

**WebEx:
An Interactive Online Platform for Synchronous Instruction**

Level of Use	Topic	Link to Trainings	Additional Information
Beginner	An Introduction	Click HERE	
	Quick Start Guide for Teachers	Click HERE	
	Managing Audio and Video Settings	Click HERE	
	Scheduling Meetings	Click HERE	
	Conducting Meetings	Click HERE	
	Student Login	Click HERE	<p>Please share these with your students.</p> <p>A few things to remember:</p> <ul style="list-style-type: none"> *Students do not have accounts - they join via the browser with the link you provide. *You must be in the WebEx session (the session must be active) for the students to join. *If you are using your Personal Room and a student tries to access, you will get an email that Name is waiting in the lobby. *If you are using a scheduled meeting and are not in the room, the student will get a message that the meeting has not started and to try later. *Mobile device users will be prompted to download the WebEx App. <p><i>*Special thanks to Holly Bruens and Carrie Iurilli</i></p>
Using WebEx on an iPad	Click HERE .	<i>*Special thanks to Carrie Iurilli</i>	
Intermediate	Conducting Polls	Click HERE	
	Adjusting Settings, Using Templates & the Whiteboard	Click HERE	Two-page Webex Cheat Sheet .
	Promoting Collaboration	Click HERE	Using the Whiteboard & Annotating Shared Content

			<i>**Please note that the physical whiteboard is not an accompaniment purchased by the District.</i>
	Sharing Content during Meetings	Click HERE	
	Switch Between Layouts	Click HERE	
	Sharing Video Content	Click HERE	
	Using a Personal Room	Click HERE	Office Hours Cheat Sheet – Click HERE Additional Information – Click HERE
Expert	Using the WebEx Assistant	Click HERE	“She” can do many things to help your meetings run smoothly!
	Using Breakout Rooms	Click HERE	
	Selecting who to Focus On	Click HERE	Learn how to focus in on specific participants