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

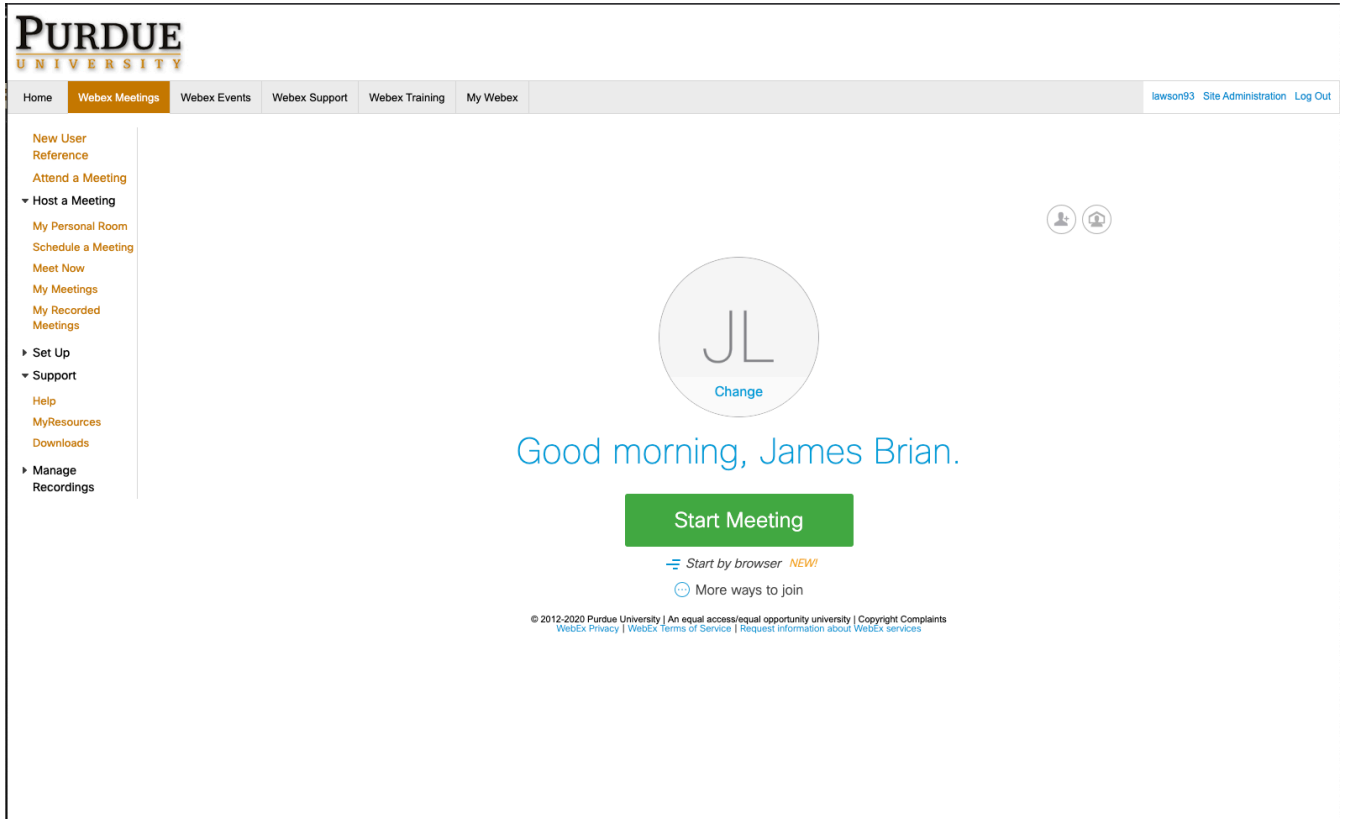
Access code: 642 247 397

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_0VqgWMFG08Pmy5n or upon failed login to purdue.webex.com
    - No access to telephony (no call-in phone number available)

