

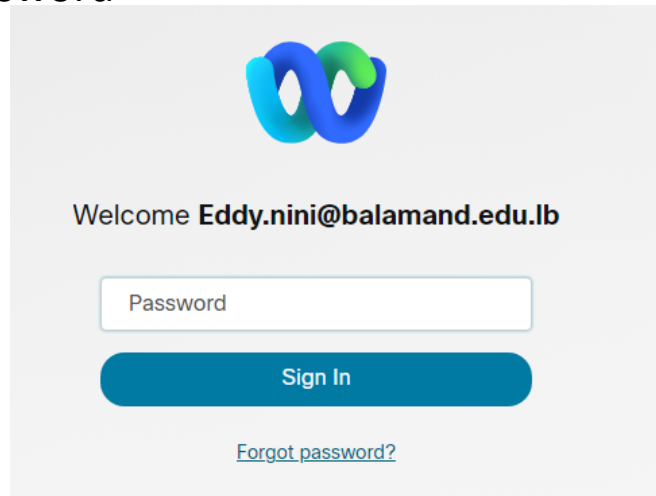


The Virtual Classroom

Prepared by Eddy **Nini**



- ❑ If you already have an account and forget your password go to <https://balamanduni.webex.com> , Press on sign in
 - Type your user name and press login
 - Press on forget password



- ❑ If you don't have an account, email Robert.Chreiky@balamand.edu.lb and ask him to open a WebEx account
- ❑ If you need further assistant with WebEx email: eddy.nini@balamand.edu.lb



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1. Login to WebEx

- Open your browser and type the following URL:

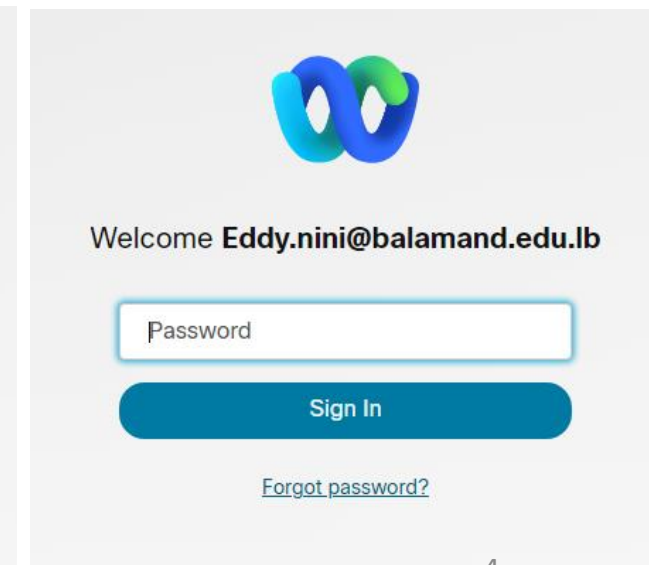
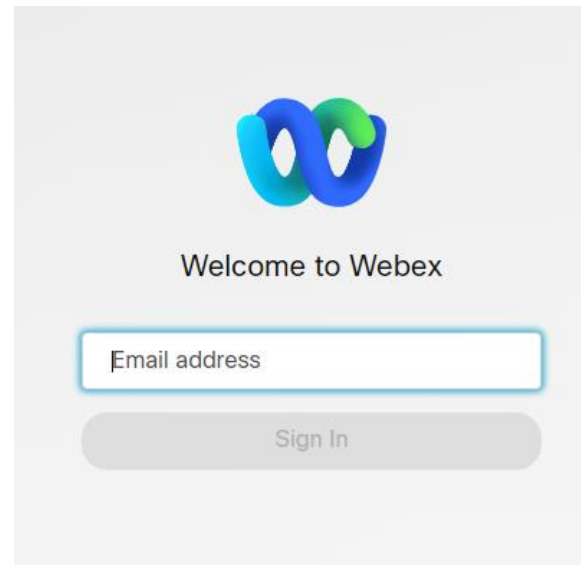
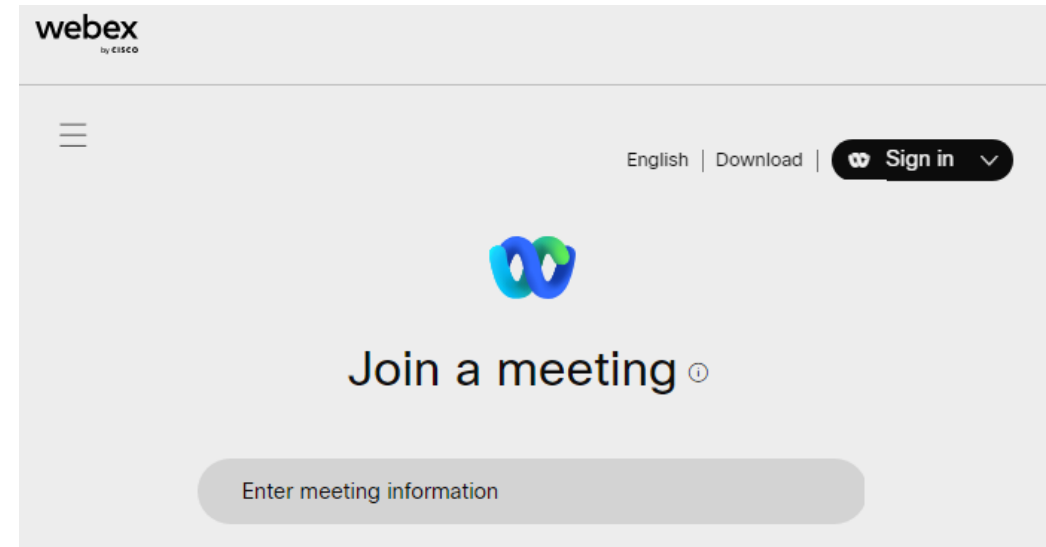
<https://balamanduni.webex.com>

