

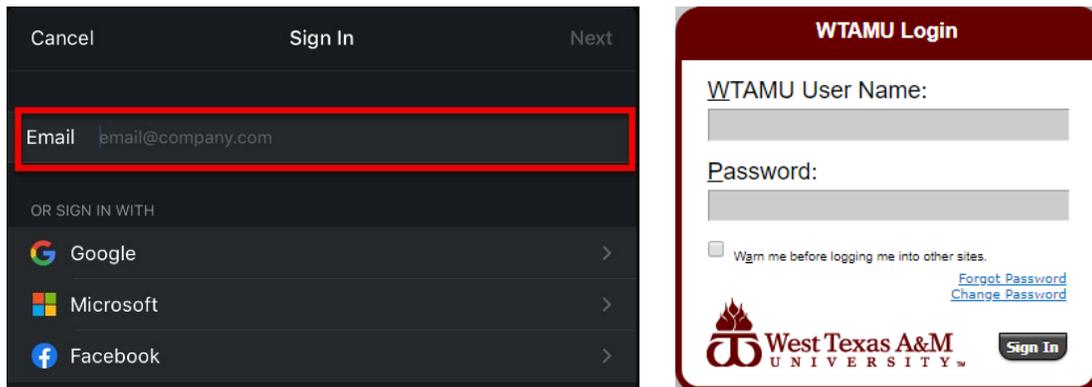
## USING THE WEBEX APP IN YOUR COURSE

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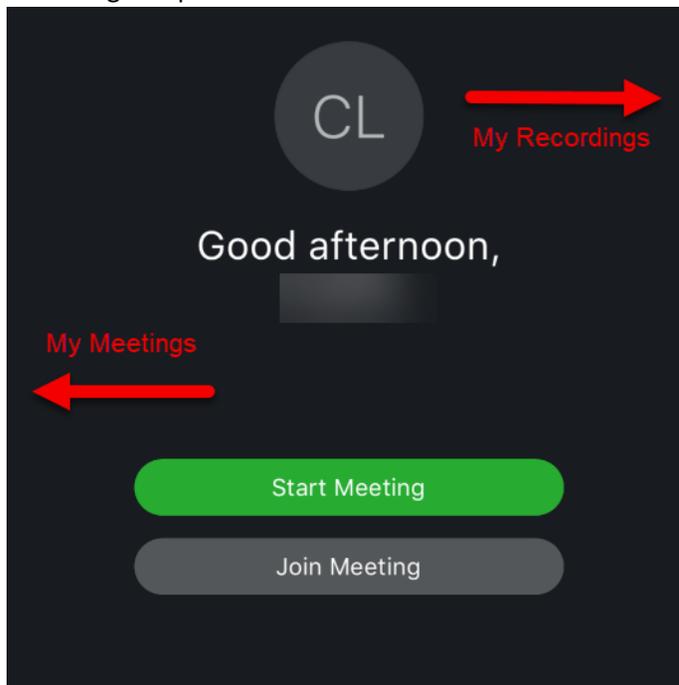
### WHERE TO ACCESS WEBEX

If you are on an iPad that the university gave you:

1. Go to the self – service app and click install under the Cisco Webex Meeting icon.
2. Open the app and type in your university email. Then you will be prompted to login using your academic credentials.



