QA The ACE team

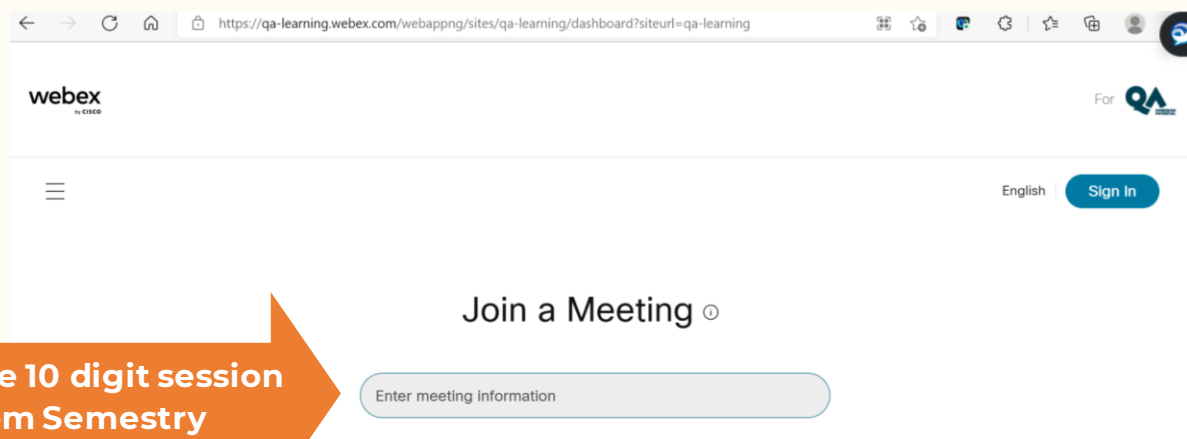# Using Webex Meetings (Windows Desktop) for Online Workshops

Contents

Joining a meeting and downloading the app

If you have been instructed to get the WebEx session code from your timetable in Semestry then you can join your virtual class by going to the WebEx website:

Input the 10 digit session code from Semestry

Enter the password Monday to join the virtual classroom

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Or if you received an email invitation to your session, click on 'Join meeting' or the link:

Alan Skelton is inviting you to a Webex meeting in progress.

Webex Meetings Materials Chat

Host: Alan Skelton
Wednesday, July 28, 2021
1:30 PM | GMT Summer Time (London, GMT+01:00) | 1 hr

Join meeting

More ways to join:

Join from the meeting link

https://qa-learning.webex.com/qa-learning/e.php?MTID=
mbae3cd5b1bc65eff0cd914497af2d485

You will have the choice to join through your browser but you will have the best functionality if you download the Cisco Webex Meetings App:

Open Cisco Webex Meeting?

https://qa-learning.webex.com wants to open this application.

☐ Always allow qa-learning.webex.com to open links of this type in the associated app

2 → Open Cisco Webex Meeting | Cancel

Click **Open Webex** on the prompt.

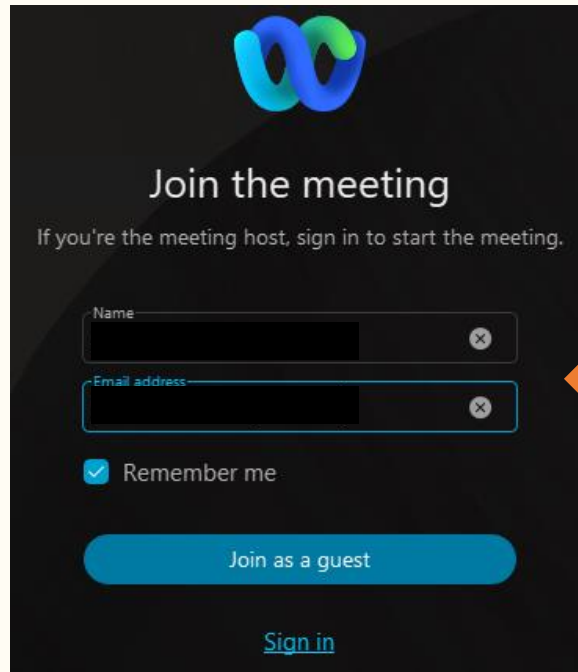If the prompt doesn't appear, click **Launch Meeting** instead.

Launch Meeting

Don't have Webex? Download it now. ← **1**
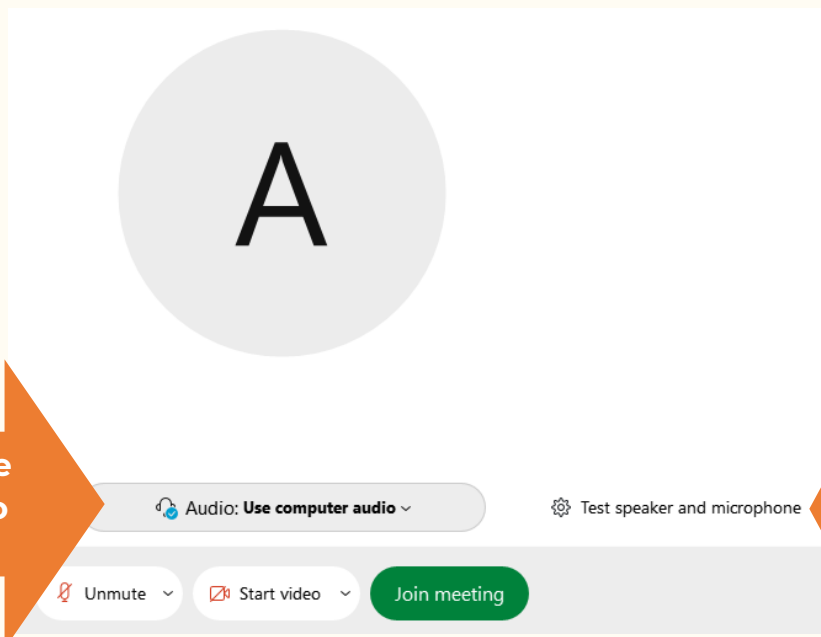
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Input your details to join the session. Enter your full name and email address in order for your tutor to record your attendance:

Audio and video set up
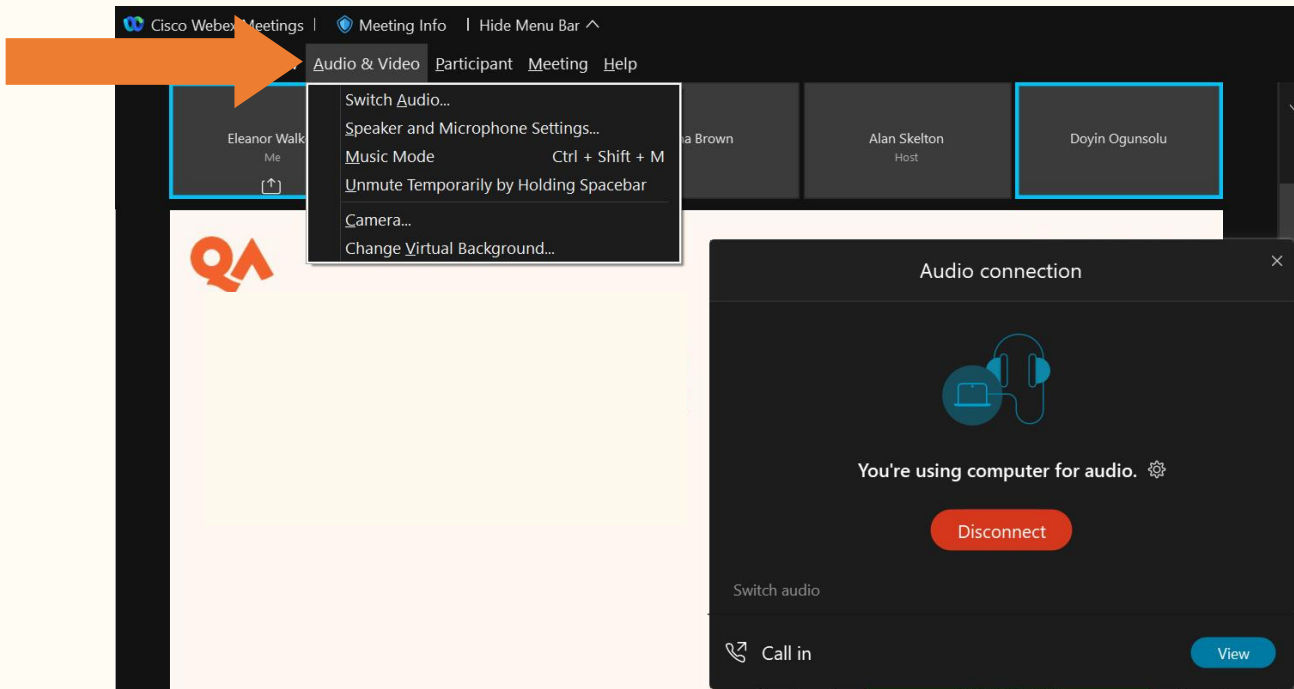Make sure you are set up correctly:

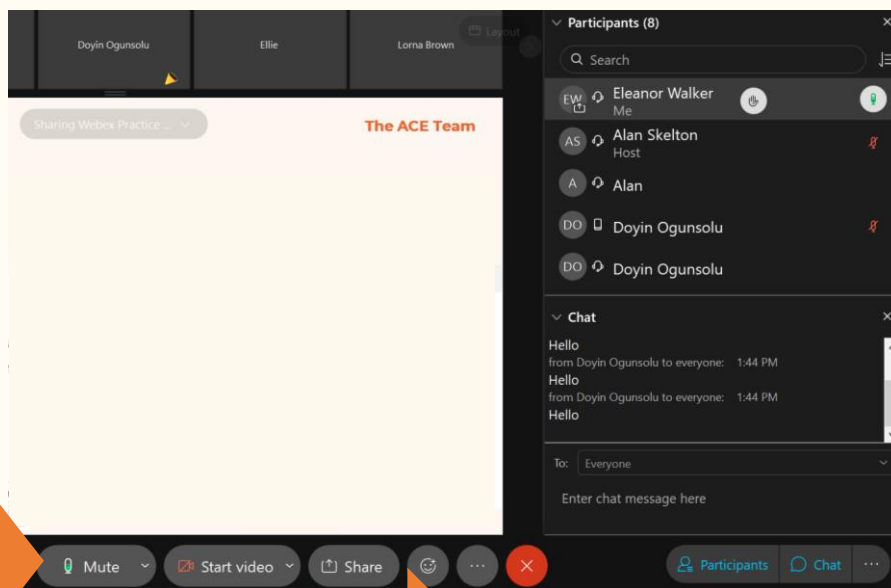**Make sure you have connected to audio via your computer**

