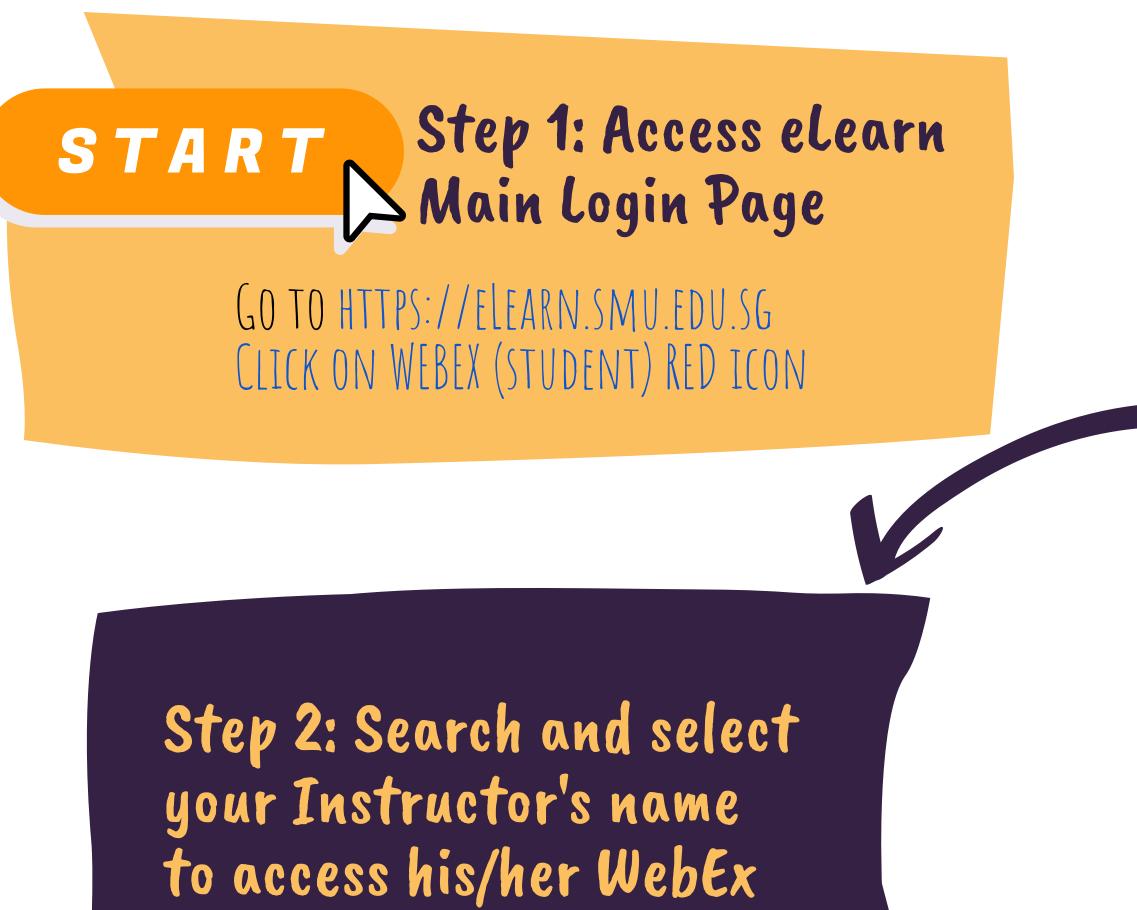


Centre for Teaching Excellence WebEx Student Quick Guide (Emergency Preparedness for Teaching and Learning)



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Click the Prev button to view past events. Click the Prev button to view past events. Click the Prev button to view past events. All Add to My Calendar Email Reminder More Event Actions C Events calendar powered by Trumba		Student Faculty Staff SMU LOGIN Workshop Participant WORKSHOP LOGIN	$ \begin{array}{c} \hline \\ eLearn \\ Self-Help \\ \hline \\ OneDrive \\ \hline \\ OneDrive \\ \hline \\ \hline \\ \hline \\ OneDrive \\ \hline \\ $
Terms of Use Privacy Statement eLearn is managed by the Learning Systems and Technologies team of IITS. Copyright © 2018 IITS, SMU. All Rights Reserved Recommended browsers: Internet Explorer 10, Firefox, Chrome, Safari 6	Click the Prev button to view		Add to My Calendar Email Reminder More Event Actions
	Terms of Use Privacy Statement Copyright © 2018 IITS, SMU. All Rigi	ts Reserved	eLearn is managed by the Learning Systems and Technologies team of IITS. Recommended browsers: Internet Explorer 10, Firefox, Chrome, Safari 6



Search for names.

Instructor's WebEx Personal Room List

Personal Room page

(UPON FIRST ACCESS, YOU MAY BE REQUIRED TO INSTALL A CISCO WEBEX ADD-ON)

Dear student, please search for your instructor's name and click on it to enter his/her WebEx Personal Room.