3. The app will open on the main page. To view your meetings swipe right and to view your recordings swipe left.

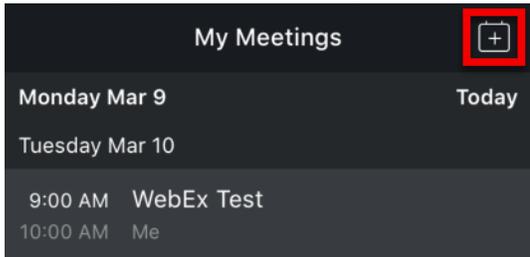


## SCHEDULING A WEBEX MEETING

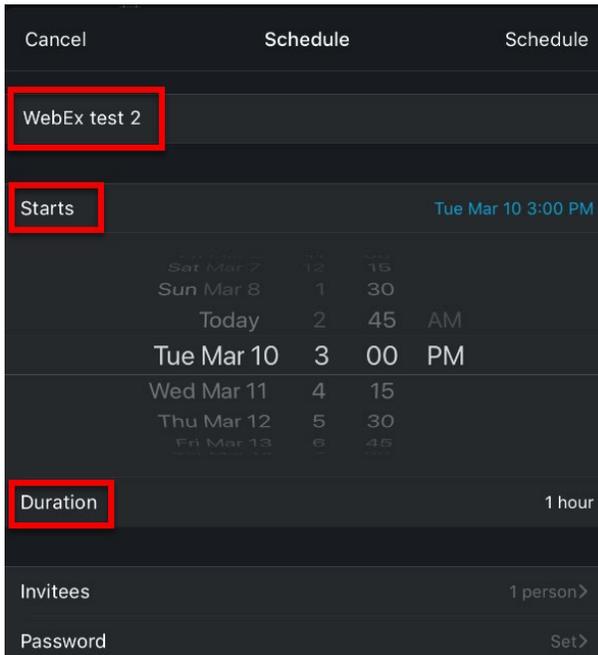
To view your meetings page, swipe right from the main menu page. Here you will see any current and past WebEx meetings.

To create a new WebEx meeting:

1. Click the plus button to the right of the **My Meetings** header on the left – hand side of the page.



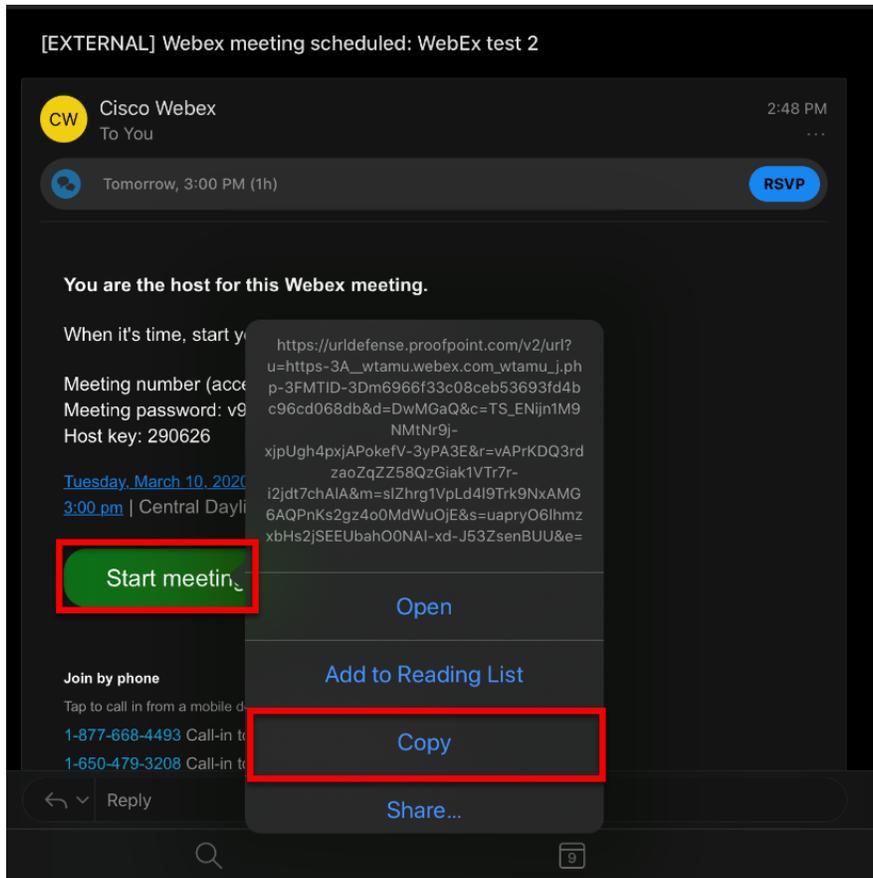
2. Here you will enter in all of the information needed for your course. Pertinent information is bordered in red.



