



Webex

Real-time Lecture/Meeting System User Manual -For Teacher-

Information & Communication Team

INDEX

1. Webex Introduction and Preparations	3
2. Guide for Teachers	
2-1. Teacher's account registration	4
2-2. Installation and Opening a lecture room	5
2-3. Category details for Teachers	6-12
3. Guide for Students	
3-1. PUSH/SMS message for lectures	13
3-2. Participation list after meeting	14-15
3-3. Participation in the lecture room	16
3-4. Category details for Students	17

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
- ③ Please use Windows 10 (Cisco doesn't support Windows 7,8)

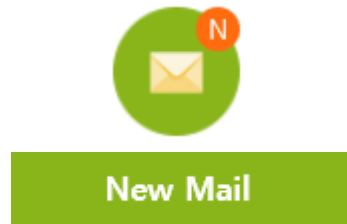
- Cautions

- 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 recorded lecture to the i-Campus**. Recording starts automatically when you open the meeting room(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



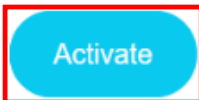
- ② Click on the email **received from Cisco**



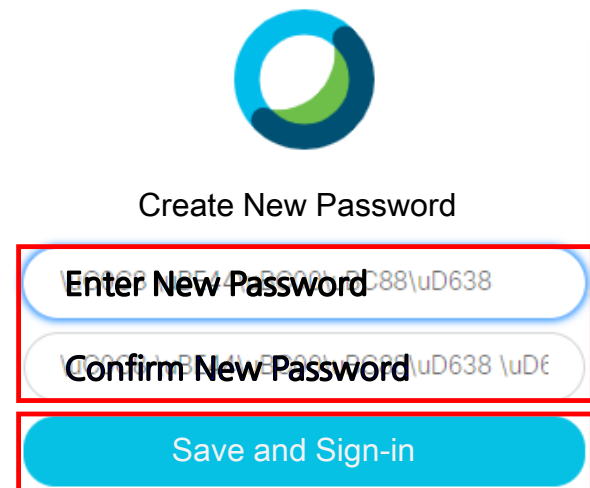
- ③ Click the **Activate** button

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.



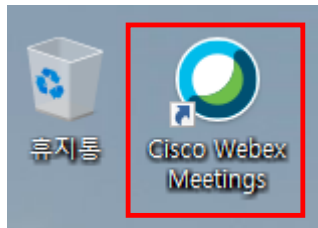
- ④ Enter **New Password**



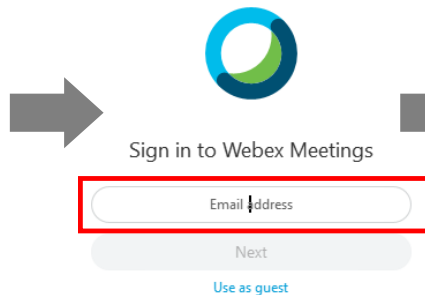
2-2. Installation and Opening a lecture room for Webex (PC & Laptop)

- 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**

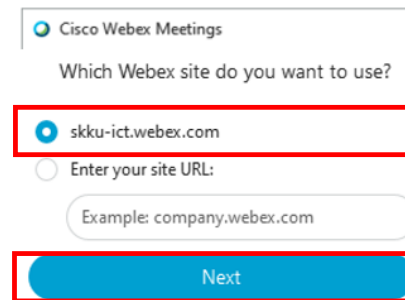
① Double-click the **Cisco Webex Meetings**



