



Introduction to teaching online

with WebEx Training

Adam Hodson OAC 2020

Getting started in WebEx

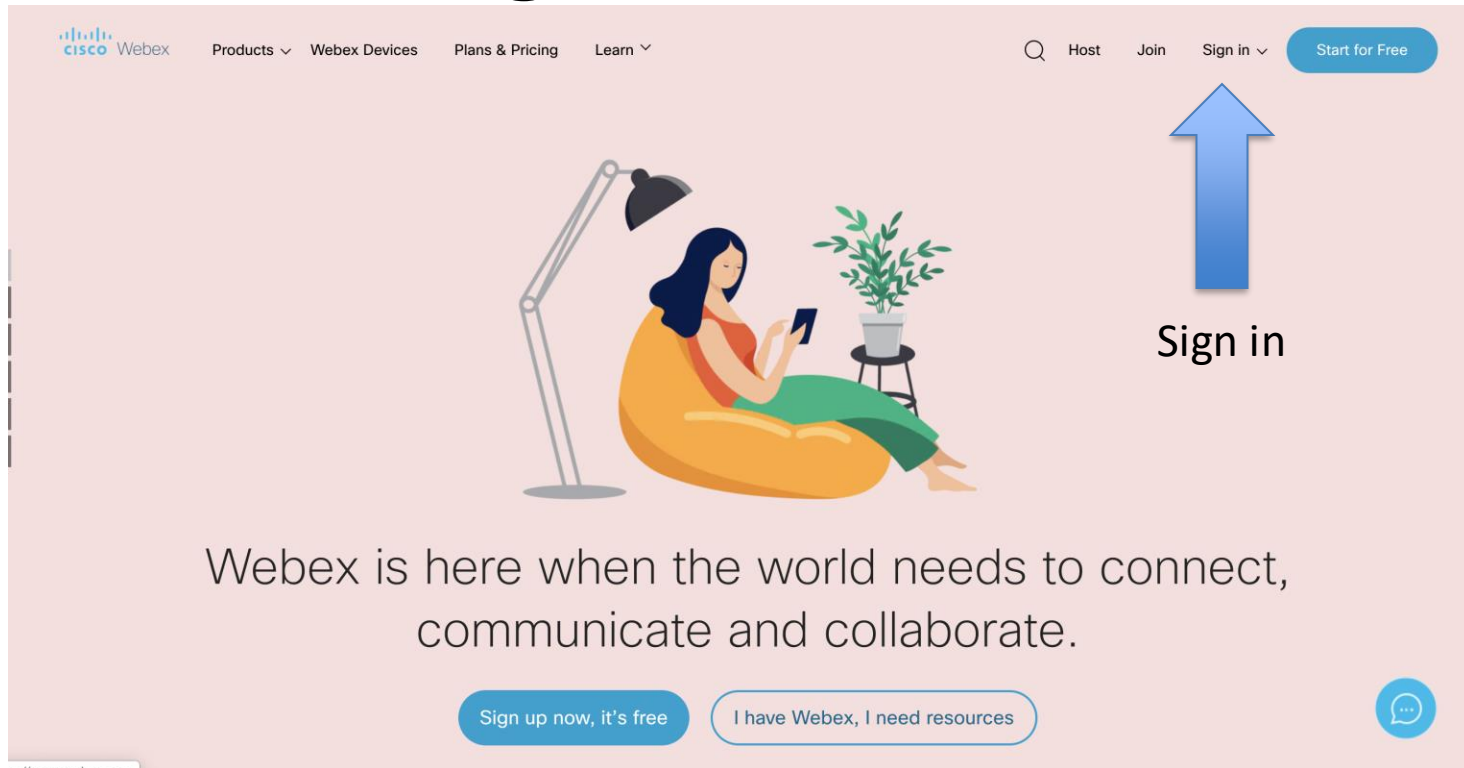
Session Guidelines

1. This is an introduction to Webex. PD workshops do not turn you into an expert, you do this through practice.
2. Thinking that we need to have mastered the technology before using it with students is false. It is okay to fail, you learn through play.
3. Engage your students and be honest with them, treat the experience as a way to model taking on new challenges, seek their input and share the learning together.

Getting started in WebEx

Open a tab on your web browser and enter
schoolssaeduau.webex.com

Getting started in WebEx



The screenshot shows the Cisco Webex homepage. At the top, the navigation bar includes the Cisco Webex logo, links for Products, Webex Devices, Plans & Pricing, and Learn, a search icon, and links for Host, Join, and Sign in. A blue button labeled 'Start for Free' is positioned to the right of the Sign in link. A large blue arrow points upwards from the text 'Sign in' towards the Sign in link in the navigation bar. The main content area features an illustration of a woman sitting on a yellow beanbag chair, reading a tablet, with a desk lamp and a potted plant nearby. Below the illustration, the text reads: 'Webex is here when the world needs to connect, communicate and collaborate.' At the bottom, there are two buttons: 'Sign up now, it's free' and 'I have Webex, I need resources'. A chat icon is located in the bottom right corner.

Getting started in WebEx

Chrome File Edit View History Bookmarks People Tab Window Help

Certificate III in Education Sup Cisco Webex

globalpage-prod.webex.com/signin?url=https%3A%2F%2Fsignin.webex.com%2Fcollabs%2Fauth%3F...

Join English

Sign in

Your email address

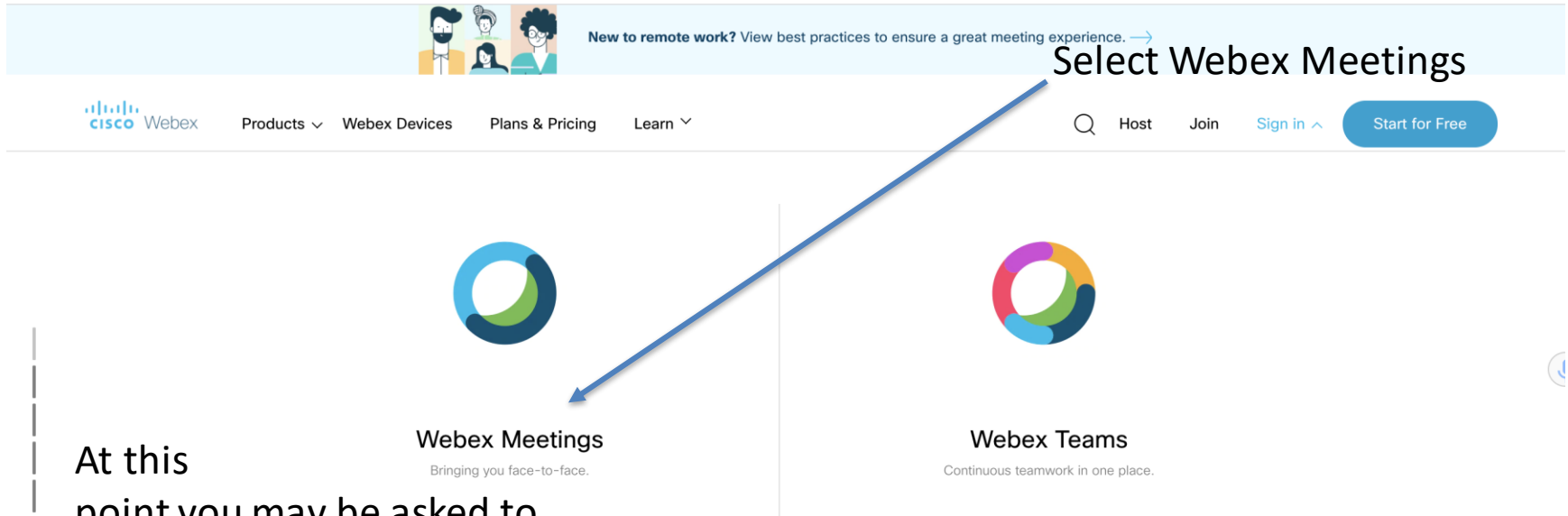
Next

Don't have a Webex Meetings account? [Sign up](#)

Enter your learnlink email

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Getting started in WebEx



New to remote work? View best practices to ensure a great meeting experience. →

Select Webex Meetings

Webex Meetings
Bringing you face-to-face.

Webex Teams
Continuous teamwork in one place.

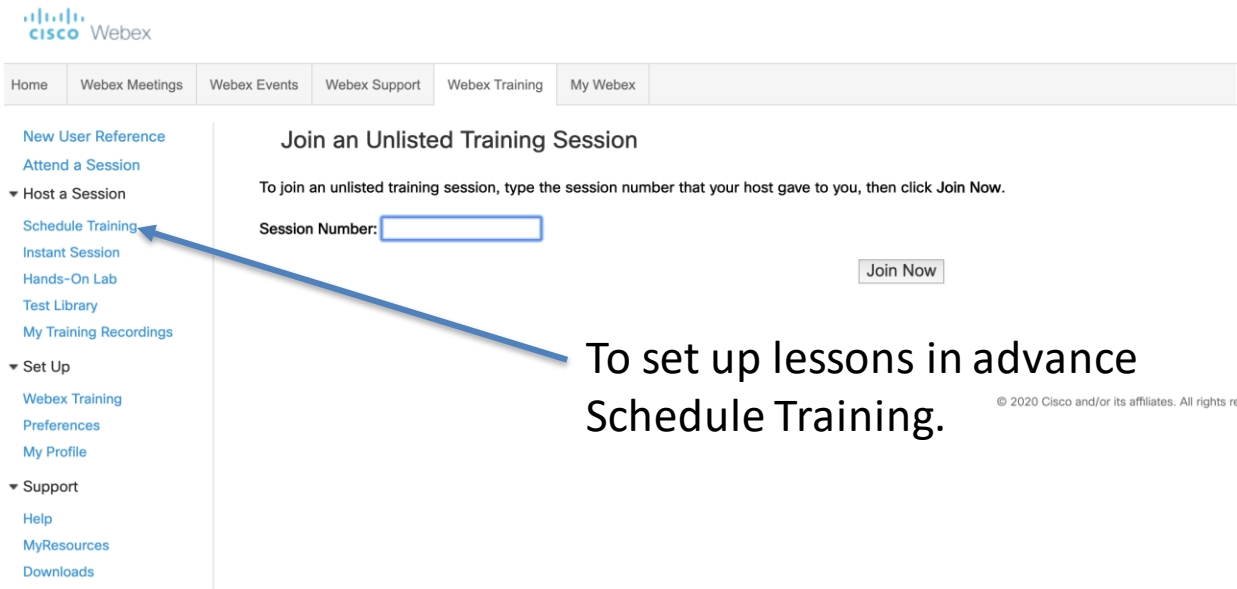
At this point you may be asked to download webex to your computer just follow the prompts to do this and continue.

