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

RBS & Webex

In this Rutgers Webex guide you will learn about the following important steps and features	
Getting Started: NetID Service Activation.	Menu Options
Logging on to the Rutgers University Webex Site.	Sharing Content
Your personal Room.	Participant Features
Scheduling a class.	Preparing your virtual classroom
Sharing your Webex classes with students	Support and Tutorials
Testing Audio and Video	
Posting a meeting Link to the LMS.	

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.

NetID Activation

Service Activation

Manage NetID Password

What is a NetID?

All faculty, staff, students and guests are assigned a Rutgers uniqu jqs23). In order to access many of the electronic services available will appear on the activation screen.

Activate NetID

What does NetID and Services Activation do?

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.

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password:

Ensure proper security — keep your password a secret

RUTGERS   Logout

Manage Services   **Manage Service Passwords**   **Manage Email Addresses**

Services Selection

Email service is selected from the available choices. The services that appear are appropriate to your role at the University.

ScarletApps is a Google Apps for Education cloud implementation managed by Rutgers. It provides access to Google Apps such as Gmail, Drive, Calendar, Sites, Google+, etc. for students, faculty, and staff only.

Rutgers Connect is Office 365 provide by Microsoft and managed by Rutgers. It provides access to Office 365 features for faculty, staff and guests.

If no service is selected, your NetID will still be activated.

If you require activation for an email service not listed here, please contact help@oit.rutgers.edu or your local IT support staff for further assistance.

You qualify for the following services

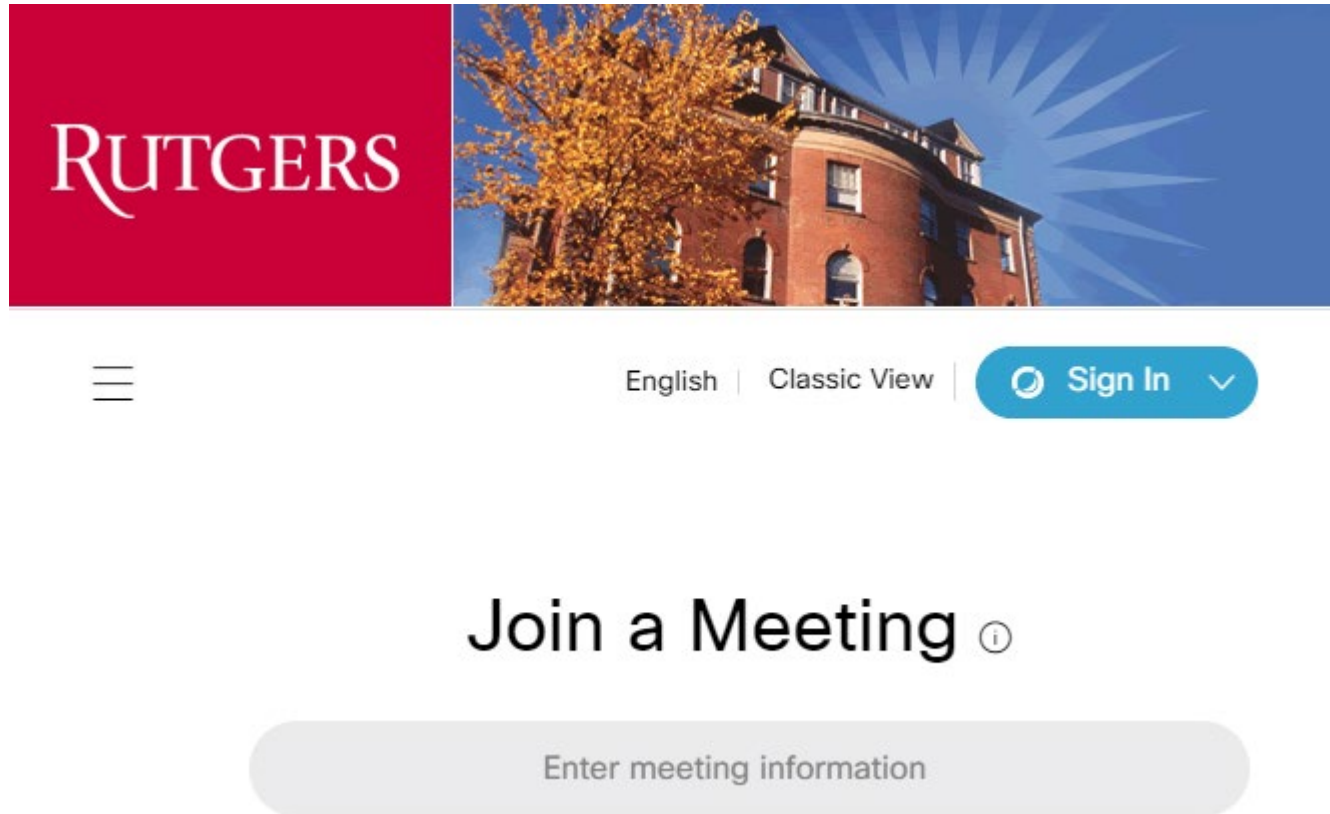**Please select all the services you want to activate**

