Webex

Real-time Lecture/Meeting System

User Manual

-For Teacher-

Information & Communication Team

INDEX

1. Webex Introduction and Preparations

✓ Can be accessed anytime and anywhere
✓ Can communicate interactively between teachers and students
✓ Can be used on various devices such as PC, laptop, smartphone and tablet

- Preparations
    ① Set up a webcam on your PC or prepare a laptop with a webcam
    ② Ensure that audio and video are functioning normally

- Cautions
    ① Access the internet at the place with good network environment to prevent disconnection
    ② If anyone participating in the same lecture is nearby, use headset or earphones instead of speaker to prevent howling
    ③ Some features are not supported on smartphone and tablet Therefore, use PC or laptop as much as possible
    ④ If you are lecturing with Webex, you have to upload the recroded lecture to the i-Campus. Be sure to click the recorder button before starting the lecture (Refer to page 8-9)

2-1. Teacher's account registration for Webex

① Send the request email for using Webex to skkuict@skku.edu from your email account of "**@skku.edu"

② Click on the email received from Cisco

③ Click the Activate button on the email

④ Enter new password → Click the Save and Sign-in button

① skkuict@skku.edu
Send the request email for using Webex
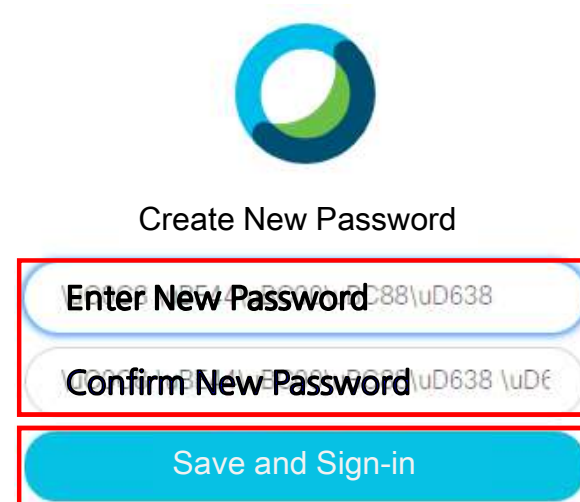

New Mail

② Click on the email received from Cisco

Sender ⇕	Subject ⇕
Cisco	Sungkyunkwan University - ICT has invited you to Cisco Webex

③ Click the Activate button

Get started with Cisco Webex.

Start using Webex today to have conferences with anyone, anywhere, anytime. Communicate, create, and collaborate more effectively. Get more done in less time.

Activate

④ Enter New Password

Create New Password

Enter New Password

Confirm New Password

Save and Sign-in

4

2-2. Installation and Opening a lecture room for Webex (PC & Laptop)

- Install program : Go to https://www.webex.com/downloads.html → Download Webex Meetings → Launch
- If the download speed is slow, download from the following link: https://lcms.skku.edu/em/5e4b4768e7fa8
① To run the program, double-click the Cisco Webex Meetings icon on your desktop.
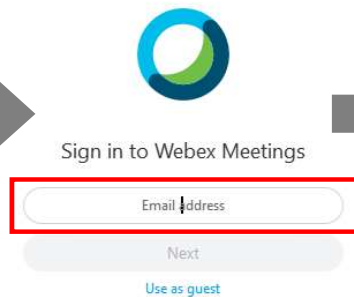②③④ Enter your email address / Site URL(skku-ict.webex.com)/ password
⑤ Click the Start a Meeting
⑥ Set the MIC ON / VIDEO ON and click the Start Meeting

