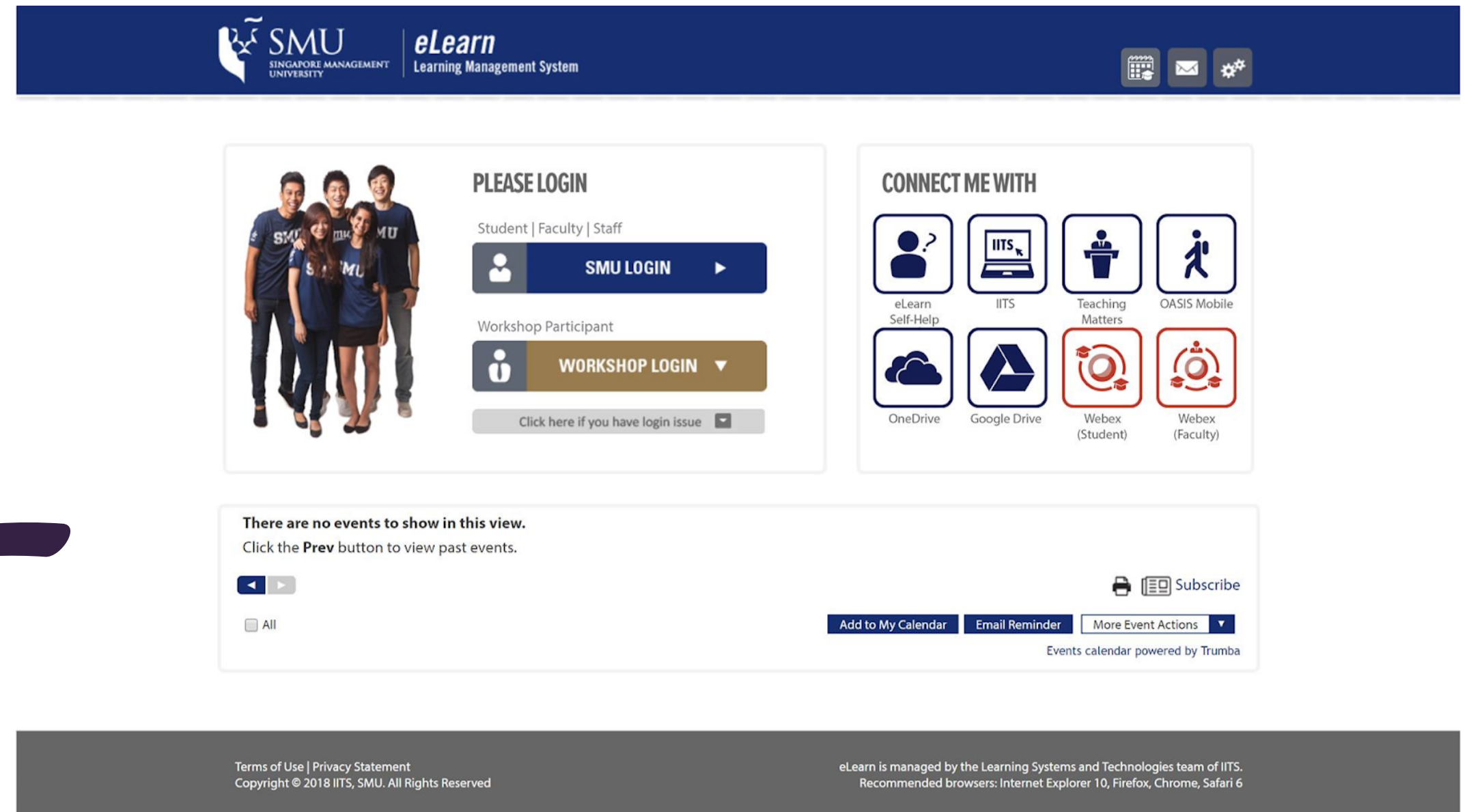


WebEx Student Quick Guide (Emergency Preparedness for Teaching and Learning)