☐ **Rutgers Connect** Office 365 for Rutgers employees

☐ **ScarletApps, including ScarletMail** Google for Rutgers

☐ **Box (rutgers.box.com)** Cloud storage platform

☑ **Rutgers Webex** Webex for Rutgers employees [**NOT for RESTRICTED data controlled by HIPAA or other regulation**]

☐ **Remote Access VPN, Cisco AnyConnect Access for Rutgers** Allows remote access to university resources. [**Duo enrollment is required to activate this service**]
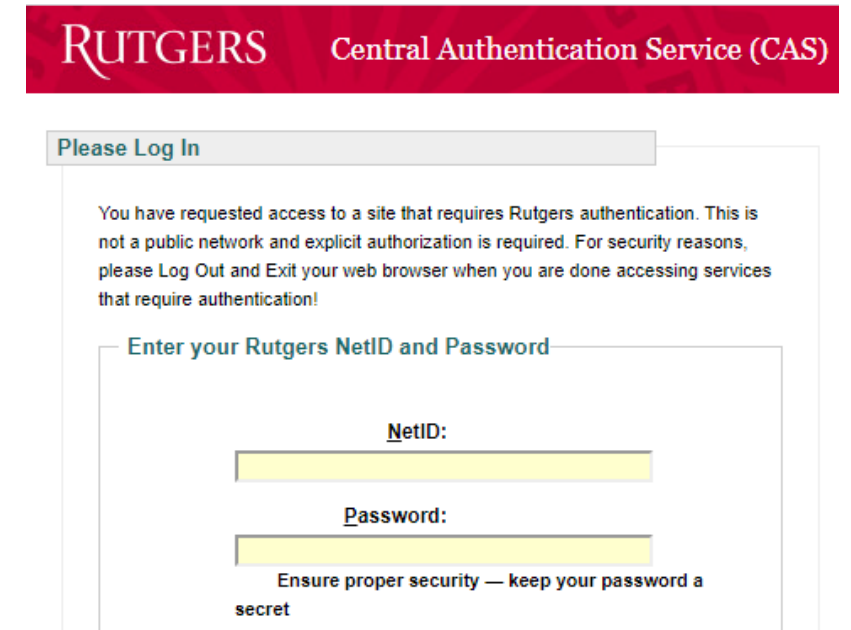
Activate Services   **Skip Service Activation**

Logging on to your Webex site

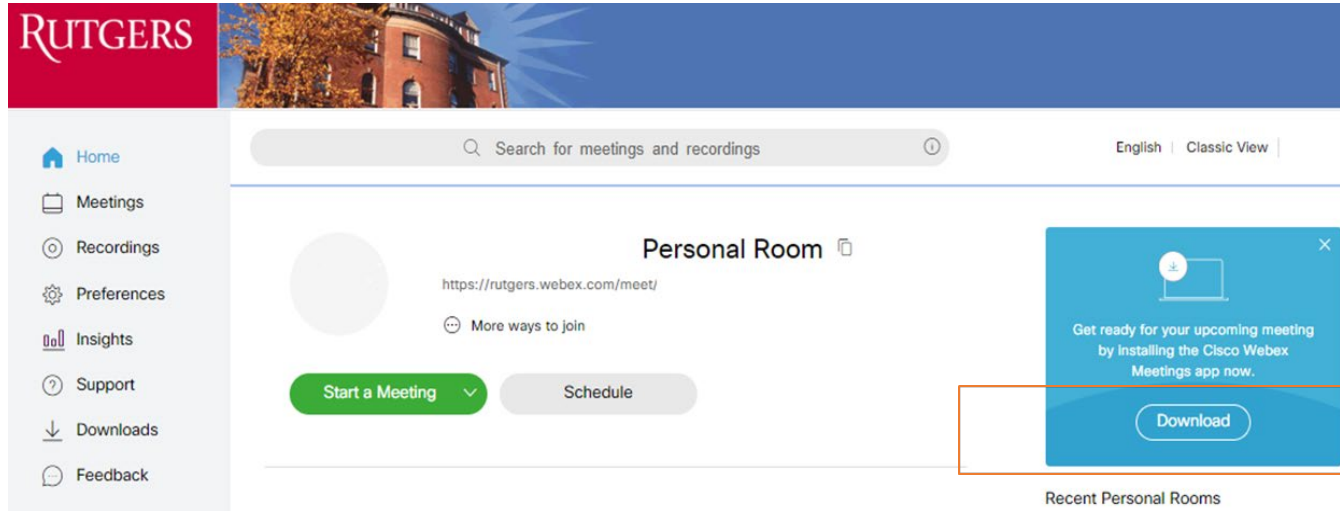- Once Activated, you can visit rutgers.webex.com and login using your NetID credentials.