3. Once you have entered in all of your information, click **Schedule**.
4. You will see the meeting has been scheduled within the WebEx app and you will also get an email and calendar invite with the meeting information.

## HOW TO GET THE MEETING LINK TO YOUR STUDENTS

Open up your outlook app on your iPad. You should see an email from **Cisco WebEx** with information about the meeting you just created. To copy the link, click and hold the **Start Meeting** button. Then choose the **copy** option.



Next open up the chrome or Mozilla app and go to WTClass. Then click on the course you are wanting to post the WebEx link in.

Below are the different routes for posting the WebEx link in your course:

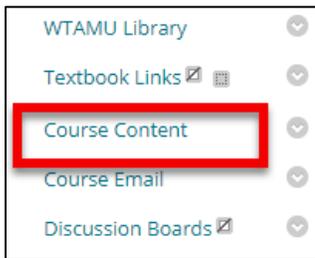
1. Create a Web Link in the course content area (This is the recommended route in posting your Meeting Link).
2. Send the link in a course message
3. Send the link in an email
4. Post the link in your announcements.

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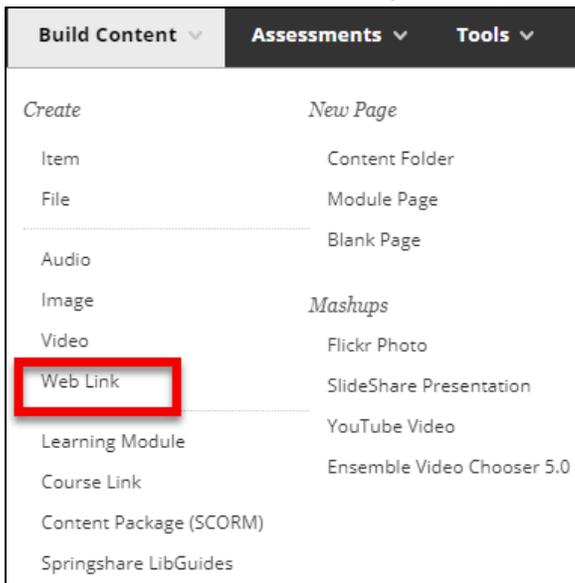
## HOW TO CREATE A WEB LINK

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1. From the menu on the left – hand side, choose **Course Content**.



2. Then from the Build Content drop – down, choose **Create Web Link**.



3. To create the Web Link field, fill out the **Name** portion with the specific name, dates, and times of the WebEx meeting.

\*If the WebEx is **reoccurring**, be sure to make note of this in the name.



A screenshot of a form titled 'WEB LINK INFORMATION'. It has two input fields: 'Name' and 'URL'. The 'Name' field is highlighted with a red rectangular box. Below the fields is a small text example: 'For example, <http://www.myschool.edu/>'.

4. Paste the **WebEx url** that you copied earlier in this process into the URL portion.



A screenshot of the same 'WEB LINK INFORMATION' form. The 'URL' field is now highlighted with a red rectangular box. The 'Name' field is empty. The example text 'For example, <http://www.myschool.edu/>' is still present at the bottom.

5. If you would like to provide more information to your students about the WebEx meeting, you can do so in the **Description** portion.



6. When you are finished editing your Web link information, click **Submit**. You can then send your students a course message or an email to give them additional notice about the meeting.

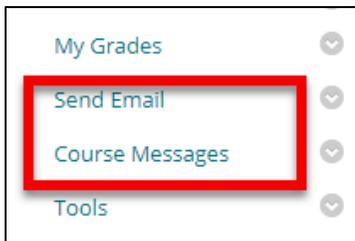
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### HOW TO SEND THE WEBEX LINK VIA COURSE MESSAGES OR EMAIL

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To send the WebEx link to your students:

1. Click on either **Course Messages** or **Send Email** from the menu on the left – hand side.



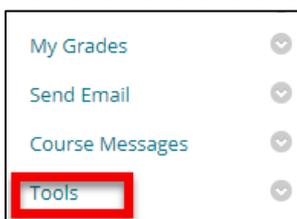
2. Once you have selected a tool and are ready to provide information in the **message/body** portion, you will then paste the **WebEx link** from earlier in the setup process (If you are adding this information at a separate time, you can always log back into WebEx and copy the link from the “My Meetings” tab). Provide any additional information you deem necessary in the message portion and then send when you are ready.

