

<https://olc.utm.my/>

ONLINE TEACHING USING WEBEX



<https://olc.utm.my/>

W E B E X M E E T I N G



Cisco
webex



Up to 200 students

Allow live session to be recorded.



carry out live lecture with
your students

**Allow screen sharing | file sharing
| polling**



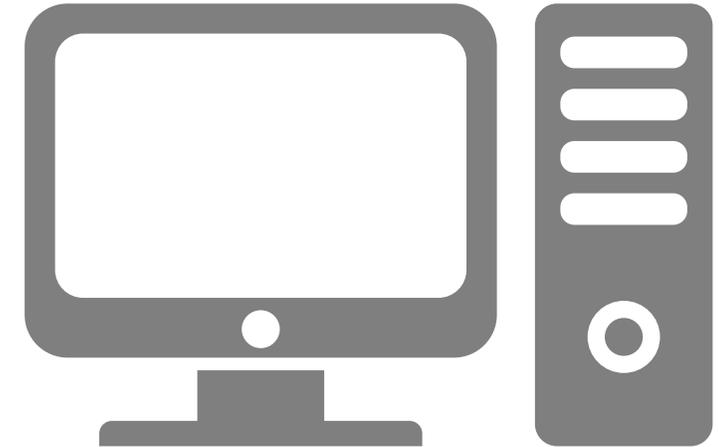
MINIMUM SYSTEM REQUIREMENT FOR WEBEX ONLINE MEETING

1. Windows

1. Intel Dual-Core CPU 2.XX GHz or AMD processor (2 GB of RAM recommended)
2. JavaScript and cookies enabled on browsers
3. Java isn't required for Mozilla Firefox and Google Chrome users.

2. Mac OS X

1. Intel CPU-based (2 GB of RAM minimum)
2. JavaScript and cookies enabled on browsers
3. Oracle Java 6 to Oracle Java 8





BANDWIDTH CONSUMPTION FOR WEBEX ONLINE MEETING

1. Maximum bandwidth consumption of Sending and Receiving Video:

No	Video Quality	Receive/Download	Send/Upload
1	High Definition Video	2.5 Mbps	3.0 Mbps
2	High Quality Video	1.0 Mbps	1.5 Mbps
3	Standard Quality Video	0.5 Mbps	0.5 Mbps



BANDWIDTH CONSUMPTION FOR WEBEX ONLINE MEETING

2. The actual bandwidth requirements and utilization will vary based on multiple factors, including:

1. The resolution setting of the camera.
2. The frames per second (FPS) setting.
3. How many cameras are activated in the meeting.
4. How many active cameras are on the same network.
5. How many users are actively utilizing the network.
6. The bandwidth utilization of other meeting activities, such as screen or desktop sharing, Voice over IP (VOIP), etc.
7. Whether or not the PC in question is transmitting video, or only receiving.

You have to first request for an account here:

**Request for Webex Meeting
account UTM**



<https://forms.gle/ybbNAY9igHyakqWJ8>



PREPARATION BEFORE THE ONLINE MEETING

- In order to participate in a WebEx session, you need to install a WebEx add-on/extension.
- We recommend you install it at your earliest convenience.
- Download your suitable WebEx meeting from the following link <https://www.webex.com/downloads.html>
- Follow the instruction and install in your computer.



Webex Meetings

Looking for real time video conferencing?