START

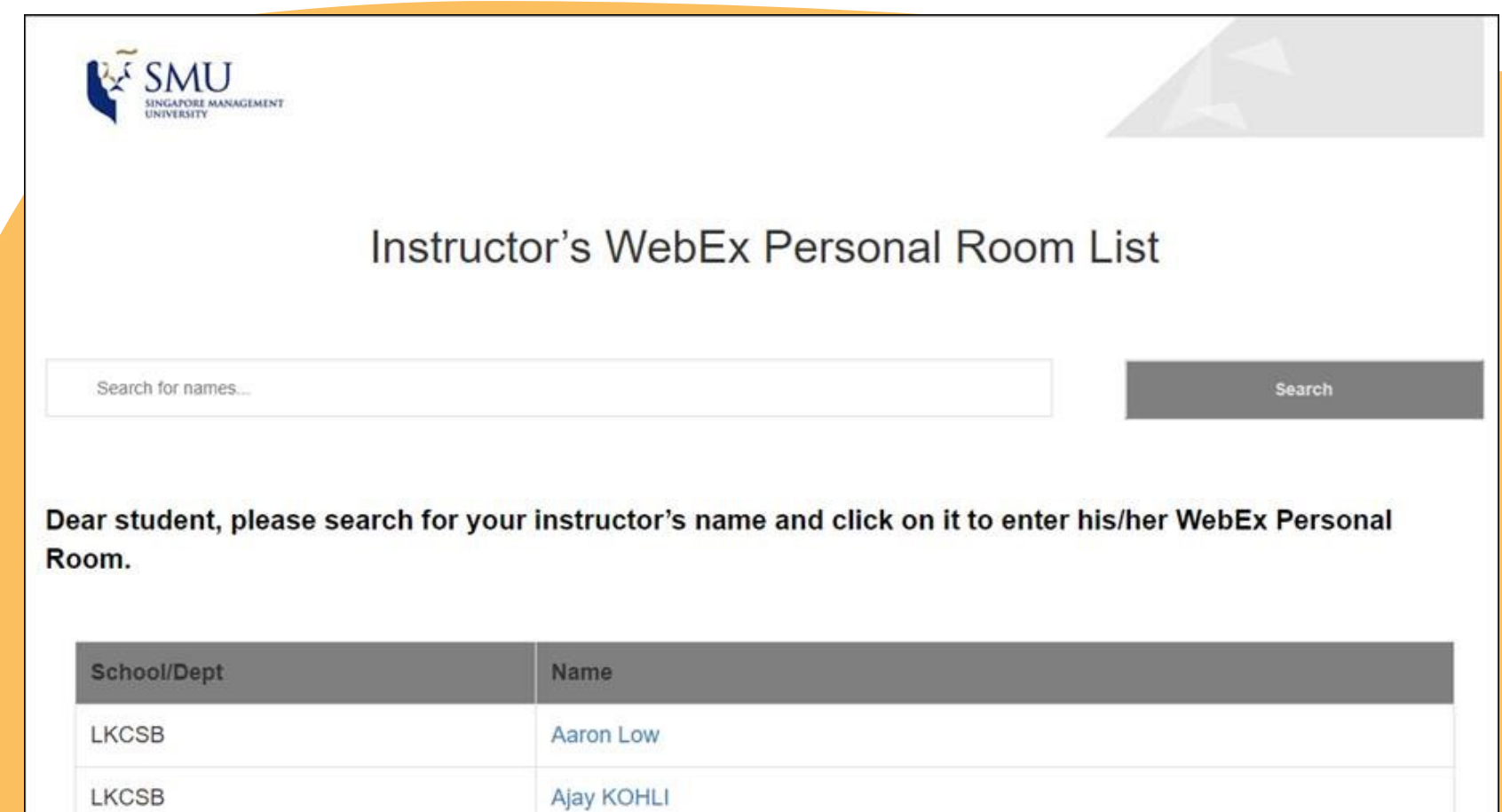
Step 1: Access eLearn Main Login Page

GO TO [HTTPS://ELEARN.SMU.EDU.SG](https://elearn.smu.edu.sg)
CLICK ON WEBEX (STUDENT) RED ICON



