

# Online Teaching Training – WebEx

Jonathan Resop (resop@umd.edu)

Department of Geographical Sciences

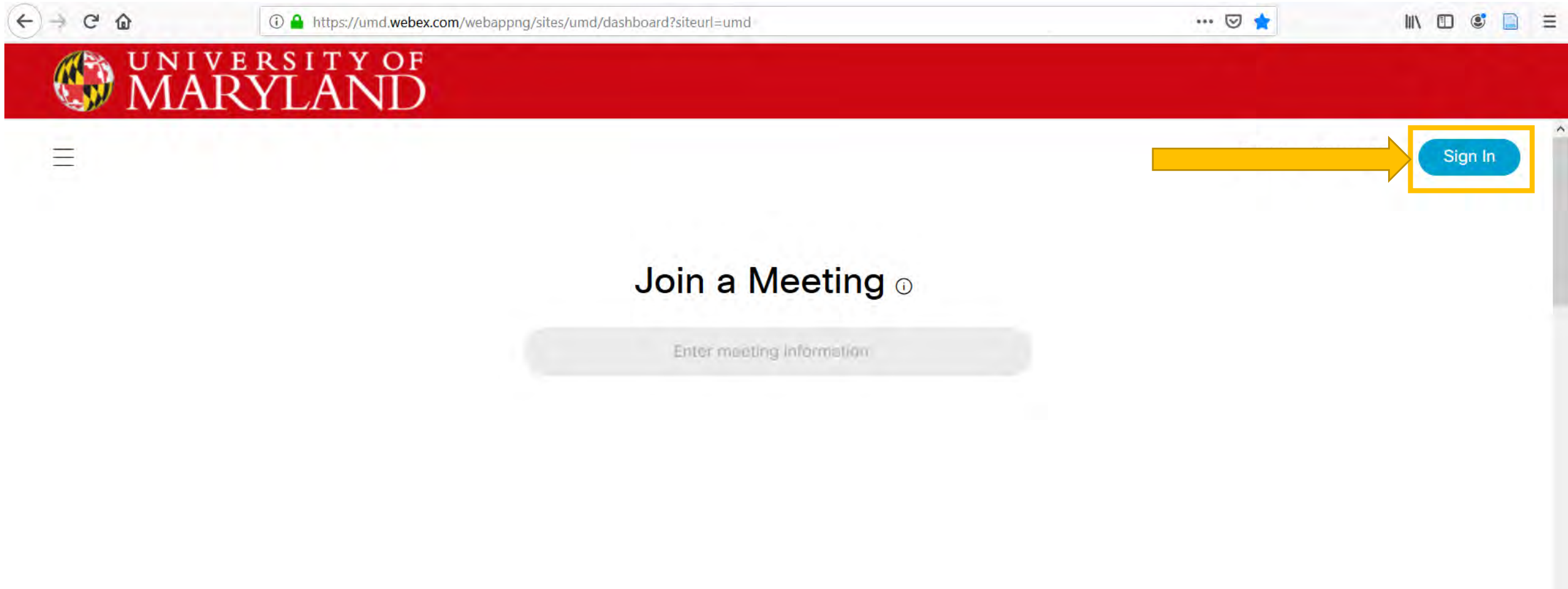
March 18, 2020

# Overview

- Logging Into WebEx
- Creating a New Meeting
  - Sharing the Meeting Link
- Running a Meeting – Lecture/Lab/Discussion
  - Setting Audio and Video
  - Recording the Meeting
  - Sharing Content – Slides or Screen
  - Managing Students + Chatbox Settings
- Ending the Meeting
  - Sharing the Recording Link
- WebEx Support

# Logging Into WebEx

- <https://umd.webex.com>



# Logging Into WebEx

- WebEx Home Page

The screenshot shows the WebEx dashboard for the University of Maryland. At the top is a red banner with the University of Maryland logo and name. Below this is a navigation sidebar on the left with links to Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area features a search bar, a user profile for Jonathan Resop with a 'Start a Meeting' button and a 'Schedule' button, and a blue promotional box for the Cisco Webex Meetings app. The browser's address bar shows the URL: [https://umd.webex.com/webappng/sites/umd/dashboard?siteurl=umd&from\\_login=true](https://umd.webex.com/webappng/sites/umd/dashboard?siteurl=umd&from_login=true).

UNIVERSITY OF MARYLAND

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Search for meetings and recordings

English Classic View Jonathan

Jonathan Resop's Personal Room

<https://umd.webex.com/meet/resop>

More ways to join

Start a Meeting Schedule

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

Download

Insights

# Creating a New Meeting

- Schedule a new meeting for a future lecture, lab, discussion, etc...

The screenshot shows the University of Maryland Webex dashboard. The browser address bar displays <https://umd.webex.com/webappng/sites/umd/dashboard/home>. The University of Maryland logo is in the top left. A sidebar on the left contains links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area features a search bar, language and view settings (English, Classic View, Jonathan), and a section for 'Jonathan Resop's Personal Room' with the URL <https://umd.webex.com/meet/resop>. A 'Schedule' button is highlighted with a yellow box, and a green arrow points to it from the left. A blue notification box on the right promotes the Cisco Webex Meetings app with a 'Download' button. The word 'Insights' is visible at the bottom right.

# Creating a New Meeting

- Important to set the Topic/Title and Date/Time of the class event

## Schedule a Meeting

Meeting templates Webex Meetings Default

Meeting type Webex Meetings Pro 1000

\* Meeting topic GEOGXXX Week X Lecture

\* Meeting password 3mmH5p2MwJ7

Date and time Wednesday, Mar 18, 2020 10:00 pm Duration: 1 hour  
(UTC-04:00) Eastern Time (US & Canada)

☐ Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options

Cancel Schedule Save as template



Meeting type Webex Meetings Pro 1000

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Date and time Wednesday, Mar 18, 2020 10:00 am Duration: 1 hour  
(UTC-04:00) Eastern Time (US & Canada)

☐ Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options

Cancel Schedule Save as template

Calendar overlay showing March 2020 with the 18th selected. Time: 10:00 am. Duration: 1 hour 0 minutes. Done button.

- You can click "Recurrence" for repeating the event (e.g. weekly class at same time)

# Creating a New Meeting

- When you're done filling the details, click "Schedule"

## Schedule a Meeting

Meeting templates Webex Meetings Default

Meeting type Webex Meetings Pro 1000

\* Meeting topic GEOGXXX Week X Lecture

\* Meeting password 3mmH5p2MwJ7

Date and time Wednesday, Mar 18, 2020 10:00 pm Duration: 1 hour  
(UTC-04:00) Eastern Time (US & Canada)

☐ Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options

Cancel

Schedule

< Back to Meeting List

## GEOGXXX Week X Lecture



Hosted by Jonathan Resop

10:00 AM - 11:00 AM | Wednesday, Mar 18 2020  
(UTC-04:00) Eastern Time (US & Canada)

Start Meeting

### Meeting Information


Meeting link:	https://umd.webex.com/umd/j.php?MTID=m502c08163854a49e4884ac9515d9bb63
Meeting number:	730 918 838
Password:	3mmH5p2MwJ7
Host key:	844353



# Creating a New Meeting

- You should get an automatic e-mail with the meeting event details

Webex meeting scheduled: GEOGXXX Week X Lecture Inbox x

 **Jonathan Resop** <messenger@webex.com> 3:31 PM (3 minutes ago) ☆ ↩ ⋮

to me ▾

<div>Mar</div> <div><b>18</b></div> <div>Wed ▾</div>	<p><b>GEOGXXX Week X Lecture</b> <a href="#">View on Google Calendar</a></p> <p><b>When</b> Wed Mar 18, 2020 10am – 11am (EDT)</p> <p><b>Where</b> <a href="https://umd.webex.com/umd/j.php?MTID=m502c08163854a49e4884ac9515d9bb63">https://umd.webex.com/umd/j.php?MTID=m502c08163854a49e4884ac9515d9bb63</a></p> <p><b>Who</b> Cisco Webex*</p>	<p><b>Agenda</b> Wed Mar 18, 2020</p> <p><i>No earlier events</i></p> <p>10am GEOGXXX Week X Lecture</p> <p><i>No later events</i></p>
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**You are the host for this Webex meeting.**

When it's time, start your Webex meeting here.



# Creating a New Meeting

- You can later find the meeting in the "Meetings" tab on the side

The screenshot displays the University of Maryland Webex Meetings interface. The browser address bar shows the URL `https://umd.webex.com/webappng/sites/umd/meeting/home`. The University of Maryland logo is prominently displayed at the top. On the left sidebar, the "Meetings" tab is highlighted with a yellow box. The main content area is titled "Meetings" and includes a search bar, language and view settings (English, Classic View), and a user profile (Jonathan). Below these, there are filters for "My Meetings", a date range of "03/17/2020 - 03/23/2020", and a checkbox for "Show past meetings". A single meeting is listed, highlighted with a yellow box: "10:00 AM - 11:00 AM" on "Wed, Mar 18" titled "GEOGXXX Week X Lecture" by "Jonathan Resop". A green "Start" button is visible next to the meeting details.

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Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Search for meetings and recordings

English | Classic View | Jonathan

Meetings

Schedule

My Meetings | 03/17/2020 - 03/23/2020 | Show past meetings

JR 10:00 AM - 11:00 AM Wed, Mar 18 GEOGXXX Week X Lecture Jonathan Resop

Start

# Creating a New Meeting

- Before class, share a copy of the "Meeting Link" URL (below) with class
  - You can make an announcement in your course site in ELMS and paste URL

The screenshot displays the Webex user interface. On the left is a sidebar with navigation links: Home, Meetings (highlighted), Recordings, Preferences, Insights, Support, Downloads, and Feedback. The top header includes a search bar, language settings (English), view settings (Classic View), and the user's name (Jonathan). The main content area shows the details for a meeting titled "GEOGXXX Week X Lecture", hosted by Jonathan Resop. The meeting is scheduled for Wednesday, Mar 18 2020, from 10:00 AM to 11:00 AM (UTC-04:00 Eastern Time). A green "Start Meeting" button is visible. To the right, there is a section titled "Who is invited?" with a text input field for adding attendees. At the bottom, the "Meeting Information" section is shown, containing the "Meeting link" and "Meeting number". The meeting link is highlighted with a yellow box and an arrow pointing to it from the left. The meeting number is 730 918 838.

