Synchronous Online Teaching Using:

WebEx

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Objectives

At the end of this session participants will be able to:

- Recognize key functions of WebEx
- Identify tips and tricks for using WebEx for teaching
- Employ WebEx to engage online learners

Challenges that come with Synchronous Online Learning

- Timing
- Internet/tech issues
- Disengaged, under/over motivated learners
- Various learner levels
- Faculty/Staff unfamiliarity
- Lack of preparation

Tips for online synchronous learning

- Establish clear expectations
- Don’t do it alone – have someone help to monitor chat/other functions
- Allow for feedback
- Monitor any feedback or chat functions
- Take time to review expectations and responsibilities before each session
- Include high quality, relevant content in your presentation
- Be enthusiastic!
- Utilize interactive functions of your selected platform
- Understand the features of your technology
- Set and share clear, attainable objectives for your learners specific to each encounter.
- Challenge yourself to look for varying and creative tools

WebEx

- Created for businesses
- Interactive online webinar with video conferencing, screen sharing, Q&A, polling, and chat Cloud-based
- Secure
- Computer, tablet, and mobile phone accessibility
- Access to paid account with Carilion Active Directory
  - Supported by Carilion TSG

What is WebEx used for?

- Video and audio meetings
- Online presentations and webinars
- Teaching online
- Screen sharing
- Team collaboration
- Conference calls
- Virtual Office Hours

How do YOU access WebEx?

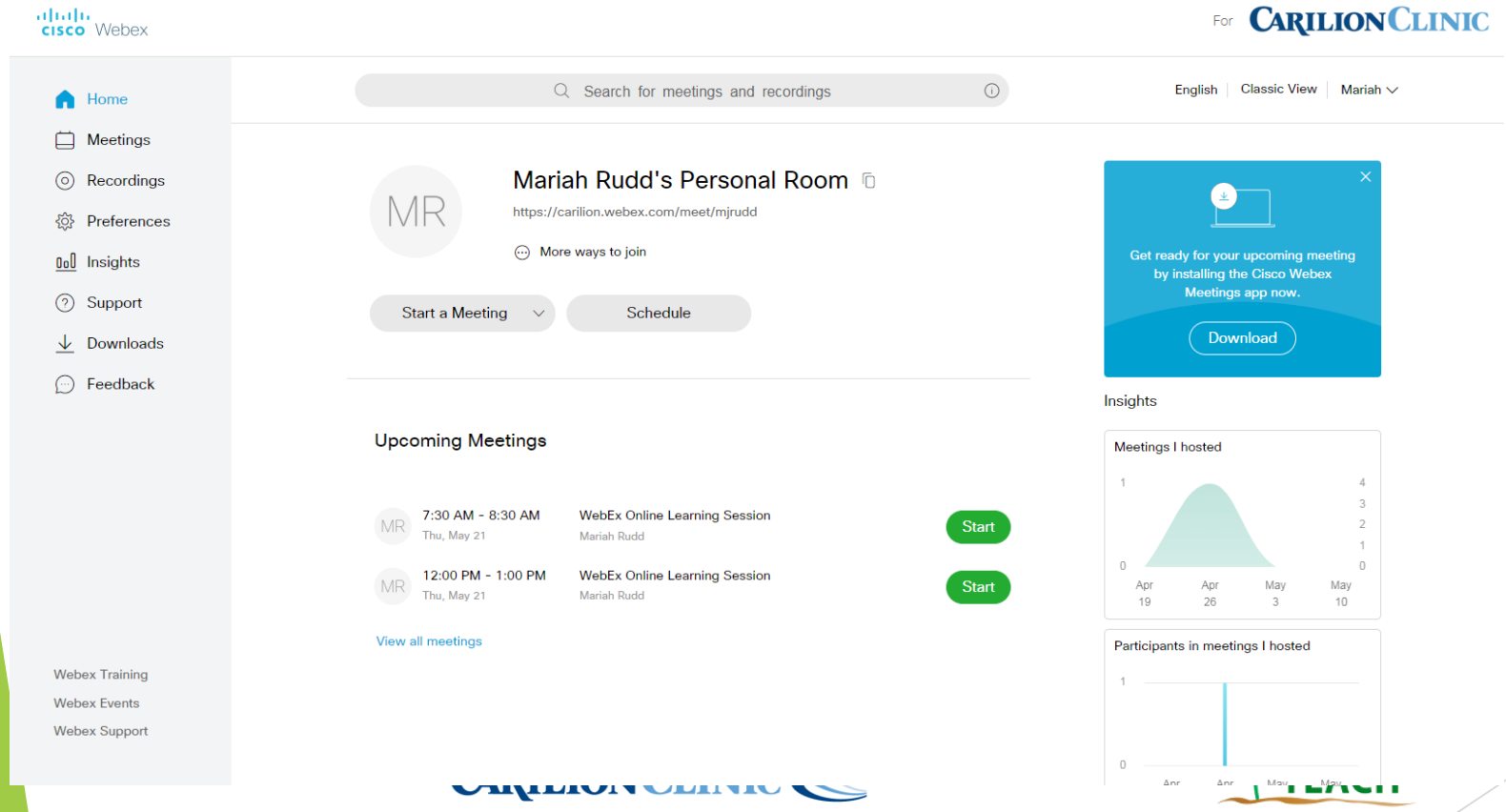
- Free Accounts (have restrictions and limited functionality BUT can be useful)
  - Up to100 participants
  - Unlimited number of meetings and 40 minutes meeting length
- Request an access through Carilion