Downloading the Webex App.

- **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.
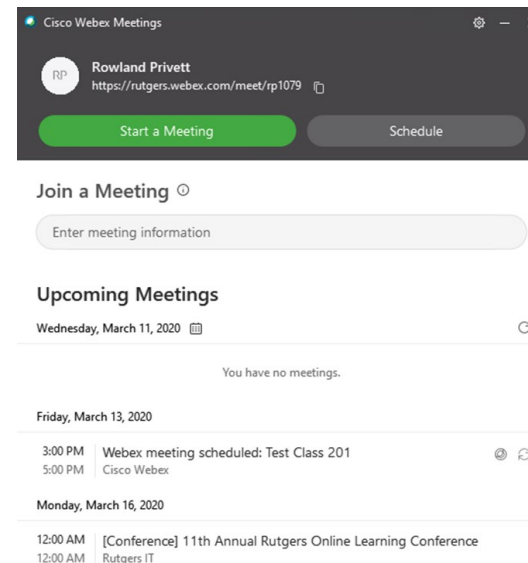
- **The Webex App**. When the webex app is installed you can start a meeting without having to logon to the Webex website.

Menu on the Home page

Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback
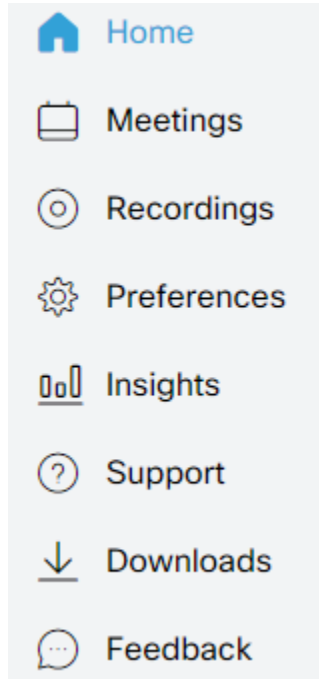
- **Home**: Takes you to this page.
- **Meetings**: Shows your Past/Current/Future Meetings.
- **Recordings**: Shows all your available recordings you can share.
- **Preferences**: Lets you customize your Webex Experience.
- **Insights**: Gives you analytics on your meetings.
- **Support**: Brings you 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.

More ways to join

Start a Meeting

Schedule

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.

Start a Meeting ∨   Schedule

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 you own.

- **Date and time**: Select the date, time and duration of your class.

- **Recurrence**: Options for making your class rescuer 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 sperate slid.

- **Schedule**: When you have filled in all the information click the Schedule button. Congratulations you have now Scheduled a class. See next slid.

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.

Join by phone

+1-650-429-3300 USA Toll

Access code: 799 153 064

- **This is what your meeting link will look like.**
- **The web address in the fist 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.

Menu Options

Mute or Unmute your microphone

Turn your camera on or off

Share a file or application window

Record or stop recording a meeting

See the list of participants

Chat with the participants

More options

End Meeting

More Options Menu (when clicked)

