

Using WebEx

WebEx is a virtual video conferencing tool. Users can hold meetings with multiple participants in a WebEx meeting room. WebEx offers both a web application and an integrated tool in the Canvas LMS. In a WebEx meeting, participants can use video and/or audio to communicate with each other as well as share their screens, annotate, and text chat with each other. Meetings can also be recorded. WebEx can be used to:

- Conduct synchronous classes online
- Hold synchronous meetings online
- Provide proof of engagement through recorded meetings
- Allow students to meet with each other to discuss group projects
- Hold live work sessions

This page describes using both the WebEx web application and WebEx in Canvas. You will need a Canvas account and/or a WebEx account to use WebEx. Please contact Service Now to request access to these programs, <https://wakehealth.service-now.com/sp>

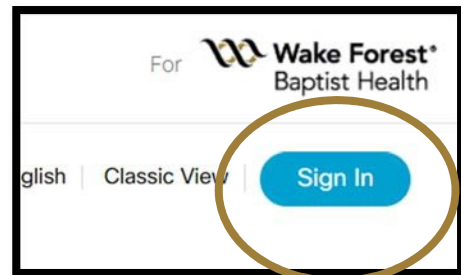
Using the WebEx Web Application

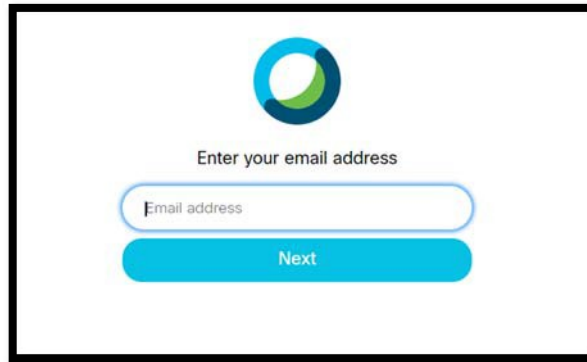
A step-by-step Guide

1. Navigate to wakehealth.webex.com.

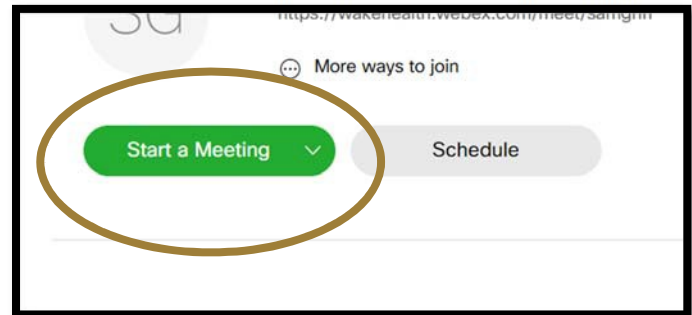


2. Click **Sign In** to sign in using your Wake Health email address and password.





3. You can either start a meeting immediately by clicking **Start a Meeting** or schedule a meeting for a future date and time by clicking **Schedule**.



4. If you select **Schedule** you will need to select either a Pro meeting or a Personal Conference meeting from the **Meeting Type** drop down menu.

*Pro meetings allow you to require participants to enter a password to join the meeting; a Personal Conference meeting only requires the link to your WebEx room for participants to join.

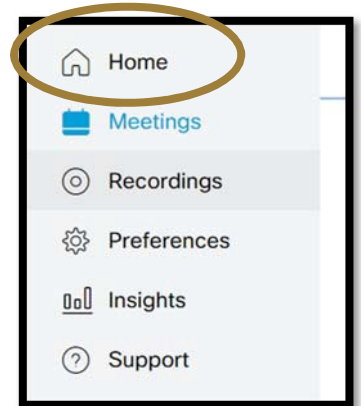
5. If you are scheduling a meeting, enter the meeting topic, date, and time.

6. It is recommended that if you are scheduling a Pro meeting you enter the email addresses of all attendees so they will receive an email with the meeting password.

