Entry

- If your meeting consists of more than 3 or 4 people, open mics may overwhelm the system and cause feedback.
- The solution for larger groups is for everyone to mute their mics at the start of the call and toggle their mic on/off when they want to speak.
- Meeting hosts may need to “Mute All” or mute individual participants if their mics are causing excessive feedback.

Participant Controls



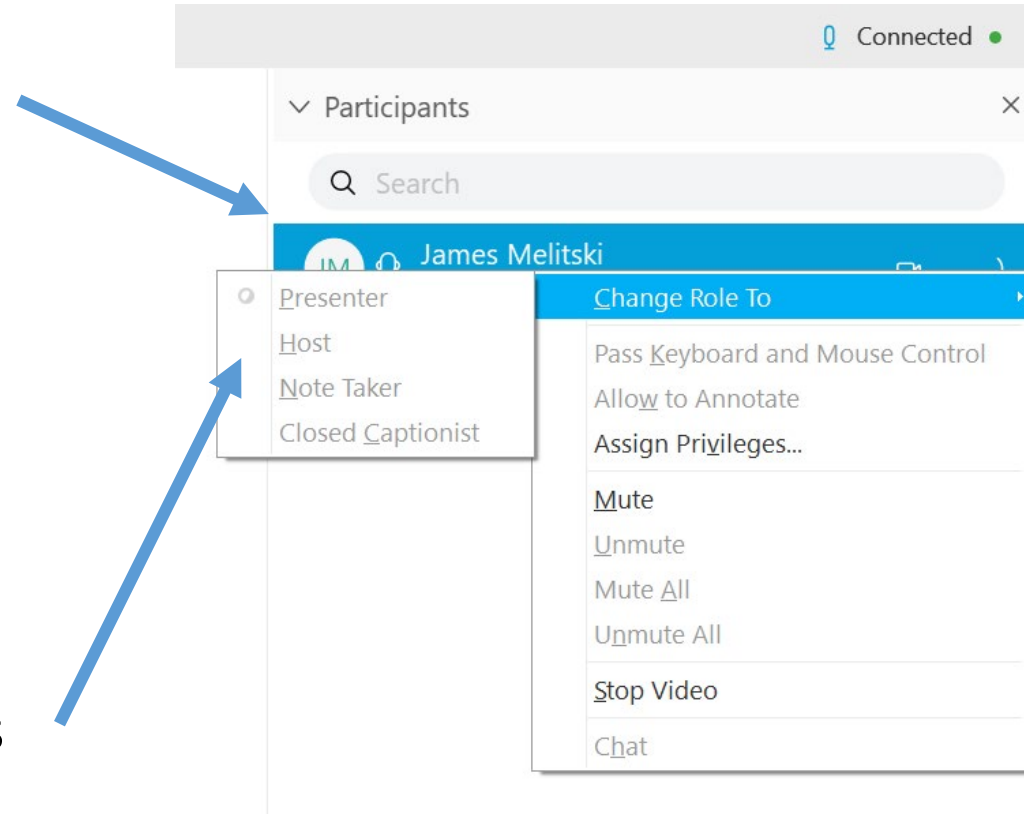
It is recommended that you mute on entry. At the start of your meeting. Feel free, just remember where to find the “Mute All” button.

This allows any participant in a meeting to share a file. You should uncheck it.

Allowing others to make presentations

“Right Click” the name of a participant and select “Change Role To.”

As the “Host” you can give other meeting participants “Presenter” privileges. This will allow them to share a file and advance their own slides.



Checking attendance and recording

Click the “WebEx” link in iLearn to access recordings and event attendance. It normally takes 24 hours for the recording and attendance log to appear

Course: **MPA_500L_720_20S** Role: **teacher** • [View as Student](#)

