HyFlex with Web Conferencing

WebEx Meetings Manual

CCSU
Instructional Design & Technology Resource Center
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Layout of the HyFlex Classroom

- 2 Microphones in the ceiling
- Desktop Monitors (2)
- White board
- Classroom Camera
- Crestron Touch Screen
- LCD Projector Screen
- Teaching Station
Access WebEx Meetings

• **It is recommended you use the WebEx desktop application for the best experience.** You can access it from the Start menu on the computer.

• Web App (not recommended)
  • [CCSU WebEx Site](#)
Schedule WebEx Meetings

1. Log onto **CCSU WebEx Site** and click **Schedule**
Schedule WebEx Meetings

1. Name the meeting
2. Select the date and time the meeting starts
3. Enter student’s email addresses. If this is difficult you can choose to schedule the session and then just send the meeting info using Blackboard Announcements. **Share WebEx Meeting Info on Blackboard Announcements**
Schedule WebEx Meetings Recurrence

Select the days of the week your class meets

Enter the final date your class meets
Note about schedule notifications

After scheduling the meetings, your students will receive an email notification that they have been added to the series of meetings. The email will ask the student if they would like to add the event to their calendar. If they select NO they won’t receive outlook calendar reminders, if they select YES, they will.

You can choose to share the meeting info onto Blackboard by following this guide Share WebEx Meeting Info on Blackboard Announcements
CLOSE KALTURA

Please remember to close the Kaltura window by clicking on the X. Kaltura automatically opens on all CCSU computers when you first sign on. If you do not close the Kaltura window your microphone and camera will not function during web conferencing.
Crestron Controls

1. Power Camera ON
2. Power Projector ON
3. Select Screen to focus camera onto the projector screen or whiteboard

The Crestron Touchscreen allows you to power and position your camera.
Starting a WebEx Meeting

• If using the Web App click on **Meetings**, locate the session and click **Start**

• If using the **Desktop App** (recommended), locate the session and click **Start**
Starting a WebEx Meeting

If you would like to test your audio, click here.
Starting a WebEx Meeting

How To: Use WebEx Meetings in a HyFlex Classroom (1 Pager)

The HyFlex Camera and Microphone should be selected to be used with the WebEx application

- Audio Test
  - If on campus, select COMMUNICATIONS Echo Cancelling Speakerphone (TesiraFORTE)
- Video Test
  - If on campus, select USB Capture SDI or Av.io SDI Video
Remember you have 2 PC Monitors

- The primary monitor is projected to the classroom
- The secondary monitor does not get projected
- To project the WebEx session to the classroom, the WebEx window must be parked on your primary (usually left) monitor in order to project onto the big projector screen.
- Anything on your monitor that you want your students in the classroom to see needs to be projected onto the projector screen. So, if you see that the window you want to project is not projecting, click and drag the window onto your primary monitor.
WebEx Session Features

- Unmute
- Start video
- Share Content
- Record
- End call
- Chat
Record a WebEx Meeting

When scheduling your meeting you can tell WebEx to automatically record when your meeting starts. *Advanced Options*
Share Content

1. Click the **Share content** icon

2. Select the app/window or monitor you would like to share. You can also choose to optimize for motion or text/images.

4. Select **share audio**

![Image of screen showing share options]
Sharing a YouTube Video

• If you want to show a YouTube video to your students on WebEx you can choose to share your screen however, the quality of the YouTube video is not always good.

• Therefore, if you run into video quality issues, we recommend you use the **Share Multimedia** function instead. See next slide.
Share a YouTube Video via **Share Multimedia**

- You can choose to either drop the link to the video in the chat or share within WebEx Screen by clicking **Share > Share Multimedia**.

When you have finished showing the video, remember to stop the video before closing the Multimedia window. Otherwise, it will continue to play sound in the background of your call.
If you have a PowerPoint with only text and images (no animations) you can choose to upload the file directly into the WebEx call instead of mirroring/sharing it.
End WebEx Session

Unmute  Start video  Share  Record  

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Before leaving the HyFlex classroom

1. Use Crestron to power Off camera and projector
2. Press Exit System on the bottom right of the Crestron
Access Recordings

• WebEx Meetings will send you an email once your recording has finished processing. The email will contain a link to the recording.

• You can also access all your recordings by logging onto the [CCSU WebEx Site](#) and clicking on Recordings.

• [WebEx How To: Upload WebEx Recordings onto Blackboard](#)
Attendance Report

1. Log onto [CCSU WebEx Site](#)
2. Click on the dropdown arrow next to your name *(upper right corner)*
3. Click **My Reports**
4. Under All Services click **Usage Reports**
5. Enter dates and click **Display Report**
6. Click on your session
7. Report will open in the browser you can click print

*Reports are usually made available within 1 hour after ending your session*
IDTRC Helpful WebEx Resources

- HyFlex with WebEx Resources
- WebEx Resources