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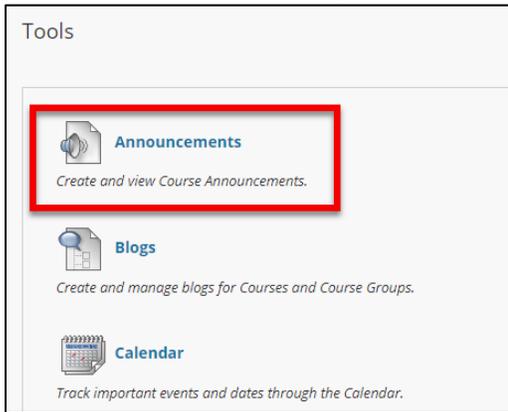
### HOW TO POST THE WEBEX LINK IN YOUR ANNOUNCEMENTS

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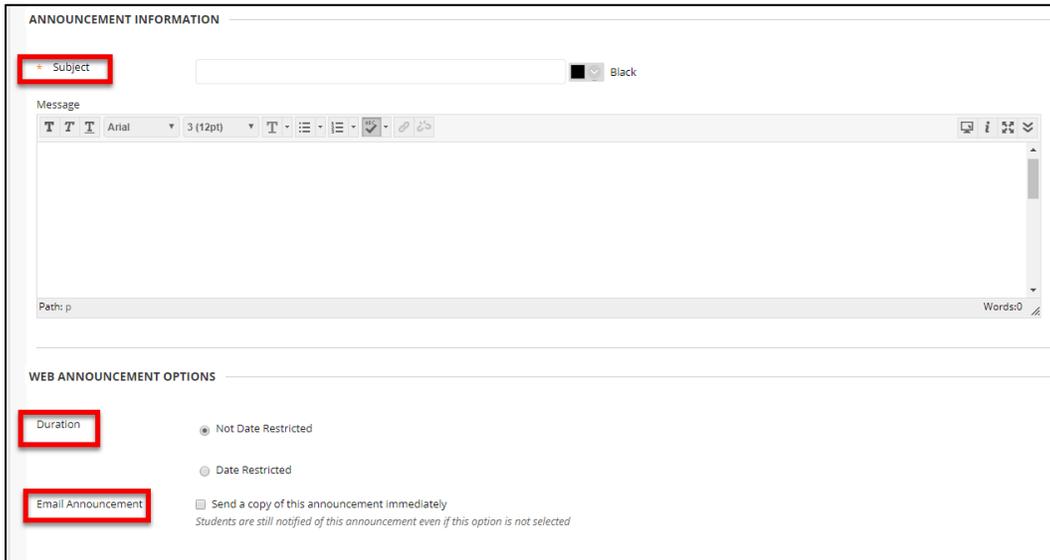
1. From the menu on the left- hand side, select **Tools**.



