

McMaster's Webex Meetings for First-Timers

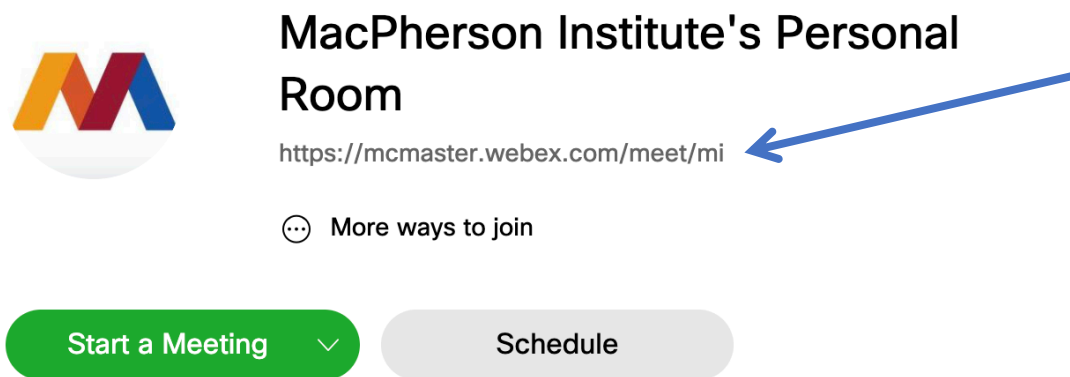
Webex Meetings is a space that you can use to meet with your students and deliver some instruction at the same time, in the same (digital) space. Everyone in the meeting is able to share their screen if needed by clicking on the "Share Screen" icon. Webex meetings can be recorded for those who can't join at the time.

GETTING STARTED:

Step 1: Create an Account by submitting a request at <http://avenue.mcmaster.ca/support/> (please allow time for this creation). You will receive confirmation of your account by email and steps to create your password

Step 2: Login to <http://webex.mcmaster.ca>

You will now see your WebEx home page. Notice the "personal meeting room" link that you can share with anyone at any time to hold a quick virtual meeting:



The screenshot shows the Webex interface for a personal meeting room. On the left is a circular logo with a stylized 'M' in orange, red, and blue. To the right of the logo, the text reads "MacPherson Institute's Personal Room" in a large, bold font. Below this, the URL "https://mcmaster.webex.com/meet/mi" is displayed, with a blue arrow pointing to it from the right. Underneath the URL is a "More ways to join" link with a three-dot menu icon. At the bottom, there are two buttons: a green "Start a Meeting" button with a downward arrow, and a grey "Schedule" button. A blue arrow points from below to the "Start a Meeting" button.

You can click "Start a Meeting" to begin. Not that you cannot schedule times for your personal meeting. It is a persistent link.

Try Testing it out now so you can check the interface and make sure your audio and video connections function properly.

SCHEDULING A MEETING:

Schedule a Meeting

Meeting template

* Meeting topic	<input type="text" value="WebEx Tutorial 1"/>
* Meeting password	<input type="text" value="webex101"/>
Date and time	Thursday, Mar 19, 2020 9:00 am Duration: 2 hours <input type="checkbox"/> (UTC-04:00) Eastern Time (US & Canada) <input type="checkbox"/>
	<input type="checkbox"/> Recurrence
Attendees	<input type="text" value="Separate email addresses with a comma or semicolon"/>
Show advanced options	<input type="checkbox"/>

Cancel

Schedule

Save as template

Enter your meeting topic and password.

Schedule the date and time

Click "Schedule"

< Back to Meeting List

WebEx Tutorial 1



Hosted by MacPherson Institute

● 9:00 AM - 11:00 AM | Thursday, Mar 19 2020 | (UTC-04:00) Eastern Time (US & Canada)

Start Meeting

Meeting Information

Meeting link:	https://mcmaster.webex.com/mcmaster/j.php?MTID=m327bf0cab59f3f1c43159f56c3ad56a8
Meeting number:	663 613 255
Password:	webex101
Host key:	722430

You can now share the Meeting Information with your students. Post this information on Avenue in multiple places (Announcements, Content) so students can find it easily.

Make sure you also include a link to the WebEx test meeting space <https://www.webex.com/test-meeting.html> so students can check their connections ahead of time.

BEFORE HOSTING YOUR LIVE SESSION:

If this is your first time hosting a meeting, review the [best practices in this resource](#).

Practice holding some sessions using your personal meeting space. Invite a colleague or friend so you can familiarize yourself with the experience.

HOSTING YOUR LIVE SESSION:

Prior start your session, log on to webex.mcmaster.ca

You'll see your scheduled meeting in the "Upcoming Meetings" section:

Upcoming Meetings

 9:00 AM - 11:00 AM **WebEx Tutorial 1** Start
Thu, Mar 19 MacPherson Institute

Click “Start” (Note that the first time you start WebEx, you may be prompted to download the WebEx.pkg)


You will now see this screen:

WebEx Tutorial 1
9:00 AM - 11:00 AM



  Start Meeting

 Use computer for audio ▾

 MacBook Pro S...