You can test your speakers and microphone here

Once you have joined the session you can access the same options again here:
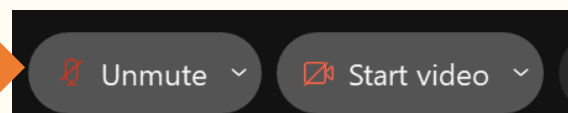

Once you have joined the session you can turn on your microphone, unless the host has muted all attendees. Muting and unmuting yourself:
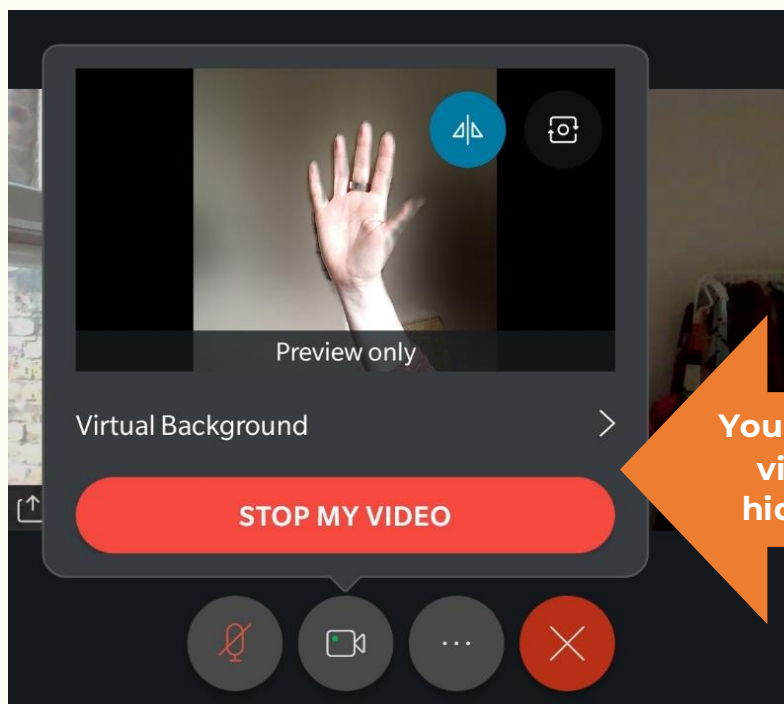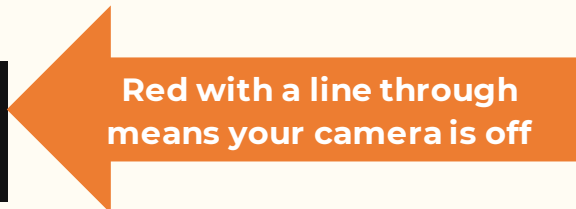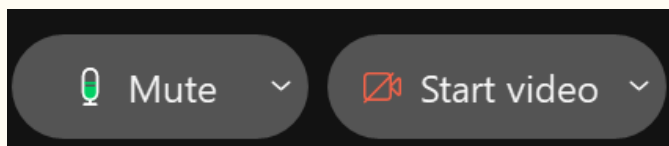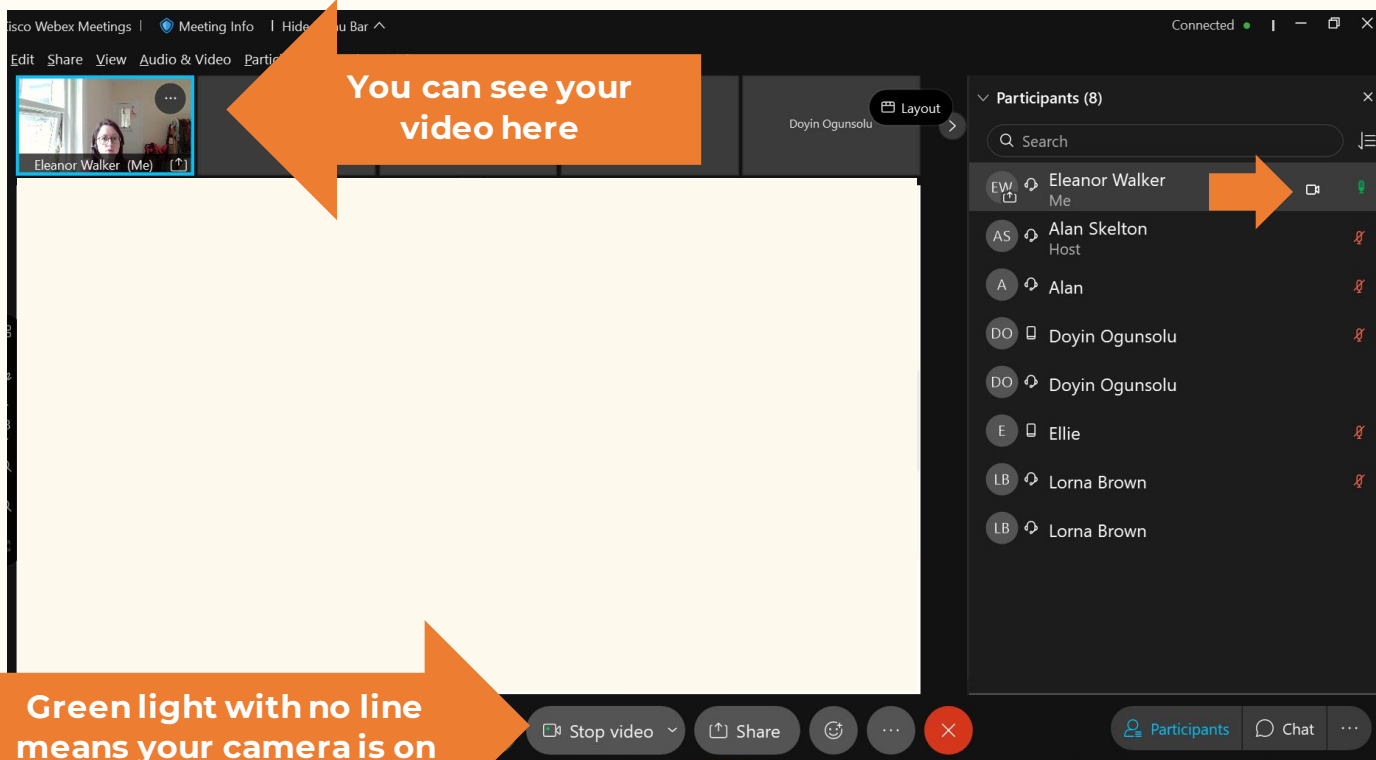