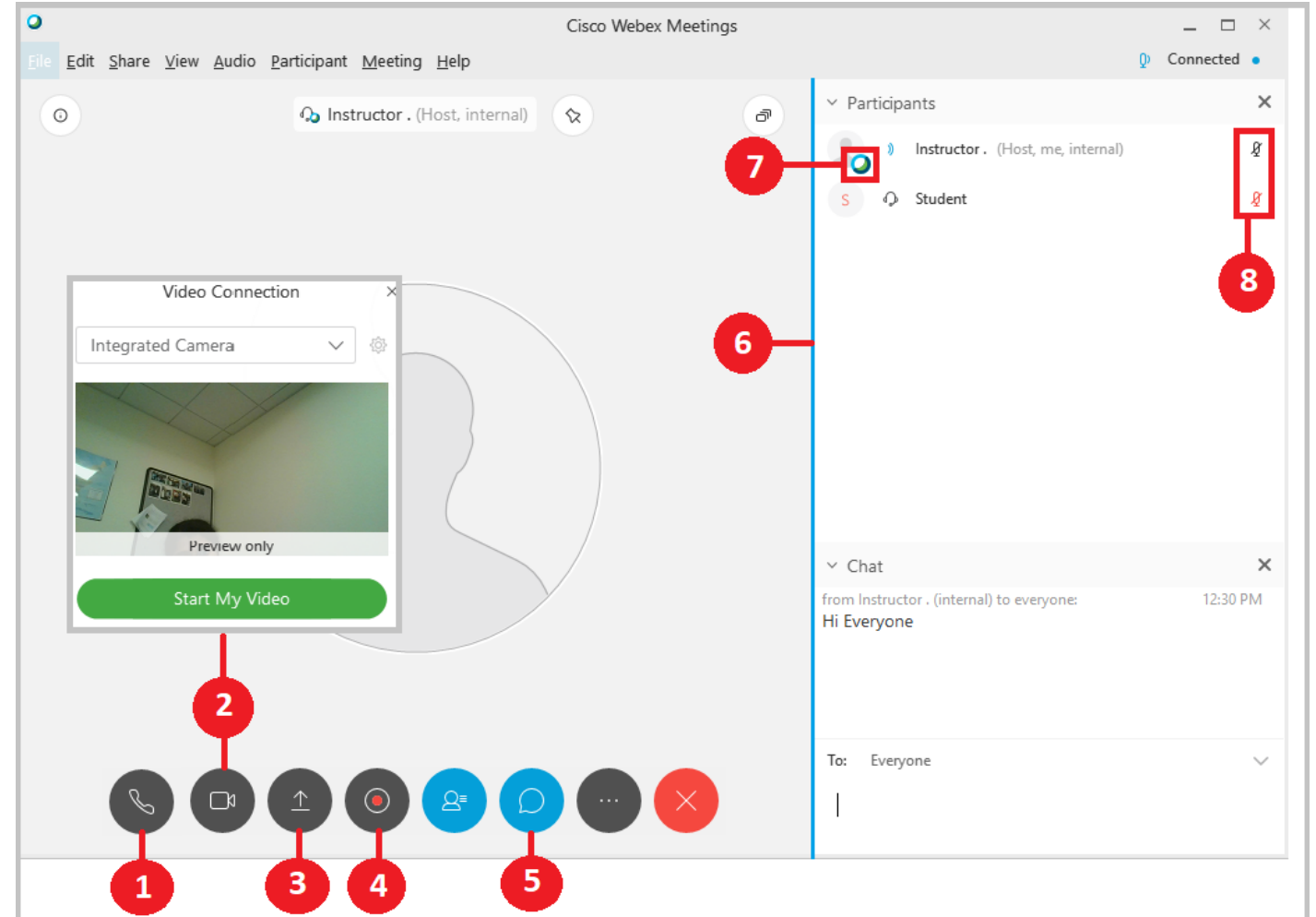
[Event Calendar](#) | [Appointment Booking](#) | [Event Recordings](#) | [Event Attendance](#)

[Time Zone Settings](#)

Name	Recordings	Date and Time (New York)	Duration
 Week 7 Office Hours (2219)	View Recordings	Tue, Mar 3rd, 2020 7:00 PM	1 hour, 30 minutes
 Week 6 Office Hours (2217)	View Recordings	Tue, Feb 25th, 2020 7:00 PM	1 hour, 30 minutes
 Week 5 Office Hours (2216)	View Recordings	Tue, Feb 18th, 2020 7:00 PM	1 hour, 30 minutes
 Week 4 Office Hours (2215)	<i>No recordings found</i> Force Recheck	Tue, Feb 11th, 2020 7:00 PM	1 hour, 30 minutes
 Week 2 Office Hours (2213)	View Recordings	Tue, Jan 28th, 2020 7:00 PM	1 hour, 30 minutes
 Week 1 Office Hours (2212)	View Recordings	Tue, Jan 21st, 2020 7:00 PM	1 hour, 30 minutes