School/Dept	Name	
LKCSB	Aaron Low	
LKCSB	Ajay KOHLI	

		Cisco WebEx Extension	
Δd	d WebEx to Chrome 📐	******* (110) 8,890,685 users View details	(
		It can:	
		 Read and change all your data on the websites Communicate with cooperating native applicate 	
	on? Run a temporary application to jo		Cancel

Add WebEx to Chrome

Installation instructions may vary from browser to browser.

Step 4: Preparing for the session

Step 3: Join the session

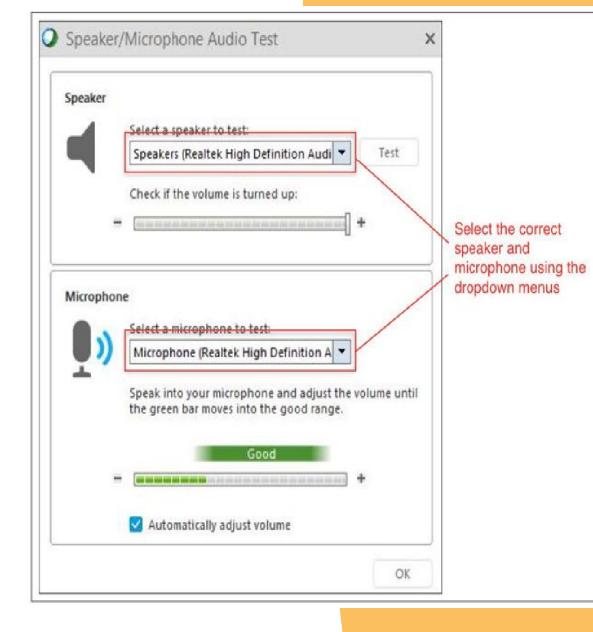
ENTER YOUR NAME AND SMU EMAIL ADDRESS TO JOIN THE ONLINE SESSION

Your name

Your email address

Join Meeting

YOU'RE ALL SET FOR YOUR WEBEX SESSION! IF YOU FACE TECHNICAL PROBLEMS, PLEASE CONTACT: IITS HELPDESK: EXT 0123 (PLEASE QUOTE "WEBEX") IITS EMAIL: ELEARN@SMU.EDU.SG CTE EMAIL: CTE@SMU.EDU.SG



CHOOSE A QUIET PLACE FOR Your session.

CHECK THAT YOUR HARDWARE SPEAKER AND MICROPHONE ARE WORKING FINE AND YOUR LAPTOP SPEAKERS ARE NOT MUTED.

WebEx Student Quick Guide (Emergency Preparedness for Teaching and Learning) **Additional Features**