Green with no line means you are <u>un</u>muted

Red with a line through means you are muted

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Using your camera:

You can see your video here

Green light with no line means your camera is on

Red with a line through means your camera is off

You can apply a blurred or virtual background to hide your surroundings

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Interaction Functions

By clicking on the emoji icon at the bottom of the screen, you can find other functions:

Raise your hand for the attention of the host

Raise hand ✋

Send reaction

👍 👏 🎉 🙂

😆 😮 🙁 👎

Recognize hand gestures

Mute all

🔇 Unmute ∨   📷 Start video   🙂   ⋯   ✕

Choose from a selection of emojis to show your opinion

Mute all   Unmute all   ⋯

See the list of participants

👥 Participants   💬 Chat

Open the chat box

Mute all   Unmute all   ⋯

∨ Chat   ✕

Once the chat box is open, choose who you want to chat to

To: Doyin Ogunsolu   ∧

Everyone

En   Doyin Ogunsolu

Doyin Ogunsolu

⋯   ✕   👥 Participants   💬 Chat   ⋯

The ACE team

Participants (3)

Search

EW Eleanor Walker
    Host, me   Chat

DO Doyin Ogunsolu

DO Doyin Ogunsolu

Click on the chat symbol next to a participant's name to chat to them

Q & A

Notes
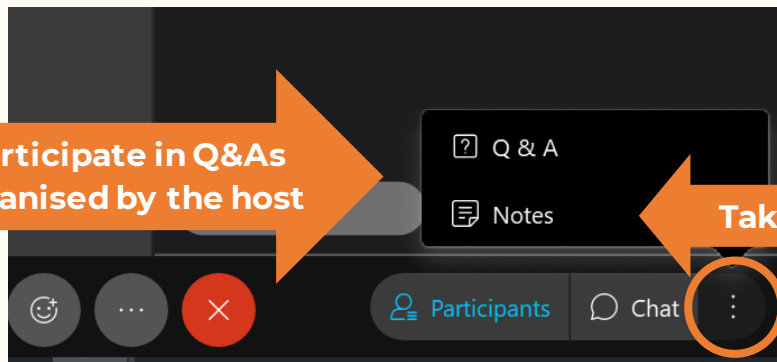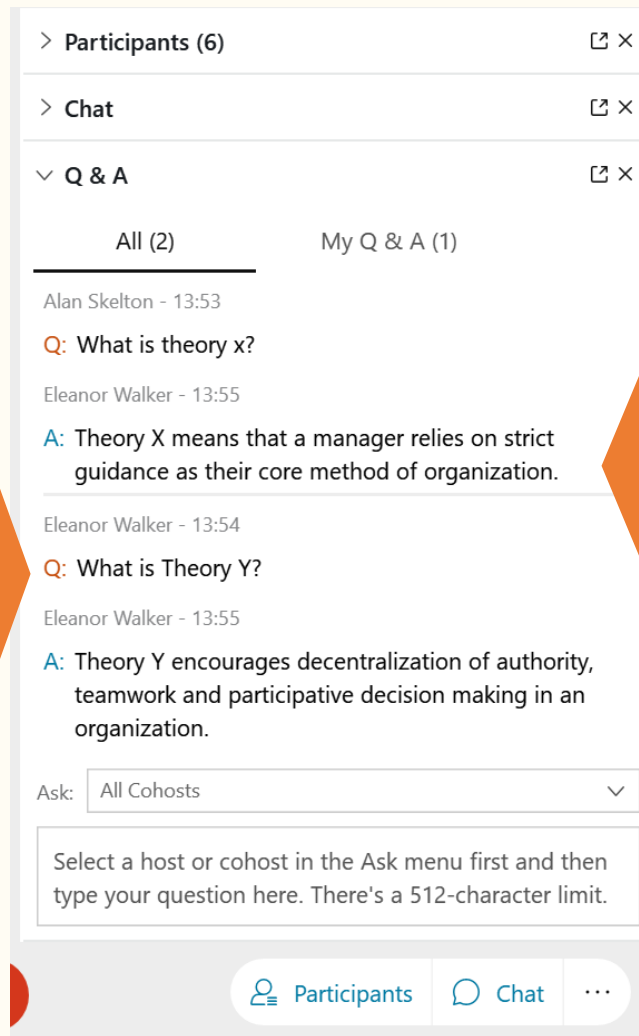
Participants   Chat

Participate in Q&As organised by the host

Take notes for yourself

Click on the three dots

Participants (6)

Chat

Q & A

All (1)   My Q & A (1)

Alan Skelton - 13:53

Q: What is theory x?