Getting started in WebEx

The screenshot displays the Cisco WebEx user interface. On the left is a sidebar with navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below these are links for Webex Training, Webex Events, and Webex Support. The main content area shows 'Adam Hodson's Personal Room' with a profile picture placeholder 'AH' and a URL. A blue overlay prompts the user to 'Upload your profile picture'. Below this is a section for 'Upcoming Meetings' which is currently empty. A blue arrow points from the 'Webex Training' link in the sidebar to the text 'Select Webex training' on the right.

Select Webex training

Getting started in WebEx



The screenshot shows the Cisco Webex interface. At the top is the Cisco Webex logo. Below it is a navigation bar with tabs: Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. On the left is a sidebar with a list of links: New User Reference, Attend a Session, Host a Session (expanded), Schedule Training (highlighted with a blue arrow), Instant Session, Hands-On Lab, Test Library, My Training Recordings, Set Up (expanded), Webex Training, Preferences, My Profile, Support (expanded), Help, MyResources, and Downloads. The main content area is titled 'Join an Unlisted Training Session' and contains the text: 'To join an unlisted training session, type the session number that your host gave to you, then click Join Now.' Below this text is a 'Session Number:' label followed by an empty text input box and a 'Join Now' button. A blue arrow points from the 'Schedule Training' link in the sidebar to the main content area.

Join an Unlisted Training Session

To join an unlisted training session, type the session number that your host gave to you, then click Join Now.

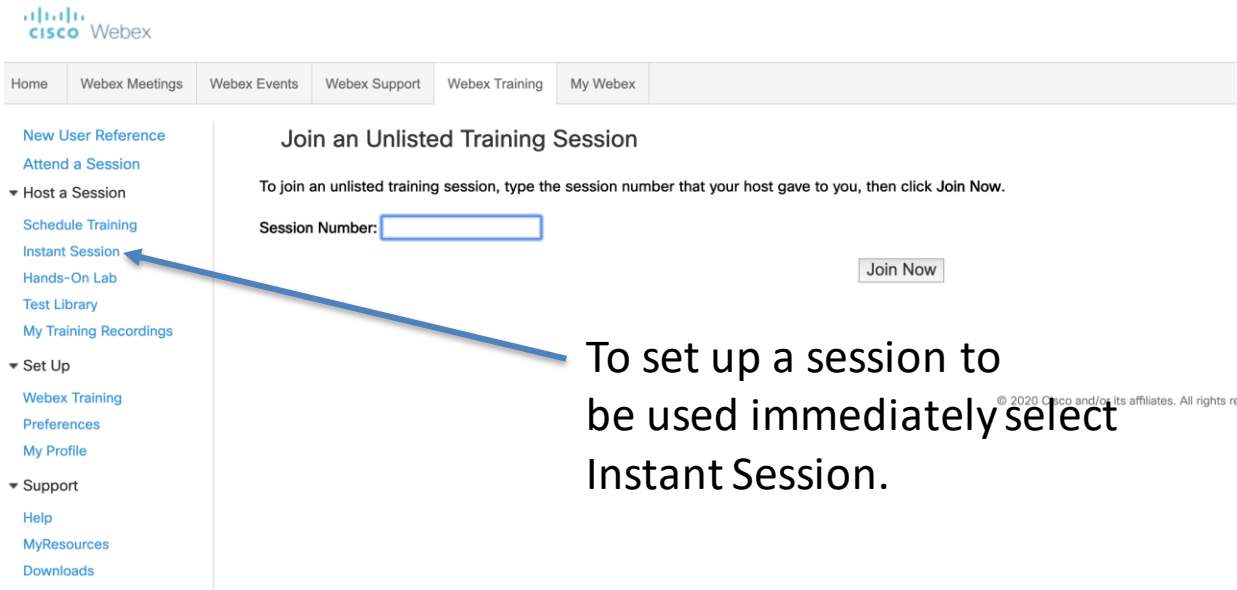
Session Number:

Join Now

To set up lessons in advance
Schedule Training.

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Getting started in WebEx



The screenshot shows the Cisco Webex interface. At the top is the Cisco Webex logo. Below it is a navigation bar with tabs: Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. On the left is a sidebar with a tree view containing links like 'New User Reference', 'Attend a Session', 'Host a Session' (with sub-links 'Schedule Training', 'Instant Session', 'Hands-On Lab', 'Test Library', 'My Training Recordings'), 'Set Up' (with sub-links 'Webex Training', 'Preferences', 'My Profile'), and 'Support' (with sub-links 'Help', 'MyResources', 'Downloads'). The main content area is titled 'Join an Unlisted Training Session' and contains the text: 'To join an unlisted training session, type the session number that your host gave to you, then click Join Now.' Below this text is a 'Session Number:' label followed by an empty text input field and a 'Join Now' button. A blue arrow points from the 'Instant Session' link in the sidebar to the main content area.

Join an Unlisted Training Session

To join an unlisted training session, type the session number that your host gave to you, then click Join Now.

Session Number:

Join Now

To set up a session to be used immediately select Instant Session.

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Getting started in WebEx

Start an Instant Training Session

To start a training session now, provide the following information.

Topic: (Required)

Set session password: ⓘ (Required) [Password Criteria](#)

☒ **Audio Conference**

[Start Session](#) [Cancel](#)

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Create a topic name

Set the session password

Check the Audio Conference Box.

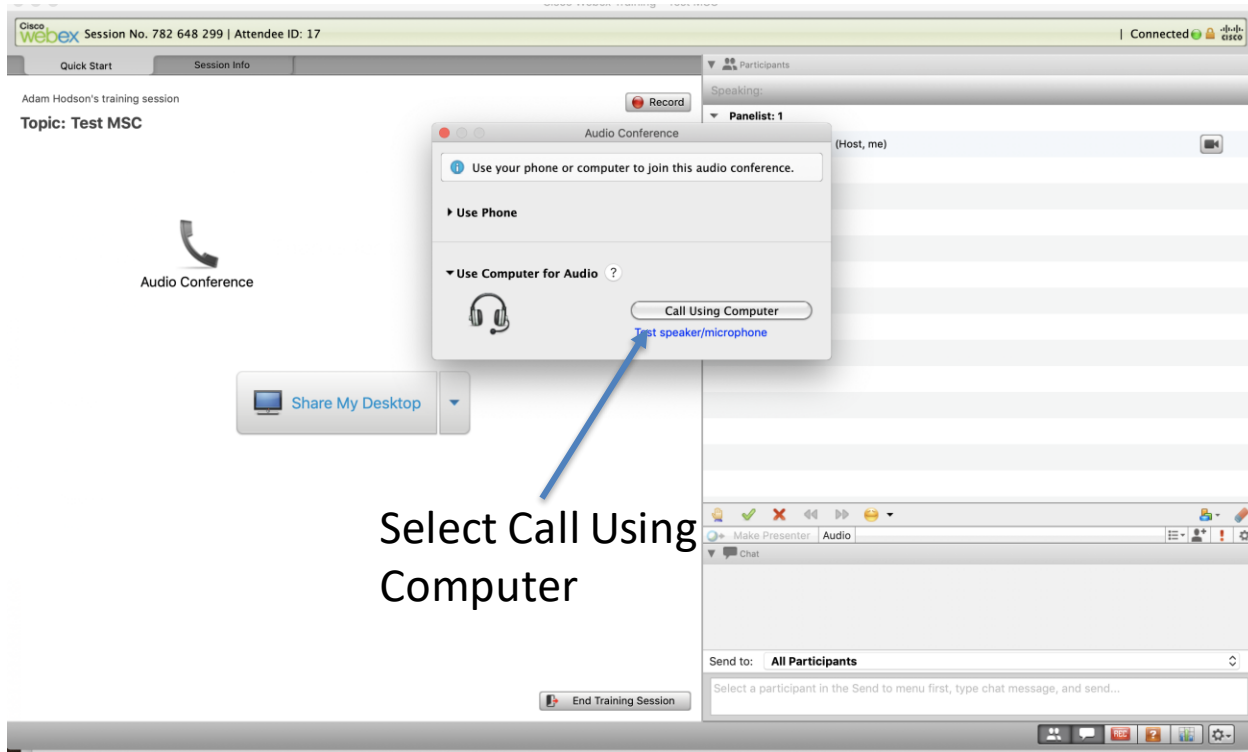
Getting started in WebEx

The screenshot shows the Cisco Webex interface. At the top is the Cisco Webex logo. Below it is a navigation bar with tabs: Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. On the left is a sidebar menu with categories: Host a Session (containing New User Reference, Attend a Session, Schedule Training, Instant Session, Hands-On Lab, Test Library, My Training Recordings), Set Up (containing Webex Training, Preferences, My Profile), and Support (containing Help, MyResources, Downloads). The main content area is titled 'Audio Conference Settings'. It contains a dropdown menu for 'Select conference type:' with 'Webex Audio' selected. Below this are two checkboxes: 'Display global call-in numbers' (checked) and 'Mute attendees upon entry' (unchecked). The 'Entry and exit tone:' dropdown menu has 'No Tone' selected. At the bottom right of the settings area are 'OK' and 'Cancel' buttons. Two blue arrows point to the 'Webex Audio' dropdown and the 'No Tone' dropdown, with labels 'Select Webex Audio' and 'Select No Tone' respectively. A copyright notice at the bottom right reads '© 2020 Cisco and/or its affiliates. All rights reserved'.