① Double-click
the Cisco Webex Meetings

② Enter your email address

③ Enter Site URL
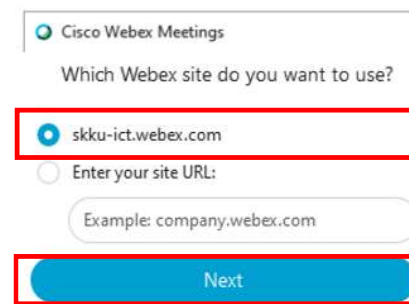
④ Enter your password
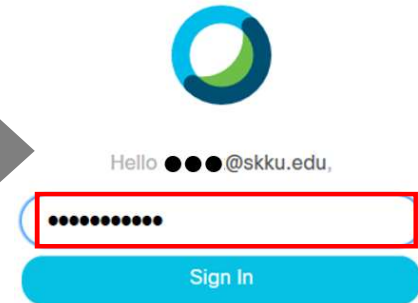
⑤ Click the Start a Meeting
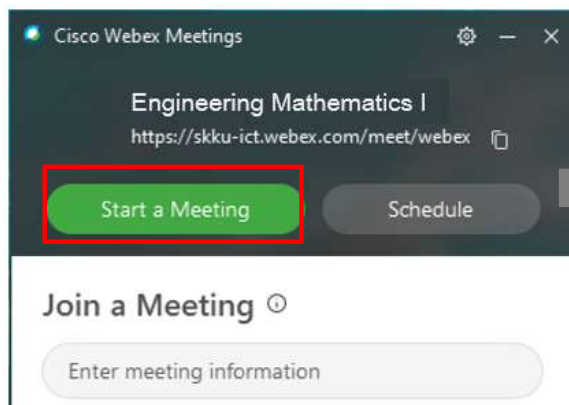
⑥ Set the MIC ON / VIDEO ON
and click the Start Meeting
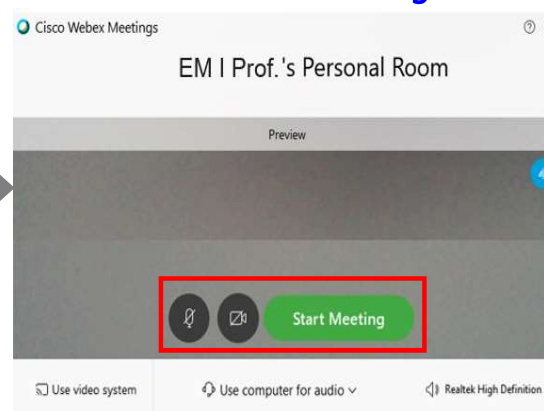
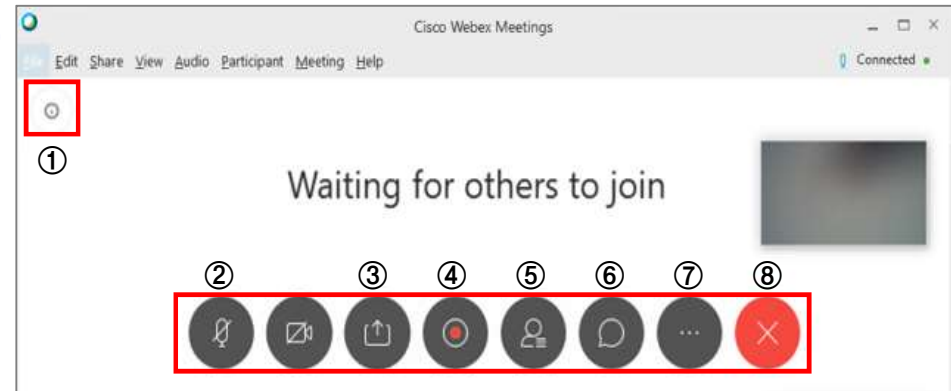⑦ Meeting room screen
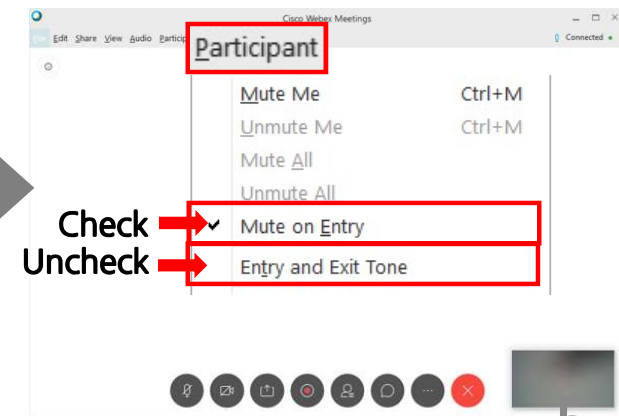
① ⊙ Check the Meeting room info. (Meeting Number)
② 🔇 🚫 MIC and Video (ON : Black color/OFF: Red color)
③ ⬆ Share content
④ ⬤ Recorder
⑤ 👤 Participants
⑥ 💬 Chat
⑦ ⋯ More options
⑧ ✕ End Meeting

① ⊙ Check the Meeting room info. (Meeting Number)
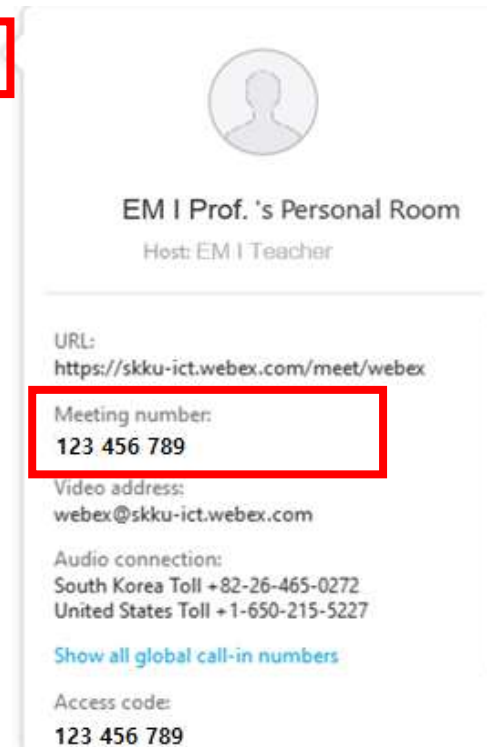
1) Checking from Preferences settings

2) Checking from meeting room screeen
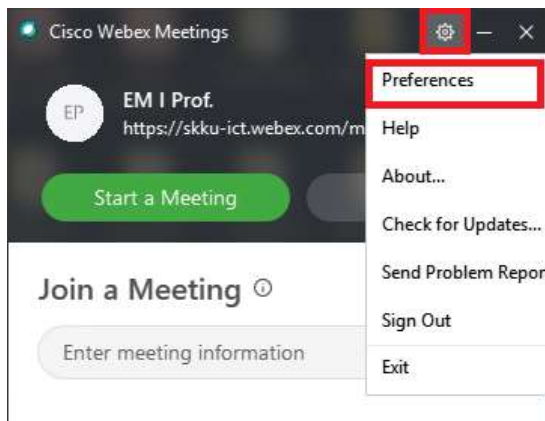
My Personal Room

Personal Room name:

EM I Prof.'s Personal Room

Personal Room link: ⓘ

https://skku-ict.webex.com/meet/webex

Personal Room number:
123 456 789

Edit my Personal Room on the Webex site

EM I Prof. 's Personal Room

Host: EM I Teacher

URL:
https://skku-ict.webex.com/meet/webex

Meeting number:
123 456 789

Video address:
webex@skku-ict.webex.com

Audio connection:
South Korea Toll +82-26-465-0272
United States Toll +1-650-215-5227