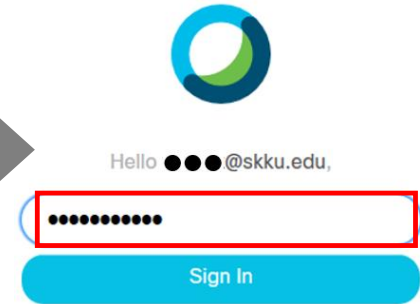
② Enter your **email address**



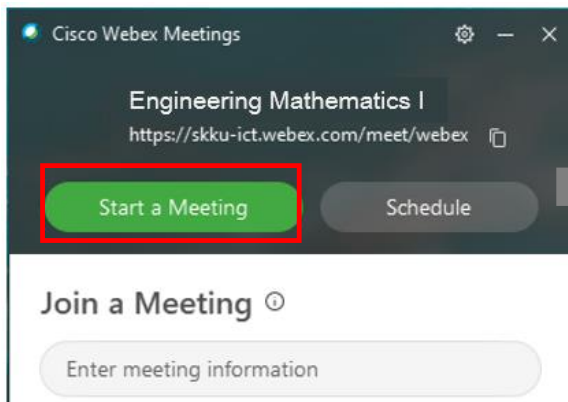
③ Enter **Site URL**



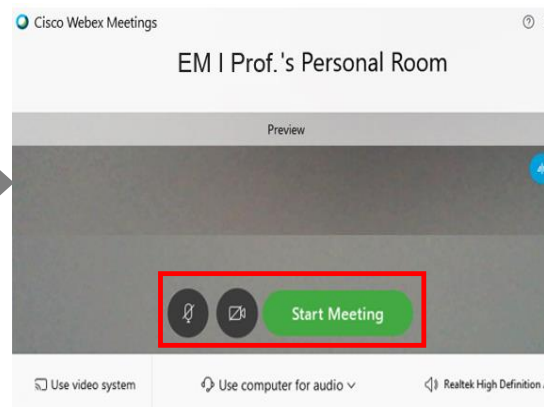
④ Enter your **password**



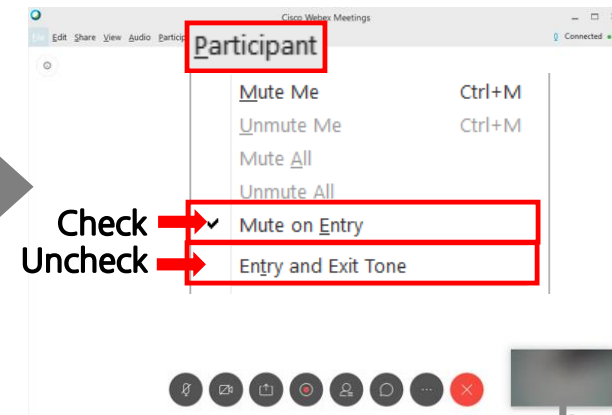
⑤ Click the **Start a Meeting**












⑥ Set the **MIC ON / VIDEO ON** and click the **Start Meeting**

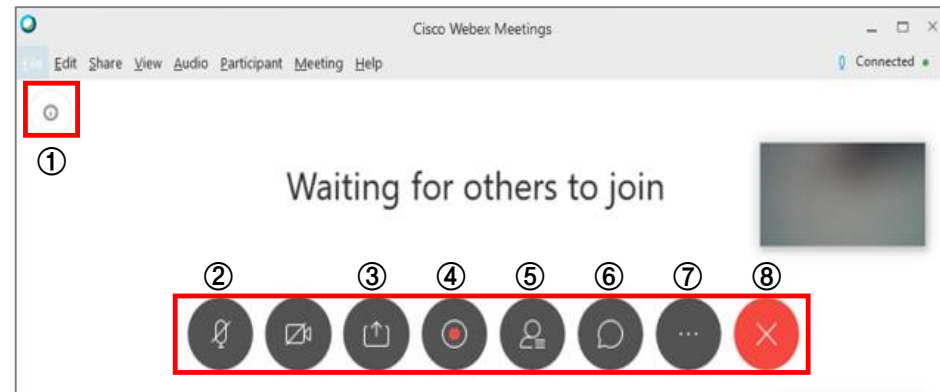



⑦ Meeting room screen



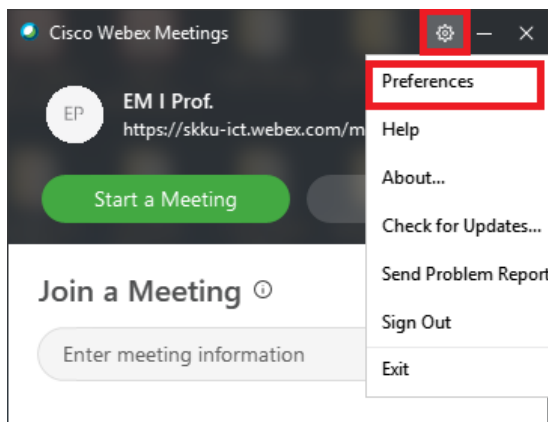
2-3. Webex Category details for Teachers (PC & Laptop) (1/7)

- 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



- ①  Check the Meeting room info. (Meeting Number)

1) Checking from Preferences settings



Personal Room name:

EM I Prof.'s Personal Room

Personal Room link: ⓘ

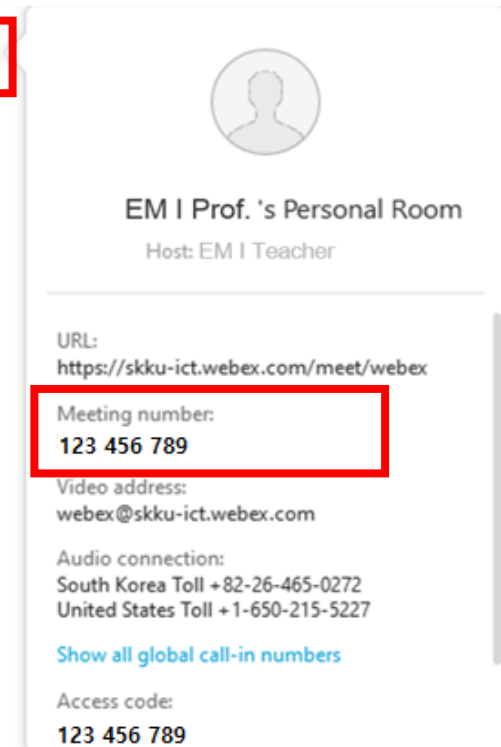
<https://skku-ict.webex.com/meet/webex>

Personal Room number:

123 456 789










[Edit my Personal Room on the Webex site](#)