- Press on “Sign in”



- Type your balamand email : ex: eddy.nini@balamand.edu.lb , and press on ‘sign in’

- Type your webex password, and press on “Sign in”





1. Login to WebEx



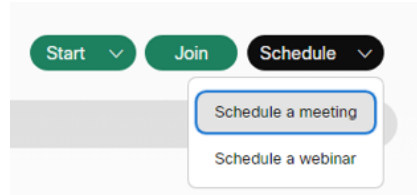
Your account Home Page

The screenshot shows the WebEx account home page. On the left is a navigation sidebar with icons for Profile, Settings, Meetings (highlighted), Webinars, Recordings, Launch Webex, Downloads, and Help. The main content area features a search bar with the text "Join a meeting or search for a meeting, recording, or transcript". Below this is a "Meetings" section with a URL "https://balamanduni.webex.com/meet/eddy.nini" and buttons for "Start", "Join", and "Schedule". There are tabs for "Upcoming" and "Completed", and filters for "All meetings and webinars" and a date range "9/25/2024 - 10/1/2024". A checkbox for "Show earlier meetings and webinars" is also present. A large green and blue scribble is drawn over the meeting list area. At the bottom, a message states: "A list of meetings that you're invited to or are scheduled to host will appear here. When it's time, you can start or join your meeting from this list."



2. Schedule a WebEx meeting

- Press on “Schedule” , then press on “schedule a meeting”



A full-page screenshot of the Webex interface. The top left shows the 'webex by cisco' logo. Below it is a navigation sidebar with 'Profile', 'Settings', 'Meetings' (highlighted), 'Webinars', and 'Recordings'. A search bar is located at the top right. The main content area is titled 'Meetings' and shows a URL: 'https://balamanduni.webex.com/meet/eddy.nini'. Below the URL are tabs for 'Upcoming' and 'Completed'. There are also filters for 'All meetings and webinars', a date range '9/25/2024 - 10/1/2024', and a checkbox for 'Show earlier meetings and webinars'. At the bottom, there is a large green and blue signature graphic and a message: 'A list of meetings that you're invited to or are scheduled to host will appear here. When it's time, you can start or join your meeting from this list.' On the right side of the page, there are buttons for 'Start', 'Join', and 'Schedule'. The 'Schedule' button is highlighted with a dark background and a white dropdown arrow. A dropdown menu is open below it, showing two options: 'Schedule a meeting' (which is highlighted with a blue border) and 'Schedule a webinar'.



2. Schedule a WebEx meeting

○ Fill all the blank fields:

- Meeting Topic : Class name or Class code
- Date and time : Schedule the course date
Press on recurrence to repeat each week
- Invitees: Fill with the students' email separated by comma or semicolon
- Meeting Agenda (optional)
- Press on Security:
 - ❖ Change the meeting password to simpler one.

Meeting password (required)

Exclude password Exclude password from email invitation

Join rules ⓘ All invitees who are signed in can join the meeting directly.
Choose what happens for people who aren't on the invite or who aren't signed in:

They can join the meeting

They wait in the lobby until they're admitted

They can't join the meeting

Auto lock ⓘ Automatically lock my meeting minutes after the meeting starts.

Press on Schedule **Schedule**

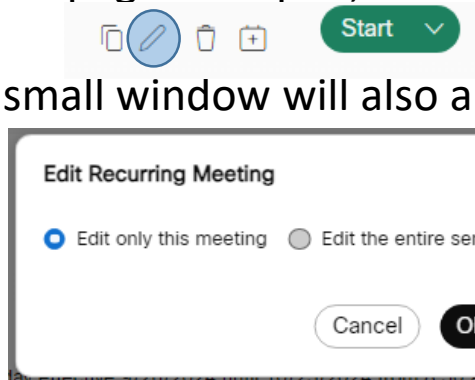
3. Edit a scheduled meeting

- Go to your home page
 - ❖ Be sure you are under “Meetings”, and “Upcoming”

