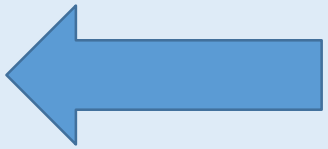
Guide to accessing Degree Apprenticeship online workshops via Webex Training

Firstly, you will receive a link to your online session on the date and time of your session to your registered email.

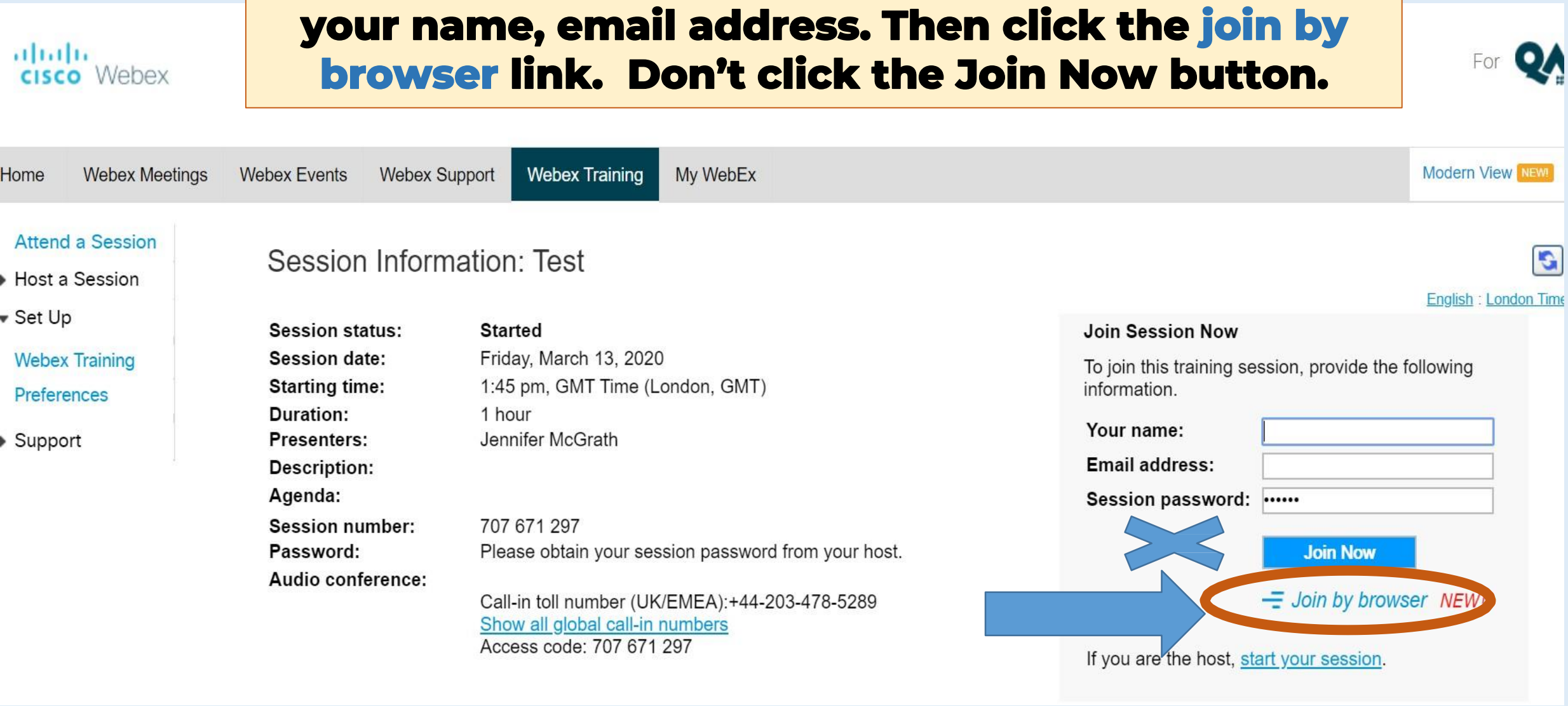
To join on a laptop or desktop computer. First,

1. Go to https://qa-learning.webex.com/qa-learning/k2/j.php?MTID=t4a87d3450231429f3b11278f5120584a

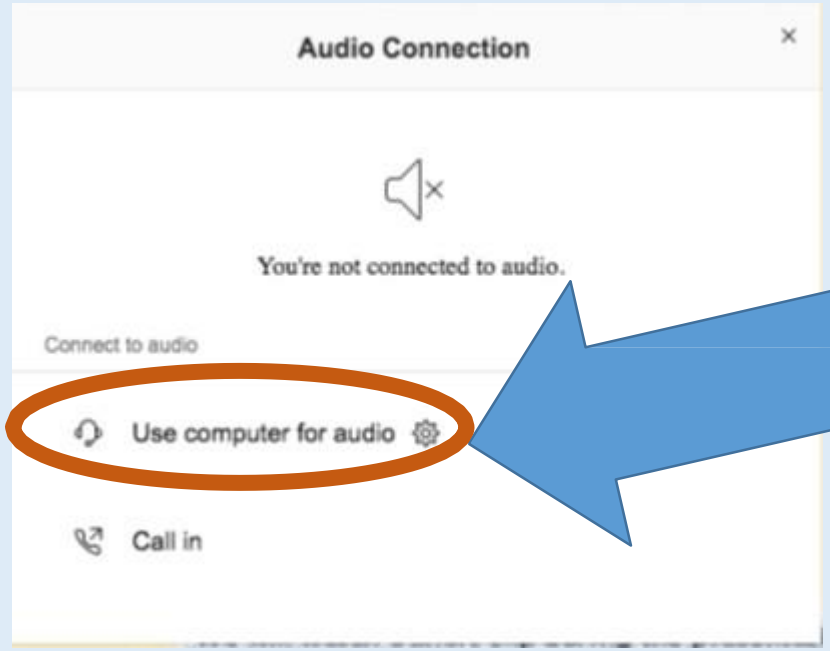


Click on the link

You will be taken to this page. On the right, enter your name, email address. Then click the join by browser link. Don't click the Join Now button.

