Click the Courses Below

- Course 1 - Getting Started
- Course 2 - Setting Up Your WebEx Account
- Course 3 - Attending WebEx Meetings
- Course 4 - Hosting a WebEx Meeting
- Course 5 - Presenting in WebEx
- Course 6 - Recording Your Meetings

Help Guides & Resources

C.A.H.S. WebEx Training

Curriculum Launch Page
# Lesson 1 - What is WebEx?

**Lesson Description:**
Introduction to WebEx and its most common uses.

**Lesson Objectives:**
1. An awareness of what WebEx is and how it is best used in our environment.
2. Locate and login to the WebEx Dashboard from UC’s Canopy Site.

**Click here to access the lesson**

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# Lesson 2 - WebEx Terminology

**Lesson Description:**
Becoming familiar with the common WebEx terms and lingo.

**Lesson Objectives:**
1. Identify the meanings for commonly used WebEx Terminology.

**Click here to access the lesson**
Lesson 1.1 - What is WebEx?

Lesson Description: This lesson will introduce WebEx and some of its uses.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

**Lesson Objectives:**
1. An awareness of what WebEx is and how it is best used in our environment.
2. Locate and login to the WebEx Dashboard from UC’s Canopy Site

**Lesson Sequence:**

1. Intro & What is WebEx (2 min)
2. How to Login (2 min)
3. Exercise - Login (1 min)
4. Proceed to Lesson 1.2
   - Click Here

**Icon Legend:**
- **S**: Simulation
- **Self-paced Module**
- **Help Guide**
- **Self-paced Activity**
Lesson Description: This lesson will cover the most commonly used WebEx terms.

- Click the *Icons* below each heading in the *Lesson Sequence* to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Identify meaning for commonly used WebEx Terminology.

Lesson Sequence:

1. **General Terminology** (2 min)
2. **Meeting Terminology** (2 min)
3. **Proceed to Course 2**
   - Click Here

Icon Legend:

- **Help Guide**
### Course 2 – Setting Up WebEx

#### Course Information

**Lesson 1 – General Setup**

**Lesson Description:** Setting up your WebEx account to include personal information, contact details, and preferences for audio, meeting, and scheduling.

**Lesson Objectives:**
1. Identify elements of a Host account that require personal information
2. Follow the steps in order to set up default WebEx Preferences

[Click here to access the lesson](#)

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**Lesson 2 – Plugins and Productivity Tools**

**Lesson Description:** Introduction to WebEx plugins and productivity tools.

**Lesson Objectives:**
1. Identify what plugins you may require based on your operating system and browser of choice.
2. Distinguish which (if any) productivity tools you will need/want to use.

[Click here to access the lesson](#)

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**Time:** 10.5 mins
Lesson Description: This lesson will cover basics in setup for your WebEx Account.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Identify elements of a Host account that require personal information
2. Follow the steps in order to set up default WebEx Preferences

Lesson Sequence:

1. **Meeting Center Intro** (3 min)
2. **Setup Your Profile & Preferences** (3.5 min)
3. Proceed to Lesson 2.2 Click Here

Icon Legend:

- Self-paced Module
- Help Guide
Lesson 2.2 - WebEx Meeting Plugins and Productivity Tools (5mins)

Lesson Description: This lesson will introduce WebEx and some of its uses.

- Click the Icons below each heading in the Lesson Sequence to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Identify what plugins you may require based on your operating system and browser of choice.
2. Distinguish which (if any) productivity tools you will need/want to use.

Lesson Sequence:
- WebEx Add-ons Intro (1.5 min)
- Productivity Tools & Plugins (3.5 min)
- Proceed to Course 3 Click Here

Icon Legend:
- Self-paced Module
- Help Guide
# Course 3 – Attending a Meeting

## Time: 16.5 mins

### Course Information

#### Lesson 1 – Joining a WebEx Meeting

**Lesson Description:**
Introduction to joining a WebEx meeting.

**Lesson Objectives:**
1. Follow the steps to join a WebEx meeting using a Meeting Link sent via Email or Blackboard.
2. Follow the steps to join a WebEx meeting when presented with a “Meet Now” invitation.