- Press on your class name to edit

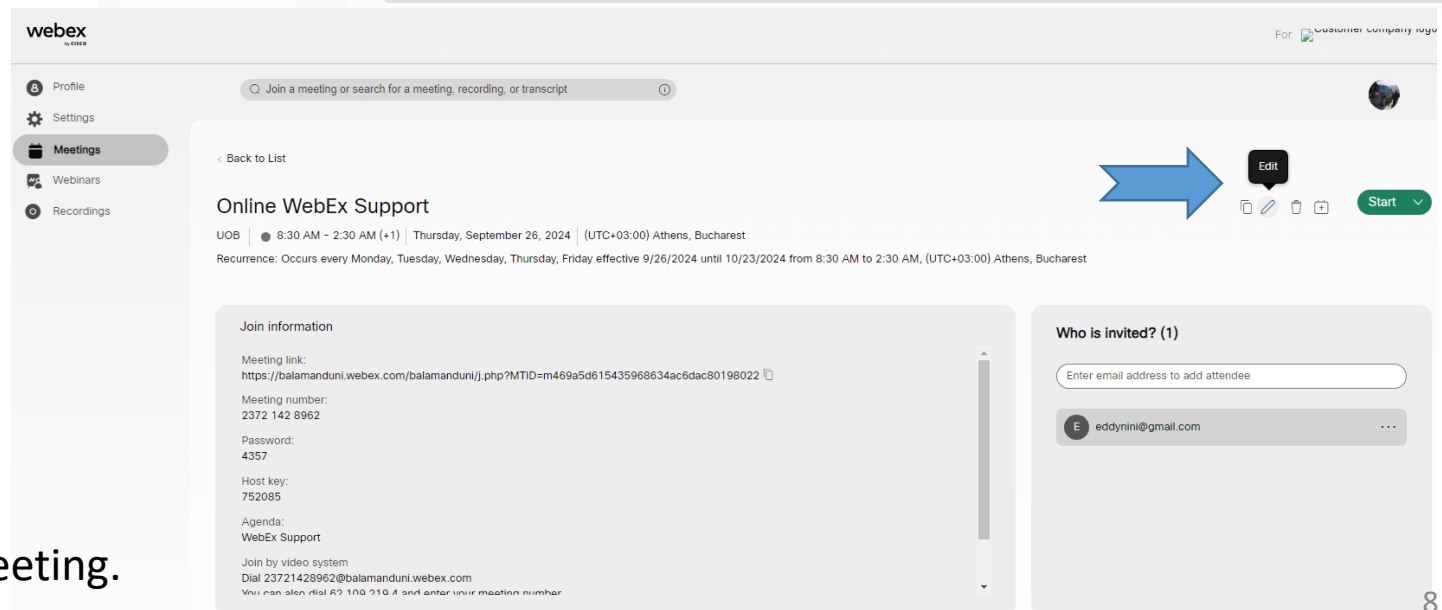
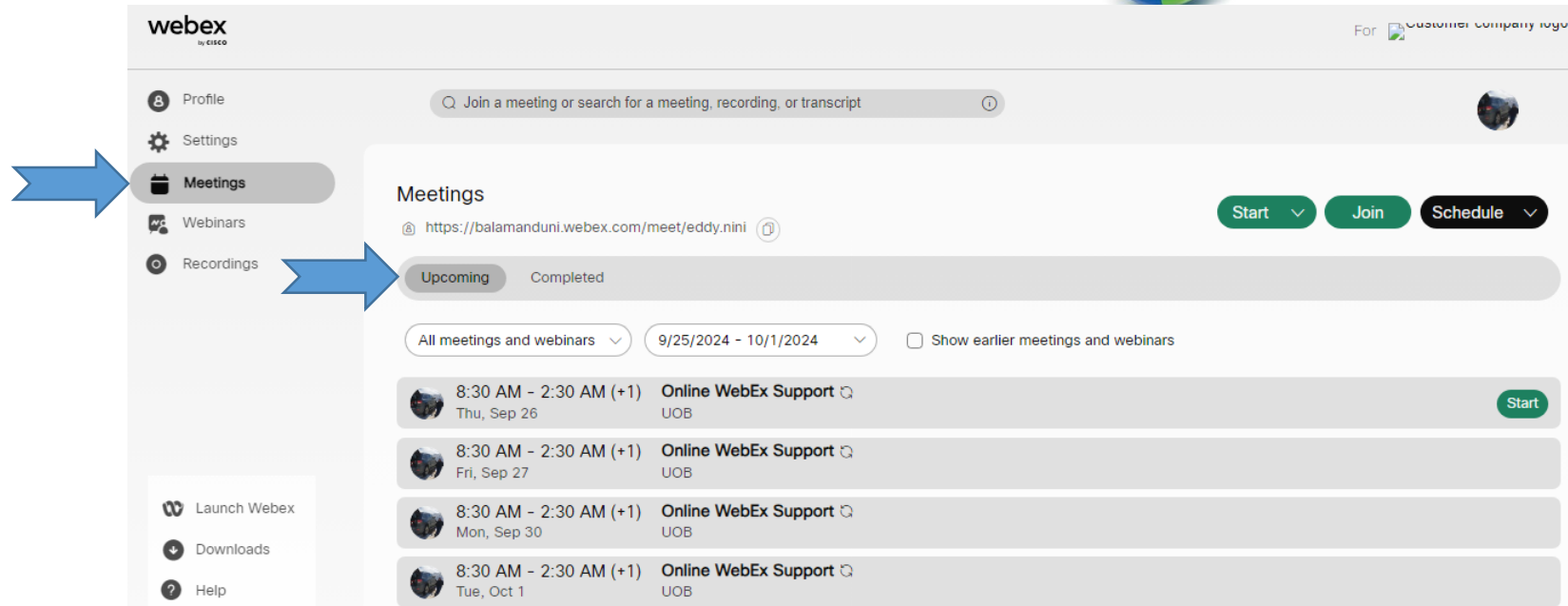
- A new page will open, Press on Edit ,

and a small window will also appear.



- ❖ Choose the option depending on what you want to edit, either this meeting or the entire series

- A new window will open to edit your meeting.
- Press on save after editing





4. Start a meeting

- Go to your home page
 - ❖ Be sure you are under “Meetings”, and “Upcoming “
 - ❖ Press on Start for the upcoming session

The screenshot shows the Webex user interface. On the left, a navigation sidebar includes 'Profile', 'Settings', 'Meetings', 'Webinars', and 'Recordings'. A blue arrow points to the 'Meetings' option. The main content area is titled 'Meetings' and shows a search bar, a meeting URL, and tabs for 'Upcoming' and 'Completed'. Below this, there are filters for 'All meetings and webinars' and a date range of '9/25/2024 - 10/1/2024'. A list of upcoming meetings is shown, with the first entry '8:30 AM - 2:30 AM (+1) Online WebEx Support UOB' on 'Thu, Sep 26' having a green 'Start' button highlighted by a blue arrow.