Select Webex Audio

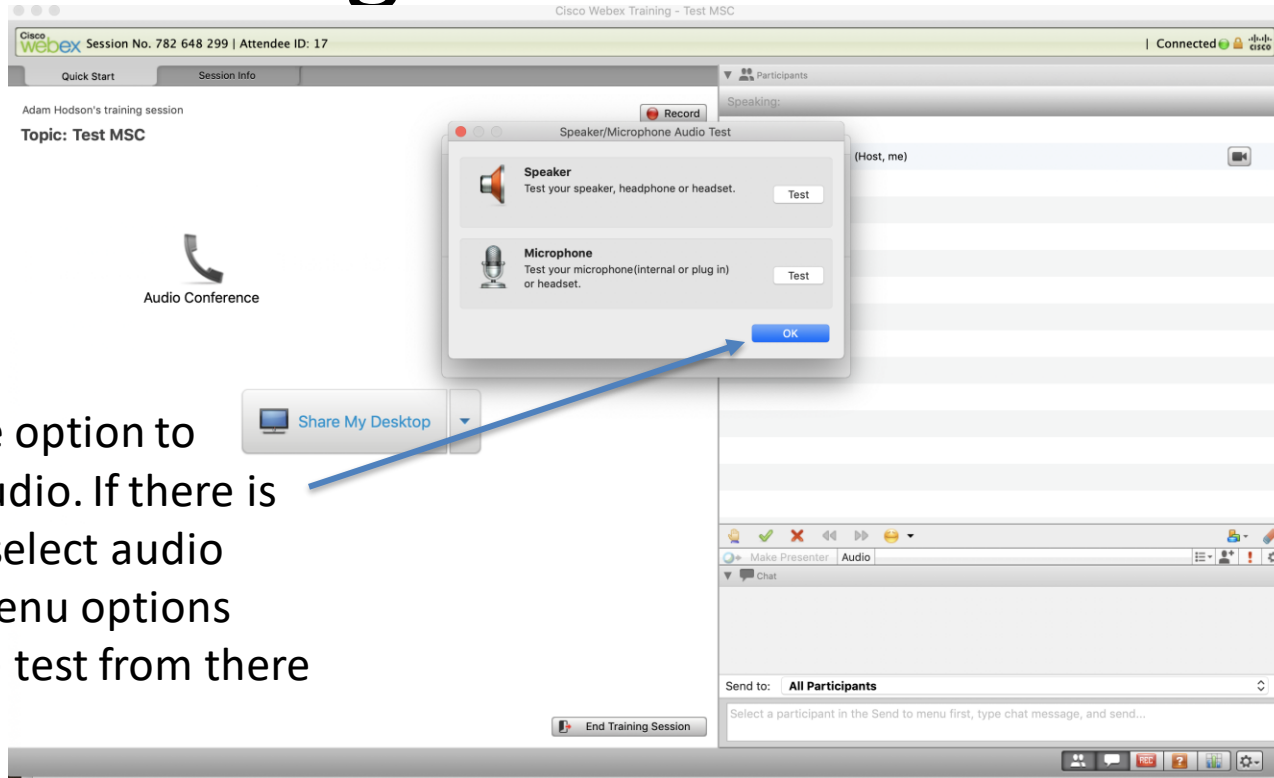
Select No Tone

Getting started in WebEx



Select Call Using
Computer

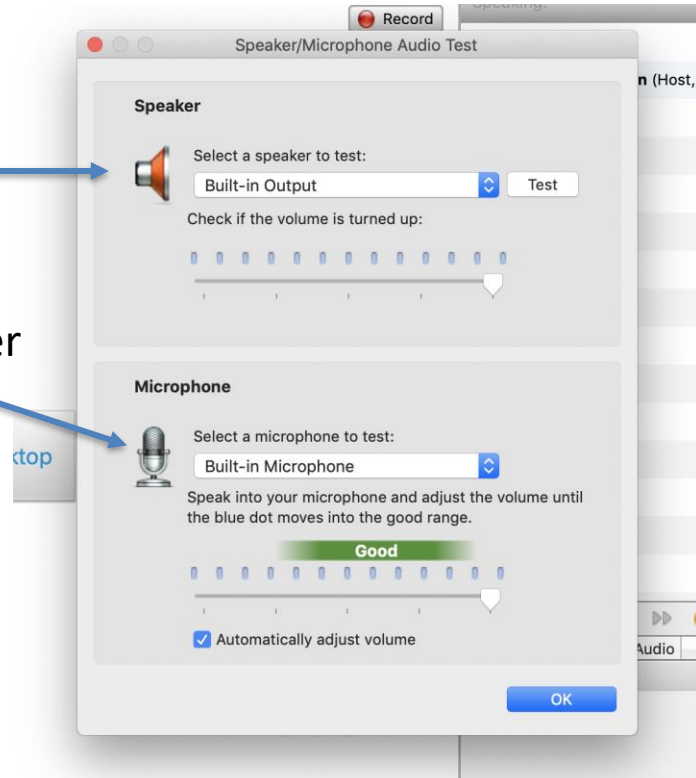
Getting started in WebEx



There is the option to test your audio. If there is no pop up select audio from the menu options and run the test from there

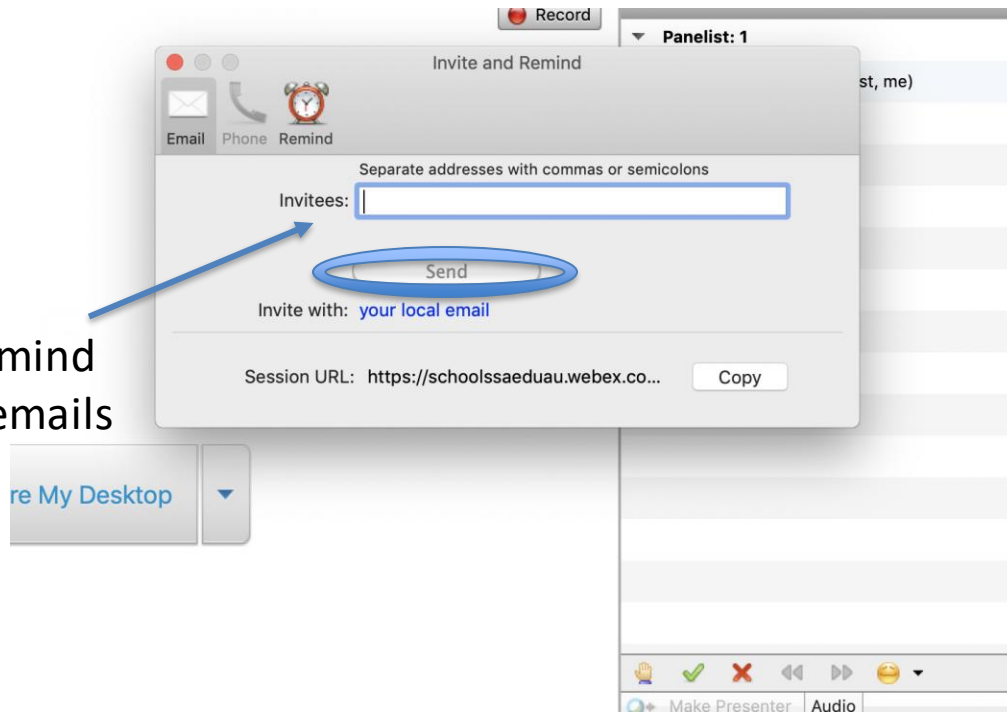
Getting started in WebEx

Select Audio
to also check microphone
and speaker output which
needs to be your computer

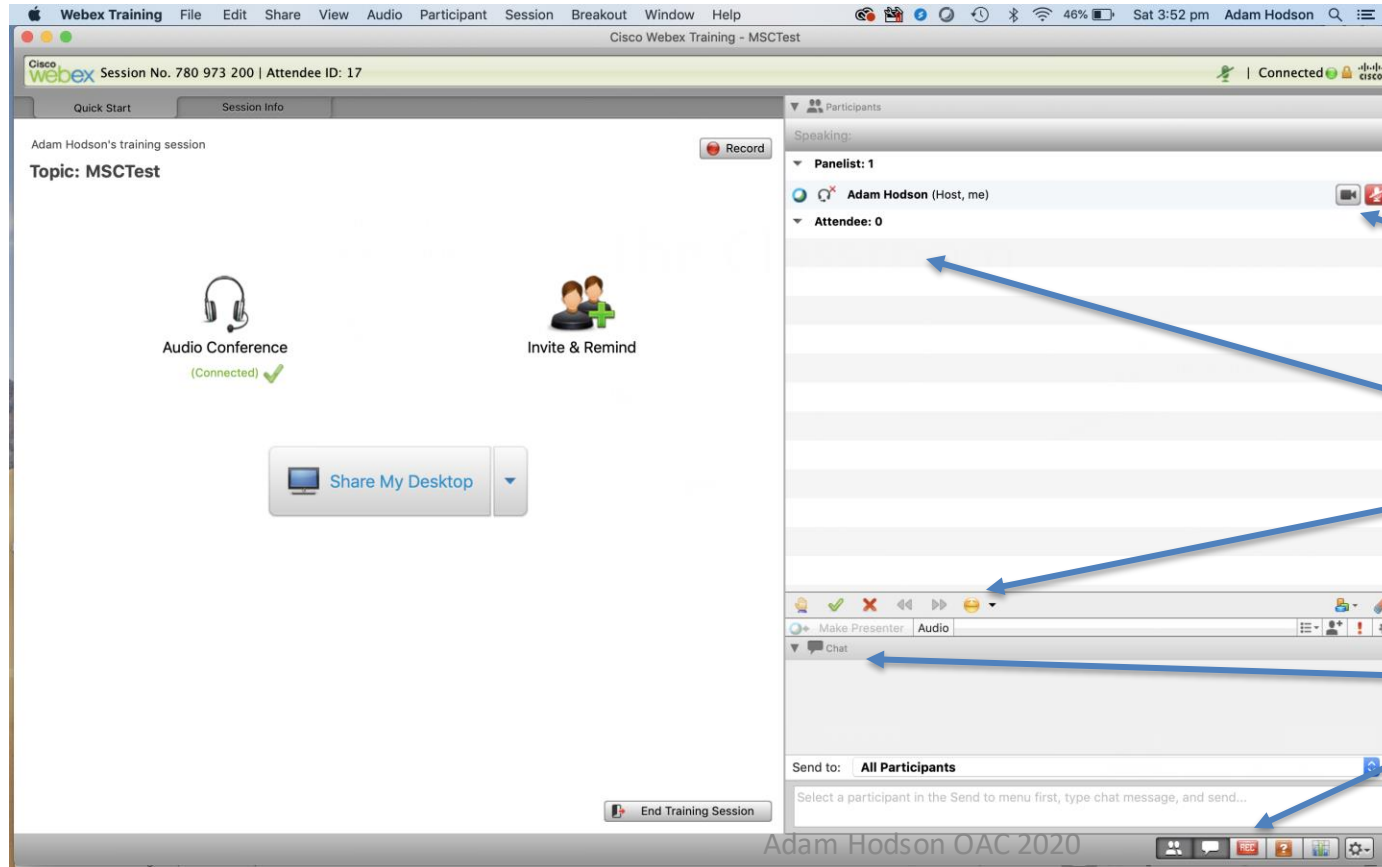


Getting started in WebEx

Select invite and remind
and enter student emails
then send.