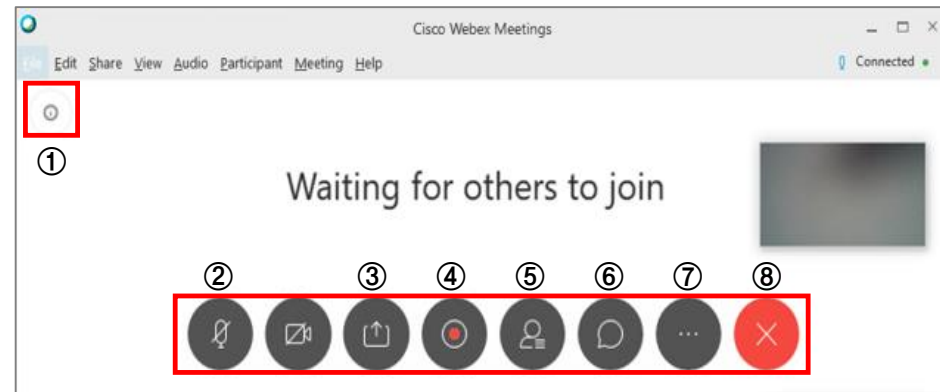
2) Checking from meeting room screen



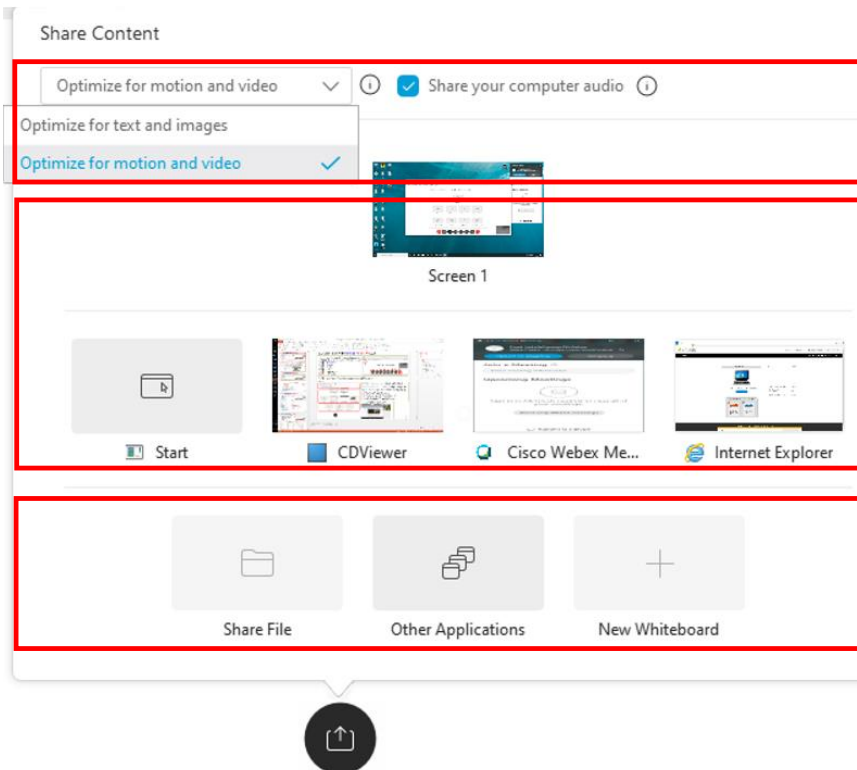
*Meeting number is randomly generated when you are activate your account, and is the same for every meeting room you start.






2-3. Webex Category details for Teachers (PC & Laptop) (2/7)

- 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

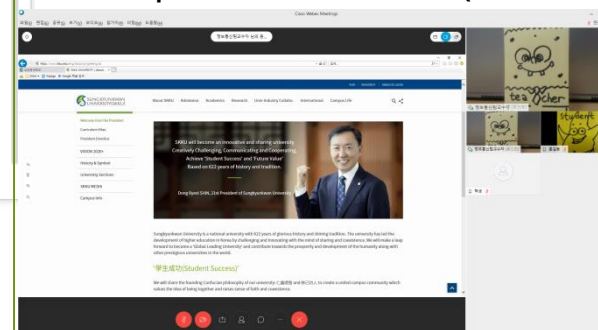


- ③  Share Content (Screen/Documents/Apps/Youtube/White board)











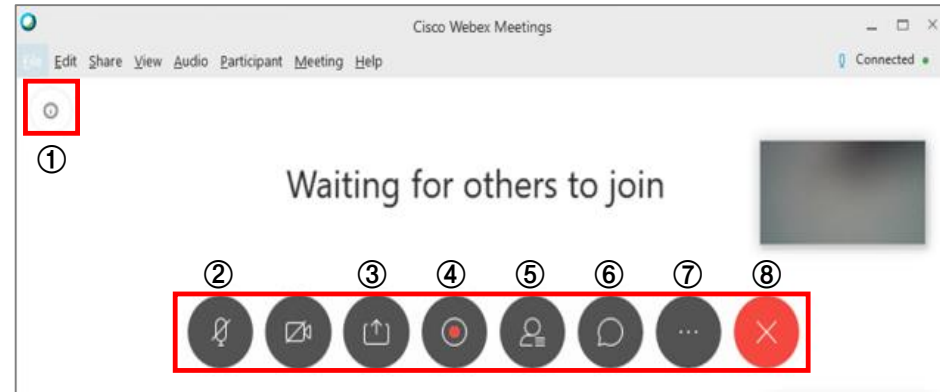
- Optimize for text and images  Higher the resolution
- Optimize for motion and video  Lower the resolution to optimize frame rate
- ☒ Share your computer audio Share computer's audio (for Youtube)
-  Share files : Documents, Video files , etc
-  Other applications : Screen of other applications
-  New whiteboard : Can write and save writing contents

- Example of shared screen (Web browser)

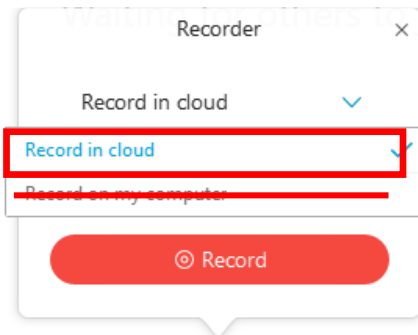


2-3. Webex Category details for Teachers (PC & Laptop) (3/7)

- 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)




✓ 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.		

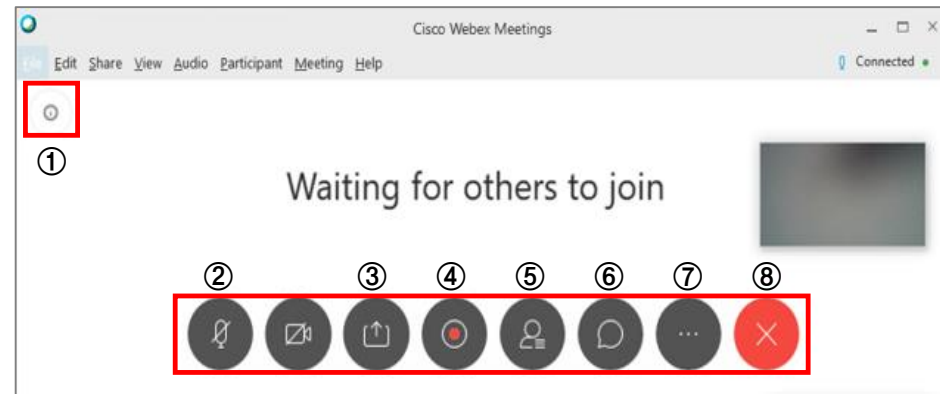
- ✓ "Record in Cloud" starts automatically when the meeting starts.
- ✓ If you want to split the file and record it, stop recording and press the record button again.
- ✓ After recording, you can upload it via the <https://icampus.skku.edu>
- ✓ Since the personal capacity is 10GB, please be sure to delete the old recording file in the Cisco cloud server.