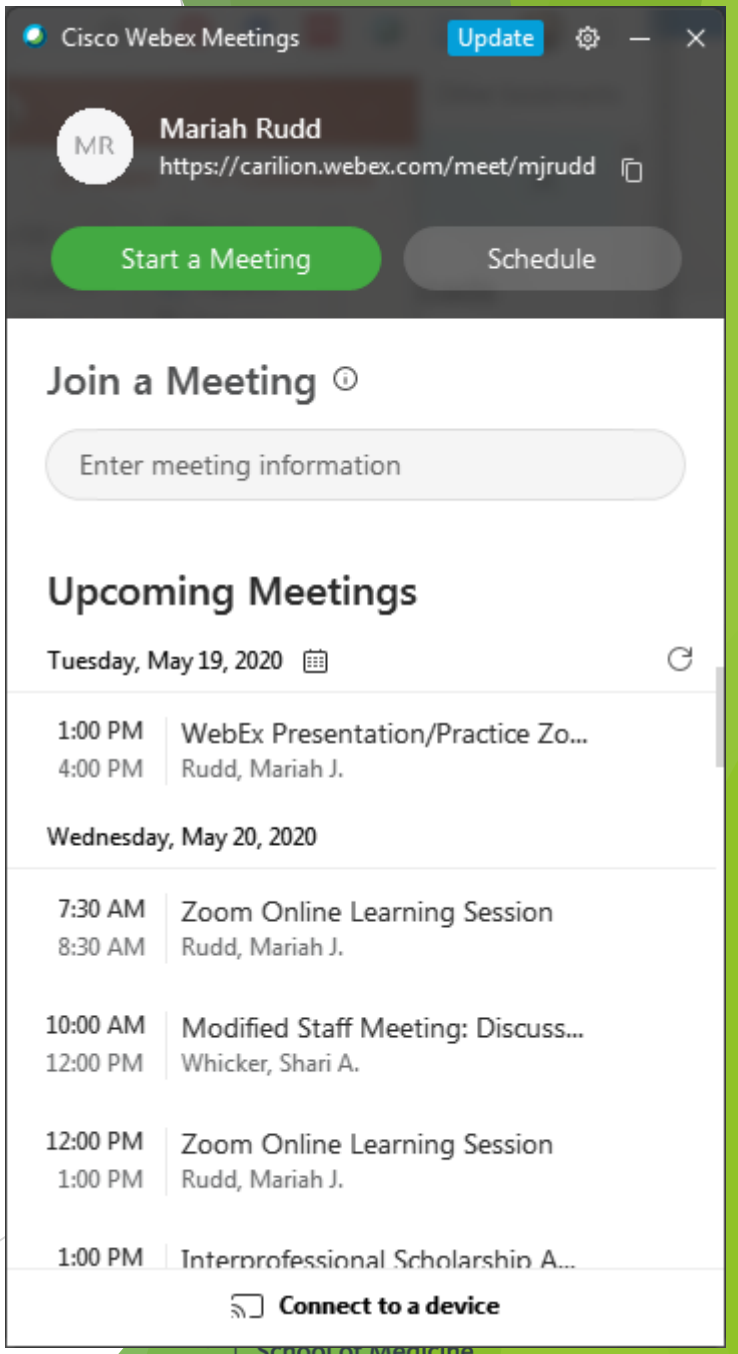
Carilion Clinic Employees can:

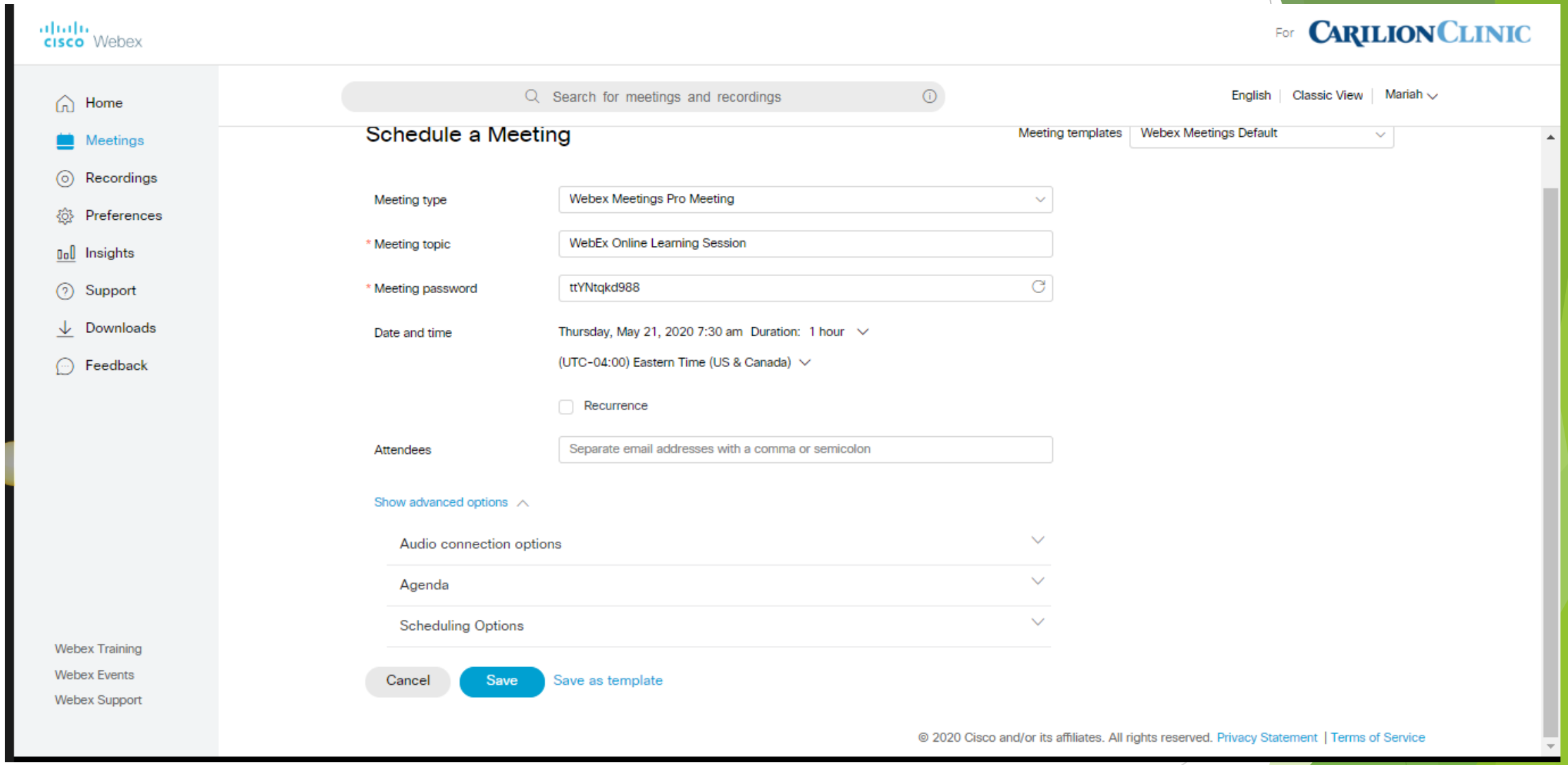
1. Complete an access request via Edison
   a) See your desktop for the Edison logo if you are on the CC network.
   b) If working remotely, you should be able to access Edison through the Citrix desktop.