Getting started in WebEx (Features)



Microphone
Click to mute and unmute

Video camera
Click to activate

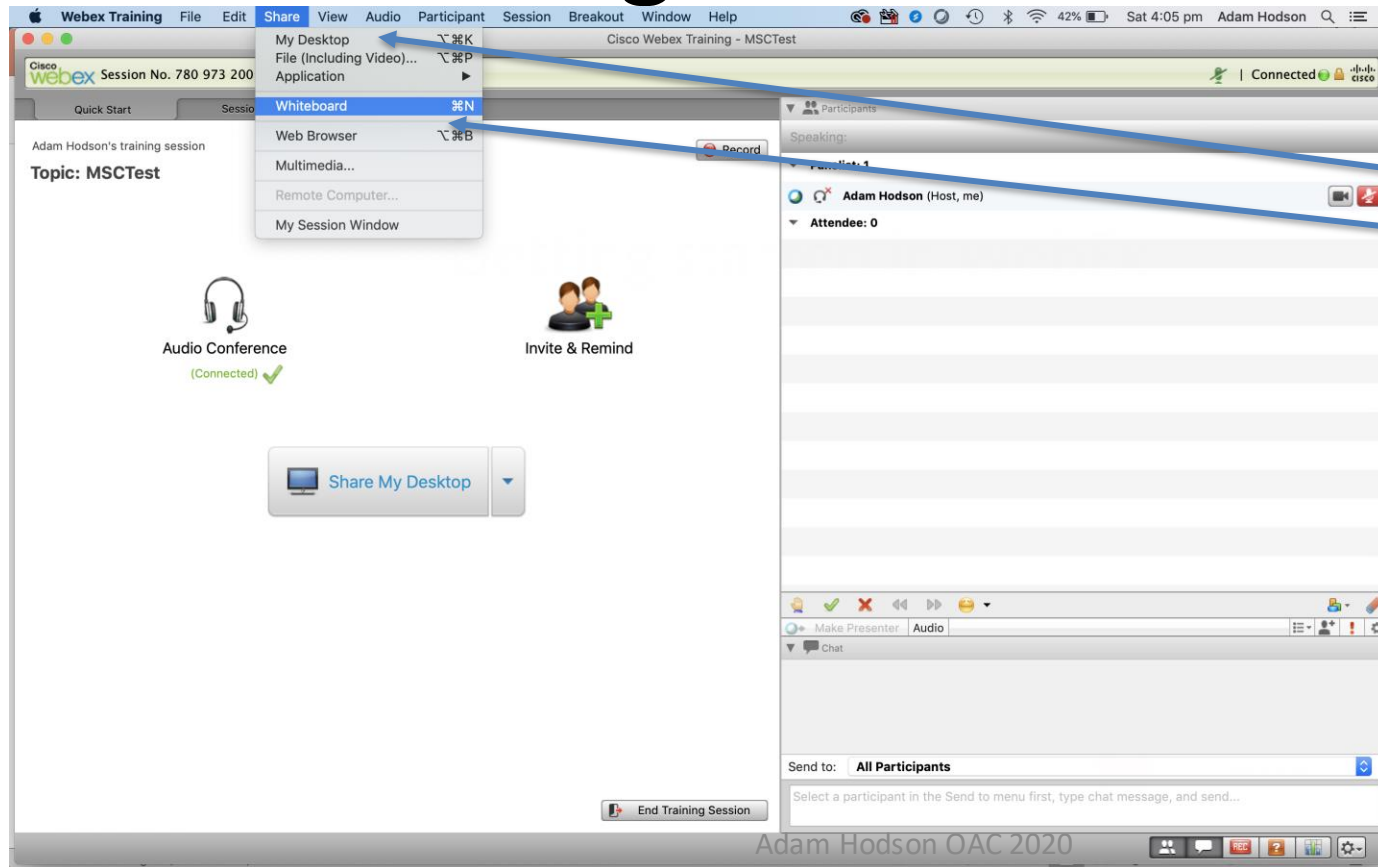
Student names appear here

Raise a hand
Tick, cross and emoji

Text chat

Record the session

Getting started in WebEx



Select share
then whiteboard

Getting started in WebEx

The screenshot displays the Cisco Webex Training application window. The title bar reads "Webex Training" and the menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Session", "Breakout", "Window", and "Help". The status bar at the top shows "Cisco Webex Training - MSCSTest", "Session No. 780 973 200 | Attendee ID: 17", and "Connected". The main interface is divided into two primary sections: "Tools" and "Whiteboard". The "Tools" section is located on the left and contains a toolbar with various drawing and editing tools. The "Whiteboard" section is on the right and features a large, empty whiteboard area. A blue arrow points from the "Tools" label to the toolbar, and another blue arrow points from the "Whiteboard" label to the whiteboard area. The bottom of the window shows a "Send to:" dropdown menu set to "All Participants" and a "Chat" section.

Webex Training

File Edit Share View Audio Participant Session Breakout Window Help

Cisco Webex Training - MSCSTest

Session No. 780 973 200 | Attendee ID: 17

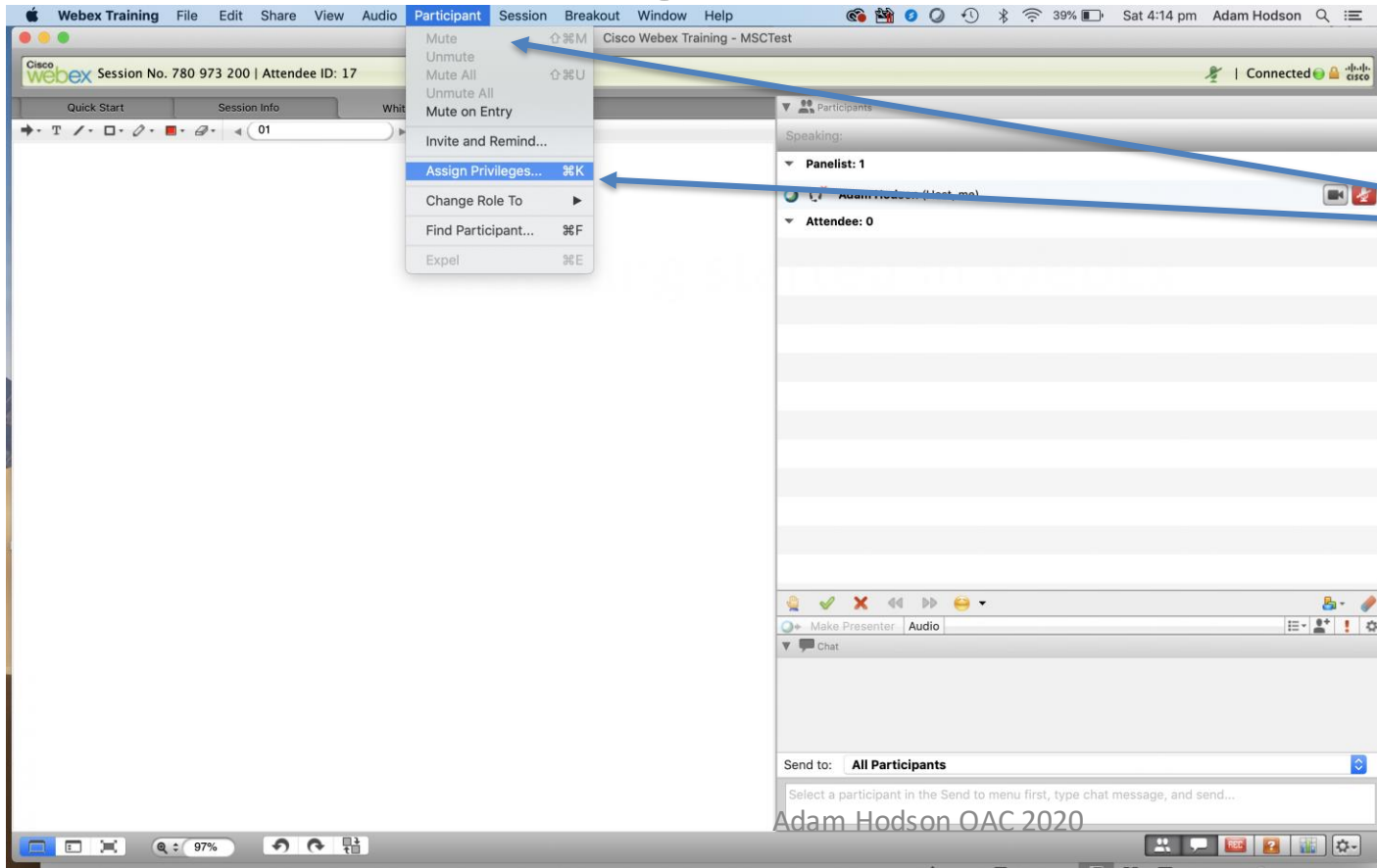
Connected

Tools

Whiteboard

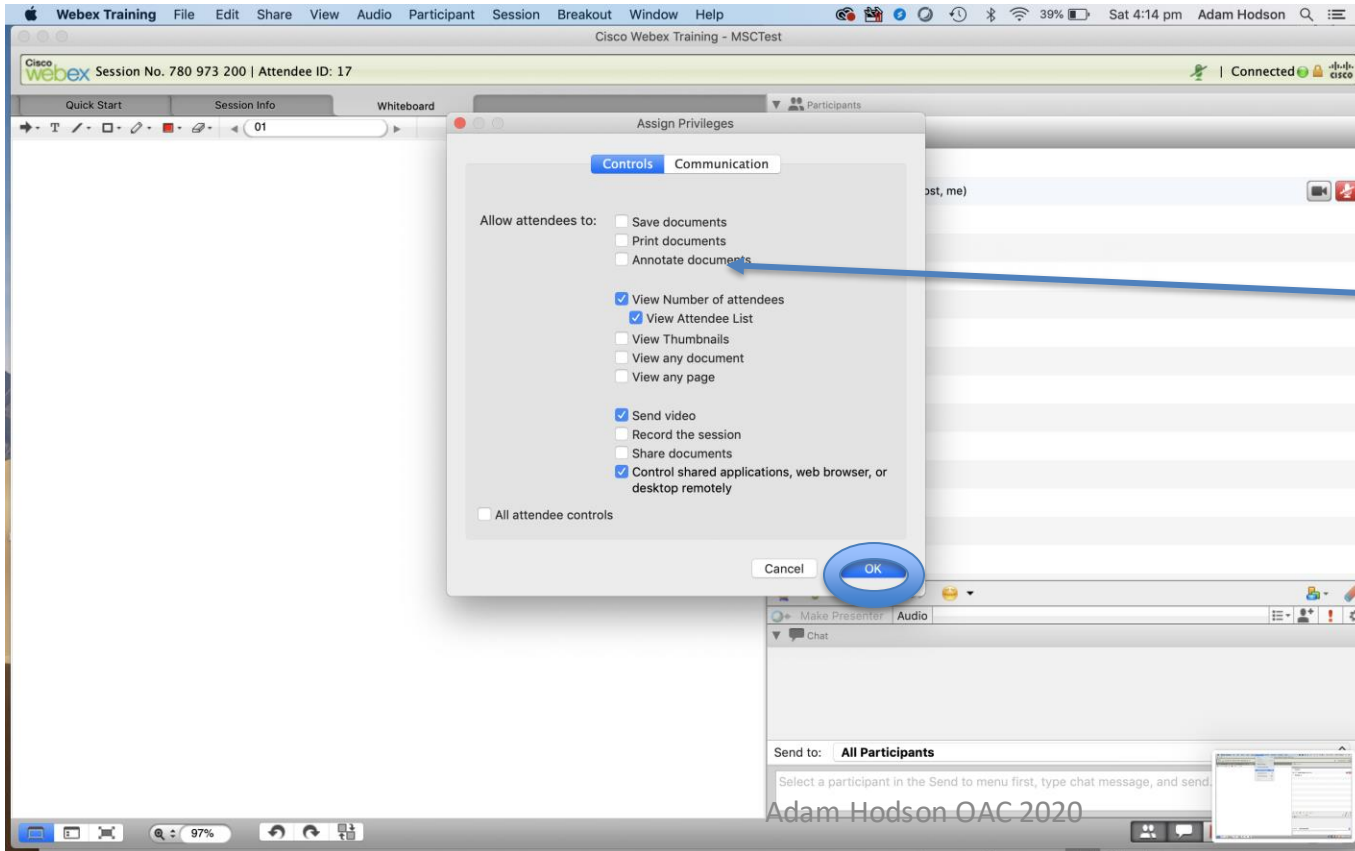
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Getting started in WebEx



