



# Cisco WebEx

## User guide for students

Cisco WebEx ..... 1  
    User guide for students ..... 1  
Introduction..... 3  
Requirements ..... 3  
Instructions..... 4  
    Install WebEx..... 4  
    Join your class ..... 5  
    Interact during class ..... 6  
    Interact outside class ..... 7  
    Using WebEx as a discussion forum ..... 7

## **INTRODUCTION**

The purpose of this document is to provide clear instructions for ITeC Academy students to successfully access their virtual classes and chat with their class.

ITeC Academy uses Cisco WebEx as a tool to host virtual classes and chat. If you do not use an IRT device for attending virtual classes, you will need to download the application onto your device. This ensures you have the full functionality of WebEx and can engage in virtual classroom and out-of-classroom activities.

You can also download WebEx application onto your smart phone to access the chat function. This means you can engage in chat conversations with your educator and classmates in real time.

## **REQUIREMENTS**

To download and use WebEx for virtual classes and chat, you will need:

- a laptop
- access to the internet
- Google Chrome
- speakers, internal to the device or external
- microphone, internal to the device or external
- headphones

You will need a smart phone with the latest operating system to download WebEx for chat purposes.

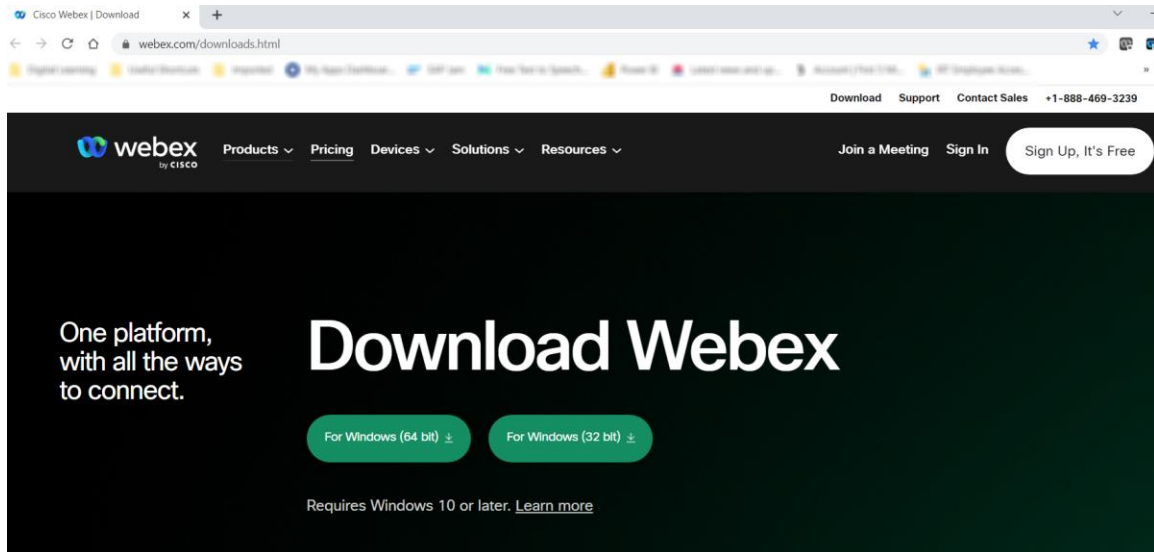
You will also need the email address you entered on your enrolment form to create a WebEx account. This is the email address ITeC Academy uses to include you in your virtual class. If you do not use this email address, you will not be able to join your classes.

Please advise ITeC Academy if you wish to use an alternate email address.