Show all global call-in numbers

Access code:
123 456 789

*Meeting number is randomly generated when you are activate your account, and is the same for every meeting room you start.
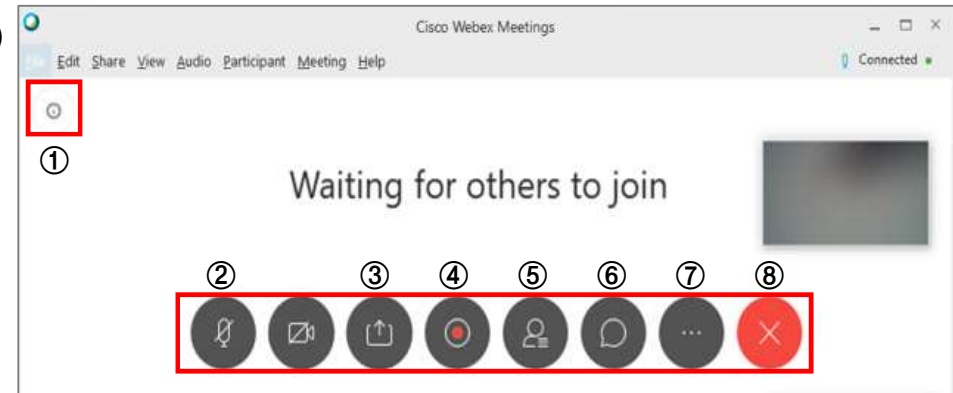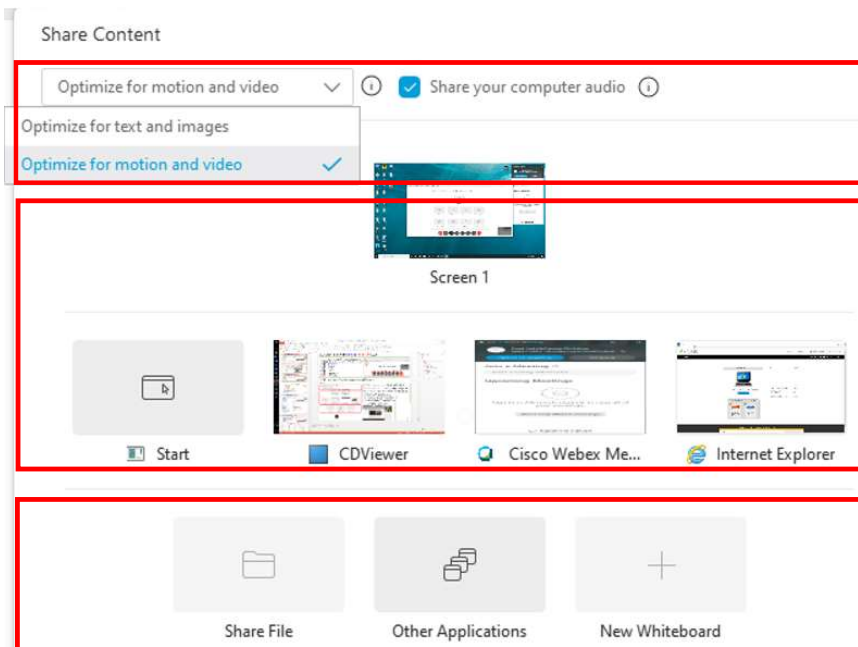
6

① ⊙ **Check the Meeting room info. (Meeting Number)**
② 🔇 📷 **MIC and Video (ON : Black color/OFF: Red color)**
③ 📤 **Share content**
④ ⏺ **Recorder**
⑤ 👤 **Participants**
⑥ 💬 **Chat**
⑦ ⋯ **More options**
⑧ ✕ **End Meeting**

Cisco Webex Meetings

Edit   Share   View   Audio   Participant   Meeting   Help   ⬤ Connected

①

Waiting for others to join

② ③ ④ ⑤ ⑥ ⑦ ⑧

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③ 📤 **Share Content (Sceen/Documents/Apps/Youtube/White board)**

Share Content

Optimize for motion and video ▾ ⓘ ☑ Share your computer audio ⓘ
Optimize for text and images
Optimize for motion and video ✓

Screen 1

▦ Start   ▣ CDViewer   ⊙ Cisco Webex Me...   🌐 Internet Explorer

📁 Share File   🗗 Other Applications   ＋ New Whiteboard

📤

Optimize for text and images ▾   **Higher the resolution**

Optimize for motion and video ▾   **Lower the resolution to optimize frame rate**

☑ Share your computer audio   **Share computer's audio (for Youtube)**

📁 Share files : Documents, Video files , etc
🗗 Other applications : Sreen of other applications
＋ New whiteboard : Can write and save writing contents

• **Example of shared screen (Web browser)**

7

① Check the Meeting room info. (Meeting Number)
② MIC and Video (ON : Black color/OFF: Red color)
③ Share content
④ **Recorder**
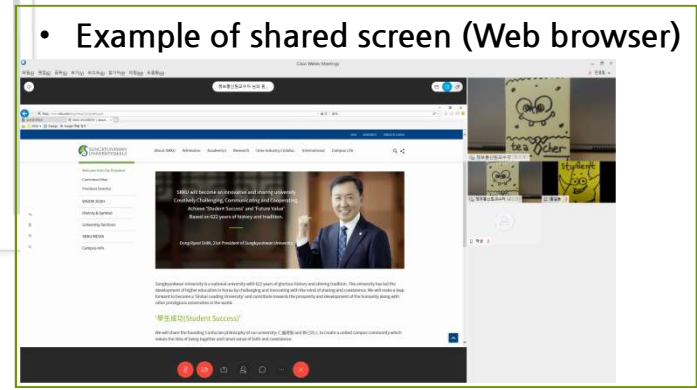⑤ Participants
⑥ Chat
⑦ More options
⑧ End Meeting

④ Recorder (Record in cloud / Record on my computer)