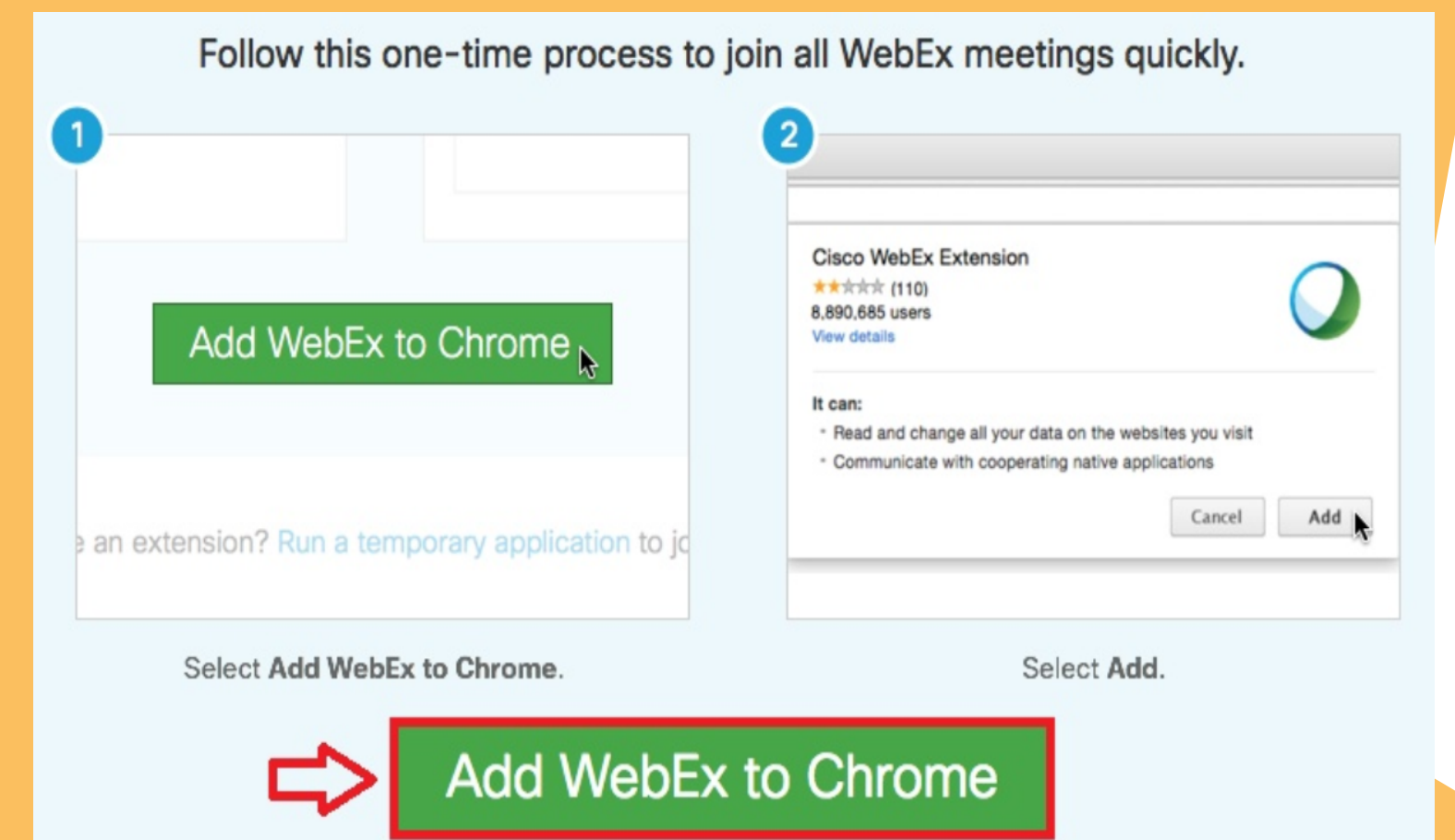
Step 2: Search and select your Instructor's name to access his/her WebEx Personal Room page

