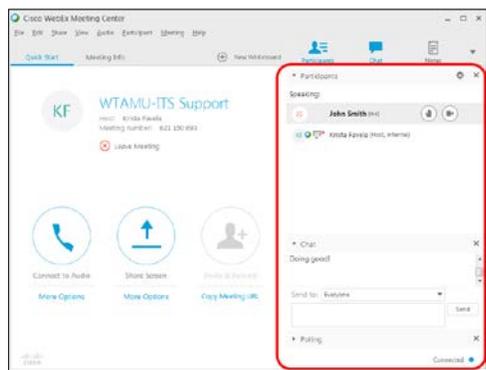


THE PARTICIPANT TOOLBAR

On the right side of the main WebEx screen will be the Participants toolbar.



1

2

3

The toolbar consist of the:

1. Participants area
2. Chat area
3. Polling area (if your instructor has enabled this area)

A detailed view of the Participants toolbar. It is divided into three main sections:

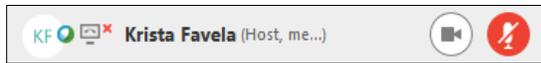
- Participants:** Shows 'Speaking: John Smith' and a list of participants: 'John Smith (me)' and 'Krista Favela (Host, internal)'. Each participant has icons for mute, video, and audio.
- Chat:** Displays a message history: 'from Krista Favela (internal) to Everyone: How is everyone today?', 'from John Smith to Everyone: Doing good!'. Below the history is a 'Send to:' dropdown menu set to 'Everyone', a text input field, and a 'Send' button.
- Polling:** Shows 'Time elapsed: 1:42' and 'Time limit: 5:00'. The poll question is '1.What is the color of the sky?' with four radio button options: 'a.Red', 'b.Green', 'c.Blue', and 'd.Purple'. A 'Submit' button is at the bottom right. A note at the bottom says 'Your answer may be recorded.' and a 'Connected' status indicator is at the very bottom.

PARTICIPANTS AREA

The Participants area lists everyone who has entered the WebEx session.

MICROPHONE

Mute your microphone/phone upon entry until you are ready to speak to ensure that extraneous noise is reduced by clicking on the microphone icon to the right of your name.



WEBCAM

To begin broadcasting your webcam (if you have one connected to your computer) select the webcam icon.

To use the webcam, you must have:

- A webcam capable of producing high-quality video
- Access to a computer with at least 1 GB of RAM and a dual-core processor
- A fast network connection



RAISING YOUR HAND

To raise your hand (just like in a face to face class), select the Raise Hand button.

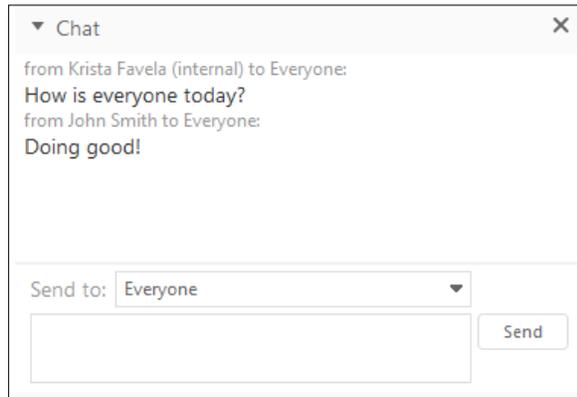


A hand will appear next to your name so that the instructor knows that you have something to say. This hand will remain raised until you select the Hand button again.



CHAT AREA

The Chat area shows all text chat that has occurred during the WebEx session.



To send a **chat** message to everyone in the WebEx session, ensure that “Everyone” is selected in the dropdown menu.

To send a **private** message to a select person, select his/her name from the dropdown window. “(privately)” will appear next to his/her name to allow the person to know that the comment was made directly to the selected person.

POLLING AREA

The Polling area allows your instructor to ask questions during a WebEx session for you to answer. Answers can be recorded and the percentage for each answer can be shown back to students



When a polling question (or set of questions) appears on your screen, select the appropriate circle to the left of your choice for the question(s), and then click the Submit button.

Once you have submitted the poll, your selected answer(s) will be highlighted in blue, and the Submit button will no longer be able to be selected.

▼ Polling

Remaining time: 4:52 Time limit: 5:00

Poll Questions:

1.What is the color of the sky?

- a.Red
- b.Green
- c.Blue
- d.Purple

Submit

Your poll has been submitted.

If your instructor decides to release the results back to participants, you will see which answers were selected

▼ Polling

Remaining time: 4:52 Time limit: 5:00

Poll results:

Questions	Results	Bar Graph
1.What is the color of the sky?		
<input type="radio"/> a. Red	0/1 (0%)	
<input type="radio"/> b. Green	0/1 (0%)	
<input checked="" type="radio"/> c. Blue	1/1 (100...)	<div style="width: 100%;"></div>
<input type="radio"/> d. Purple	0/1 (0%)	
No Answer	0/1 (0%)	

Submit

The poll has ended.