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Search for meetings and recordings English Classic View Jonathan

< Back to Meeting List

## GEOGXXX Week X Lecture

Hosted by Jonathan Resop

10:00 AM - 11:00 AM | Wednesday, Mar 18 2020  
(UTC-04:00) Eastern Time (US & Canada)

Start Meeting

### Who is invited?

Enter email address to add attendee

### Meeting Information

Meeting link: <https://umd.webex.com/umd/j.php?MTID=m502c08163854a49e4884ac9515d9bb63>

Meeting number: 730 918 838

# Creating a New Meeting

- To start the meeting at class time, click "Start Meeting"
  - You should also get an automated e-mail reminding you ~15 minutes before class

The screenshot displays the Webex user interface. On the left is a vertical navigation menu with options: Home, Meetings (highlighted in blue), Recordings, Preferences, Insights, Support, Downloads, and Feedback. A large yellow arrow points from the 'Start Meeting' button in the main content area to the 'Downloads' option in the sidebar. The main content area shows a meeting titled 'GEOGXXX Week X Lecture' hosted by Jonathan Resop, scheduled for 10:00 AM - 11:00 AM on Wednesday, Mar 18 2020 (UTC-04:00 Eastern Time (US & Canada)). A green 'Start Meeting' button with a dropdown arrow is highlighted with a yellow border. To the right of the meeting details is a section titled 'Who is invited?' with a text input field labeled 'Enter email address to add attendee'. At the bottom, the 'Meeting Information' section provides the meeting link: <https://umd.webex.com/umd/j.php?MTID=m502c08163854a49e4884ac9515d9bb63> and the meeting number: 730 918 838. The top of the interface includes a search bar, language settings (English), view settings (Classic View), and a user profile (Jonathan).

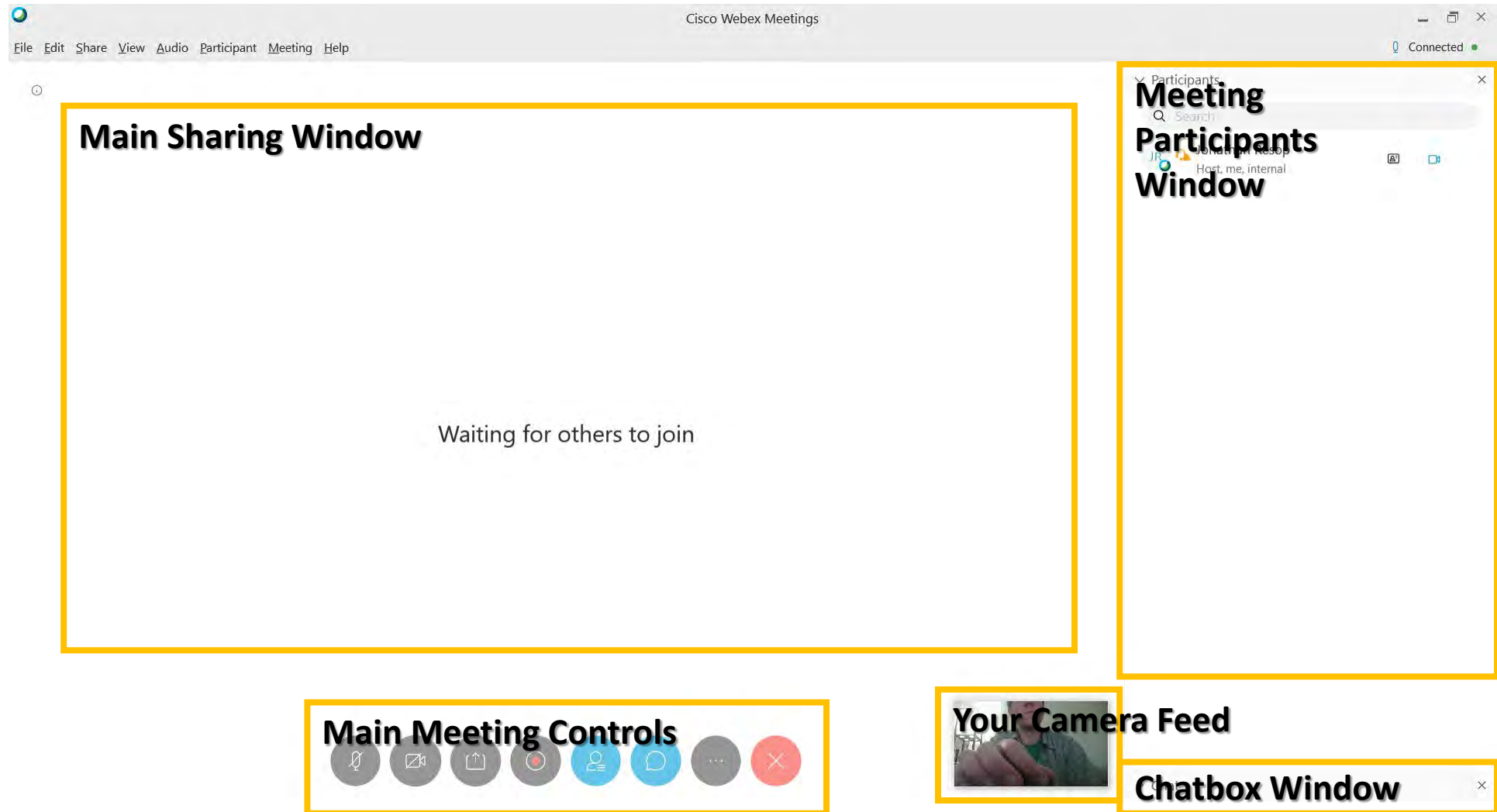
# Running a Meeting

- When you click "Start Meeting", you should see the following pop up
  - You should be logged in automatically
  - Your audio and video should be automatically connected
    - If not, need to look at audio settings
  - Click "Start Meeting" to begin