Time	Duration	Topic	Organization	Date	Action
8:30 AM	2:30 AM (+1)	Online WebEx Support	UOB	Thu, Sep 26	Start
8:30 AM	2:30 AM (+1)	Online WebEx Support	UOB	Fri, Sep 27	
8:30 AM	2:30 AM (+1)	Online WebEx Support	UOB	Mon, Sep 30	
8:30 AM	2:30 AM (+1)	Online WebEx Support	UOB	Tue, Oct 1	




4. Start a meeting

Share a file/ see attendees, and chat

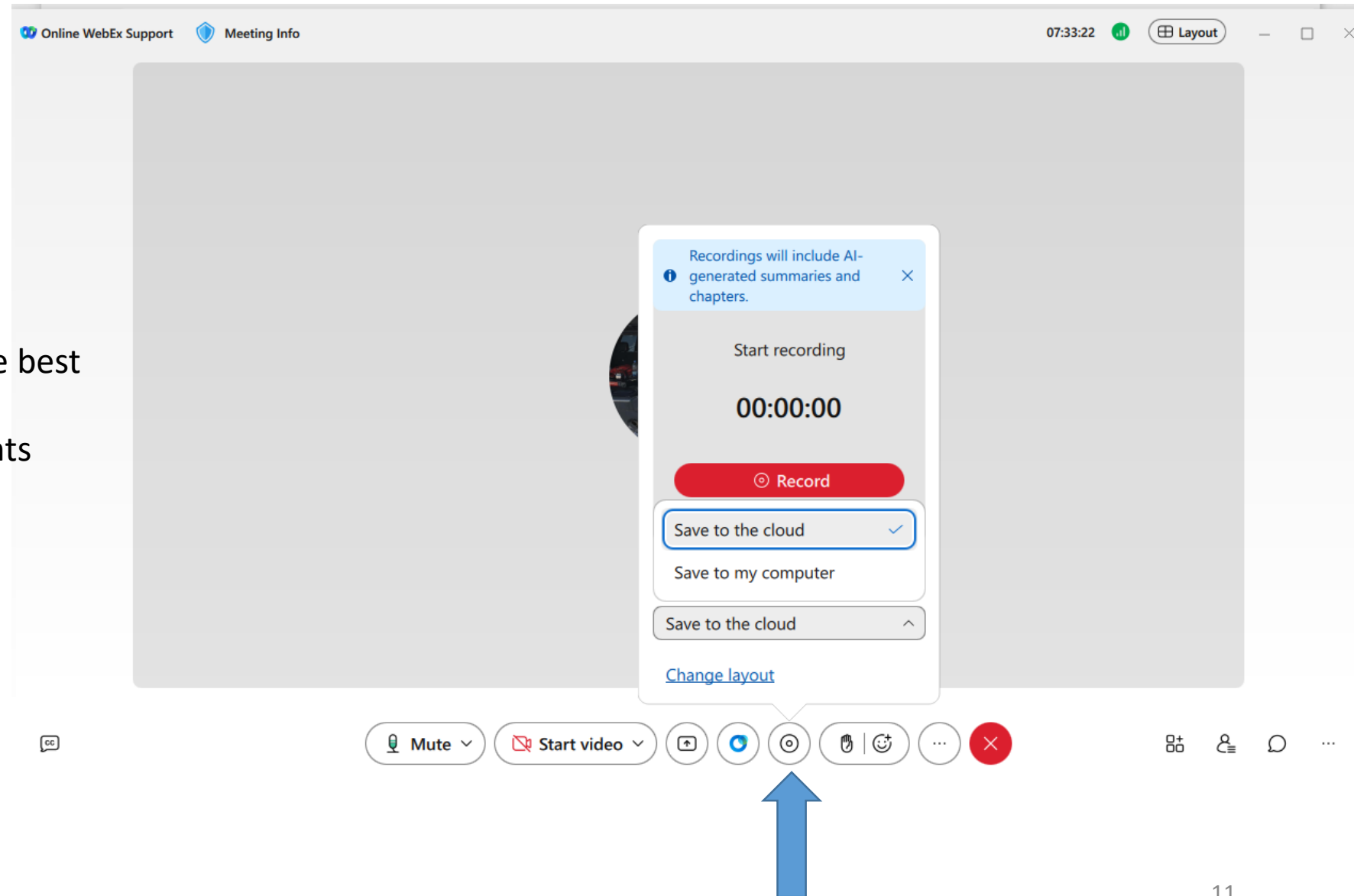
- Press on share: To share a document , Be sure to open the file before sharing it.
- Press on mute/unmute : To disable or enable your microphone
- Press on start / stop video: To start or stop your camera
- Press on chat: To start with attendees
- Press on Attendees to see the list of attendees in the meeting.

The screenshot shows a Webex meeting interface. At the top, it displays "University of Balamand - FAS's meeting" and "Meeting Info". The main area is split into two panels: the left panel shows the University of Balamand logo, and the right panel says "Waiting for others to join..." with buttons for "Invite people" and "Copy meeting information". At the bottom, there is a control bar with buttons for "Mute", "Start video", "Share", "AI Assistant", "Record", and "Attendees". Blue arrows point from the text instructions to these buttons. On the far right, there are icons for "Attendees" and "chat", also with blue arrows pointing to them.

5. Record a meeting

- Start a meeting (see section 4)
- Press on Record 
- Two options appear
 - ❖ Save to the cloud
 - ❖ Save to my computer

Saving to the cloud is always the best choice, if you want to send the recorded session to your students