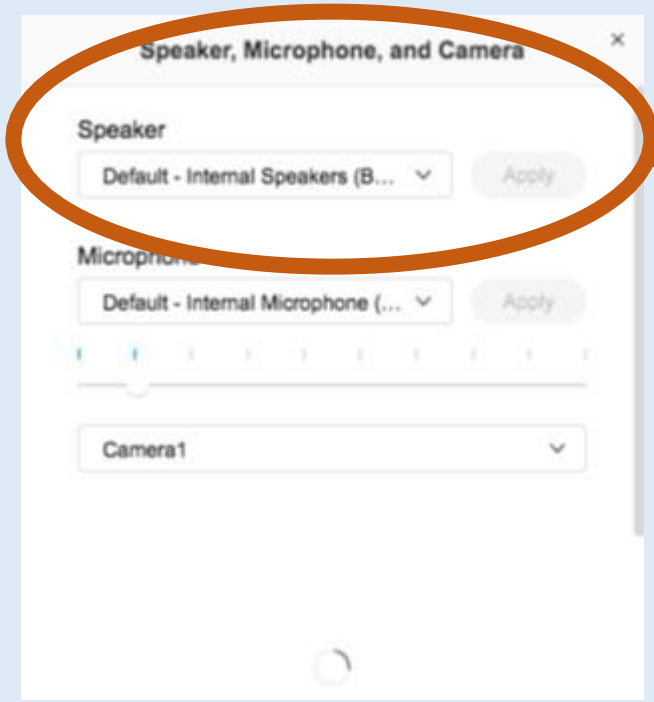


Audio



If your audio is not connected, this dialogue box will appear. Click on use computer for audio.

Audio



If you have more than one speaker or are using headphones, you may need to choose the one you are using for the session.

If you are calling in,

To join the session by phone only

Call-in toll number (UK/EMEA):+44-203-478-5289

Global call-in numbers: https://qa-learning.webex.com/qa-learning/globalcallin.php?MTID=t02613fbd4a5891685c13b167367ed6ba

Access code: 707 671 297

Dial the Call-in toll number that was sent in the email. Please note you will be charged for this call.

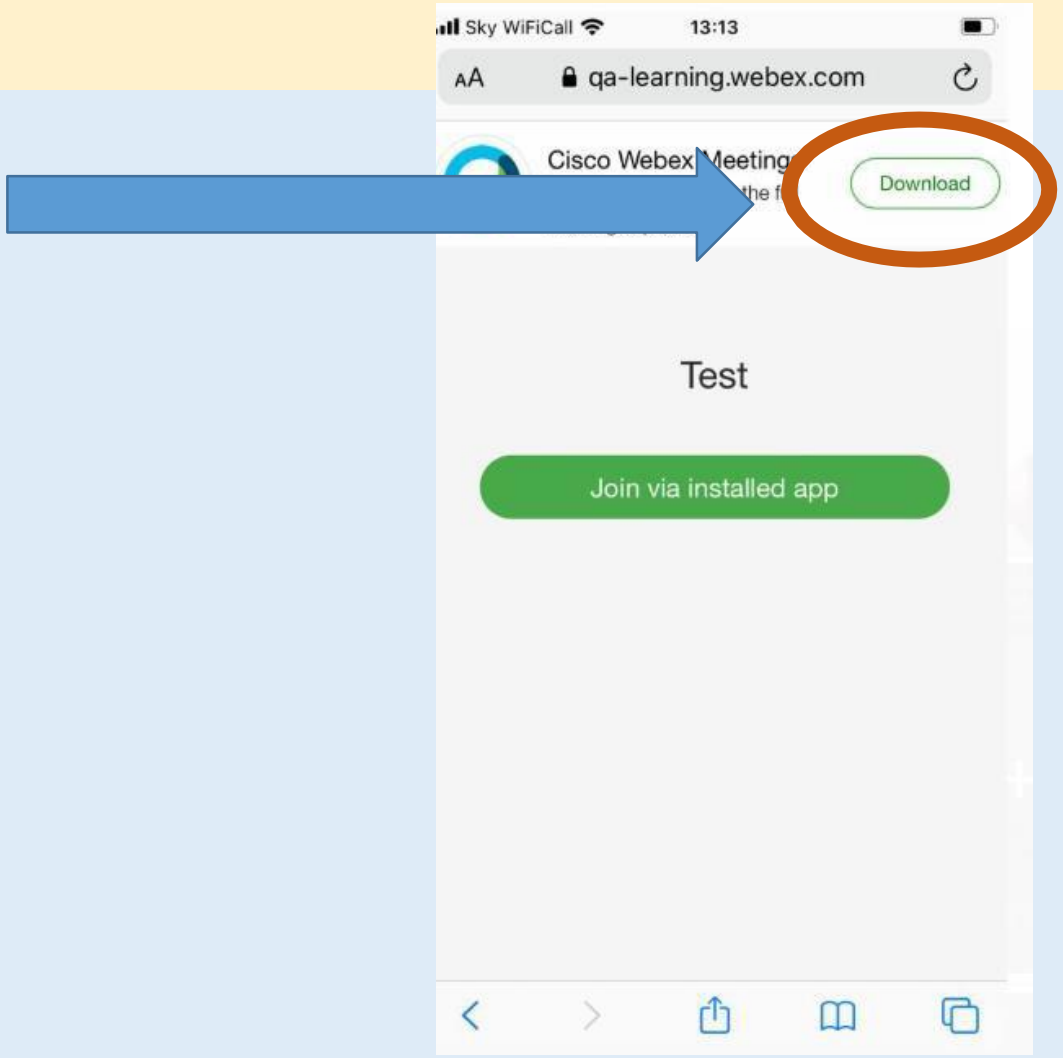
You will then be asked to enter your access code or meeting number. Enter the access code and press #.

You will be asked for an Attendee ID number but you if you don't have one, just press the # key.

Then you can listen to the session. If you are calling in, it is a good idea to download any material that you will be using from your VLE so you can follow your lecture/seminar.

If you are using your mobile phone to join the session

Click on the link from your email and you will be prompted to download the app the first time you use it.