Record in cloud
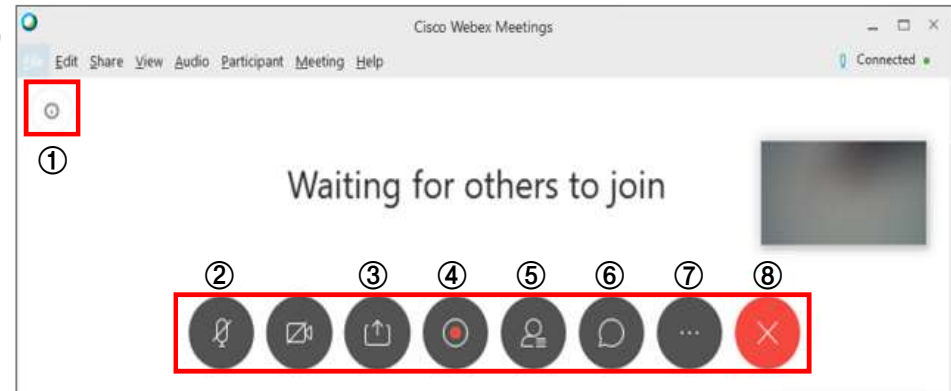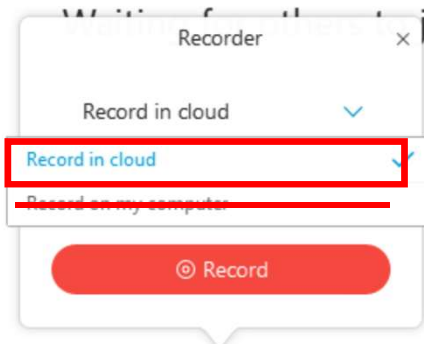Record in cloud
Record on my computer
Record

✓ Please refer to Youtube link below
〈How To Record a Cisco Webex Meeting Video Conference〉
uploaded by Webex on 25th April 2019
https://youtu.be/62gsBYUvAPg

60mins record	PC	Cloud
The time required	25mins	1~24hrs

✓ it takes 1~2hours to create the file, but it can vary depending on the file size and the internet bandwidth.
✓ A download speed is 300~500KB/sec. on the cloud.

✓ We highly recommend you to use 'Record in cloud' for reliability.
✓ If you record on your PC, you can use 'Record on my computer'.

• You have to click record button to save your lecture on the video file.
• After the record, you can upload your file to https://icampus.skku.edu

• Record in cloud: the lecture is saved in cloud server after the record.
• Cisco offers 10GB storage and keep the file for 1 year
    How to check the file: Access www.webex.com → Sign-in 〉 Webex Meetings → Click ⊙ Recordings tab.

① Check the Meeting room info. (Meeting Number)
② MIC and Video (ON : Black color/OFF: Red color)
③ Share content
④ Recorder
⑤ Participants
⑥ Chat
⑦ More options
⑧ End Meeting
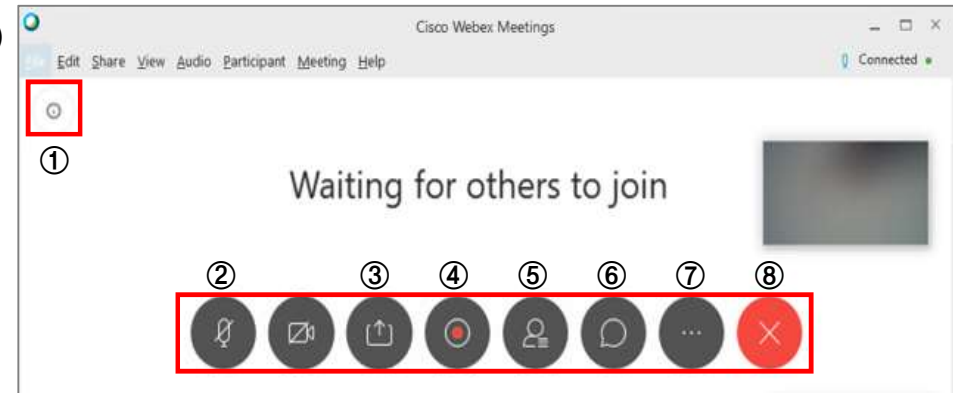
④ Recorder (Record in cloud / Record on my computer)

1) Click the Recorder button

2) Select 'Record on my computer' and click the Record button
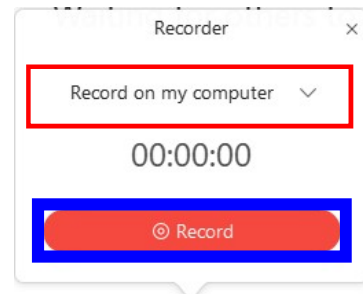
3) Click the save button after select folder
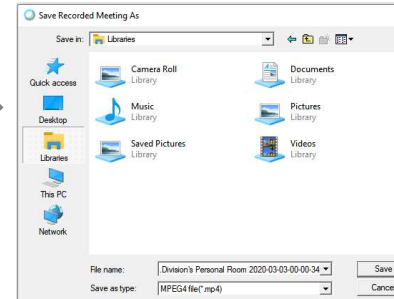
4) Recorded screen
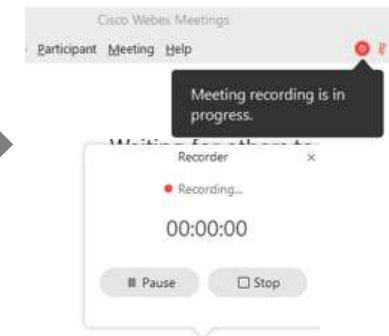
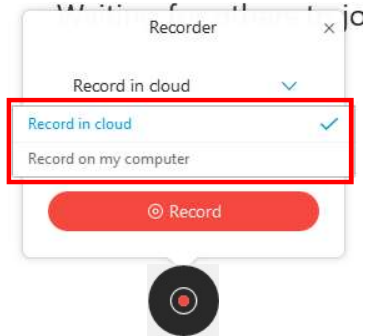**5) Click the End meeting button** after finishing lecture, then **recorded lecture is saved**

6) Sign-in to i-Campus

*Caution - 1) After the lecture ends, a recording file is generated.
2) If you shut down your computer during file conversion, the recording file will not be generated properly.