- 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.

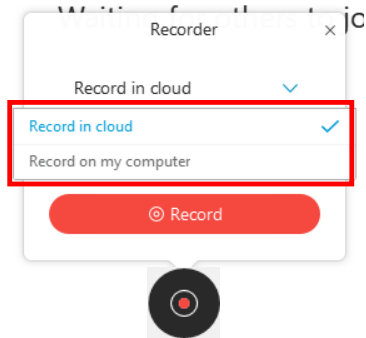
2-3. Webex Category details for Teachers (PC & Laptop) (4/7)

- 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

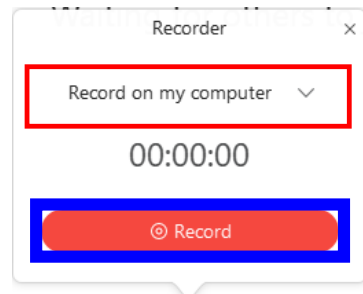


- ④  Recorder (Record on my computer)

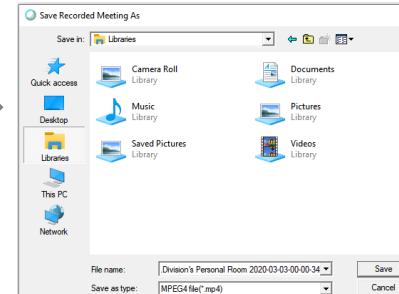
1) Click the Recorder button



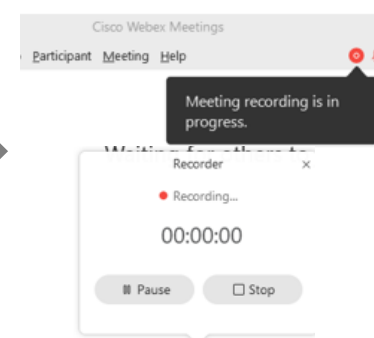
2) Select 'Record on my computer' and click the Record button




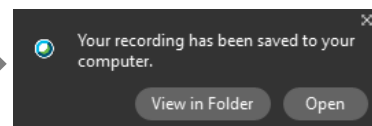
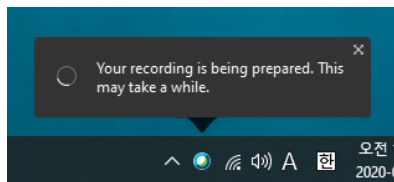
3) Click the save button after select folder



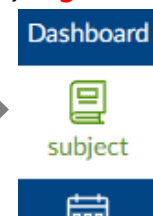
4) Recorded screen



- ⑤  Click the End meeting button after finishing lecture, then recorded lecture is saved











6) Sign-in to i-Campus

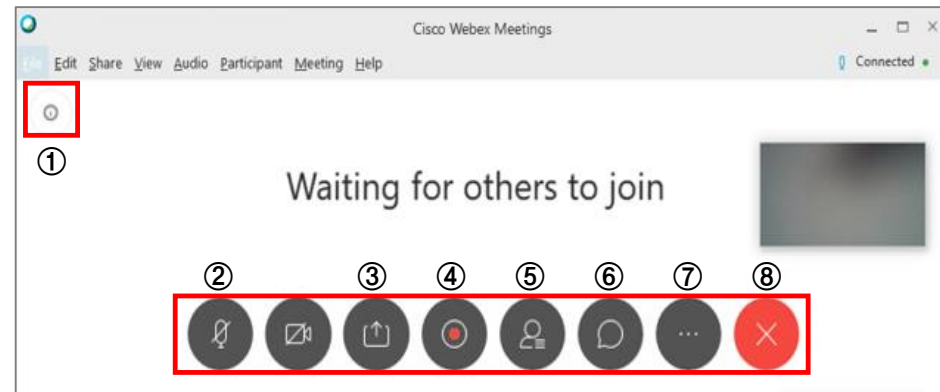


*Caution - 1) After the lecture ends, a recording file is generated.

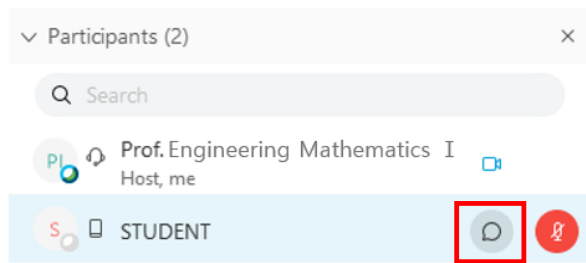
2) If you shut down your computer during file conversion, the recording file will not be generated properly.