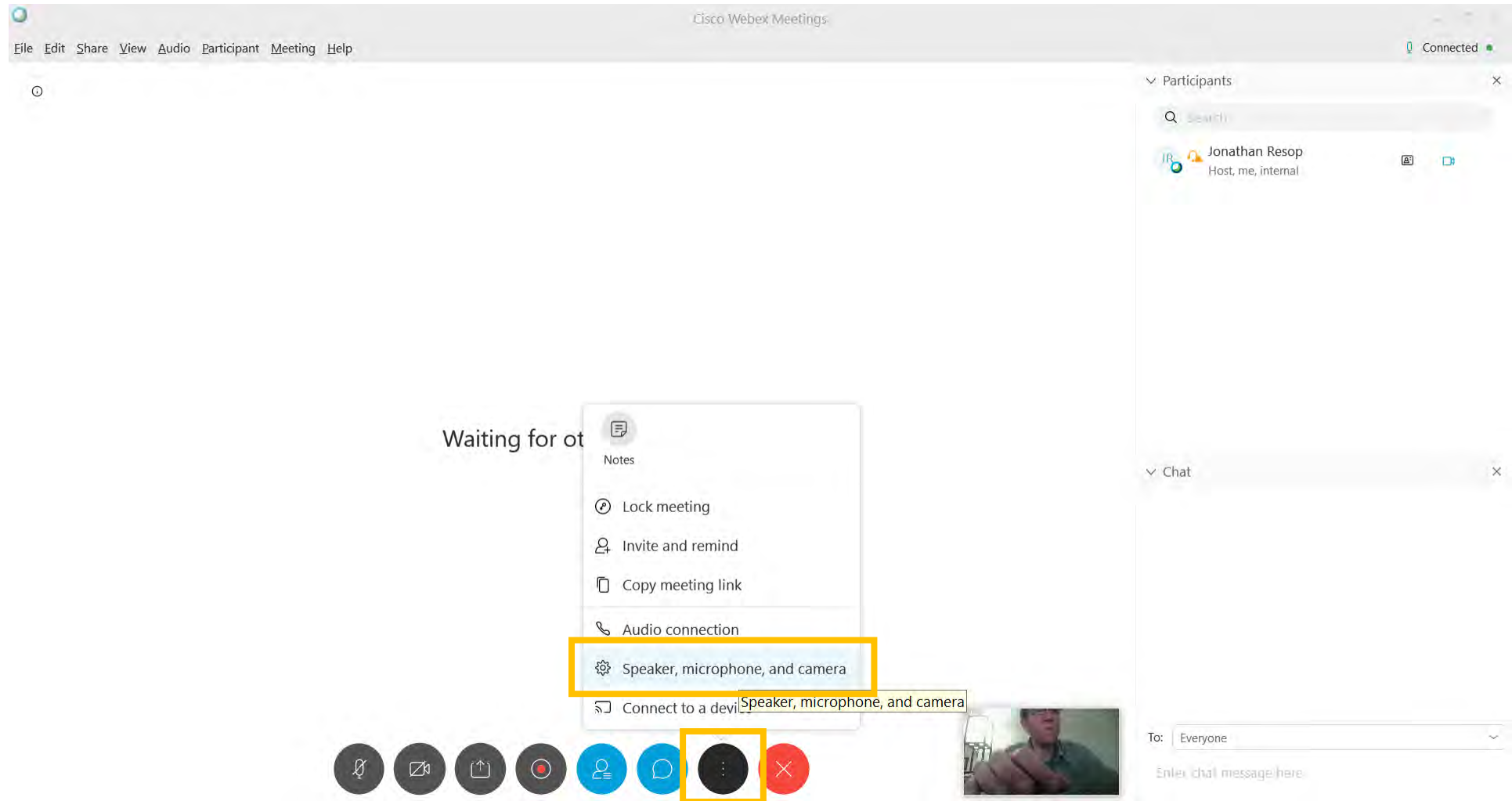
# Running a Meeting

- This is the default meeting screen you will interact with



# Running a Meeting

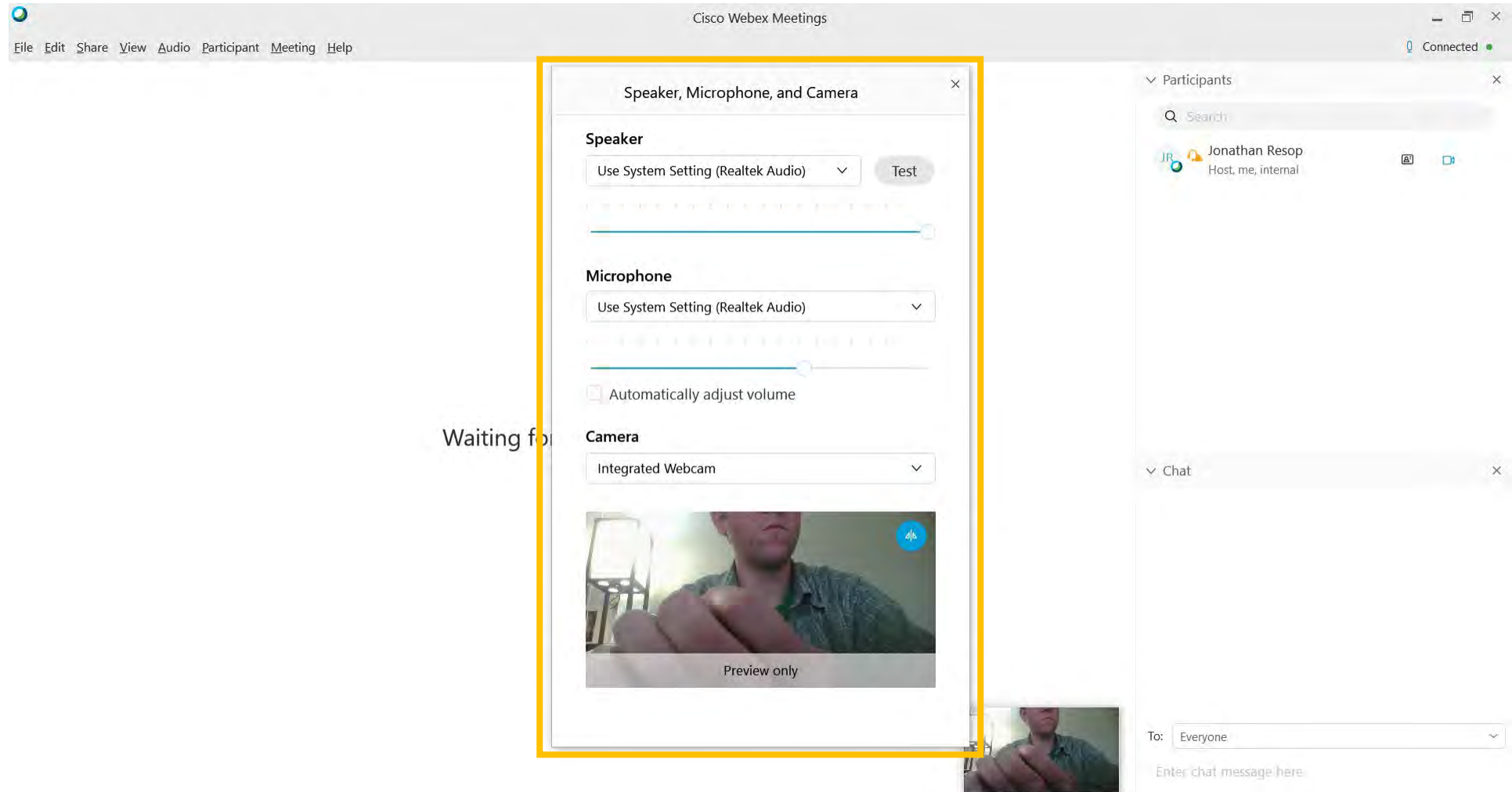
- For trouble with audio/video, click "Speaker, Microphone, and Camera"





# Running a Meeting

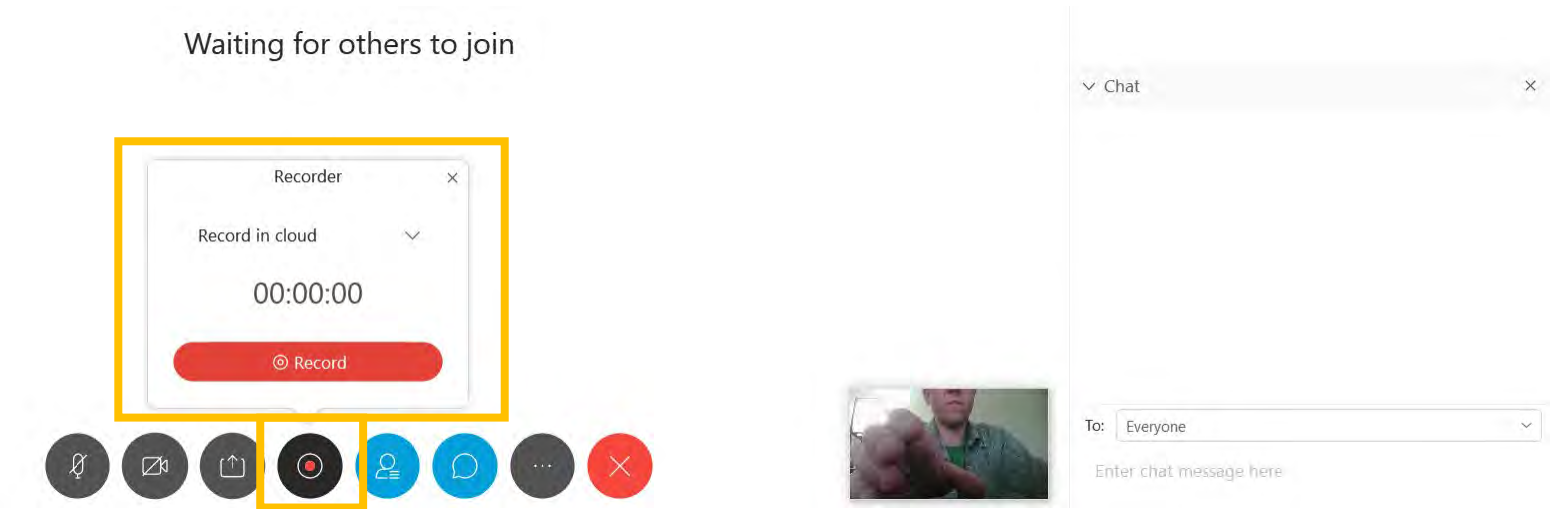
- On the audio settings screen you can try to troubleshoot





# Running a Meeting

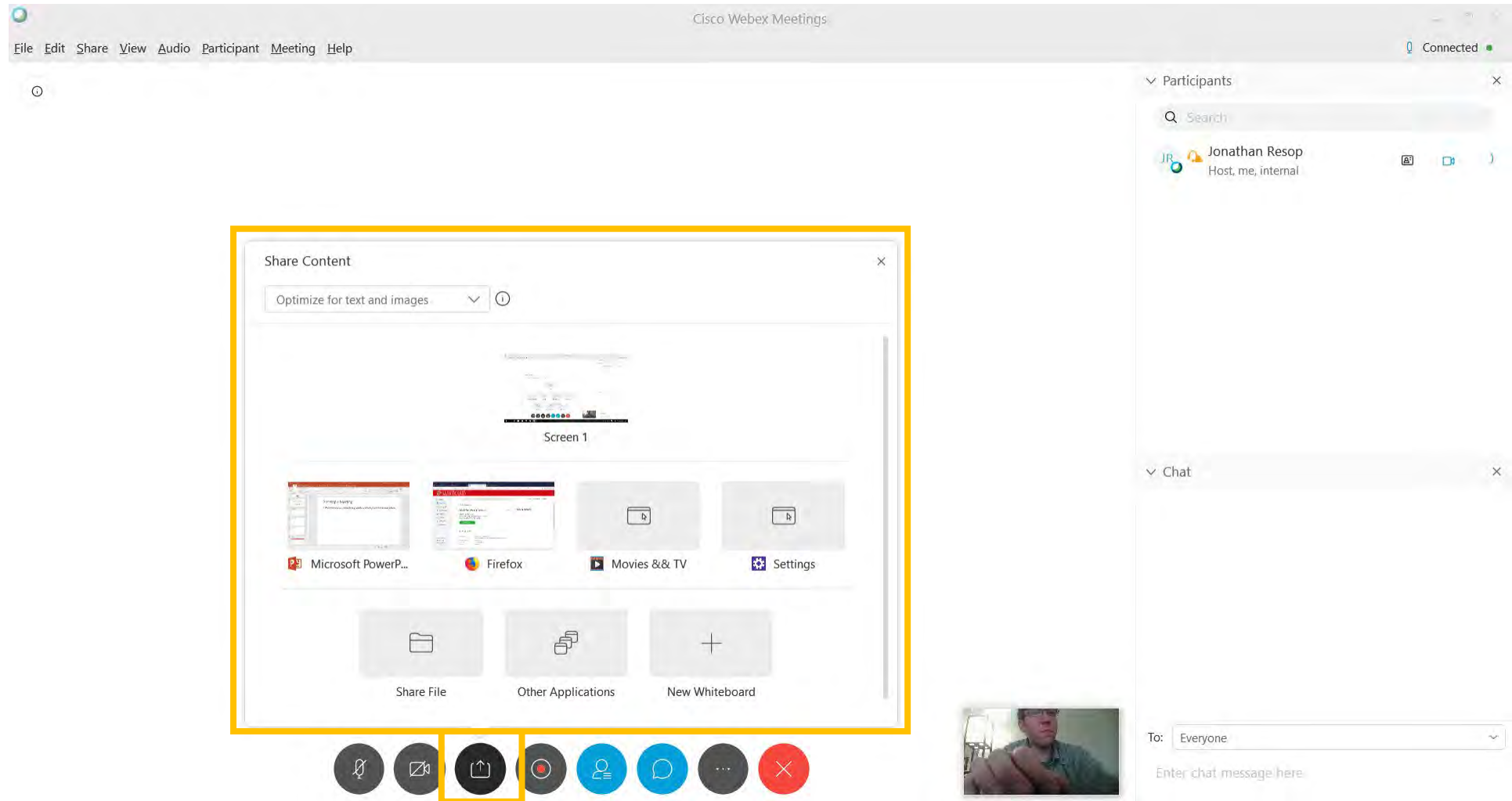
- To start recording the meeting at the start of class, click "Record"
  - Make sure the record counter is counting up throughout the class!
  - If you need to pause the recording during a class break, you can do so here



