

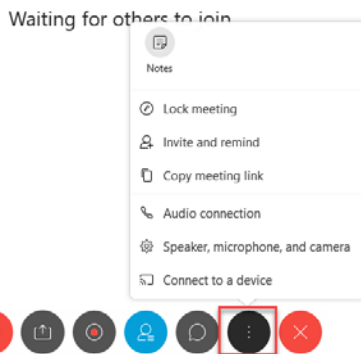
Keep Teaching Live: WebEx Meetings Tips and Tricks

Faculty/Staff/Students have access to WebEx and can host a meeting by going to <http://webex.uconn.edu>. If you are hosting a meeting for your class, the students do not need to sign into the UConn WebEx site to access it. You share the link to your session in your HuskyCT course. The student would click that link, while the instructor goes to <http://webex.uconn.edu> to start the session. More detailed documentation on WebEx can be found at: <https://confluence.uconn.edu/display/IKB/Webex+Video+Conferencing>

Note: The only session that is available all the time is your personal room in WebEx. You can use this at any time to meet with students, and others.

Before the session starts:

Make sure you've tested your Audio and Camera when prompted. If you have any issues, click on the ellipses (three dots) in the bottom menu and click Speaker, microphone, and camera.



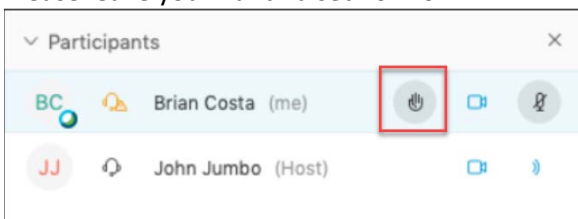
Once you've tested both, the application will remember your settings so you shouldn't need to do this every time. But you can return here if you have any issues. **If your audio keeps dropping out, use your cell phone to call in.**

Note: Students can join using a computer, cell phone, or tablet. If using a computer, it's recommended they install the desktop app for full functionality. The instructions below are for the desktop app. If someone connects with a phone or table you will see a phone/tablet icon to the left of their name as shown below.

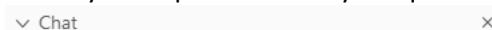


If you share a PowerPoint you can share it right away and have reminders on the first slide such as:

- If you can hear me, raise your hand by clicking on the hand to the right of your name in the Participant Panel. Please leave your hand raised for now.



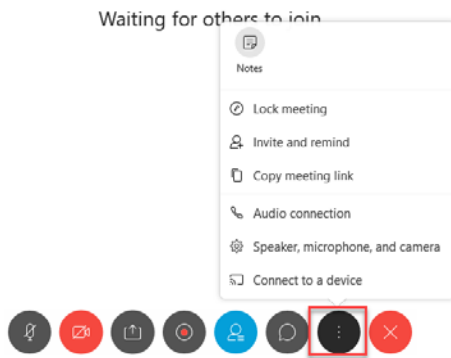
- Please send chat messages to Everyone so everyone else can see the responses, unless it is private in nature. I will try to respond to all of your questions. If I miss your question, please ask it again.



To: Everyone

Enter chat message here

- If you have a technical issue connecting your audio, please call in by clicking on the ellipses, (three dots), at the bottom of the screen and click on Audio Connection. Click Call In. Use your cell phone to call in.



- This session will be recorded and will be shared in HuskyCT. (You will need to share the link to the recording in your HuskyCT course for the student, please indicate where they will be found.)

If you include these reminders, you will know you've successfully shared your PowerPoint, that your microphone is working, and your students can hear you. In addition, you're setting expectations for the room as they enter. This can relieve any anxiety they may have especially in the first few sessions. As the students enter the room, acknowledge them by name, ask them a question. That way they feel more comfortable being in the room. **The last bullet point is to remind you to start recording the session.**

Recording the Session

Click on the record button on your screen to start the recording.



Sharing Content

Click the share icon at the bottom of the screen to share content.



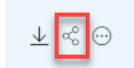
Share Screen/Application: Share screen if you will be showing more than one application at a time. Share Application if you're only sharing one application (that application must be running for you to select it).

Share Whiteboard: You can use a tablet to write on the Whiteboard, scroll to the bottom of the list to find it.

Share Files: You can share a variety of files, scroll to the bottom of the list to find it. Once shared you can annotate them.

Sharing Recordings with Students

Direct your students to the location in your course where you share the recording. To get the link, go to <http://webex.uconn.edu>, login and click on Recordings (left menu). Click on the share icon to the right of the recording.



Then you can add it as a Web Link in your Course. For example, if you're now organizing content for them by day, go to that day, click on Build Content – Web Link and follow the prompts.