2-3. Webex Category details for Teachers (PC & Laptop) (5/7)

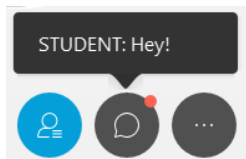
- ①  Check the Meeting room info. (Meeting Number)
- ②  MIC and Video (ON : Black color/OFF: Red color)
- ③  Share content
- ④  Recorder
- ⑤  Participants
- ⑥  Chat
- ⑦  More options
- ⑧  End Meeting



⑤ Participants



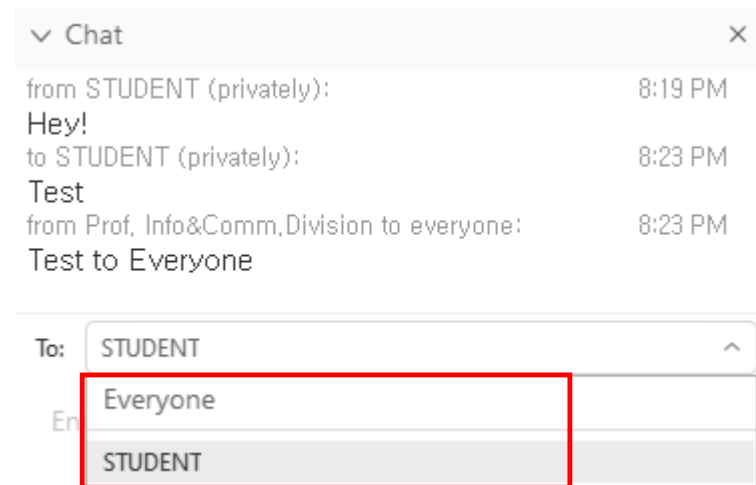
- Can check participants
- Can chat with participants by clicking word balloon icon
- When a participant chats, a word balloon notification is displayed



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











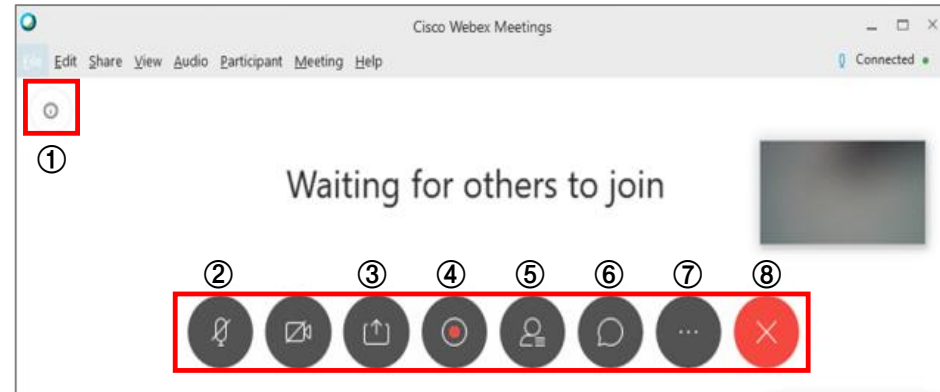
⑥ Chat





- Can chat with individual / everyone

2-3. Webex Category details for Teachers (PC & Laptop) (6/7)

- 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



- 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) x

▼ Polling x

📄 📎 ✎ 🗑️ ⬆️ ⬇️

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

3) Add

Polling Options

Timer

☒ Display

Alarm: 5.00

4) Options... Open Poll

5)

Questions	Results	Bar Graph
1. What is the university arbor of ...		
A. Maple tree	0/1 (0%)	
B. Ginko tree	1/1 (100%)	<div style="width: 100%;"></div>
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%)

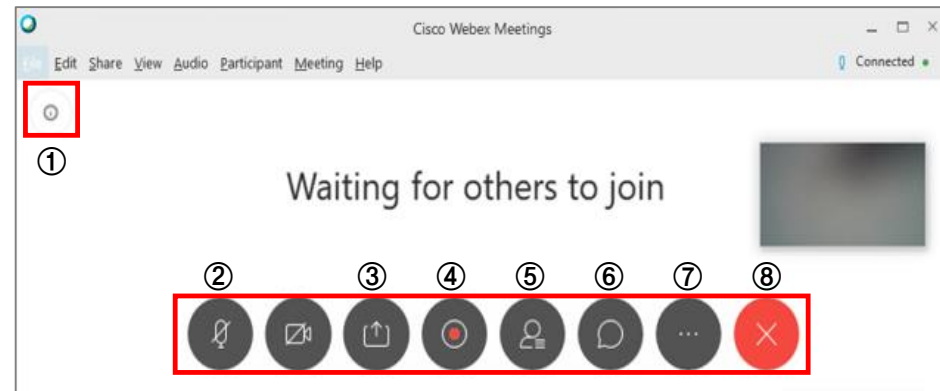
No Answer 0/1 (0%)

A B C D

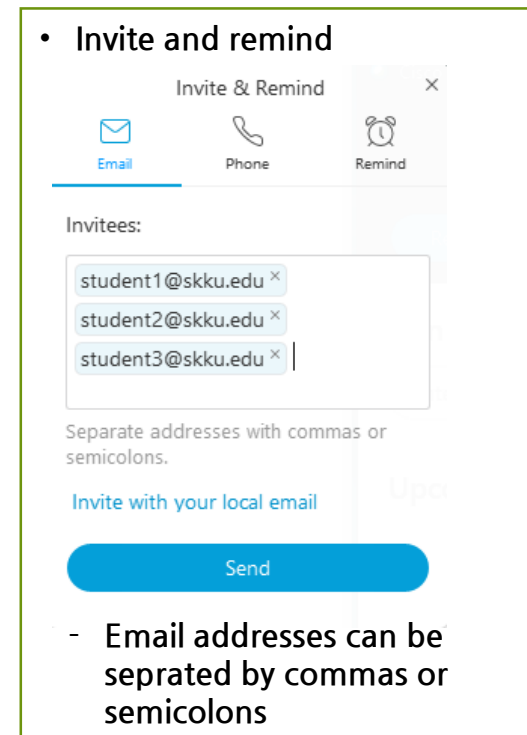
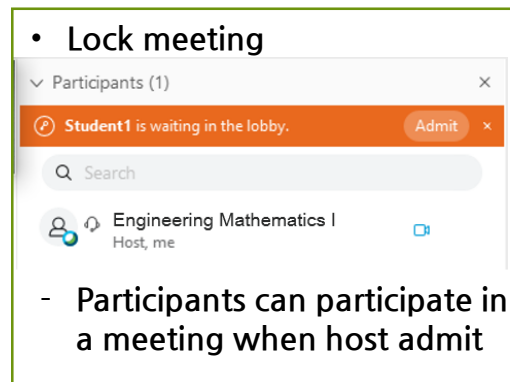
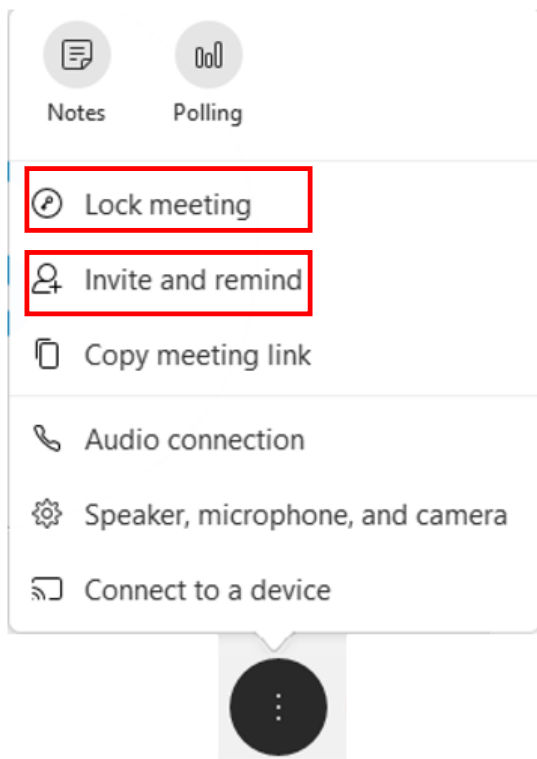
STUDENT | | X | | |

