

Web-Based WebEx Instructions

How to Create a WebEx Event:

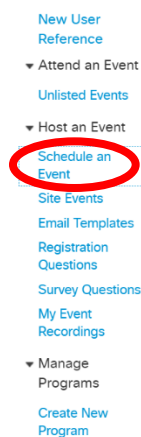
1. Go to <https://uwaterloo.webex.com/webappng/sites/uwaterloo/dashboard?siteurl=uwaterloo> and login using your person UW identification information. Ensure you use your @uwaterloo.ca email, not @edu.uwaterloo.ca or an error will occur.
2. Select the “Classic View” option in the upper right corner

The screenshot shows the Cisco WebEx dashboard for Katelin Hamilton. The top navigation bar includes a search bar, the language 'English', and the 'Classic View' option, which is circled in red. The user's name 'Katelin' is also visible. The main content area displays 'Katelin Hamilton's Personal Room' with a URL, a 'Start a Meeting' dropdown, and a 'Schedule' button. Below this, there is a section for 'Upcoming Meetings' with one meeting listed: 'WebEx Practice' on Tuesday, March 17, at 12:00 PM - 1:00 PM, with a 'Start' button. On the right, there is a 'Download' button for the Cisco WebEx Meetings app and an 'Insights' section with a line graph titled 'Meetings I hosted' showing data for February 16, February 23, March 1, and March 8.

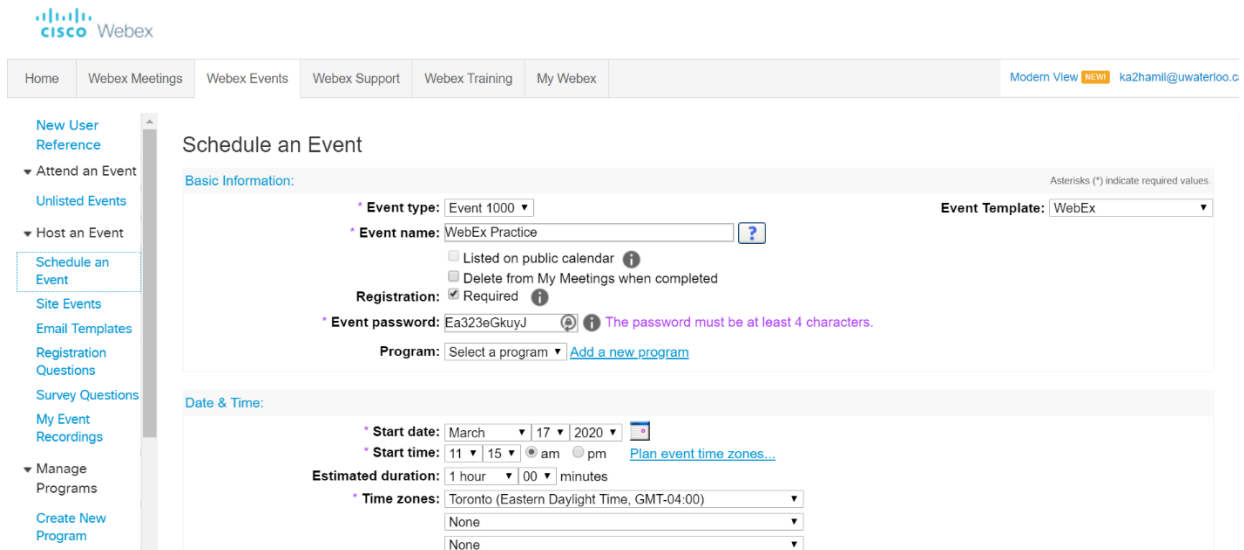
3. From the top menu, click “WebEx Events”
 - You may need to click the arrow at the top of the screen to get the menu to drop down

The screenshot shows the Cisco WebEx dashboard with the 'WebEx Events' option in the top navigation bar circled in red. The dashboard features a large central area with a circular profile picture containing the initials 'KH' and a 'Change' link below it. The text 'Good morning, Katelin.' is displayed in a large, friendly font. Below this, there is a prominent green 'Start Meeting' button. Underneath the button, there are links for 'Start by browser NEW!' and 'More ways to join'. The background of the dashboard is a scenic image of a beach with a blue sky and ocean. A small white mug with the Cisco logo is visible on a wooden surface in the bottom right corner. The top navigation bar includes 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex'. The user's name 'ka2hamil@uwaterloo.ca' is visible in the top right corner.