- The recording will automatically stop when the meeting has ended

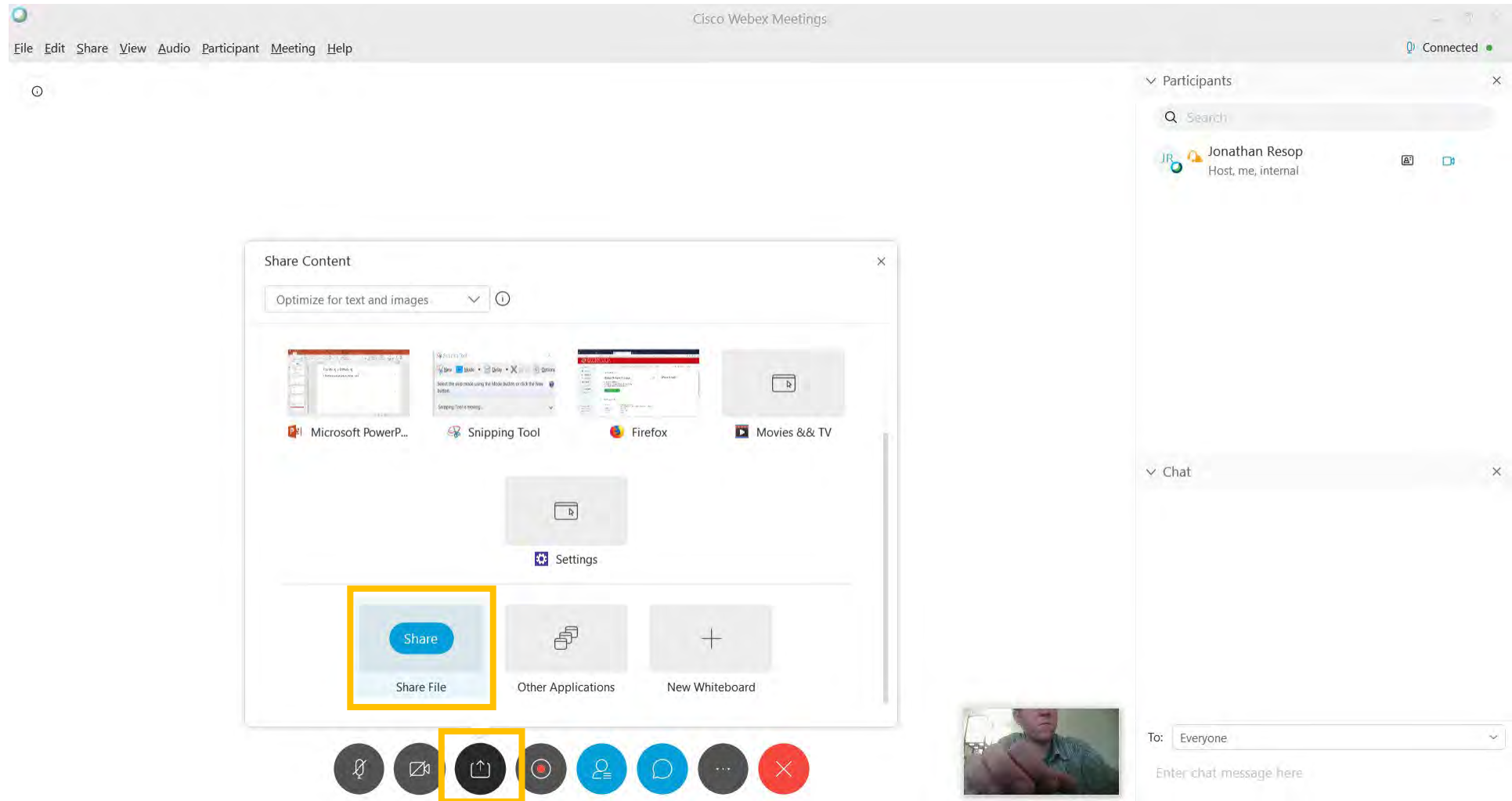
# Running a Meeting

- You can share any content (e.g. slides or screen) with the button below



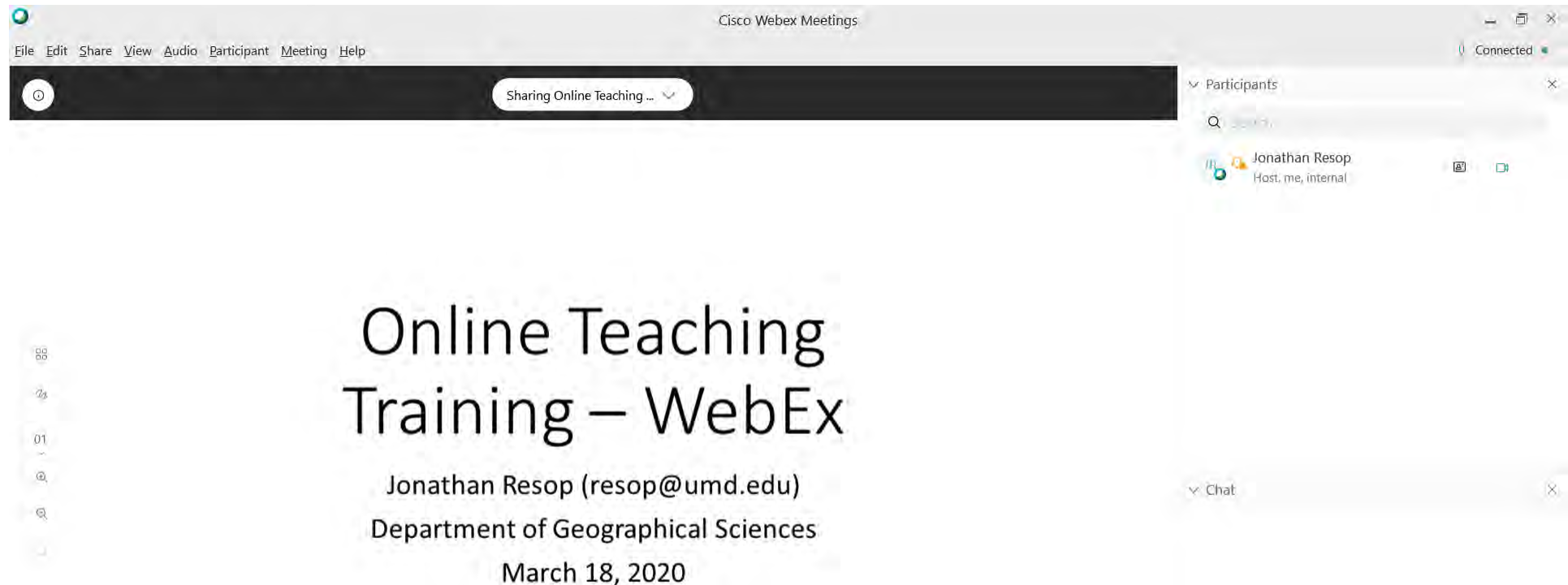
# Running a Meeting

- To share a slide presentation, scroll down, click "Share File"



# Running a Meeting


- Find the PowerPoint file on your computer and share
  - Note: WebEx **does NOT show** any animations imbedded in your slides!



The screenshot shows a Cisco Webex Meetings window. The top menu bar includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. Below the menu is a dark bar with a circular icon on the left and a button labeled 'Sharing Online Teaching ...' on the right. The main content area displays a presentation slide with the title 'Online Teaching Training – WebEx' in large, bold, black text. Below the title, the text reads: 'Jonathan Resop (resop@umd.edu)', 'Department of Geographical Sciences', and 'March 18, 2020'. On the left side of the slide, there is a vertical list of icons: a grid of squares, a magnifying glass, a document, a speech bubble, and a search icon. On the right side of the window, there is a sidebar with a 'Participants' section showing 'Jonathan Resop' as the host, and a 'Chat' section at the bottom.