2. From the main tools menu, you will select **Announcements**.



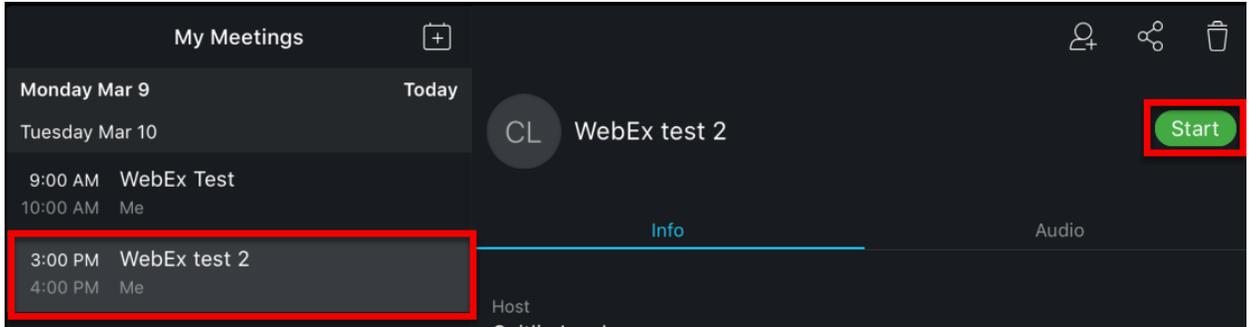
3. Click on **Create Announcement**.
4. **Paste** the **WebEx url** in the messages portion. Then fill out the remaining necessary portions including the date restrictions and email announcement options. When you are finished, click **Submit** in the bottom right – hand corner.



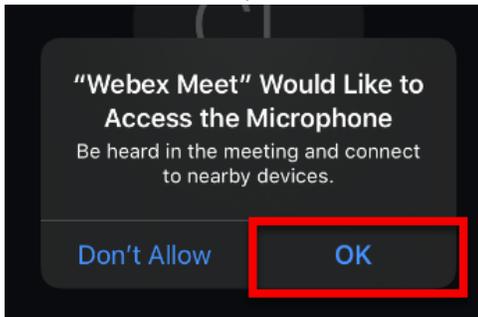
The screenshot shows the 'ANNOUNCEMENT INFORMATION' form. The 'Subject' field is highlighted with a red box. Below it is a 'Message' text area with a rich text editor toolbar. The 'WEB ANNOUNCEMENT OPTIONS' section includes a 'Duration' dropdown menu (highlighted with a red box) with radio buttons for 'Not Date Restricted' (selected) and 'Date Restricted'. Below that is an 'Email Announcement' checkbox (highlighted with a red box) with the text 'Send a copy of this announcement immediately' and a note: 'Students are still notified of this announcement even if this option is not selected'.

## HOW TO START YOUR WEBEX MEETING FROM THE APP

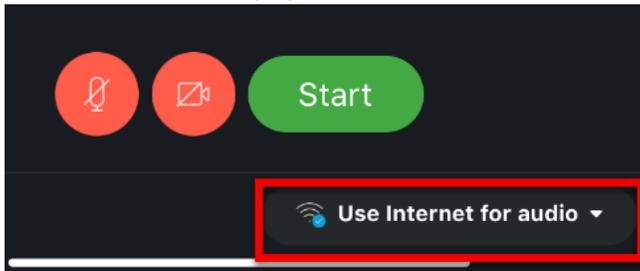
1. Open the **Cisco WebEx app**. Swipe right to view your meetings.
2. Select the meeting you want to start from the left hand list under the **My Meetings** header. Then click the **Start** button to begin your meeting.



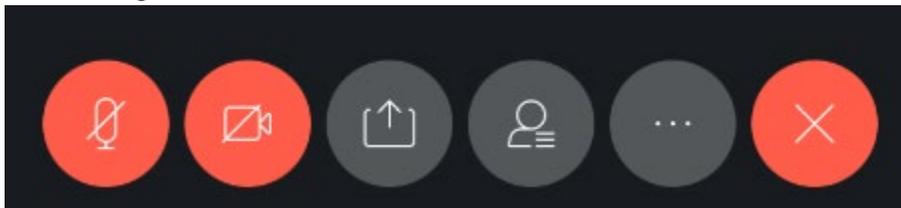
3. Your device will ask you to allow Webex Meet to access both the microphone and the camera.



4. Before officially starting the meeting, choose your audio source by clicking on the drop – down at the bottom of the page. Then choose **Start**.



