

GMAP SESAMI Program

Getting Started with Webex Meeting for the Instructor and the Teaching Assistants

Last update: 11/15/2021

1 Overview

There will be two types of online lectures as below. Which one will be offered for each course will be informed via SESAMI program management. In both cases, **Webex Meeting**, a video communication tool, will be used as the platform.

Type	Description	Notes
(A) Hybrid	Some people join remotely, and others in the physical classroom at Kobe University.	There will be one computer in the classroom (wired host), and one laptop for presentation (Wi-Fi).
(B) Online only	Everyone joins remotely.	Everyone needs to join the lecture by finding the most stable network environment.

2 Roles

2.1 Host and Cohost

We have two types of roles to manage our lectures. The SESAMI admin (program management) will be the host to schedule, start and end the lecture. She will assign Cohosts to the professor and his/her teaching assistant at the beginning of the calls.


Privileges	Roles (detail) and default assignments	
	Host	Cohost
	SESAMI admin	Professor Teaching assistant
Schedule a meeting	x	
Start/end the meeting	x	
Assign Host or Cohost	x	
Mute/unmute attendees	x	x
Manage breakout sessions	x	x

How to change roles:

- Right-click the name on the Participants panel, then select 'Change Role To' > [designated role]
- The Host can assign Cohost(s) or the Host to someone else

2.2 Presenter

The presenter is someone who's sharing his/her contents. By default (when the meeting starts), the Host is the presenter. There are three ways to change the presenter

- Share his/her screen to become the presenter
- Move the presenter ball  in the 'Participants panel'
- Right-click the name on the 'Participants panel', then select 'Change Role To' > 'Presenter'

3 Preparation

- **System requirements:** <https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>
 - For more stable access, it is recommended to use an Ethernet cable instead of Wi-Fi.
- You can install the Webex Meetings desktop app to easily start and join your meetings from the app: <https://help.webex.com/en-us/0tow9g/Download-the-Cisco-Webex-Meetings-Desktop-App>

4 Join a Meeting

- Run Cisco Webex Meetings app, or access <https://www.webex.com/> and use right top menu.
 - Input the meeting ID and password
- Get Started with Cisco Webex Meetings: <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>

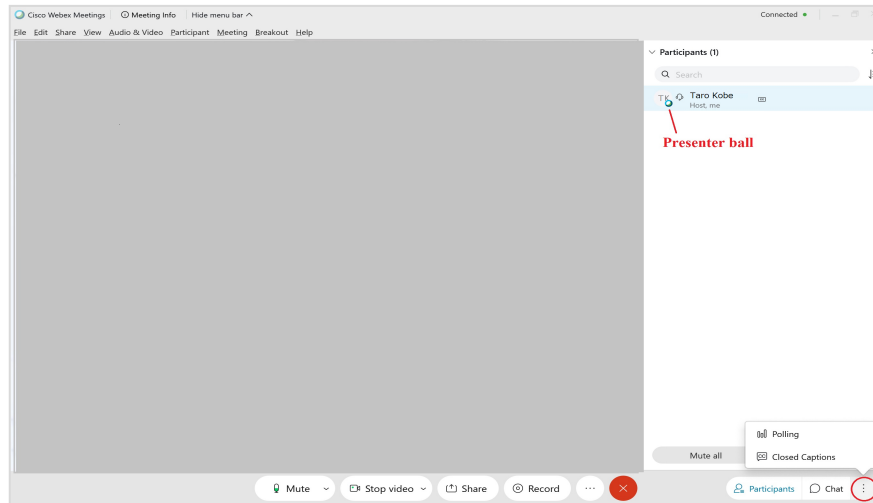
5 Key Features for Lectures

- **Muting** non-speakers would be a good idea to avoid noise.
 - Both the Host and Cohosts can mute or unmute attendees from the ‘Participants panel’.
- **Share screens:** <https://help.webex.com/en-us/i62jfl/Share-Your-Screen-or-Application-in-a-Cisco-Webex-Teams-Meeting>
 - You can select either your screen (desktop) or an app.
- **Whiteboard:** <https://help.webex.com/en-us/nytdb92/Use-the-Whiteboard-in-Cisco-Webex-Meetings>
- **Breakout sessions:** <https://help.webex.com/en-us/nroo6fs/Webex-Meetings-Breakout-Sessions>

Starting in WBS40.9, you can use breakout sessions in meetings to place your participants into smaller groups where they can collaborate and share ideas. Both the Host and Cohosts can manage breakout sessions.