4. From the side menu, select “Schedule an Event”



5. Under Basic Information and Event name, enter your event name and an event password.
 - A password will be randomly generated, but it can be changed to any password that is at least 4 characters
6. Unclick “Delete from My Meetings when completed” and ensure that “Registration Required” is checked
7. Under “Date & Time”, enter the date and start time
8. Change the “Estimated Duration” to the estimated length of your session.
9. Ensure the Time Zone is Toronto (Eastern Standard Time)
10. Under Time Zones, click “Attendees can join 30 minutes before the scheduled start time”
This is crucial as it gives participants some extra time to join the WebEx and sort out technical issues if they have any
11. Under Email Reminder, set it to send you a reminder email 30 minutes before



12. Under “Event Description & Options”, “Other UCF options”, unselect “Request attendees to verify rich media players”
13. Under Attendees & Registration, Invite Friends, unselect “Allow registrants to invite friends to this event”
14. Once complete, click “Schedule This Event” in the bottom right corner.

15. The Event page will then show up and provide you with the Event ID and password which can be sent out to students. You can also send the “Event address for attendees” link to students.

The screenshot displays the Cisco Webex interface for an event. The top navigation bar includes 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex'. The left sidebar contains various options like 'New User Reference', 'Attend an Event', 'Host an Event', and 'Manage Programs'. The main content area is titled 'Event Information' and lists the following details:

- Event:** WebEx Practice
- Type:** Unlisted Event
- Event address for attendees:** <https://uwaterloo.webex.com/uwaterloo/onstage/g.php?MTID=e3faa5a97591297475b8008c0a2b652ff>
- Event address for panelists:** <https://uwaterloo.webex.com/uwaterloo/onstage/g.php?MTID=e53af46deac782709932e9f18a61b716b>
- Date and time:** Tuesday, March 17, 2020 11:15 am Eastern Daylight Time (Toronto, GMT-04:00)
- Duration:** 1 hour
- Description:**
- Event number:** 733 331 440
- Event password:** Ea323eGkuyJ
- Host key:** 150000
- Panelist Info:**
- Panelist password:**
- Audio conference:** Use VoIP only
- Maximum number of registrants:** 10000
- Destination address after event:**
- Host image:**
- Attendee list available for viewing by:** Host, presenter and panelists only
- Event material:** None

On the right side, there are two action buttons: 'Start Event Now' and 'Send Event Emails', each with a brief description of their function.

If any changes need to be made to your event, or you need to access the Event ID and password again you will need to click on “My WebEx” in the upper menu and then “My Meetings” in the side menu. You can then click on the event title to see the event information and can then click the “Edit Event” button at the bottom of the page to edit.

You can save these settings as a template. Before clicking the “Schedule This Event” button, click the “Save as template” button in the bottom left corner. This will now become the default when creating events.

How to Run a WebEx Event as the Host:

1. Go to <https://uwaterloo.webex.com/webappng/sites/uwaterloo/dashboard?siteurl=uwaterloo> and login using your person UW identification information
2. In the default view, you should see your scheduled event under “Upcoming Meetings”
3. Click “Start.” It may take a few seconds for the WebEx to start

The screenshot shows the Cisco Webex interface. At the top, there's a navigation bar with 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex'. The 'My Webex Meetings' page is active, showing a sidebar with options like 'My Meetings', 'My Personal Room', 'My Recordings', etc. The main area is titled 'My Webex Meetings' and shows a calendar view for March 17, 2020. A meeting titled 'WebEx Practice' is listed at 11:15 am. A green 'Start' button is circled in red at the end of the row.