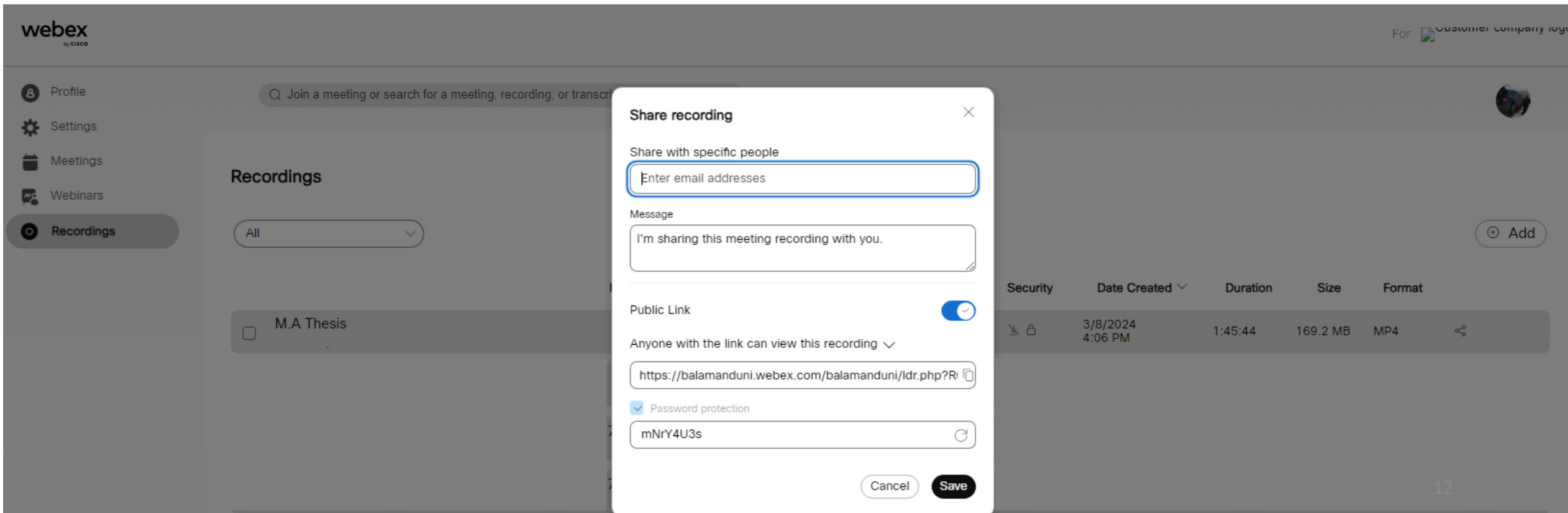
The screenshot shows a WebEx meeting window with a recording options menu open. The menu is titled "Recordings will include AI-generated summaries and chapters." and contains the following options:

- Start recording
- 00:00:00
- Record (red button)
- Save to the cloud (selected with a checkmark)
- Save to my computer
- Save to the cloud (with an upward arrow)
- Change layout (blue link)

The recording icon in the bottom toolbar is highlighted with a blue arrow.

5. Record a meeting

- To send the link of the recorded session to students,
 - ❖ Go to your home page and press on recordings
 - ❖ Press on share icon
 - ❖ Copy the link and password shown in the windows
 - ❖ Send them to your students



webex by CISCO

For Customer Company logo

Profile

Settings

Meetings

Webinars

Recordings

Join a meeting or search for a meeting, recording, or transcript

Recordings

All

M.A Thesis

Security	Date Created	Duration	Size	Format
	3/8/2024 4:06 PM	1:45:44	169.2 MB	MP4

Share recording

Share with specific people

Message

I'm sharing this meeting recording with you.

Public Link

Anyone with the link can view this recording

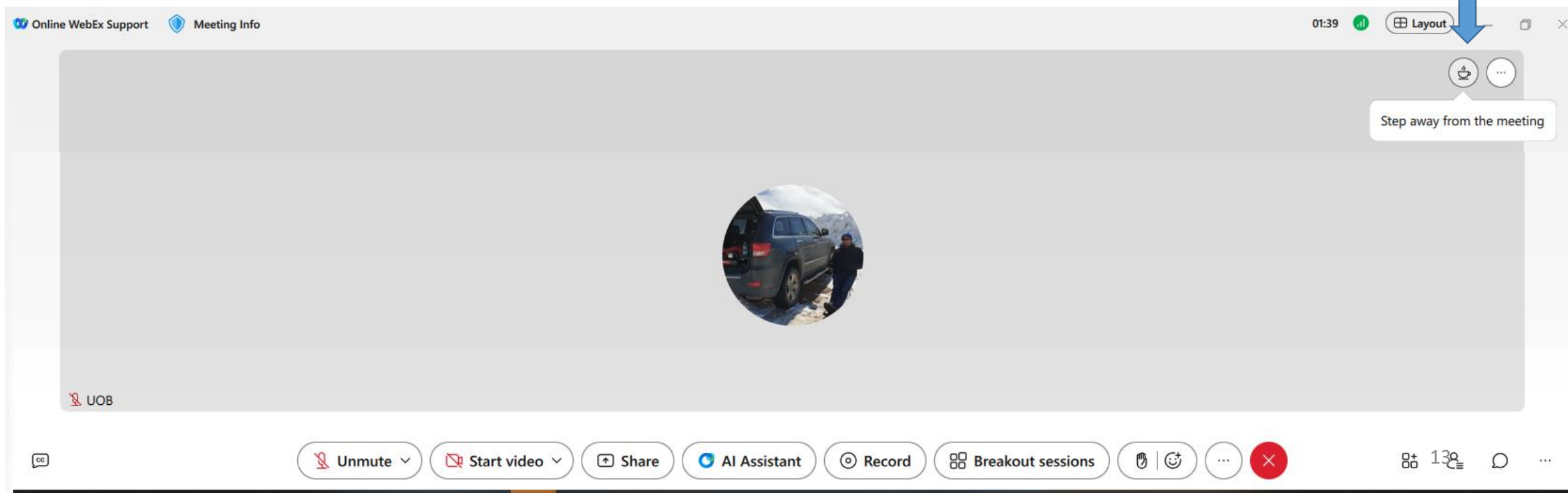
Password protection

6. More options

a) Step away from the meeting



- Start a meeting (see section 4)
- Press on the icon as shown
- ❖ It will automatically mute the microphone and stop the camera