Starting or Scheduling a WebEx Meeting

- Start in real-time or schedule for a later time
- Download the WebEx meeting application or login through the web
- Carilion.webex.com







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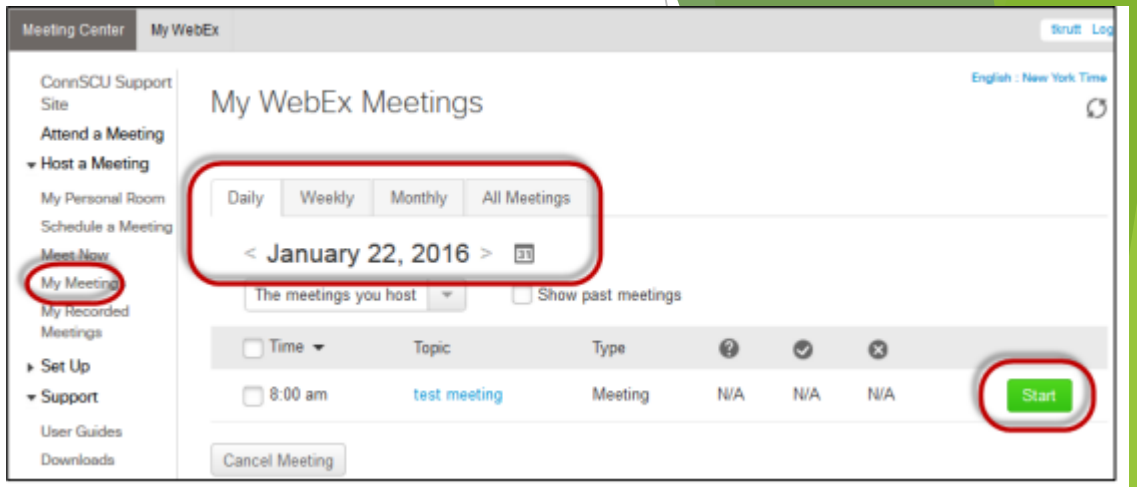
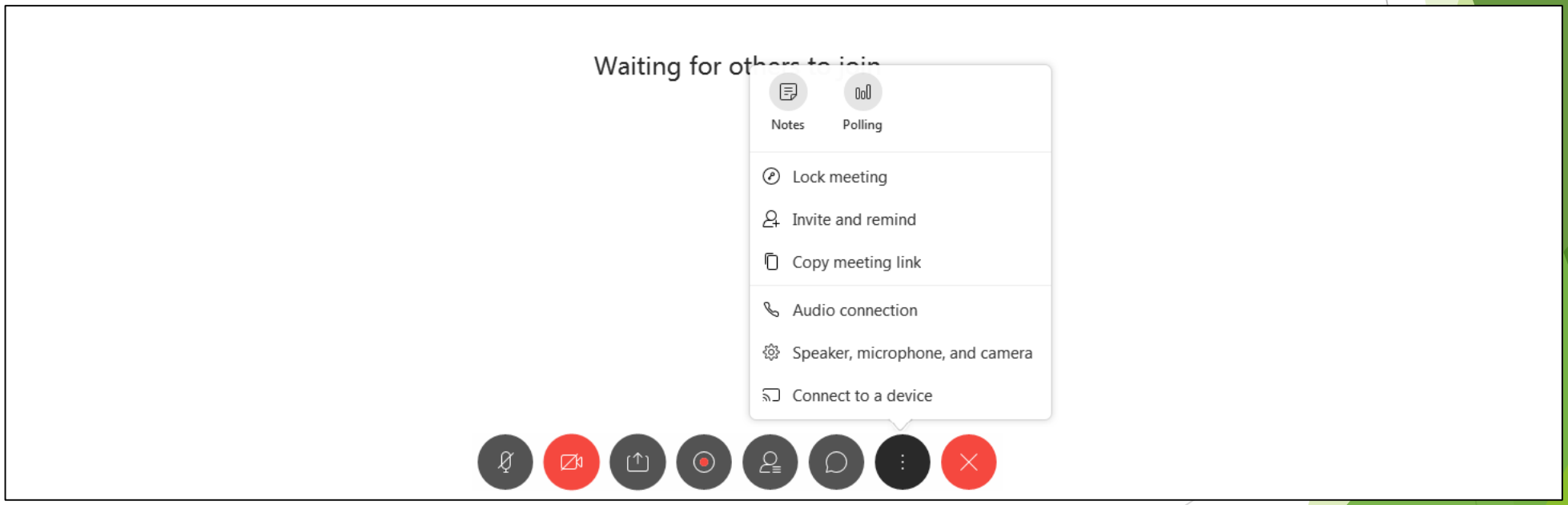
Hosting a WebEx Meeting





