

## Cisco WebEx Training Centre – Student guide

### Overview

WebEx Training Centre (WebEx) is used to host virtual training (in a 'virtual classroom') between teachers and students using their computer or portable device (smartphone, tablet).

### WebEx Training Centre Usage

WebEx Training Centre can be used to:

1. Train groups of students that are individually located in their home on a computer or other portable device
2. Share your desktop, presentation or an application with participants in the class
3. Have poly-synchronous video, audio, presentations, applications and text chat within the one session
4. Record the session

### How to conduct a WebEx meeting

There are 2 main processes to holding a WebEx meeting

1. Scheduling the meeting and inviting the participants.
2. Participating in the Training Centre session.

### Prerequisites

Trainers / facilitators / teachers / moderators may need the **Training Manager** software installed so that they can display applications from their computer. This can be completed from the WebEx home page and does not require any special access.

Participants joining from remote sites should have adequate broadband access with an appropriate data allowance if video is to be shared.

### Support

Technical support can be obtained by contacting the ICT Helpdesk. TQC can provide support and orientation

The following instructions will assist the student in accessing a virtual classroom.

## Student guide - WebEx Training Centre

### Opening your invitation and commencing the session

1. Locate the email that you have received from WebEx
2. Click the **link** in the email under the heading **To join the training session.**
3. Webex will open in web browser

Invitation to training session: Test number 1 Inbox x

**messenger@webex.com**  
to me

9:19 AM (10 minutes ago)

Hello Mikey Dean,

Michael Dean invites you to participate as an attendee in the following online training session:

Topic: Test number 1  
Host: Michael Dean  
Date: Tuesday, 17 January 2017  
Time: 9:30 am, Australia Eastern Daylight Time (Sydney, GMT+11:00)

Session number: 571 159 085  
Session password: FbmrVPCJ

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To join the training session

1. Go to <https://swtafe.webex.com/swtafe/k2/j.php?MTID=tf50001622e144c987e02b46ac2bec746>
2. Enter your name and email address.
3. Enter the session password: FbmrVPCJ.
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link  
<https://swtafe.webex.com/swtafe/k2/j.php?MTID=ta8503be5cd72d9e04c83a0077602c94a>

1. Enter your name and email address in the right-hand side
2. The **Session password** should be pre-filled
3. Click **Join Now** to commence the session

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Session Information: Test number 1 English: Sydney Time

**Session status:** Started

**Session date:** Tuesday, 17 January 2017

**Starting time:** 9:30 am, Australia Eastern Daylight Time (Sydney, GMT+11:00)

**Duration:** 15 minutes

**Presenters:** Michael Dean

**Description:**

**Agenda:**

**Session number:** 571 159 085

**Password:** FbmrVPCJ

**Audio conference:** To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code.  
Australia Toll free: 1-800-468-102  
Australia Toll: +61-29037-0069

Having trouble dialing in? Try these backup numbers:  
Singapore Toll free: 800-101-2981  
Singapore Toll: +65-315-76442  
[Show all global call-in numbers](#)  
[Show toll-free dialing restrictions](#)  
Access code: 571 159 085

**Host's name:** Michael Dean  
**Host's email:** michael.dean@swtafe.vic.edu.au  
**Course material:** (none)

**Join Session Now**

To join this training session, provide the following information.