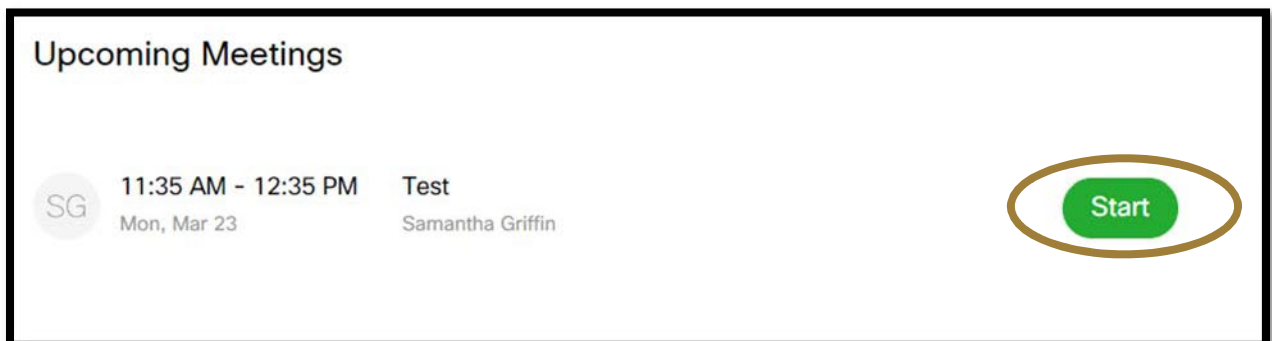
A screenshot of the WebEx meeting scheduling interface. On the left side, there are four brown circular callouts with the numbers 4, 5, 5, and 6. The form contains the following fields:

- 4 Meeting type: Webex Meetings Pro Meeting (dropdown menu)
- * Meeting topic: (empty text input field)
- * Meeting password: EDzKnhGD225 (text input field with a refresh icon)
- 5 Date and time: Monday, Mar 23, 2020 9:35 am Duration: 1 hour (dropdown menu)
(UTC-04:00) Eastern Time (US & Canada) (dropdown menu)
- Recurrence
- 6 Attendees: Separate email addresses with a comma or semicolon (text input field)

7. When it is time for your meeting navigate to the WebEx home page by clicking **Home** on the left side menu.



8. Click **Start** beside your meeting under the Upcoming Meetings section.

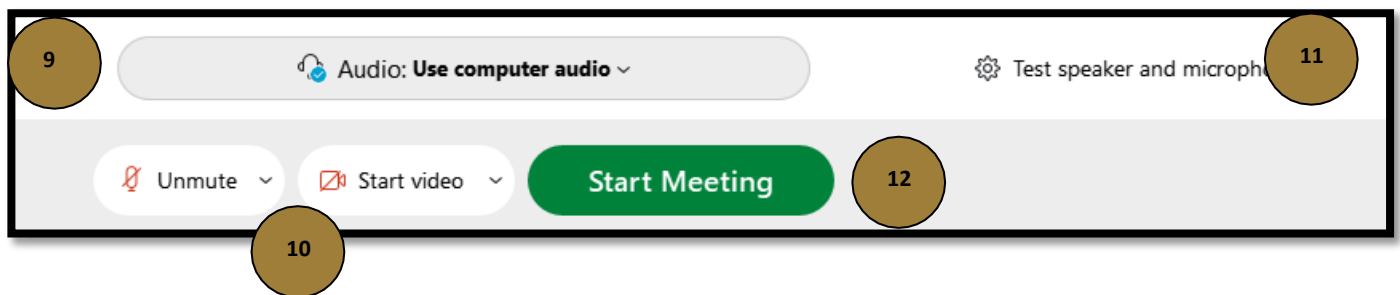


9. Make sure **Computer Audio** is selected

10. Your webcam and microphone will be turned off by default. You can turn these on by clicking the **Unmute** and **Start video** buttons.