HD video for face-to-face meetings

Flexible audio-only conference call options

Easy screen sharing

Meet across any device



Also available here:



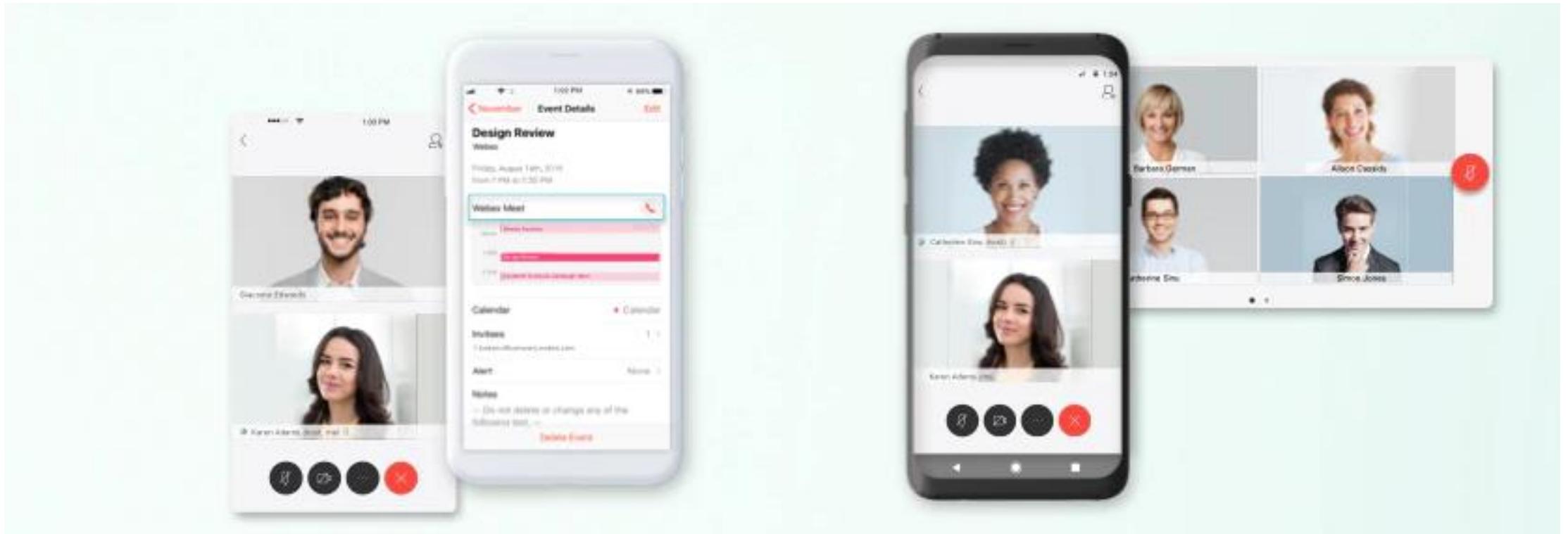


PREPARATION BEFORE THE ONLINE MEETING

You can also download and install the free WebEx app from the Apple Store.



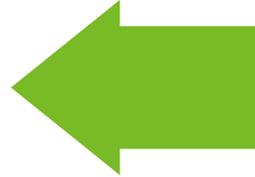
For Android devices, downloading from the Google Store.



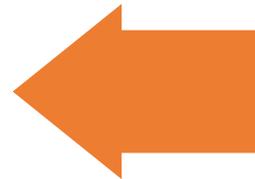


LOGIN AND HOST PROFILE ON COMPUTER / LAPTOP

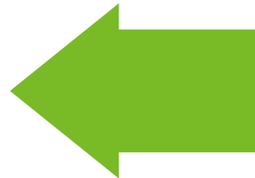
Step 1
Open Browser



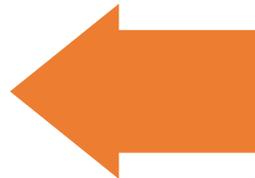
Step 2
Go
to <https://utm.webex.com>



Step 3
Click "Sign in" in the
upper right hand
corner



Step 4
Sign in with your registered
username and password



English

Classic View

Sign In

Enter meeting information to join a meeting ⓘ

 **Dr Norah Md Noor's Personal Room** ⓘ
<https://utm.webex.com/meet/norah>

⋮ More ways to join

Start a Meeting

Meeting Number: 573 799 705

Join by video system
Dial norah@utm.webex.com and enter your host PIN 3024.
You can also dial 210.4.202.4 and enter your meeting number.