Webex Meeting Essentials

1. **Audio Conference:** Connect using your computer's audio system (VoIP).
2. **Share Video:** Click the camera icon to allow others to see you.
3. **Share my Desktop:** Share files, applications, or videos. Present anything on your computer's desktop.
4. **Record:** Record the meeting including the audio, video, and presentation for sharing later.
5. **Chat:** Start a conversation with anyone in the meeting.
6. **Adjust your View:** Grab the vertical bar in the middle of your meeting window to resize the panels you'd like.
7. **Pass the ball:** Just grab the ball and drop it next to your name in the Participants panel.
8. **Mute/Unmute:** Hosts can mute anyone. (Participant/Mute All)



FAQ

Q: Can I use WebEx for advising.

A: This tutorial uses the WebEx in iLearn. To host a meeting with someone not in a class. Use your direct WebEx account through this link:

<https://facstaff-marist.webex.com/meet/marist.username>

You won't be able to restrict access, so be careful about scheduling appointments too close together.

You can also set specific meetings

FAQ

- Q: Can my students access WebEx on their phones.
- A: Yes. WebEx has an iPhone and Android app and they'll need to download it in advance of the call.
- Q: Can I create small groups?
- A: No. Consider scheduling small group meetings at different times so that you can meet with them. You won't be able to restrict access, so don't plan them too close together.



Sharing **your** Webex Meeting Recording

Sharing Recorded Sessions with Your Class

Option #1: Uploading Your Webex Session to Panopto

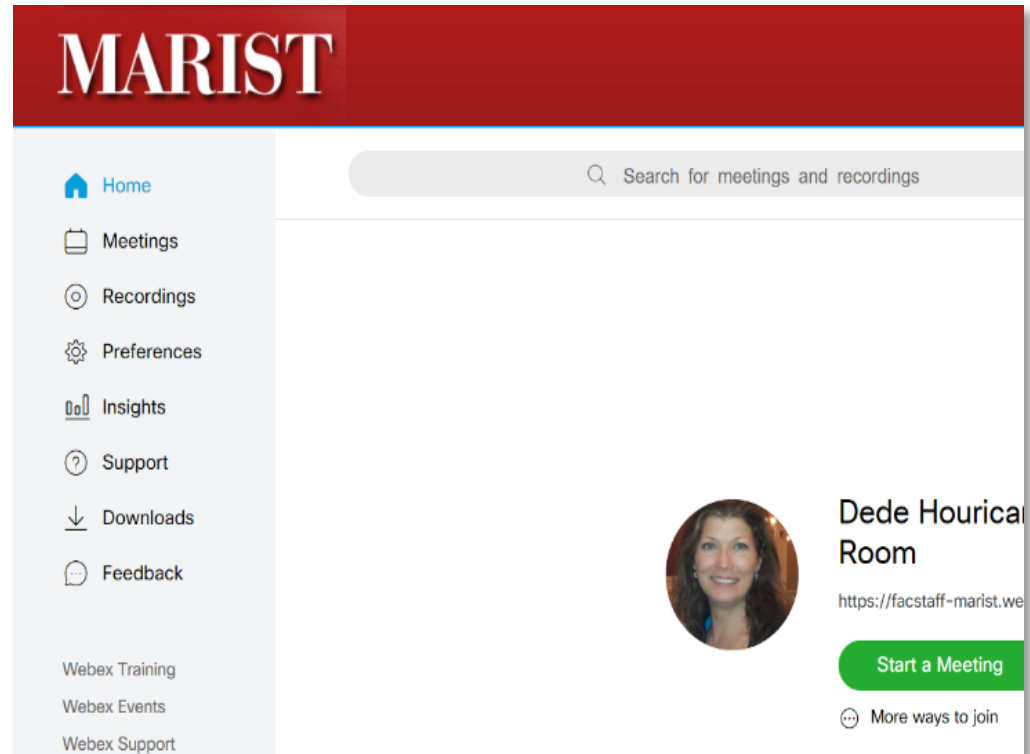
Option #2: Embedding a Webex Session to on an iLearn Lesson's Page.

Option 1: Sharing via Panopto

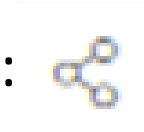
Download the Recording:

Note: Before sharing your recorded session, it is important to **download** the recorded file you wish to share.