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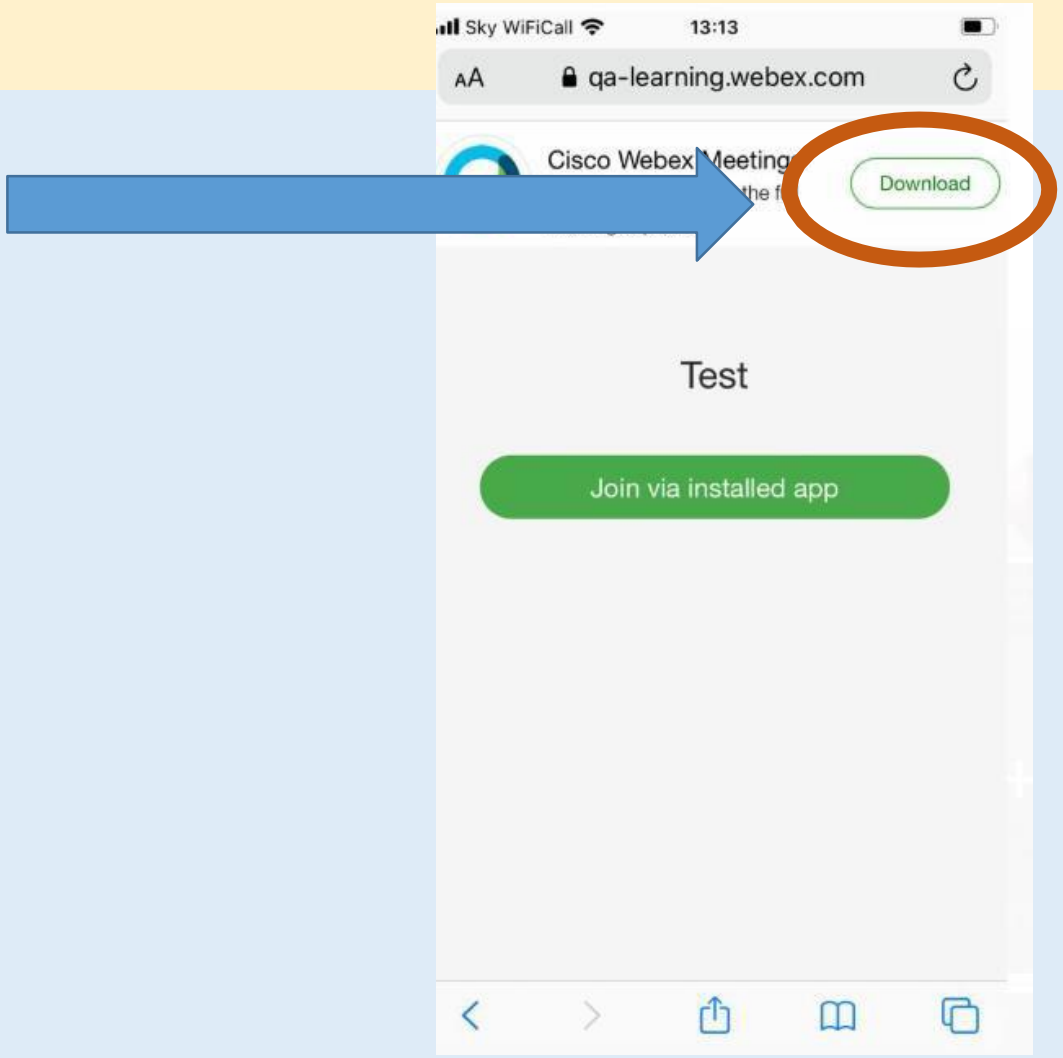
