Webex Online Class Resources - For students

Webex, the university's virtual conferencing system, allows faculty to conduct synchronous, interactive online classes/meetings. Webex has been integrated with Canvas. You can join a Webex online meeting from Canvas.

You need:

- You need a good WiFi signal.
- You need to be in a quiet area.
- You need to be in a private area if sensitive content is being shared.
- Access Webex sessions from a laptop or desktop. Cellphone screens are too small to see the content. Only use a cellphone in emergencies.
- You need a microphone (most laptops have a built-in microphone).

Join a Webex online meeting

- Go to the course Canvas Site.
- Click on Webex in the navigation area. You will see all scheduled meetings for this course.
- Click on the title of the online meeting you want to join → Click on Join.

***It is recommended that you log in 10 minutes before the scheduled start time to test out audio/video/etc.

IMPORTANT: When prompted, select Call Using Computer. Do NOT select Use Phone.

During the Webex meeting

Below are some tools for interaction during the online class. Follow the participation guidelines from the faculty.

- Chat box: Type questions in the Chat box. You can send the question to everyone (faculty and classmates) or only the faculty.
- Raise hand: Click on the Hand button to raise your virtual hand if you have a question.
- Polls: Respond to polls by clicking on the green “checkmark” (yes) or the red “X” icon (no).
• **Emojis**: You can select an emoji to express your feelings.

![Emoji example](image)

**Tips: Audio/video**

- Faculty might **mute all students upon entry**—in order to maintain a more orderly Q&A. Faculty might unmute individual students and allow you to ask and/or answer questions. **Mute yourself after you talk**. This reduces background noise.
- **Turn off your camera**. This reduces the demand on bandwidth and improves audio quality.
- **If you can’t hear**, try exiting and then re-entering Webex. Also, turn up the audio volume.

**Technical help**

If you need help with Webex, call or email the SF IT help desk:

SF - 415.929.6514
pchelp@pacific.edu