# INSTRUCTIONS

## INSTALL WEBEX

1. Go to <https://www.WebEx.com/downloads.html>



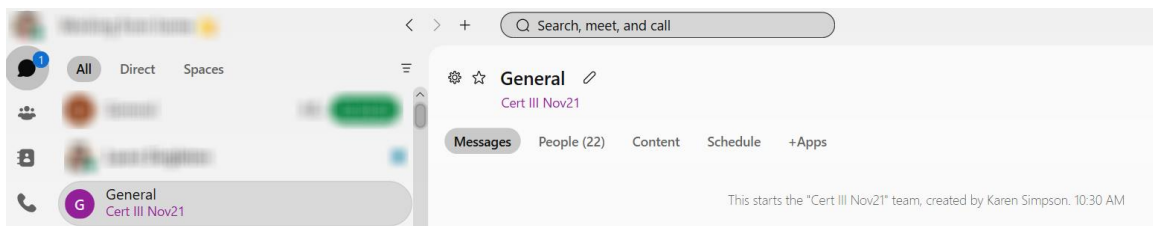
2. Depending on the device, you can download four ways:
  - Windows: Download to Windows (you device will pick this up automatically, select 64bit for most modern laptops)
  - Mac: Download to MacOS (you device will pick this up automatically)
  - Apple: Download on the App Store
  - Android: Get it on Google Play
3. Run the .msi (Windows) or .dmg (Mac) installation file and follow the instructions. For the apps, follows the instruction as you would for any other app. The Meetings app opens when the installation is complete.
4. Enter your email address and select Sign In.
5. When you sign in for the first time, you will be guided through some tips on how to use the app. For more information on how to use WebEx, please visit the Get Started with WebEx article at <https://help.WebEx.com/en-us/n3xx7vcb/Get-Started-with-WebEx>.

## JOIN YOUR CLASS

Check your class schedule to know when to attend your virtual class. It is recommended to join 15 mins before the class starts to ensure you can connect successfully.

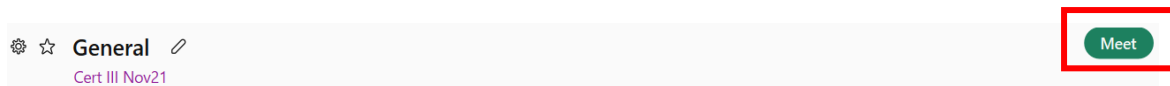
In WebEx you can communicate in groups by creating a Team. Close to your first day of class, a Team will be created for your class. You, your educator and your class will be added to this team as members.

In your class Team, there will be Spaces available. A Space is like a virtual meeting room. There will be a main Space created that will host your virtual classes. Your main class space will have a course description to make it identifiable:

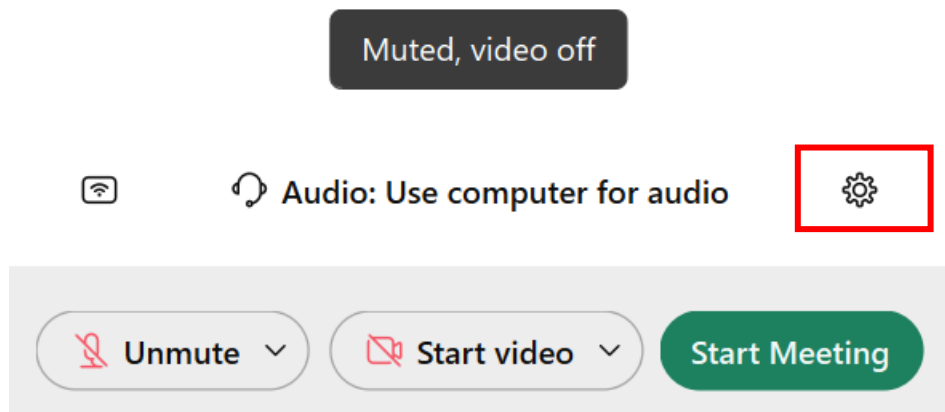


To join your class:

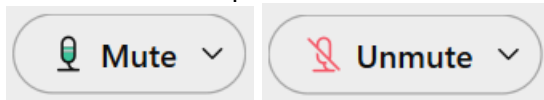
1. Click the green Meet button:



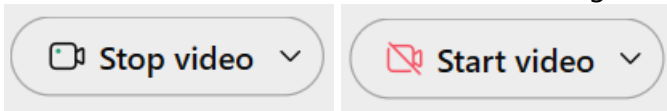
2. A new window opens.
3. You can adjust you speaker and microphone using the settings (cog) icon:



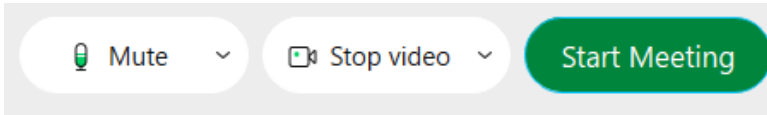
4. The microphone icon will show if it is on or muted:



5. The Video icon will show if it is running or not:



6. Click Start Meeting to join your class:

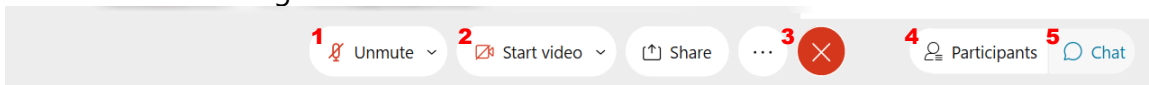


**Tip:** Before your first class, try starting a meeting to see if you can join the class successfully.

## INTERACT DURING CLASS

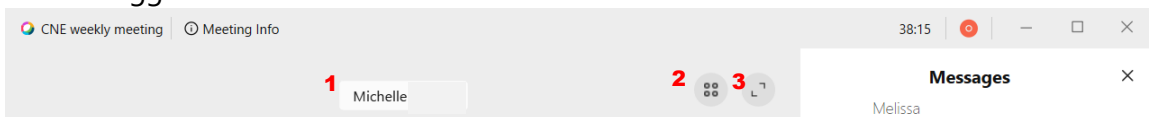
Your educator will let you know how to interact during class. You may be asked to turn your video off and mute your microphone as this can help with network connectivity. The bar at the bottom of the screen shows tools you can use during class:

1. toggle microphone settings
2. toggle video settings
3. leave class
4. view participants
5. send a message

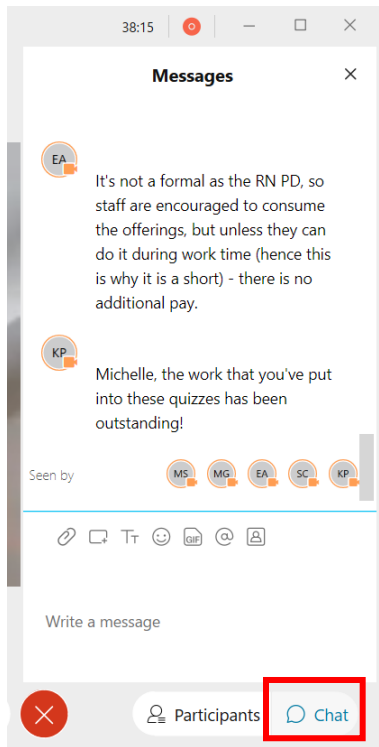


The top of the screen shows the following:

1. the name of the person talking
2. toggle between different views
3. toggle between full screen



You can use the chat function during class to ask a question or comment. Everyone in the Space will see the messages you post and be able to respond. Simply type in the **Write a message** box and hit **Enter** to send.



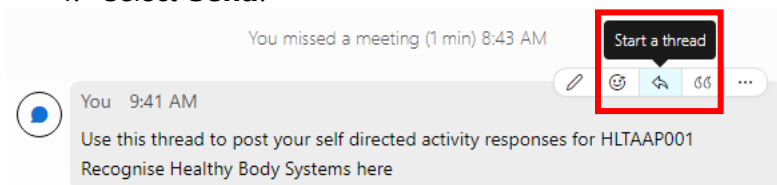
## INTERACT OUTSIDE CLASS

As you are a member of your class Space, you can send a message in the chat group at any time. If you have WebEx downloaded on your smartphone and someone sends a message, you will get a notification and can respond in real time.

## USING WEBEX AS A DISCUSSION FORUM

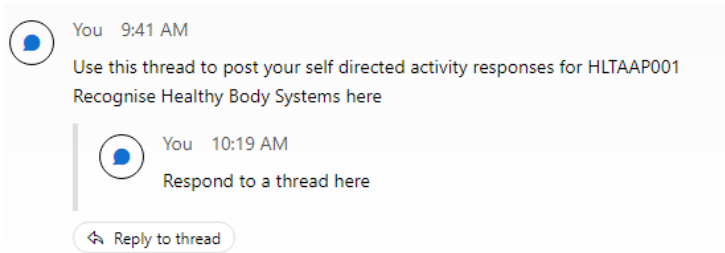
You may be asked to post responses in the discussion forum. There may be an initial post you would like to add to i.e. starting a thread.

1. Hover over the post
2. Select **Start a thread**
3. Type your response
4. Select **Send**.



If the thread has already started, you can add to it.

1. At the end of the thread, select **Reply to thread**
2. Type your response
3. Select **Send**.



You can find threads by searching for key words.

1. Select the magnifying glass icon
2. Type the key word in the search bar
3. Results will appear in the left column
4. Select the result to display it in the main stage.

