

# 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 to 100 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

For **CARILION CLINIC**

Search for meetings and recordings

English | Classic View | Mariah ▾

**MR** Mariah Rudd's Personal Room  
<https://carilion.webex.com/meet/mjrudd>

More ways to join

Start a Meeting Schedule

**Upcoming Meetings**

MR	7:30 AM - 8:30 AM	WebEx Online Learning Session	Start
	Thu, May 21	Mariah Rudd	
MR	12:00 PM - 1:00 PM	WebEx Online Learning Session	Start
	Thu, May 21	Mariah Rudd	

[View all meetings](#)

Get ready for your upcoming meeting by installing the Cisco WebEx Meetings app now.

Download

Insights

Meetings I hosted

1	4
0	0
Apr 19	May 10

Participants in meetings I hosted

1	0
0	0
Apr	May

Cisco Webex Meetings Update

**MR** Mariah Rudd  
<https://carilion.webex.com/meet/mjrudd>

Start a Meeting Schedule

**Join a Meeting**

Enter meeting information

**Upcoming Meetings**

Tuesday, May 19, 2020

1:00 PM	WebEx Presentation/Practice Zo...
4:00 PM	Rudd, Mariah J.

Wednesday, May 20, 2020

7:30 AM	Zoom Online Learning Session
8:30 AM	Rudd, Mariah J.
10:00 AM	Modified Staff Meeting: Discuss...
12:00 PM	Whicker, Shari A.
12:00 PM	Zoom Online Learning Session
1:00 PM	Rudd, Mariah J.
1:00 PM	Interprofessional Scholarshin A...

Connect to a device



- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Search for meetings and recordings

English | Classic View | Mariah

Meeting templates Webex Meetings Default

### Schedule a Meeting

Meeting type Webex Meetings Pro Meeting

\* Meeting topic WebEx Online Learning Session

\* Meeting password ttYntqkd988

Date and time Thursday, May 21, 2020 7:30 am Duration: 1 hour  
(UTC-04:00) Eastern Time (US & Canada)

Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options

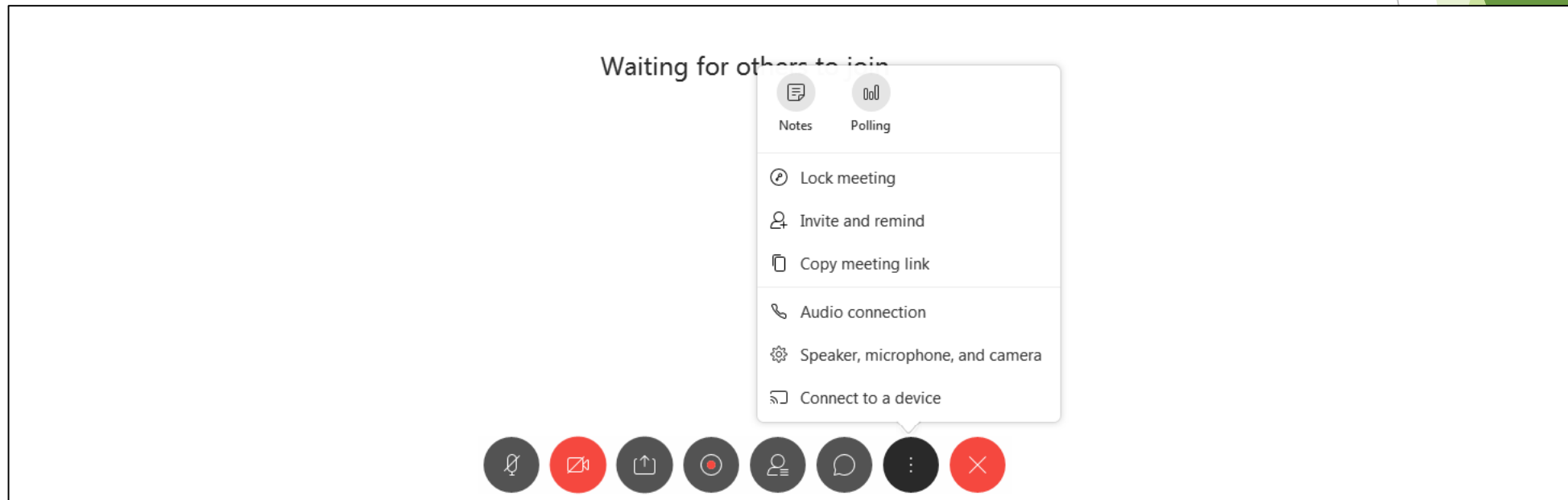
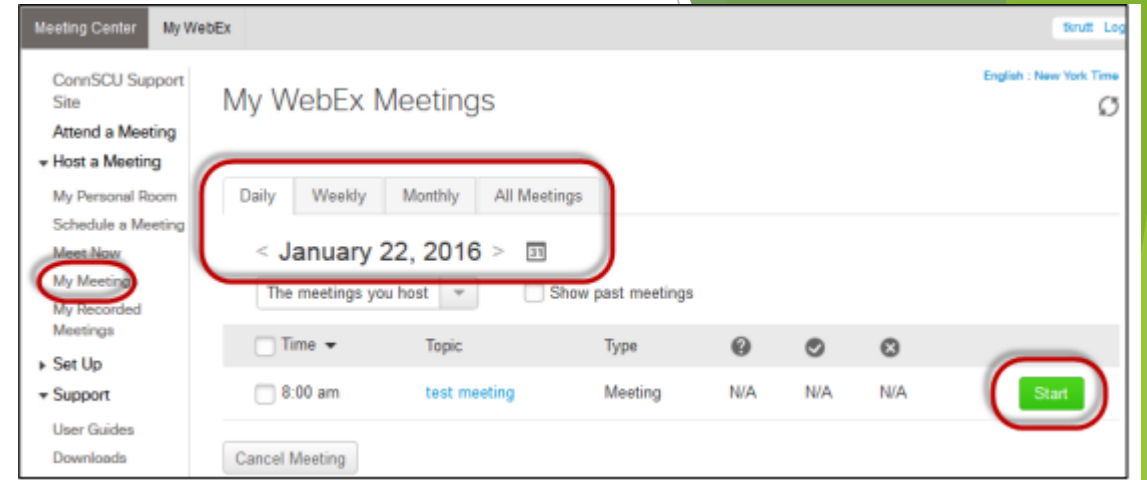
Audio connection options