11. You can also test your audio and video before the meeting starts by clicking **Test speaker** and microphone.

12. Click **Start Meeting**.

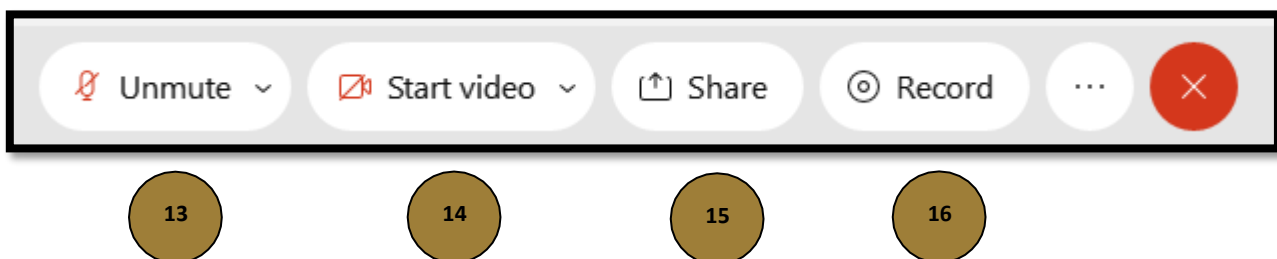


13. To mute/unmute your microphone click the **Unmute/Mute icon**.

14. To turn your webcam on/off click the **Start my Video icon**.

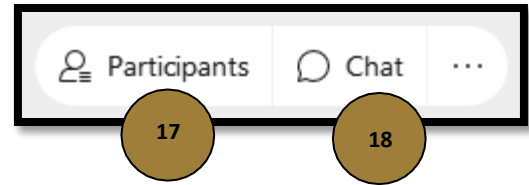
15. To share your screen, click the **Share Content icon** at the bottom of the WebEx meeting window.

16. To record the meeting click the **Record icon** at the bottom of the WebEx meeting window.

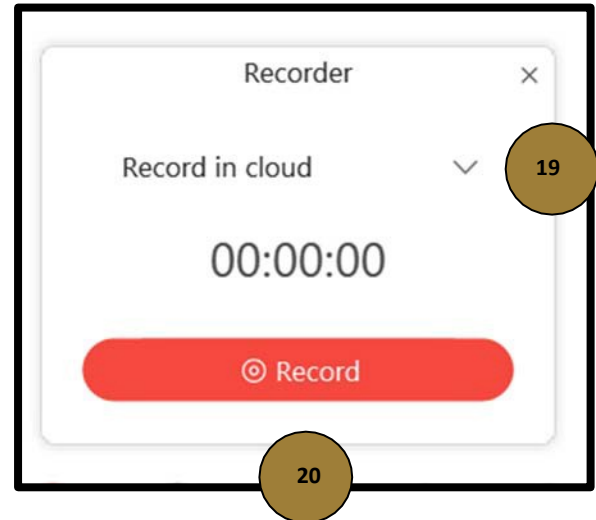


17. You can see a list of participants who are currently in the meeting by clicking the **Participants icon** at the bottom right of the WebEx meeting window.

18. You can access the chat window by clicking the **Chat** icon at the bottom right of the screen.

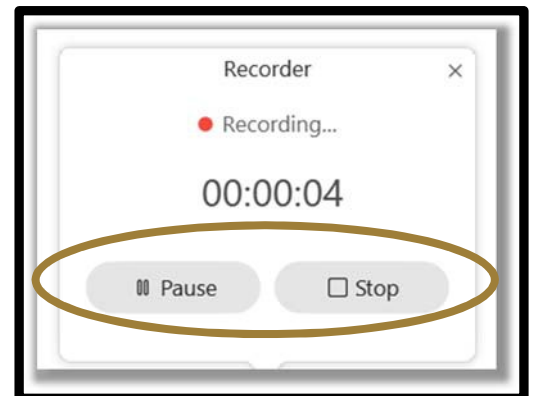


19. You can choose to either record to the cloud, which is accessible through the WebEx web application or record to your computer by clicking on the **drop down arrow** in the Recorder pop up window, *videos recorded to the cloud can take several minutes to hours to upload after the meeting has ended depending on the length of the video.