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



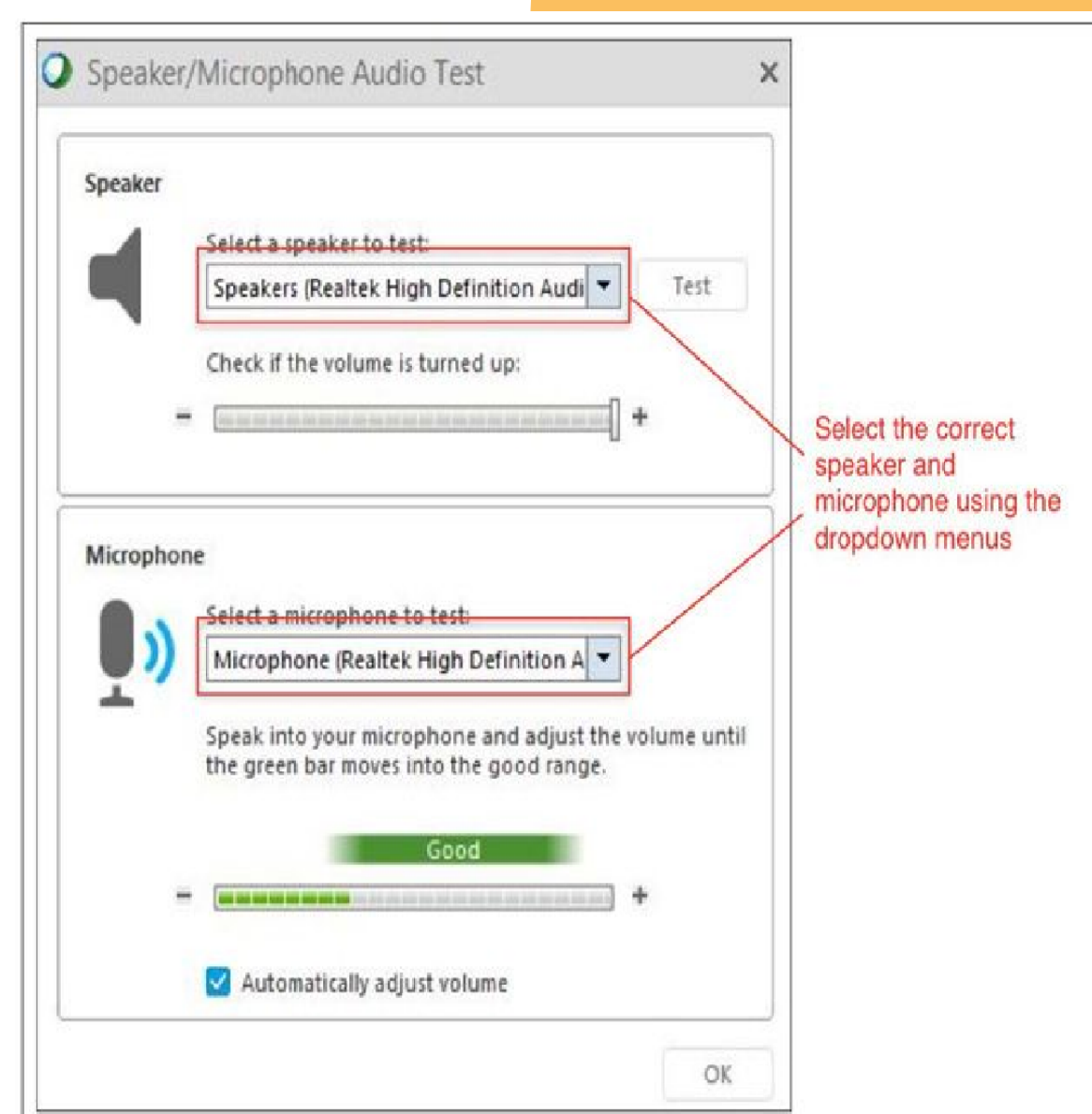
Step 3: Join the session

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



Installation instructions may vary from browser to browser.