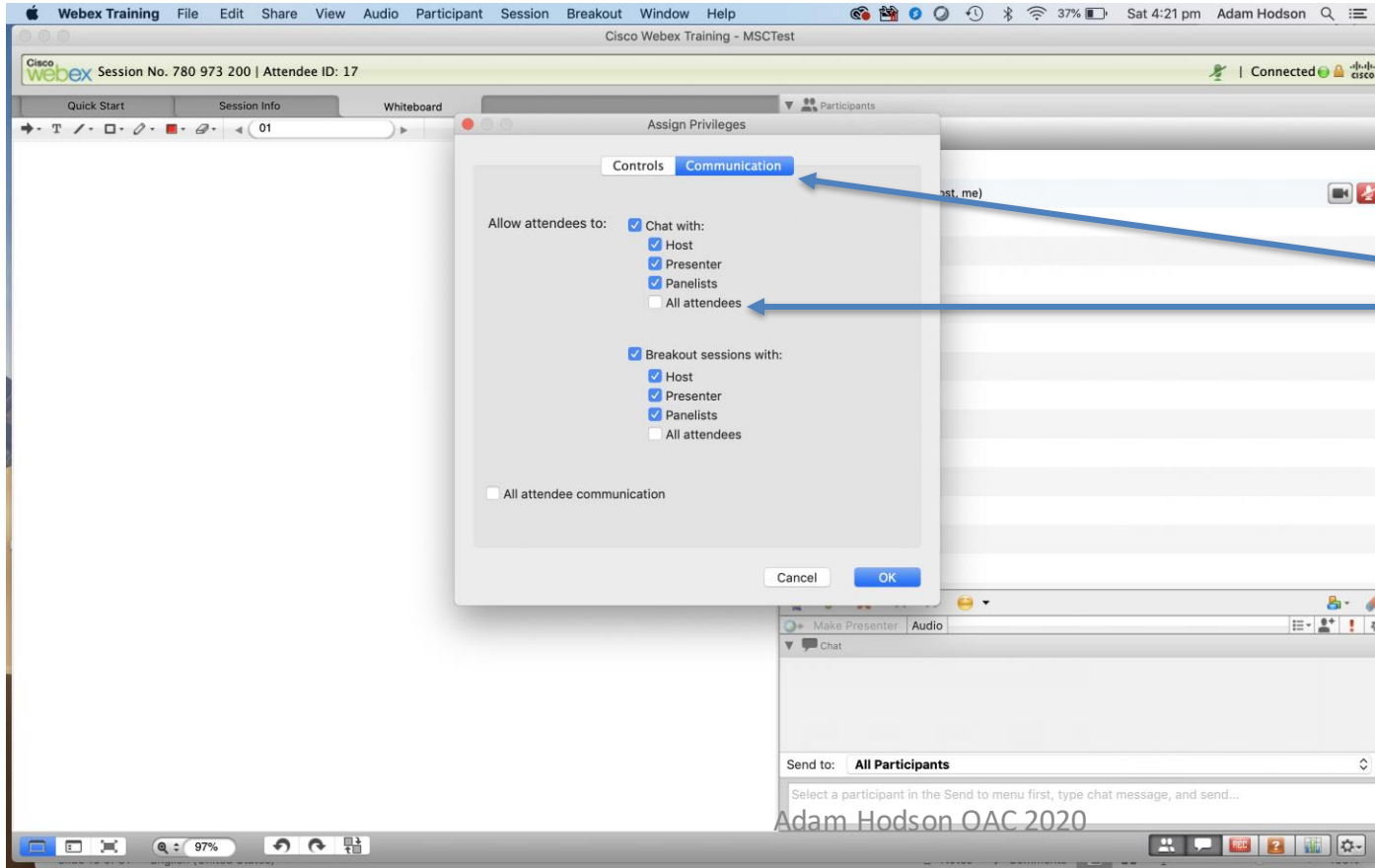
Select participant
then assign privileges

Getting started in WebEx



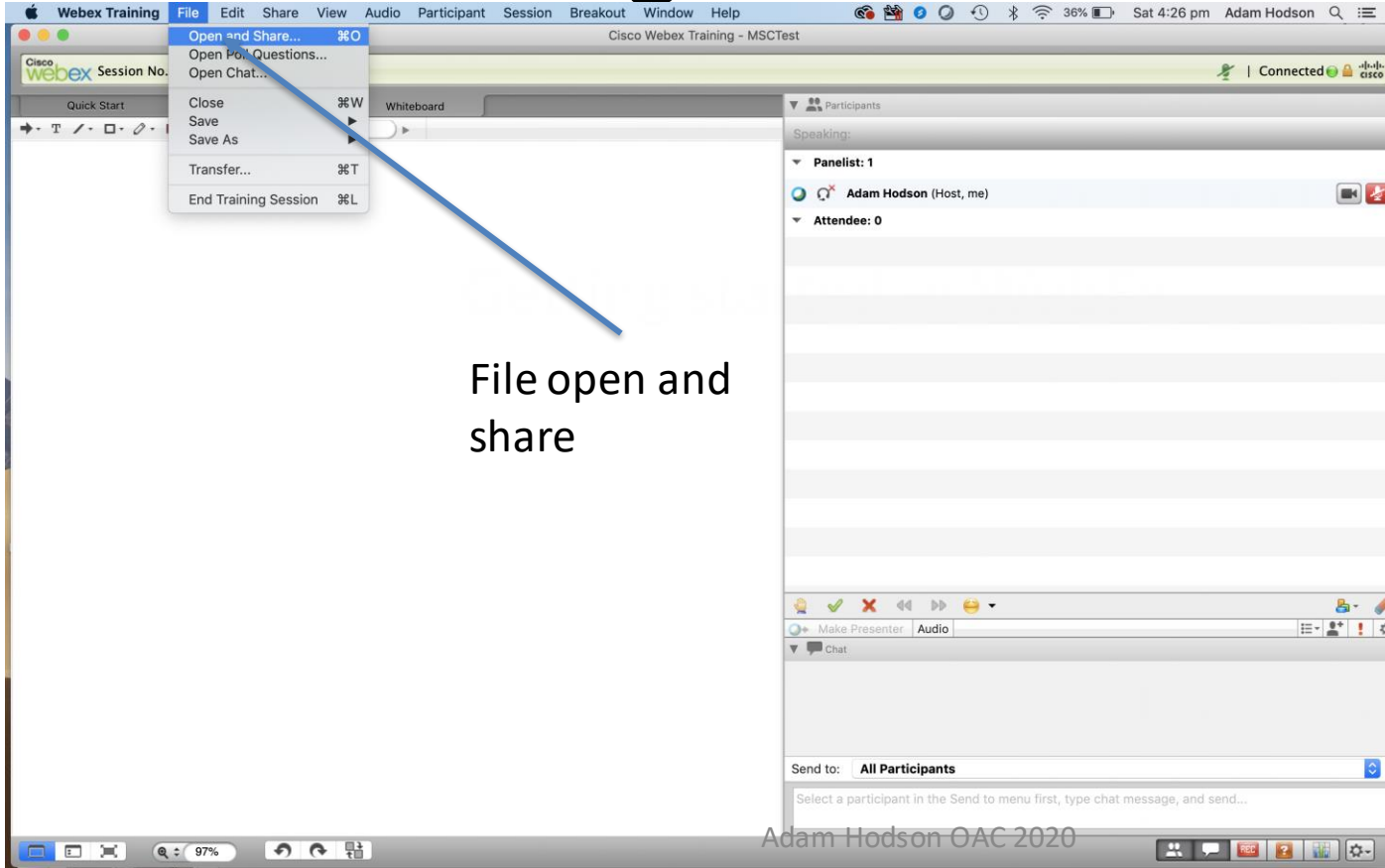
Select annotate documents and this will allow students to write on the white board