Agenda

Scheduling Options

Cancel Save Save as template

# Hosting a WebEx Meeting



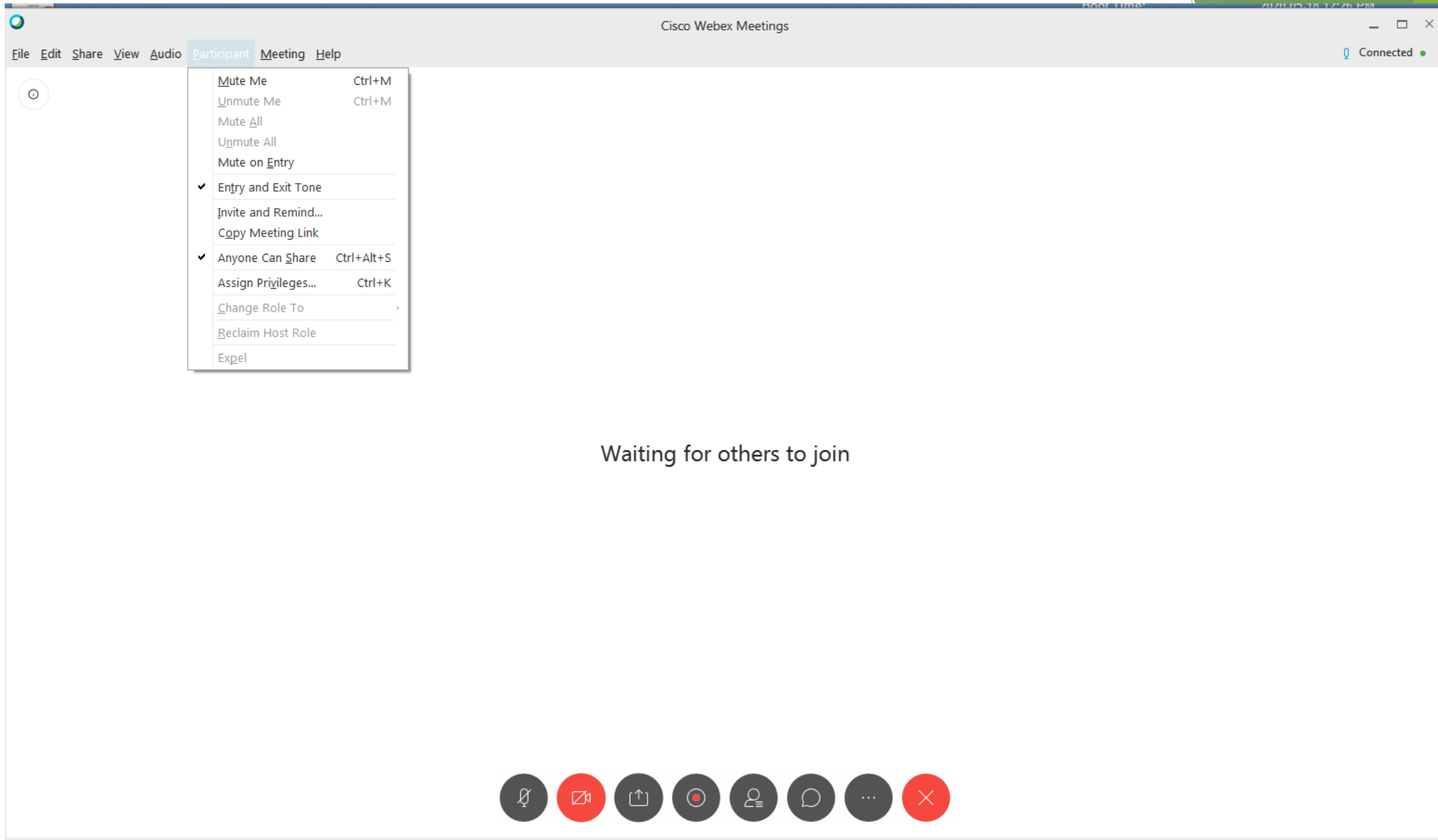
Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Connected

- Mute Me Ctrl+M
- Unmute Me Ctrl+M
- Mute All
- Unmute All
- Mute on Entry
- ✓ Entry and Exit Tone
- Invite and Remind...
- Copy Meeting Link
- ✓ Anyone Can Share Ctrl+Alt+S
- Assign Privileges... Ctrl+K
- Change Role To
- Reclaim Host Role
- Expel

Waiting for others to join



The image shows a screenshot of the Cisco Webex Meetings application window. The title bar reads 'Cisco Webex Meetings'. The menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. The 'Participant' menu is open, displaying a list of actions such as 'Mute Me', 'Unmute Me', 'Mute All', 'Unmute All', 'Mute on Entry', 'Entry and Exit Tone', 'Invite and Remind...', 'Copy Meeting Link', 'Anyone Can Share', 'Assign Privileges...', 'Change Role To', 'Reclaim Host Role', and 'Expel'. The main area of the window displays the text 'Waiting for others to join'. At the bottom, there is a toolbar with icons for mute, video, screen share, camera, participants, chat, and a red 'X' icon.

Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Connected

Participants (1)

Search

MB Mariah Rudd  
Host, me

Chat

Waiting for others to join

Audio, Video, Screen, Stop, Mute, Unmute, End Meeting

Participants

Speaker:

SC Sumiko Cheng (me)

JA Jimmy Tan Lip Aun (Host)

MF Ming Fang

MM muna mastura

MM muna mobile

To: Everyone

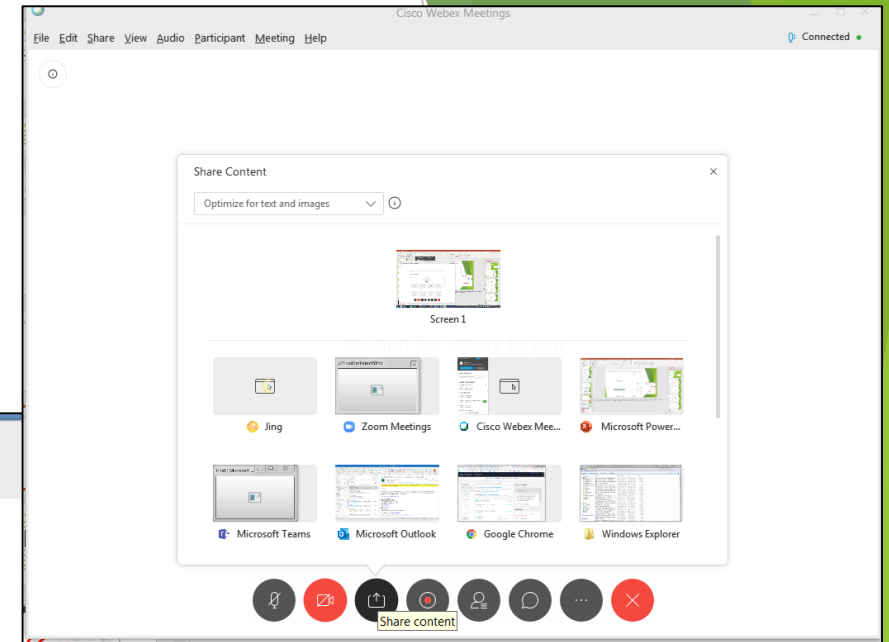
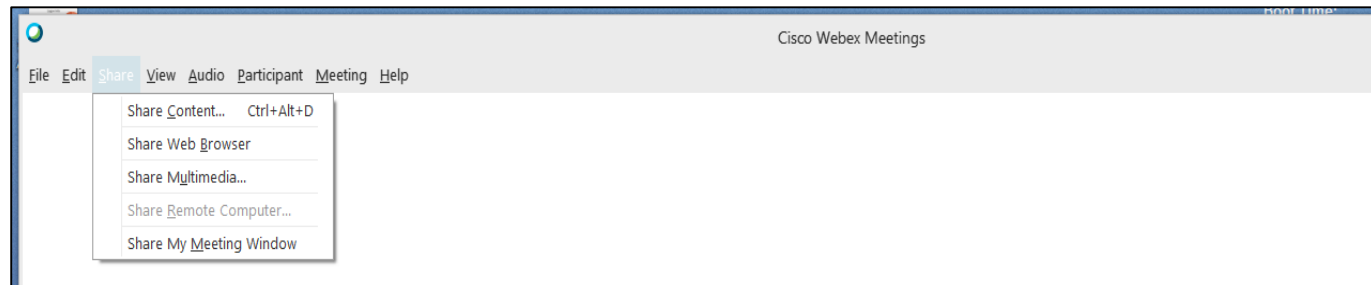
Enter chat message here

Raise hand

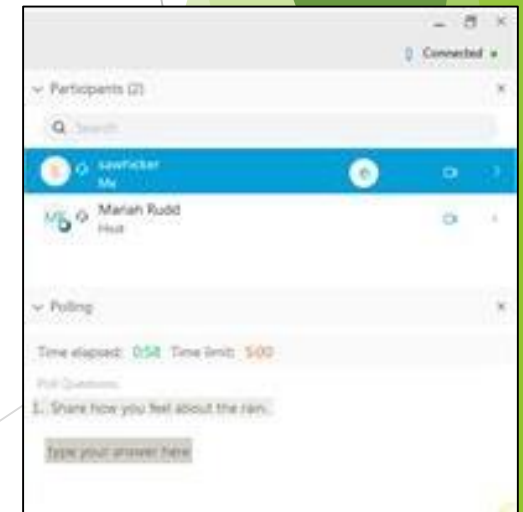
Speaker

# Tools for Collaboration

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



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



Stop Sharing

Pause Share Assign Mute Me Video Recorder Participants Chat Annotate More

Boot Time: Host Name:

You're sharing your screen.