You can submit a question for your lecturer to answer

Ask: All Cohosts

Select a host or cohost in the Ask menu first and then type your question here. There's a 512-character limit.
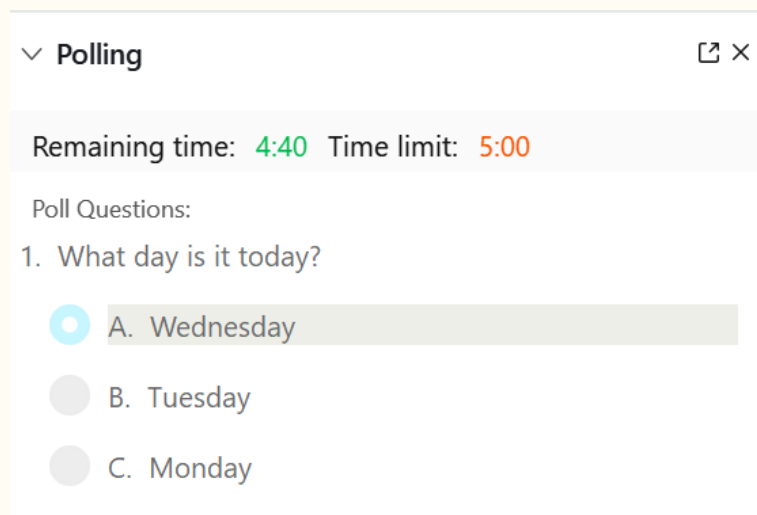
Participants   Chat

QA **The ACE team**
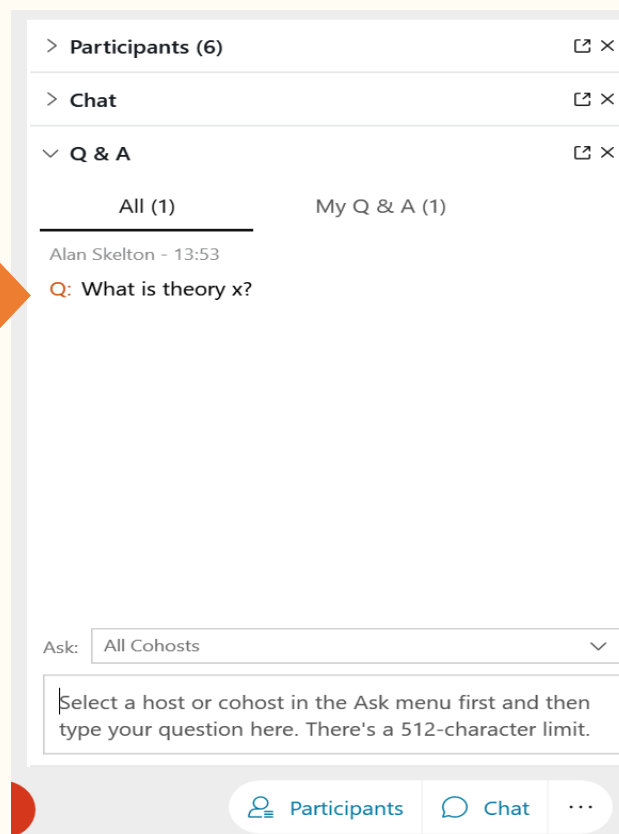
> Participants (6)
> Chat
∨ Q & A

All (2)   My Q & A (1)

Alan Skelton - 13:53
Q: What is theory x?

Eleanor Walker - 13:55
A: Theory X means that a manager relies on strict guidance as their core method of organization.

Eleanor Walker - 13:54
Q: What is Theory Y?

Eleanor Walker - 13:55
A: Theory Y encourages decentralization of authority, teamwork and participative decision making in an organization.

Ask: All Cohosts

Select a host or cohost in the Ask menu first and then type your question here. There's a 512-character limit.

Participants   Chat   ...

You will also be able to see questions from your classmates which have been answered

Once your question has been answered it will appear for everyone to see

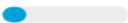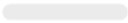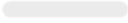If the lecturer starts a poll, you can answer the questions and click 'submit':

∨ Polling

Remaining time: 4:40 Time limit: 5:00

Poll Questions:
1. What day is it today?

   ○ A. Wednesday
   ○ B. Tuesday
   ○ C. Monday

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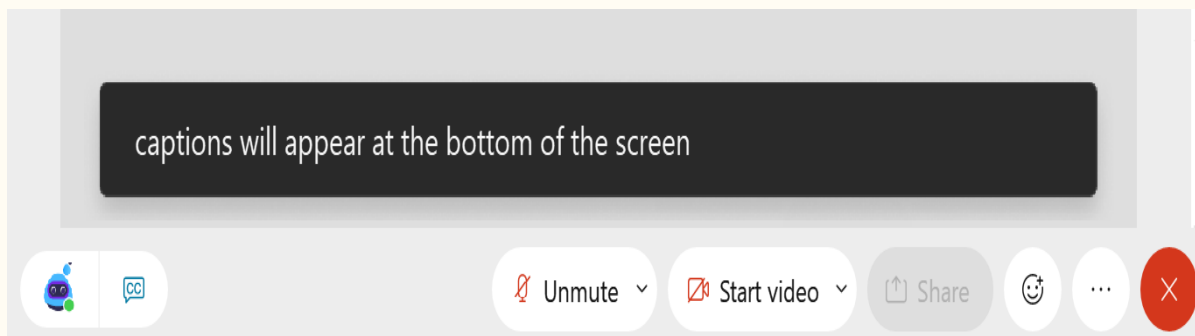
The lecturer may share the results with the class:

Captions

If the host turns on captions during the session, you will be able to see a transcription of what is said during the session in real time.

