Webex Intro

Please do not unmute your mic
We will begin at 1:05pm
You can also call in here:
1-415-655-0003 US TOLL
Access code: 642 247 397
Agenda

• Introduction
• Accessing Webex
• Personal room
• Scheduling a meeting
  • Adding an alternate host
• Recording your meeting
  • Accessing recorded meetings in Mediaspace
• Webex Events and Webex Trainings
• Additional Information
Introduction

• Webex is Purdue’s centrally supported Web conferencing solution
• Webex is a great solution for meetings and office hours
• TLT recommends asynchronous instruction where possible:
• https://www.purdue.edu/innovativelearning/teaching-remotely/
Accessing Webex

• Faculty & Staff
  • purdue.webex.com
    • 1000 participant limit
    • Recording, personal room, and telephony
    • Webex Events and Webex Trainings

• Students
  • purdue-student.webex.com
    • 8 participant limit
    • No access to recording, telephony, Webex Events, or Webex Trainings

• TA’s
  • purdue-student.webex.com
  • Access to purdue.webex.com with reviewed request
    • https://purdue.ca1.qualtrics.com/jfe/form/SV_0VggWMFG08Pmy5n or upon failed login to purdue.webex.com
    • No access to telephony (no call-in phone number available)

NOTE: Boilerkey and Purdue email required for all sites
Personal room

Your personal room is a persistent meeting that you can utilize for impromptu meetings

- Excellent for office hours/one-on-ones and staff meetings
- The URL for your meeting room is:
  
  purdue.webex.com/meet/alias
Scheduling a meeting

- Meetings can be schedule for a one time meeting, or recurring meetings
- The password is required to schedule, but not to join
- Attendees are not to schedule and can be managed with an Outlook invitation more effectively
- Change audio to "Webex audio" only if you require a phone number
- Alternate hosts are available

https://www.webex.co.in/support/getting-started.html
Adding an alternate host

• Alternate hosts allow another user to start and run your meeting

• Alternate hosts must have a Purdue Webex account

• Clicking the silhouette next to the attendee will enable them as an alternate host

• You may have two alternate hosts

• You can schedule a meeting for TA, and add them as an alternate host, to allow them access to a call-in number

• Recorded meetings are added to the original scheduler of the meeting (not the alternate host)
Recording your meeting

• You can record Webex meetings by clicking the record button

• Please be aware of applicable state and federal laws when recording

• Webex Meetings are moved automatically to Kaltrua
  • It may take up to 24 hours to transfer

• Webex Events and Webex trainings are stored in Webex for at least one week
Accessing recorded meetings in Mediaspace

- [https://mediaspace.itap.purdue.edu/](https://mediaspace.itap.purdue.edu/)
# Webex Events and Webex Trainings

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<td>Interactive</td>
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<td>No participant audio/video</td>
<td>Participants have audio &amp; video</td>
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<td>Lower bandwidth usage</td>
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<td>Breakout rooms</td>
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Additional Information

- Practice Practice Practice
- Have participants start early
- Engage local IT support for client install (Chrome plug-in as a way to avoid installs)
- Mobile App to reduce technical difficulties
- Avoid toll & toll-free whenever possible
- TLT remote teaching guidelines
- Patience!