Synchronous Learning Presentation\_WebEx.pptx

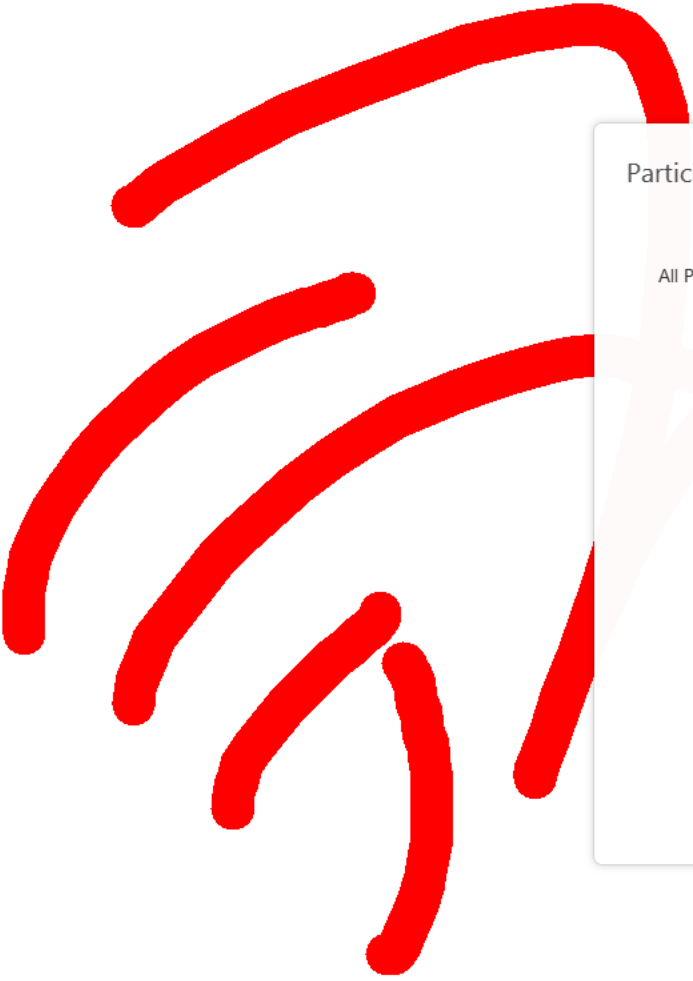
Rudd, Ma

Transitions Animations Slide Show Review View Help Poll Everywhere Search

Font Paragraph Drawing

Click to add title

- Notes
- Polling
- Manage Panels...
- Lock meeting
- Invite and Remind...
- Copy Meeting Link
- Meeting Info...
- View
- Audio Connection...
- Speaker, Microphone, and Camera...
- Connect to a Device...
- Health Checker
- End Meeting



### Participants privileges

Communicate | **Participants**

All Participants

Select the privileges that you want to assign to all participants:

Document	View	Meeting
<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Participant list	<input checked="" type="checkbox"/> Share documents
<input type="checkbox"/> Save	<input type="checkbox"/> Any document	<input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely
<input type="checkbox"/> Annotate	<input type="checkbox"/> Thumbnails	
	<input type="checkbox"/> Any page	

[Check all](#) | [Uncheck all](#) | [Reset to default](#)

[OK](#) | [Apply](#) | [Cancel](#)

MB ivarian R000  
Host, me

S sawhicker

# Let's take a poll!



Connected

Polling

Poll in progress:

Questions Results Bar Graph

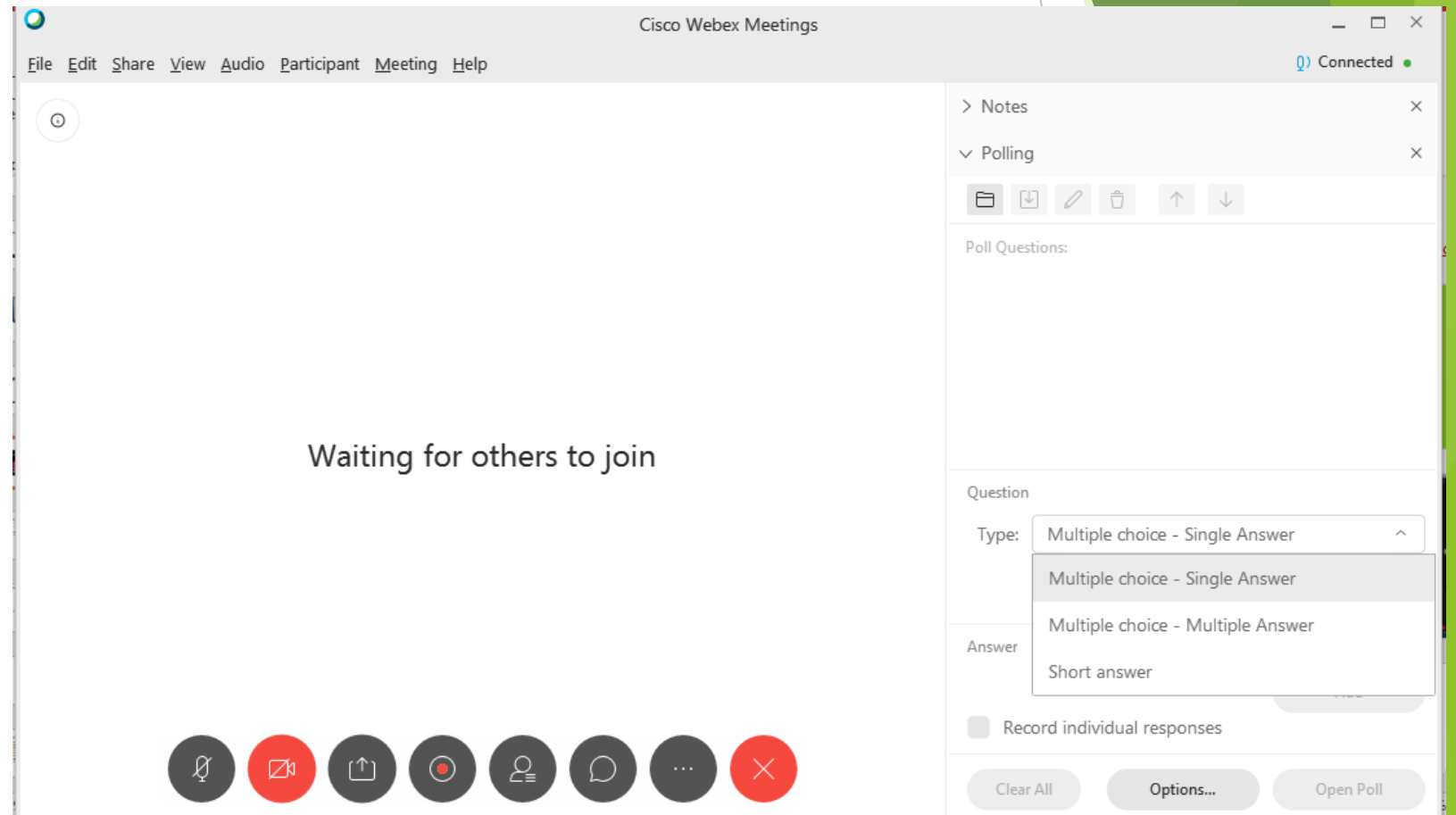
1. Share how you feel about the rain.

