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
- 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

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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
Crestron Controls

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

- Share your computer audio
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.
Whiteboard

Text
Pen
Eraser
Download

Sharing Whiteboard

Hello everyone!
End WebEx Session
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
IDTRC Helpful WebEx Resources

• HyFlex with WebEx Resources
• WebEx Resources