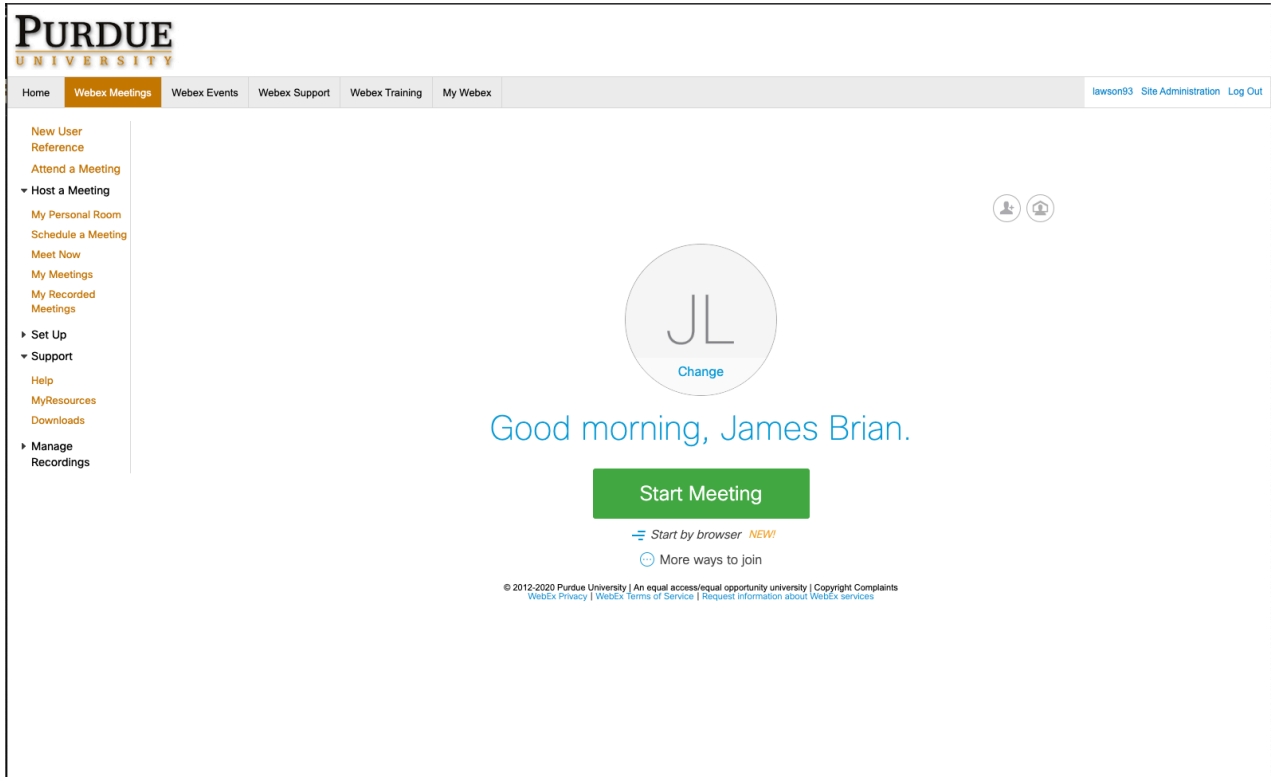
NOTE: Boilerkey and Purdue email required for all sites