2-3. Webex Category details for Teachers (PC & Laptop) (7/7)

- 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



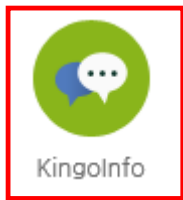
- ⑦  More options



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

- ①② Click the **Kinginfo** 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 recipients → 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 **Kinginfo** button



② Administrative 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

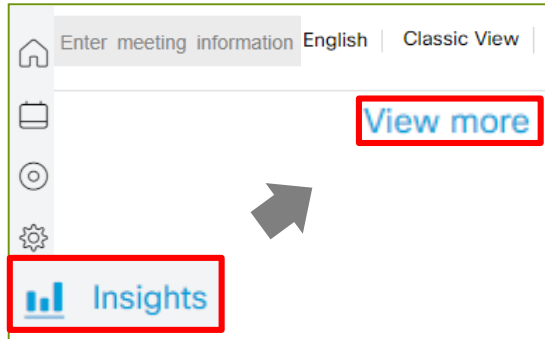
⑥ Fill in **messages** and **Sender Phone** number
→ Click the **SEND** button

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

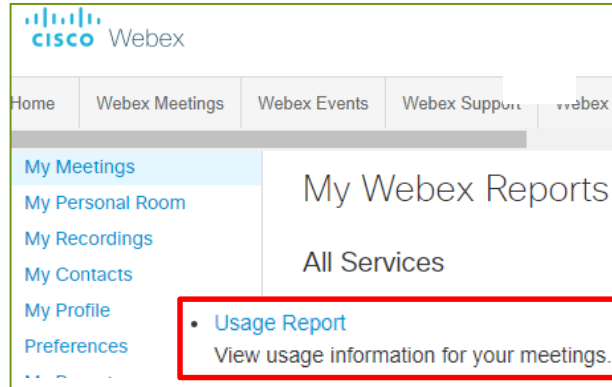
You can export the attendees list through the process below.

① Access <https://www.webex.com> → Sign-in into 'Webex Meetings'

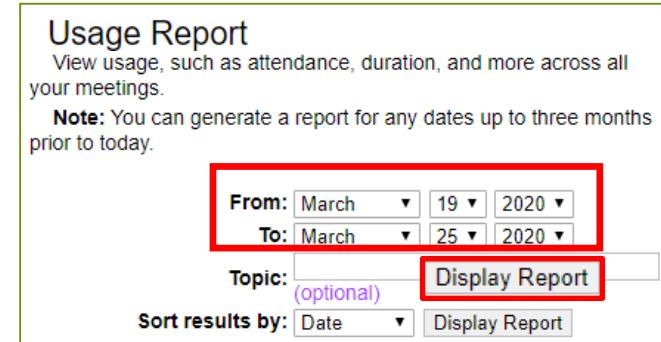
② Select **Insights** → **View more**.



③ Select **Usage Report**.



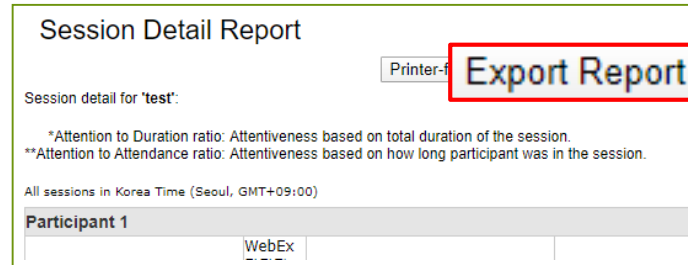
④ Select the dates for meetings you want to view → **Display Report**



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

Topic	Meeting Type	Date	Start time
test		3/25/20	10:37 am
		3/25/20	10:30 am

⑥ Click the **Export Report** button.