- To do this, sign in to <https://facstaff-marist.Webex.com> with your Marist Credentials.
- Click **Recordings** on the left hand navigation bar
- Click on the **Share icon** on the far right



Share Icon:

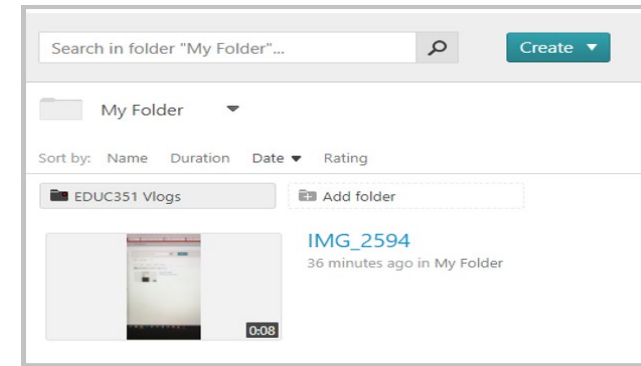
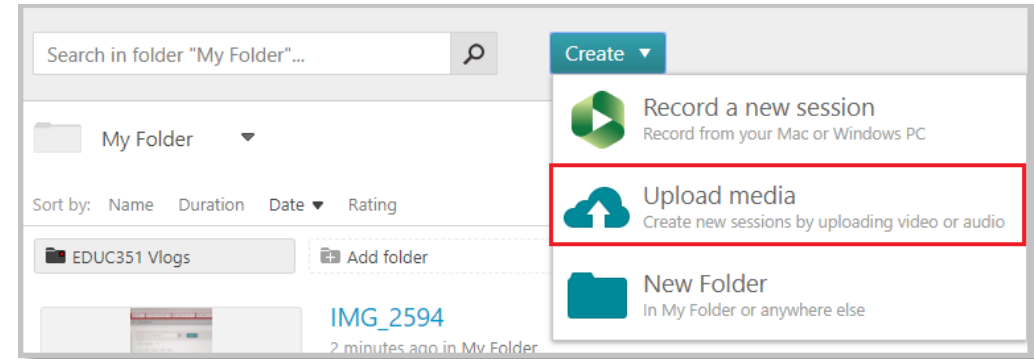


Upload your Webex Recording to Panopto

- From your **iLearn** site, access the **Panopto** Tool from the Left-hand toolbar

**Note: if you do not see the Panopto tool, it may be easily added to your iLearn site from the Site Editor/ Tools*

- Click **Create** and select **Upload media**.
- Once the video or audio file has been uploaded, **close** the window, and the file will appear under the folder you have selected.



Upload your Webex Recording to Panopto

- Click Settings under the video.
- Click Share and copy the provided link to allow your viewers to access the video

PLEASE NOTE: If you share a link to a recording and have not adjusted the permissions to “Anyone with the Link”, the recipient of the link will need to request access to view the recording.

- Inform your students to go to the Panopto tool to access the video lectures. You can do this by sending a message to your students or create an announcement within your ilearn site.