9

① ⊙   Check the Meeting room info. (Meeting Number)
② 🎤 📹   MIC and Video (ON : Black color/OFF: Red color)
③ ⬆   Share content
④ ⏺   Recorder
⑤ 👥   Participants
⑥ 💬   Chat
⑦ ⋯   More options
⑧ ✕   End Meeting

Cisco Webex Meetings — Connected

Edit Share View Audio Participant Meeting Help

①

Waiting for others to join

② ③ ④ ⑤ ⑥ ⑦ ⑧

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⑤ 👥   Participants
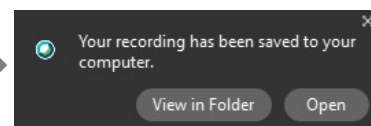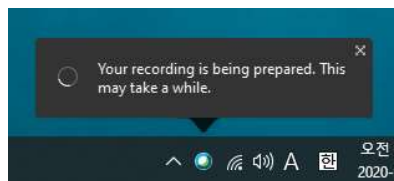
∨ Participants (2)

Q Search

Pɪ 🎧 Prof. Engineering Mathematics Ⅰ
Host, me

S 📱 STUDENT   💬 🎤
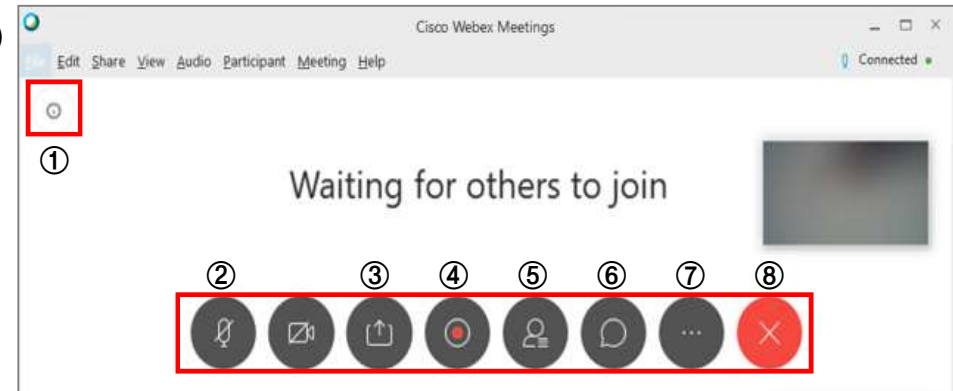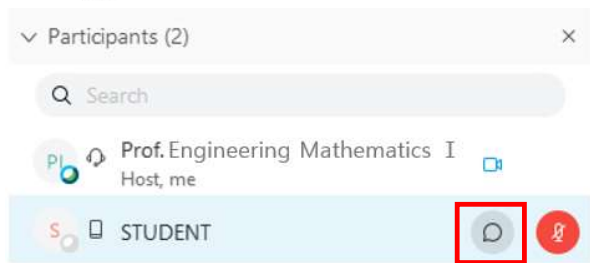
- Can check participants
- Can chat with participants
  by clicking word balloon icon

· When a participant chats,
  a word ballon notification is displayed

STUDENT: Hey!

· When a participant click 'Raise Hand',
  hand icon is displayed

S 📱 STUDENT   ✋   💬 🎤

⑥ 💬   Chat

∨ Chat   ✕

from STUDENT (privately):   8:19 PM
Hey!
to STUDENT (privately):   8:23 PM
Test
from Prof. Info&Comm.Division to everyone: 8:23 PM
Test to Everyone

To: STUDENT   ⌃

Everyone

STUDENT

- Can chat with individual / everyone

10

① ⊙ Check the Meeting room info. (Meeting Number)
② 🔇 📹 MIC and Video (ON : Black color/OFF: Red color)
③ ⬆ Share content
④ ⬤ Recorder
⑤ 👤 Participants
⑥ 💬 Chat
⑦ ⋯ More options
⑧ ✕ End Meeting

⑦ ⋯ More options

Polling
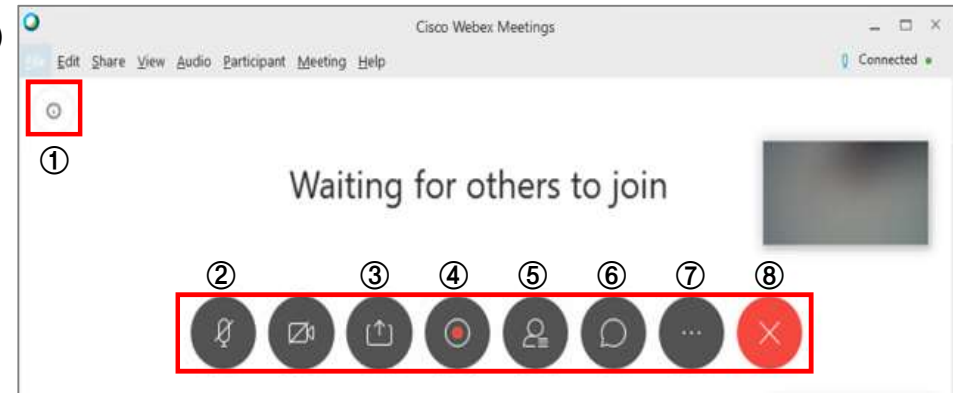
1) Select the Question type
2) Click the New button and enter the poll questions
3) Click the Add button and enter the answers

4) Click the Options button and set the timer and click the Open Poll button
5) Check the result and share with attendees
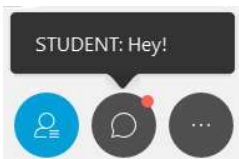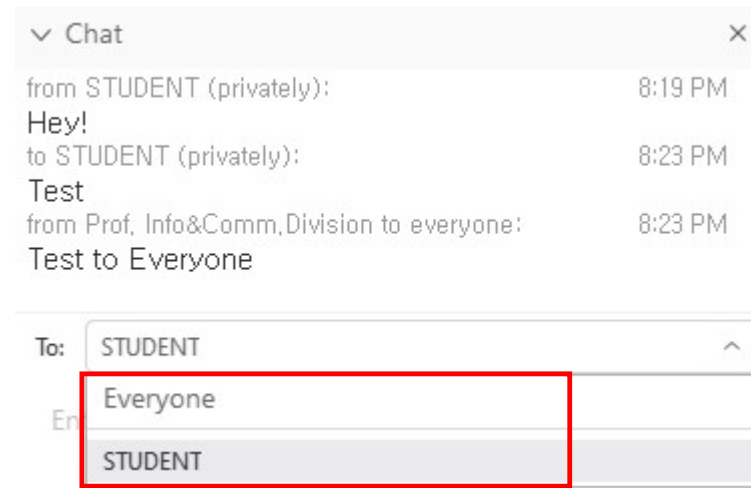6) Save the result as txt file