Step 4: Preparing for the session



CHOOSE A QUIET PLACE FOR YOUR SESSION.

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

YOU'RE ALL SET FOR YOUR WEBEX SESSION!

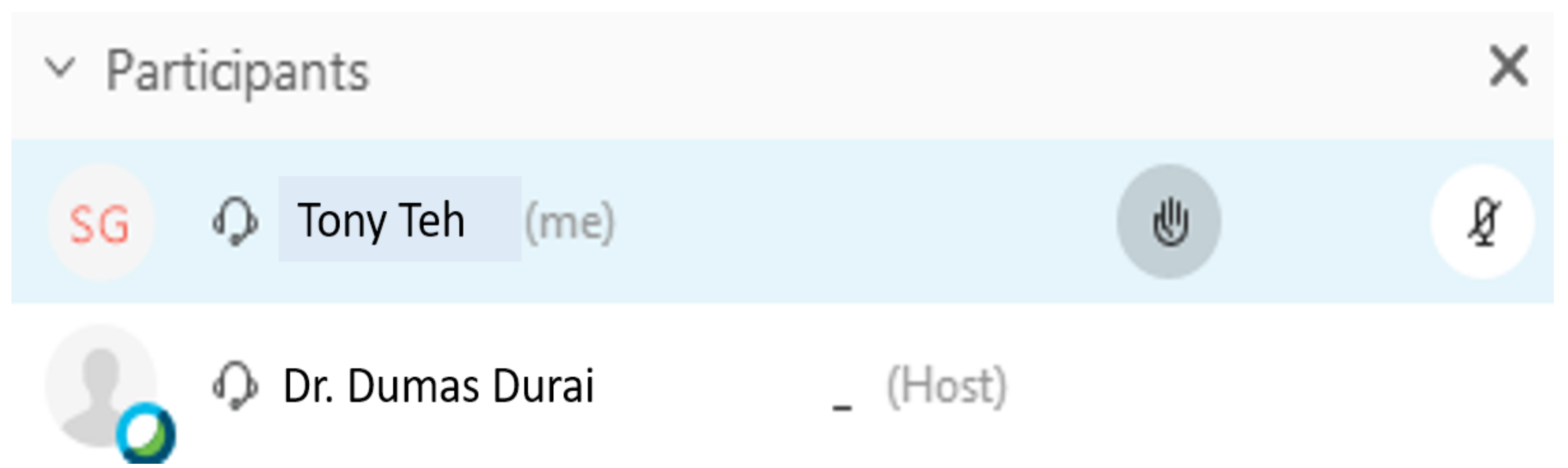
IF YOU FACE TECHNICAL PROBLEMS, PLEASE CONTACT:

- IITS HELPDASK: EXT 0123 (PLEASE QUOTE "WEBEX")
- IITS EMAIL: [ELEARN@SMU.EDU.SG](mailto:elearn@smu.edu.sg)
- CTE EMAIL: [CTE@SMU.EDU.SG](mailto:cte@smu.edu.sg)