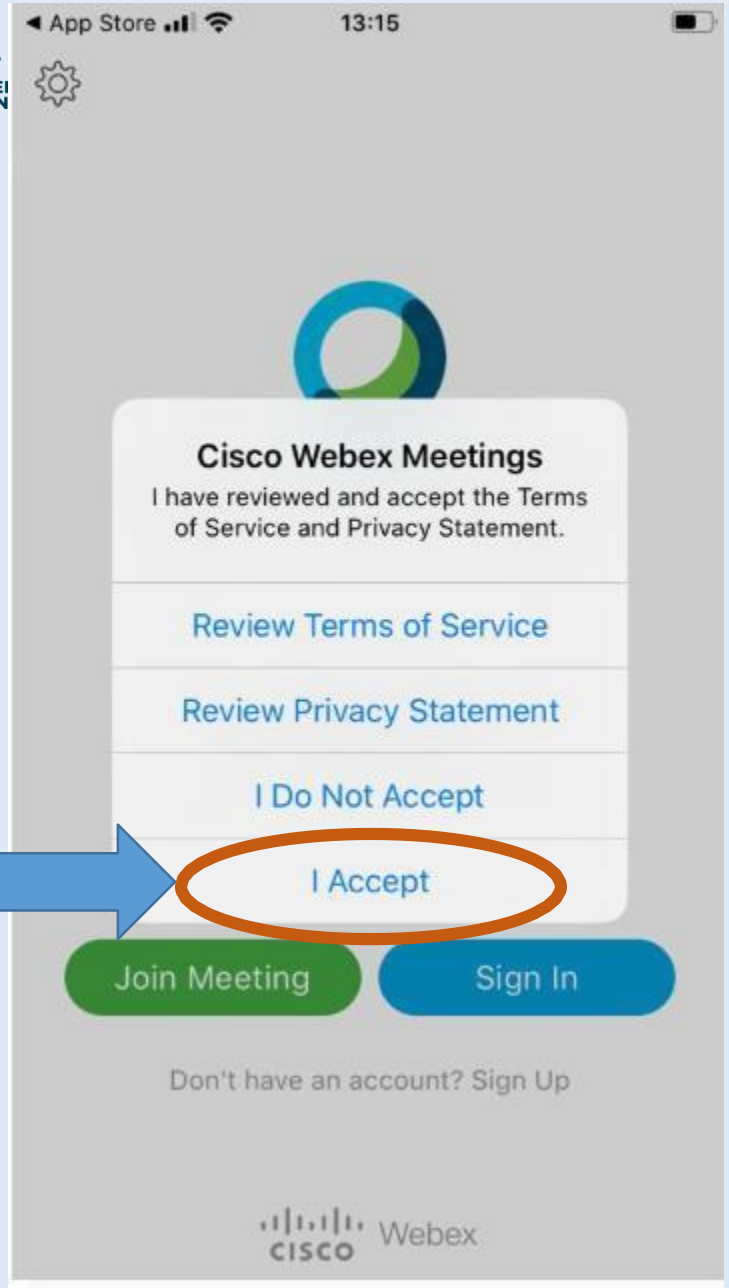
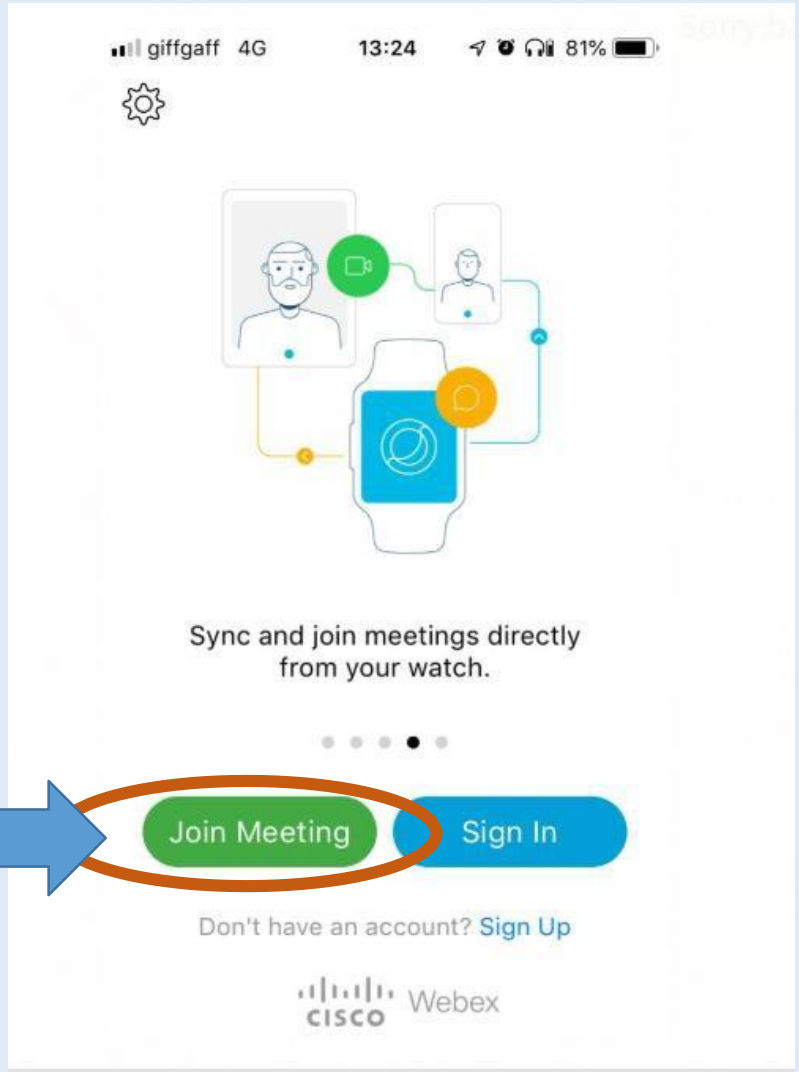
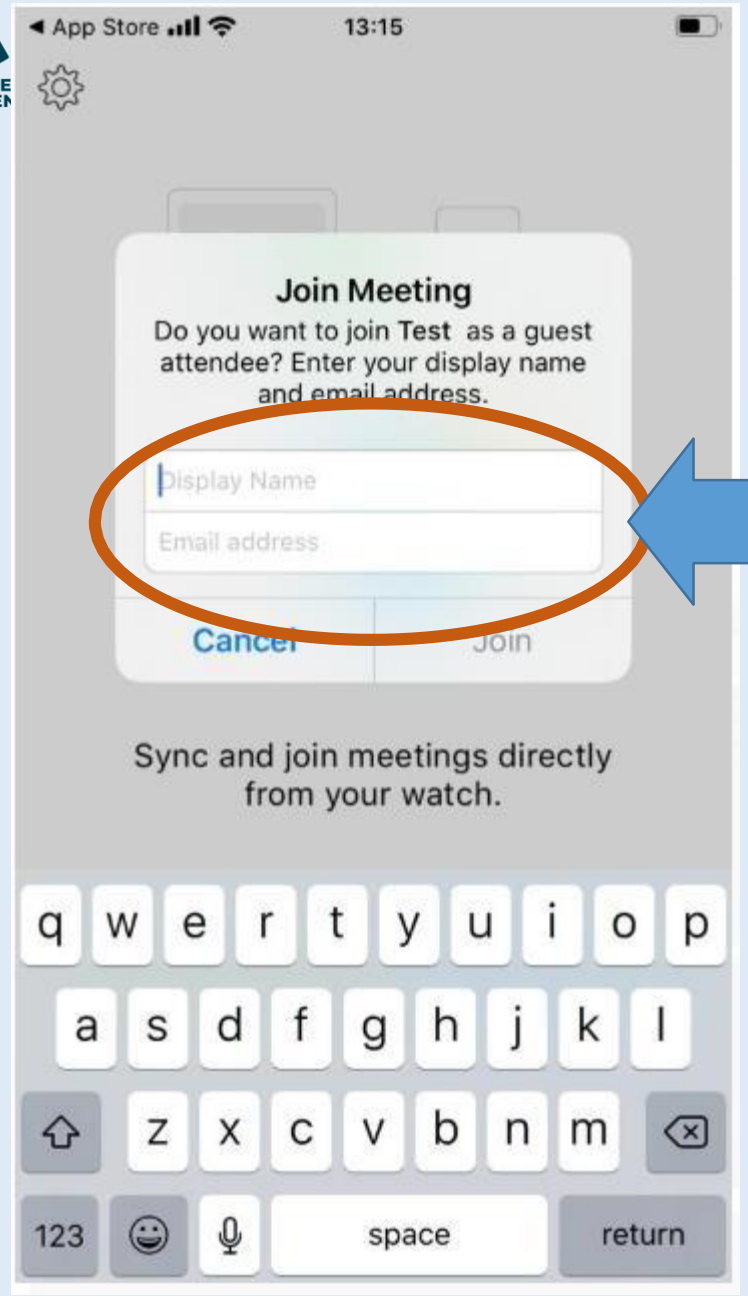



