040 - Joining a training session:

Click on your invitation link. **WE RECOMMEND YOU USE THE Webex Browser Extension**. *When you click on your invitation link, Webex will offer instructions to download and install the extension*.

If you are asked for a password – go back to the *most recent* invitation link. It contains your password.

Follow any Webex Application Installation instructions.

Click Call Using Computer. (or click "use your phone" if that is your choice)
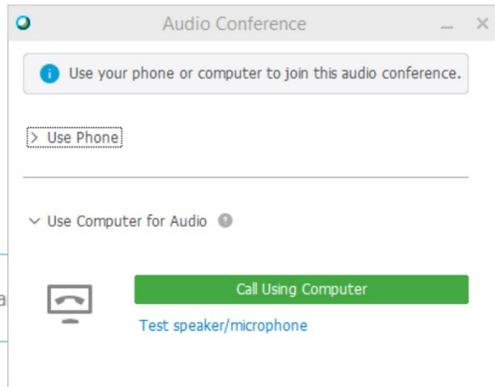
If you click "Test speaker/microphone" you'll see this.

This screen allows you to choose which microphone and speaker you use (if you have choices)

> Use the little drop-down triangle to see a list of choices.
>
> Click "Test" to hear some sound.
>
> Talk to check your microphone.
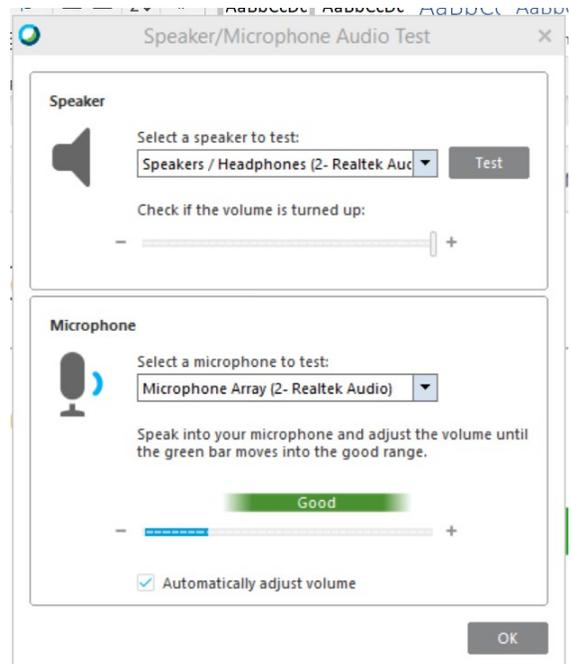
We don't recommend using the Webex App, or a Chromebook but if you are, skip to the end of this document for App/Chromebook instructions.

If you don't see this Audio (speaker/microphone) dialogue:
Once you get into Webex, move your mouse pointer to the blue bar at top center of your screen:

> This will cause a drop-down window to show: **- click Audio, and follow instructions above.**
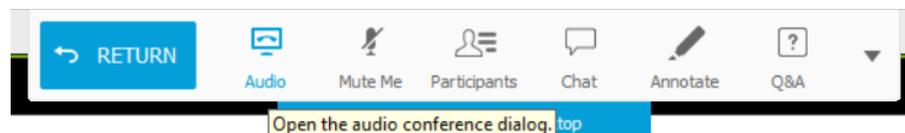
A note about privacy:

You <u>may</u> be muted upon entry. If so, we will un-mute you to start, then ask you to re-mute.

> Please keep yourself **muted** until you wish to ask a question or participate in a conversation.
> > This protects your privacy,
> > And is a courtesy, because the little noises you make
> > > (like typing notes or bouncing your knee),
> > can be surprisingly noisy over WebEx.

> Similarly, consider whether you want to **share your web-cam image with the group**.

> **Screen sharing:** Should you choose to share your screen to demonstrate something,
> **FIRST:** please *close any other open* files/apps/windows/tabs before sharing your screen, or you might flash your email inbox at the group. (or some other item.)

YIKES—I CLICKED OUT of the window and now I CAN'T FIND WEBEX !!!

Your training session is the white/blue/green ball on your task bar.
Or you can hit alt-esc to rotate through your open applications. 😊

TIME FOR A BREAK:

Please don't exit during breaks.

> Instead, click your camera and mic off.

> *Or converse with other students by turning them on*.

> *To exit out **at end of day** – close window, or go to the control panel and*
> > *Click "File" then "Leave Training Session".*
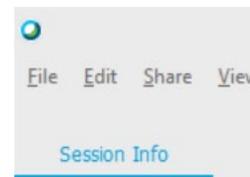
VIDEO Instructions for the rest of the material in this document may be found here:
https://uakron.edu/apts/training/online-course-requirements

3 SIDES of WEBEX:

You have three "views" in Webex –

      a Control View, (Mute/Unmute, Chat, Give feedback, see participants)

      a Presentation View (PowerPoint Slideshows)

      and the Instructor View (watch instructor demonstrate activities, demonstrate equipment, etc.)