# Running a Meeting

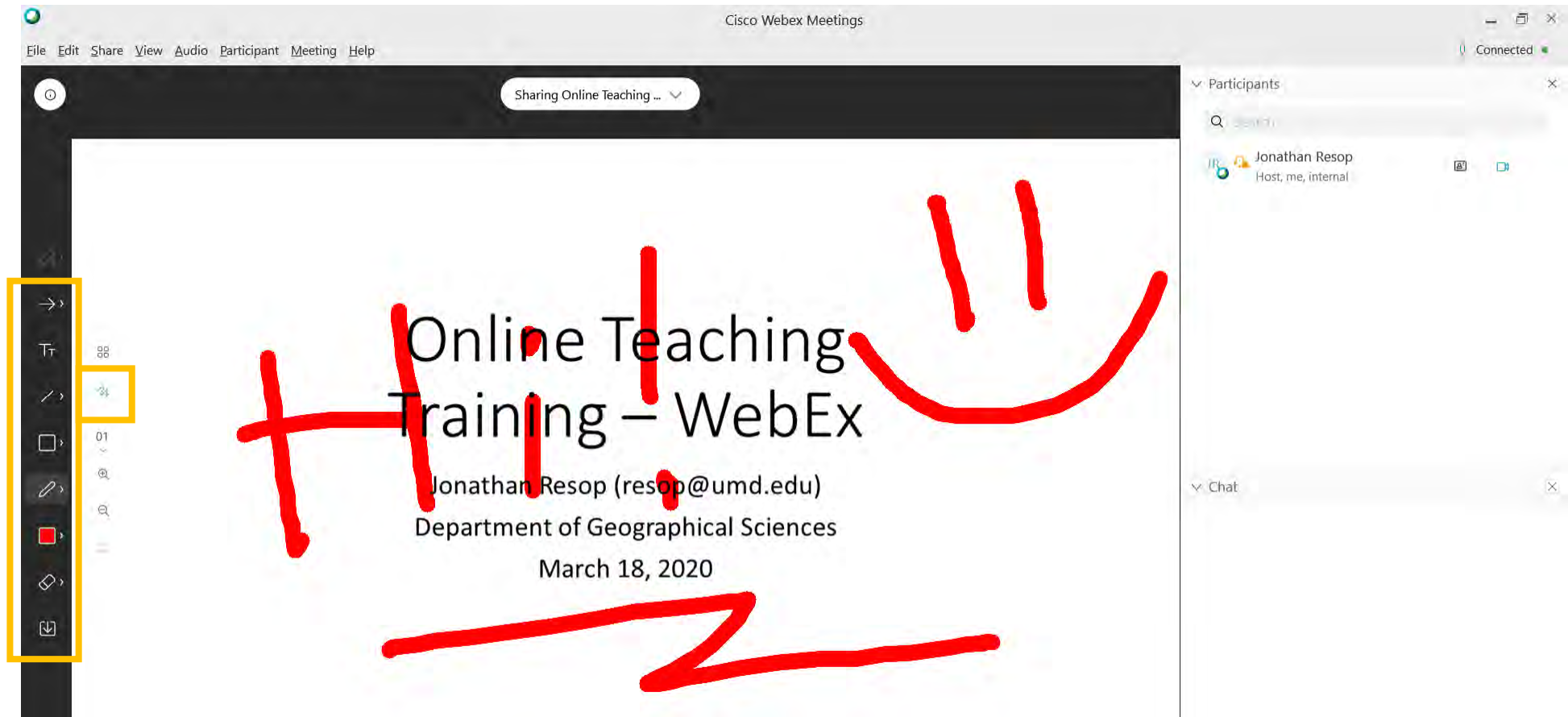
- To advance the slides, you need to use control arrows on left side
  - Yes, they are very small and hard to see...not sure of any other way...



The screenshot shows a Cisco Webex Meetings window. The top menu bar includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. Below the menu is a dark bar with a circular icon on the left and a button labeled 'Sharing Online Teaching ...' on the right. On the right side of the window, there is a 'Participants' panel showing 'Jonathan Resop' as the host, and a 'Chat' panel at the bottom right. The main content area displays a presentation slide with the title 'Online Teaching Training – WebEx' and the presenter's information: 'Jonathan Resop (resop@umd.edu)', 'Department of Geographical Sciences', and 'March 18, 2020'. On the left side of the slide, there is a vertical navigation bar with several icons; the icon labeled '01' is highlighted with a yellow square.

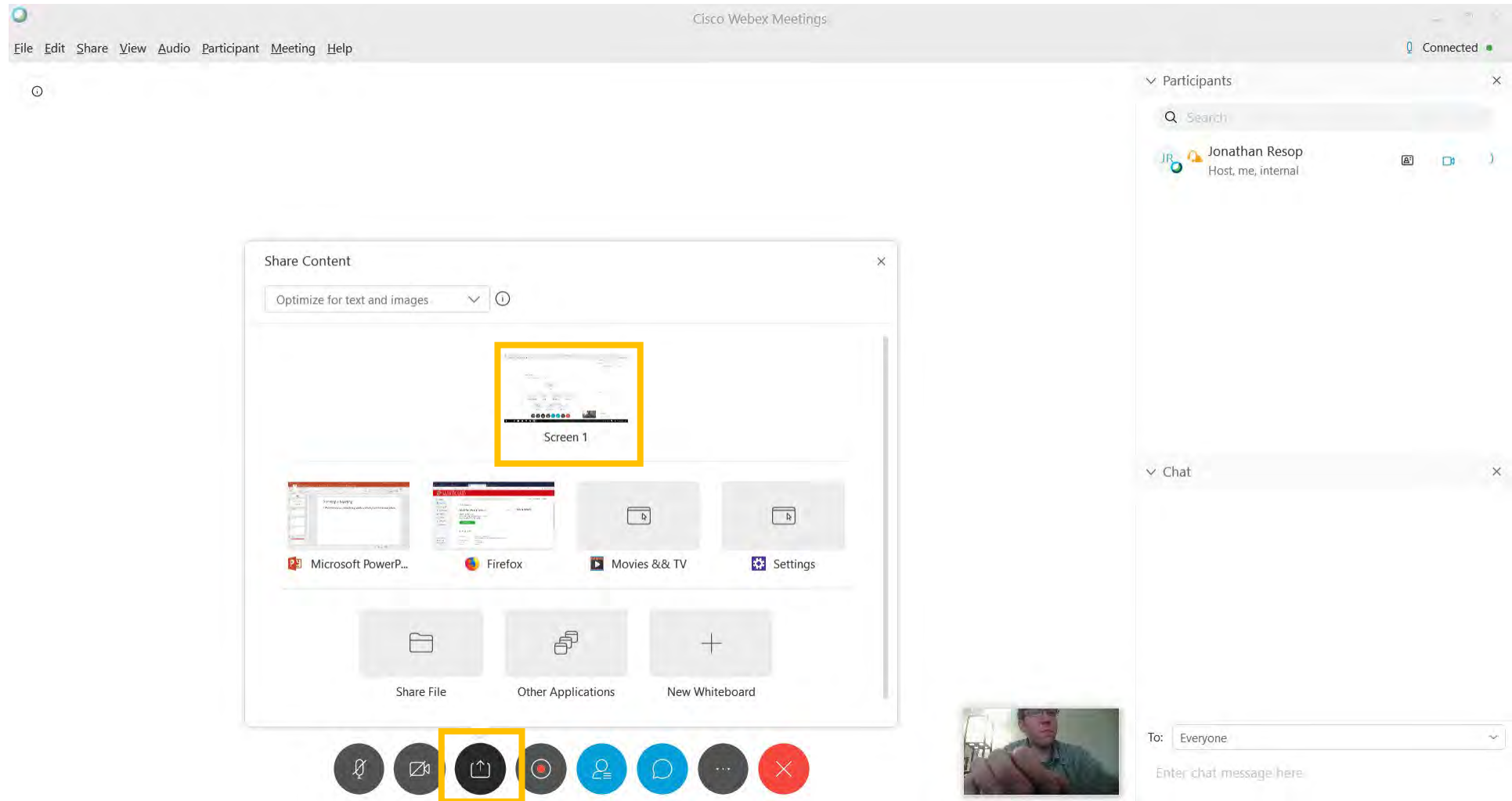
# Running a Meeting

- To do any drawing on the screen, click the draw button on the left
  - This will bring up a series of drawing controls (pen, shapes, colors, etc)



# Running a Meeting

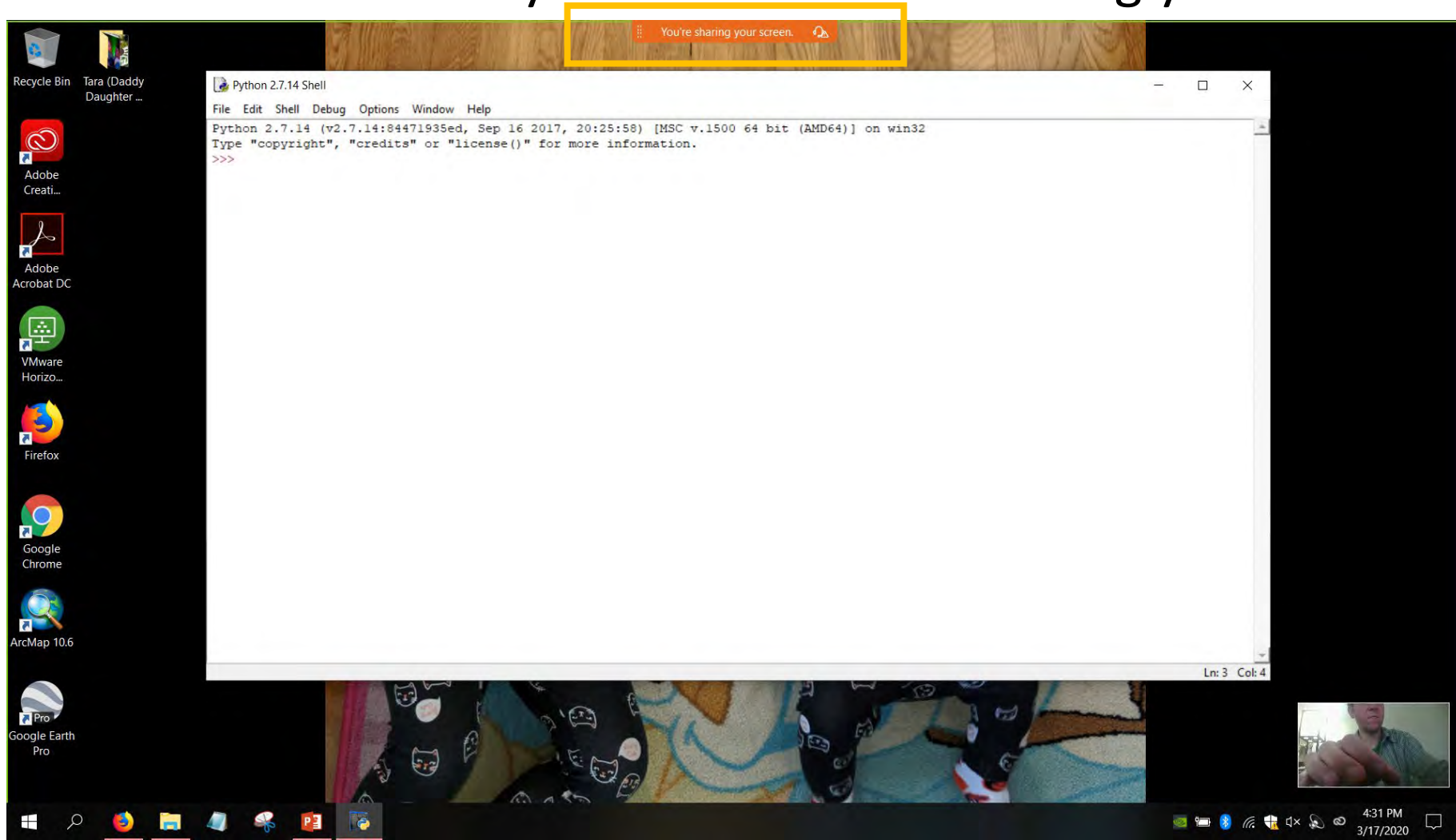
- To share your screen, go to share and click "Screen"





