

# Using Webex for Instruction

## STUDENT GUIDE

### Arrangements by the Office of Academic Affairs

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1. **Methods of Class Period Delivery:** Regardless of method, the access link will be published to be available at the class period start time in the corresponding Brightspace content module for each course. Options include:
  - a. Live via Webex conference (this will be the primary method for most courses)
  - b. Pre-recorded lecture
  - c. 2019 Panopto recording
2. **Schedule:** On a rolling week-by-week basis, Mr. Spiess will schedule Webex meetings for instruction based on the official course syllabi and the academic session schedule. The hyperlink to join each class period will be made available to students in the corresponding Brightspace course content module (e.g. Week 1).
3. **Recordings:** All Webex meetings for instruction will be pre-scheduled to record by Mr. Spiess. Following the conclusion of the class period, the recording link will be made available in Brightspace.

### Guidance for Students [Note the resources below](#)

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1. **Join:** Just as they would do in the Digital Classroom, students should join the Webex meeting by clicking the link in Brightspace no fewer than 5-10 minutes prior to the scheduled start time.
2. **Connect for Sharing:** Webex provides four methods of sharing with those in the meeting:
  - a. **Audio:** Webex prompts participants to connect audio once they have joined the meeting.
    - i. Students should select "Call Using Computer," which means connecting audio via your device's speakers/microphone (*not* by phone number).
    - ii. Students should mute their audio once they have successfully connected.
    - iii. Students should unmute their audio when asking a question of the instructor.
    - iv. Students should remember to mute themselves once more after asking a question.
  - b. **Video** (via webcam): Webex prompts participants to connect video when they have joined the meeting.
    - i. Students are asked to refrain from sharing video unless they are asking a question of the instructor, in which case video sharing is strongly encouraged.
  - c. **Screen share:** This is how faculty will share PowerPoint slides and other materials.
    - i. Be default, student participants do not have access to share their screen.
  - 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, expect the instructor to:
  - a. Ask students if they can 1) hear the instructor, 2) see the instructor, and 3) see the slides.
  - b. Remind students to mute their audio and disable their video unless they are asking a question.
  - c. Inform students how questions will be accepted during the class period:
    - i. Throughout your instruction via audio/video. (Students interrupt the instructor.)
    - ii. During breaks or at the end of instruction via audio/video.
    - iii. Via Webex chat during/after instruction.
    - iv. Via email after instruction.
  - d. Inform students for approximately how long lecture will occur before a break is provided.

### Troubleshooting

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If you have difficulty accessing the Webex meeting, clear your Internet browser's history and cache, exit and restart the browser, and try the join link again.

### Technical Assistance

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Student who experience difficulty with the Webex platform should contact the MCW Information Services (IS) Help Desk: (414) 955-4347, option 8; [help@mcw.edu](mailto:help@mcw.edu). Students should be as descriptive as possible and include appropriate screenshots of error messages when submitting a request for assistance.

## 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](#)

Mac users in particular may have difficulty connecting. 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

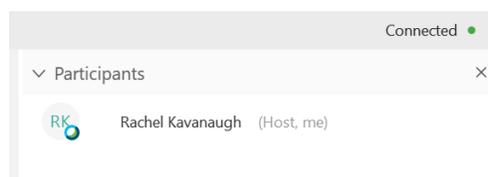


additional options



ends the meeting

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.

