District 11 Cisco Webex Meetings Reference Guide

Webex Meetings Personal Room: **https://cssd11.webex.com/meet/first.last**
(replace first.last with your first and last name (ie: john.wayne)
➢ NOTE: Meeting invitation can be sent in MS Outlook by creating a meeting and type @webex in "Location" field. Meeting invitation will automatically populate personal meeting room information in body of meeting invite

Webex Meetings: **https://cssd11.webex.com**
▪ Click on Sign In (Use Email Address and Network Password)
▪ Provides access to Meetings, Recordings and other features and support. Meetings can be recorded by owner using audio, documents and presentations with or without attendees and then share link for others.

Managing Meetings from Webex Meetings Website

Start a meeting
▪ Starts meeting immediately; in Personal Room others can enter room once owner has entered
   ♦ Note: In Advanced Settings "Alternate Host" can be checked to let anyone (including students) enter the room and be the host even if owner is not logged in
▪ Inviting Others:
   ♦ Copy personal room website link and paste in an email created in Outlook, the D11 Loop or other email option. NOTE: Click on double page icon next to room name to copy all meeting info. Click on Participants>Invite and Remind
▪ Lock/Lobby Options
   ♦ Lock room to place new attendees in Lobby. Open Participant Panel to see waiting attendees and admit or block.

Schedule
▪ Complete all fields; can be a single event or recurring
▪ Attendees
   • Enter email addresses when creating meeting – or -
   • Copy meeting link and paste in an email created in Outlook, the D11 Loop or other email option. NOTE: Click on double page icon next to room name after meeting is created to copy all meeting info.
▪ Show Advanced Options:
   ♦ Audio Connection Options
      ➢ Audio Connection Type – leave as Webex Audio
      ➢ Entry and Exit Tone - all attendees will hear when people join and leave meeting
   ♦ Agenda – can type or cut and paste an agenda in text box
   ♦ Scheduling Options:
      ➢ CoHosts – Choose cohost (must have invited attendee); first person to join is cohost (will only be available for D11 staff), All attendees become cohosts (All D11 staff in meeting will be cohost)
      ➢ Automatic recording – recording starts immediately; host can disable once logged into meeting
      ➢ Exclude password – does not require attendees to have a meeting password to join meeting
      ➢ Registration – None or Require: owner can choose to manually or automatically accept registrations and only those registered can attend
      ➢ Email reminder – sends email to owner and all attendees that received invitation using Webex meeting tools
      ➢ Meeting Options: Select if attendees can use Chat, Take Notes, etc.
      ➢ Attendee Privileges: Multiple options for attendee privileges including letting attendees chat with other participants or only with meeting host/presenter
Start – Creates meeting and sends meeting invitations; can also be set as a template for all future meetings

Upcoming Meetings – Click on meeting name to edit, see meeting details, invitees, manage additional hosts, etc.
Recordings - Access and get shareable links of recorded meetings stored to Cloud
Preferences – Change settings for all meetings; some available options are to lock room after meeting has started, notify owner when attendee enters "lobby", let others host personal room, automatically share recordings, turn on/off transcription services, etc.

Webex Meeting Room Options:

Webex Scheduled Meetings – Attendees can be anyone with the meeting link, no login required.

- Attendees with a District Network Account will be admitted automatically to an unlocked meeting.
- Attendees without a d11.org account will be placed in the Lobby and must be admitted by the Host/Co-Host.
- Default Meeting Template Settings
  o Meetings will lock automatically after 10 minutes.
  o Share permissions will be disabled and host will manage attendee Share permissions
  o Attendees will be able to see all participants
  o Attendees will be able to chat with all other participants.
- Templates are posted with pre-configured settings for meetings to simplify scheduling public, parent and special guest events.
- Scheduled meetings can be created using either the web portal (cssd11.webex.com) or Outlook Productivity Tools

Webex Personal Meeting Room – Restricted to staff and students with a District 11 network account

- Can join with web browser at: cssd11.webex.com/meet/first.last
- Attendees login to meetings with first.last@d11.org and network password
- All meetings will be locked after 10 minutes.
- Share permissions will be disabled and host will manage attendee Share permissions
- Staff can increase, decrease or turn off the auto lock in Preferences at https://cssd11.webex.com
- When room is locked, Host can admit late attendees by displaying the Participant Panel even when sharing content
- Meetings can be created in Outlook using @webex in the Location field

Webex/Schoology Integration and Meeting Settings

- Cisco Webex Tool embedded in Schoology
- Student Accounts have Attendee Only Permissions
- District network account login required for staff and students to attend Personal Meeting Rooms and meetings scheduled in Schoology
- Initial Setup will require Teacher to add the Webex External Tool to each Course
- Teachers, Staff and Students will have to authenticate to Webex the first time; future access should use cached credentials for users
- Students/Attendees for meetings created in *Schoology* will have a unique meeting invite that can only be accessed using their network login user name and password
- Student attendance for virtual meetings is available in Schoology
- Recordings are stored in Schoology and are available to all Members of the course
- Classroom Collaboration and Office Hours are available