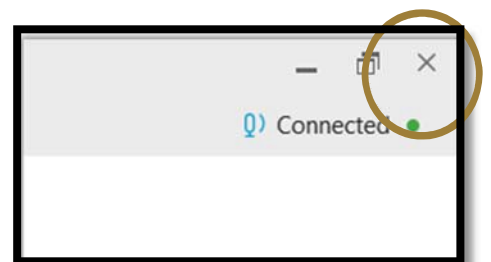


20. Click **Record** to begin recording.

21. Stop or pause the recording by clicking the **Stop** or **Pause** buttons in the recorder window.



22. To end the meeting click on the **X** in the upper right corner of the screen.



Using WebEx in Canvas

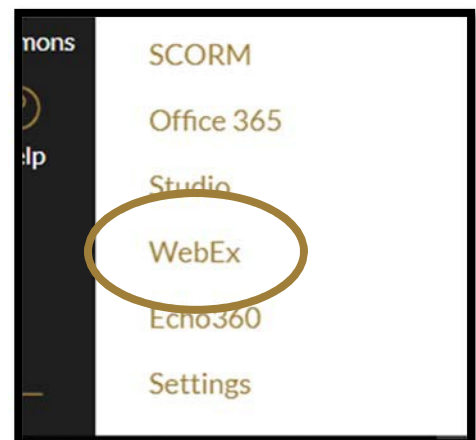


Step-by-Step Guide

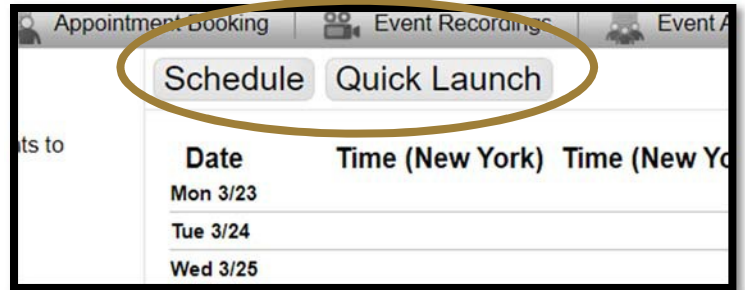
1. Navigate to your Canvas course.

2. Select **WebEx** from the left side menu.

*if this is your first-time using WebEx in Canvas you will be asked to install the WebEx application to Chrome and select your time zone.



3. You can either launch a meeting immediately by clicking **Quick Launch** or schedule one or several meetings for a future date/time by clicking **Schedule**.



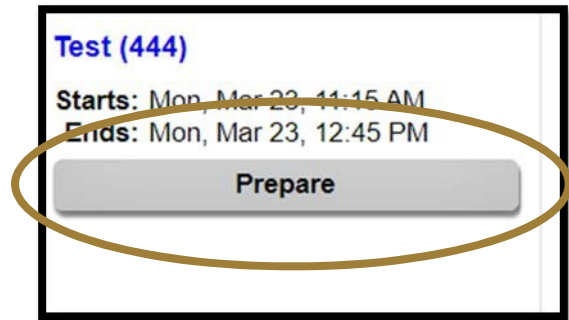
4. If scheduling future meetings, enter the meeting information.

A screenshot of a 'Schedule new event' form. The form contains the following fields and options: 'Name*' with a text input containing 'Test'; 'Description*' with an empty text input; 'Repeat*' with three radio buttons: 'Single' (selected), 'Daily', and 'Weekly'; 'Time Zone*' with a dropdown menu showing '-04:00 America/New_York'; 'Date*' with a dropdown menu showing 'Mon, Mar 23, 2020'; 'Time*' with three spinners showing '10', '15', and 'AM'; 'Duration*' with two spinners showing '1' hours and '30' minutes; and 'Hosted By*' with an empty text input.

5. Click **Save**.

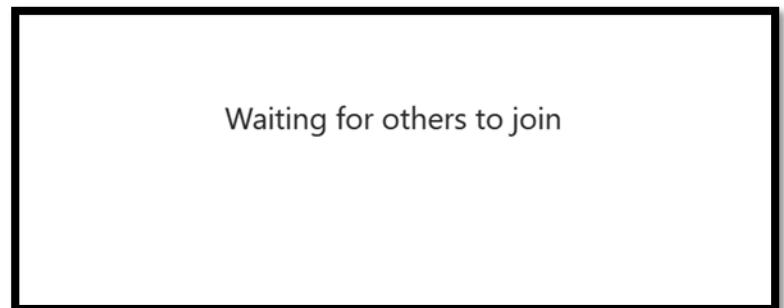
A screenshot of a 'Conferencing Account' section. It shows the text 'Webex Meetings (samgriff@wakehealth.edu)'. Below this text are two buttons: 'Discard' and 'Save'. The 'Save' button is circled in yellow.

6. When you navigate back to WebEx in Canvas you will see a list of your upcoming meetings on the left side of the screen.



7. To start your meeting click **Prepare**.
*if it is less than 15 minutes before your meeting is scheduled to start you will see "Start" instead of "Prepare".