Polling status

Not started	...	1/1 (100%)	<div style="width: 100%; height: 10px; background-color: red;"></div>
In progress	...	0/1 (0%)	
Finished	...	0/1 (0%)	

Remaining time: 4:51 Time limit: 5:00

New Poll Edit Questions Close Poll



Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Waiting for others to join

Notes

Polling

Poll Questions:

Question

Type: Multiple choice - Single Answer

- Multiple choice - Single Answer
- Multiple choice - Multiple Answer
- Short answer

Answer

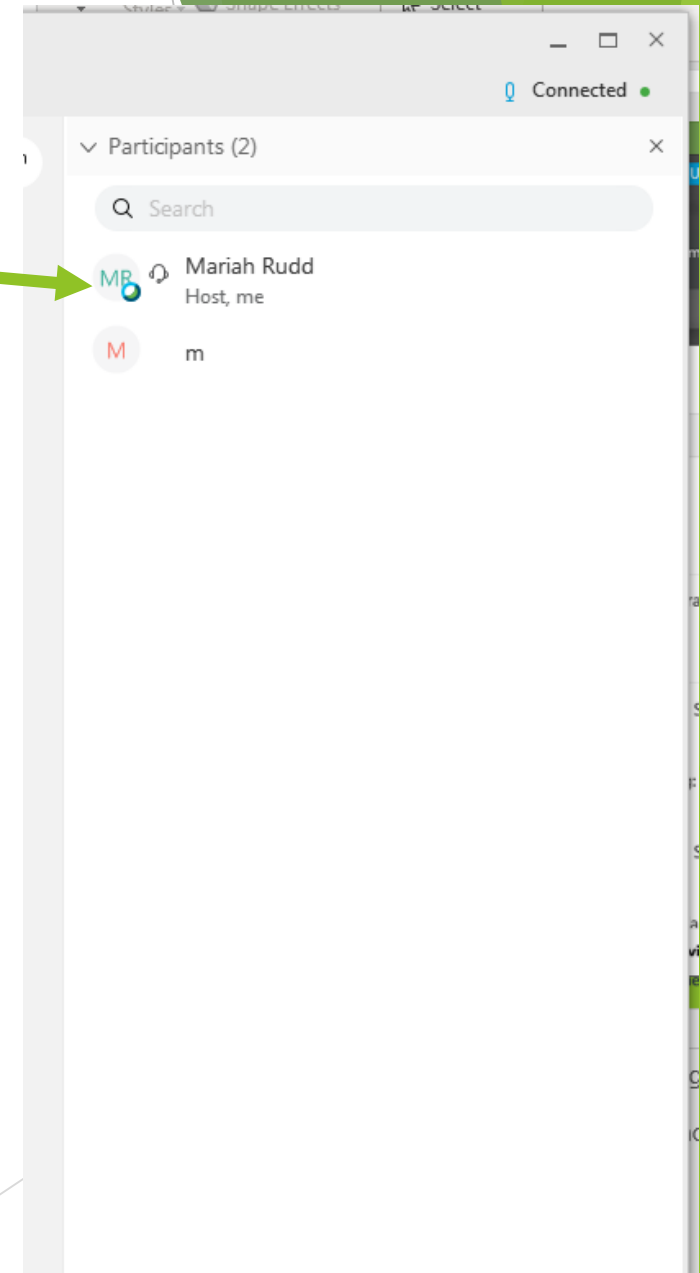
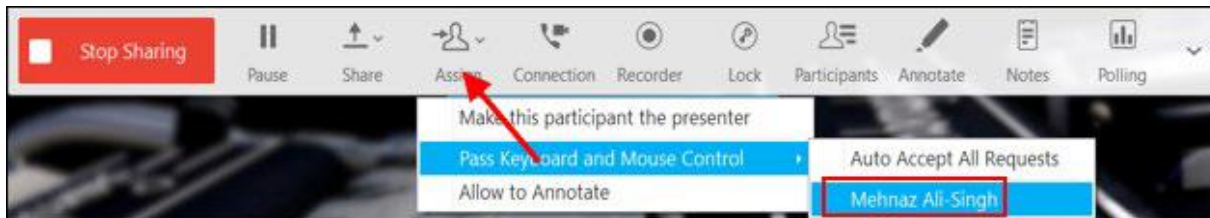
Record individual responses