Getting started in WebEx



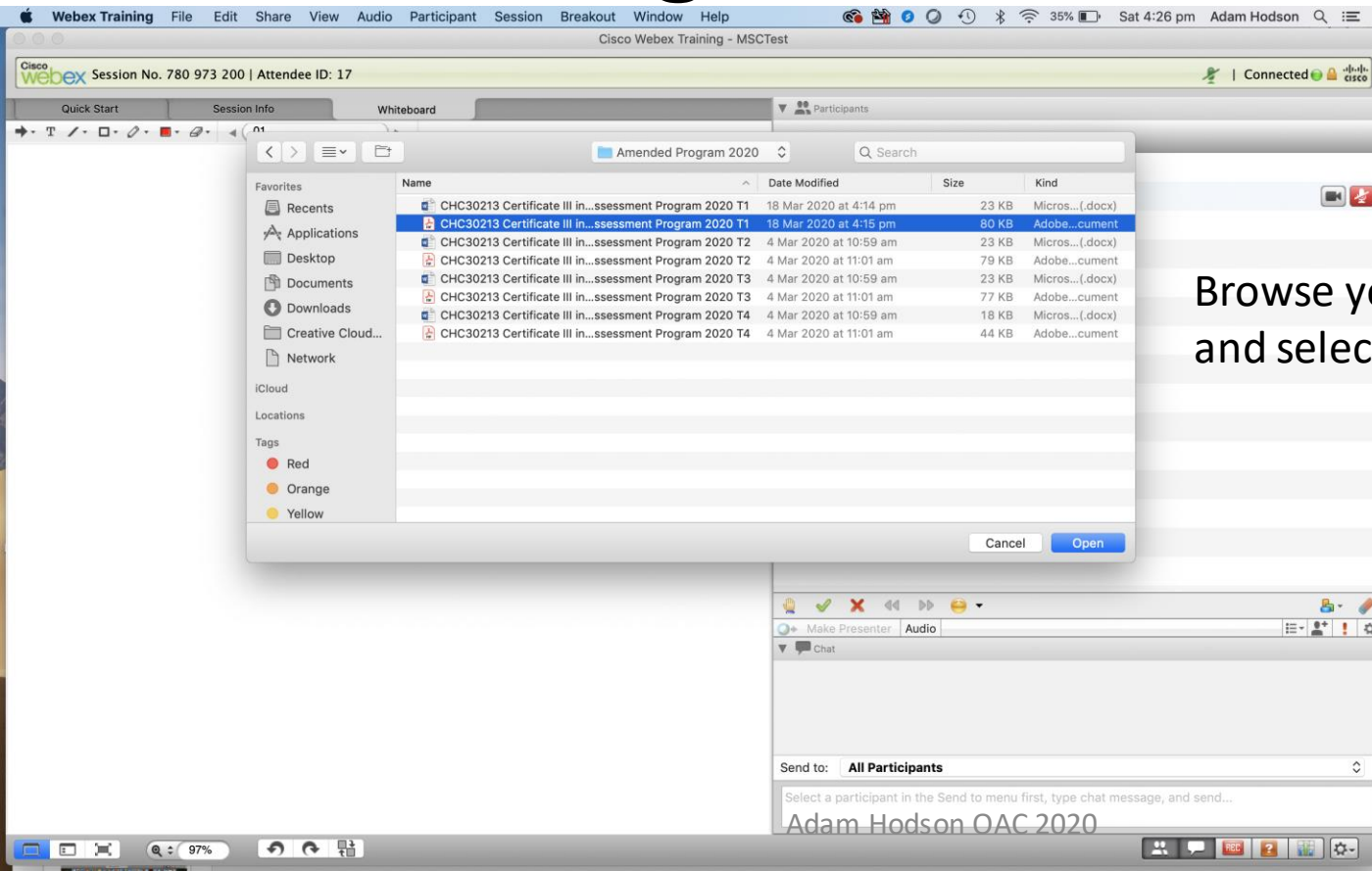
Communication
then all attendees.
this allows all students
to see all text chats

Getting started in WebEx



File open and
share

Getting started in WebEx



Browse your computer
and select your file

Getting started in WebEx

Webex Training File Edit Share View Audio Participant Session Breakout Window Help

Cisco Webex Training - MSCTest

Session No. 780 973 200 | Attendee ID: 17

Quick Start Session Info Whiteboard CHC30213 Certifi...

01

CHC30213 Certificate III in Education Support Delivery - Assessment Program 2020 - Governess

Term 1 Lessons 5:00pm - 6:00pm Wednesday

Week	Unit	Lesson topics & content	Self-study activities	Knowledge evidence covered in lesson KE	Practical criteria covered in lesson & learner guide PC	Assessment tools	Resources
3	Introduction	Introduction to course, VET, Moodle, Webex, Google	N/A	N/A	N/A	N/A	OAC Student registration
4	HLTH3001 Participate in Work Health and Safety	State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including: <ul style="list-style-type: none">• state/territory WHS authorities• rights and responsibilities of employers and workers, including duty of care• hazardous manual tasks• infection control• safety signs and their meanings, including signs for:<ul style="list-style-type: none">• dangerous goods classifications• emergency equipment & personal protective equipment (PPE)• specific hazards such as sharp, radiation• hazard identification, including:<ul style="list-style-type: none">• definition of a hazard• common workplace hazards relevant to the industry setting & workplace procedures for hazard identification• workplace emergency procedures• workplace policies and procedures for WHSStress and fatigueEmergency proceduresIdentify WHS procedures, work instructionsSafe housekeeping in their work areaWHS meetings	Department for Education Workplace Learning Certificate (Agosur 4 hours) Read pages 6 to 20 in the learner guide and complete tasks and complete tasks 2.3, 4.5, 6, 7, 8, 9	PC 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2	Written questions and answers, Case studies, Direct observation, Third party reports	Department for Education Workplace Learning course, Learner Guide, Vimeo Power point McGraw Hill Work health and safety risk tool, Evacuation Signage	
5	CHCE0017 Contribute to the health and safety of students	Support student protection programs including off-campus danger, safe houses and crisis concept as appropriate	Read pages 8 to 31 in the learner guide and complete Task 1	KE 1	PC 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2	Written questions and answers, Case studies, Direct observation, Third party reports, Workplace logbook	Camps and excursions guide Educator to child ratios Health and support planning in education Helping children with mental health difficulties 401 matter 867.3.3 chart NGS Education and care Class room guide 8.7 & 9-12 Medication authority DEC/D Learner Wellbeing Framework

Participants

Speaking:

Panelist: 1

Adam Hodson (Host, me)

Attendee: 0

Make Presenter Audio

Chat

Send to: All Participants

Select a participant in the Send to menu first, type chat message, and send...

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Document will appear on the white board.
If students have annotation rights,
using the whiteboard tools, all can
write on the white board, including the teacher

Getting started in WebEx

The screenshot shows the Cisco WebEx Training interface. The top menu bar includes 'Webex Training', 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Session', 'Breakout', 'Window', and 'Help'. The 'Share' menu is open, displaying options: 'My Desktop', 'File (Including Video)...', 'Application', 'Whiteboard', 'Web Browser', 'Multimedia...', 'Remote Computer...', and 'My Session Window'. A blue arrow points from the 'Share' menu to the 'My Desktop' option. Another blue arrow points from the 'My Desktop' option to the 'Panelist' section of the interface. The main content area displays a document titled 'CHC30213 Certificate III in Education Support'. The document is organized into a table with columns for 'Week', 'Unit', 'Lesson topics & content', 'Assessment tools', and 'Resources'. The table contains detailed information about the course, including lesson topics, assessment tools, and resources. The bottom of the interface shows a 'Send to:' dropdown menu set to 'All Participants' and a chat area.

Week	Unit	Lesson topics & content	Assessment tools	Resources
3	Introduction	Introduction to course, VET, Moodle, Webex, Google	N/A	N/A
4	HLTHS001 Participate in Work Health and Safety	State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including: <ul style="list-style-type: none">• state/territory WHS authorities• rights and responsibilities of employers and workers, including duty of care• hazardous manual tasks• infection control• safety signs and their meanings, including signs for • dangerous goods classifications• emergency equipment • personal protective equipment (PPE)• specific hazards such as sharps, radiation Identify hazards Maintain safe work currency Safe work practice in your work area • hazard identification, including: <ul style="list-style-type: none">• definition of a hazard• common workplace hazards relevant to the industry setting • workplace procedures for hazard identification• workplace emergency procedures• workplace policies and procedures for WHS Stress and fatigue Emergency procedures Identify WHS procedures, work instructions Safe housekeeping in own work area WHS meetings Maintain classroom display according to work safety regulations and school/centre procedures and guidelines Support student protection programs including stranger danger, safe houses and crisis concept as appropriate Maintain the classroom/centre in a clean and tidy condition Current curriculum documents	Written questions and answers, Case studies, Direct observation, Third party reports	Department of Education Workplace Learning Certificate (Approx 4 hours) Read pages 6 to 35 in the learner guide and complete tasks 2.3, 4.5, 6, 7, 8, 9 KE 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2 PC 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2 Written questions and answers, Case studies, Direct observation, Third party reports
5	CHCED001 Contribute to the health and safety of students	Read pages 6 to 35 in the learner guide and complete Task 1	KE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2	Written questions and answers, Case studies, Direct observation, Third party reports Workplace logbook Campus and excursion guide Educator to child ratios Health and support planning in education Helping children with mental health difficulties Kid matter BCTLS chart NQS Education and care Classroom guide R1.7 & 9-12 Medication authority DECD Learner Wellbeing Framework

Select share then my desktop and all students will be able to see whatever is on your desktop

From the share menu you can Also upload and show an MP4 video

Getting started in WebEx

The screenshot shows the Cisco WebEx Training interface. The top menu bar includes File, Edit, Share, View, Audio, Participant, Session, Breakout, Window, and Help. The File menu is open, showing options like Open and Share..., Open Poll Questions..., Open Chat..., Close, Save, Save As, Transfer..., and End Training Session. The Whiteboard tab is active, displaying a table titled "Assessment Program 2020 - Governance".

Week	Unit	Lesson	Knowledge evidence covered in lesson	Performance criteria covered in lesson & learner guide	Resources		
3	Introduction	Introduction to course, VET, Moodle, Webex, Google	N/A	N/A	N/A		
4	HLTHS001 Participate in Work Health and Safety	State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including: <ul style="list-style-type: none">• state/territory WHS authorities• rights and responsibilities of employers and workers, including duty of care• hazardous manual tasks• infection control• safety signs and their meanings, including signs for:<ul style="list-style-type: none">• dangerous goods classifications• emergency equipment• personal protective equipment (PPE)• specific hazards such as sharp, radiation Identify hazards <ul style="list-style-type: none">• Maintain safe work currency• Safe work practice in your work area• hazard identification, including:<ul style="list-style-type: none">• definition of a hazard• common workplace hazards relevant to the industry setting• workplace procedures for hazard identification• workplace emergency procedures• workplace policies and procedures for WHS stress and fatigue• Emergency procedures• Identify WHS procedures, work instructions• Safe housekeeping in own work area	PC 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2	Written questions and answers, Case studies, Direct observation, Third party reports	Department for Education Workplace Learning course: Learner Guide, Videos, Power point McGraw Hill Work health and safety risk tool, Evaluation, Risk assessment, Manual handling: Pushing a wheelbarrow, Hazardous manual tasks, Safe operation of paper shredder, Safe operation of laminator, Hazard report, WHS flyer		
5	CHCE0017 Contribute to the health and safety of students	Maintain classroom displays according to work safety regulations and school/centre procedures and guidelines <ul style="list-style-type: none">• Support student protection programs including stranger danger, safe houses and circle concept as appropriate• Maintain the classroom/centre in a clean and tidy condition• Current curriculum documents	Read pages 6 to 31 in the learner guide and complete Task 1	KE 1	PC 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2	Written questions and answers, Case studies, Direct observation, Third party reports, Workplace logbook	Camps and excursions guide, Educator to child ratios, Health and support planning in education, Helping children with mental health difficulties, Kid matter BSL 3 chart, NCES Education and care, NCES Education and care, Class sizes guide R-7 & 8-12, Medication authority, DECD Learner Wellbeing Framework

Select save as and save the text chat and also the Whiteboard as a document

File end training session

Getting started in WebEx

Schedule Training

Topic: (Required) Copy from... (Required) Password Criteria

Set session password: (Required) Password Criteria

☐ This session will have over 500 attendees

☒ Automatically delete session after it ends

☐ Send a copy of the attendee invitation to me

Audio Conference Settings

Select conference type: Webex Audio

☒ Display global call-in numbers (Global call-in numbers are displayed at meeting start.)