Join by phone

Upcoming Meeti

- +60-3-9212-7625 Malaysia Toll
- +60-3-20-585-339 Malaysia Toll 2





SCHEDULING ONLINE MEETING

1 Schedule Meeting

- Sign in to your Cisco WebEx Meeting Website - <https://utm.webex.com>
- Select the Meeting Center tab and on the navigation bar select Host a Meeting> Schedule a Meeting.
- Enter a meeting topic, the date and time for your meeting, and add your meeting invitees.
- Then click **Schedule** button.

Cancel

Schedule

Schedule a Meeting

Meeting type	Webex Meetings Pro Meeting
* Meeting topic	Webex Training
* Meeting password	3X87SpP5MDm
Date and time	Tuesday, Mar 31, 2020 11:30 am Duration: 1 hour (UTC+08:00) Kuala Lumpur, Singapore
	<input type="checkbox"/> Recurrence
Attendees	Separate email addresses with a comma or semicolon



SCHEDULING ONLINE MEETING

2

Copy your Meeting info and share it with your students

- Click the **copy** icon and paste the details in email, WhatsApp, Telegram or any other communication tools.

< Back to Meeting List

Webex Training

Hosted by Dr Norah Md Noor

● 11:30 AM - 12:30 PM | Tuesday, Mar 31 2020 | (UTC+08:00) Kuala Lumpur, Singapore

Start Meeting ✓

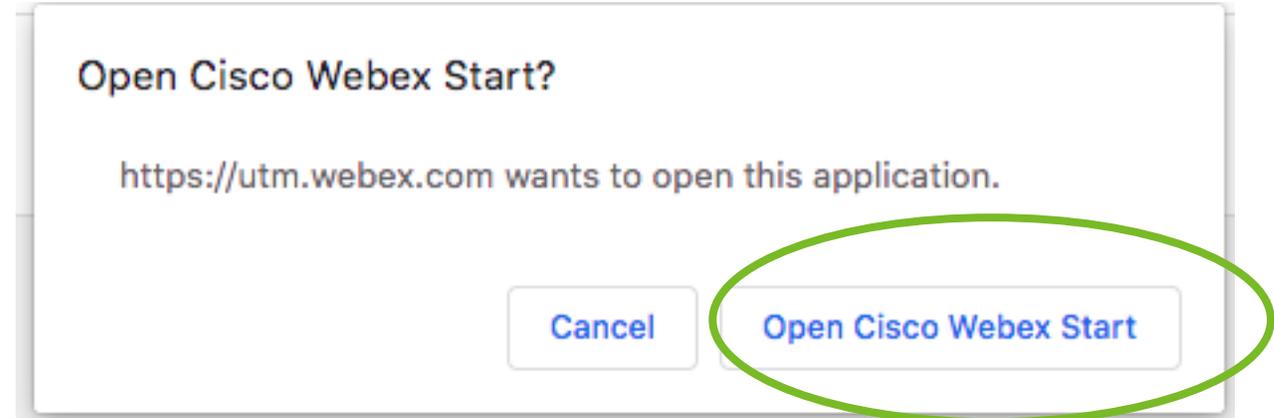


START ONLINE MEETING



Start Meeting on Browser

- Open your Cisco WebEx Meeting website - <https://utm.webex.com>
- Sign in.
- Select the Meeting Center tab and on the navigation bar choose the meeting that has been schedule
- Then click START button.
- A pop up message will appear, select “Open Cisco WebEx Start”
- Your computer will open the desktop app to start the meeting.



Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.