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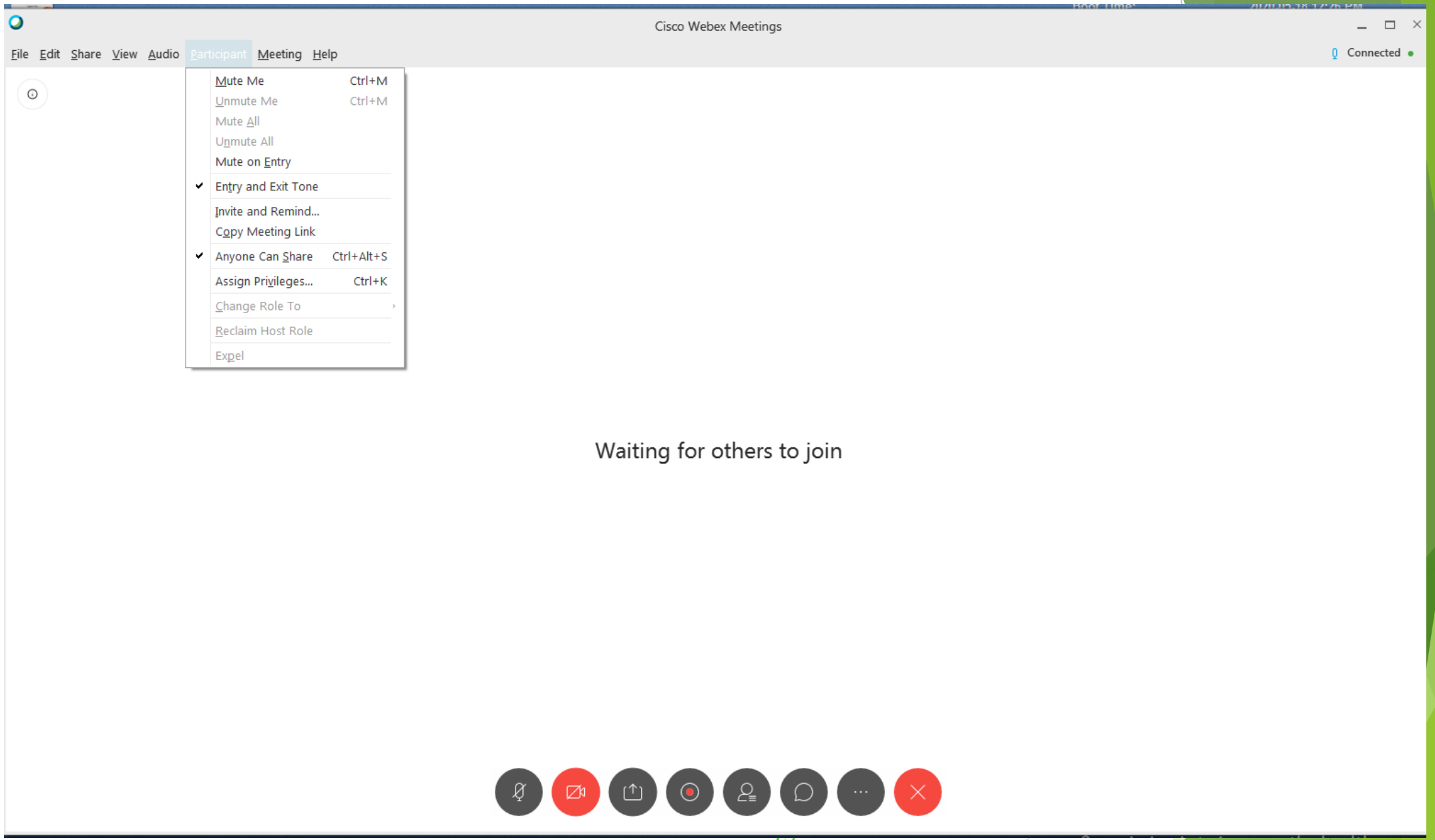

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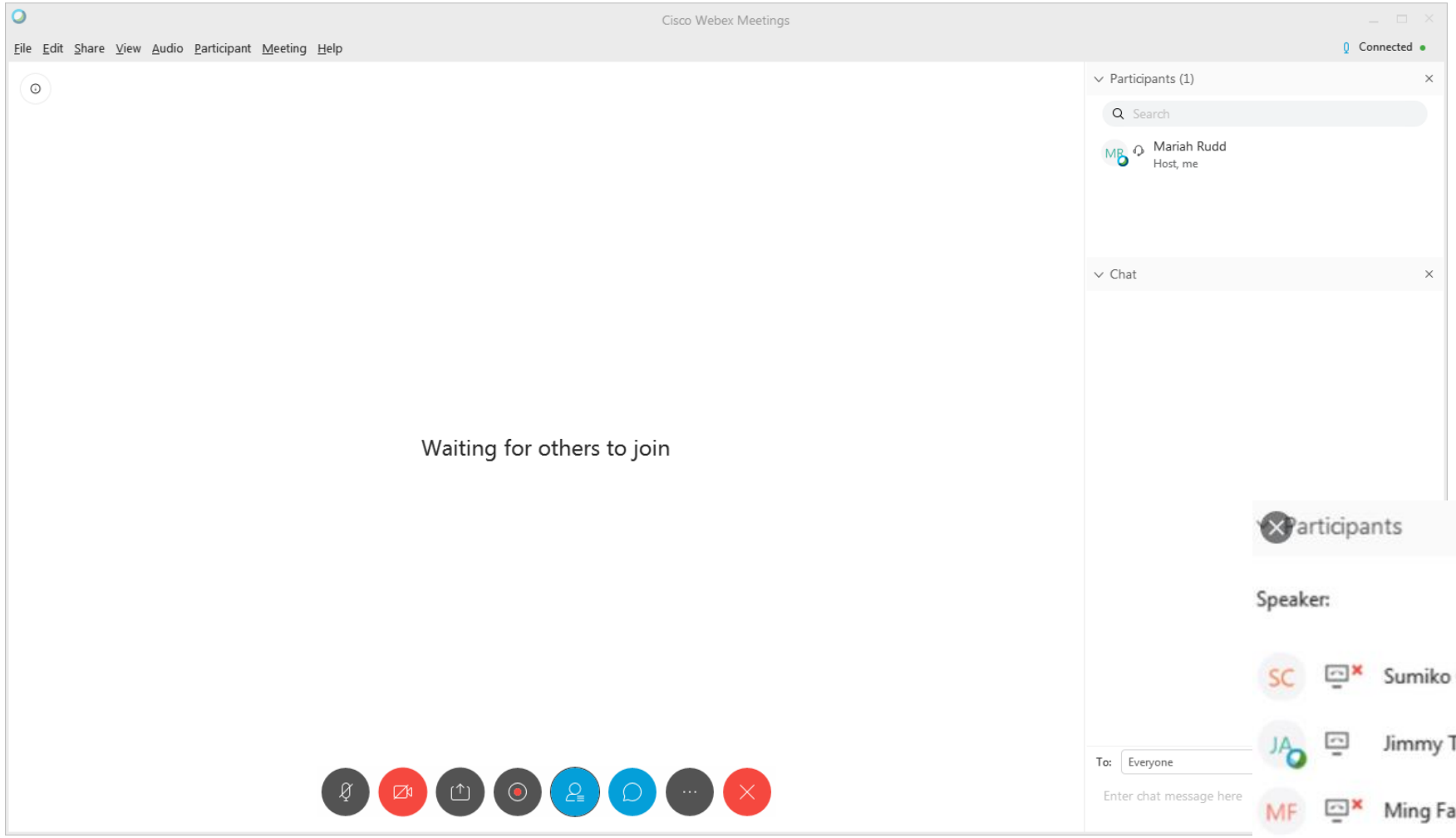