**Your name:**

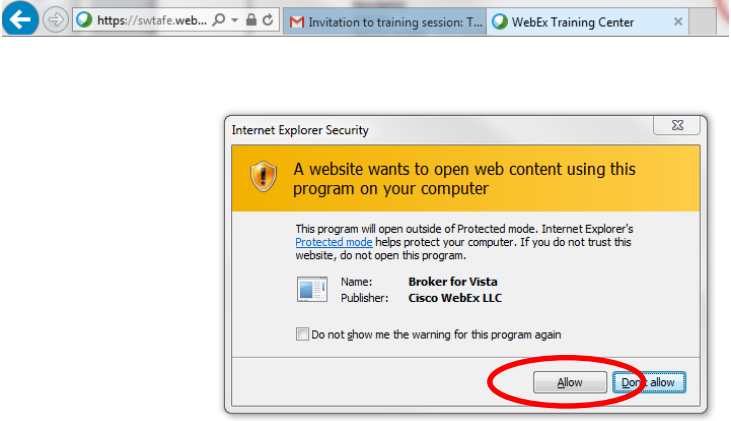
**Email address:**

**Session password:**

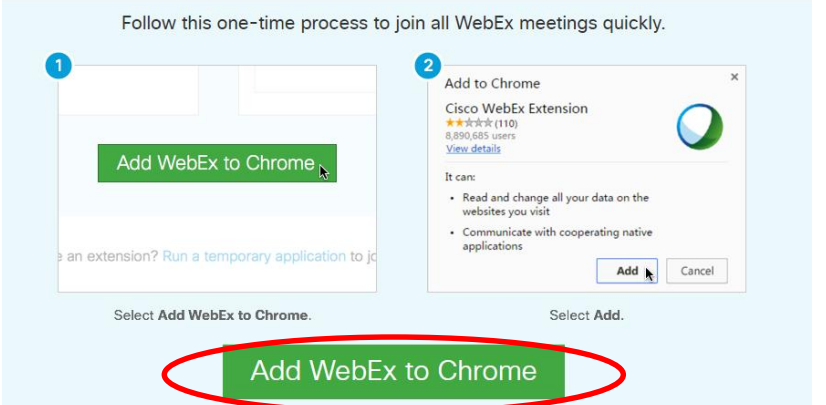
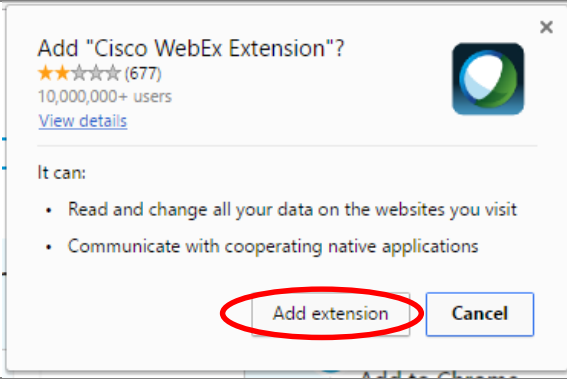
**Join Now**

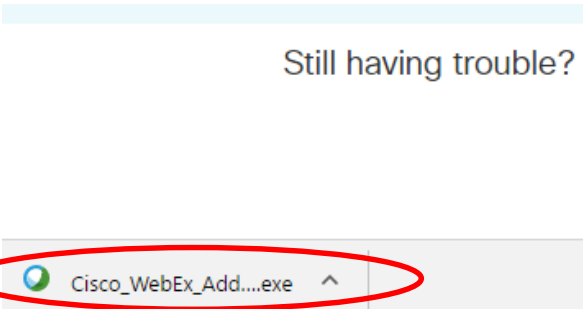
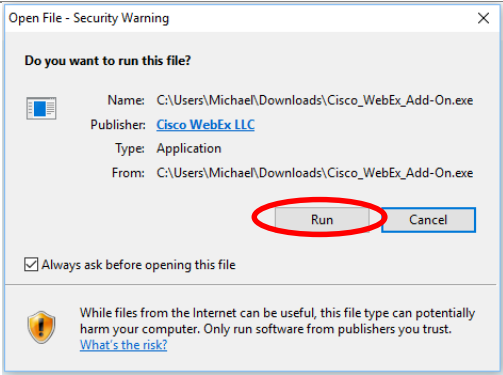
The next step will depend on your web browser

