

Teachers: Using WebEx

Webex can be used to host meetings with your students and share your camera, voice and computer screen. It can also be used to record yourself giving a lesson on your computer, iPad or phone.

Creating an Account:

- Go to <https://www.webex.com/> and click on **Start for Free**. Follow the instructions to create an account.
- Webex is available as an app. You can download the app to host meetings using your phone/ipad.
- Webex will assign you a space (e.g. sisibtsam.my.webex.com). Save this address in a safe place.

Creating a Meeting:

- Go to <https://www.webex.com/> and click on **Sign in**. Choose **Webex Meetings**.
- From the left side menu, click on **Meetings**.
- Click on **Schedule** to Schedule a meeting. Choose the start time, duration, recurrence (on weekdays).
- Click on **Show Advanced Options** at the bottom.
- Click on **Scheduling Options**.
- Click on **Attendee Privileges** (scroll down)
- In the window that pops up, uncheck **Control desktop remotely**. This will force students to request permission to share content.
- Uncheck **Presenter** and **Other Participants** under **Participant in Private chat with:** to disallow students from chatting together during the meeting.

Downloading the Desktop App:

It is recommended that you download the desktop app for Cisco Webex meetings.

- Go to <https://www.webex.com/> and click on **Sign in**. Choose **Webex Meetings**.
- From the left side menu, click on **Downloads**.
- Click on the Windows download and allow the application to download.
- Install the downloaded application.

Starting a Meeting:

- Go to <https://www.webex.com/> and click on **Sign in**. Choose **Webex Meetings**.
- From the left side menu, click on **Meetings**.
- Click on **Start** next to your meeting.
- At the bottom of the screen, click on **Join from your browser** (if you do not want to install the webex app)
- On the next screen, click on **Start meeting**.
- Before sharing, click on the **Participant** menu and choose **Mute on Entry**. This will reduce the noise caused by students joining in. Under the same menu (**Participant**), click on **Assign Privileges** and click on the **Communicate** tab and uncheck the boxes next to **Presenter** and **Other Participants** to disallow students from chatting privately together.
- To Share contents: Click on the share icon (a box with an arrow pointing up). Choose **Screen**. This will share your computer screen. As you switch between windows, your students will be able to see your screen (whether it is Google Chrome, word, a PowerPoint presentation, etc.)



Ending a Meeting:

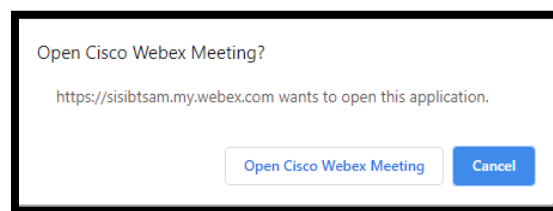
- Once done, click on the **X** in the red circle and then click on **End Meeting**.



Recording a Meeting:

In order to record a meeting and have all the contents you shared show up in the recorded video, you need to install the Webex desktop app.

When you join the meeting, do NOT run from the browser. Instead click to run from the app by choosing **Open Cisco Webex Meeting**.



- Start the meeting
- Click to share your screen.
- At the top of your screen, click on **You're sharing your screen**. Then click on the **Recorder** button and click **Record**.
- Once done, click on the **Recorder** again and choose **Stop**. Then **Stop recording**.



- To find your recordings, after the meeting has ended, log into webex.com and on the left side of the screen, click on **Recordings**.
- You can click on the 3 dots at the end of the line with the recording to **edit** the recording's name.
- You can click on the download arrow to download the video to your computer so you can upload it to Schoology.