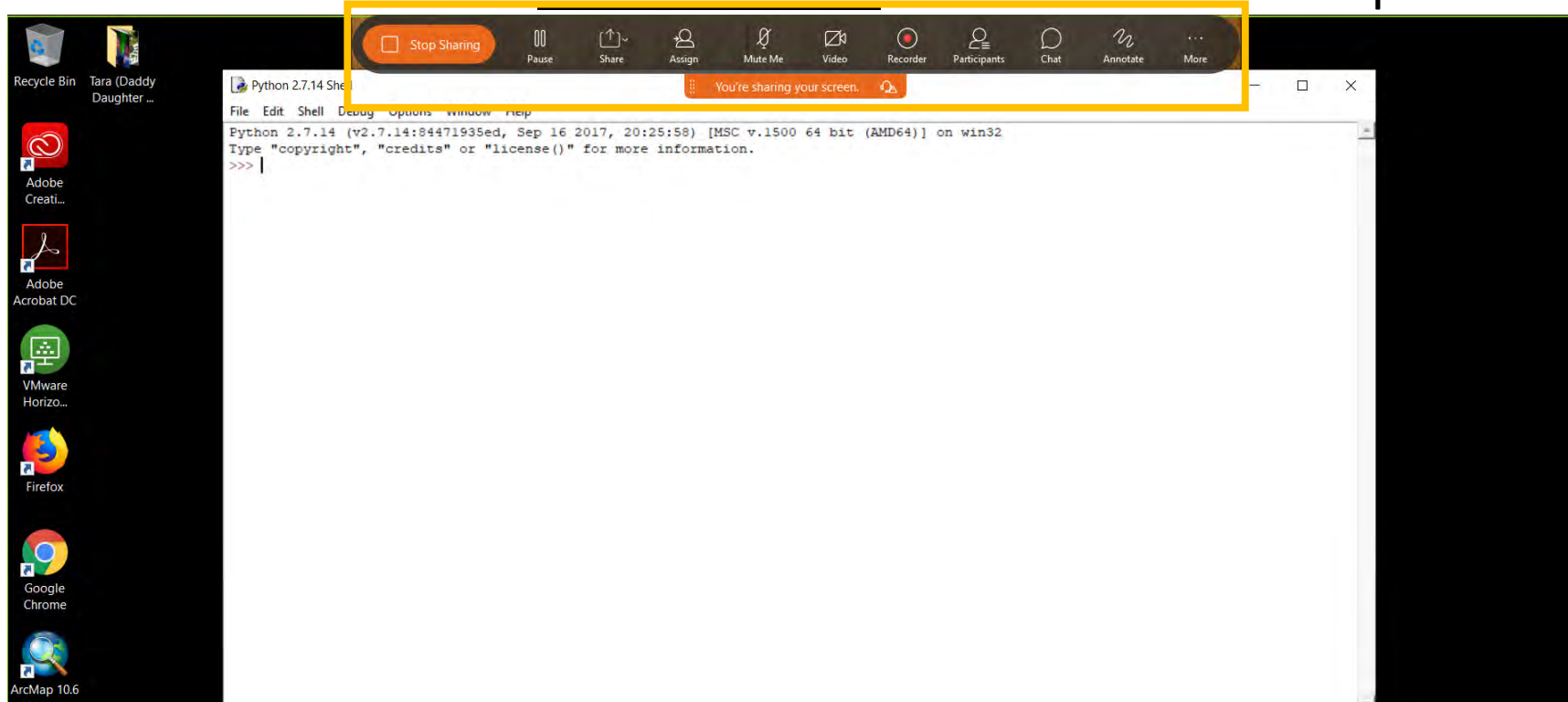
# Running a Meeting

- This is the default screen you will see when sharing your screen



# Running a Meeting

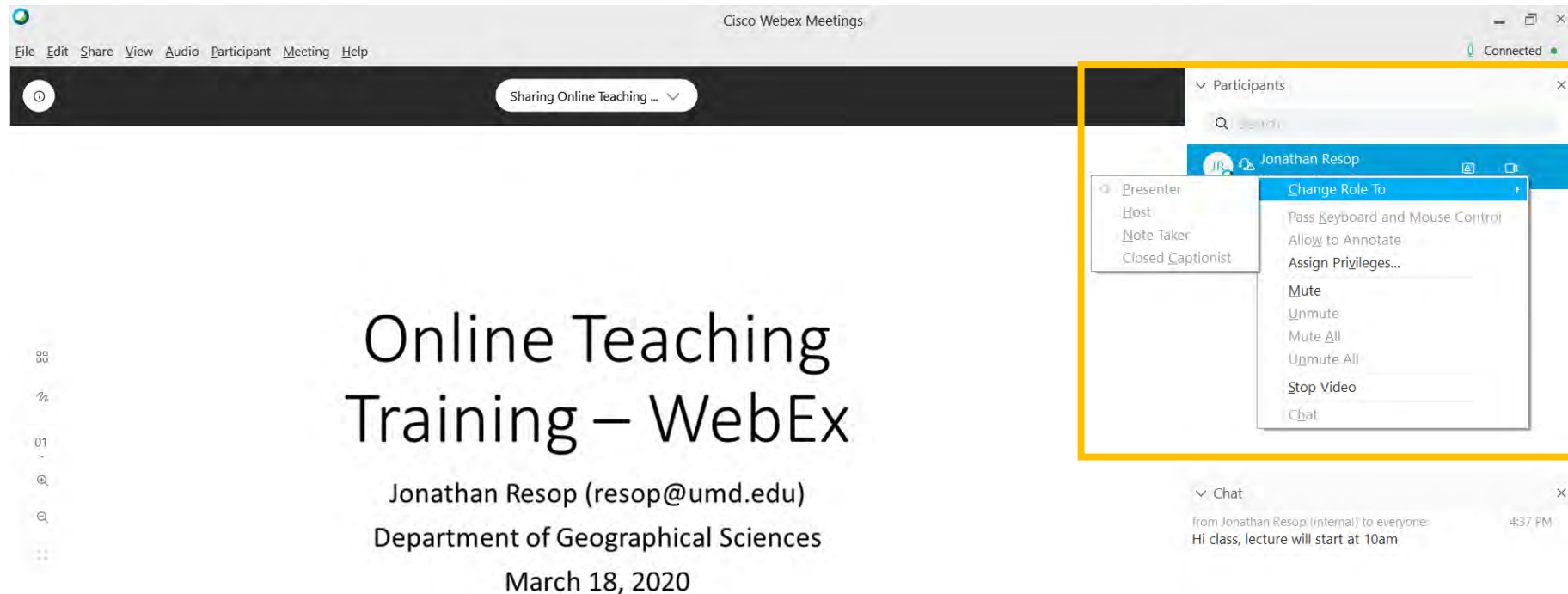
- To see the WebEx meeting controls, use the control bar up top
  - By default these controls **will be hidden** – mouse over the top to see them



- To stop sharing your screen and go back to WebEx, click "Stop Sharing"

# Managing Students + Chatbox Settings

- The "Participants" window shows you all students in the meeting
  - You can turn individual students microphones off or on (mute or unmute)
  - You can set any student as presenter (has control over sharing content)



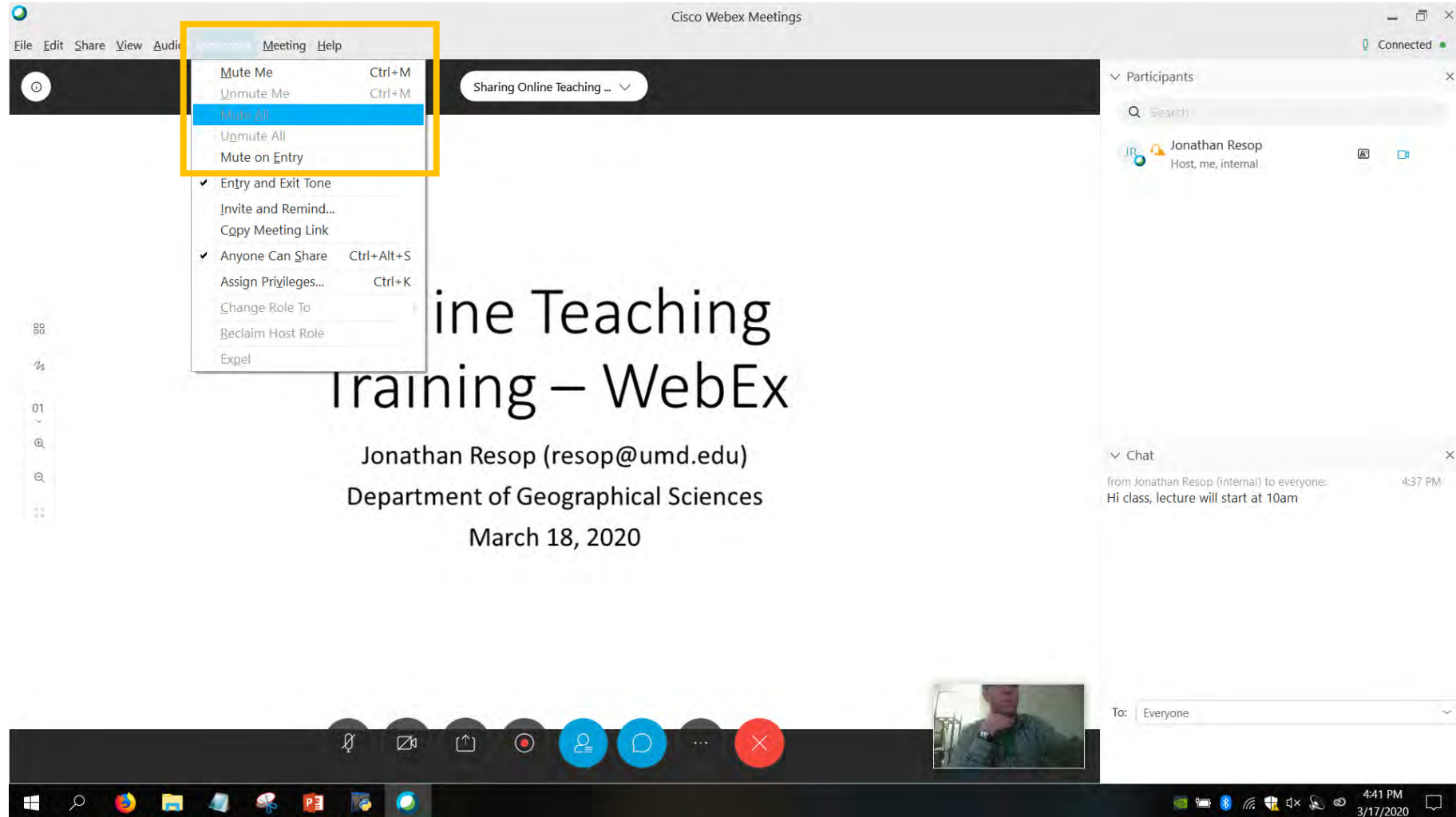
The screenshot displays the Cisco Webex Meetings application. At the top, a menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. Below this is a toolbar with a 'Sharing Online Teaching ...' button. The main area shows a presentation slide titled 'Online Teaching Training – WebEx' by Jonathan Resop (resop@umd.edu) from the Department of Geographical Sciences, dated March 18, 2020. On the right, the 'Participants' window is open, showing a list of participants. A context menu is open for 'Jonathan Resop', listing roles: 'Presenter', 'Host', 'Note Taker', and 'Closed Captionist'. The 'Change Role To' submenu is expanded, showing options: 'Pass Keyboard and Mouse Control', 'Allow to Annotate', 'Assign Privileges...', 'Mute', 'Unmute', 'Mute All', 'Unmute All', 'Stop Video', and 'Chat'. At the bottom, a 'Chat' window shows a message from Jonathan Resop: 'Hi class, lecture will start at 10am'.