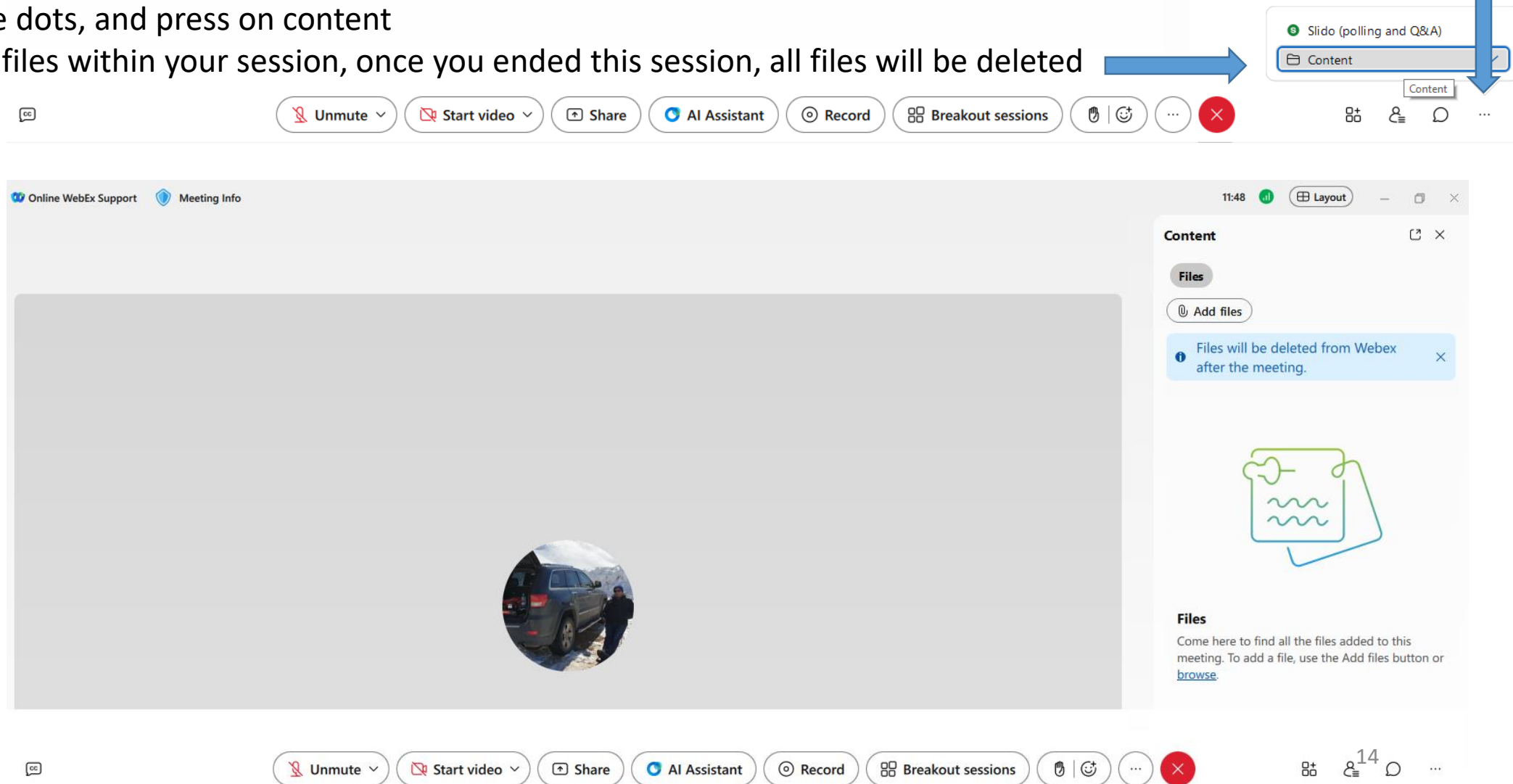


The screenshot shows a WebEx meeting window titled "Online WebEx Support" and "Meeting Info". The meeting duration is 01:39. A blue arrow points to the "Step away from the meeting" icon in the top right corner of the meeting area. The icon is a coffee cup with a slash through it. A tooltip appears over the icon with the text "Step away from the meeting". The meeting area shows a circular video thumbnail of a person standing next to a car. The bottom toolbar contains various controls: Unmute, Start video, Share, AI Assistant, Record, Breakout sessions, and a red X icon. The bottom right corner shows a grid icon, a list icon with "13", and a speech bubble icon.

6. More options

b) Add files to the meeting

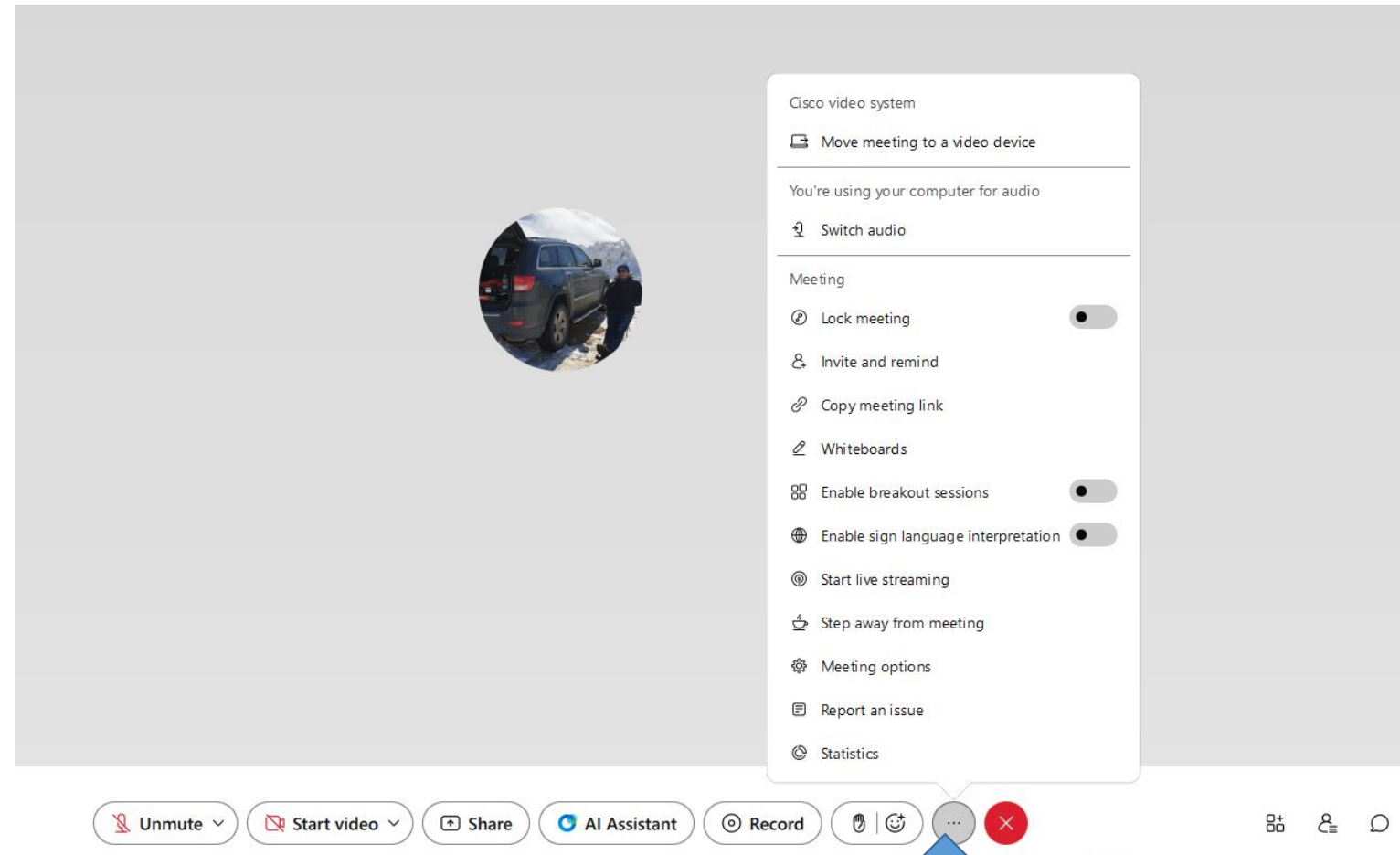
- Start a meeting (see section 4)
- Press on the three dots, and press on content
- Now you can add files within your session, once you ended this session, all files will be deleted