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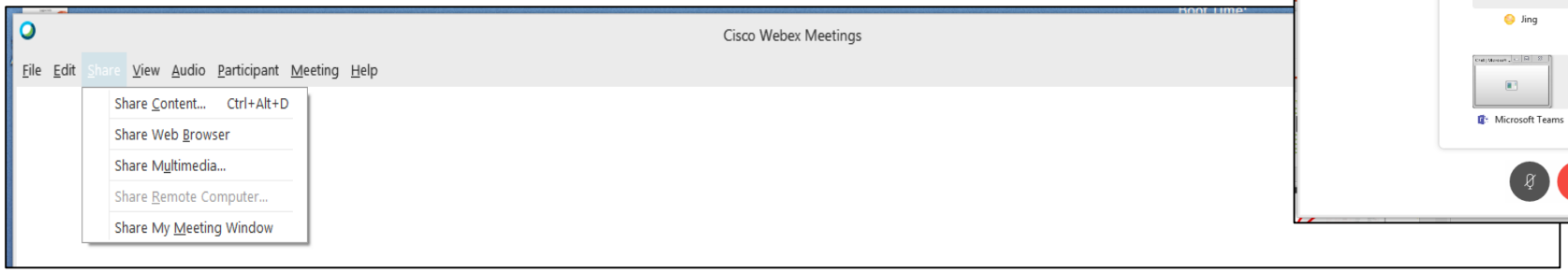
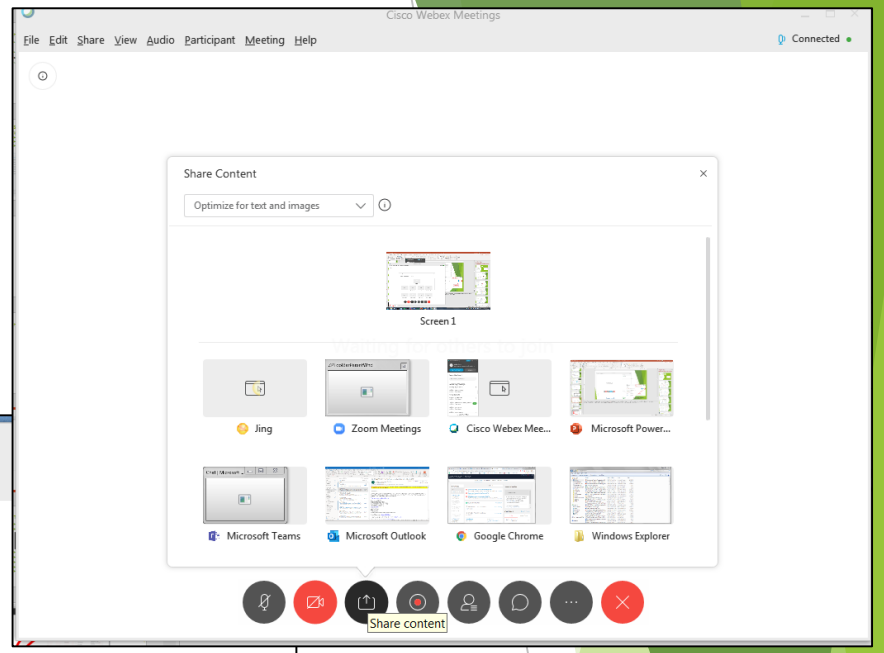
Tools for Collaboration

- Polling (create within WebEx app or import from file)
- Share content/screen





- Whiteboard (under share)
- Raise hand
- Chat
- Annotation

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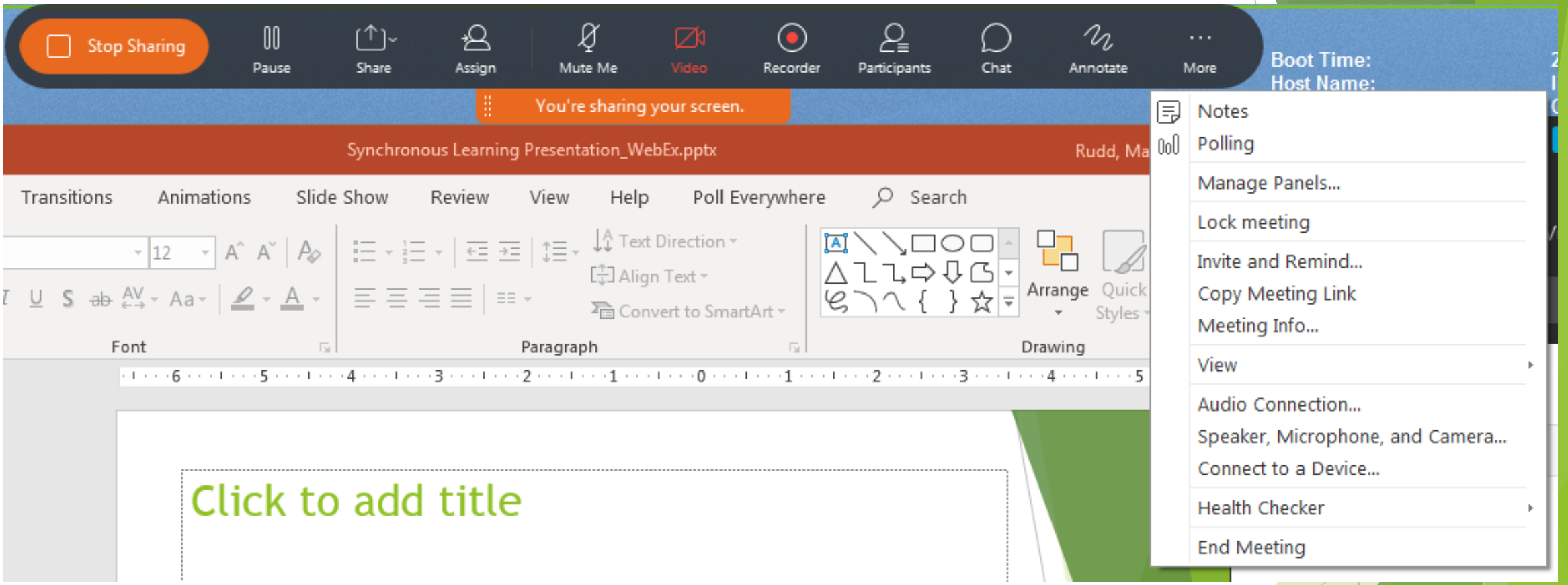