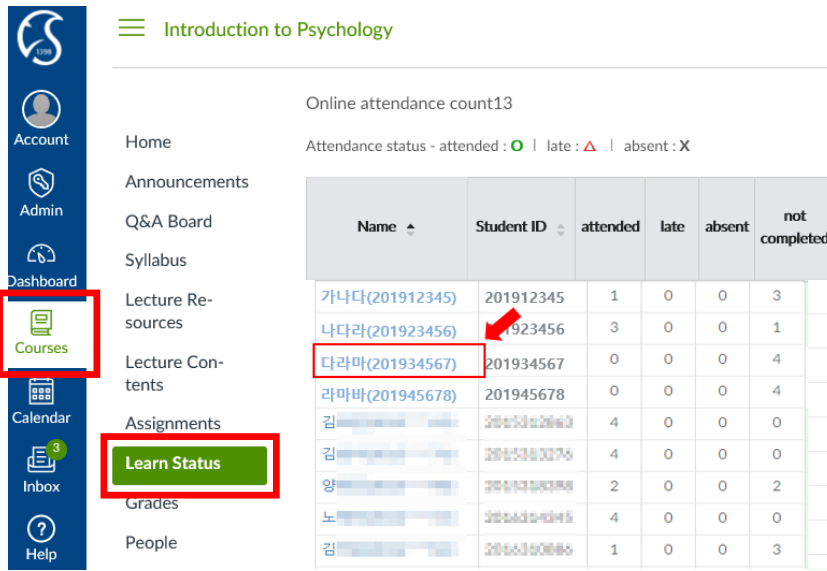
⑦ Open the Excel file to check meeting information.

All sessions in Korea Time (Seoul, GMT+09:00)							
Session detail for 'test':							
*Attention to Duration ratio: Attentiveness based on total duration of the session.							
**Attention to Attendance ratio: Attentiveness based on how long participant was in the session.							
Participant	Name	Email	Date	Start time	End time	Duration	
1	2020222222 Apple	abc@skku.edu	3/25/2020	10:37 AM	10:39 AM	70 mins	
2	2020111111 Beta	cde@skku.edu	3/25/2020	10:38 AM	10:46 AM	71 mins	
3	2020333333 Cactus	efg@test.test	3/25/2020	10:43 AM	10:46 AM	74 mins	

3-2. Participant list after the meeting - Example of using the list (2/2)

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



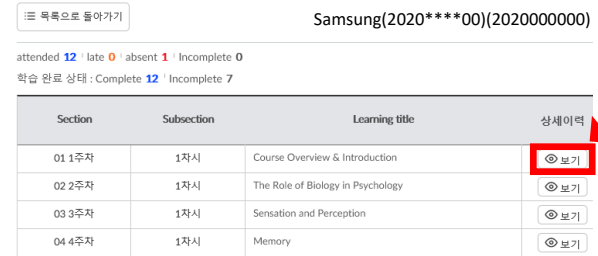
Introduction to Psychology

Online attendance count 13

Attendance status - attended : ● | late : ▲ | absent : X

Name	Student ID	attended	late	absent	not completed
가나다(201912345)	201912345	1	0	0	3
나다라(201923456)	201923456	3	0	0	1
다라마(201934567)	201934567	0	0	0	4
라마바(201945678)	201945678	0	0	0	4
김	201956789	4	0	0	0
김	201967890	4	0	0	0
양	201978901	2	0	0	2
노	201989012	4	0	0	0
김	201990123	1	0	0	3

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

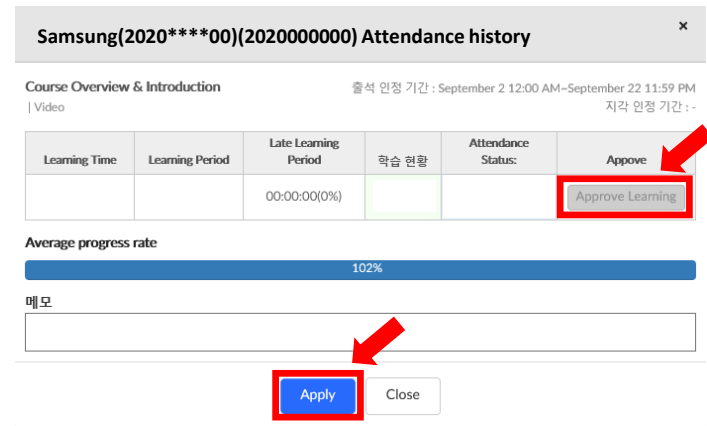


! 목록으로 돌아가기 Samsung(2020****00)(2020000000)

attended 12 | late 0 | absent 1 | Incomplete 0
학습 완료 상태 : Complete 12 | Incomplete 7

Section	Subsection	Learning title	상세이력
01 1주차	1차시	Course Overview & Introduction	보기
02 2주차	1차시	The Role of Biology in Psychology	보기
03 3주차	1차시	Sensation and Perception	보기
04 4주차	1차시	Memory	보기

③ Click Approve Learning → Apply



Samsung(2020****00)(2020000000) Attendance history

Course Overview & Introduction 출석 인정 기간 : September 2 12:00 AM~September 22 11:59 PM
| Video | 자각 인정 기간 : -

Learning Time	Learning Period	Late Learning Period	학습 현황	Attendance Status:	Approve
		00:00:00(0%)			Approve Learning

Average progress rate 102%

메모

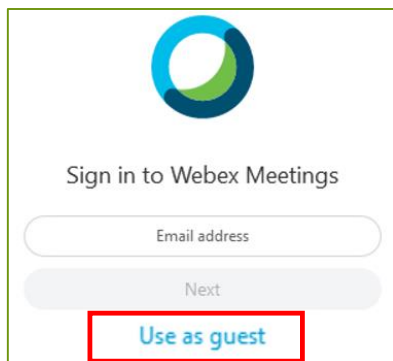
Apply Close

3-3. Participation in Webex Lecture room – PC program & Mobile App

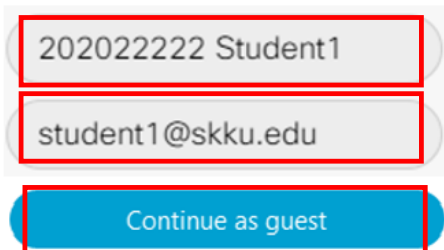
PC client (Windows, Mac) - Go to <https://www.webex.com/downloads.html>