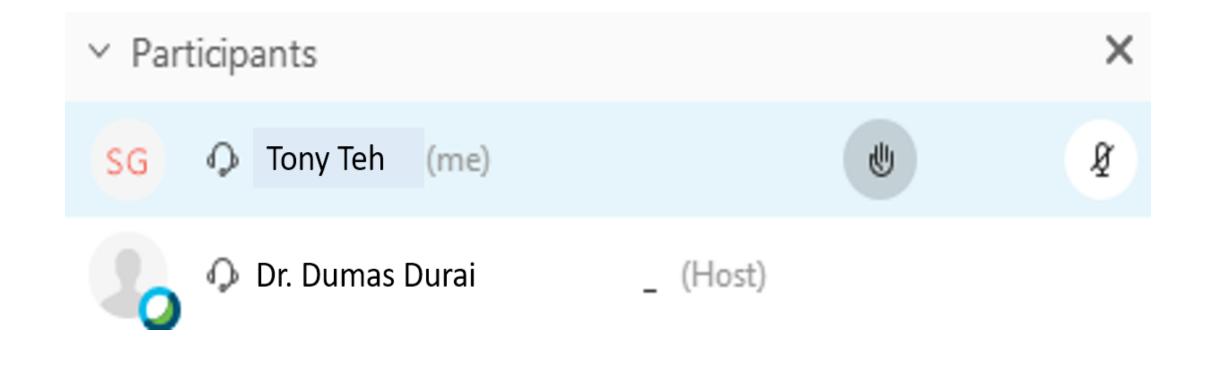
Raising Hand

Centre for

Teaching Excellence

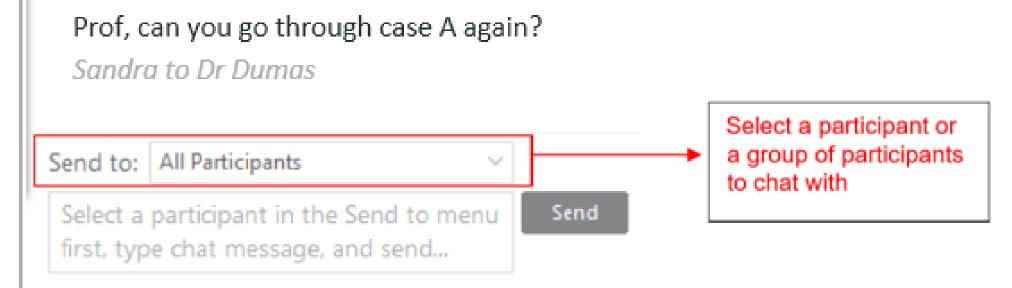
YOU MAY BE ASKED TO CLICK ON THE RAISE HAND BUTTON TO RESPOND TO YOUR INSTRUCTOR'S INSTRUCTIONS OR TO ASK QUESTIONS. YOUR MICROPHONE IS MUTED BY DEFAULT, CLICK ON THE ICON ONLY IF YOUR INSTRUCTOR REQUESTS FOR YOU TO SPEAK.

Chat panel (Windows)	
✓ Chat	×
Good Morning! Can you hear me?	
From Dr Dumas to everyone	



Chat Function

THE CHAT FUNCTION WILL COME IN HANDY WHEN YOUR INSTRUCTOR WOULD LIKE YOU TO RESPOND TO QUESTIONS AND BE INVOLVED IN DISCUSSIONS.



Responding to a Poll

YOUR INSTRUCTOR MAY REQUEST FOR YOU TO RESPOND TO POLL QUESTIONS TO GAUGE YOUR LEVEL OF UNDERSTANDING OR JUST TO FIND OUT YOUR VIEWS ON A PARTICULAR ISSUE. SIMPLY INDICATE THE PREFERRED OPTION AND CLICK SUBMIT.

YOU CAN ALSO SEEK TECHNICAL SUPPORT FROM THE TA VIA PRIVATE CHAT WITH HIM/HER ONE-TO-ONE.

✓ Polling

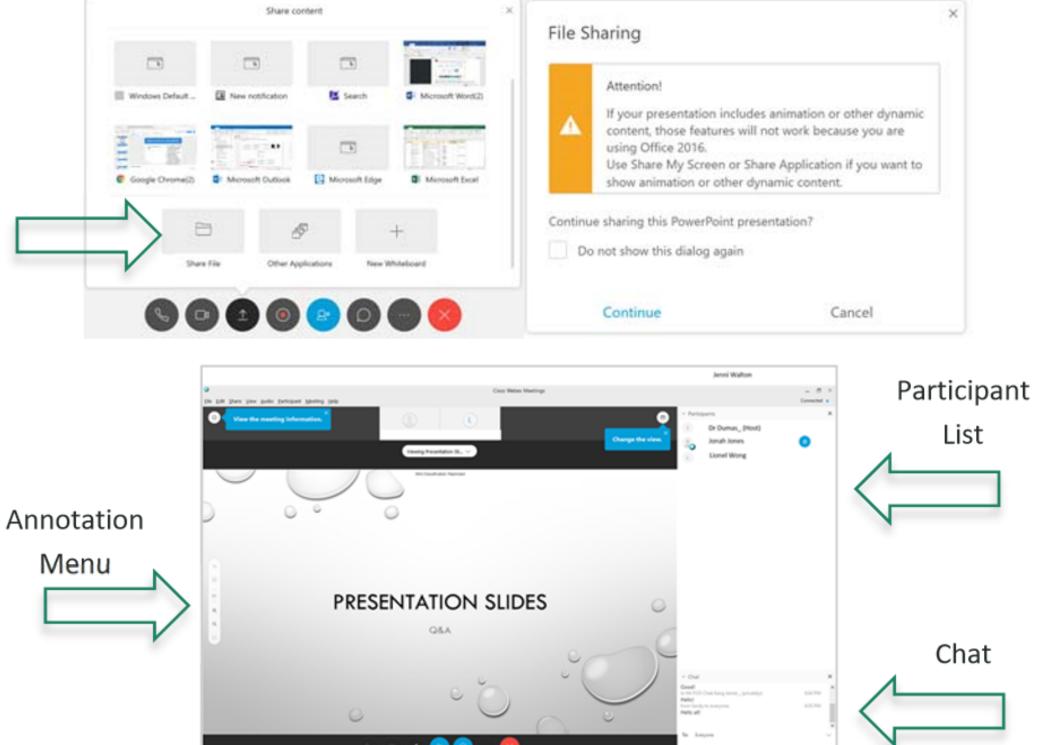
X

Remaining time: 4:44 Time limit: 5:00

Poll Questions:

- 1. Which is the correct assumption?
 - A. Option A
 - B. Option B

C. Option C



Presenter rights

YOUR INSTRUCTOR MAY PASS YOU PRESENTER RIGHTS TO PRESENT YOUR SLIDES.

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 ANIMAT WORK IF YOU CHOOSE THIS OPTION BUT YOUR SLIDES WILL DISPLAYED SIDE-BY-SIDE WITH THE PARTICIPANTS, CHAT PANEL ON THE RIGHT AND ANNOTATION PANEL ON THE LEFT.