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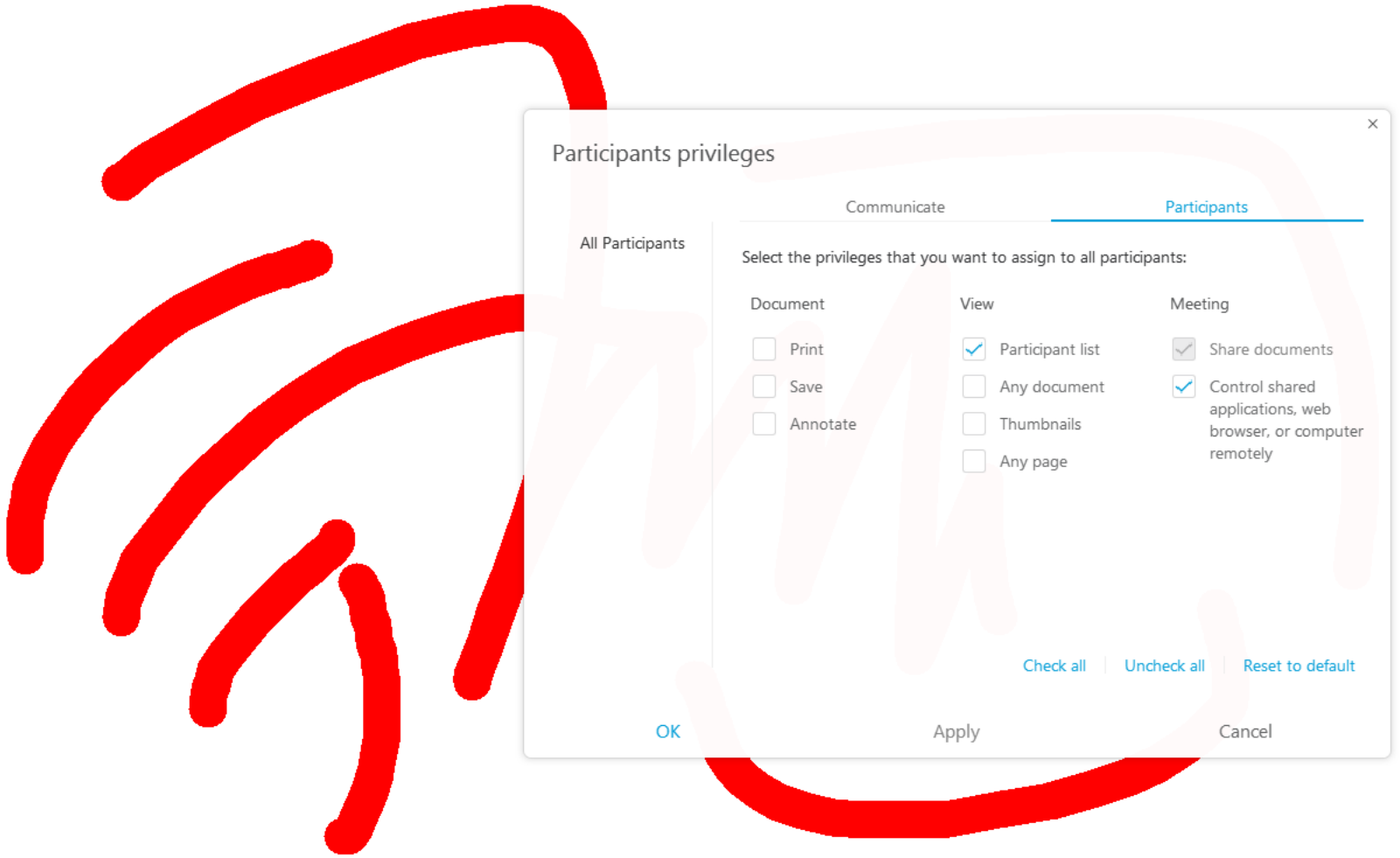
Participants privileges
Communicate
Participants
All Participants
Select the privileges that you want to assign to all participants:
Document
Print
Save
Annotate
View
Participant list
Any document
Thumbnails
Any page
Meeting
Share documents
Control shared applications, web browser, or computer remotely
Check all
Uncheck all
Reset to default
OK
Apply
Cancel