Clear All Options... Open Poll



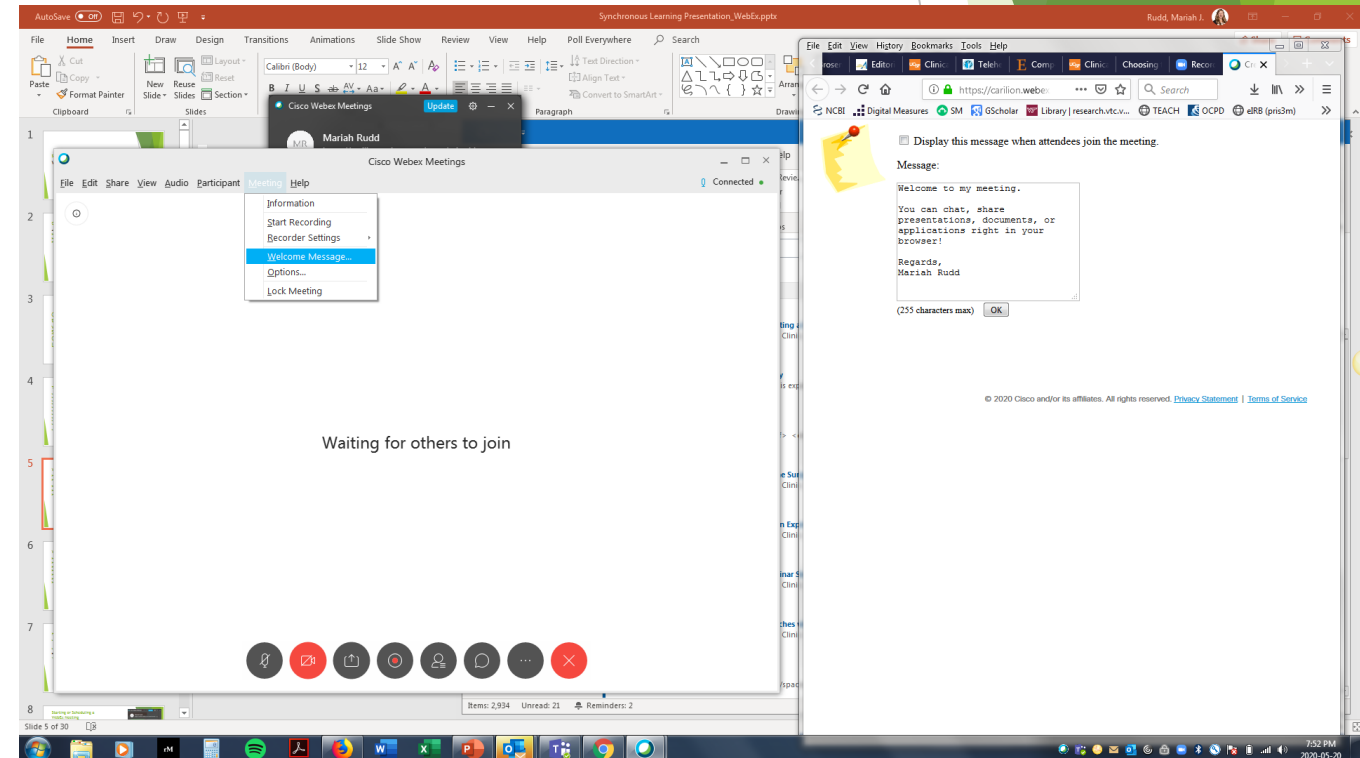
# Tools for Engagement/Feedback

- ▶ 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



# 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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TEACH [TEACH@carilionclinic.org](mailto:TEACH@carilionclinic.org)

- ▶ 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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