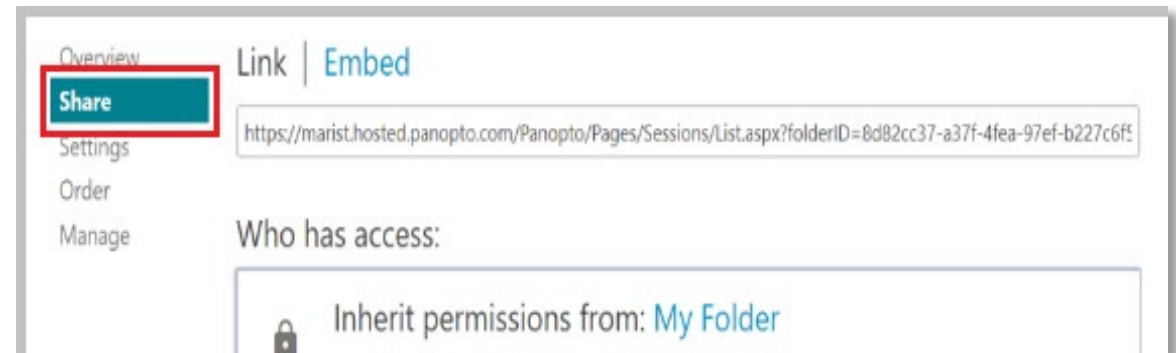
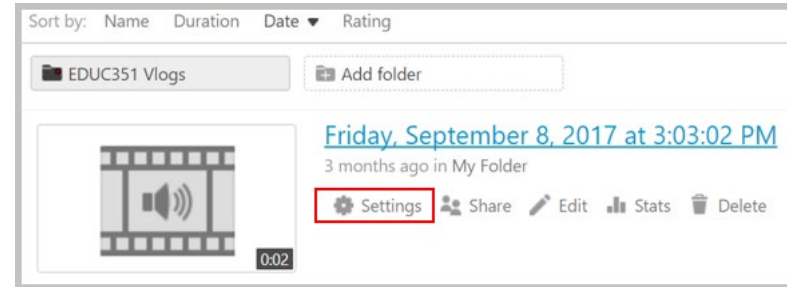
The screenshot displays the Panopto interface for a video recording. At the top, there's a header with 'Sort by: Name Duration Date Rating'. Below this, a folder named 'EDUC351 Vlogs' is shown with an 'Add folder' button. The video title is 'Friday, September 8, 2017 at 3:03:02 PM', and it's noted as '3 months ago in My Folder'. A row of action buttons includes 'Settings' (highlighted with a red box), 'Share', 'Edit', 'Stats', and 'Delete'. Below the video player, a sidebar on the left contains 'Overview', 'Share' (highlighted with a red box), 'Settings', 'Order', and 'Manage'. The main content area shows the 'Link' and 'Embed' tabs. The 'Link' tab is active, displaying a long URL. Under 'Who has access:', several permission options are listed: 'Inherit permissions from: My Folder', 'Specific people' (highlighted with a red box), 'Anyone at your organization with the link', 'Anyone at your organization', 'Anyone with the link' (highlighted with a red box), and 'Public on the web'.

Webex Link in your iLearn Lessons or Resources

From the **Panopto** tool, click “**Settings**”

Click Share and the **blue** “Embed” at the top of the page

Copy the Embed Code that appears in the box once click on “**Embed**”