Notes

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.
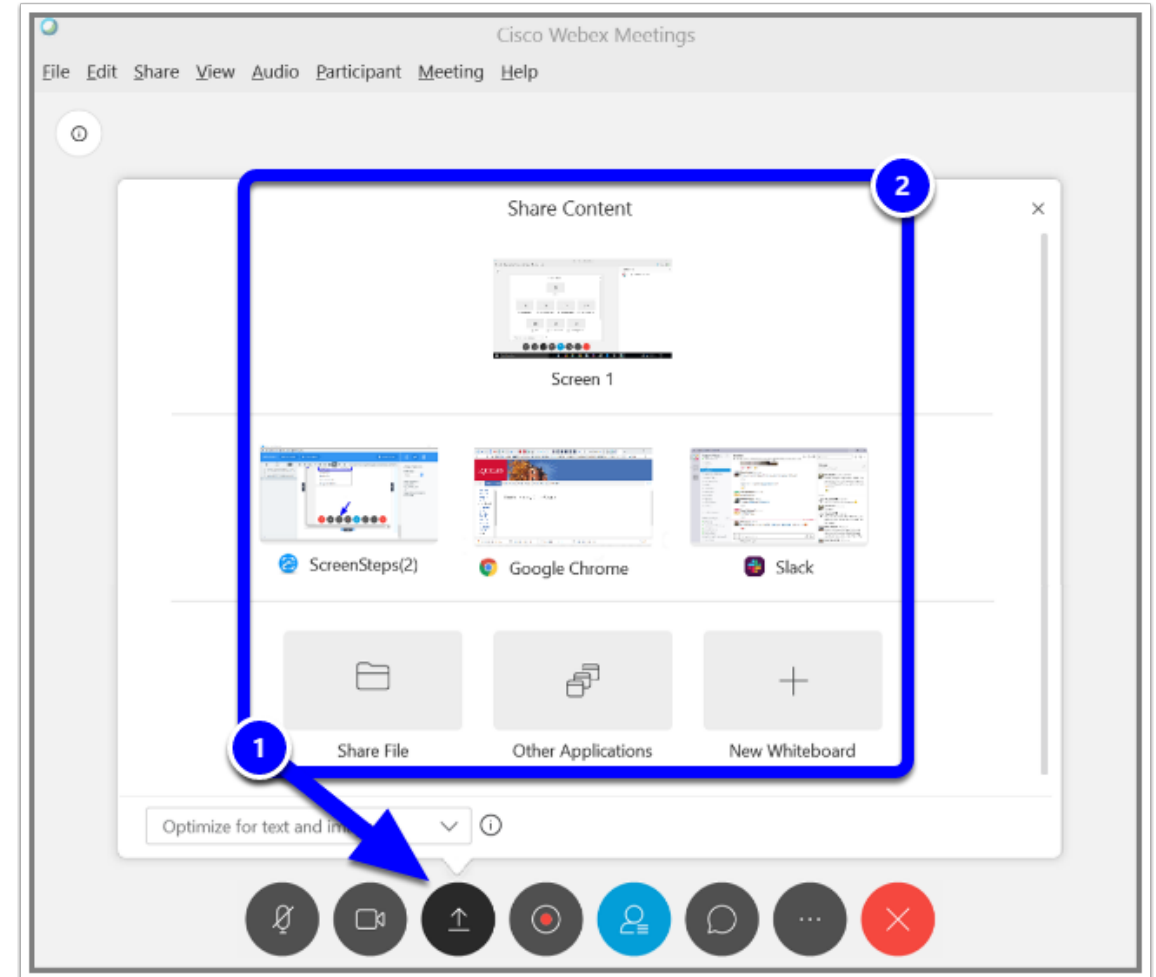
Participant Features
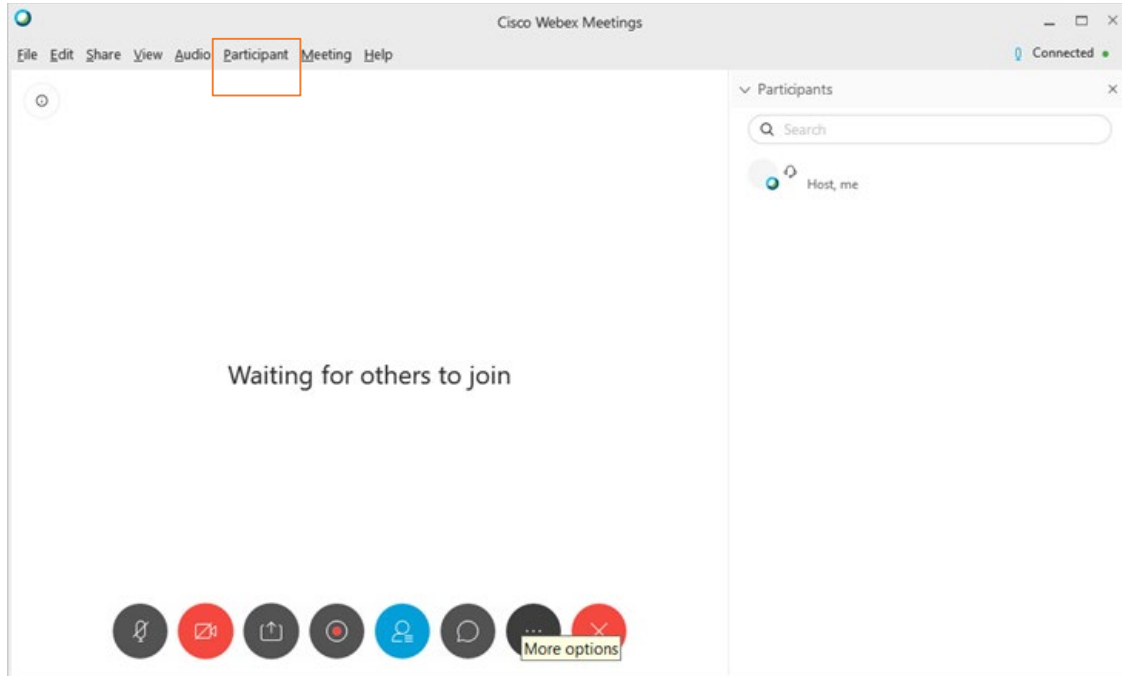
- **Click on Participant**. This drop-down menu gives you some very useful option for managing your webex class.
- **Mute All.** Select this to mute all your student's microphones.