> Participants (2)   ✕
∨ Polling   ✕

Poll Questions:
1. What is the university arbor of SKKU?
   ○ A. Maple tree
   ○ B. Ginko tree
   ○ C. Chestnut tree
   ○ D. Oak tree

Question
1) Type: Multiple choice - Single Answer ∨

2) [New] [Change Type]

Answer

Polling Options
Timer
☑ Display
Alarm: 5.00

3) [Add]

Individual responses

4) [Options...] [Open Poll]

5)
Poll results:

Questions	Results	Bar Graph
1. What is the university arbor of ...		
A. Maple tree	0/1 (0%)	
B. Ginko tree	1/1 (100%)	▬▬▬▬
C. Chestnut tree	0/1 (0%)	
D. Oak tree	0/1 (0%)	
No Answer	0/1 (0%)	

Polling status
1 of 1 attendee has responded
Remaining time: 4:49 Time limit: 5:00

Share with attendees
☑ Poll results
☐ Individual results

[Apply]

[New Poll] [Edit Questions] [Close Poll]

6)
*PollResults - Notepad
File Edit Format View Help

1.What is the university arbor of SKKU?
   A.Maple tree   0/1 (0%)
   B.Ginko tree   1/1 (100%)
   C.Chestnut tree 0/1 (0%)
   D.Oak tree   0/1 (0%)
No Answer   0/1 (0%)

          A B C D

STUDENT | | X | | |

11

① ⊙ Check the Meeting room info. (Meeting Number)
② MIC and Video (ON : Black color/OFF: Red color)
③ Share content
④ Recorder
⑤ Participants
⑥ Chat
⑦ **More options**
⑧ End Meeting

Cisco Webex Meetings

Edit Share View Audio Participant Meeting Help

Connected ●

①

Waiting for others to join

② ③ ④ ⑤ ⑥ ⑦ ⑧

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⑦ More options

Notes
Polling

Lock meeting

Invite and remind

Copy meeting link

Audio connection

Speaker, microphone, and camera

Connect to a device

• **Lock meeting**

Participants (1)

Student1 is waiting in the lobby.   Admit

Search

Engineering Mathematics I
Host, me

- Participants can participate in a meeting when host admit

• **Invite and remind**

Invite & Remind

Email   Phone   Remind
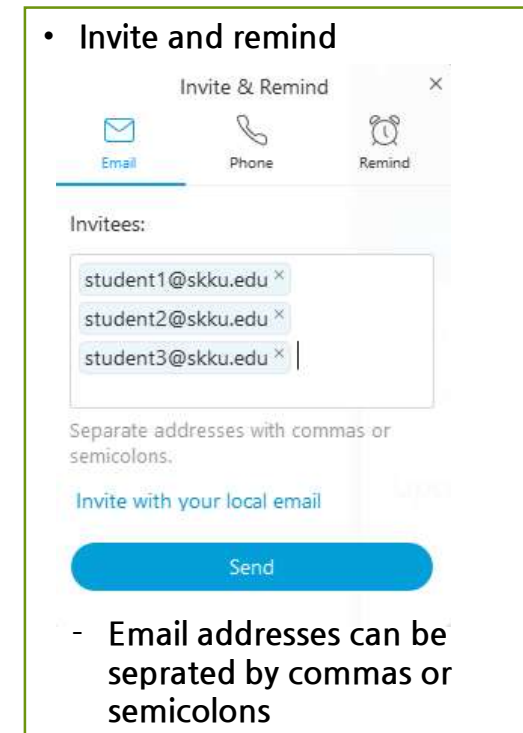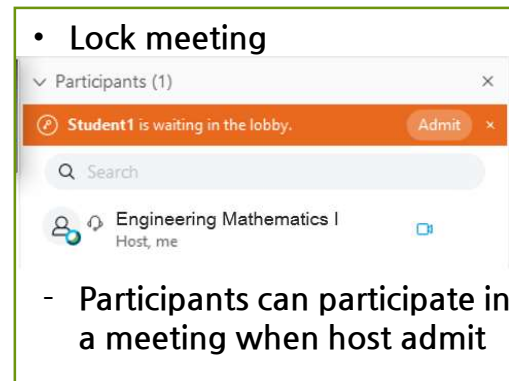
Invitees:

student1@skku.edu ×
student2@skku.edu ×
student3@skku.edu ×

Separate addresses with commas or semicolons.

Invite with your local email

Send

- Email addresses can be seprated by commas or semicolons

12

# 3-1. PUSH/SMS Message for Webex Lecture (PC & Laptop)

①② Click the Kingoinfo button ➔ Administrative Service ＞ Click the PUSH/SMS Send button

③④ Click the Search Group button ➔ Select Course in Charge and Click the SEARCH button

⑤ Select details and Click the Search button ➔ Check all the listed recepients ➔ Click the Add button

⑥ Fill in messages ➔ Fill in Sender Phone ➔ Click the SEND button (*Can Send Reservation)

* It is recommended that additional notices be posted to encourage students to participate in lectures.