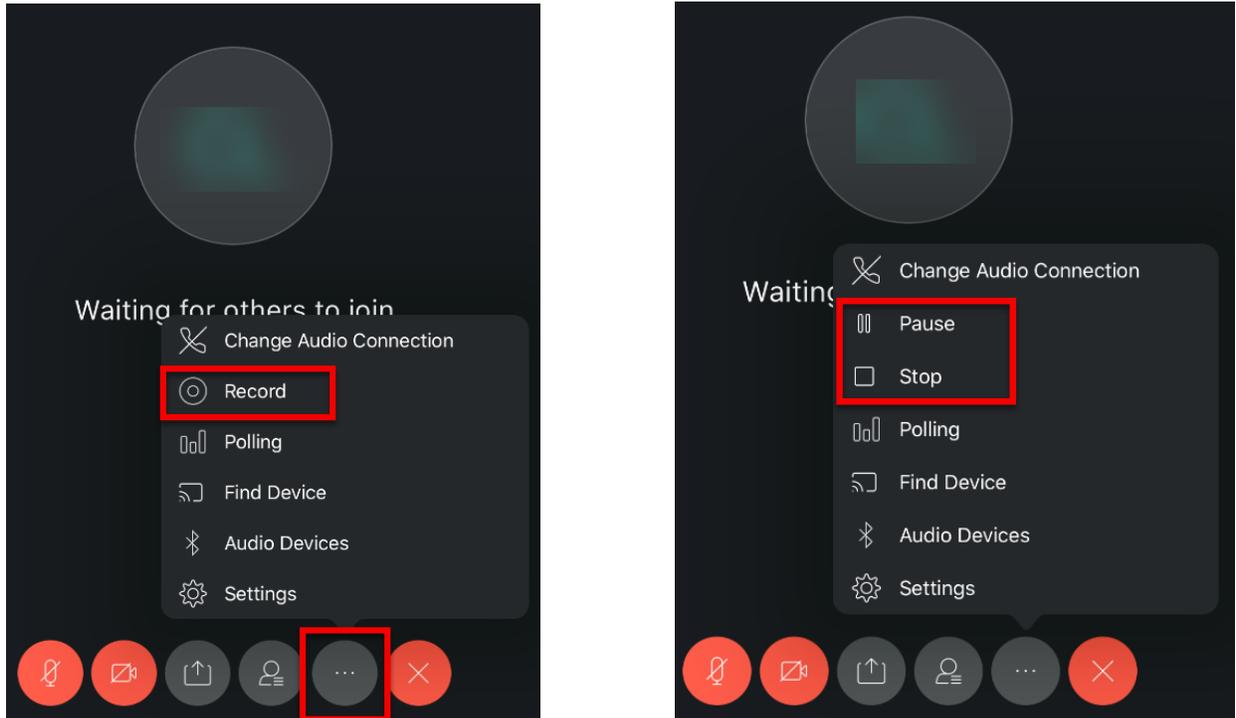
5. Your WebEx meeting menu is located at the bottom of the screen. This is where you will control the meeting.



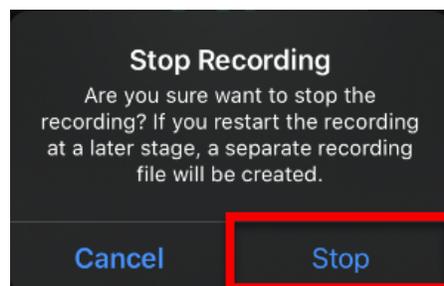
6. To ensure that your audio is unmuted and your video is on, make sure that the mic and video icons are not red. If both icons are red instead of grey, they are turned off.

## HOW TO RECORD YOUR WEBEX MEETING

To record the meeting, you will click the **fifth icon** from the left (the three dots). Then click the **Record** button. You will then see the Recorder menu with stop and pause options any time you select the recording icon. You can see that the screen is recording when you see a tiny red dot located in the upper left-hand corner.