8. If no one else has joined the meeting yet you will see "Waiting for others to join".



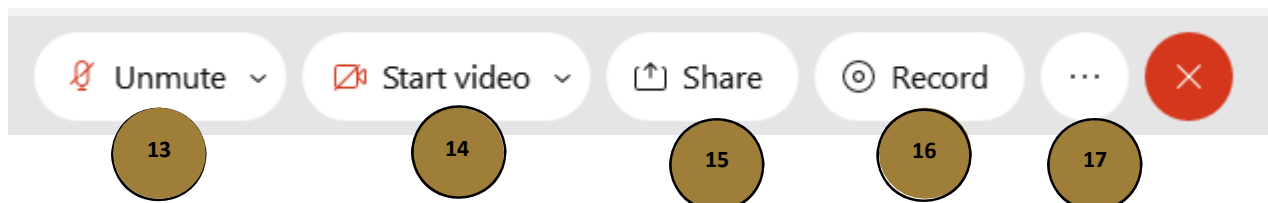
13. To mute/unmute your microphone click the **Mute icon**.

14. To turn your webcam on/off click the **Start my Video icon**.

15. To share your screen, click the **Share Content icon** at the bottom of the WebEx meeting window.

16. To record the meeting click the **Record icon** at the bottom of the WebEx meeting window.

17. You can see a list of participants who are currently in the meeting by clicking the **Participants icon** at the bottom of the WebEx meeting window.



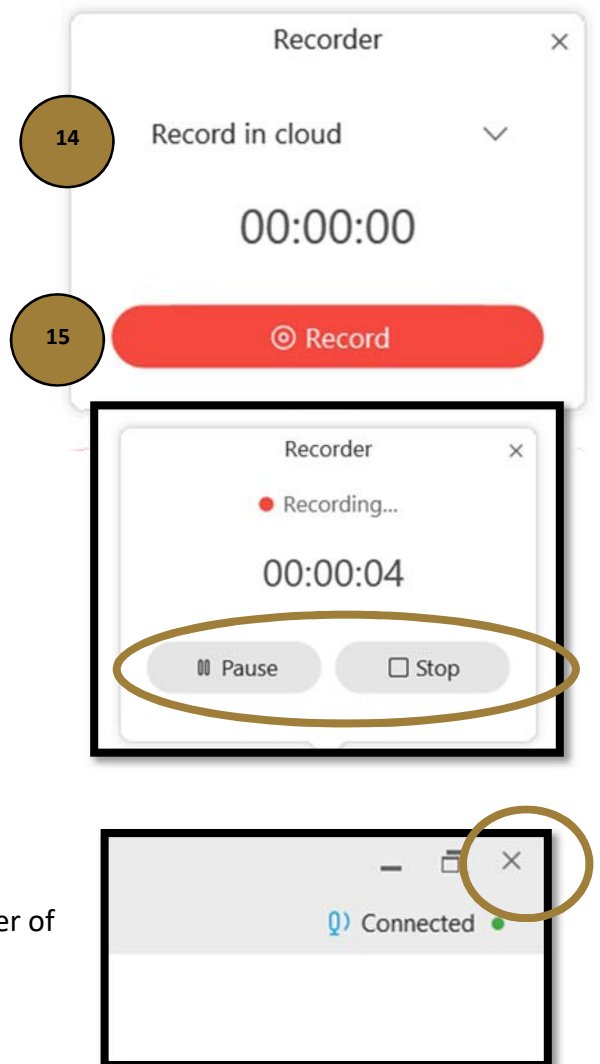
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*videos recorded to the cloud can take several minutes to hours to upload after the meeting has ended depending on the length of the video.