☐ Mute attendees upon entry

Entry and exit tone: No Tone

Date and Time

Starting time: April 4, 2020 5:15 am pm Plan session time zones...

Time zone: Adelaide (Australia Central Daylight Time, GMT+10:30)

☒ Attendees can join 5 minutes before the start time

Occurrence:

☐ Single-session class

☒ Recurring single-session class (attendees register for one session)

☐ Multiple-session course (attendee register for entire sequence)

☐ Schedule irregular sessions (each session may be edited separately later)

Recurrence:

☐ Daily ☒ Weekly ☐ Monthly

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☒ Saturday

Ending:

☐ Ending ☒ After April 4, 2020 10 sessions

Estimated duration: 1 hour

Add the topic and
Set the session password

Set Webex audio and tone

Set the date and time you want
Your lesson. Select recurring single
Session and choose either a
date parameter
or amount of sessions

Getting started in WebEx

Chrome File Edit View History Bookmarks People Tab Window Help

Certificate III in Educ... x OPEN ACCESS COL... x Open Access Colleg... x Pages - Home x Day Plan x Cisco Webex Meetin... x Webex Training x +

schoolssaeduau.webex.com/mw3300/mywebex/default.do?siteurl=schoolssaeduau&service=7

Webex

Home Webex Meetings Webex Events Webex Support Webex Training My Webex Modern View NEW Adam Hodson Sign Out

New User Reference
Attend a Session

▼ Host a Session
Schedule Training
Instant Session
Hands-On Lab
Test Library
My Training Recordings

▼ Set Up
Webex Training
Preferences
My Profile

▼ Support
Help
MyResources
Downloads

Attendee Registration: ☐ Require attendee registration [Customize form](#) ⓘ
☐ Automatically approve all registration requests
(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

Attendees

Invited attendees: [Invite Attendees...](#)

Security: ☐ Exclude password from emails sent to attendees
☐ Attendees must have an account on this service to attend session

Presenters

Invited presenters: [Invite Presenters...](#)

Session Options

Available features: Chat, Poll, Video, View video thumbnails, Number of attendees, Send video, Attendee List, File Transfer, Presentation, App Sharing, Desktop Sharing, Web

[Edit Options...](#)

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

Breakout Session Assignments Settings

In-session assignments (automatic or manual attendee assignments during the session) are always available.

Attendees do not need registration

Invite your students

Invite yourself as host

Getting started in WebEx

Chrome File Edit View History Bookmarks People Tab Window Help

schoolssaeduau.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?action=...

Invite Attendees

Provide new attendee information here or select contacts from your address book.

Select Contacts...

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

OK Cancel

New Attendee

Full name:

Email address:

Country/Region: Number (with area/city code):

Phone number:

Time Zone:

Language:

Locale:

☒ Add new attendee in my address book

☐ Invite as alternate host

Add Attendee

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

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When inviting attendees enter full name, email address locale and add them to your address book

Add attendee then once all are added select all then invite

Getting started in WebEx

Chrome File Edit View History Bookmarks People Tab Window Help

Certificate III in Edu... x OPEN ACCESS COL... x Open Access Colleg... x Pages - Home x Day Plan x Cisco Webex Meetin... x Webex Training x

schoolssaeduau.webex.com/mw3300/mywebex/default.do?siteurl=schoolssaeduau&service=7

Webex

Home Webex Meetings Webex Events Webex Support Webex Training My Webex Modern View Adam Hodson Sign Out

New User Reference
Attend a Session
▼ Host a Session
Schedule Training
Instant Session
Hands-On Lab
Test Library
My Training Recordings
▼ Set Up
Webex Training
Preferences
My Profile
▼ Support
Help
MyResources
Downloads

Session Information

Agenda: ☒ Plain text ☐ HTML

Description: ☒ Plain text ☐ HTML

Graphics: Import Picture... Remove Picture

Course Material

Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously.

(No file specified yet.)
Add Course Material...

Tests

You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session.

(No test yet.)
Add Test...

Save As Template

Schedule Start Session Cancel

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To complete the
Process select schedule

Getting started in WebEx

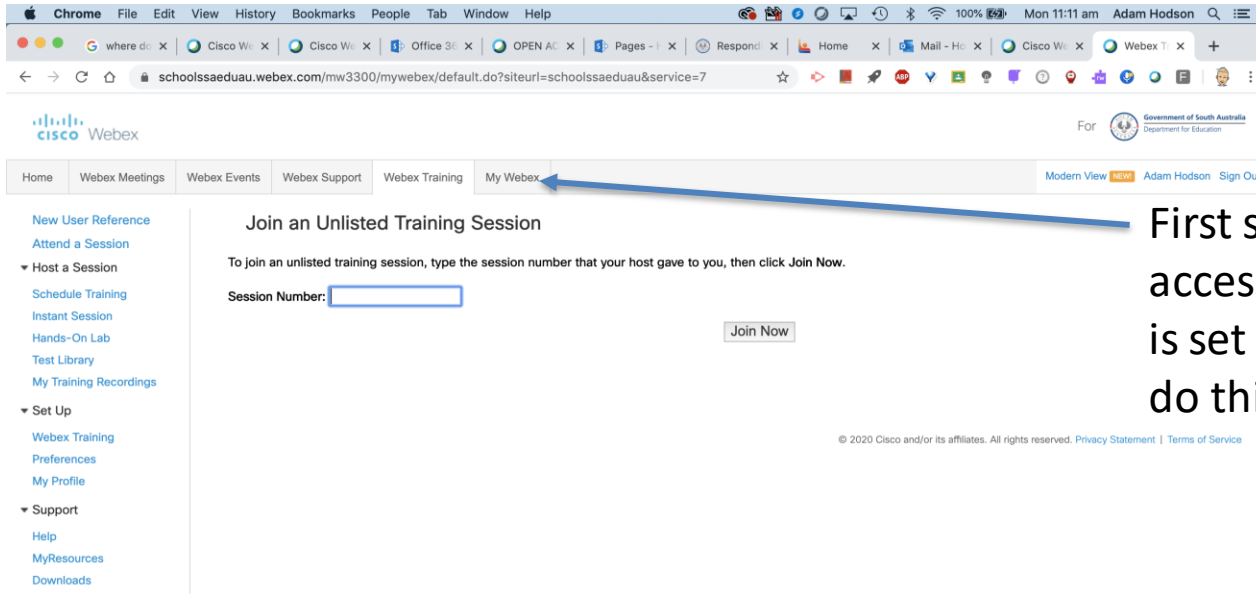
The screenshot shows the Cisco WebEx web interface in a Chrome browser. The top navigation bar includes links for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. The 'My Webex' tab is selected, and a blue arrow points to it from the right. The main content area displays 'Session Scheduled' with a confirmation message: 'Thank you. You have successfully scheduled your session.' Below this, instructions for starting the session are provided: 'To start your session' and 'To add a test'. A 'Session Information' section lists details such as Topic (MSC Test), Host (Adam Hodson), Session date and time (Saturday, April 4, 2020 5:45 pm), and Location (https://schoolssaeduau.webex.com/schoolssaeduau). At the bottom of the page, there is a copyright notice: '© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'.

As a teacher (Host) start your session at your lesson time. webex send email invitations to students automatically

Go to My Webex and then Click the start link next to your Session
Your students will sign in via the link webex has sent and will begin to appear in your session

Getting started in WebEx

Upload a recording to Daymap



The screenshot shows a web browser window with the Cisco Webex interface. The browser's address bar displays the URL: `schoolssaeduau.webex.com/mw3300/mywebex/default.do?siteurl=schoolssaeduau&service=7`. The Cisco Webex logo is visible in the top left corner. A navigation bar at the top contains several tabs: Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. The 'My Webex' tab is currently selected, and a blue arrow points to it from the right. Below the navigation bar, the main content area is titled 'Join an Unlisted Training Session'. It includes the instruction: 'To join an unlisted training session, type the session number that your host gave to you, then click Join Now.' Below this instruction is a text input field labeled 'Session Number:' and a 'Join Now' button. On the left side of the interface, there is a sidebar with various links, including 'New User Reference', 'Attend a Session', 'Host a Session', 'Schedule Training', 'Instant Session', 'Hands-On Lab', 'Test Library', 'My Training Recordings', 'Set Up', 'Webex Training', 'Preferences', 'My Profile', 'Support', 'Help', 'MyResources', and 'Downloads'. In the top right corner, there is a user profile section for 'Adam Hodson' with a 'Sign Out' button. At the bottom of the page, there is a copyright notice: '© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'.

First step is to ensure access to recordings is set to training. To do this click on My Webex

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The screenshot shows the Cisco WebEx web interface in a Chrome browser. The address bar displays the URL: `schoolssaeduau.webex.com/mw3300/mywebex/default.do?siteurl=schoolssaeduau&service=10`. The top navigation bar includes links for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. The 'My Webex' section is active, showing a user profile for Adam Hodson with a 'Sign Out' link. On the left sidebar, the 'My Recordings' option is highlighted with a blue bar. A blue arrow points from the text 'Once you are in My Webex select My Recordings' to this highlighted option. Other sidebar options include My Meetings, My Personal Room, My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area shows a large circular profile picture placeholder with the initials 'AH' and a 'Change' link below it.

Once you are in My Webex
select My Recordings

Good morning, Adam.

Start Meeting

Start by browser **NEW!**

More ways to join

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Three notification boxes are displayed on the right side of the interface. Each box has a blue header with an information icon and a close button (X). The first notification asks: 'Want to lock your Personal Room automatically? Set up your Personal Room preferences.' The second notification asks: 'Want to receive notifications when someone is waiting in your Personal Room lobby? Set up your Personal Room preferences.' The third notification asks: 'Want your Personal Room meetings to run without you? Set up your Personal Room preferences.'