## Internet Explorer

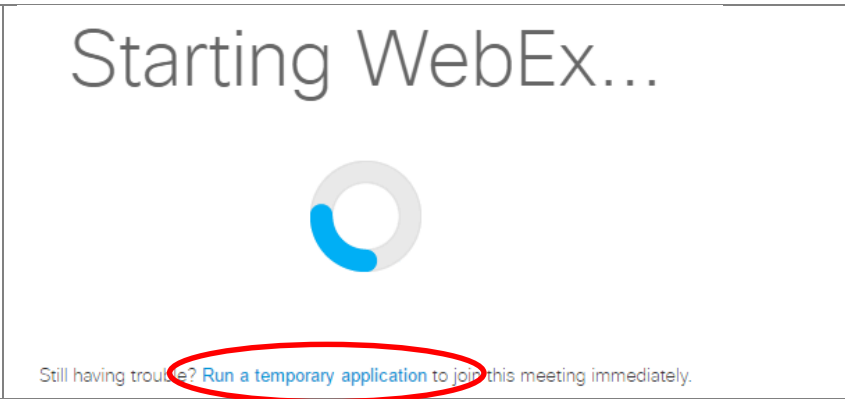
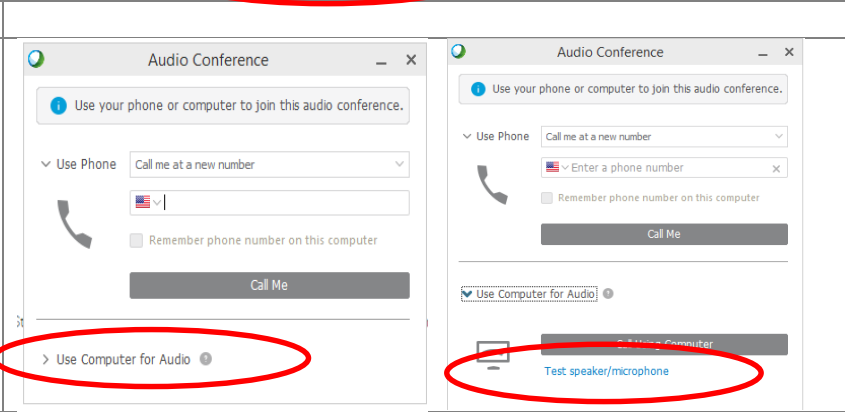
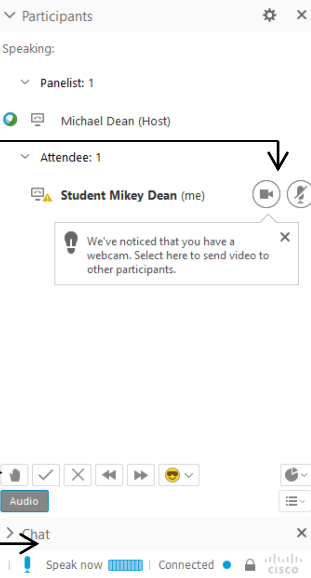
<ol style="list-style-type: none"> <li>1. A web browser (or new browser tab) will open</li> <li>2. When prompted, click <b>Allow</b>.</li> </ol>	 <p>The screenshot shows an Internet Explorer Security dialog box with a yellow warning header: "A website wants to open web content using this program on your computer". Below the header, it states: "This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program." The publisher information is listed as "Name: Broker for Vista" and "Publisher: Cisco WebEx LLC". At the bottom, there are two buttons: "Allow" and "Don't allow". The "Allow" button is circled in red.</p>
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## Google Chrome

<ol style="list-style-type: none"> <li>1. A web browser (or new browser tab) will open</li> <li>2. Click <b>Add WebEx to Chrome</b>.</li> </ol>	<p style="text-align: center;">Step 1 of 2: Add WebEx to Chrome</p>  <p>The screenshot shows a two-step process. Step 1 shows a green button labeled "Add WebEx to Chrome" on a webpage, which is circled in red. Step 2 shows a Chrome extension dialog box for "Cisco WebEx Extension" with an "Add" button circled in red.</p>
<ol style="list-style-type: none"> <li>3. A web browser (or new browser tab) will open</li> <li>4. Click the <b>Add Extension</b> button</li> <li>5. An application will download to your computer.</li> </ol>	 <p>The screenshot shows a dialog box titled "Add 'Cisco WebEx Extension?'" with a 5-star rating and "10,000,000+ users". It lists permissions: "Read and change all your data on the websites you visit" and "Communicate with cooperating native applications". The "Add extension" button is circled in red.</p>

<p>6. When the download is complete, click the downloaded file in the lower left panel of Chrome</p>	 <p>Still having trouble?</p>
<p>7. When prompted with the security warning, click <b>Run</b>.</p> <p>8. Depending on your computer setup, you may need your administrator details</p>	

## Starting WebEx and configuring your settings

<p>1. The WebEx application will begin to load.</p> <p><i>Should you encounter errors at this point, repeat the above steps but click "Run a temporary application"</i></p>	
<p>2. You will need to set up your audio</p> <p>3. Click <b>Use Computer for Audio</b> to begin the setup.</p> <p>4. You can test the set up by clicking <b>Test speaker/microphone</b></p> <p>5. Close the window by pressing the <b>x</b> in the top right corner when complete</p>	
<p>You are now in your class</p> <div data-bbox="363 1330 504 1357"> <p>Test number 1</p> </div> <div data-bbox="363 1386 612 1485"> <p>Michael Dean Australia Toll free 1-800-468-102 Australia Toll +61-29037-0069 <a href="#">Show all global call-in numbers</a></p> </div> <div data-bbox="363 1516 454 1592"> <p>571 159 085 855 r 571 159 085</p> </div> <div data-bbox="280 1626 555 1778"> <p><b>Content Window</b> - Whiteboard - Presentation - Other applications</p> </div> <div data-bbox="767 1393 1042 1462"> <p>Turn your camera on / off Turn your mic on / off</p> </div> <div data-bbox="767 1527 1042 1597"> <p>Other participants</p> </div> <div data-bbox="767 1727 1042 1774"> <p>Put your "hand" up</p> </div> <div data-bbox="767 1800 1042 1870"> <p>Chat window</p> </div> <div data-bbox="1129 1294 1441 1870">  </div> <div data-bbox="344 1845 727 1865"> <p>085   You are participating in this audio conference using your computer.</p> </div>	