15. Click **Record**.

16. Stop or pause the recording by clicking the **Stop** or **Pause** buttons in the recorder window.

17. To end the meeting click on the **X** in the upper right corner of the screen.

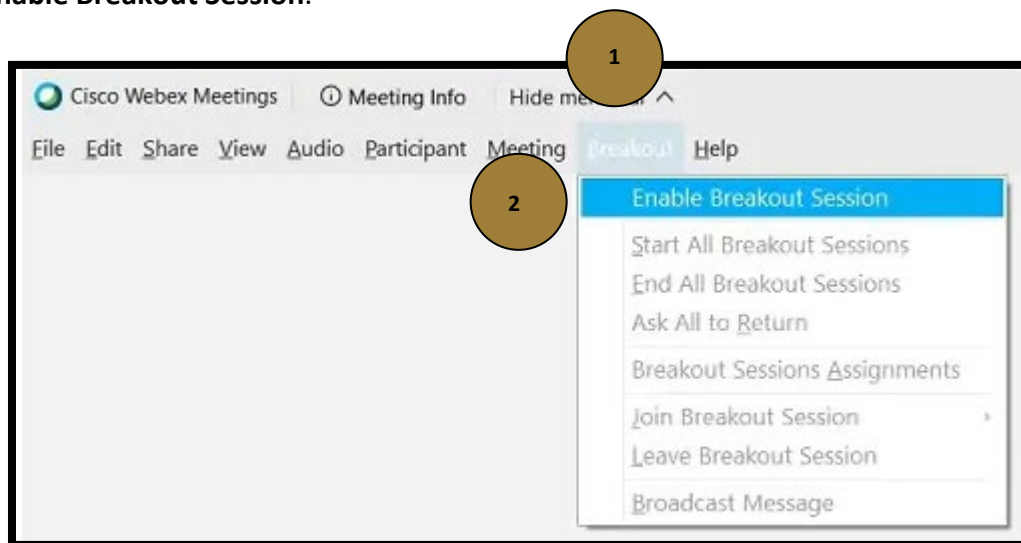


Using Breakout Sessions in WebEx Meetings

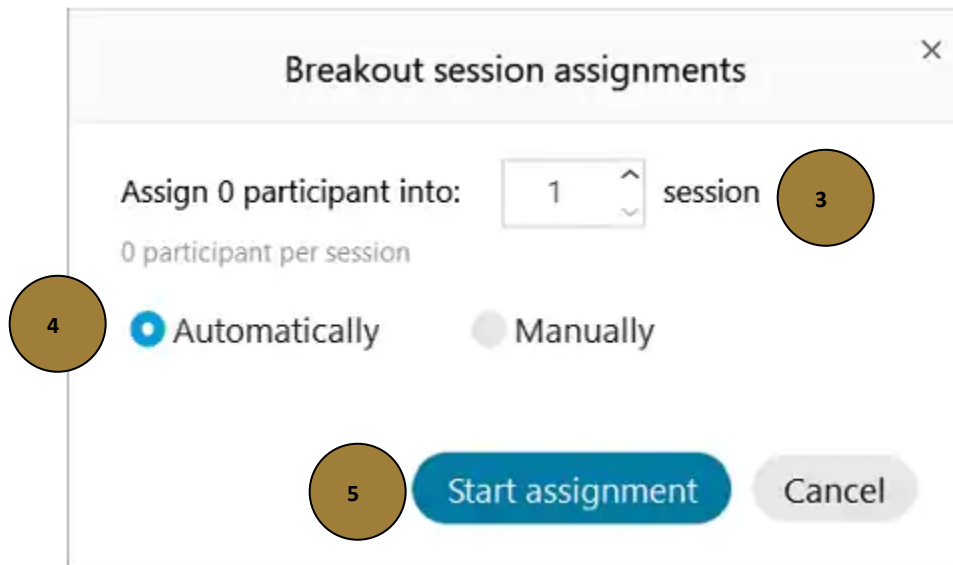
Breakout sessions allow WebEx users to divide meeting participants into virtual groups within the meeting. Breakout groups allow for collaboration between smaller groups within a meeting, including sharing audio, video, and a white board within the smaller breakout group. Meeting hosts have the ability to control breakout groups by placing participants into groups, joining/leaving each group, and stopping all breakout sessions, returning users to the main meeting room.

Before using breakout sessions you will need to update WebEx to the latest version (WBS39.10 and Later). To do this, please follow these instructions, <https://help.webex.com/en-us/yvd37q/Update-the-Webex-Meetings-Desktop-App-and-Productivity-Tools-WBS39-10-and-Later>

1. To create and start a breakout session in a WebEx meeting click on **Breakout** in the upper menu of your WebEx meeting window.
2. Click **Enable Breakout Session**.