- **Mute on Entry.** Select this to mute all your students automatically when they join your class. We recommend selecting 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.
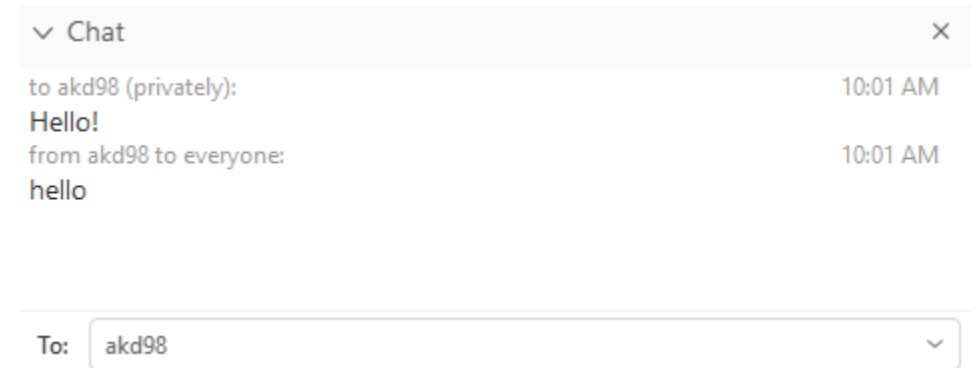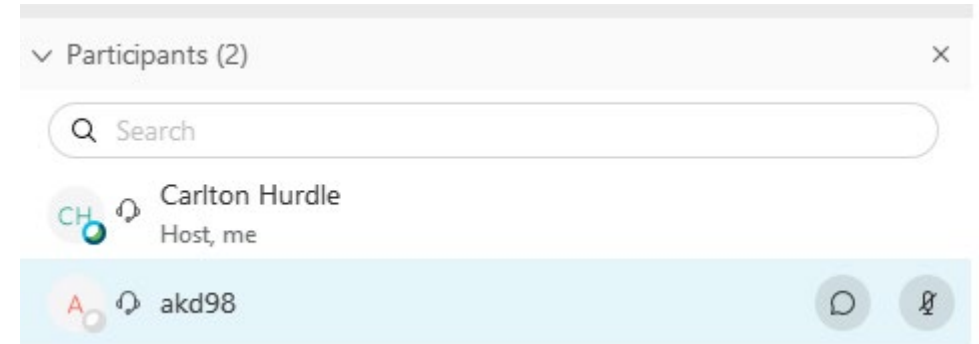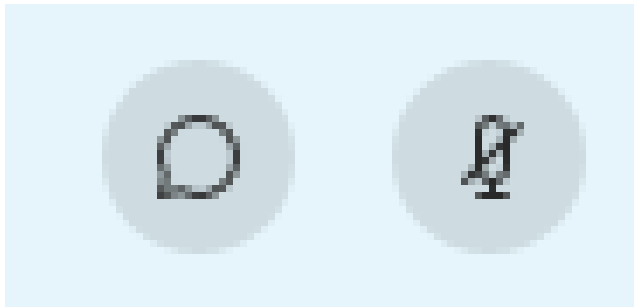
Preparing your virtual classroom

- **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