What is WebEx

Cisco WebEx is a helpful tool for hosting virtual meetings, especially when external contacts are involved. It does have a call-in option so attendees can use their phone for audio. A mobile app is also available.

WebEx can be used with or without an account. **Only meeting hosts are required to have an account.**

Log in:

Go to **http://cscc.webex.com**. **Click Sign in then log in using your Columbus State username and password.**
You must have a WebEx account to login and host meetings. You do not need a WebEx account to participate in a meeting.

Inside the WebEx Meeting Center

Home- Return to the main WebEx home page

Meetings- Schedule a meeting; see a list of upcoming meetings

Recordings- See your meeting recordings or recordings shared with you

Preferences- Set your time zone or language. Choose your default audio connection settings. Choose your default options for scheduling, including when and how attendees get access to your meeting.

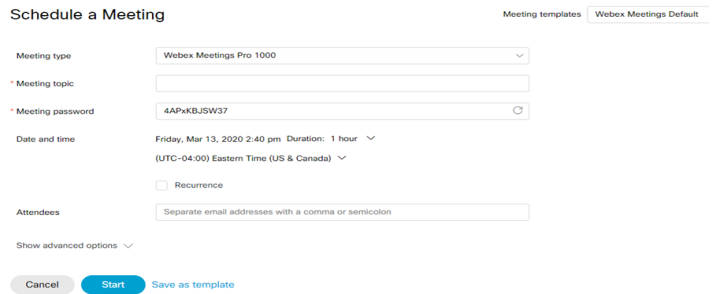Insights- Meeting information and usage statistics

Support – Tells who should you contact for technical support or questions

Downloads- Links to download the desktop app or mobile app

Feedback- Give your feedback about the website. Share ideas for a new feature or improvement.
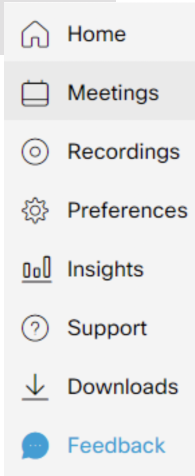
Scheduling a ProctoringSession

Click Schedule to plan a future meeting and send invites. Invitations will go out by email to the participants that you list. They do not have to have a WebEx account to attend. You can plan one meeting or check Recurrence to schedule a series of meetings. Be sure to click on Advanced Options to personalize your settings.

Proctoring an Exam

o Organize the video conference for the class using the link to Webex (http://cscc.webex.com)
o Copy the Webex link of your Personal Room from the Webex app
o Share the link with the class using email
o At the indicated time, start the meeting; students participate by clicking on the received link
o Students who connect in advance (before you start the meeting) are waiting in the "waiting room".
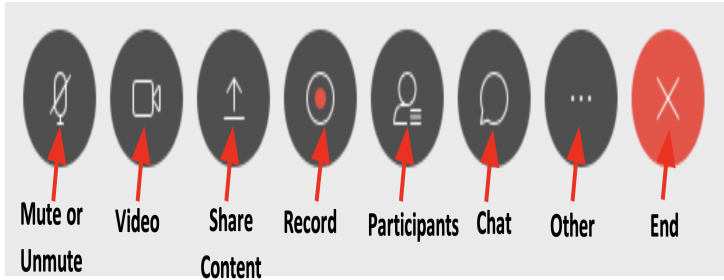
Meeting Links and Exam Start
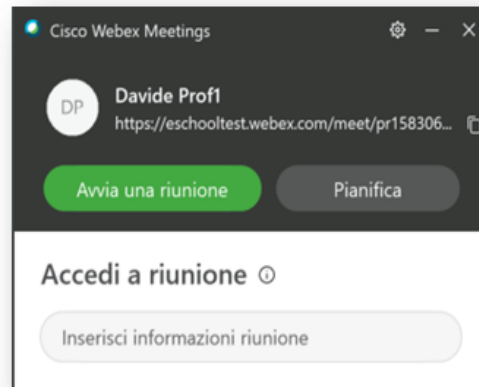
copy the meeting link to send in your email.

Green button is to start the meeting.

Menus

Once you are connected, you will see the following icons at the bottom of the window.
These icons disappear after a few seconds of inactivity. Just move your mouse around or click to get them to re-appear.