App Store
13:15
Cisco Webex Meetings
I have reviewed and accept the Terms of Service and Privacy Statement.
Review Terms of Service
Review Privacy Statement
I Do Not Accept
I Accept
Join Meeting
Sign In
Don't have an account? Sign Up
Webex

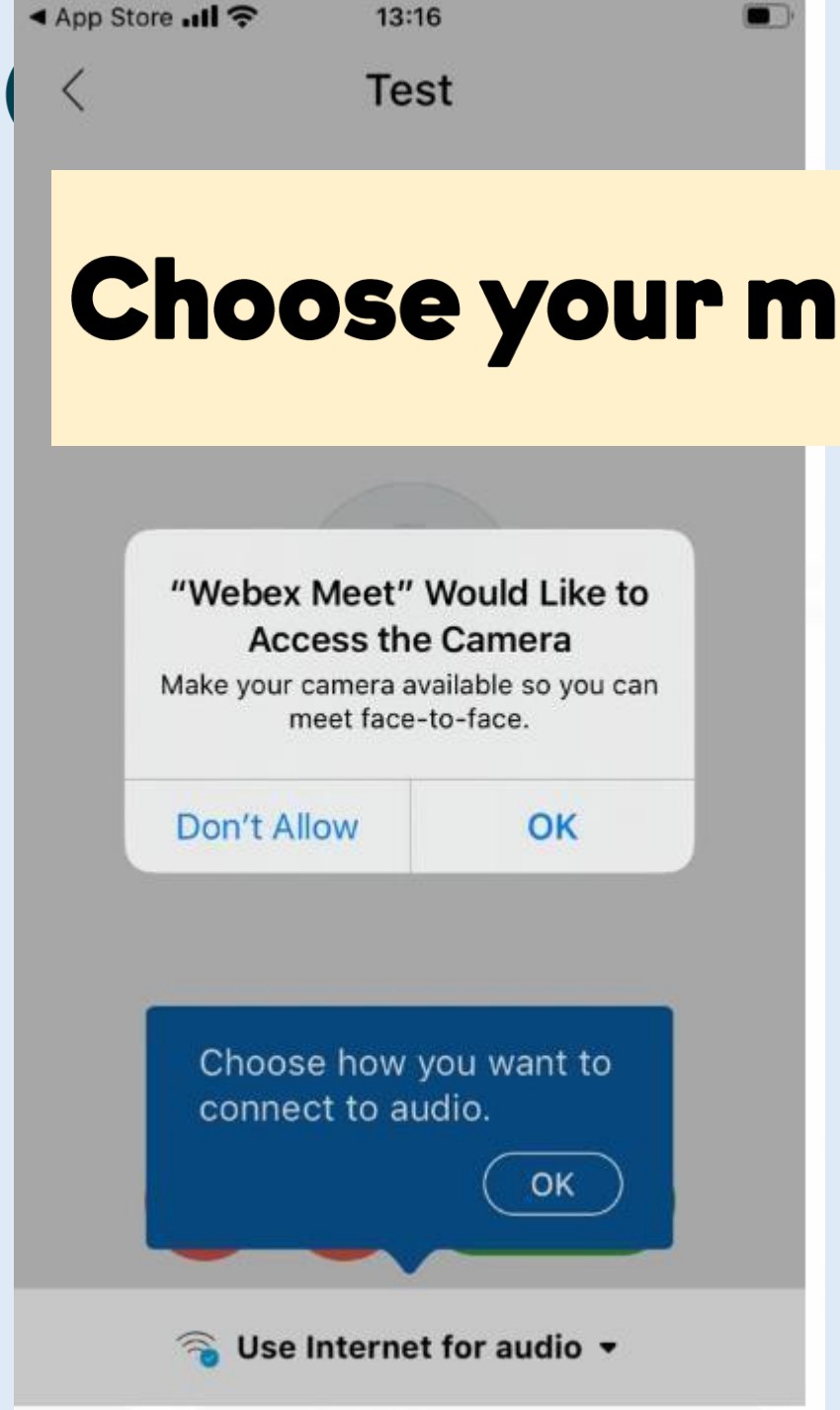

giffgaff 4G
13:24
81%
Sync and join meetings directly from your watch.
Join Meeting
Sign In
Don't have an account? Sign Up
Webex