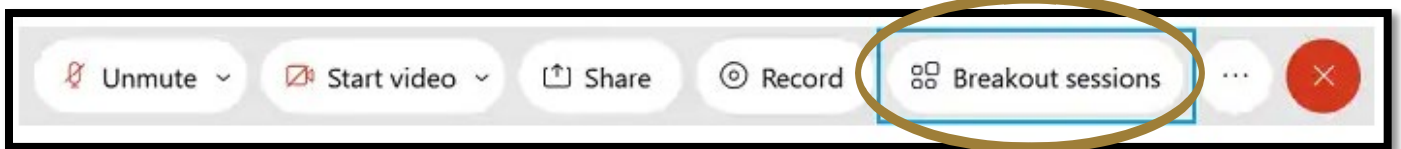
3. Select the number of breakout sessions you want to create.
4. Select how you would like to assign your participants, **Manually** or **Automatically** (If you select automatically, WebEx will divide your participants into the selected number of groups as evenly as possible).
5. Click **Start assignment**.



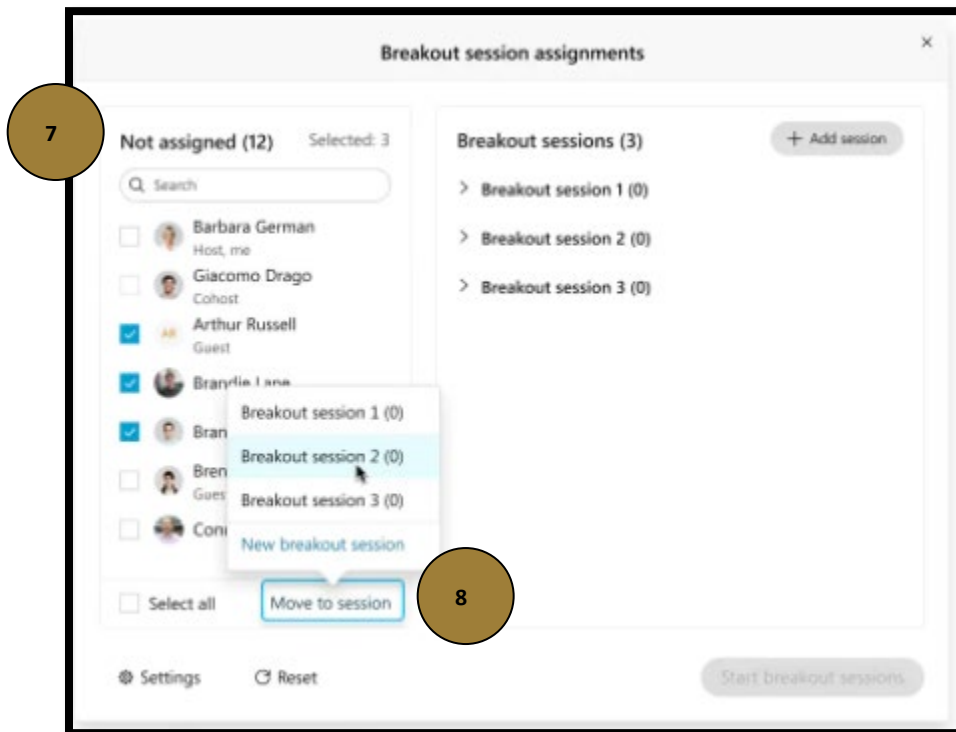
*Note: Breakout sessions are automatically named Breakout session 1, 2. Etc. You can rename the breakout sessions by following these instructions, <https://help.webex.com/en-us/ns4eq3e/Webex-Meetings-Add-Rename-or-Delete-a-Breakout-Session>

If you selected “Automatically” in Step 4, please skip to step 9.