Webex Link in your iLearn Lessons or Resources

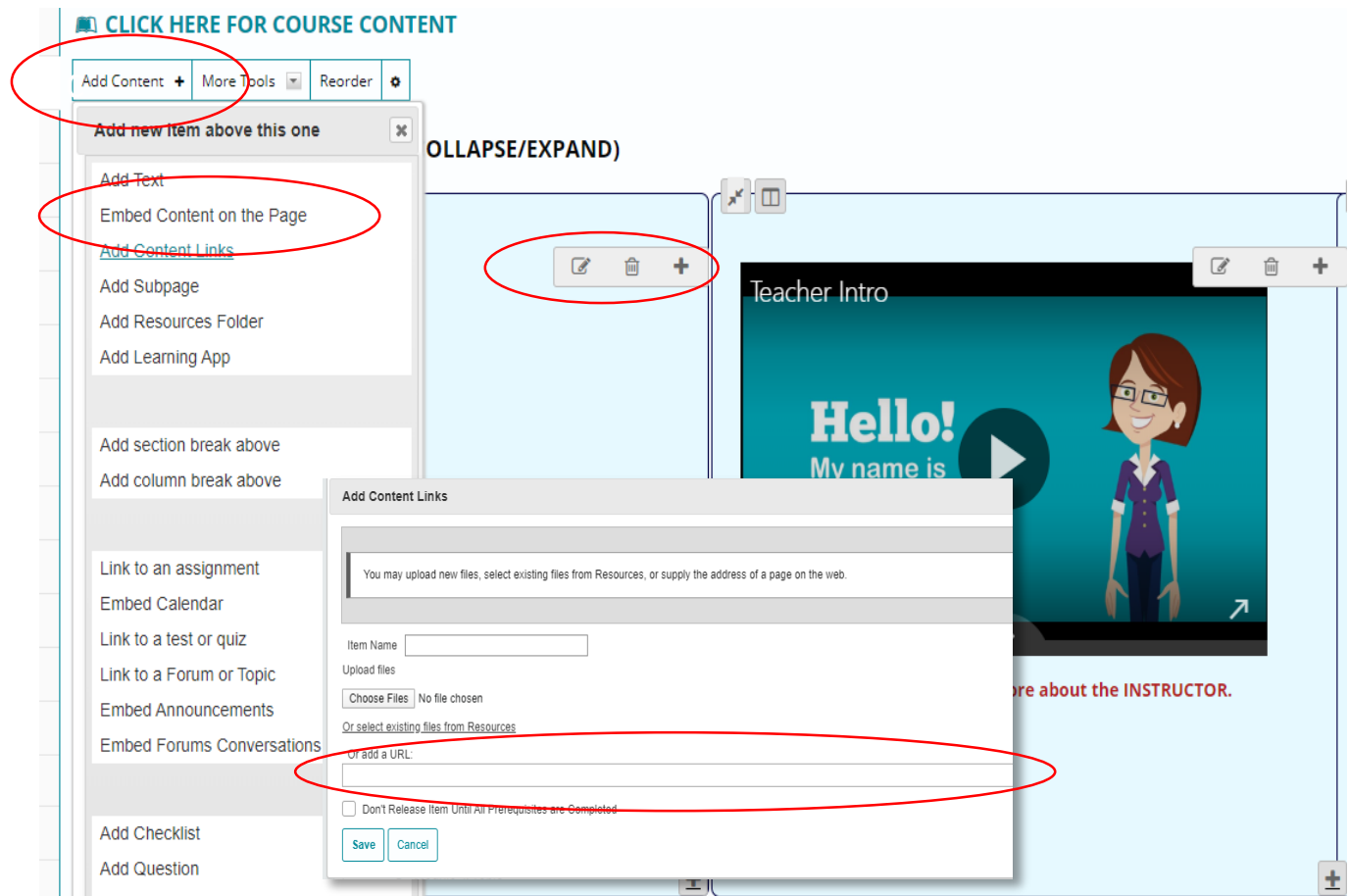
Go to your **iLearn lessons page**

Click **Add Content**

Click **Add Content Links**

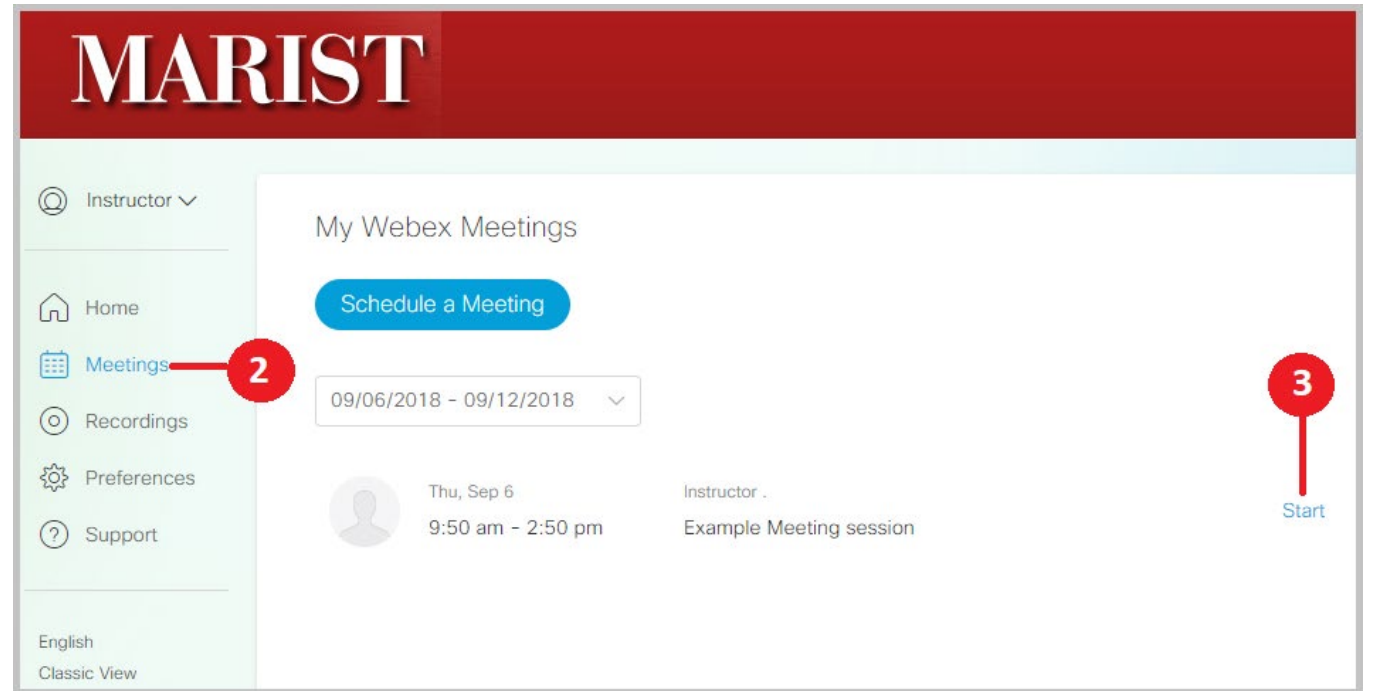
Fill in the **Item Name**

Paste the Panopto recording link into the box below named **“Or add a URL:”**



External: Webex Meeting Start

1. Click the **Start** button in your email invitation.
2. Or Sign in to <https://facstaff-marist.webex.com> and click on **Meetings**. Select your desired meeting from the list.
3. Then click the **Start** button, and your meeting will begin.



Host a Webex Outside of iLearn

1. Go to <https://facstaff-marist.webex.com>
2. Sign in using your Marist account and password.
3. Go to Meetings in the left navigation pane and Click the Schedule a Meeting link.
4. Enter the Meeting Topic and Set Date and Time. Invite colleagues - Separate addresses with a comma or semicolon.
5. Click Start to begin your meeting.

The screenshot shows the 'MARIST' Webex interface for scheduling a meeting. The left navigation pane includes links for Home, Meetings (highlighted with a red circle and the number 3), Recordings, Preferences, and Support. The main content area is titled 'Schedule a Meeting' and contains the following fields:

- * Meeting topic**: A text input field.
- Meeting password**: A text input field with a refresh icon on the right.
- Date and time**: A dropdown menu showing 'Wednesday, Sep 5, 2018 9:50 am'.
- Duration**: A dropdown menu showing '1 hour'.
- Time Zone**: A dropdown menu showing '(UTC-05:00) Eastern Time (US & Canada)'.
- Recurrence**: A checkbox that is currently unchecked.
- Attendees**: A text input field with the placeholder text 'Separate email addresses with a comma or semicolon' (highlighted with a red circle and the number 4).

At the bottom of the interface is a blue 'Start' button (highlighted with a red circle and the number 5). The interface also shows 'Instructor' in the top left, 'English' and 'Classic View' in the bottom left, and a 'Support' link in the bottom right.



Webex: Best Practices

Meeting Preparation:

1. Computer and Browser compatibility - Be sure your computer and browser is up-to-date to avoid any technical difficulties. We recommend using Google Chrome or Mozilla Firefox to connect.

You can view minimum system requirements for using Webex here: <https://help.webex.com/docs/DOC-2286>

2. Plug-in Updates - You may need to update plug-ins. If your meeting does not seem to be launching, keep an eye out for any pop-ups or alerts that suggest an update or install.

3. Test Webex and your connection in Advance - Test our system ahead of time. Anyone (Attendees, panelists, etc.) can test their system here: <http://www.webex.com/test-meeting.html>



Webex Best Practises

- **Communicate Effectively:**
 1. **Connect your audio** - You can use the computer speakers and microphone.
 2. **Using computer audio** - We recommend using a headphone/microphone combo set. Built-in speakers and microphones are usually of poor quality and not recommended as they can cause sound issues such as feedback and echoes.
 3. **Speak normally** - Speak normally and clearly. Always face towards the microphone. Turning from side to side will fade your sound and reduce audio quality for attendees.
 4. **Using Video** - Make sure you are dressed in solid colors and dress for the occasion, as if meeting in person. Be sure your room is well lit so that attendees can clearly see you. Maintain eye contact with the camera to convey attention and engagement. Be conscious of your body language and how it might look on camera to others.



Webex Best Practices

4. Begin Early - Be sure to begin your meeting 15 minutes prior to the scheduled start time. This will allow you time to avoid any technical difficulties and to prepare for your session.

5. Alternative Method of Communication - Make sure you have another way to reach the session host or presenter so that you can communicate if you are experiencing technical difficulties.

Additional Links

Marist Webex Direct Link for Faculty and Staff:

<https://facstaff-marist.webex.com>

Marist Webex Direct Link for Students:

<https://student-marist.webex.com>

Questions ?