→ Download Webex Meetings → Launch

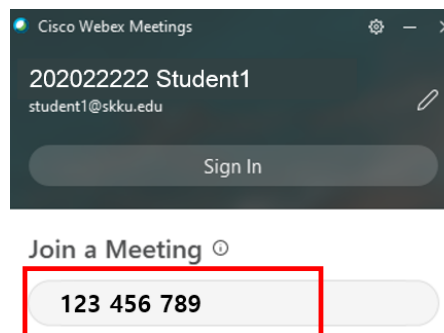
① Click **Use as guest**



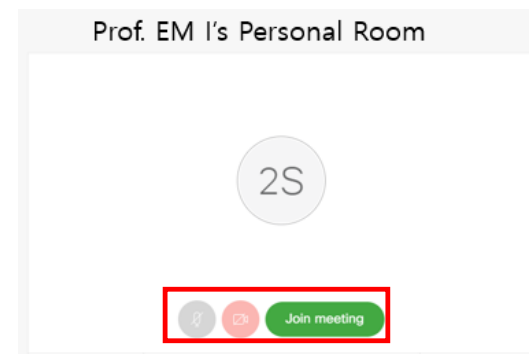
② Enter information
(Student No.+Name/email)
→ **Continue as guest**



③ Enter **Meeting No.**
and click **Join a Meeting**



④ **MIC OFF** **VIDEO ON** → Click **Join Meeting** button

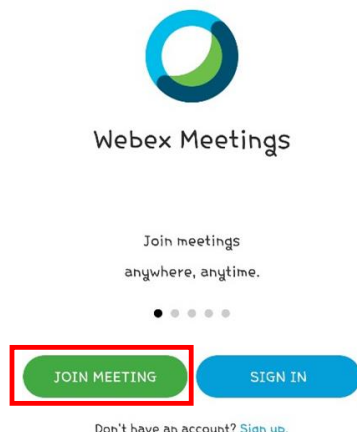


✓ Mobile client (Android, iOS) - Search **Cisco Webex Meetings** and install

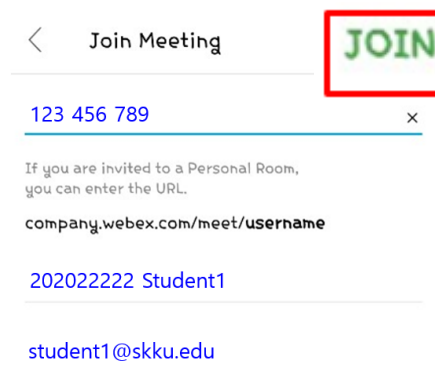
① Search **Cisco Webex Meetings** and install



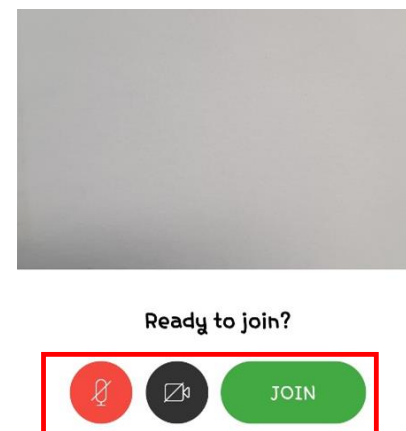
② Click **Join Meeting**



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



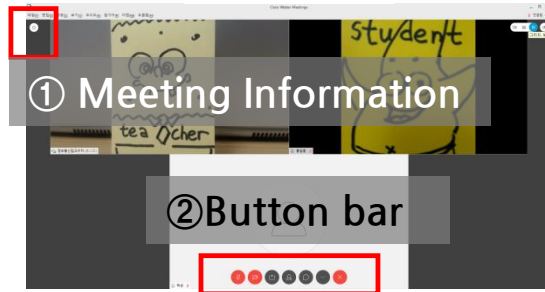
④ **MIC OFF** **VIDEO ON** → Click **Join Meeting** button



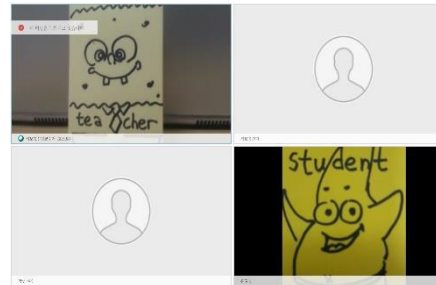
3-4. Webex Category details for Students

✓ Default page

• PC



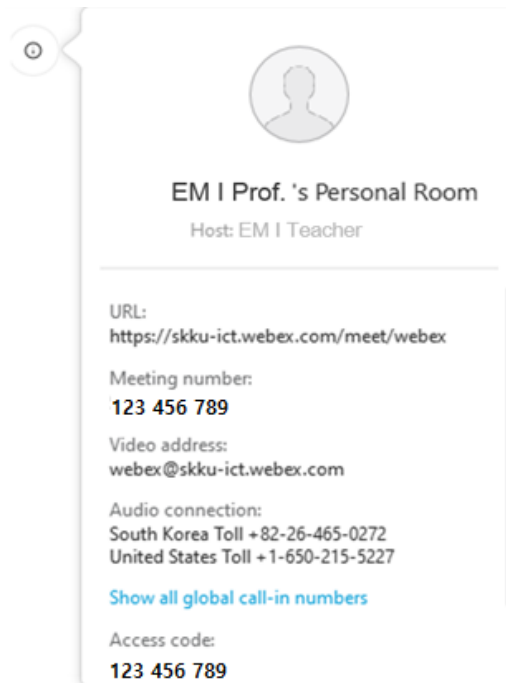
• Tablet



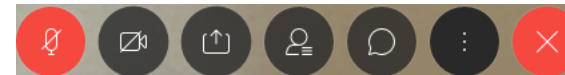
• Smartphone



① Meeting information - URL, Meeting Number



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