4. If it is your first time using WebEx, you may be asked to download a Google Chrome extension. You will need to download this in order to run your WebEx. You also have the option of downloading a temporary application (link at the bottom of the page) which will also work but will need to be launched each time.

Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.

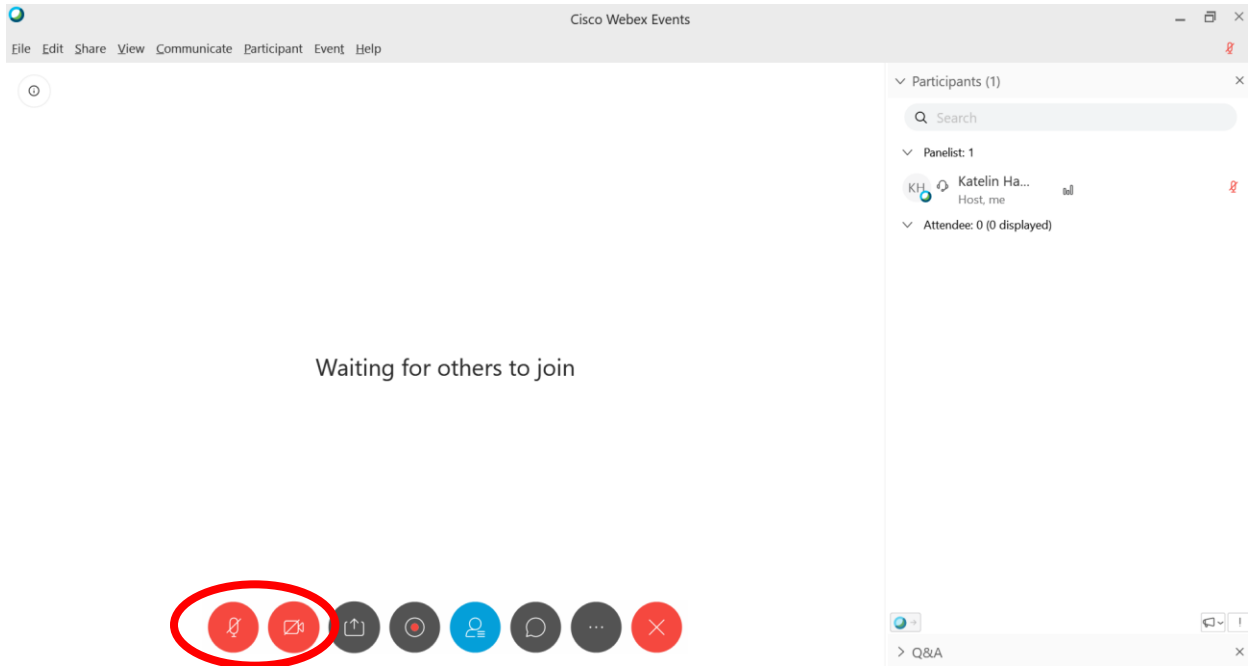
1. Select **Add Webex to Chrome**.
2. Select **Add to Chrome** in the Chrome store.