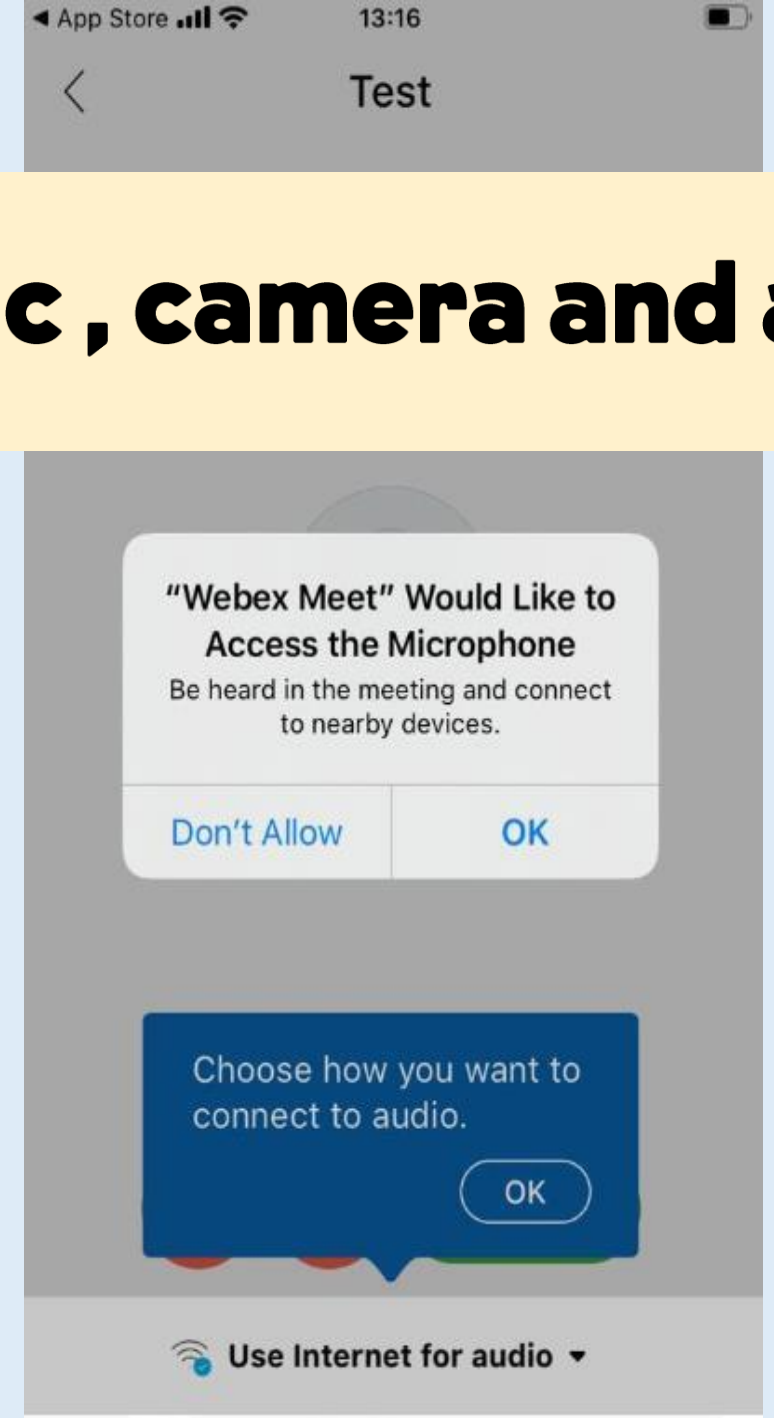


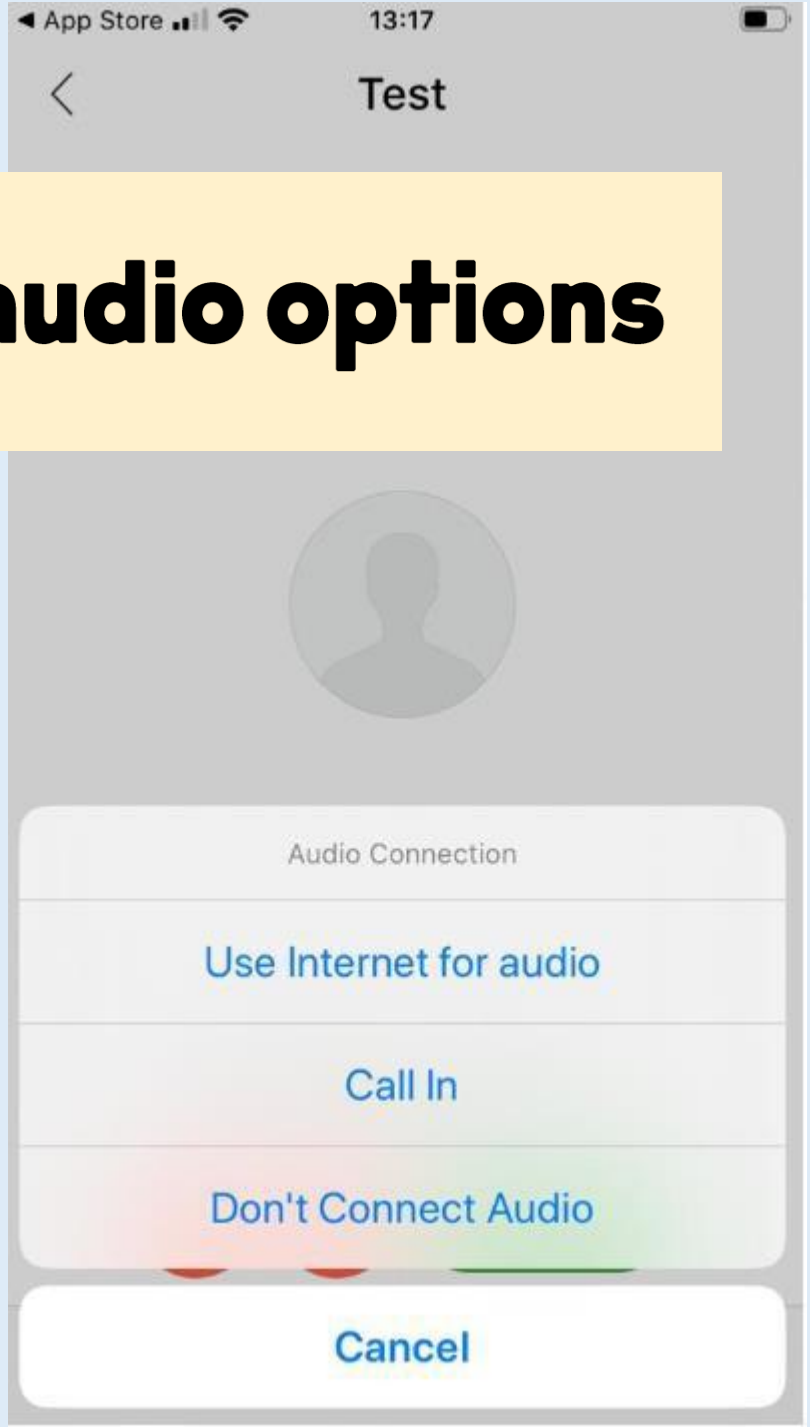
Enter your full name and your email address.

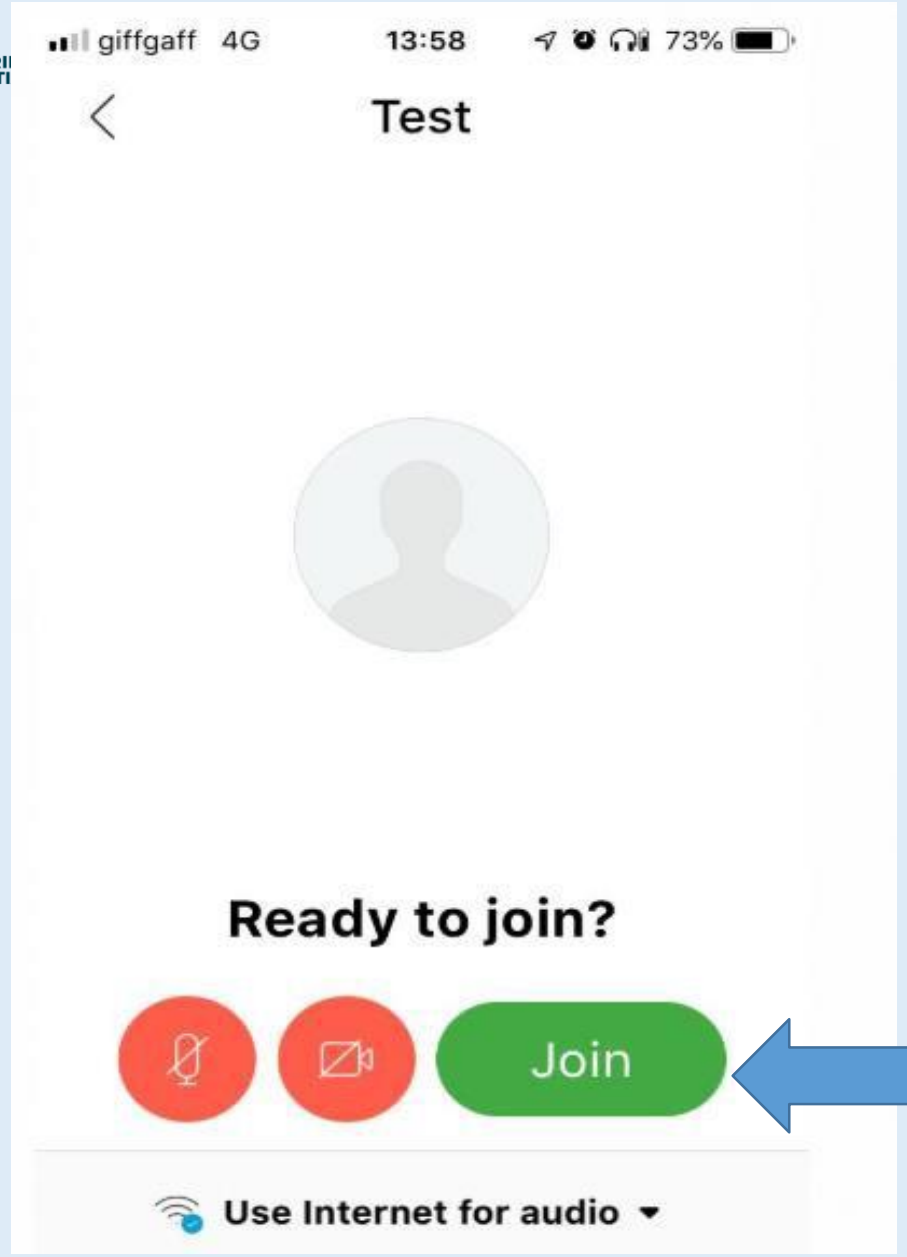
****Please include your full name as this will be used for attendance.****