Online Teaching  
Training – WebEx

Jonathan Resop (resop@umd.edu)  
Department of Geographical Sciences  
March 18, 2020

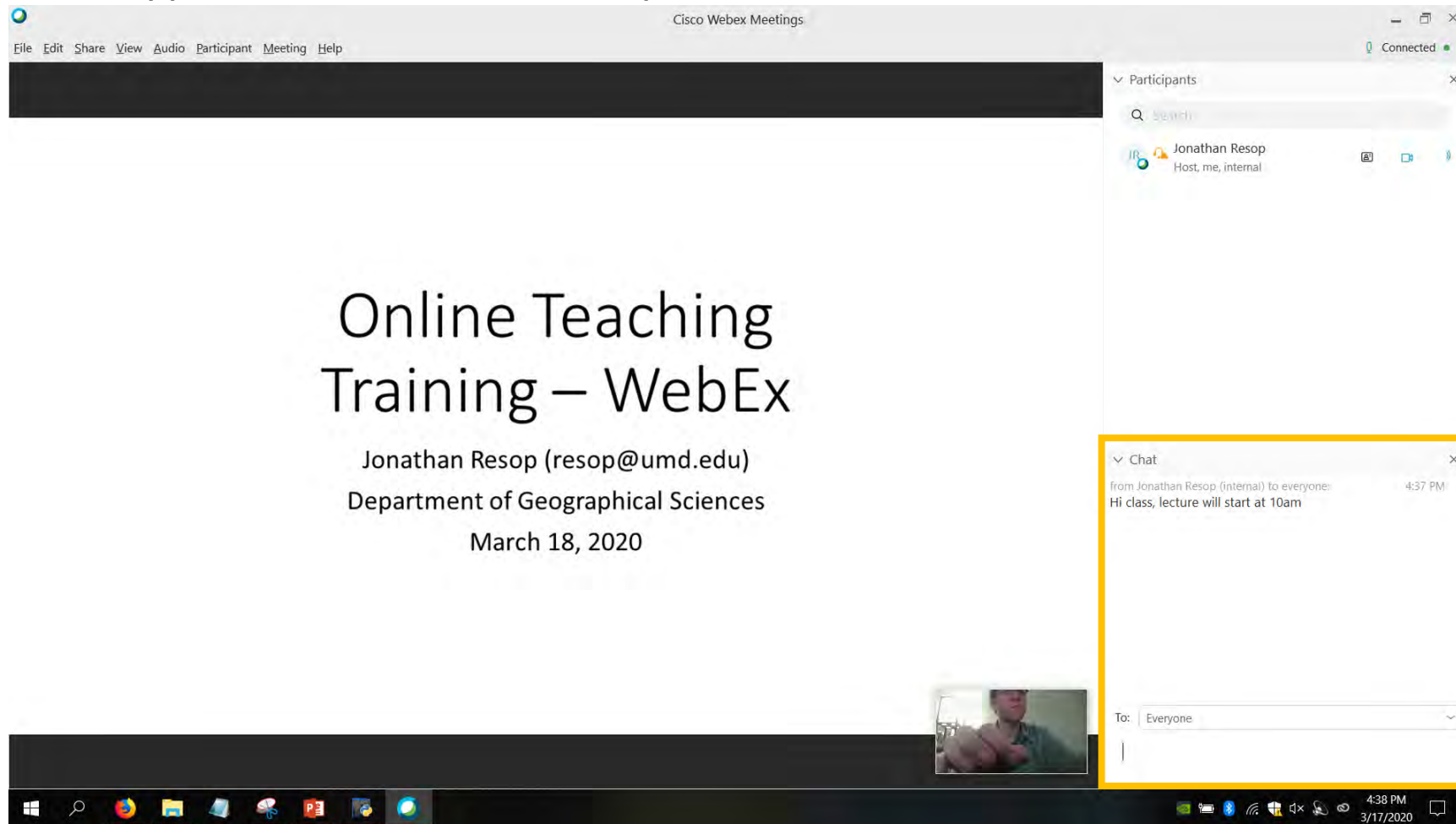
# Managing Students + Chatbox Settings

- To mute all students, go to the menu, Participant → Mute All



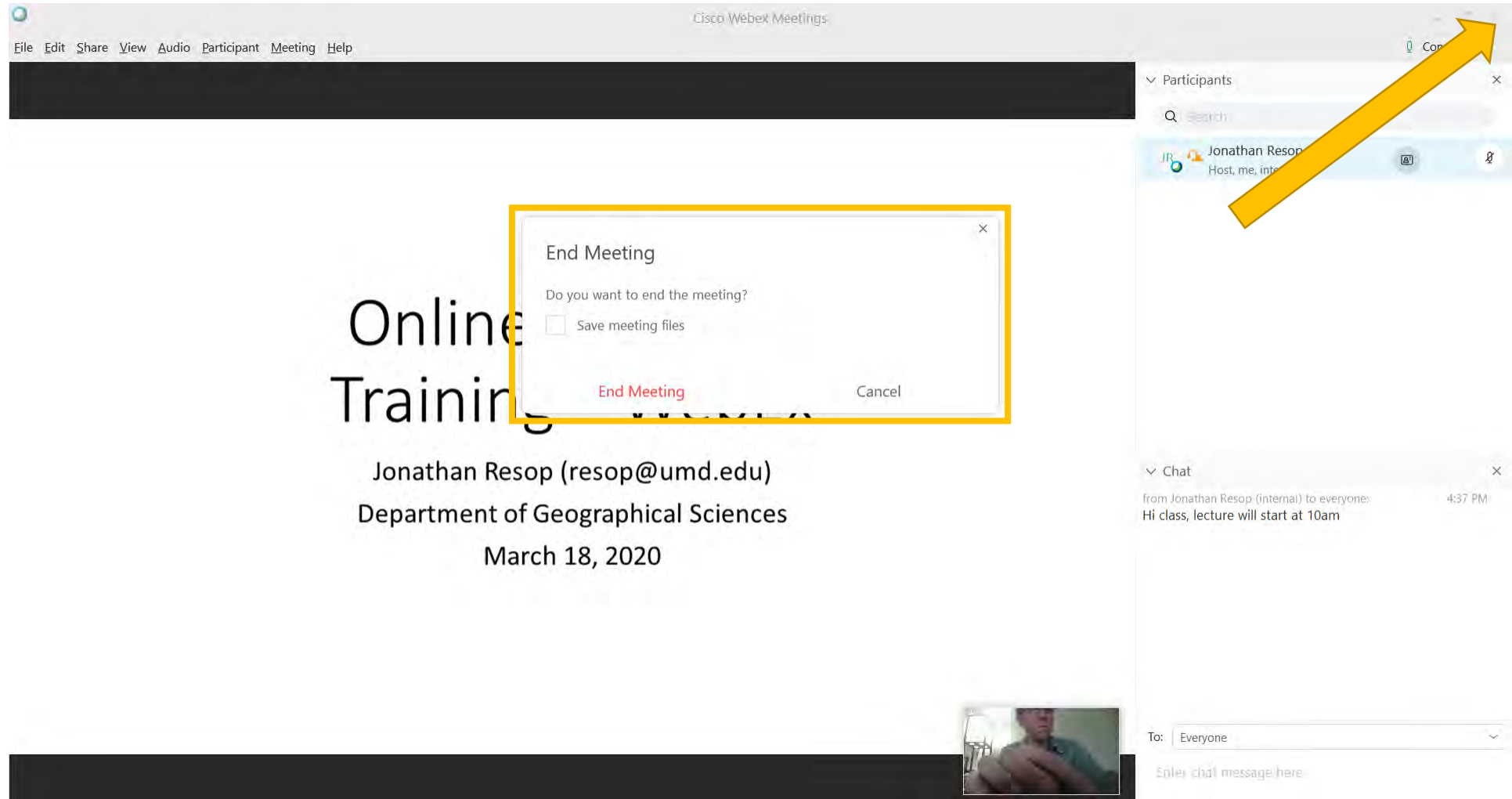
# Managing Students + Chatbox Settings

- The chatbox window at the bottom shows all messages from students
  - You can type into this box to respond, works like most other online message apps



