

# WebEx Live Classrooms - Student View

## Goucher College

### Join a Meeting and Complete The Setup Wizards

Your instructor will give you the exact meeting time for each WebEx Live Class Meeting.

To log in to the class go online to <http://goucher.webex.com>

Find the title of your class on the schedule.

Click on the **Join** link to join the meeting at the scheduled time.

The screenshot shows the 'Browse Meetings' interface. On the left sidebar, under 'Attend a Meeting', the 'Browse Meetings' link is highlighted with a red box. A red arrow points from this box to the 'Join' button of a meeting entry in the main table. The meeting entry is for 'Brainstorming Session' by Jill Parker, scheduled for 1:46 pm on Monday, March 2, 2009. The table has columns for Time, Topic, Host, and Duration. There are also search and filter options at the top of the page.

The first time you log on to WebEx, allow 20 minutes to complete the **Setup Wizard** before entering the meeting.

Click on the **Click Here** link at the bottom of the welcome page.

After you complete the Setup Wizard, type your name and email address in the text boxes and click the **Join** button.

WebEx works best when you use a headset with a microphone.

The screenshot shows the 'Meeting Information: Introductions' page. The meeting status is 'Started' on Monday, June 7, 2010, at 1:36 pm. The host is 'Grad Login'. A red box highlights the 'It's time to join!' section, which includes fields for 'Your name:' and 'Email address:', a checkbox for 'I would like to take WebEx trial (email required)', and a 'Join' button. A red arrow points from a text box to the 'Join' button. Another red arrow points from a text box to a 'click here' link at the bottom of the page. The page also features a navigation bar with links for 'PROSPECTIVE STUDENTS', 'PARENTS', 'CURRENT STUDENTS', 'GRADUATE STUDENTS', 'FACULTY AND STAFF', and 'ALUMNAE/I'.

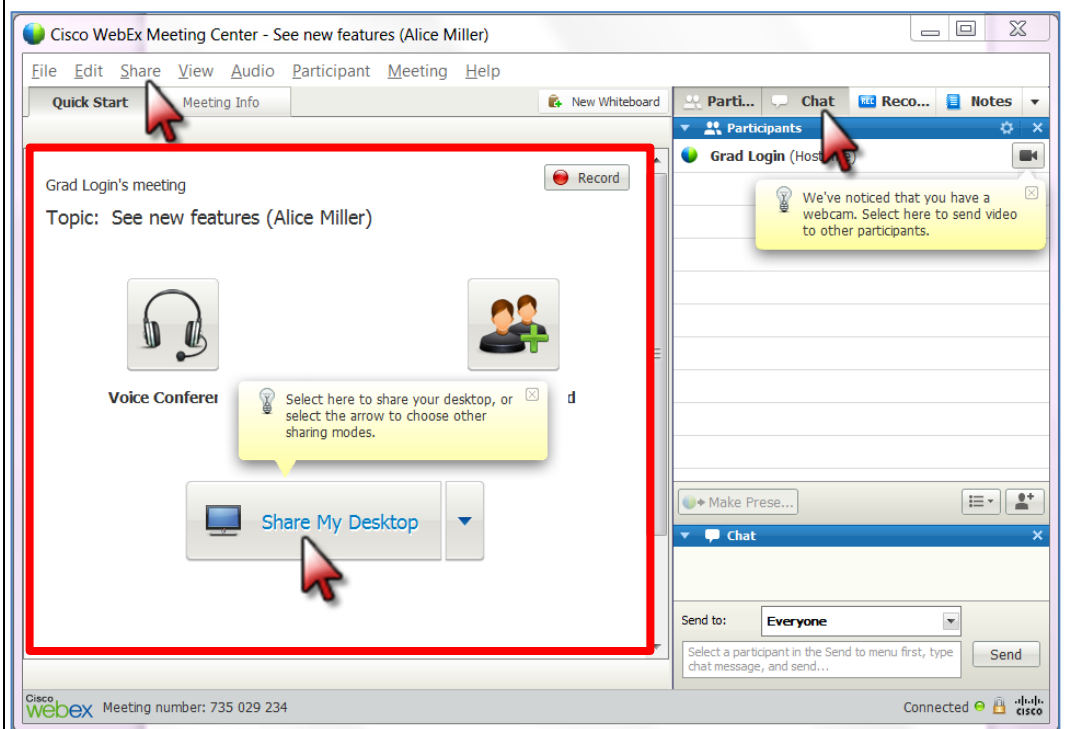
Very Important: Complete the Setup Wizard BEFORE you join the meeting!