Add Webex to Chrome

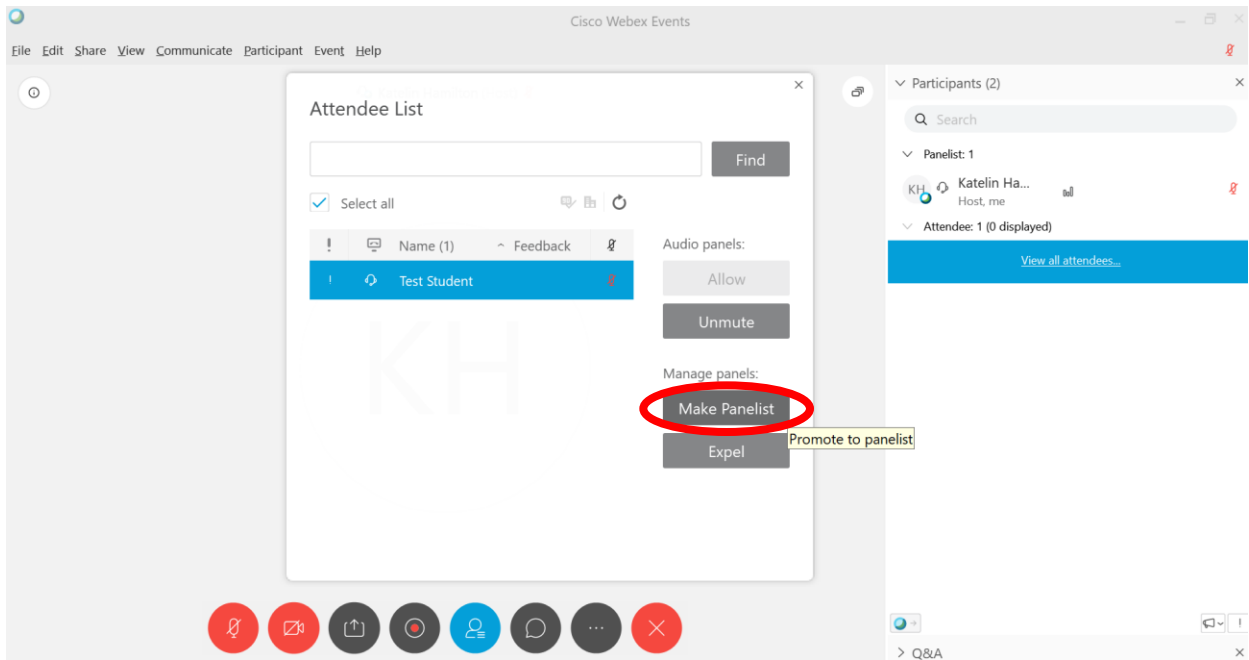
Don't want to use an extension? [Run a temporary application](#) to join this meeting.

5. Once the event has started, ensure you are muted and that your video is off

- This can be accessed by hovering over the bottom of the screen until you see circular icons. If an icon is red, it means your microphone or video is shut off.