Personal room

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

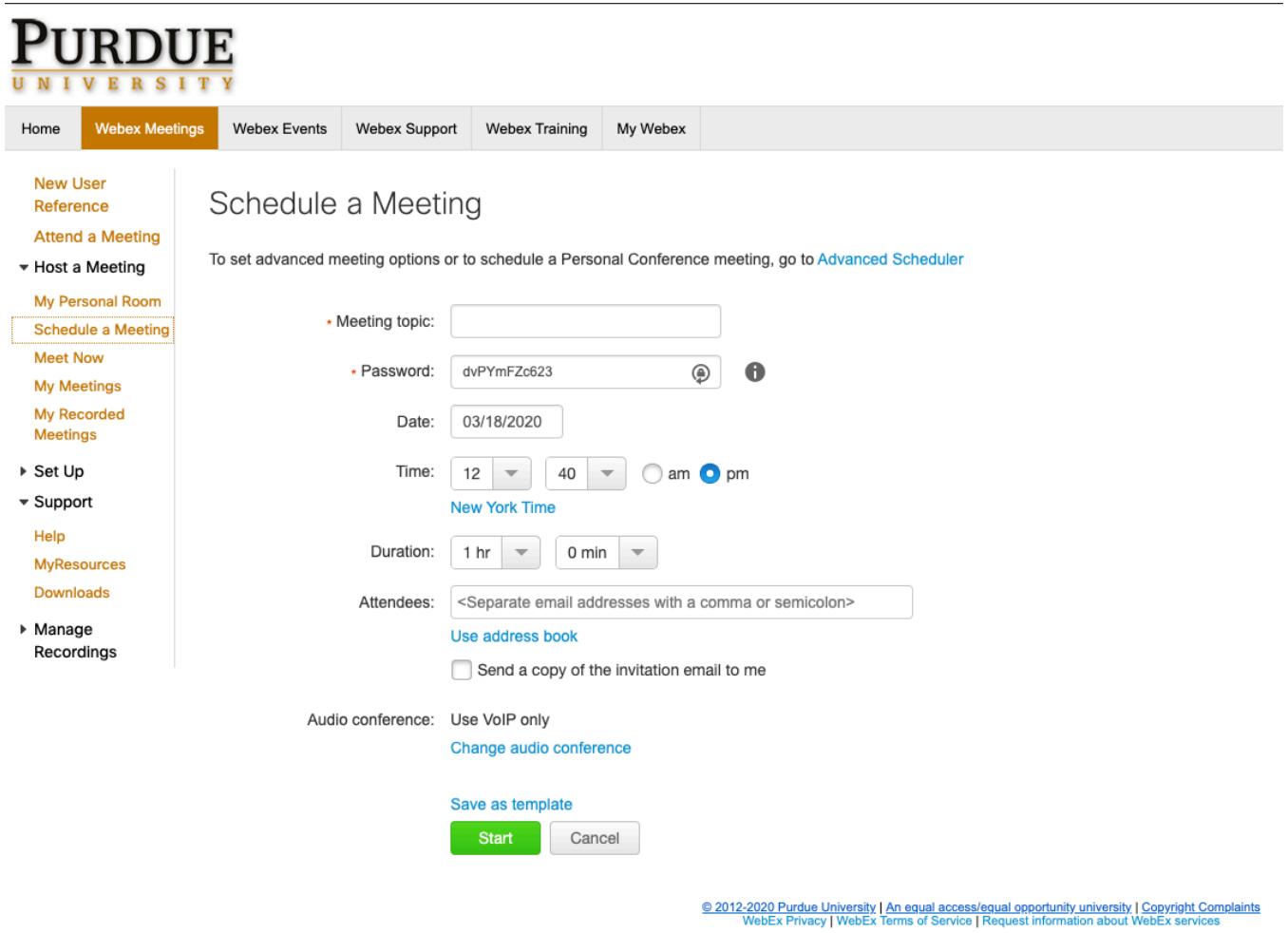
- Excellent for office hours/one-on-ones and staff meetings
- The URL for your meeting room is:

purdue.webex.com/meet/alias



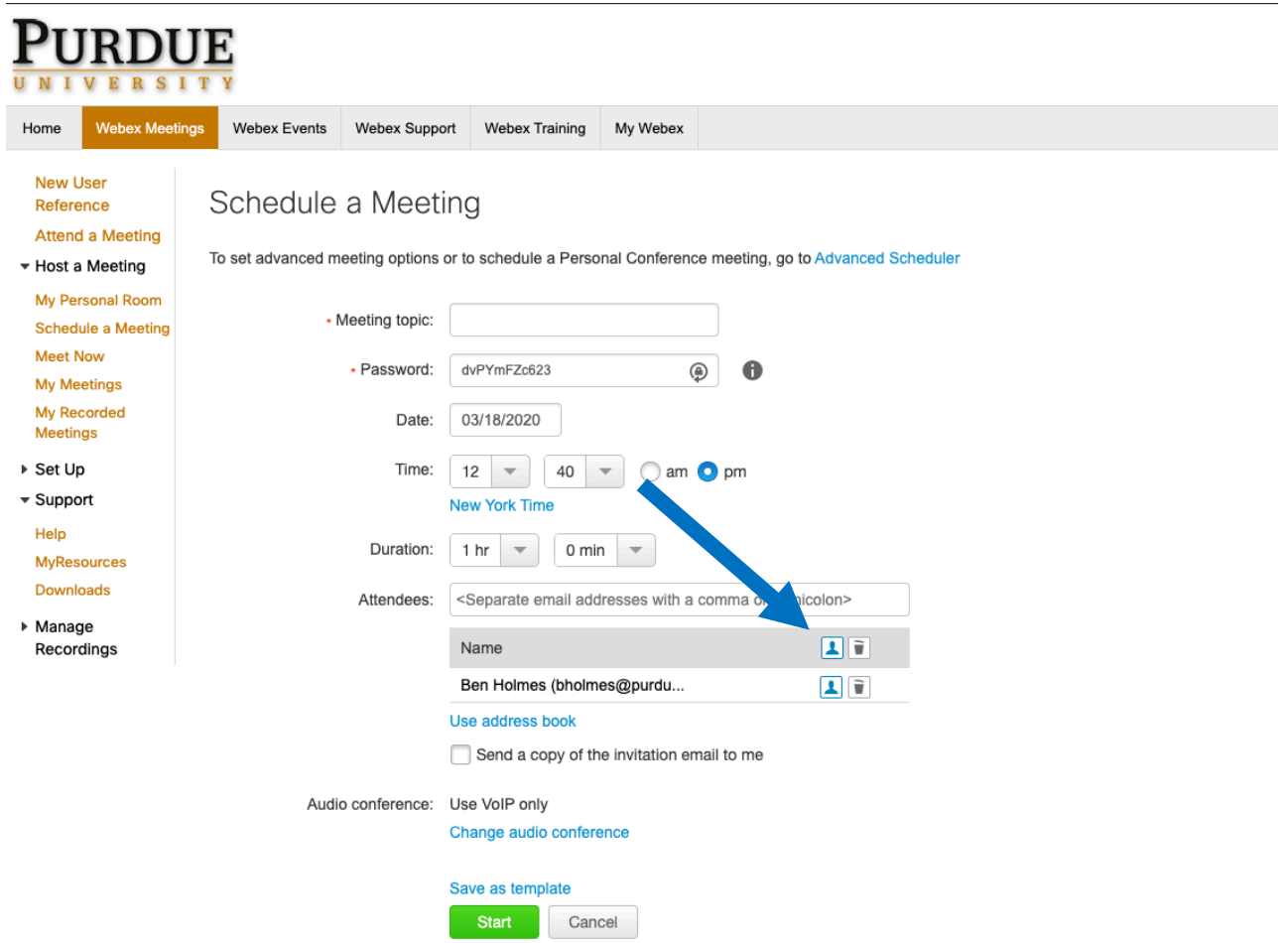
Scheduling a meeting

- 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



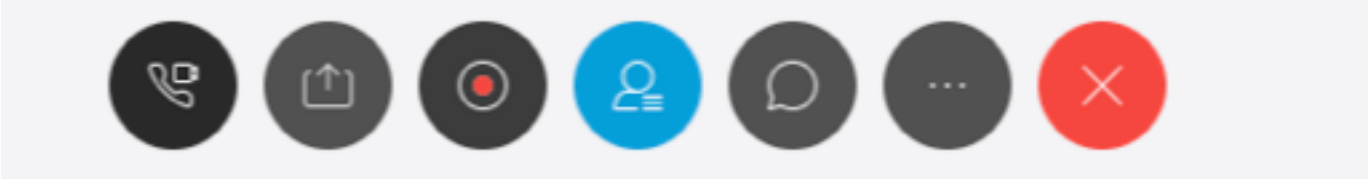
Adding an alternate host

- 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/

Webex Events and Webex Trainings

Webex Events	Webex Trainings
One-way communication No participant audio/video Lower bandwidth usage	Interactive Participants have audio & video Participants can not un-mute themselves if muted by the host Breakout rooms

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!