If you face technical issues please contact:

● IITS Helpdesk: Ext 0123 (Please quote "WebEx")

● IITS Email: elearn@smu.edu.sg

If you require pedagogical support, tips and strategies on conducting a WebEx session, please visit the CTE website:

● CTE website:

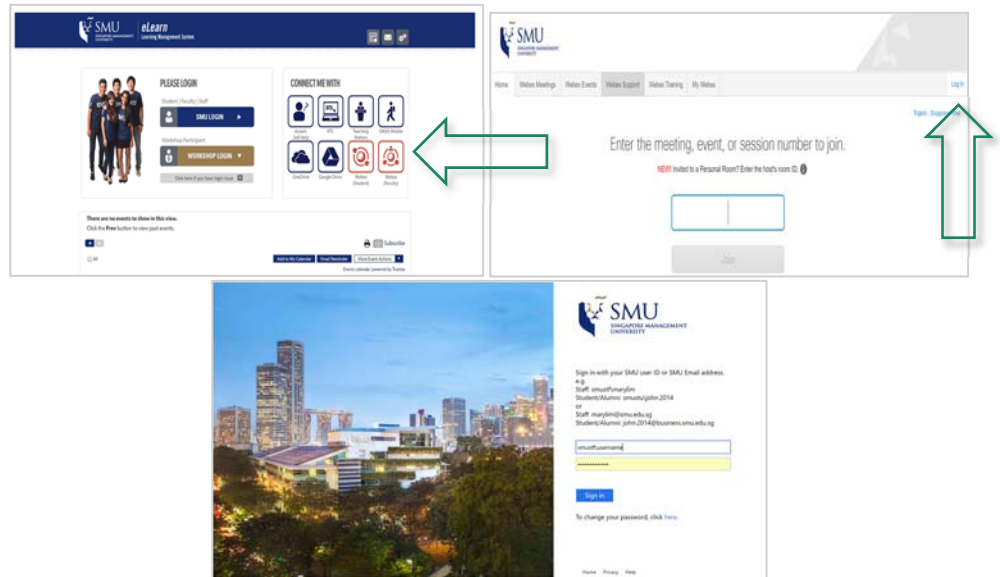http://cte.smu.edu.sg

or contact us at:

● CTE Email: cte@smu.edu.sg

# WebEx Instructor Quick Guide Emergency Preparedness for Teaching and Learning (EPTL)

Step 1: Access eLearn Main Login Page

Go to https://eLearn.smu.edu.sg and click on WebEx (faculty) **RED** icon. Click on 'Log in' at the top right corner of the WebEx page and login with your SMU User ID and password.

Step 2: Access your own WebEx Personal Room

Click on 'Start Meeting' **GREEN** button to access your own Personal Room. You may be required to install a Cisco WebEx add-on if this is your first time accessing the platform.
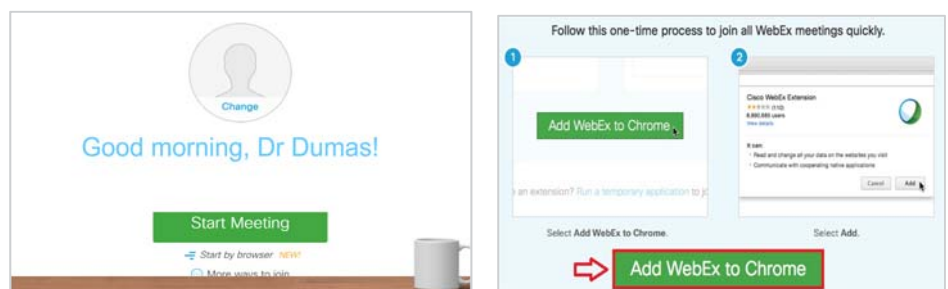
WebEx Personal Room

Cisco WebEx Add-on Installation

(Installation steps may differ from browser to browser)

Step 3: Getting ready for your online WebEx session

Begin your online session by clicking on the 'Use my computer for Audio' icon to test if the students can hear you.
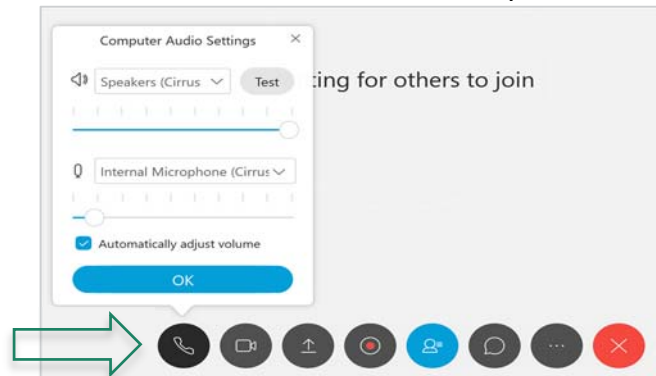