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

Raising Hand

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 Function

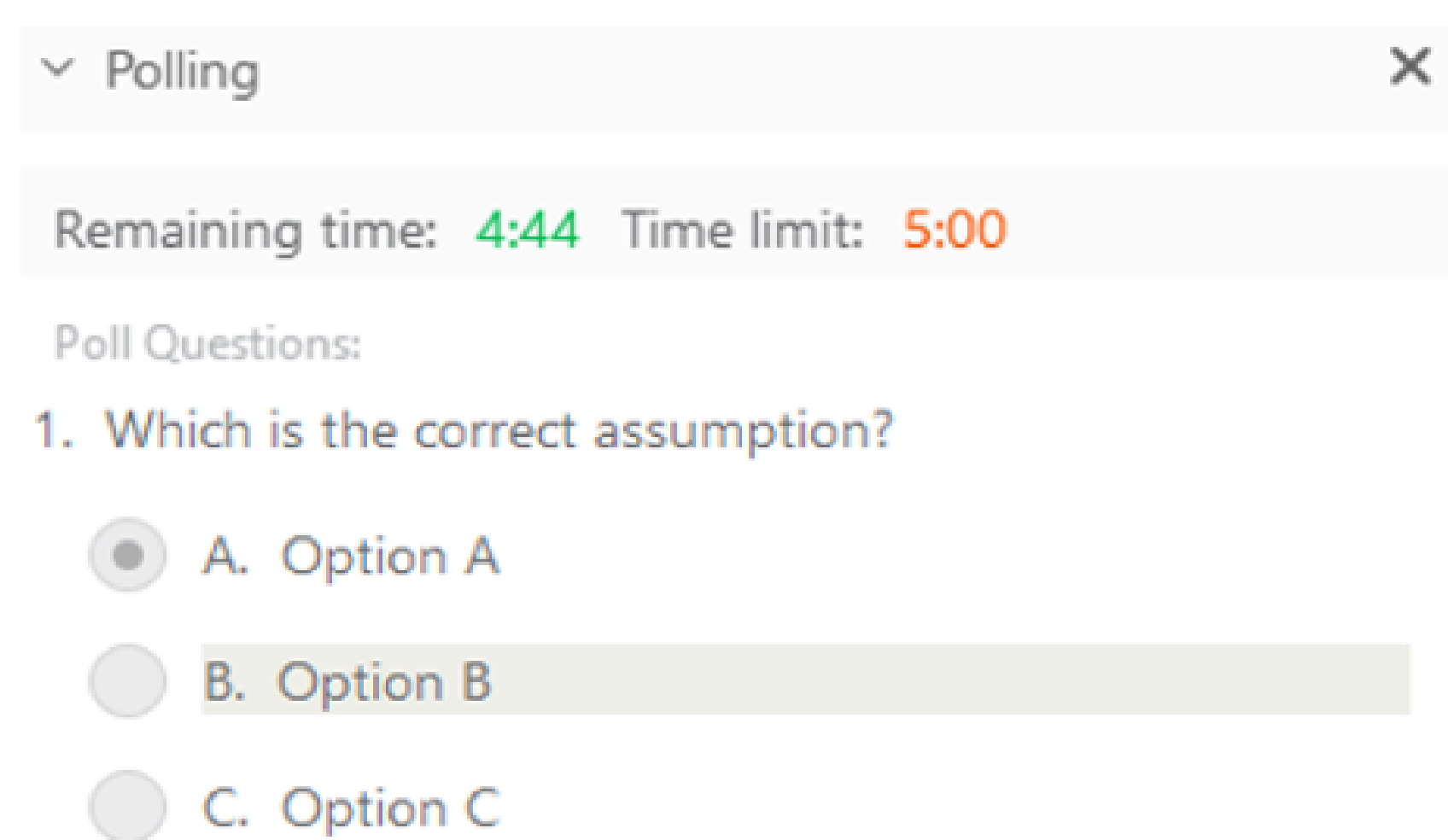
THE CHAT FUNCTION WILL COME IN HANDY WHEN YOUR INSTRUCTOR WOULD LIKE YOU TO RESPOND TO QUESTIONS AND BE INVOLVED IN DISCUSSIONS.

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



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.



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 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.