You'll spend most time in Presentation View: (PowerPoint slides, instructor image is inset)

TO GO TO INSTRUCTOR VIEW from this screen, click the arrows in top-right of instructor image inset:

To return to PRESENTATION VIEW, (from Control View),

      click "Return to Sharing",
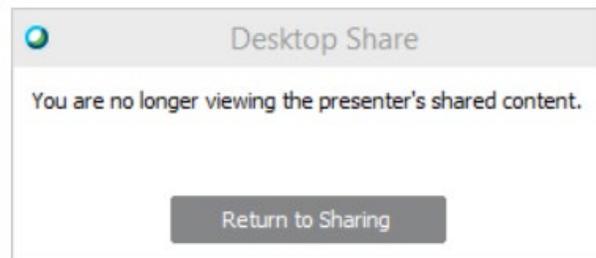
To return to PRESENTATION VIEW, (from Instructor View)
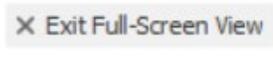
click or/then from the top right corner of the Instructor View

Or by moving your mouse to the blue bar at the top of the window

 or
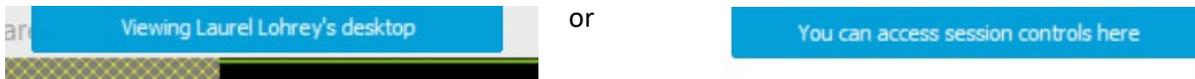
to open a drop-down menu and click "Return"
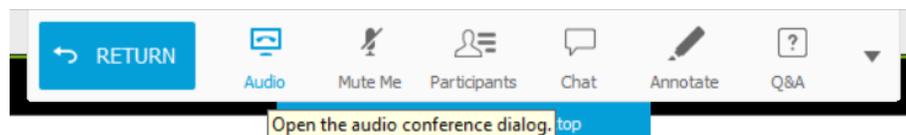
Instructor View is the best way to watch the instructor when s/he is demonstrating materials or writing on a whiteboard (you can watch boxed or full screen)

      Get to Instructor view by clicking the expand button next to the instructor's web-cam image in Presenter's View or Control view:

You can access session controls here

X Exit Full-Screen View

Laurel Jamieson

From here you can **adjust mic**, and **camera** on **bottom right**:

          Camera On, Mic ON.   Camera On, Mic MUTED.

or enlarge, shrink **or exit** using controls at upper right:

X Exit Full-Screen View

Control View allows you to control your mic, camera, see other **participants**, **chat** and **provide feedback**:

From Control View, **return to Presentation view** by clicking the "return to sharing" box.

From Control View, **return to Instructor view** by clicking the enlarge button in the corner of the image of the instructor.

At the bottom of the **participant window**, you can **raise your hand** by clicking the mitten.

This "bing"s the instructor's speaker.

Use the check and the X to signal Yes/No or agree/disagree when the instructor asks a question to the group. You can also communicate using the emojis.

CHAT – when using chat, you may direct your comment to the entire group, or just to one person. Please be aware that the instructor is focusing on effectively communicating verbally to you. Some instructors may prefer you un-mute and ask a question 'out loud', instead of asking by Chat.

You can move the Participant or Chat box over to a corner of your screen, or to a 2nd monitor. Click and drag them to the side.

Q&A – is designed for very large audiences. We rarely use it. Please do not post questions there.

We don't recommend chrome books for participation, but if that's what you have →

Many principles are the same, so please read the previous pages.

When you first join, you will be asked how you want to join. Choose "Call Using Computer".
You will then get an Audio set-up dialog.

When you first join, you will be muted.
    We will unmute you,
    but encourage you to re-mute yourself,
        for your privacy,
        and because little noises you
        make (like typing notes)
            can sound really loud to the group.
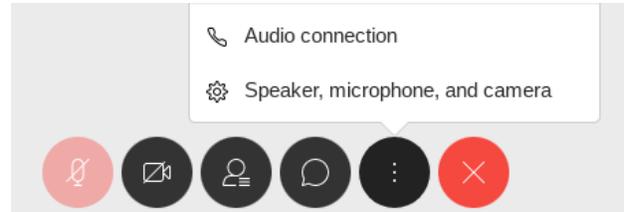
IF YOU DON'T SEE THE AUDIO CONFERENCE DIALOGUE:
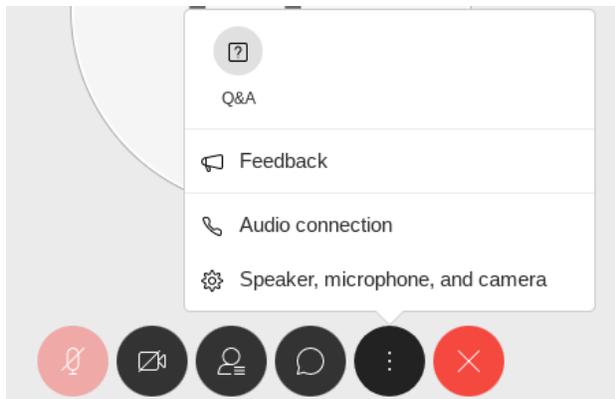
Click the three-dots icon at the bottom of your screen,
    Then click "Audio Connection" from the popup.

Notice the "Speaker, microphone, and camera" choice – this allows you to make adjustments and check what your camera is projecting.

When you have a question, or want to contribute to the conversation, PLEASE DO!
Unmute yourself, and please re-mute when you're done.

The microphone icon is RED when you are muted, and
grey when you are un-muted.(it is light-red when the instructor has set "mute-all".)

(mic and camera OFF)

(mic and camera ON)
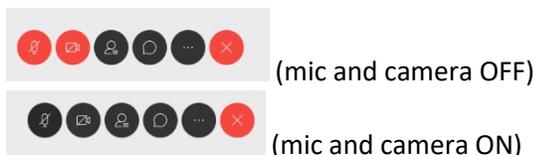
You can choose to turn on your camera. Use the camera icon.
    It is black when operating and red when NOT operating.

CHROME BOOK INSTRUCTIONS: (page 2)

Please don't exit during breaks.

Instead, click your camera and mic off.

Or turn them on and converse with other students.
To exit out at end of day -- click the red X on the right to exit.