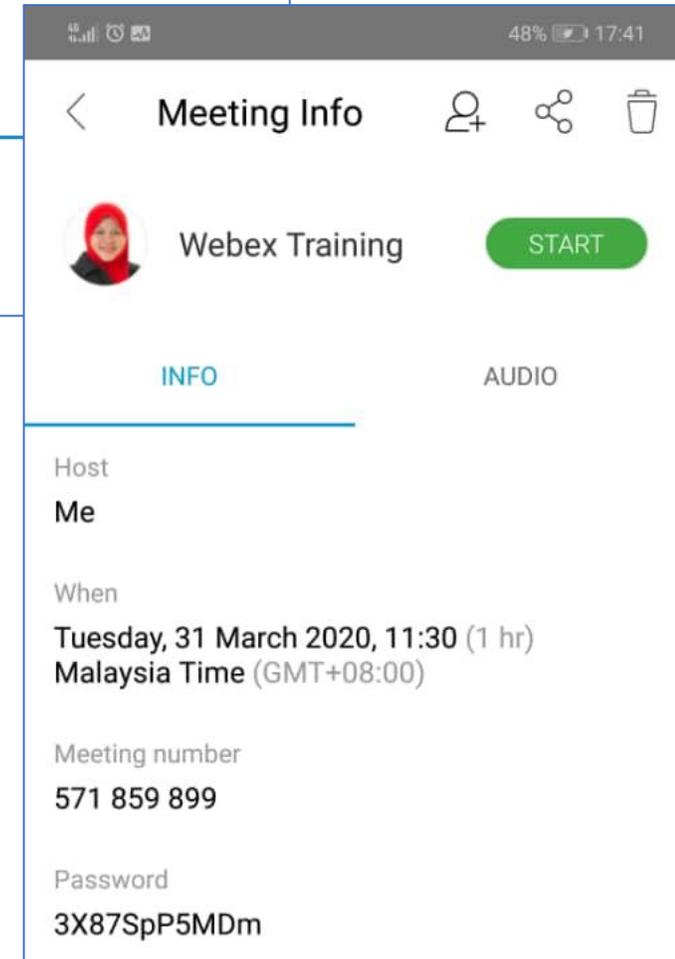
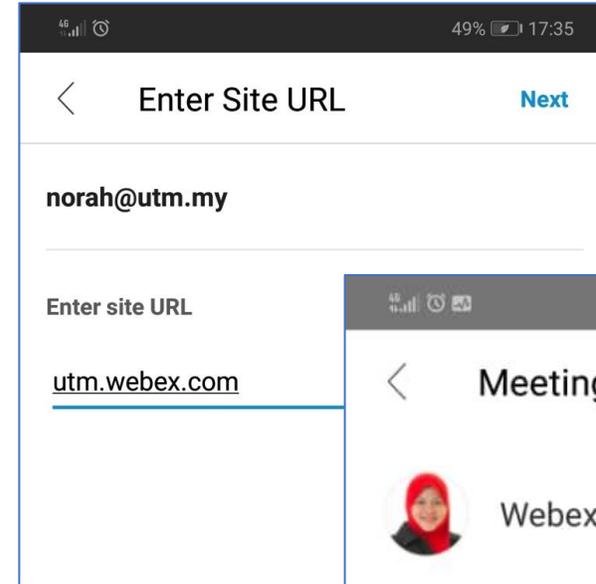
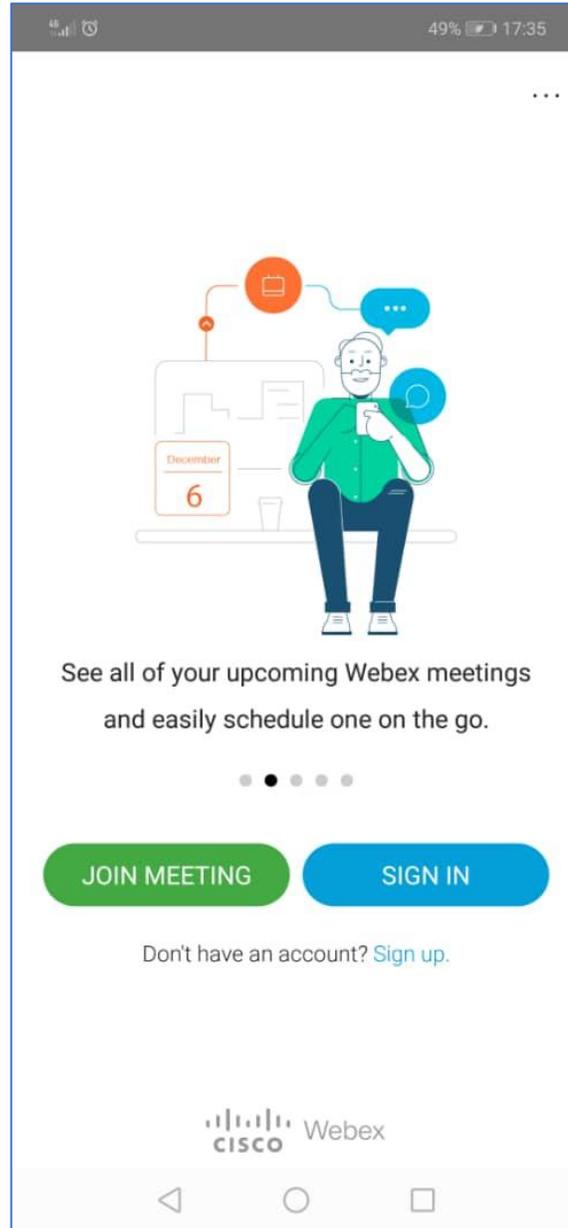
If you don't see a message from your browser, [open the desktop app.](#)



