WebEx Rooms

WebEx rooms are used for synchronous meetings between students, tutors and other guests.

Each participant can participate by joining the session with their computer (or with a mobile device, as a last resort, only in the event that you don’t have access to a computer).

You can share your video (with a webcam), use your computer microphone to talk and be heard by the other participants with a clear sound and without interferences, share information, participate in learning experiences and collaborate.

Sessions can be recorded to review them afterwards.

The attendees can also use the chat box to send messages to the session hosts or to the other students.

Power point slides, documents, videos, or your computer screen/desktop can be shared and you can add annotations and marks in the whiteboard.

In the following slides we will review how to enter WebEx rooms, install the software and how to use the different tools.
How to enter WebEx rooms

The session hosts will start the session and then you will be able to enter. Usually, hosts will let you enter the room 15 minutes before the scheduled time. In the course page, look for the WebEx room link. In other cases you will receive the link by e-mail or message from your tutor.
Join Now

You will need to enter your name (as it will appear in the session) and your e-mail. Then click the “Join Now” button. This will open the room (if the host hasn’t started the session then you will not be able to click the “Join now” button – please wait and refresh the window after a few minutes).

Only the first time that you enter a WebEx room you will need to install the application. Please use any web browser (Google Chrome, Mozilla Firefox, Safari, etc.) except Internet Explorer.
IMPORTANT:

The WebEx room will open, and a pop-up window will appear, with the following message: “Join This Integrated Voice Conference: Your presenter has started an integrated voice conference. Do you want to participate?”

Select “Yes” to join the meeting and automatically activate your audio.
Microphone and speakers volume

You will have the option to adjust your microphone and the volume of your speakers. We recommend using a headset with microphone.
WebEx room options and tools

WebEx rooms have different options and tools that we will review in the following slides:

1. Participants panel
2. Chat panel
3. Icon options
4. Whiteboard
5. Menu bar
6. Microphone
Participants Panel

This panel shows the list of people in the room, according to their role.
- Panelists (hosts, presenters, administrators and moderators)
- Attendees (participants)

Chat panel

You can send text messages to all participants in the room, or to a specific person (private message), or to all panelists.

To choose the recipient of your chat messages, use the "Send to:" option. Normally you would select All participants.

Type your message in the box and it will appear in the Chat panel.
3 Icon options

When you activate any of these icons, it will appear next to your name, in the Participants panel:
- Raise your hand
- “Yes” answer
- “No” answer
- Smiley faces and emoticons

Answer “Yes” / “No”
Use the green checkmark to answer “Yes” to the panelist’s question. Select the X icon to answer “No” to the question.

Raise your hand
You can raise your hand if you have a question, doubt or comment. The panelists / hosts will see that you have raised your hand.
**Emoticons**
You can select emoticons for example to provide feedback to the person speaking, if you can hear them, if you wish to applaud their participation, etc.

To remove the emoticon, simply click on the button (not in the arrow).

With the arrow button, you will open more emoticon options (smiley face, coffee – break, idle, applause, doubt, etc.).
The whiteboard is the area where hosts and panelists will share their screen, slides or other contents.
When the host shares slides, they will appear in the center of the whiteboard.
Full screen whiteboard

If you select Full screen, it will cover the whole screen. If the host shares his screen/desktop, then it will appear in Full screen by default.
Full screen whiteboard

If you are in Full screen and wish to see the list of participants or chat, move your mouse to the green bar. After a few seconds, you will see the different options that you can select.
If you click on “Chat”, the window will appear at the right-hand side. You can then move it around the screen.
4 Full screen whiteboard - microphone

You can also activate or mute your microphone (if it appears in red then it is muted).
4 Resize Whiteboard

There are other options to resize the whiteboard. We recommend the “Fit in viewer” or “Full screen” options.
At the top of your screen you will have the menu bar with options (for example, “Audio” to test your sound).

The icon next to your name shows you the current status of your microphone. In the next slide we explain how it works.
**Activate / Mute Microphone**

When the microphone icon is in red, this means that it is muted (other participants will not hear you). In most cases, when you enter the room your microphone will be muted until panelists let you speak.

If you click on the same icon, then the microphone will activate and you will be able to speak so that the other participants can hear you.

The microphone icon will appear in grey when it is activated.

Please note that when your microphone is muted it will appear in red, and also, an X will appear next to the headset icon.

In some cases the panelists will mute all the microphones and will activate them one by one to let the participants speak.
Configure your sound and microphone

If you need to configure your microphone and speakers (you can’t hear or others don’t hear you when you talk):

Go to the “Audio” menu, then “Speaker/Microphone Audio Test”.
Configure your sound and microphone

You can select your “Speaker” and the “Microphone” installed on your computer. Adjust the volume with the bars.

Use the “Test” button in the “Speaker” section to hear a sound and make sure that you can hear it.

In the “Microphone” section, if you see a green bar that moves, this means that your voice will be heard properly and with good volume. If the bar does not move, then select another microphone from the list. It is also possible that your microphone is not correctly installed on your PC.

If you continue with difficulties with your microphone or audio, ask for help from someone in your institution or someone with more technological expertise near you.
Configure your sound and microphone

IMPORTANT:

Remember that when joining the session, a pop-up window will appear, with the following message: “Join This Integrated Voice Conference: Your presenter has started an integrated voice conference. Do you want to participate?”

Select “Yes” to join the meeting and automatically activate your audio.
Configure your sound and microphone

In the image below you can see that the user has not joined the session and is not hearing, because next to the name there is no headset icon.
Configure your sound and microphone

In the event that you are not able to hear, you can try going to the menu, then “Audio”, then “Integrated Voice Conference”. Select “Join Conference” to begin listening. You will see a headset icon next to your name.
Exit the room

After the session finishes, click on the icon at the top to close the window, and select **“Leave Session”**.
VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to the Campus Help Desk:

https://ayuda.campusvirtualsp.org/?q=en

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