You can turn them on and off here:

The ACE team
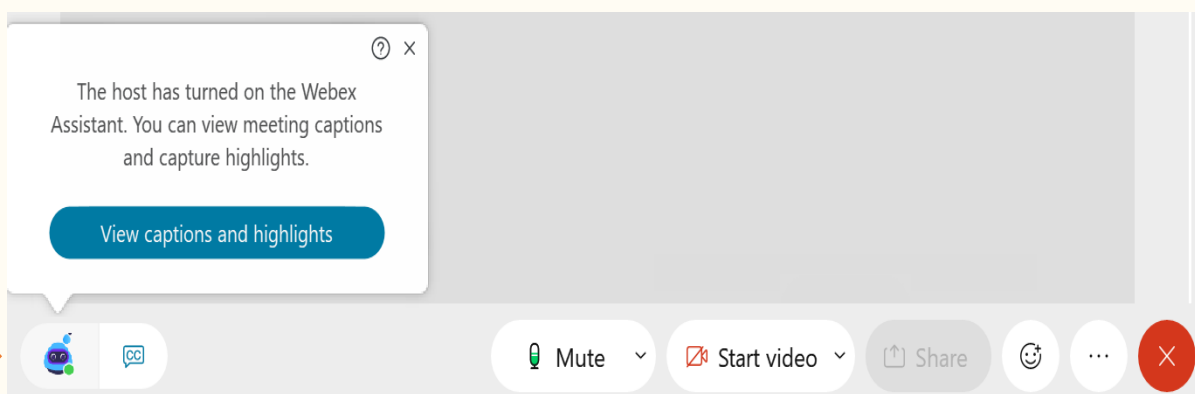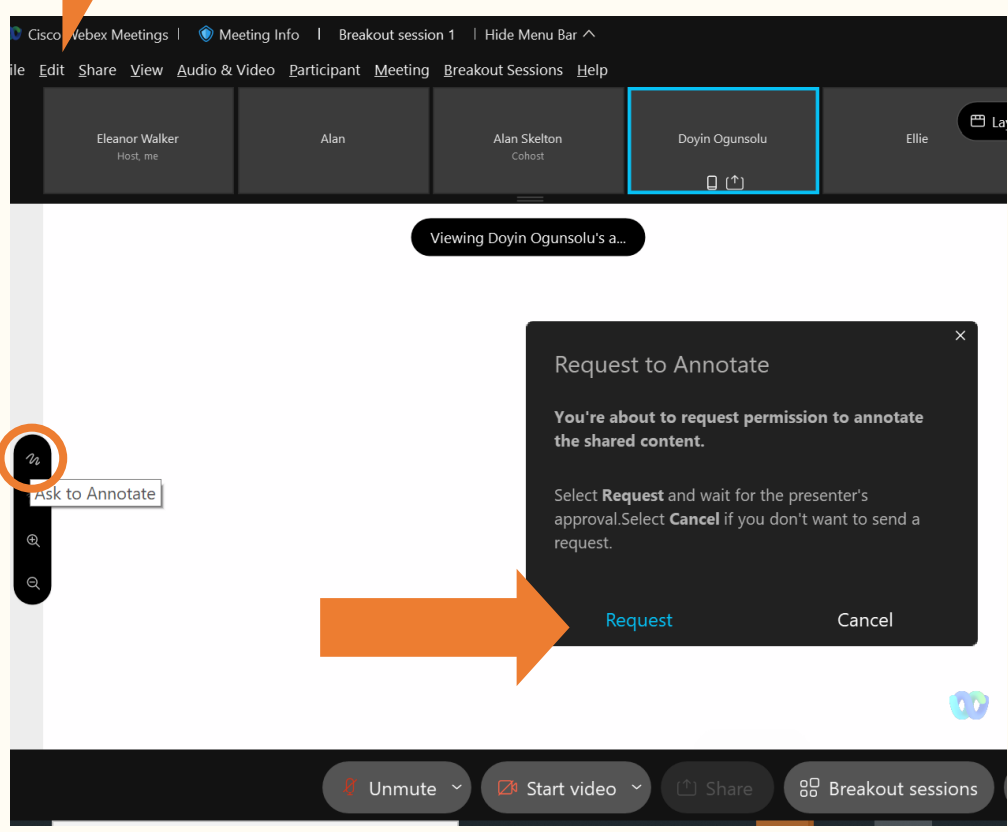
Q & A