Choose your mic , camera and audio options



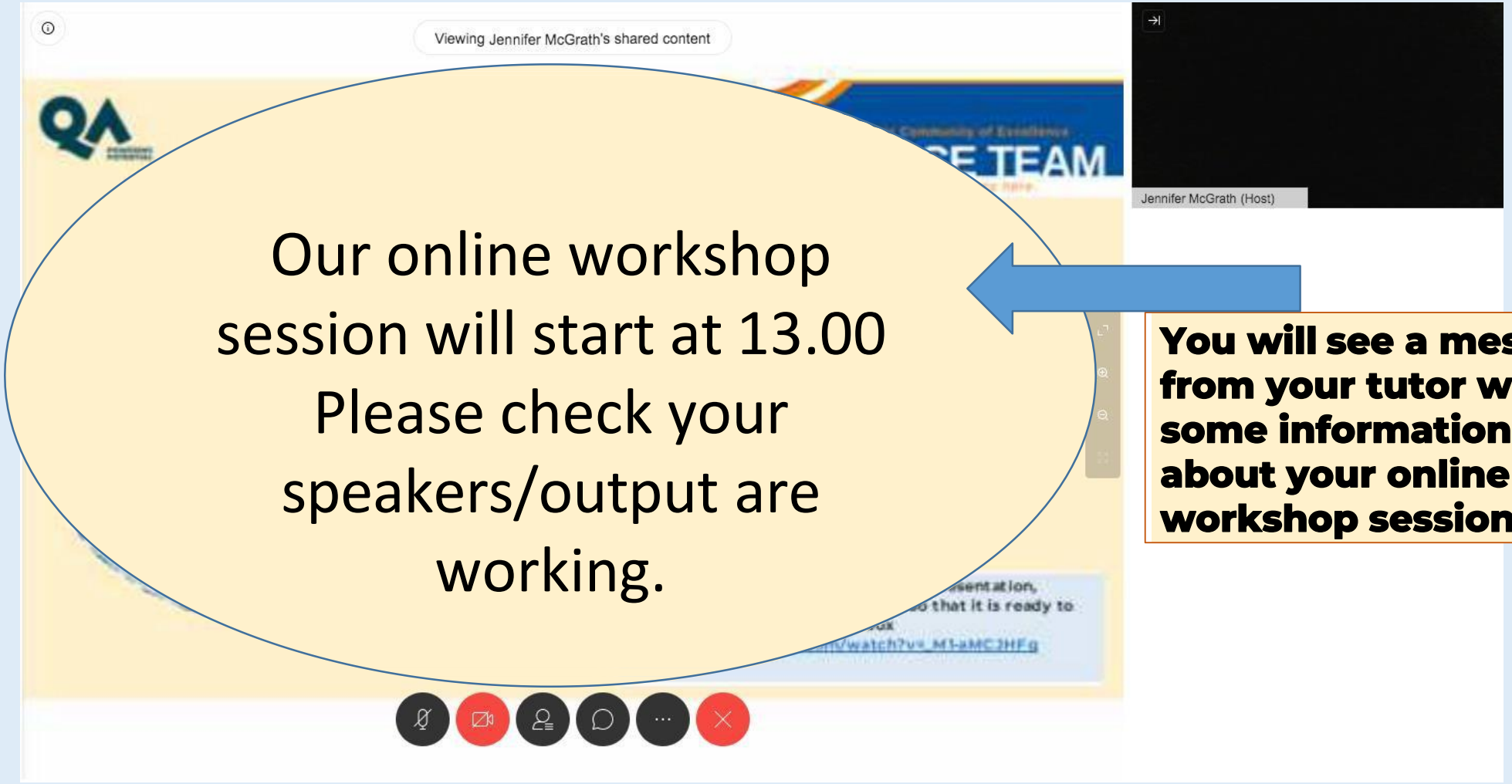




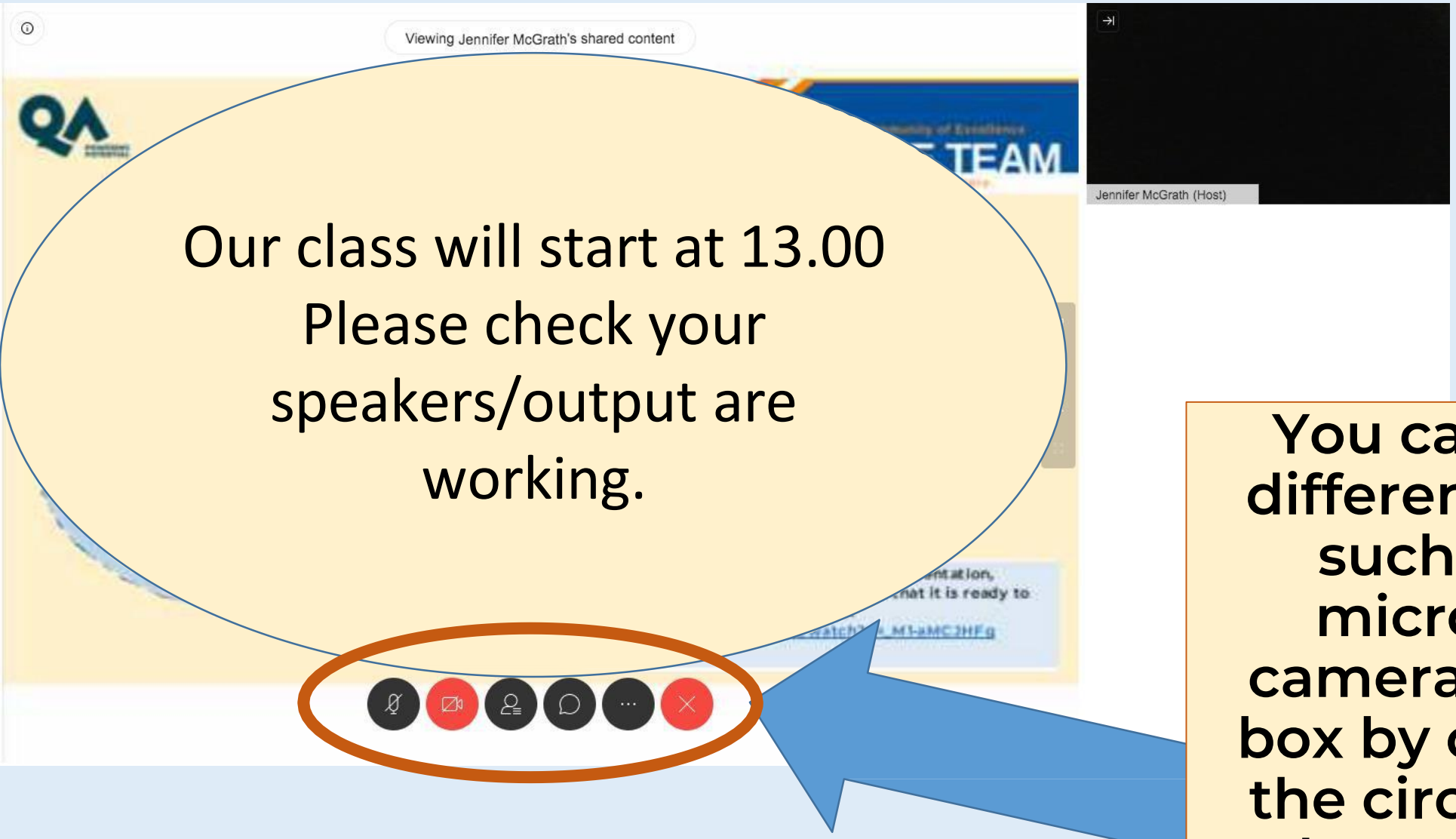


Click on the green Join button

When you are signed in, you will be taken to your online workshop session


Viewing Jennifer McGrath's shared content
Jennifer McGrath (Host)
Our online workshop session will start at 13.00 Please check your speakers/output are working.
You will see a message from your tutor with some information about your online workshop session.