MB
Host, me
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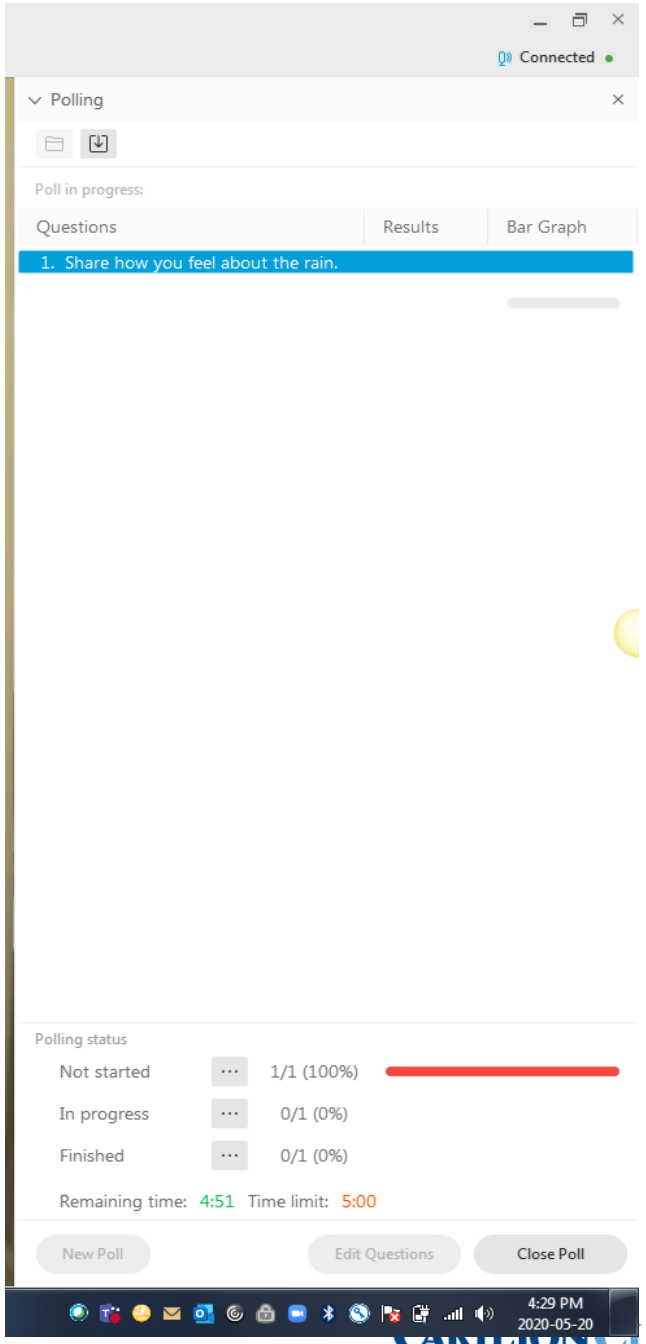
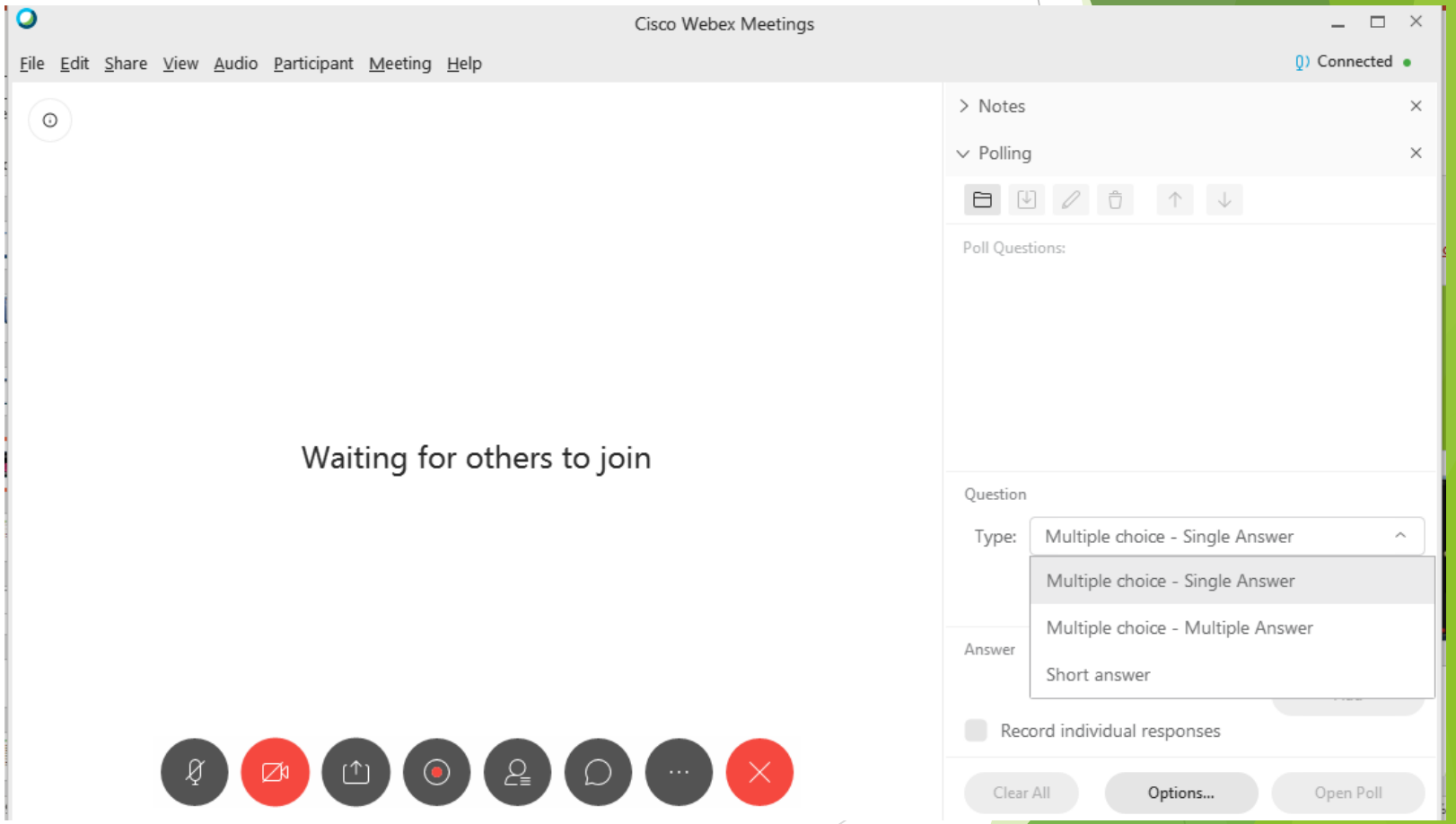
Let's take a poll!





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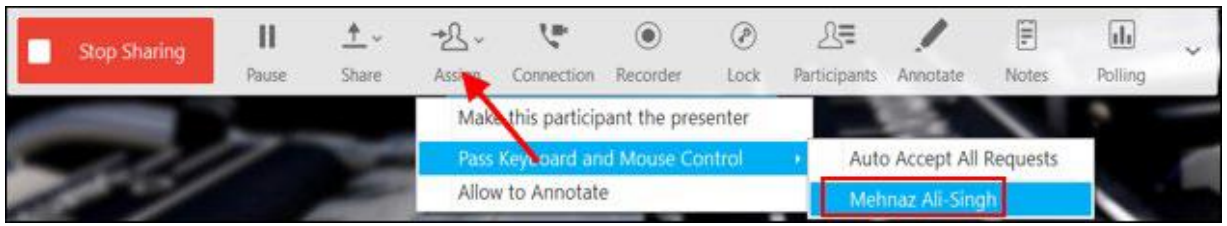
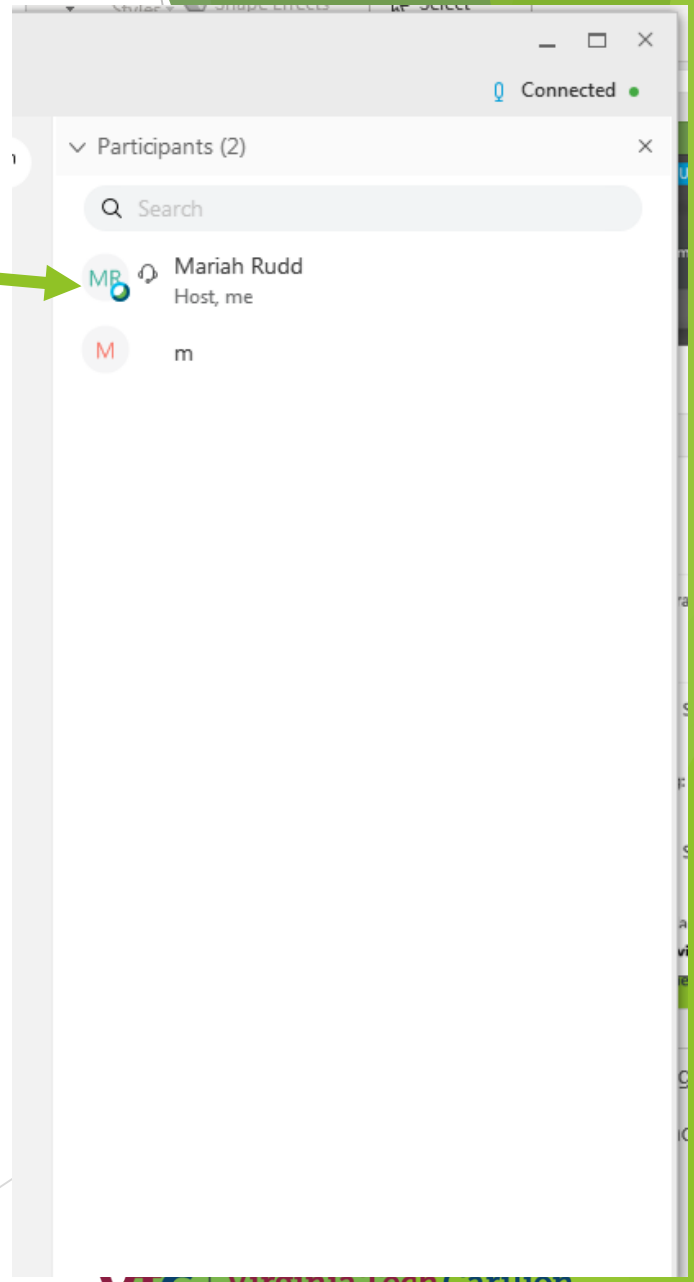
Tools for Engagement/Feedback