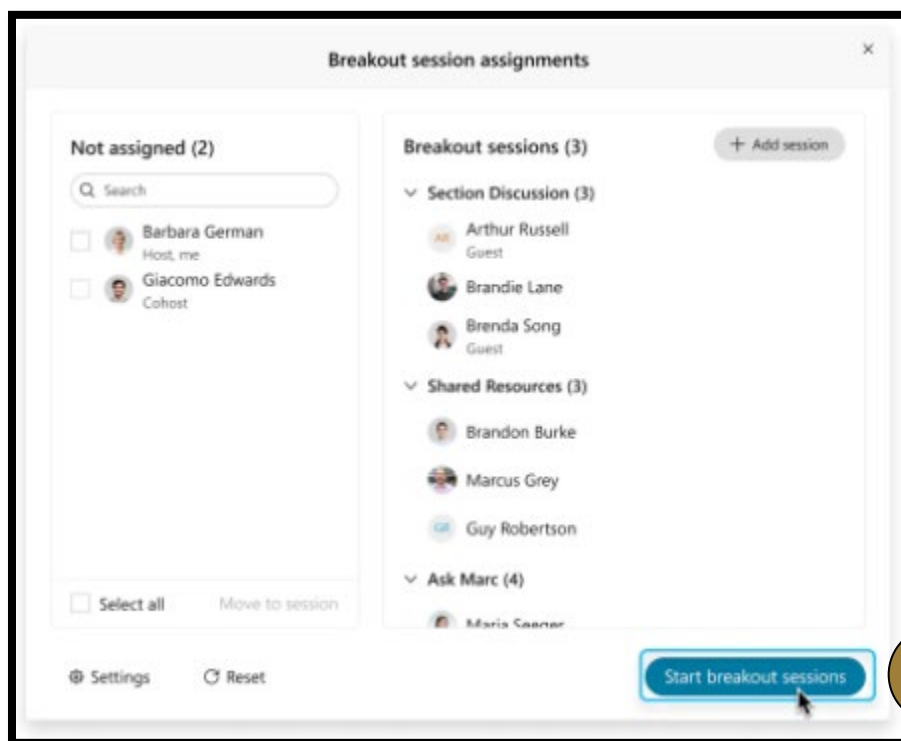
6. To assign participants to breakout sessions, open the **Breakout sessions** dialog box if it is not already open.



7. Under Not Assigned, select the participant you want to assign. You can search for a name in the Search field.
8. Click **Move to session** and select the breakout session or click **New breakout session**.



- When you are ready to begin the breakout sessions, click **Start breakout sessions** at the bottom of the participant window.

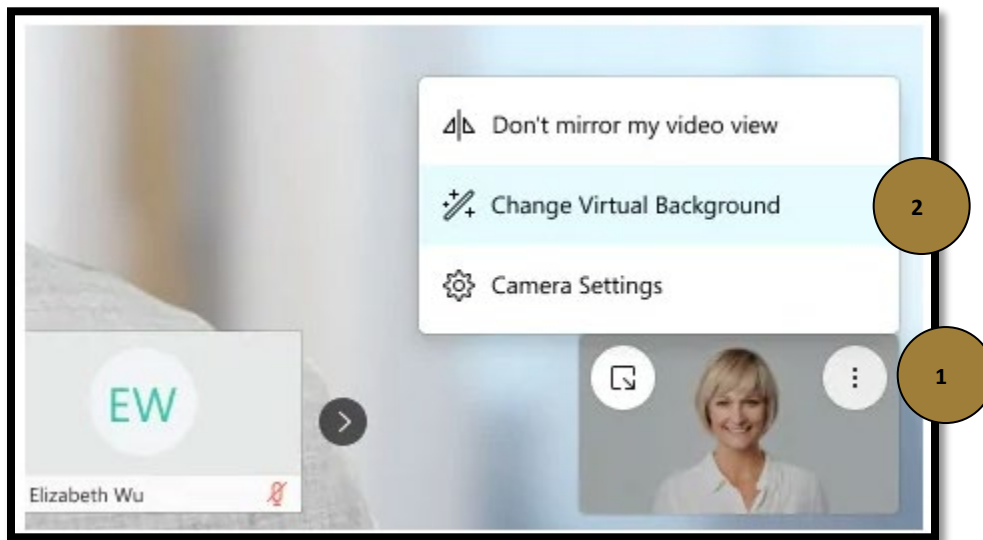


*Please note, participants can now use audio and video in breakout sessions.

Using Virtual Backgrounds in WebEx Meetings

Virtual backgrounds allow you to change the background of your video in a WebEx meeting.

1. In your meeting, click on the **Video options icon** in your self-view window.
2. Click **Change Virtual Background**.



3. The Virtual Background options window will open.
4. You can select to blur your background, use one of the included backgrounds, or click the **Add icon** to add your own background image.
5. When you are ready for the meeting to see your new background, click **Apply**.