#### Lesson 2 – Call-in Options

**Lesson Description:**
Explanation of the two different call in options for WebEx Meetings.

**Lesson Objectives:**
1. Identify the two options to call-in to a WebEx Meeting.
2. Follow the steps to connect your audio to a WebEx Meeting.

#### Lesson 3 – The Participant Panel & Chatting

**Lesson Description:**
Introduction to the Participant Panel and the Chat feature.

**Lesson Objectives:**
1. Locate and Navigate the Participant Panel
2. Locate and Use the Chat Pod

#### Lesson 4 – Receiving Presenter Control

**Lesson Description:**
Introduction to accepting the presenter role from a meeting host and sharing content.

**Lesson Objectives:**
1. Accept Presenter role when the meeting host changes your user role.
2. When made the presenter, share content with other users in the room.

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[Click here to access the lesson]

[Click here to access the lesson]

[Click here to access the lesson]

[Click here to access the lesson]
Lesson 3.1 – Joining a WebEx Meeting

Lesson Description: Introduction to joining a WebEx meeting as a participant.

- Click the Icons below each heading in the Lesson Sequence to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Follow the steps to join a WebEx meeting using a Meeting Link sent via Email or Blackboard.
2. Follow the steps to join a WebEx meeting when presented a “Meet Now” initiation.

Lesson Sequence:
1. Join a Meeting Intro (2mins)
2. How to accept Meeting Invites (2mins)
3. Proceed to Lesson 3.2 Click Here

Icon Legend:
- Help Guide
Lesson Description: In this lesson, we will explore the two different call in options for WebEx meetings and explain the differences.

- Click the Icons below each heading in the Lesson Sequence to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Identify the two options to call-in to a WebEx Meeting
2. Follow the steps to connect your audio to a WebEx Meeting.

Lesson Sequence:

Call by Phone / Call by Computer Audio
(2:30mins) ➔ Proceed to Lesson 3.3
Click Here

Icon Legend:
Help Guide
Lesson 3.3 – Participant Panel & Chatting

Lesson Description:

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:

1. Locate and Navigate the Participant Panel
2. Locate and Use the Chat Pod

Lesson Sequence:

1. WebEx Panels Overview (2min)
2. Using the Participant & Chat Panels (2min)
3. Proceed to Lesson 3.4 Click Here

Icon Legend:

- Self-paced Module
- Help Guide
Lesson 3.4 – Receiving Presenter Control

Lesson Description:
- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Accept Presentership when the meeting host changes your user role
2. When made the presenter, share content with other users in the room.

Lesson Sequence:

- **Presenter Control** (1min)
- **Sharing Content in the Meeting** (3.5mins)
- Proceed to Course 4
  Click Here

Icon Legend:
- **S** Simulation
- **Self-paced Module**
- **Help Guide**
# Course 4 – Hosting a Meeting

## Course Information
- **Lesson 1 – Organizing a Meeting**
  - **Lesson Description:** Explanation of how to organize and schedule meetings through your WebEx Dashboard.
  - **Lesson Objectives:**
    1. Locate and Enter your personal WebEx Room
    2. Locate meeting room web address
    3. Through the Meeting Center, schedule a meeting/reoccurring meeting in the future.

- **Lesson 2 – Inviting Participants**
  - **Lesson Description:** Introduction to adding/inviting participants to your WebEx Meetings.
  - **Lesson Objectives:**
    1. Sending an Email invite
    2. Sharing a meeting room link on blackboard.
    3. Through the Meeting Center, schedule a meeting/reoccurring meeting in the future.

- **Lesson 3 – Starting & Ending a Meeting**
  - **Lesson Description:** Explanation of how to start and end your meetings.
  - **Lesson Objectives:**
    1. Starting your meeting
    2. Ending your meeting
    3. Using the “Lock Room” feature.

## Time:
- 16 mins

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Click here to access the lesson
Lesson 4.1 – Organizing a Meeting

Lesson Description: Explanation of how to organize and schedule meetings through your WebEx Dashboard.

➢ Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
➢ You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Locate and Enter your personal WebEx Room
2. Locate meeting room web address
3. Through the Meeting Center, schedule a meeting/reoccurring meeting in the future.