# Ending the Meeting

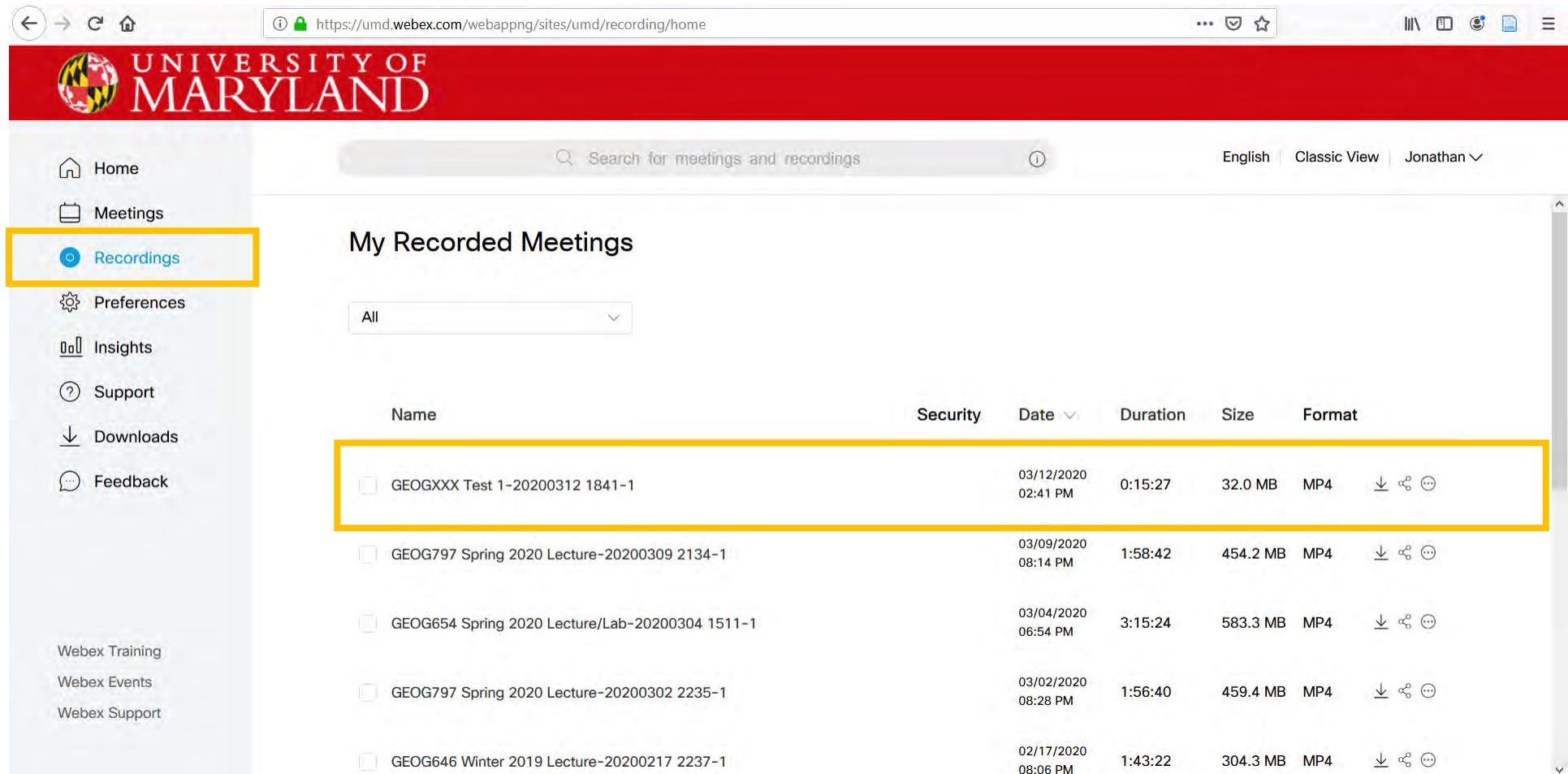
- To end the meeting (at end of class) just close the WebEx window





# Sharing the Recording Link

- After the meeting is over, a recording of the meeting will be on WebEx
  - Recording will not be immediately available, **you will get an e-mail when it's ready**



The screenshot shows the WebEx interface for the University of Maryland. The left sidebar contains navigation links: Home, Meetings, Recordings (highlighted), Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'My Recorded Meetings' and features a search bar and a dropdown menu set to 'All'. Below this is a table of recorded meetings.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> GEOGXXX Test 1-20200312 1841-1		03/12/2020 02:41 PM	0:15:27	32.0 MB	MP4	<a href="#">Download</a> <a href="#">Share</a> <a href="#">More</a>
<input type="checkbox"/> GEOG797 Spring 2020 Lecture-20200309 2134-1		03/09/2020 08:14 PM	1:58:42	454.2 MB	MP4	<a href="#">Download</a> <a href="#">Share</a> <a href="#">More</a>
<input type="checkbox"/> GEOG654 Spring 2020 Lecture/Lab-20200304 1511-1		03/04/2020 06:54 PM	3:15:24	583.3 MB	MP4	<a href="#">Download</a> <a href="#">Share</a> <a href="#">More</a>
<input type="checkbox"/> GEOG797 Spring 2020 Lecture-20200302 2235-1		03/02/2020 08:28 PM	1:56:40	459.4 MB	MP4	<a href="#">Download</a> <a href="#">Share</a> <a href="#">More</a>
<input type="checkbox"/> GEOG646 Winter 2019 Lecture-20200217 2237-1		02/17/2020 08:06 PM	1:43:22	304.3 MB	MP4	<a href="#">Download</a> <a href="#">Share</a> <a href="#">More</a>






# Sharing the Recording Link

- You can download or share a streaming link to a recording

## My Recorded Meetings

All ▾

Name	Security	Date ▾	Duration	Size	Format	
<input type="checkbox"/> GEOGXXX Test 1-20200312 1841-1		03/12/2020 02:41 PM	0:15:27	32.0 MB	MP4	  

- To share a meeting, click the "Share" button
  - Copy the URL, which allows one to stream the recording
  - Share "Recording Link" URL with the class on ELMS

## Share Recording

Share with specific people


Enter email addresses

Message

I'd like to share the meeting recording with you.

Public Link ☒

Anyone with the link can view this recording ▾

<https://umd.webex.com/recordingservice/sites/umd/rec> 

☐ Password protection

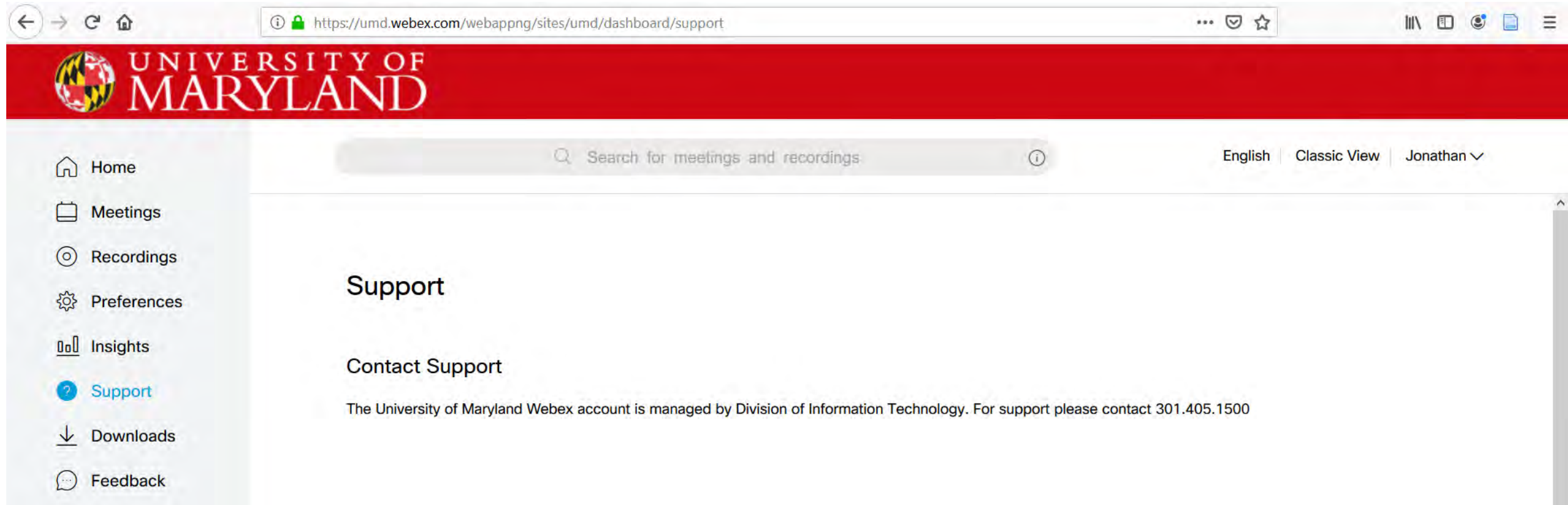
Copy URL

Cancel

Save

# WebEx Support

- For Support Contact **301-405-1500** or e-mail me (resop@umd.edu)



The screenshot shows a web browser window displaying the University of Maryland WebEx Support page. The browser's address bar shows the URL <https://umd.webex.com/webappng/sites/umd/dashboard/support>. The page features a red header with the University of Maryland logo and name. A left sidebar contains navigation links: Home, Meetings, Recordings, Preferences, Insights, Support (highlighted with a blue circle), Downloads, and Feedback. The main content area has a search bar labeled "Search for meetings and recordings" and a user profile "Jonathan". Below the search bar, the heading "Support" is followed by "Contact Support". A message states: "The University of Maryland Webex account is managed by Division of Information Technology. For support please contact 301.405.1500".

- Good Luck!!!