Rutgers Business School Webex Training

Main site: https://rutgers.webex.com
Webex support: https://support.webex.com/support/manage-ticket.html
Web-Based Training: https://howdoi.webex.com
## Rutgers Webex Guide

In this Rutgers Webex guide you will learn about the following important steps and features:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Related Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started: NetID Service Activation.</td>
<td>Menu Options</td>
</tr>
<tr>
<td>Logging on to the Rutgers University Webex Site.</td>
<td>Sharing Content</td>
</tr>
<tr>
<td>Your personal Room.</td>
<td>Participant Features</td>
</tr>
<tr>
<td>Scheduling a class.</td>
<td>Preparing your virtual classroom</td>
</tr>
<tr>
<td>Sharing your Webex classes with students</td>
<td>Support and Tutorials</td>
</tr>
<tr>
<td>Testing Audio and Video</td>
<td></td>
</tr>
<tr>
<td>Posting a meeting Link to the LMS.</td>
<td></td>
</tr>
</tbody>
</table>
Getting Started: NetID Service Activation

- How to create your webex personal account
- Faculty/staff and students have access to personal Webex accounts which can be activated through the “Service Activation” option on https://netid.rutgers.edu.
Getting Started: NetID Service Activation

Log into the **Netid Management & Service Activation** page. This will bring you to the **Services Selection** page. You’ll be able to check a box next to the desired service you wish to activate.

Find the check box for **Rutgers Webex**. Click on the box and click the **Activate Services** button on the bottom. Your account will be activated but may take up to an hour for you to use the service.
Logging on to your Webex site

- Once Activated, you can visit rutgers.webex.com and login using your NetID credentials.

![Rutgers Webex Login Screen](image)
• **Download the Webex App.** We recommend that you download the webex app by clicking download and following the instructions on screen. The webex application give you more options for controlling your class. You will only need to install the application one time.

• **The Webex App.** When the webex app is installed you can start a meeting without having to logon to the Webex website.
Menu on the Home page

- **Home**: Takes you to this page.
- **Meetings**: Shows your Past/Current/Future Meetings.
- **Recordings**: Shows all your available recordings you can share.
- **Preferences**: Lets you customize your Webex Experience.
- **Insights**: Gives you analytics on your meetings.
- **Support**: Brings you to a Webex Support Page.
- **Start a Meeting**: Start a meeting right away.
- **Schedule**: Schedule a meeting for later.
- **More ways to join**: Ways people can join your meeting.
What is your Personal Room

Your WebEx account includes a personal room. Think of this as a permanent location where you can always be found. Your personal room ID never changes so anyone who has your personal room ID can join any meeting you are holding. While this is very useful for meetings with colleagues, we do not recommend that you share your personal room with students.

To teach a WebEx session to students, you should use the Schedule a meeting option. When you schedule a meeting, you are creating a randomized link that can be shared with students to allow access to a specific session only. We will go over how to create this link and the best practices for sharing.
Welcome to your personal Webex room
Scheduling a class

- **Meeting**: Type: Default setting, leave this as it is.
- **Meeting topic**: This should be the name of your class.
- **Meeting password**: A password is automatically generated but you can use your own.
- **Date and time**: Select the date, time and duration of your class.
- **Recurrence**: Options for making your class recur on a schedule for instance every week at the same time.
- **Attendees**: You can enter the email addresses of those you would like to invite to class. Note: This is not the recommended method for sharing your class with students. We will cover sharing in a separate slide.
- **Schedule**: When you have filled in all the information click the Schedule button. Congratulations you have now Scheduled a class. See next slide.
Sharing your Webex classes with students

- **Class details:** This is what you will see after you clicked, schedule. This is all the information about your class including date, time and reoccurrence if set.
- **Starting meeting:** clicking this button will start this meeting. As the host you can start the meeting at any time.
- **Meeting Information:** This is the information that you will need to share with your students to enable them to join the meeting.
- **Meeting link, Meeting number and Password.** Copy this information to the LMS you use for your class (Blackboard, Canvas, Sakai).
- **Host key:** Do not share the host key!
- **More ways to join: Join by phone.** This toll-free phone number can be used by students to attend the class if they are not able to connect with a computer.
- **Global call-in numbers:** Dedicated numbers for students overseas. Note China is not an option.
Copy meeting link, edit meeting & cancel meeting

• The icons in the red box enable you to manage your meetings.
• **Copy:** Will copy the meeting link with all the information that students need to join the class. We recommend that you copy and past this information to the LMS. See next slide to see what this will look like.
• **Edit meeting:** If you need to make a change to the meeting time, date, duration etc. click edit.
• **Cancel meeting:** Click this to cancel the meeting.
Meeting Link to post on the LMS.