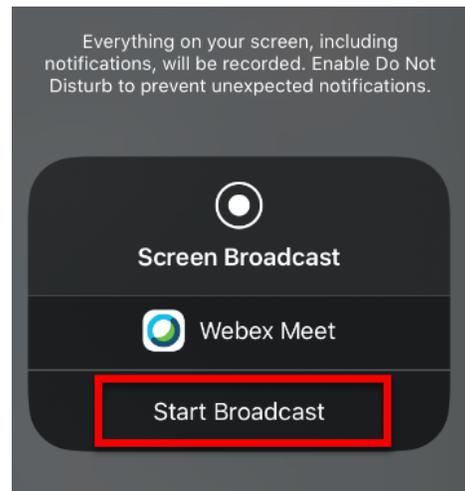
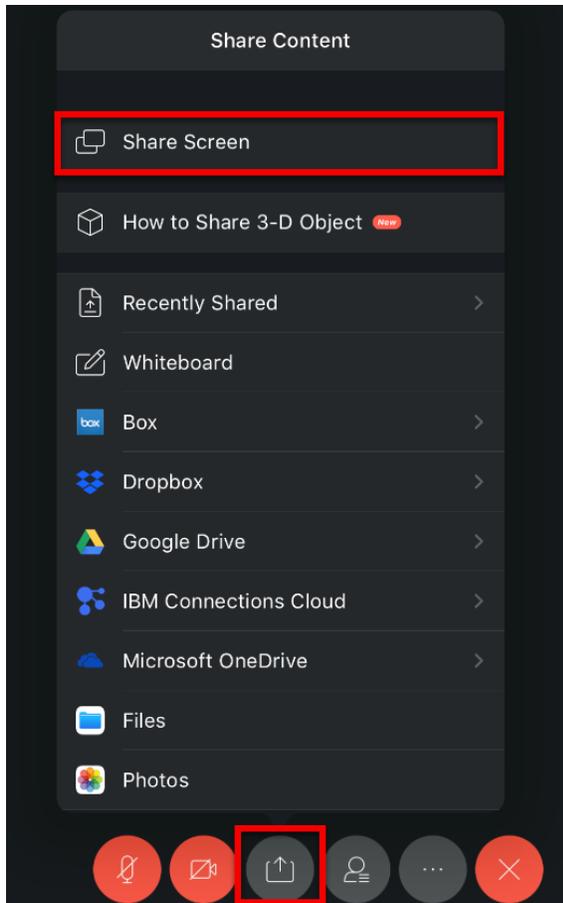
When the meeting is over, click on the **recording icon** and select **stop** and then **stop** again once the small window pops up.



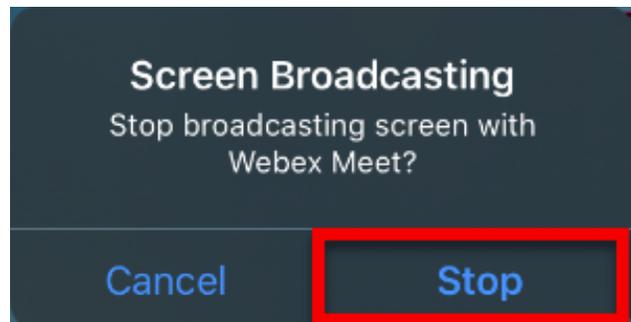
## HOW TO SHARE YOUR SCREEN OR AN APPLICATION

During your WebEx meeting, you have the option to share your screen with your students. To share a PowerPoint presentation or a specific desktop application you can do so by clicking on the **third icon** from the left on the menu. Then select **Share Screen**. Then Click **Start Broadcast**.

\*Be sure to enable **Do Not Disturb** from your iPad menu to prevent unexpected notifications being recorded.



Once you select to share your screen, you can open up any application you want and it will be recorded on the screen. You can choose to stop sharing by clicking on the **red dot** in the upper right – hand corner. Then choose **Stop** from the pop-up window.



## HOW TO RETRIEVE MY WEBEX VIDEO RECORDING

After you have exited your WebEx meeting, you will be brought back to the main page of the Cisco WebEx app. Swipe left to view your recordings. The video you just recorded may take several hours to show up depending on the duration of your meeting.

Once your video is listed in the **My Recordings** page:

1. You can click on the video to play the video
2. You can download the video by clicking the three dots located on the far right of the video. Then click Share. You can then choose to save to your files on your iPad or choose another location that is available.

