Webex Resources -- For faculty

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You need:

- You need a good WiFi signal.
- You need to be in a quiet area without too much background noise.
- You need to be in a private area if sensitive content is being shared.
- A laptop or computer.
- Microphone (most laptops have a built-in microphone). If your computer doesn’t have a built-in microphone, you need a headset.

Step 1: Activate Webx on Canvas

- Go to canvas.pacific.edu.
- Enter your course Canvas site.
- Click on Settings → click on the Navigation tab.
- Find Webex in the list of hidden tools at the bottom→ drag and drop it to the list at the top.
- Click on Save. Webex will appear in the course navigation area.

Step 2: Schedule a Webex online meeting

- Go to your Canvas Site → Click on Webex in the navigation area.
- Click on Schedule.
  - Enter class information: Class title, date and time, duration, et.
  - Choose time zone: America/Los Angeles.
  - Choose your “Webex Trainings” account in the dropdown menu.
- Click Save.

***Webex account set up and configuration (one-time process):***
If you have never used Webex to schedule a meeting, when you click on Webex in the navigation area, you will see an alert that asks you to create your account before you can schedule a meeting.
• Go to: pacific.webex.com → log in with PacificNet ID credentials. By logging in, you have created your account. You can close and leave this site.

Now, go back to the Webex scheduling page on Canvas.
• Click on Event Calendar → Click on Schedule to schedule a meeting. You will see the following message.
• Click on Account settings to configure your account. Wait until you see that your account has been associated.

After account configuration is done, refresh the meeting scheduling page to continue to finish meeting scheduling.

Step 3: Start a Webex online meeting
• Go to your Canvas Site.
• Click on Webex in the navigation area. You will see all scheduled meetings for the course.
• Click on the title of the meeting that you want to start → Click on Host.
  o Any WebEx meetings that are scheduled to start soon will be shown with a “Host” button. Any meetings that are scheduled to start in hours/days will be shown with a “Prepare” button (you can log in anytime to prepare for the meeting).

IMPORTANT: When prompted as you enter the Webex meeting, select “Use Computer Audio”.

Step 4: Facilitate a Webex online meeting

***Video tutorial: The 3-min video (by Sepand Khalili in SF IT Department) reviews the step-by-step process that you have learned at the face-to-face workshop (e.g., sharing slides, live annotation, raise hand, polls, chat box, etc.).

https://tinyurl.com/soy5bdc

Webex Technical Support

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Feel free to copy: Dr. Sinky Zheng (zsheng@pacific.edu).
Facilitating Webex Online Meetings Effectively

Develop Webex meeting rules
• How do you want students to ask questions during the online class? (e.g., raise their hand, speak, or type questions in the Chat box)?
• How will you answer their questions? (e.g., Will you pause and answer their questions throughout the lecture?)
• What is your online class attendance policy (e.g., students who don’t attend the meeting or join the meeting late)?

Communicate Webex meeting rules
Do a combination of the following:

• Post the rules in the syllabus.
• Create an introductory slide for your Webex meeting. List the participation rules and expectations.
• Verbally communicate these expectations at the start of the meeting.

Promote active online learning
Effective online instruction shares many similar features as face-to-face instruction. Key to the success of online teaching and learning is how you facilitate active learning and promote online engagement. Below are some ideas and tools to help you accomplish the above goals:

• **Annotate.** Annotate on the slides during presentation to engage students and help them follow your presentation.
• **Raise Hand.** Ask students to raise their virtual hand if they have questions.
• **Chat box.** Ask students to ask questions using the chat box.
  
  o **Facilitating Q&A effectively:**
  
  ▪ Pause briefly several times during the meeting, review students questions, answer the highest priority ones, and then move on with your presentation.
  ▪ For any remaining questions that you are not able to answer during the meeting, save the chat messages and review them after the meeting, then answer them in a group email.

• **Polls.** Conduct quick polls throughout the online meeting.
• **Emojis:** Students use emojis frequently in daily communications with friends and classmates (e.g. in text messages, Facebook posts, and emails). Based on online participation rules, you can allow students to use emojis to express feelings.
• **Check in with students.** Instead of waiting for students to raise hand to ask questions, pause to ask them if they have questions.
• **Mini transitional breaks.** Give students mini breaks (e.g., 1 or 2 minutes) to help them focus during very long lectures—just like what you normally do in face-to-face lectures.
Helpful Tips

Logistics
• Record every Webex meeting so that students can review on Canvas.
• Remind students that you are recording. Tell them they should be aware of what they are saying – don’t divulge patient information or other confidential information.
• Do a test run with colleagues and students. If needed, practice more than once. Practice early.
  o Tip: To schedule test runs, you can create a Canvas Test Site and invite colleagues to join the site.
• Log in 10-15 minutes before the scheduled start time to test out audio and upload materials.
• By default, students are “Mute on Entry”.
  o Unmute individual students when you want them to talk.
  o Ask students to mute themselves after talking to reduce background noise.
• To maintain a more orderly Q&A, ask students to type questions in the chat box.
• Turn off unnecessary video (e.g. the presenter video – students already know what you look like 😊). This reduces the demand on bandwidth and improves audio quality. Advise students to turn off their camera as well.

Animations/media on slides
If you have animations and embedded videos on the slides, it is recommended to share the presentation in the following way:

• Click Share in the Webex meeting tool bar → Click Application → Choose Microsoft PowerPoint → Open the presentation slides from your computer.

Find a participant
To locate a student quickly in the long attendee list,

• Click Participant in the Webex meeting tool bar → Click Find → Type the first or last name of the student. The student will be highlighted in the attendee list.

Attention tracking
During the meeting, if a student doesn’t have the Webex meeting window in focus on the screen, a "!" will appear next to the student’s name.

Chat box
To allow students to send chat messages to the whole class:

• At the start of the meeting, the host clicks Participant at the Webex tool bar → Click Assign Privileges → Under Communication, check “Allow attendees to chat with other attendees” → Save.

Host, presenter, attendees
• If a faculty scheduled a Webex Training Session on Canvas under his/her own name, only that faculty will click “Host” to start the meeting as the Host. All others enrolled on the Canvas site, including co-instructors, please join the meeting as an attendee by clicking “Join”. Please do NOT join by clicking on “Substitute as host”.


During the meeting, the **original host can always make anyone (e.g., a co-instructor or a student) a Presenter** so that the co-instructor can speak and present. To do so:
- Right click on the user's name ➔ Change role to ➔ Presenter.

- **If the original host of the meeting need to leave the meeting after starting it:**
  - First, make a co-instructor the new host (to do so, right click on the co-instructor name ➔ change role to Host).
  - Then, the original host can leave the meeting without ending the meeting.

**Webex meeting recordings**
Based on university license agreement with Webex, recordings should be available within 24 hours after the live meeting is over. However, there might be delays when the demand is very high.

If you don’t see your recording within 24 hours, contact the support information below.

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