① Click the Kingoinfo button
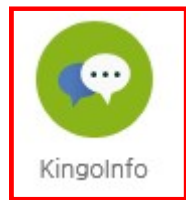
② Admisitrative Service ➔Click the PUSH/SMS Send

③ Click the Search Group

④ Select Course in charge ➔Click the SEARCH button

⑤ Select details and Click the Search button ➔ Check all the listed recipients ➔ Click the Add button

⑥ Fill in messages and Sender Phone number ➔ Click the SEND button

13

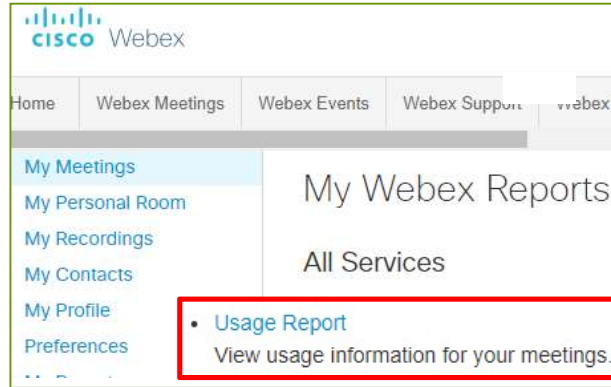## 3-2. Participant list after the meeting (1/2)

You can export the attendees list through the process below.
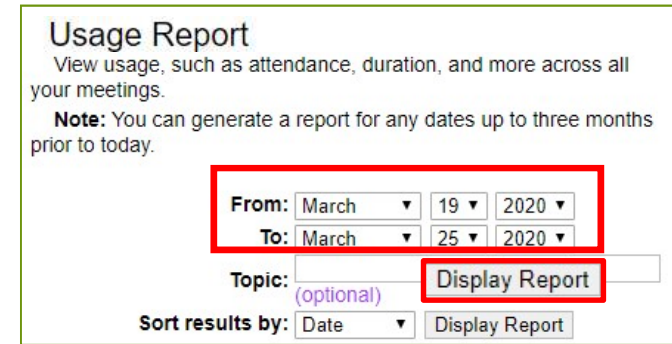
① Access https://www.webex.com → Sign-in into 'Webex Meetings'

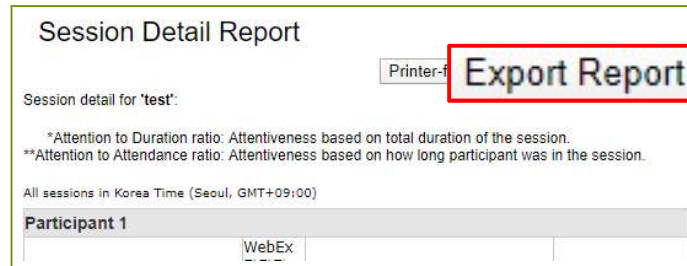② Select Insights → View more.
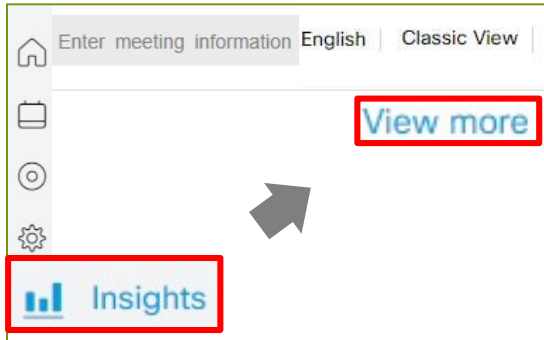
③ Select Usage Report.

④ Select the dates for meetings you want to view → Display Report

⑤ Select the meeting you want to get the Information from the list.

⑥ Click the Export Report button.

Session Detail Report.csv

⑦ Open the Excel file to check meeting information.

You can check attendance directly in the attendance book, or can check it manually on i-Campus as shown below.

① Log-in into icampus → Courses > Learn Status
→ Enrolled students list → Click a name of student

② Click '보기(View)' in the corresponding section
of the 상세이력(Detailed history) column

③ Click Approve Learning → Apply

PC client (Windows, Mac) - Go to https://www.webex.com/downloads.html
→ Download Webex Meetings → Launch

① Click Use as guest
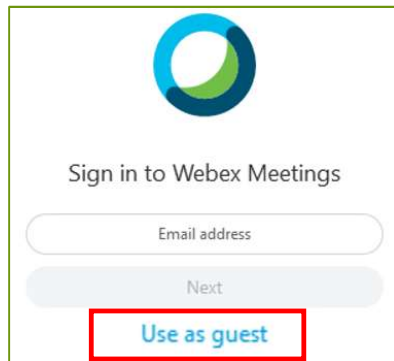
② Enter information
(Student No.+Name/email)
→ Continue as guest

③ Enter Meeting No.
and click Join a Meeting

④ MIC OFF VIDEO ON
➔ Click Join Meeting button

Sign in to Webex Meetings

Email address

Next

Use as guest

202022222 Student1

student1@skku.edu

Continue as guest

Cisco Webex Meetings

202022222 Student1
student1@skku.edu

Sign In

Join a Meeting ⓘ

123 456 789

Prof. EM I's Personal Room

2S

Join meeting

✓ Mobile client (Android, iOS) - Search Cisco Webex Meetings and install

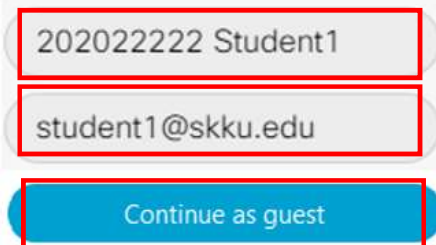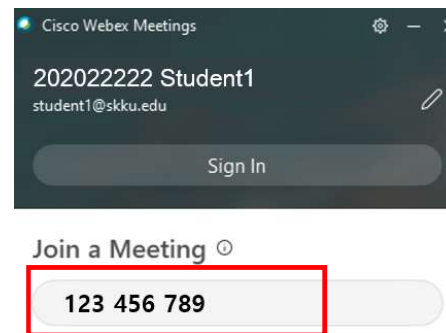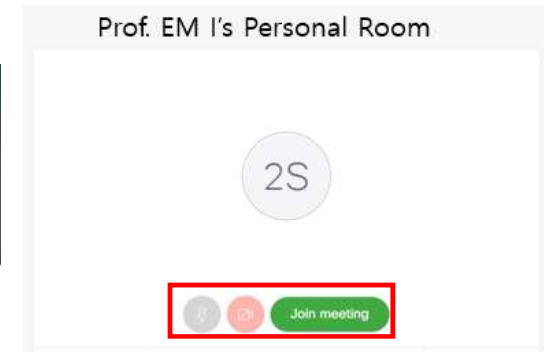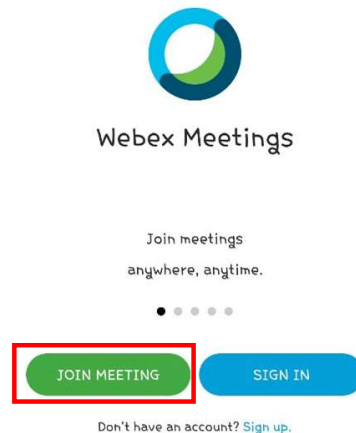① Search Cisco Webex
Meetings and install