Lesson Sequence:

1. Organize a Meeting (2mins)
2. Personal Meeting Room Info (2mins)
3. Schedule a Meeting (2.5mins)
4. Proceed to Lesson 4.2 Click Here

Icon Legend:

- **Self-paced Module**
- **Help Guide**
Lesson Description: Introduction to adding/inviting participants to your WebEx Meetings.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Sending an Email invite
2. Sharing a meeting room link on blackboard.
3. Through the Meeting Center, schedule a meeting/reoccurring meeting in the future.

Lesson Sequence:

**Email/Post your WebEx Link** (4.5mins) → **Schedule a Meeting / Future Meeting** (2min) → **Proceed to Lesson 4.3 Click Here**

Icon Legend:
- Self-paced Module
- Help Guide
Lesson 4.3 – Starting and Ending a Meeting

Lesson Description: Explanation of how to start and end your meetings.

- Click the **Icons** below each heading in the Lesson Sequence to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Starting your meeting
2. Ending your meeting
3. Using the “Lock Room” feature.

Lesson Sequence:

1. Entering & Leaving Your Room (1 min)
2. Using the Lobby (2 mins)
3. Proceed to Course 5 Click Here

Icon Legend:

- Self-paced Module
- Help Guide
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<tr>
<th>Lesson 1 – Sharing Your Desktop</th>
<th>Lesson 2 – The Presenter Tools</th>
<th>Lesson 3 – Sharing Files</th>
<th>Lesson 4 – Streaming a Webcam</th>
<th>Lesson 5 – Managing Audio</th>
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</thead>
<tbody>
<tr>
<td><strong>Lesson Description:</strong> Explanation of how to share your desktop and content with meeting participants.</td>
<td><strong>Lesson Description:</strong> Explanation of the tools available to a presenter/host and how best to use them.</td>
<td><strong>Lesson Description:</strong> Explanation of how to share documents and files with students through the meeting.</td>
<td><strong>Lesson Description:</strong> Explanation of how to stream your webcam during a webex meeting.</td>
<td><strong>Lesson Description:</strong> Explanation of the types of meeting audio and how to manage them.</td>
</tr>
<tr>
<td><strong>Lesson Objectives:</strong> 1. From an active WebEx meeting, share your screen. 2. From an active WebEx meeting, share an application 3. From an active WebEx meeting, share your meeting window</td>
<td><strong>Lesson Objectives:</strong> 1. During an active WebEx meeting, navigate the tab structure. 2. During an active WebEx meeting, locate and use the toolbar available to you as the presenter. 3. During an active WebEx meeting, locate and use a Whiteboard.</td>
<td><strong>Lesson Objectives:</strong> 1. During an active WebEx meeting, share a file with meeting participants</td>
<td><strong>Lesson Objectives:</strong> 1. During an active WebEx meeting, stream your webcam so participants can see you.</td>
<td><strong>Lesson Objectives:</strong> 1. When starting a WebEx meeting, locate and manage your audio connections to ensure participants can hear you and you them.</td>
</tr>
</tbody>
</table>
Lesson 5.1 – Sharing your Desktop & Applications

Lesson Description: Explanation of how to share your desktop and content with meeting participants.

- Click the Icons below each heading in the Lesson Sequence to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. From an active WebEx meeting, share your screen.
2. From an active WebEx meeting, share an application
3. From an active WebEx meeting, share your meeting window

Lesson Sequence:
Sharing Your Screen & Applications (2min) → Share Your Meeting Window (4min) → Proceed to Lesson 5.2

Icon Legend:

Simulation
Help Guide
Lesson 5.2 – The Presenter Tools

**Lesson Description:** Explanation of the tools available to a presenter/host and how best to use them.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

**Lesson Objectives:**
1. During an active WebEx meeting, navigate the tab structure.
2. During an active WebEx meeting, locate and use the toolbar available to you as the presenter.
3. During an active WebEx meeting, locate and use a Whiteboard.