Step 4: Share File

Click on the 'Share content' icon at the bottom of the screen and select 'Share File'. Select your deck of slides for presentation, click on the 'Continue' button to share the slides. Please note that PowerPoint animations will not work if you choose this option but it will ensure that your slides will displayed side-by-side with the Participants, Chat panel on the right and Annotation panel on the left.
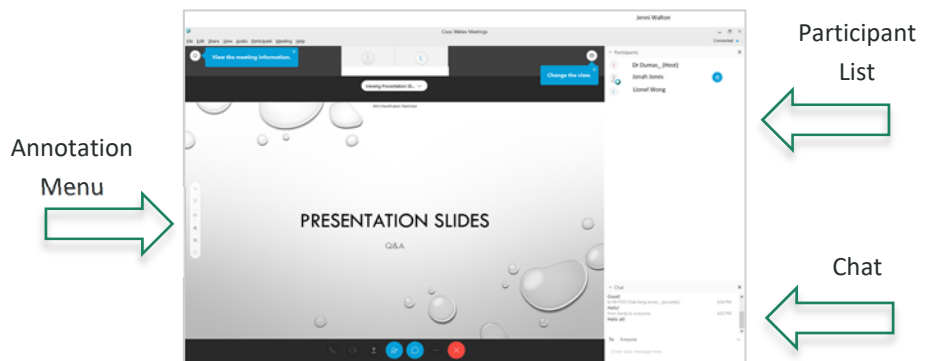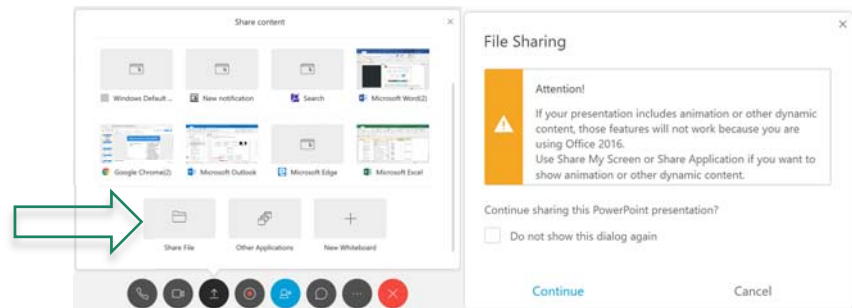
Step 5: Chat Function

Call up the chat function by clicking on the chat icon .

In the "Send to:" dropdown box, you can select to chat with 'Everybody' or with specific students by selecting their name, typing your message and clicking the 'Send' button.
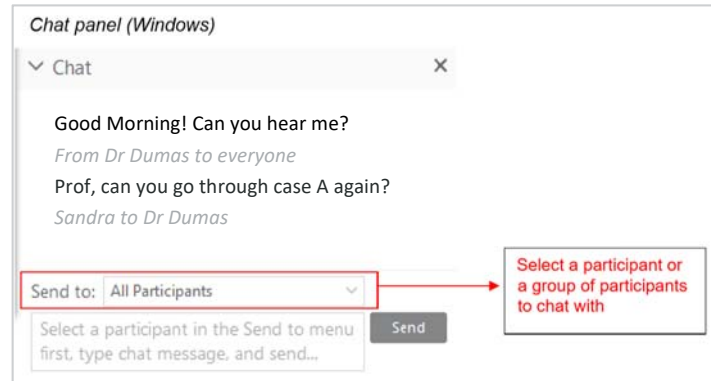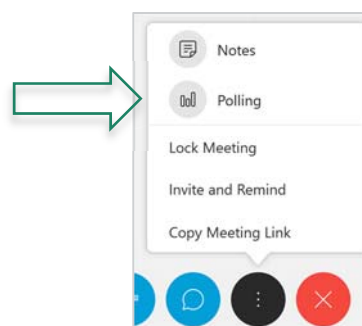

Step 6: Poll Function

(i) The poll feature can be accessed via the 'View' tab > Panels > Manage Panels. Select 'Polling' under the Available panels box and click on 'Add' button to bring 'Polling' to the Current panels box. Click OK to effect the change.
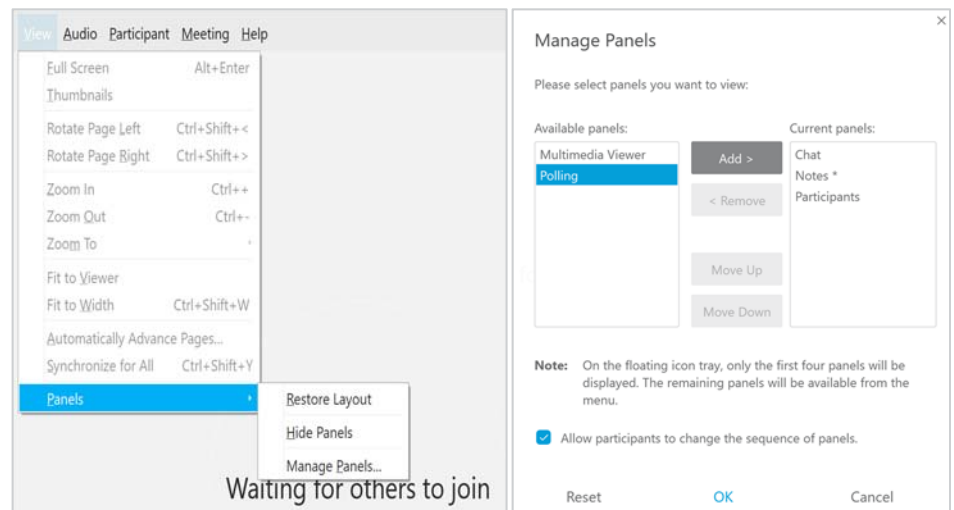
(ii) Activate the poll function under the "More options" icon .

(iii) Select Question Type to select either Multiple choice – Single Answer, Multiple choice – Multiple Answer or Short Answer and type in your question. For the Answer section, Click the Add button to add in the various options.

(iv) Click on Open Poll to launch poll.

Step 7: Assign presenter rights

If you wish to assign presenter rights to your students, you can drag the ball to your student's name and click Yes for her to present her slides. Once she is done, you can drag the ball back to your own name to regain presenter rights.