Before you join the meeting please [click here](#) to make sure that you have the appropriate players to view

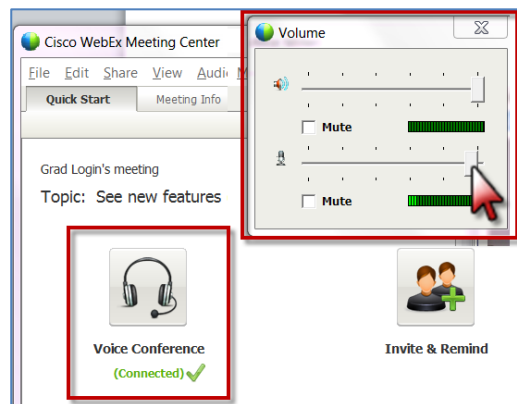
The WebEx window shows the whiteboard on the left and the participant panel on the right.

The whiteboard (in the red box) is where the instructor will show lecture content.

The presenter can click on the icons on the whiteboard (or use the **Share** menu on the toolbar) to share a document, share an application or share his desktop.



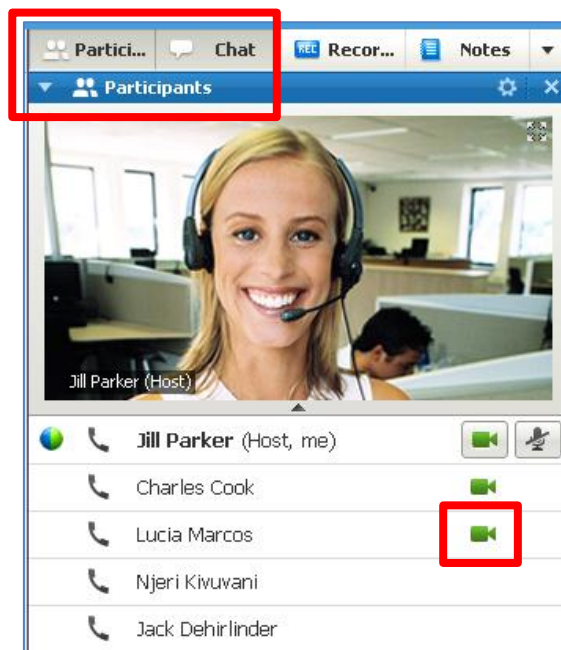
Click on the **Voice Conference** icon on the whiteboard to connect to audio and adjust your volume.



Click on the buttons and arrows at the top of the participant panel to open or close the **Chat** feature.

If your instructor has enabled you to **send video**, click on the small, green video camera next to your name on the participant list.