Test Class 101
Hosted by Your Name

Thursday, Mar 12, 2020 9:00 am | 2 hours | (UTC-04:00) Eastern Time (US & Canada)
Occurs every Thursday effective 3/12/2020 from 9:00 AM to 11:00 AM, (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 799 153 064
Password: fF7tTKVW3M5
https://rutgers.webex.com/rutgers/j.php?MTID=mc383b81dfa8cd5e4a0fd920452d14270

Join by video system
Dial 799153064@rutgers.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

- This is what your meeting link will look like.
- The web address in the first red box is what students will use to access class.
- Join by phone: This is the number that your student can call (toll Free) to hear your class.

Join by phone
+1-650-429-3300 USA Toll
Access code: 799 153 064
## Menu Options

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute or Unmute your microphone</td>
</tr>
<tr>
<td>Turn your camera on or off</td>
</tr>
<tr>
<td>Share a file or application window</td>
</tr>
<tr>
<td>Record or stop recording a meeting</td>
</tr>
<tr>
<td>See the list of participants</td>
</tr>
<tr>
<td>Chat with the participants</td>
</tr>
<tr>
<td>More options</td>
</tr>
<tr>
<td>End Meeting</td>
</tr>
</tbody>
</table>

### More Options Menu (when clicked)

- Lock meeting
- Invite and remind
- Copy meeting link
- Audio connection
- Speaker, microphone, and camera
- Connect to a device
Sharing Content

- **Application Sharing** allows you to share a single application on your computers such as PowerPoint or Excel without sharing your entire desktop so there's less chance of accidentally displaying the content you may not want to share. When sharing an application everything except the explicitly shared application will be grayed out for the participants.

- **Whiteboard Sharing** enables you to share a whiteboard with your students. This feature works best if you have touch screen devise.

You can select the type of content by going to the **Share menu** or clicking the **Share button** at the bottom of the screen.
Participant Features

- **Click on Participant.** This drop-down menu gives you some very useful option for managing your webex class.
- **Mute All.** Select this to mute all your student's microphones.
- **Mute on Entry.** Select this to mute all your students automatically when they join your class. We recommend selecting to minimize disruption and to ensure the best experience for your students.
- **Entry and Exit Tone.** This is on by default. We recommend Unselecting. When enabled an entry and exit tone sounds every time a student joins or leaves a class.
- **Anyone Can Share.** This is on by default. We recommend Unselecting. When enabled any student can share their screen with the whole class. Unselect to ensure that you are the only one who can share content.
- “Anyone Can Share” Possible exception: If you are doing group presentations you might to let students share their presentations with the class.
Chat Features

- **Chat** with your Participants
- **Mute** or **UnMute** by clicking the Microphone Icon to hear their Voice and Audio
- **Privately chat** with one participant or send to all participants.
Preparing your virtual classroom

• Pick a Quite room with no background noise.
• Good Lighting. Don’t sit in the shadows.
• Check your microphone and where possible, use a headset. Your students will thank you.
• Have your presentation open and ready to go.
• Mute all your students Microphone. Unmute only for questions.
• Think about how you will deal with questions. We recommend asking student to put their questions into a public Chat messages so everyone can see it.
Support and Tutorials

Office of Technology & Instructional Service (OTIS) at RBS
1 Washington Park | Room 526 | Newark | (973) 353-5495
100 Rockafeller Road | Room 4026 | Piscataway | 848-445-3147
helpdesk@business.rutgers.edu

Contact Support
Rutgers University OIT manages the Webex site.
Contact webex-help@oit.rutgers.edu or visit sites.rutgers.edu/webex for account help.

For more about using Webex programs:
Webex support: support.webex.com/support/manage-ticket.html
Web-Based Training: howdoi.webex.com

WebEx Support
https://help.webex.com/contact?language=en-us
United States
1-866 229-3239