

# 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.



# Remote Teaching

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# MARIST

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



# 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>



# 4 Questions:

1. How will you teach?

2. How will students engage?

3. How will you communicate?

4. How will you assess learning?



# 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.

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## **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

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## **Option 3: Skip the Video**

Many online courses do not have a video component at all. If you are not sure you have the right equipment and are uncomfortable with the tech setup, this might be a good option, at least for the short-term.

# 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. 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 future meeting links.

2. Integrate WebEx into your iLearn site

# 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**.

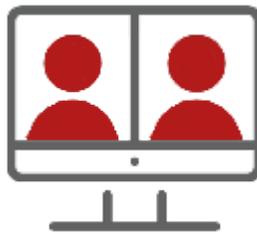
Click **Continue**.

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**.

# How will you engage students?

- **Self-directed learning**
  - Offer bite-size assignments & videos
- **Discussion forums**
  - Set guidelines (# of response posts)
- **Small group work**
  - WebEx Meetings
  - Forums
  - Create Videos



**Assignments:** <https://my.de.marist.edu/assignments>

**Forums:** <https://my.de.marist.edu/forums>

A Forum is a mandatory **category/grouping for topics**.

Topics are required **within** Forums in order for site participants to be able to post, read, and reply to messages.

A Topic is needed for students to **“Start a Conversation”**

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



# How will you communicate?

## iLearn

- **Announcements:** <https://my.de.marist.edu/announcements>
  - **Set Email Notification to “High Participants” for Announcements to go to Student’s Email**
- **Messages:** <https://my.de.marist.edu/messages>
  - **Set up Auto Forwarding in Settings**
- **Forums:** <https://my.de.marist.edu/forums>

## Other

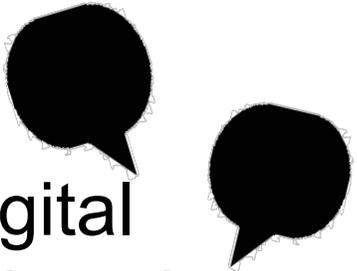
- Phone
- Text
- Email

*Communicate effectively*

## Virtual Office Hours

- **WebEx**
  - [time slots or open to all]
- **Forums**
  - [Q&A or CLASS CAFÉ]

**MARIST** Digital Education



# How will you assess learning?

- **Discussion Forums:** <https://my.de.marist.edu/forums>
- **Assignments:** <https://my.de.marist.edu/assignments>
- **Test & Quizzes:** <https://my.de.marist.edu/testsandquizzes>
  - **Do not delete Tests & Quizzes drafts**
  - Exam Exceptions: <https://my.de.marist.edu/duplicateexams>
- **Gradebook:** <https://my.de.marist.edu/gradebook>
  - Share Assessment Outcomes



# Helpful Links

- **Online Toolkit:** <https://my.de.marist.edu/online-toolkit>
- **iLearn Tutorials:** <https://my.de.marist.edu/teach>
- **Faculty iLearn Mentor Program:** <https://forms.it.marist.edu/view.php?id=25998>
  
- **Register for iLearn Training via on the ground/webinars:** <https://my.marist.edu/center-for-teaching-excellence>
  
- **Marist WebEx Direct Link for Faculty and Staff:** <https://facstaff-marist.webex.com>
  
- **Online Student Orientation (OSO):** [http://mari.st/Online\\_Student\\_Orientation\\_2020](http://mari.st/Online_Student_Orientation_2020)
  
- **Coronavirus Updates and Resources:** <https://www.marist.edu/coronavirus-updates>

# iLearn FAQs

**Q: Are there FAQs for Teaching with iLearn**

A: Yes, you can find them here: <https://my.de.marist.edu//facultyfaqs>

**Q: Are there FAQs for Learning with iLearn**

A: Yes, you can find them here:

<https://my.de.marist.edu/student/studentfaqs>