Using Webex for Instruction
FACULTY GUIDE

MCW PHARMACY SCHOOL

Arrangements by the Office of Academic Affairs

1. **Schedule:** On a rolling week-by-week basis, Mr. Spiess will schedule Webex meetings for instruction two weeks in advance based on the Master Student Schedule that has been distributed to course directors.

2. **Participants:** Mr. Spiess will add the following individuals to each scheduled Webex meeting as alternate hosts, meaning they can start/end the meeting and have control over presentation:
   a. Course director(s)
   b. Instructor(s) (as identified on the course syllabus published in Brightspace)
   c. Teresa Dobrowski (first back-up for technical assistance)
   d. Erin Walcheske (second back-up for technical assistance)

3. **Students:** Join information for students will be published to Brightspace by Mr. Spiess.

4. **Recordings:** All Webex meetings for instruction will be pre-scheduled to record by Mr. Spiess.
   a. There is nothing instructors need to do to enact/end the recording.
   b. Following the conclusion of the class period, Mr. Spiess will publish the recording link in Brightspace.

Guidance for Instructors *Note the resources on the next page*

1. **Start/Join:** Start/Join the Webex meeting no fewer than 10 minutes prior to the scheduled start time.
   a. Use the appointment on your Outlook calendar to do so.
   b. As he is able, Mr. Spiess will be online within the Webex meeting at the start of each class period.

2. **Connect for Sharing:** Webex provides four methods of sharing with those in the meeting:
   a. **Audio** (via phone) so students can hear you.
      i. Webex prompts you to connect audio when you join the meeting.
      ii. Instructors should select "Call me" and enter their landline/mobile phone to connect audio (in lieu of your computer microphone/speakers). This method provides the clearest connection.
      iii. Instructors should utilize headphones, if possible, to improve the quality of their audio.
      iv. From the Participant menu (upper left), select "Mute All" or "Mute on Entry" if desired.
   b. **Video** (via webcam) so students can see you. This is highly recommended.
      i. Webex prompts you to share video when you join the meeting.
   c. **Screen share** so students can see your PowerPoint slides and other materials you display.
   d. **Chat:** Participants can communicate via text without disrupting audio/video.
      i. Chat is automatically available to every participant in the meeting.

3. **Announcements to Students:** At the start of your class period:
   a. Ask students if they can 1) hear you, 2) see you, and 3) see your slides.
   b. Remind students to mute their audio and disable their video unless they are asking a question.
   c. Inform students how you will accept questions:
      i. Throughout your instruction via audio/video. (This will be them interrupting you.)
      ii. During breaks or at the end of your instruction via audio/video.
      iii. Via Webex chat during/after your instruction.
      iv. Via email after your instruction.
   d. Inform students for approximately how long you will lecture before you provide a break.

4. **Breaks:** Provide 10-minute breaks for each hour of instruction.
   a. Mute your audio and disable video during this time.
   b. When you return, ask students if they can 1) hear you, 2) see you, and 3) see your slides.

5. **Exit:** When your instruction has concluded, take care to select the appropriate option to exit the meeting:
   a. **Leave Meeting: If another instructor follows you** and the class period needs to continue.
   b. **End Meeting: If you are the final instructor** and the class period is now over. *If you mistakenly select End Meeting when the class period is not over, the meeting will end, and we cannot restart it.*

Resources

- [Webex InfoScope Page](#)
- [Cisco Webex Meetings Video Tutorials](#)
- [Webex User Guide](#)
- [Video Conferencing Tip Sheet](#)
- [Mac: How to use Webex on an iOS device](#)
- [Mac: App Can't Be Opened](#)
- [Mac: Editing security preferences](#)

A note for Mac users from Mr. Edwards: Go to System Preferences (the big gear thing) and then Security and Privacy. Check the General Tab and see what "Allow apps downloaded from:" has checked. This should be App Store and Identified Developers. You'll have to click on the lock to allow access.
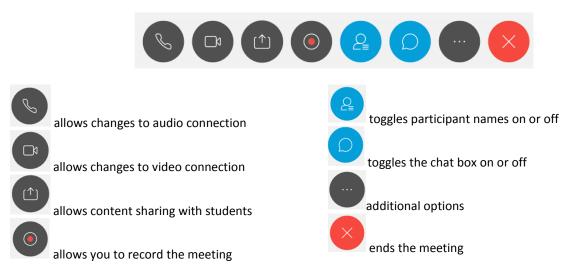
> **A follow-up note from Dr. Pape:** If you are installing the plug-in for the first time or re-installing after an iOS update, you may need to follow the steps provided by Chris several times. It will require you to click "Allow Access" multiple times for each portion of the downloaded file. My recommendation is to keep the Security and Privacy tab open, continually refresh the Webex, and keep clicking back-and-forth from "OK" to "Allow Access." I experienced this, and there was a large number of files, but eventually it works!

Mac users can also try these steps:

1. Follow the terminal command prompt: sudo spctl --master-disable.
   a. Enter your Mac password when prompted and hit enter.
2. Download the Webex browser extension for **both** Chrome and Safari.
3. Allow pop-ups from Web-Ex.

Webex Functionality

At the bottom of the Webex screen is a series of icons.

allows changes to audio connection

allows changes to video connection

allows content sharing with students

allows you to record the meeting

toggles participant names on or off

toggles the chat box on or off

additional options

ends the meeting

Webex Functionality (*continued*)

Once you Share content, the Webex screen will move into the top of your screen. These icons are similar to the previous icons above.

Note - If you can't find the icons anymore, move your mouse to the top of your screen and the icons will reappear.

You can stop sharing at any time by clicking Stop Sharing.

If you toggle participant names on, you will a list of the names or phone numbers for the meeting participants.

If you toggle the chat feature on, a chat box where you can ask questions to the group or individuals will appear. Use the arrow to select who to send the message to. Participants can also post questions here as well.