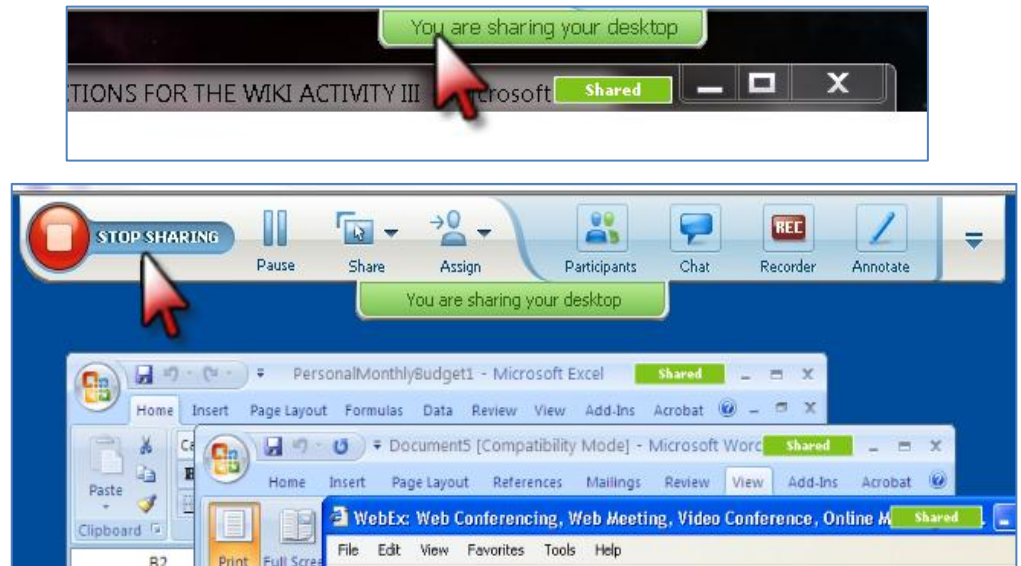
The active speaker's video will appear. The Host's or Presenter's video will be the default video.



## Stop Sharing Your Desktop

If you are the presenter, and you share your desktop, the tool to stop sharing is hidden at the top of the screen.

Roll your cursor over the green **You are sharing your desktop** tab to open it and find the **Stop Sharing** button.

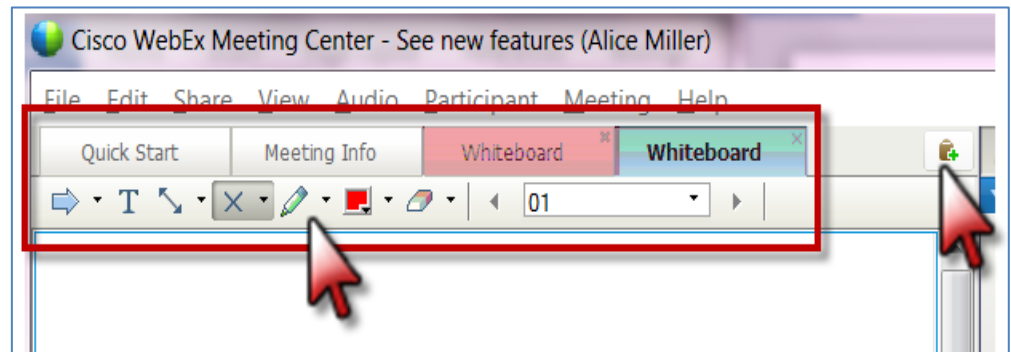


## Whiteboard Notations

The presenter can also use the notation tools at the top of the whiteboard to highlight, circle, and type text on the whiteboard.

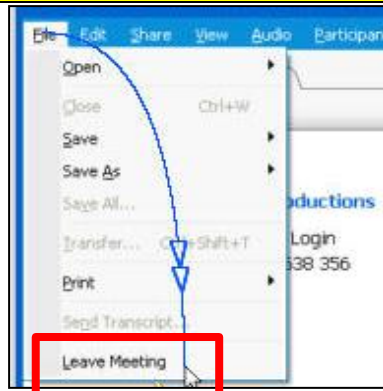
Click on each feature to use it, click on the color box to select a color, and click on the eraser to remove your notations.

Click on the link on the far right to open a new whiteboard on a new tab.



## Log Out of a WebEx Meeting

To log out of the meeting, click on the **File** tab and select **Leave Meeting** from the menu.



WebEx Live Help and Video Tutorials

For Live Technical Help during a meeting call: (866)-22-WebEx or (866) 229-3239  
Find "How It Works" Videos at <http://www.webex.com/how-it-works/index.html>