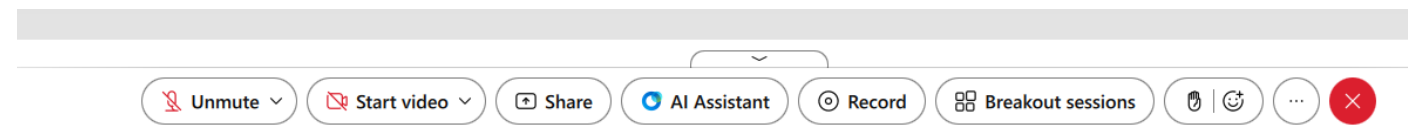
The screenshot displays a Webex meeting interface. At the top, a control bar includes buttons for Unmute, Start video, Share, AI Assistant, Record, Breakout sessions, and a three-dot menu. A blue arrow points from the text 'press on content' to the three-dot menu, and another blue arrow points from the text 'press on content' to the 'Content' option in the expanded menu. Below the control bar, the main meeting area shows a video feed of a person. On the right side, the 'Content' panel is open, displaying a 'Files' section with an 'Add files' button. A blue notification banner states: 'Files will be deleted from Webex after the meeting.' Below this, there is a document icon and a section titled 'Files' with the text: 'Come here to find all the files added to this meeting. To add a file, use the Add files button or [browse](#).'

7. Breakout Session

- Start a meeting (see section 4)
- Press on the three dots
- Enable breakout sessions

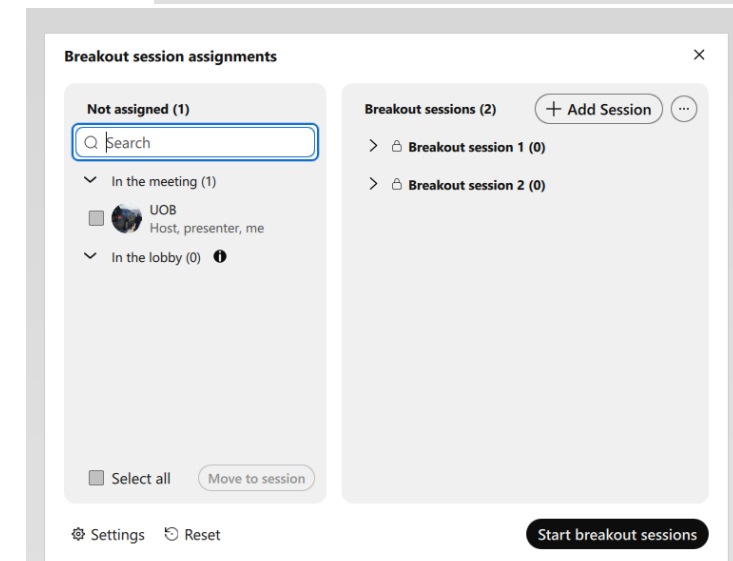
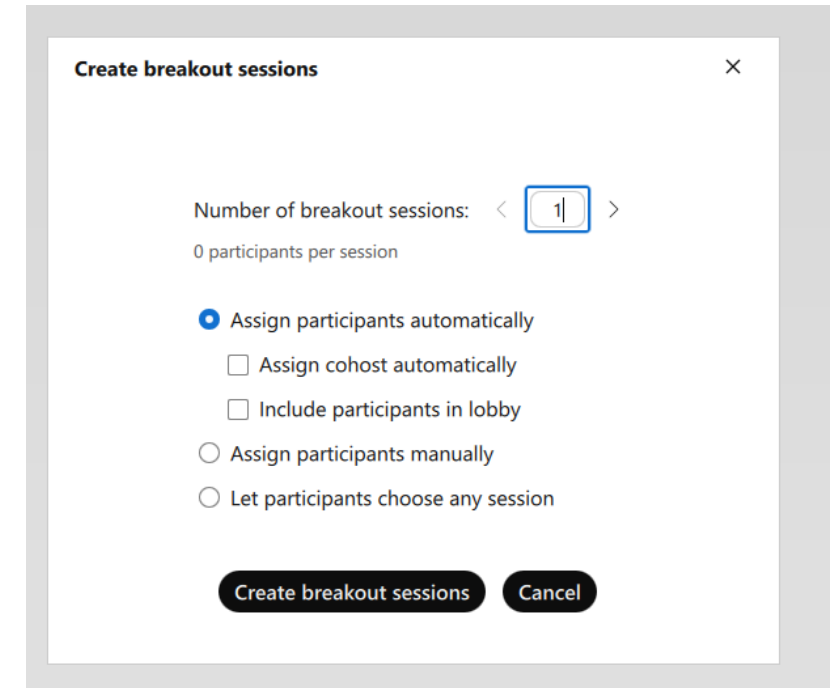