**Lesson Sequence:**

- **Presenter Tool Bar** (2min)
- **Using the Whiteboard & Annotation Tools** (2min)
- **Make an Attendee the Presenter** (1.5min)
- Proceed to Lesson 5.3 Click Here

**Icon Legend:**

- Self-paced Module
- Help Guide
Lesson 5.3 – Sharing Files in WebEx (2mins)

Lesson Description: Explanation of how to share documents and files with students through the meeting

- Click the Icons below each heading in the Lesson Sequence to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
During an active WebEx meeting, share a file with meeting participants.

Lesson Sequence:
- Sharing Files (2mins)
  - Proceed to Lesson 5.4
  - Click Here

Icon Legend:
- Self-paced Module
Lesson 5.4 – Streaming a Webcam

Lesson Description: Explanation of how to stream your webcam during a WebEx meeting.

➢ Click the Icons below each heading in the Lesson Sequence to access that specific training element.
➢ You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. During an active WebEx meeting, stream your webcam so participants can see you.

Lesson Sequence:

Using a Webcam (3mins) ➔ Proceed to Lesson 5.5

Click Here

Icon Legend:

Help Guide
Lesson 5.5 – Managing Your Meeting Audio (5mins)

Lesson Description: Explanation of the types of meeting audio and how to manage them.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. When starting a WebEx meeting, locate and manage your audio connections to ensure participants can hear you and you them.

Lesson Sequence:

Audio Controls Intro (2mins) → Dial-in Settings & Computer Audio (1.5mins) → Proceed to Course 6 Click Here

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<tr>
<th>Lesson 1 – How to Record a Meeting</th>
<th>Lesson 2 – Playing Back a Recorded Meeting</th>
<th>Lesson 3 – Sharing a Recorded Meeting</th>
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</thead>
<tbody>
<tr>
<td><strong>Lesson Description:</strong> Introduction to recording meetings.</td>
<td><strong>Lesson Description:</strong> Explanation of how to find and play recorded meetings.</td>
<td><strong>Lesson Description:</strong> Explanation of how to share your recorded meetings with others.</td>
</tr>
<tr>
<td><strong>Lesson Objectives:</strong> 1. During an active WebEx meeting, locate and start the record feature.</td>
<td><strong>Lesson Objectives:</strong> 1. Locate your recorded meetings and select the meeting to be played 2. If not already completed, download the network player.</td>
<td><strong>Lesson Objectives:</strong> 1. Upload a Recorded Meeting to Blackboard using the Streaming Link. 2. Email the Streaming Link. 3. Convert to an MP4 and upload to Blackboard.</td>
</tr>
</tbody>
</table>

**Course Information**

Course 6 – Recording Meetings

**Time:** 13 mins
Lesson 6.1 – How to Record a WebEx Meeting

Lesson Description: Introduction to recording meetings.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. During an active WebEx meeting, locate and start the record feature.

Lesson Sequence:

- Recording your Meeting (2mins)
- Proceed to Lesson 6.2
- Click Here

Icon Legend:

- Self-paced Module
- Help Guide
Lesson 6.2 – Playing Back a Recorded Meeting

Lesson Description: Explanation of how to find and play recorded meetings.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Locate your recorded meetings and select the meeting to be played
2. If not already completed, download the network player.

Lesson Sequence:

- **Locate Your Recorded Meetings** (2.5mins)
- **The Network Player** (2.5mins)
- **Proceed to Lesson 6.3** Click Here

Icon Legend:

- **Help Guide**
Lesson 6.3 – Sharing a Recorded Meeting

Lesson Description: Explanation of how to share your recorded meetings with others.

- Click the **Icons** below each heading in the **Lesson Sequence** to access that specific training element.
- You may click on each in a linear progression, or skip around as you choose based on your needs.

Lesson Objectives:
1. Upload a Recorded Meeting to Blackboard using the Streaming Link.
2. Email the Streaming Link.
3. Convert to an MP4 and upload to Blackboard.

Lesson Sequence:

- **Sharing the Streaming Link** (3mins)
- **Troubleshooting Network Player** (2.5mins)
- **Converting a Recorded Meeting to an MP4** (3mins)

Icon Legend:

- Self-paced Module
- Help Guide

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