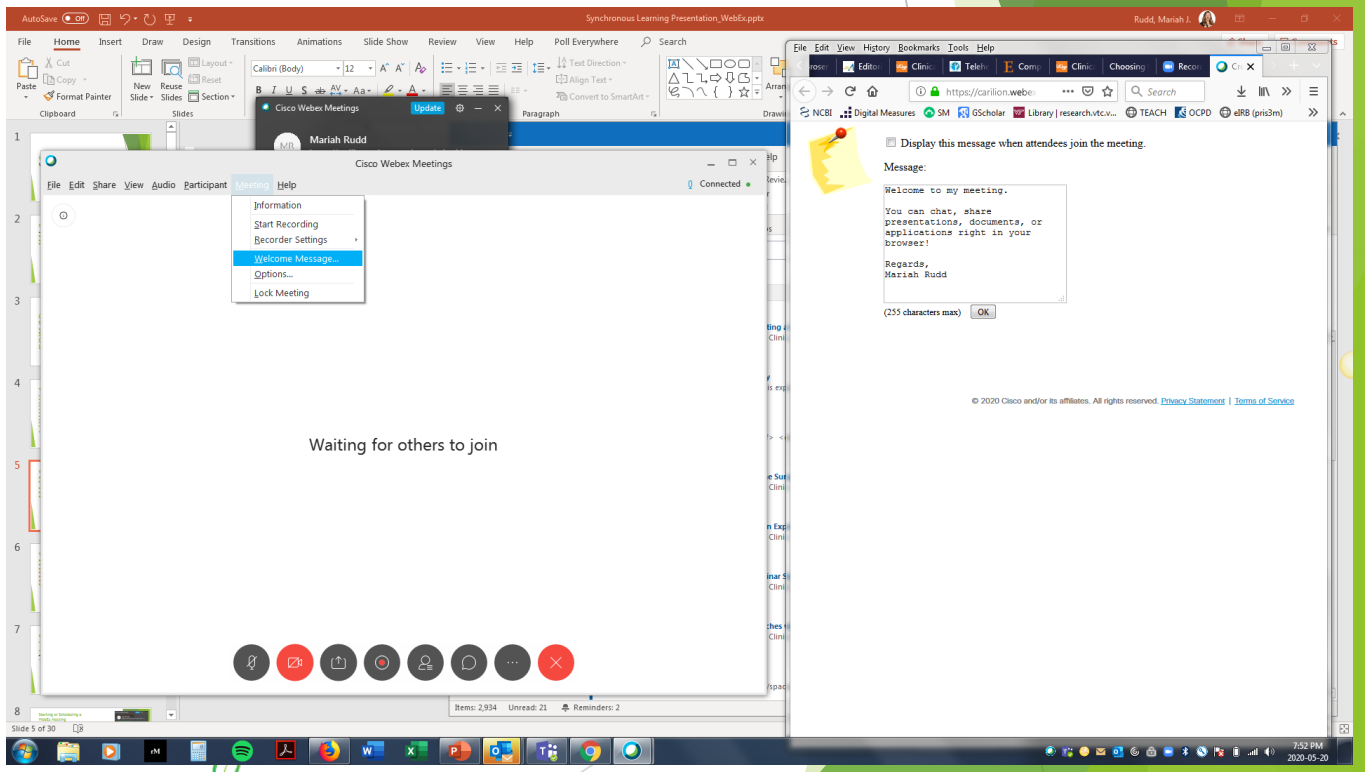
- Pass the presenter role to allow for multiple presentations
- Share files/screen
- Chat
- Pass keyboard/mouse control





Unique Functions of WebEx

- Office 365 Integration
- Polling with short answer option
- Create meeting notes
- Create meeting transcript
- Record meeting
- Remove someone from meeting/monitor privileges
- Welcome message



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Tips for WebEx

- Consider disabling the entry and exit tones (beep sound) if more than 10 people will be participating
- Ask participants to install the WebEx desktop app
- Create recurring meetings for a series
- Record your sessions
- Run a participant report to see who attended

Etiquette for Online Teaching

- Address Internet disruptions
- Be conscious of duration of meeting (try not to exceed two hours)
- Always test audio and video before meeting
- Mute your mic if others are presenting/speaking
- Look professional
- Don’t get too close to camera or microphone
- Lighting should come from in front of you or from the side to best light your face
- Pay attention to hair and clothing – people can still see you
- Think about your background - make it interesting but not distracting (simple)
- Position your camera properly - Put your webcam at eye level or higher – experiment for best angles
- Use the gestures and mannerisms that you would typically use in person
- Make Eye Contact - Try to look at your webcam versus the screen
- Be mindful of background noise - Find a quiet space to meet, shut the door, and mute yourself as necessary
- Use engagement tools and elicit feedback (keep your audience engaged)!
- Prepare materials in advance
- Practice!

Thank you!

- If you have any questions, please contact us!

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- And, don't forget: our TEACH team is providing an online teaching consultation service to help guide you on how these resources can be used; just request a consultation - https://www.teach.vtc.vt.edu/online-teaching-consultation-request-form/

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