- Breakout session will appears on the button of the screen as shown below



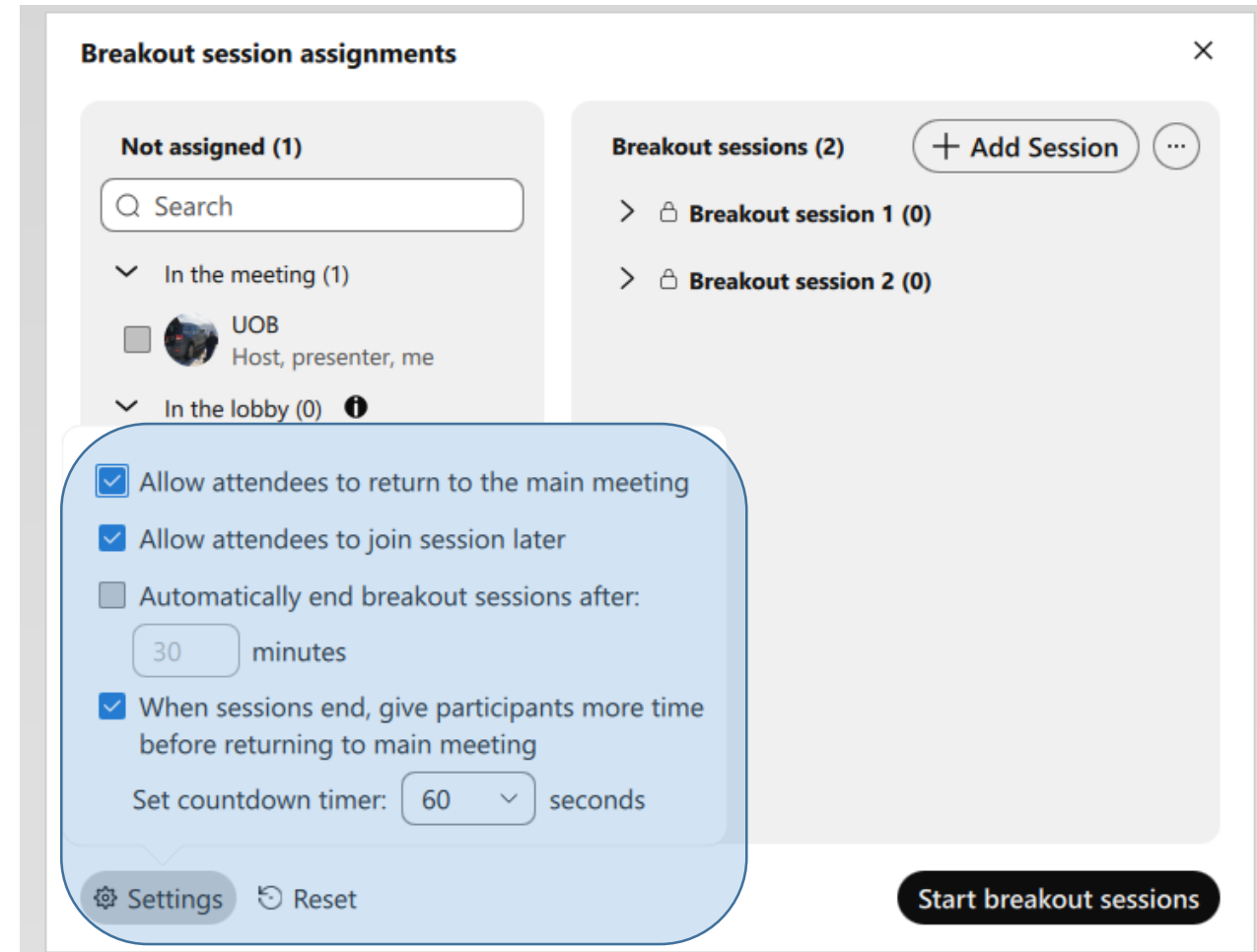
7. Breakout Session

- You will see three options:
 1. Automatically breakout sessions
As shown you put number of breakout session and WebEx will assign students automatically
 1. Manually breakout sessions
You will have to assign each student to a breakout session
 1. Participant choose a breakout session
- Finally press on create breakout sessions
- You can start breakout session anytime by pressing on Start Breakout Sessions
- You can also press on Settings, see next page



7. Breakout Session

- Set the options as you see convenient for you.
 - Automatically end breakout session after ???
Depends on you
 - Set countdown timer : give them minimum 60 seconds to end the discussion
 - You can always stop the sessions anytime by pressing on stop



Breakout session assignments [X]

Not assigned (1)

Search

▼ In the meeting (1)

UOB
Host, presenter, me

▼ In the lobby (0) ⓘ

Breakout sessions (2) + Add Session ...

> 🔒 Breakout session 1 (0)

> 🔒 Breakout session 2 (0)

Allow attendees to return to the main meeting

Allow attendees to join session later

Automatically end breakout sessions after:
30 minutes

When sessions end, give participants more time before returning to main meeting

Set countdown timer: 60 seconds

Settings Reset

Start breakout sessions