Adam Hodson OAC 2020



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The screenshot shows the Cisco Webex interface in a Chrome browser. The address bar shows the URL: `schoolssaeduau.webex.com/mw3300/mywebex/default.do?siteurl=schoolssaeduau&service=10`. The page title is "My Webex Recordings". On the left, there is a sidebar with navigation links: "My Meetings", "My Personal Room", "My Recordings" (highlighted), "My Contacts", "My Profile", "Preferences", "My Reports", "Training", and "Support". The main content area has a header "My Webex Recordings" and a sub-header "My Recordings". Below this, there is a navigation bar with tabs: "Meetings", "Events", "Training Sessions" (highlighted with a blue arrow), and "Miscellaneous". There is also a "Deleted Recordings (0)" link. Below the tabs, there is a search bar with the text "Find recordings" and a "Search" button. Below the search bar, there is a table with columns: "Topic", "Security", "Size", "Create Time", "Duration", and "Format". The table currently shows "No Recording". Below the table, there is a button "Add recording" and a status "Disabled" with a red icon. A note at the bottom states: "Multiple uses of the same recording are counted only once in storage totals."

Once in My Recordings
select Training Sessions

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Topic	Security	Presenter	Type	Date	Size	Duration	Format
Test session-20200406 0125-1	Private	Adam Hodson	Private	April 6, 2020	6.06 KB	1 minute	ARF

Click on the Session code under topic

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The screenshot shows the Cisco WebEx user interface in a Chrome browser. The address bar shows the URL: schoolssaeduau.webex.com/mw3300/mywebex/default.do?siteurl=schoolssaeduau&service=10. The page title is "My Webex Recordings". The user is logged in as Adam Hodson. The interface includes a sidebar with navigation links: My Meetings, My Personal Room, My Recordings, My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area displays recording information for a session titled "Test session-20200406 0125-1". The information includes the author (Adam Hodson), email address (Adam.Hodson837@schools.sa.edu.au), date (Monday, April 6, 2020 11:00 am), duration (1 minute), security (locked), description, agenda, file size (6.06 KB), password (Required to view or download), view/download status (Attendees can view and download this recording), SCORM data (SCORM1.2 SCORM2004), streaming recording link (<https://schoolssaeduau.webex.com/schoolssaeduau/lr.php?RCID=8a183fc2dcbee916991d90201cca557a>), and download recording link (<https://schoolssaeduau.webex.com/schoolssaeduau/dr.php?RCID=8552d3ff4b3ecd8cdb8011f1a8f3698d>). A blue arrow points from the download link to the text "Copy the links ready For pasting into Daymap".

Recording Information: Test session-20200406 0125-1

Author: Adam Hodson
Email address: Adam.Hodson837@schools.sa.edu.au
Last modified: Monday, April 6, 2020 11:00 am
Date: Monday, April 6, 2020
Duration: 1 minute
Security:
Description:
Agenda:
File size: 6.06 KB
Password: Required to view or download
View/Download: Attendees can view and download this recording
SCORM data: SCORM1.2 SCORM2004
Streaming recording link: <https://schoolssaeduau.webex.com/schoolssaeduau/lr.php?RCID=8a183fc2dcbee916991d90201cca557a>
Download recording link: <https://schoolssaeduau.webex.com/schoolssaeduau/dr.php?RCID=8552d3ff4b3ecd8cdb8011f1a8f3698d>

Play Recorded Meeting Now
You can view your recorded meeting by clicking **Play Now**.
If you want to download the recording, click [here](#).

Share My Recording
You can send an email to share your recording with others by clicking **Send Email**.
If you want to use your local email client to send the email, click [here](#).

Copy the links ready
For pasting into Daymap

Getting started in WebEx

Upload a recording to Daymap

The screenshot shows a web browser window with the Daymap application open. The browser's address bar displays the URL: `daymap.openaccess.edu.au/daymap/staff/plans/class.aspx?a=1&eid=1473103&id=15386`. The Daymap interface includes a top navigation bar with links like 'Daymap', 'Classes', 'Assessment', 'Communications', 'Find', 'Attendance', 'Calendars', 'Timetable', 'Tools', and 'Help'. A search bar is located below the navigation bar. The main content area is titled 'Certificate III Education Support29A CHC3021329A VET with Adam HODSON'. On the left, a sidebar menu lists various options: 'Class Feed', 'Lessons', 'Roll Marking', 'Outline', 'Class Posts' (which is highlighted with a blue bar), 'Assessment', 'Reports', 'Resources', and 'Planning'. The 'Class Posts' section is currently active, showing a large empty area for posting. In the top right corner of this section, there are two buttons: '+ Add Plans, Tasks and Posts' and 'New Post' (with a 'Messaging' link next to it). A blue arrow points from the text 'Open Daymap Select class posts then Add plans, tasks and posts' to the '+ Add Plans, Tasks and Posts' button.

Open Daymap Select class posts then
Add plans, tasks and posts

Getting started in WebEx

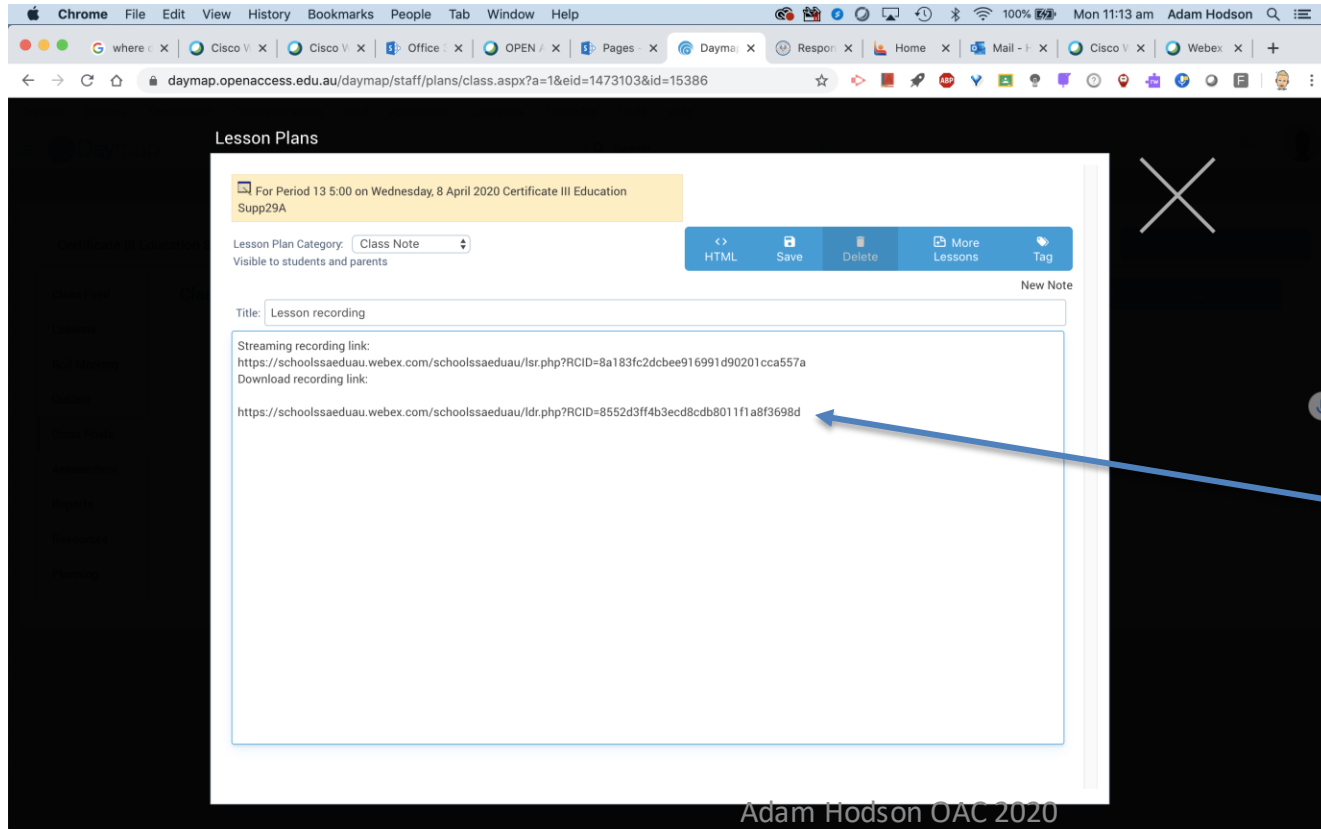
Upload a recording to Daymap

The screenshot shows a Chrome browser window with the Daymap application open. The address bar shows the URL: `daymap.openaccess.edu.au/daymap/staff/plans/class.aspx?a=1&eid=1473103&id=15386`. The Daymap interface has a dark sidebar on the left with a menu containing: Certificate III Education S, Class Feed, Lessons, Roll Marking, Outline, Class Posts, Assessment, Reports, Resources, and Planning. The main content area displays the 'Add New' modal. This modal has a title bar 'Add New' and a search bar. It is divided into three sections: 'Lesson Planning' with a button 'Create a new lesson plan or note', 'Upload a file or link to a resource', and 'Browse the curriculum library for an existing plan, attachment or link'; 'Communications' with 'Class Post' and 'Class Message'; and 'Assessment Tasks' with 'New assessment task' and 'Browse the curriculum library for an existing task'. A blue arrow points from the text 'Select create a new Lesson plan or note' to the 'Create a new lesson plan or note' button. At the bottom left of the browser window, the text `javascript:addPlan();` is visible.

Select create a new Lesson plan or note

Getting started in WebEx

Upload a recording to Daymap



The screenshot shows a web browser window with the Daymap interface. The page title is "Lesson Plans". A yellow banner at the top reads "For Period 13 5:00 on Wednesday, 8 April 2020 Certificate III Education Supp29A". Below this, there's a "Lesson Plan Category" dropdown set to "Class Note" and a "Visible to students and parents" checkbox. A toolbar contains buttons for "HTML", "Save", "Delete", "More Lessons", and "Tag". A "New Note" button is also present. The "Title" field contains "Lesson recording". The main text area contains two links: "Streaming recording link: https://schoolssaeduau.webex.com/schoolssaeduau/lr.php?RCID=8a183fc2dcbee916991d90201cca557a" and "Download recording link: https://schoolssaeduau.webex.com/schoolssaeduau/lr.php?RCID=8552d3ff4b3ecd8cdb8011f1a8f3698d". A blue arrow points from the text "To play the recording if they download it, they will be required to download Webex player for windows or Mac." to the download link.

Lesson Plans

For Period 13 5:00 on Wednesday, 8 April 2020 Certificate III Education Supp29A

Lesson Plan Category: Save Delete More Lessons Tag

Visible to students and parents

Title: Lesson recording

Streaming recording link:
<https://schoolssaeduau.webex.com/schoolssaeduau/lr.php?RCID=8a183fc2dcbee916991d90201cca557a>

Download recording link:
<https://schoolssaeduau.webex.com/schoolssaeduau/lr.php?RCID=8552d3ff4b3ecd8cdb8011f1a8f3698d>

Adam Hodson OAC 2020

Paste the links.
Students can either
stream the recording
or download the recording
to their desktop.
To play the recording
if they download it, they will
be required
to download Webex player for
windows or Mac.