If you can't hear the session or see the screen, try signing out and back in again.



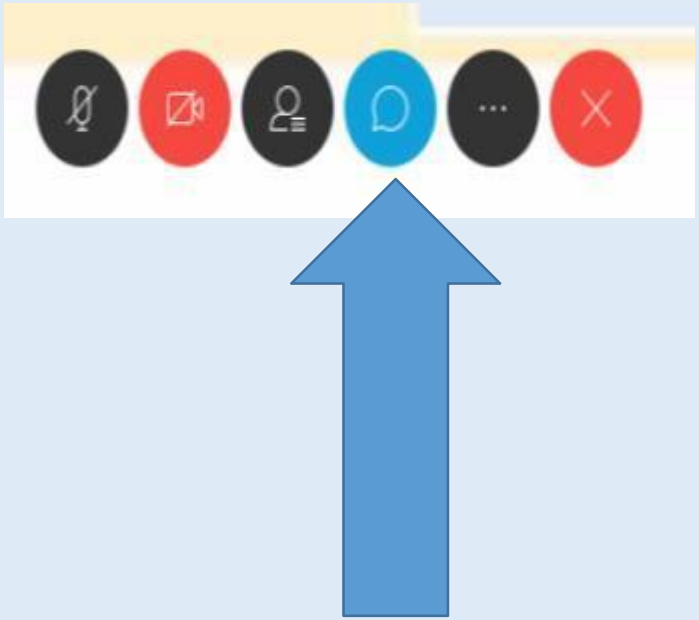
You can control different features such as your microphone, camera, and chat box by clicking on the circles on the bottom of the screen.

Microphone and camera. If the circle is black they are on, red is off.

Chat
Blue is on.
Black is off.

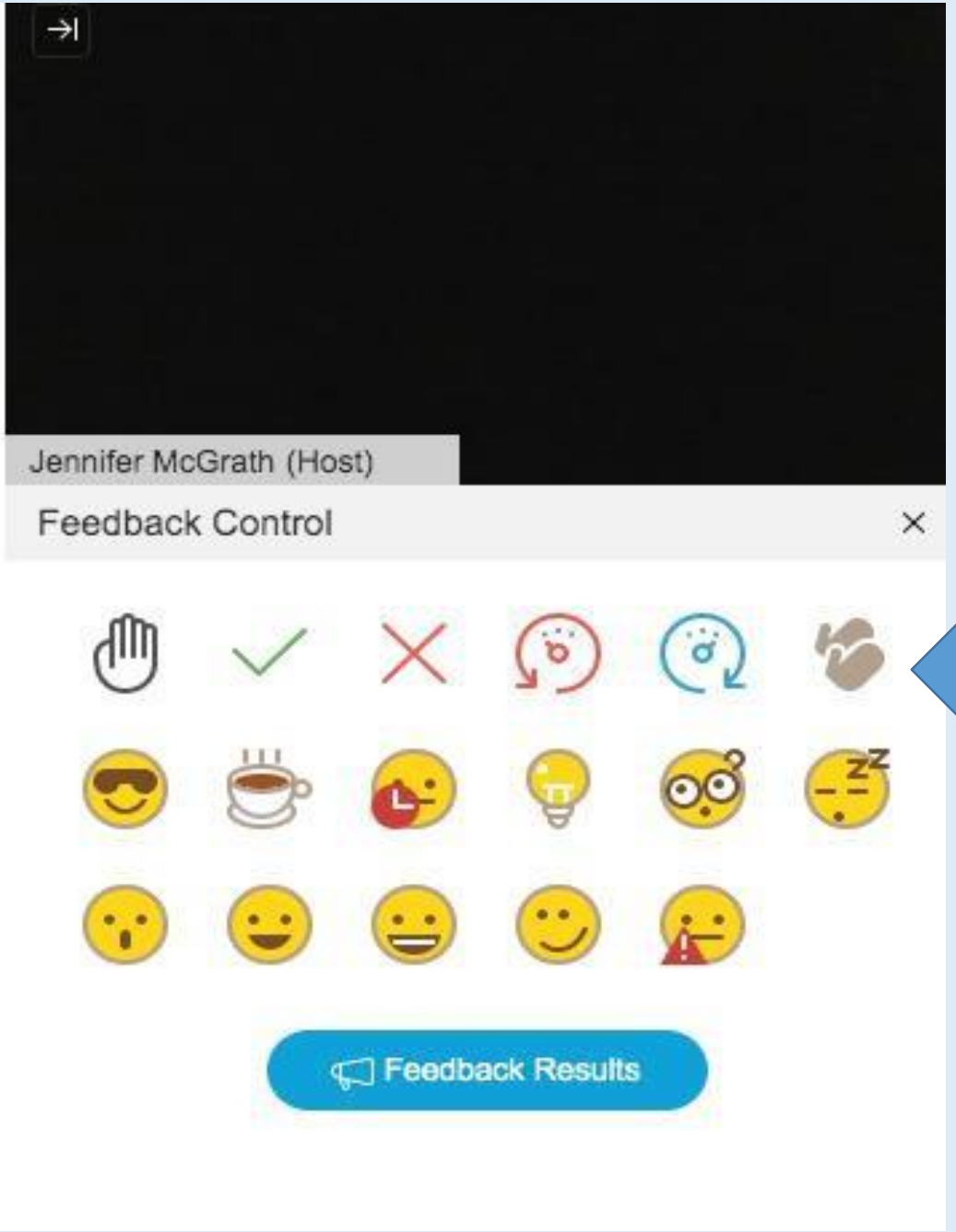
Menu for more features

When the session is finished, click here to leave.



Click on the drop down arrow to choose. Then type in the box with the blue outline

When you select the chat option, the chat box will appear on the right of your screen. You can send a message to one person or everyone.



The feedback options on the top line from left to right:
Raise your hand – if you want to ask a question
Green tick – for yes/agree/correct
Red cross – for no/disagree/incorrect
Red circle – slow down
Blue circle – Go faster
Clapping hands – applause/agree.

If you have any difficulties at the time you are trying to log into a session please contact 0345 074 7958.

If your query is related to other online learning enquiries please contact our Online Learning Support team by email: QAHEOnlineLearning@qa.com or call 0207 656 446.