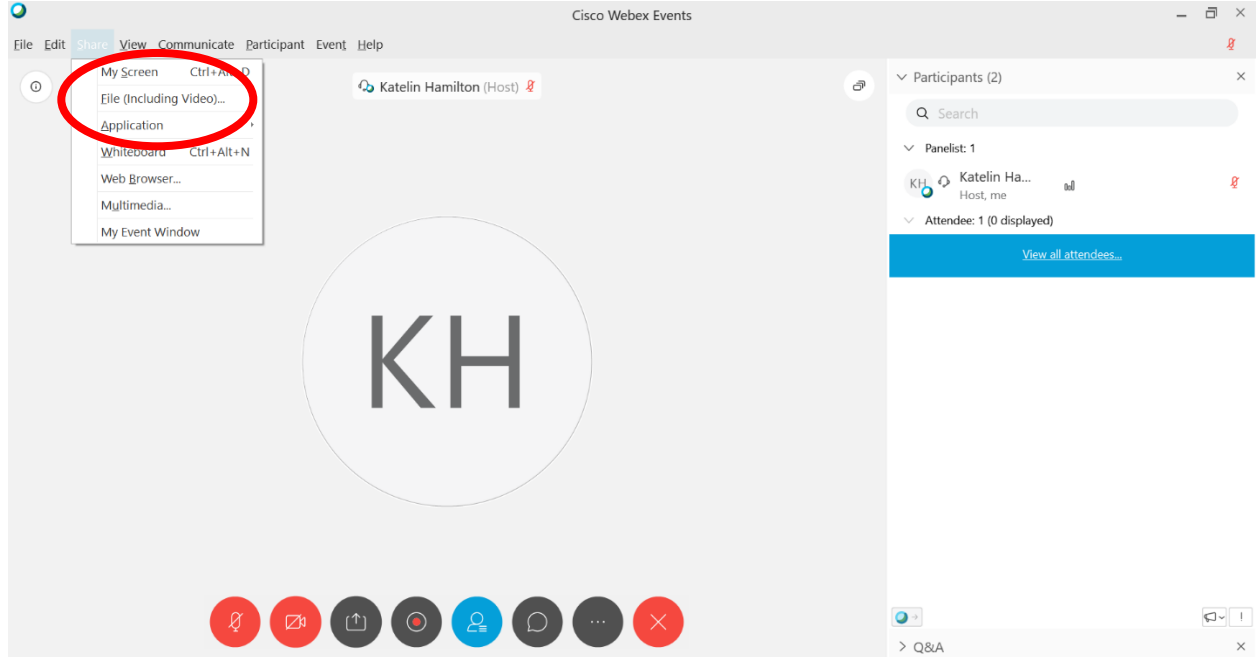


6. To add a presenter, have them follow the student instructions for joining the WebEx. You can then make them a presenter by clicking on the "View attendees" list, finding their name and selecting "Make Panelist"



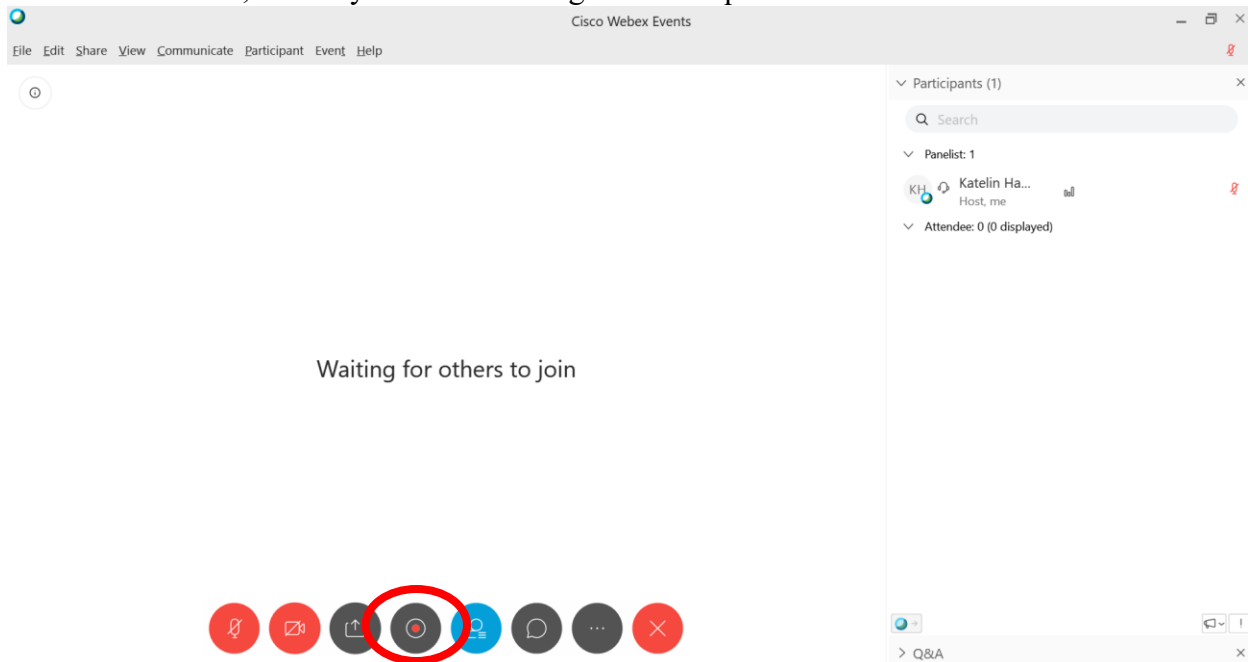
- Note this only gives them permissions to view the attendees list and chat. If you would like to have them present and control the slides, you will need to drag the blue WebEx icon ball from your name to theirs
7. **To upload a PowerPoint or other document:** Go to the upper menu, select “Share” then “Share file” and select the file from your computer. Ensure your PowerPoint does not include any animations as these will not function in WebEx.
- You can control the PowerPoint by hovering over the left side of the screen and using the up and down arrows to switch slides.