This gives you a chance to mute or unmute your microphone or start or stop your video prior to clicking “Start Meeting” again.

Your meeting has started – congrats!

While you wait for participants, familiarize yourself with the tools that appear:

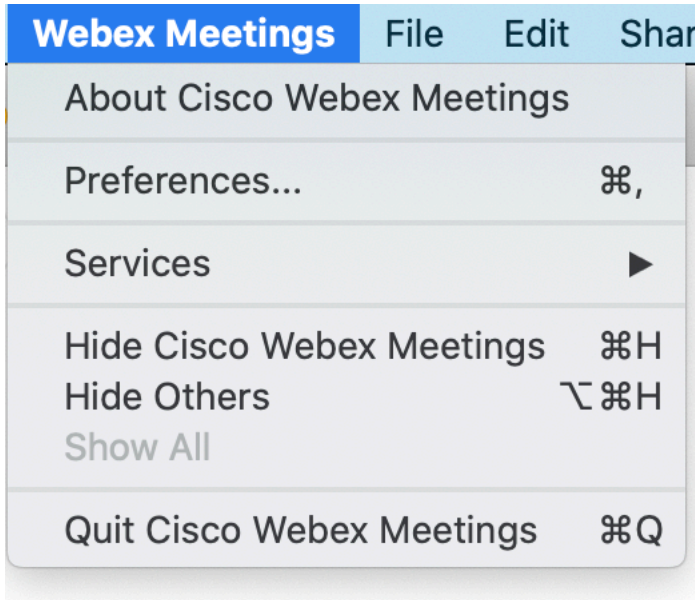


Make sure you click “Record” to create a recording of the live session for students to access afterward.

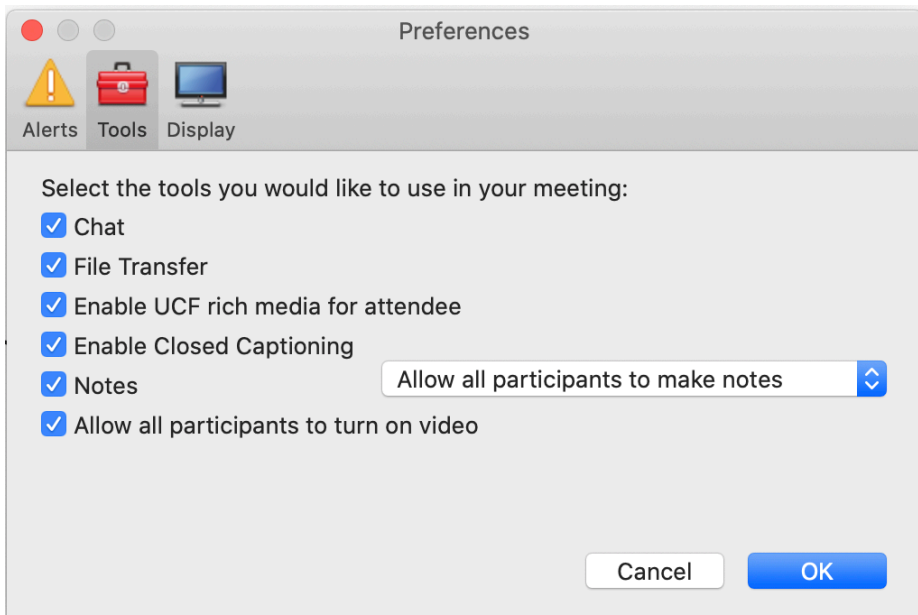
IMPORTANT! If you are recording your session, you need to enable Closed Captioning. Details on these steps are below

There are two ways to accomplish this – through Webex, which doesn't give you the opportunity to edit the captions afterward, or by adding your recording to a streaming solution (we recommend MacVideo but you can also use Youtube or another platform if you prefer). This isn't intuitive, so here are the steps:

Click "Webex Meetings," "Preferences"



Click on the "Tools" tab and check off "Enable Closed-Captioning"



Note that it may take a bit of time for the captions to appear after the recording has been processed.

Once it is complete, you can share the link to your Webex recording with your students, either through Avenue to Learn or whatever communication platform you use.

To closed caption using MacVideo ([see this](#) if you are unfamiliar with MacVideo)

Download your recording:

My Recorded Meetings

All							Delete (1)
Name	Security	Date	Duration	Size	Format		
<input checked="" type="checkbox"/> WebEx Tutorial 1-20200315 1415-3		03/15/2020 10:18 AM	0:00:14	106.6 KB	MP4	↓ 🔗 🗑️	

Once you have saved this to your computer you can:

[Upload it to MacVideo](#)

[Add Captioning to your video](#)

You can now share the link in your MacVideo “My Media” space with your students, either through Avenue to Learn or whatever communication platform you use.