Captions & Highlights

Here you can see all captions from the session

Participants   Chat   ⋮

Cisco Webex Meetings | 🛡 Meeting Info | Breakout session 1 | Hide Menu Bar ⌃

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

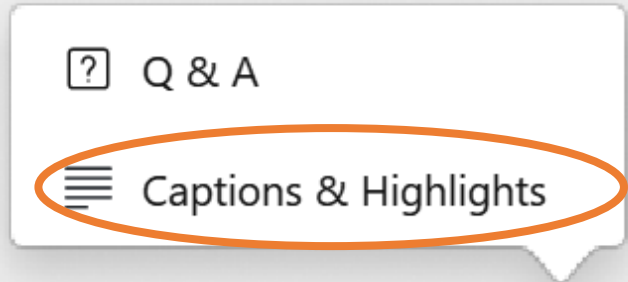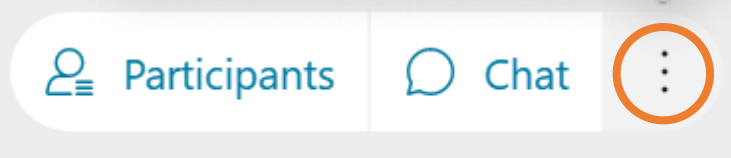| Eleanor Walker | Alan | Alan Skelton | Doyin Ogunsolu | Ellie |
| Host, me | | Cohost | | |

Viewing Doyin Ogunsolu's a...

If a whiteboard is created you can request to annotate here

Ask to Annotate

Request to Annotate   ✕

You're about to request permission to annotate the shared content.

Select **Request** and wait for the presenter's approval. Select **Cancel** if you don't want to send a request.

Request   Cancel

Unmute ⌄   Start video ⌄   Share   Breakout sessions
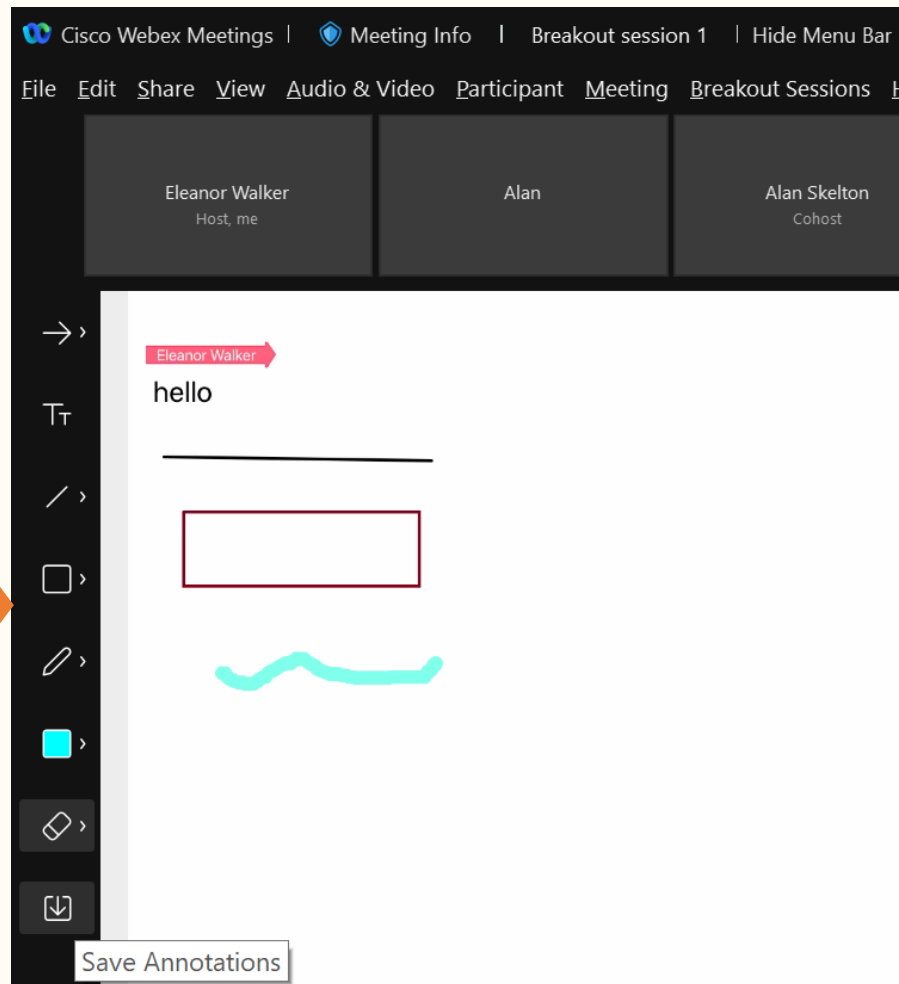
You can draw, type, erase, use a pointer and save this whiteboard

Breakout Sessions

If the host assigns you to a breakout session, you will see an invitation to join it:
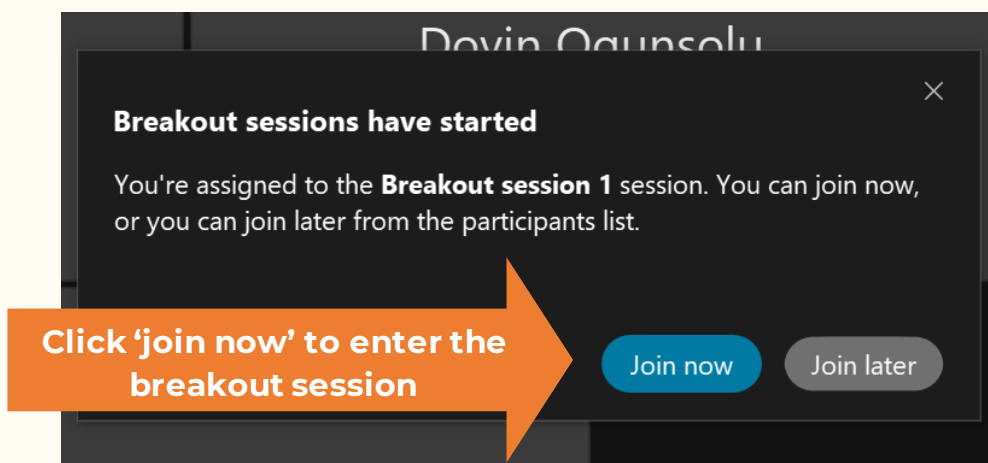
Click 'join now' to enter the breakout session