To share your screen: Go to the upper menu, select “Share” then “Share my Screen”



8. Before starting, remind your students to ensure their microphones are muted and that they can view the Chat function.
- The chat can be accessed through the lower menu by selecting the chat bubble icon.
 - Ensure students are sending their chats to “Host and Panelists” to ensure you can view these questions. Other students will not be able to see these questions so you will need to read them out.
9. To record the event, once the WebEx has started click the Recorder icon on the bottom icon bar (or under Event, Start Recording, Start) and select Start
- a. Ensure that you are recording in cloud not on your computer. You can ensure this by going to Event, Recorder Settings, and select Record in Cloud. This way the recording will be put in your WebEx account which is easier to transfer to the students

As the event starts, ensure you are answering student's questions under the Chat tab.



- Students also have the option of Q&A but ask them to only use the Chat function so all questions are in one place.
10. When your class is finished, select the Recorder icon and select “Stop Recording” and save all the files associated with the WebEx
 11. Lastly, select the “X” icon along the bottom of the page and select save event files and “End Event”.

If you are using Polling:

1. Go to “View, Panels, Manage Panels,” select “Polling” from “Available panels” and “Add” it to “Current Panels” then select “OK”
2. Go to Participant and Change Role To, select Polling Coordinator
3. Choose the type of question (typically MC- Single Answer) and select “New”
 - a. To add another question, select the icon beside the File Folder to create a new question
4. Type the question in the space provided to you
5. Under “Answers” click “Add” and you can input the answers for the MC question
6. Under “Options” change the “Alarm” to the desired time (typically 0.5 or 1 minute)
7. When you want the polling question to appear for participants, select “Open Poll”
8. When the Alarm is done, click Share Poll results and Apply to share the results with participants/panelists
9. You are able to download/save all the polling questions and answers as well after the poll is finished

Retrieving Recording:

You will likely receive an email when your recording has been processed.

1. Login to your WebEx account at <https://uwaterloo.webex.com/webappng/sites/uwaterloo/dashboard?siteurl=uwaterloo> using your personal UW identification information and change to Classic view
2. Go to the “My WebEx” tab
3. Select “My Recordings” then “Events”
4. Select the title of the WebEx recording you want to view the recording details for

My WebEx Recordings

Welcome, Katelin Hamilton

My Recordings

Meetings | **Events** | Training Sessions | Miscellaneous

Deleted Recordings (0)

Recording storage: Site: 22% of 50 GB

Total: 6 recordings

Topic	Security	Panelist	Type	Date	Size	Duration	Format	Actions
AFM 100 - CrewCast 11-20200309 2031-1	🔒		Unlisted	March 9, 2020	46.7 MB	42 minutes	MP4	▶ ⏪ ⏩ ⌂
AFM 100 - CrewCast 10-20200224 2130-1	🔒		Unlisted	February 24, 2020	72.7 MB	1 hour 1 minute	MP4	▶ ⏪ ⏩ ⌂
AFM 100 - CrewCast 9-20200210 2130-1	🔒		Unlisted	February 10, 2020	50.2 MB	43 minutes	MP4	▶ ⏪ ⏩ ⌂
AFM 100 - CrewCast 8-20200127 2130-1	🔒		Unlisted	January 27, 2020	76.2 MB	46 minutes	MP4	▶ ⏪ ⏩ ⌂

5. You can then send the “Playback Recording Link” to students and the original password for the event.
 - If you are unsure of the password, you can select “Modify” to view this information.

Recording Information: AFM 100 - CrewCast 11-20200309 2031-1

Topic: AFM 100 - CrewCast 11-20200309 2031-1

Type: Unlisted

Recording date: Monday, March 9, 2020 4:31 pm
Eastern Daylight Time (New York, GMT-04:00)

Panelist Information:

Duration: 42 minutes

Description:

Number of viewers: 2

Security: 🔒

Post-recording survey: No

Download recording link: <https://uwaterloo.webex.com/uwaterloo/ldr.php?RCID=9b51fb7e886c498b80ee13bf872fc093>

Playback recording link: <https://uwaterloo.webex.com/uwaterloo/lsr.php?RCID=9b51fb7e886c498b80ee13bf872fc093>

Play Event Recording Now
You can view your event recording by clicking **Play Now**.