Mute/Unmute – Mute or unmute audio (Button is red when muted)
Video – Start or end video (Button is blue when video is live)
Share Content – Share your screen or a program with the group
Record – Start or stop recording the meeting (*Note: If you choose to record the test session, inform the students you will be recording them.*)
Participants – Show or hide the list of participants (***This is also where you can mute any one or all participates at any time. You can choose "Mute Entry" or Mute All".***)
Chat – Show or hide a chat window on the side
Other – Access additional options (see below)
End – Click here to leave or end the meeting

When you click on the **Other** options button, more menu items will display. This list will be shorter if you are using the Web app.

Notes - Adds a space to take notes. Can save as a text file after the meeting
Lock/Unlock Meeting - Locking your meeting prevents anyone else from entering
*Invite and remind - To send a reminder email to someone who forgot about your meeting*
Copy meeting link - To copy meeting information so you can paste it into a text or email
*Audio Connection - To change or disable your audio*
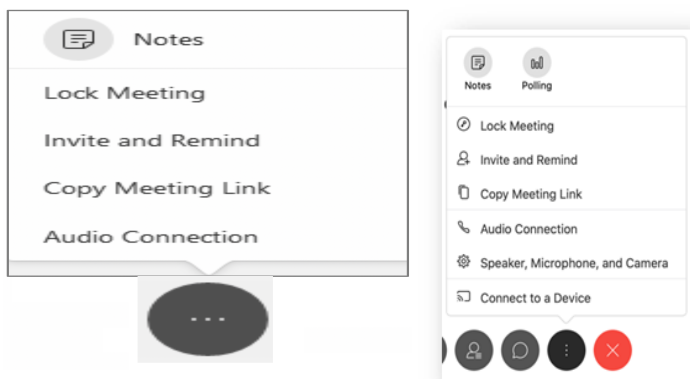
Students Coming into the Test Session

o Clicking on the link launches the Webex app
o The student enters their first and last name and an email address -> click on "join meeting"
o (note: Webex account is not required, so no password is needed, and the email is purely informative)
o The preview starts -> click "Join" to enter the virtual class
o You can have up to 25 feeds at one time.
o Ask each student to hold their ID up to their camera.
o Ask student to do a 360 scan of the room to make sure they do not have any items they are not supposed to have during testing. (*Note: You can do this step along with the above step individually as students join.*)
o The student can also share their screen. The image below is similar to what you as the instructor would see. (The student has almost the same menu buttons as the instructor (see left) minus Participants and Record.) Once they click Share Content, you will be able to see their computer screen.
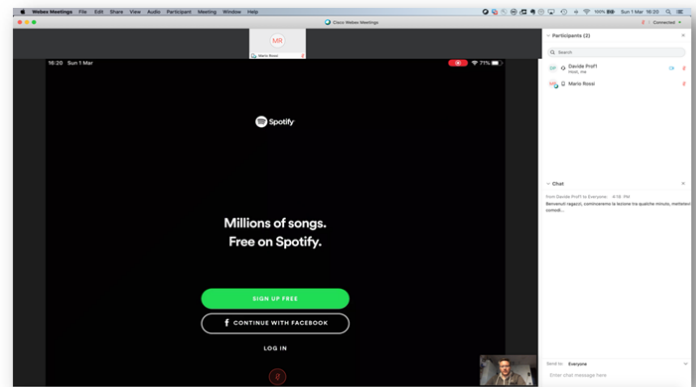
Controls you Have as the Instructor While Testing

Through the list of participants you mute and possibly even expel the students individually.
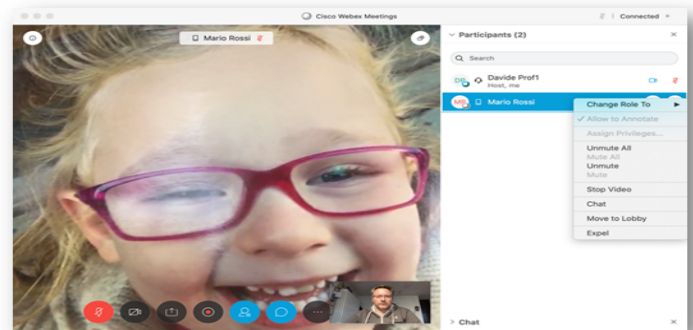
Ending the Session

Your students will exit the session as they complete their test. Once all students are complete, you will then end the session. (*Note: because your are the host, you are the only one who can end the session.*)