START ONLINE MEETING

Start Schedule Meeting on Apps

- Open your Cisco WebEx Meeting Apps
- Sign in.
- Enter utm.webex.com for the site URL
- Select the Meeting tab (Slide left) and choose the meeting that has been schedule
- Then click START button.



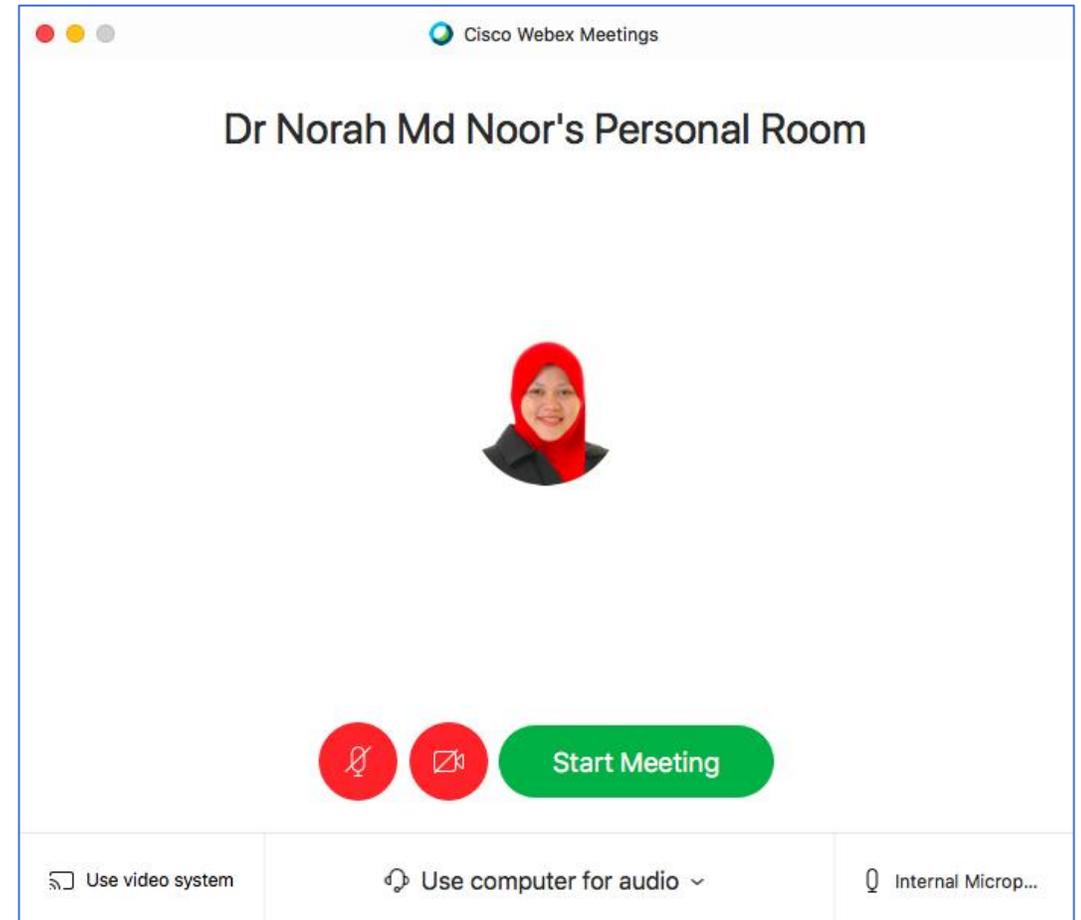
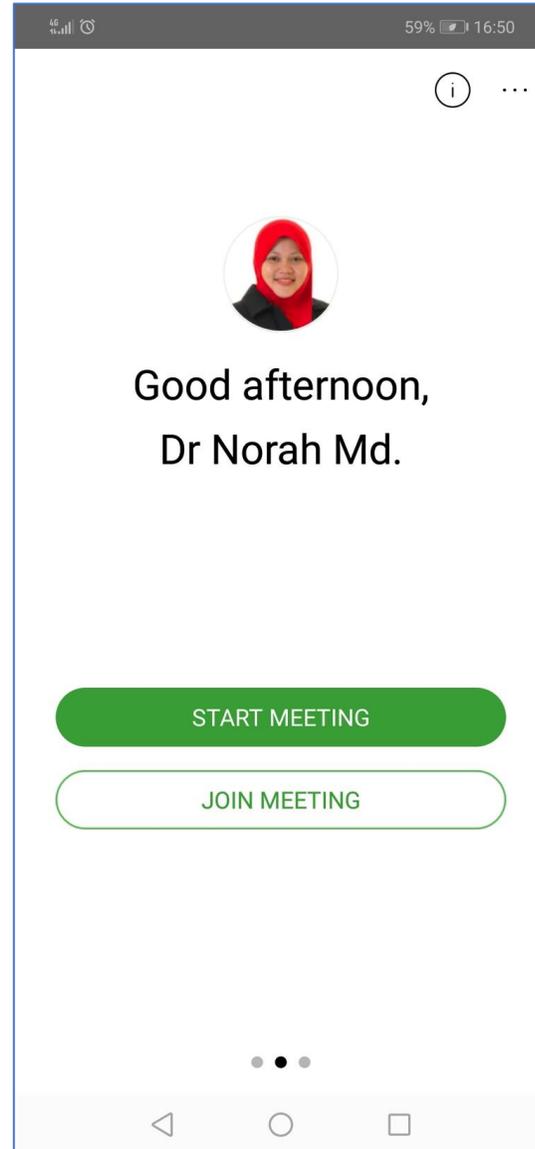


START ONLINE MEETING

1

Instant Meeting

- Sign in to your Cisco WebEx Meeting Center (Browser or Apps).
- Select the Home tab
- Then select START MEETING





MANAGING ONLINE MEETING

Share content
- You can share
your whole
desktop,
application,
whiteboard or just
the selected file

To record the
session

Show chat
window

Show
participant
window

Share web
camera
(red color
means - not
sharing)

Mute /
unmute
(red color
means mute)

Notes Polling

Lock Meeting

Invite and Remind

Copy Meeting Link

Audio Connection

Speaker, Microphone, and Camera

Connect to a Device

Mute / unmute (red color means mute)