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Participants (3)

You're assigned to the **Breakout session 1** session. Join
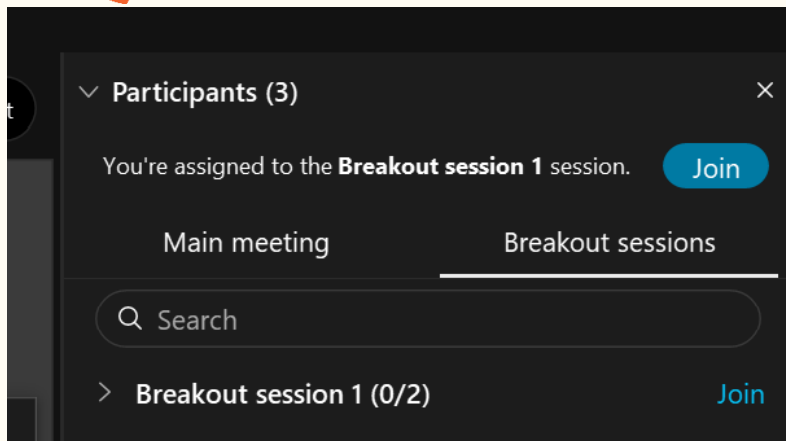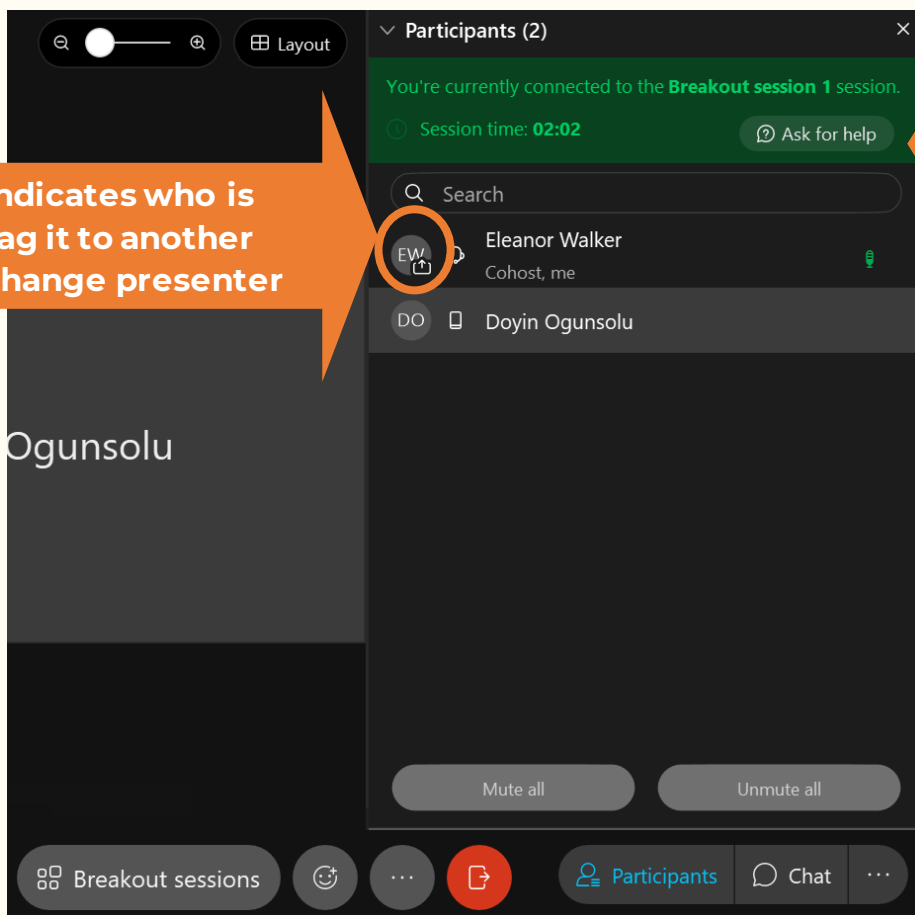
Main meeting | Breakout sessions

Search

> Breakout session 1 (0/2) Join

If you leave the breakout session, you can re-enter here

Layout

Participants (2)

You're currently connected to the **Breakout session 1** session.
Session time: **02:02** | Ask for help

Search

EW Eleanor Walker
Cohost, me

DO Doyin Ogunsolu

You can ask for help from the host

This symbol indicates who is presenter. Drag it to another participant to change presenter

Ogunsolu

Mute all | Unmute all

Breakout sessions | Participants | Chat

Search

EW Eleanor Walker
Cohost, me

DO Doyin Ogunsolu

Change Presenter

Do you want to change the presenter to Doyin Ogunsolu?

Yes | No

The ACE team

Leave Breakout session 1 session

Do you want to leave the **Breakout session 1** session and return to the main session?

Leave session   Cancel

EW   Cohost, me

DO   Doyin Ogunsolu

Mute all

At the end of the breakout session, click here to return to the main room

Participants

Leaving the Session

At the end of your workshop you can leave the meeting:

Mute all   Unmute all

Share   Record   ×   Chat