② Click Join Meeting

③ Enter information
(Student No.+Name/email)
→ Continue as guest

④ MIC OFF VIDEO ON
➔ Click Join Meeting button

Webex Meetings

Join meetings
anywhere, anytime.

JOIN MEETING   SIGN IN

Don't have an account? Sign up.

Join Meeting   JOIN

123 456 789   ×

If you are invited to a Personal Room,
you can enter the URL.

company.webex.com/meet/username

202022222 Student1

student1@skku.edu

Ready to join?

JOIN

16
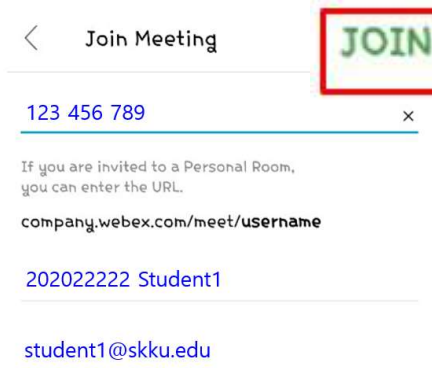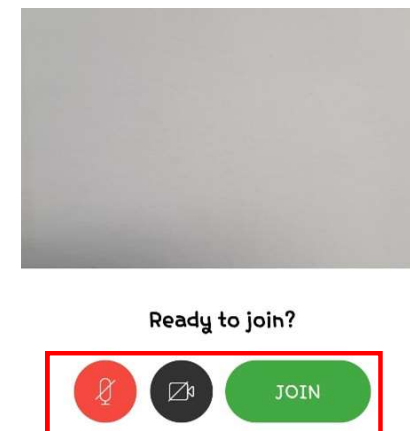
3-4. Webex Category details for Students

✓ Default page
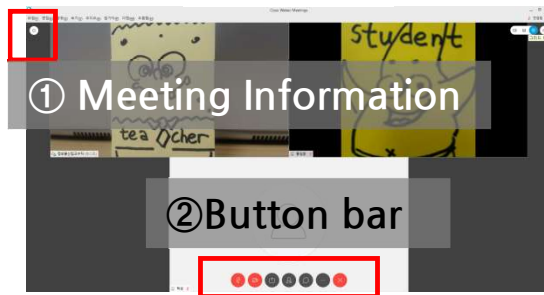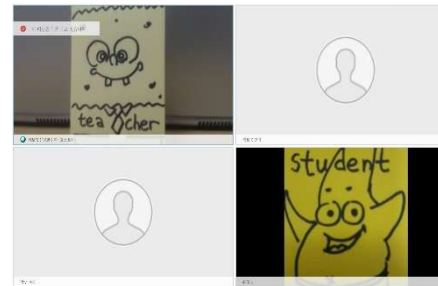
- • PC
- • Tablet
- • Smartphone

① Meeting Information

②Button bar

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① Meeting inforamtion
- URL, Meeting Number

EM I Prof. 's Personal Room

Host: EM I Teacher

URL:
https://skku-ict.webex.com/meet/webex

Meeting number:
123 456 789

Video address:
webex@skku-ict.webex.com

Audio connection:
South Korea Toll +82-26-465-0272
United States Toll +1-650-215-5227

Show all global call-in numbers

Access code:
123 456 789

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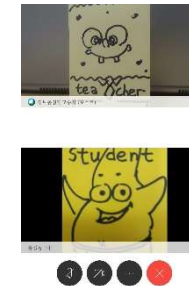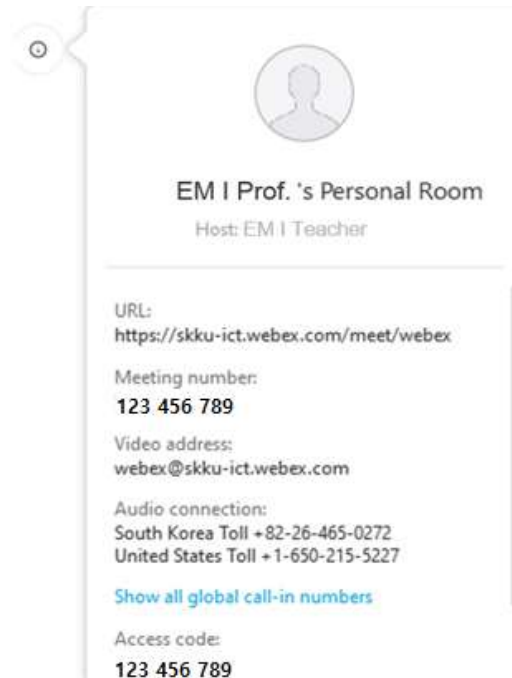
② Button information

MIC and Video (ON : Black color/OFF: Red color)

Share content (Screen, Documents, whiteboard)

Participants

Chat

More options

End Meeting

- • Shared contents for Tablet, Smartphone
- • Screen
- • Whiteboard
- • Cloud file (pptx,pdf,txt format)
- • Photo
→ Video (including audio) sharing is only available on PC