Share Content

To record the session

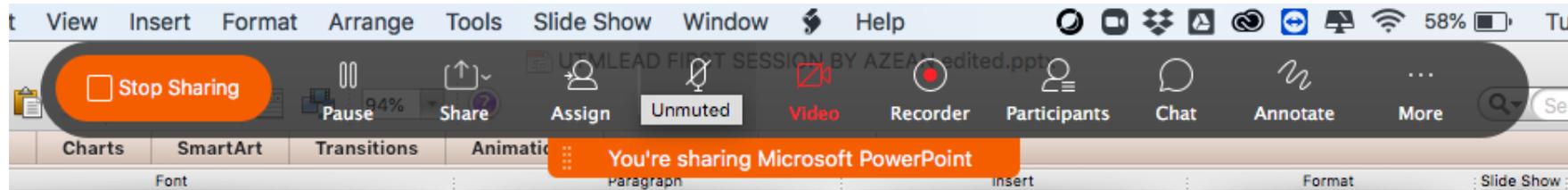
Show participant window

Show chat window

Leave Meeting



O N L I N E T E A C H I N G



- For online teaching, the facilities available in WebEx that can be very useful is that you can share your desktop synchronously.
- Documents, presentations, and whiteboards can also be shared with the student in the online session.
- The document, shared file and etc will appears in the content viewer.
- Use annotate to highlight certain issue or content
- Use Polling to engage active learning strategy

**DEMONSTRATION
SESSION**





J O I N O N L I N E T E A C H I N G

1 **Join Meeting**
through email invitation via your official email or a shared Meeting Room link.

Join meeting

2 Register using your **real name** to allow other member to identify you



3 **Turn off microphone** when entering the 'Meeting Room'



4 Turn on microphone (unmute) and **speak when your turn is called @ when necessary.**



5 Only one person speaks at a time



BY ONE

6 Enable **Chat** features. If you have a technical problem, please **type your inquiry in the Chat area.** Secretariat/technical member will assist you.



7 **Do not panic** if you are facing line/ technical disruption. You just need to **end the meeting and rejoin the online meeting** using the link as in number 1.



8 **Audio and video quality may vary and depends on a device specification and network level at your location.** Refer to the minimum online Webex meeting requirements.



T I P S F O R I N S T R U C T O R O N L I N E T E A C H I N G

Before the course

- Before the first session, make sure that you have reviewed all the steps for how people need to connect.
- Send a guide to your students ahead of time: Tell them about hardware/software
- Ask them to access the video conference tool before the first session to download the plug-in

TIPS FOR INSTRUCTOR ONLINE TEACHING

Setting arrangement

- Choose a quiet place to conduct the session. Make sure you advise your participants to do this too.



T I P S F O R I N S T R U C T O R O N L I N E T E A C H I N G

Setting arrangement

- Silence your electronic devices and place them far away
- Your mobile phone or other electronic devices might interrupt your session if they ring, beep or vibrate and place them away from your computer.
- If possible, switch them off during the session to prevent interference.

T I P S F O R I N S T R U C T O R O N L I N E T E A C H I N G

During the session

- Start 15 minutes early from your schedule time. This will allow you to setup the sharing, webcam and audio.
- This also allows the students to join in earlier.
- Test the audio with a few early students and be assured you are all set.

T I P S F O R I N S T R U C T O R O N L I N E T E A C H I N G

During the session

- If you experience severe audio lag or quality issues; switch to text chat;
- Ask "yes/no" questions to help you to gauge how the class is doing. Use it at various points to know the students are following you.
- Use the annotation tools like pencil, pointer tool or laser pointer to direct your students' attention.



More tutorial on Webex Meeting

<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>



Q&A

The image features the text "Q&A" rendered in a 3D, blue, sans-serif font. The letters are thick and have a slight shadow on the surface below them, suggesting they are floating or resting on a reflective white plane. The ampersand is positioned between the 'Q' and the 'A'. The overall aesthetic is clean and modern.