[Play Now](#)

If you want to download the recording, click [here](#).

Share My Recording
You can send an email to share your recording with others by clicking **Send Email**.

[Send Email](#)

If you want to use your local email client to send the email, click [here](#).

Modify Send to Vendor Delete Disable Re-assign Back to List

Attendance Data

1. Login to your UW WebEx account and change to classic view
2. Select “My WebEx” from the top menu
3. Go to “My Reports” and “Attendance Report”

The screenshot shows the Cisco Webex interface. At the top, the navigation bar includes 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex' (circled in red). The left sidebar contains 'My Meetings', 'My Personal Room', 'My Recordings', 'My Contacts', 'My Profile', 'Preferences', 'My Reports' (circled in red), 'Training', and 'Support'. The main content area is titled 'My Webex Reports' and lists 'All Services' including 'Usage Report', 'Meeting Recording Report', and 'Registration Report'. Under 'Webex Meetings', the 'Attendance Report' link is circled in red.

4. Under “Attendance Report,” select the date of the WebEx you want the Attendance data
5. There may be multiple attendance reports for the same WebEx event; therefore, select the event name with the highest attendance number

The screenshot shows the 'Attendance Report' page. The left sidebar has 'My Reports' circled in red. The main content area shows 'Attendance Report' with a search bar and instructions. Below, there are two reports: 'Preliminary Attendance Report' and 'Final Attendance Report'. The 'Final Attendance Report' table is as follows:

Event Name*	Invited	Registered	Attended	Absent	Date & Time
AFM 100 - CrewCast 10	1	226	224	2	February 24, 2020 7:12 pm
AFM 100 - CrewCast 10	1	227	1	226	February 24, 2020 5:41 pm
AFM 100 - CrewCast 11	1	213	202	13	March 9, 2020 5:13 pm
AFM 100 - CrewCast 11	1	217	5	212	March 9, 2020 6:43 pm
March 13 Guest Speaker - Ritika Rohailla	0	229	216	16	March 13, 2020 11:08 am
TEST	1	0	0	0	March 12, 2020 8:58 am
TEST	1	2	2	0	March 12, 2020 2:16 pm
Test Feb 24	0	0	0	0	February 24, 2020 1:59 pm
Test Feb 24	0	0	0	0	February 24, 2020 2:47 pm

6. Then select “Export” and save the Attendance report to your archive

NOTE: It may take some time for event recordings and attendance data to be processed, so check to see if they have been processed a few hours after your class.

Instructions for Students

This is the messaging we have sent out to students about joining the WebEx. Feel free to use this template and modify it as necessary.

NOTE: Alternatively you can send students a link to the WebEx event

WebEx Instructions for Students

1. Go to
<https://uwaterloo.webex.com/webappng/sites/uwaterloo/dashboard?siteurl=uwaterloo>
2. Select “Sign In” in the top right corner
3. Enter your UW email (do not include the “edu”) and password to sign in the same as you would do for LEARN
4. At the top search bar, enter in the event number _____ and password _____.
 - a. Click “Join.” The event name is “_____”. You may need to do a quick registration with your name and email and then press “Submit.”
5. You will have the ability to join the WebEx 15 minutes prior to the event. The event starts at _____ meaning you can join at _____.
6. Once you have joined the WebEx, ensure you are muted and that your audio is connected (so you can hear the presenter).

*If you have not used WebEx before, you will be asked to download a chrome extension to run the software. You have the option of downloading an extension OR downloading a temporary application with the link at the bottom of the page. Both options will allow you to access the WebEx.

*It is recommended that you use Google Chrome or Internet Explorer over Safari for WebEx. Passwords you have saved may autofill to WebEx and cause errors if they include “edu” in your email. If you have passwords saved, consider using a different browser or an incognito window. If you incorrectly entered your email with the “edu” included, please open an incognito window and sign in again. Please ensure you have also enabled pop-ups in your browser to successfully join.

*During the WebEx, please send any questions using the chat function that you can activate by clicking the speech bubble icon. Please ensure you have selected “Host and panelists” in the “To” dropdown menu.