 - **Create and start:** <https://help.webex.com/en-us/nft9foq/Webex-Meetings-Create-Breakout-Sessions>
 - **Assign Participants:**
<https://help.webex.com/en-us/n4jhmhe/Webex-Meetings-Assign-Participants-to-a-Breakout-Session>
 - **Move/exchange Attendees:**
<https://help.webex.com/en-us/nuyqi6s/Webex-Meetings-Move-or-Exchange-Attendees-in-Breakout-Sessions>
 - **Set timer** for breakout sessions:
 - Select ‘Breakout sessions’ button at the bottom to show the window ‘Breakout session assignments. Select Settings (left bottom) to set timer to automatically close sessions after xx minutes. (You can also bring out the window ‘Breakout session assignments’ from ‘Breakout’ menu on the top.)
 - **Visit a breakout session:** during the breakout session, you can visit each session.
 - From the ‘Breakout sessions’ in the ‘Participants panel’, select ‘Join’ (or select ‘Breakout sessions’ button at the bottom to show the window ‘Breakout session assignments’. Select ‘Join’ in the list ‘Breakout Session’.)
 - Broadcast a message to one or all breakout sessions:
<https://help.webex.com/en-us/n0z693t/Webex-Meetings-Broadcast-a-Message-to-Breakout-Sessions>
 - Respond to Requests for Help:
<https://help.webex.com/en-us/1smrzv/Webex-Meetings-Respond-to-Requests-for-Help-in-Breakout-Sessions>
 - Ask all participants to return to the main meeting:
<https://help.webex.com/en-us/ncgoz2y/Webex-Meetings-Ask-All-Participants-to-Return-to-the-Main-Meeting>
 - End All Breakout Sessions: <https://help.webex.com/en-us/79kb4z/Webex-Meetings-End-All-Breakout-Sessions>

- **Polling:** A presenter can create polling via the steps below.
 1. A presenter is someone who's sharing his/her contents. See '2.2 Presenter' on how to become a presenter.
 2. Once you become a presenter, there will be the "Polling" menu from the "... " on your right-bottom.

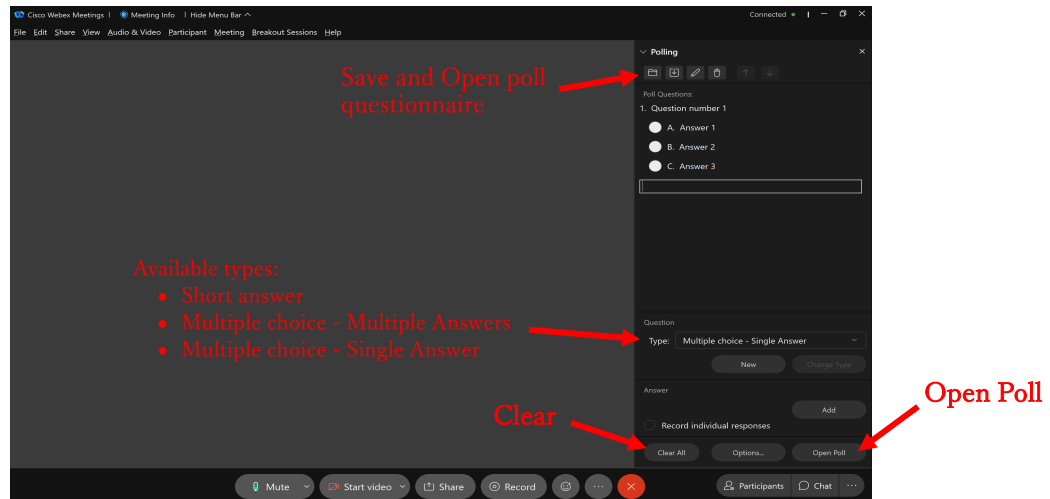


3. Create list of questions and 'Open Poll' on your right-bottom.

How: Steps 3 to 7 in this page

Windows: https://help.webex.com/en-us/n0pdj9x/Start-a-Poll-in-Cisco-Webex-Meetings#task_6531E05B157C77BEEFF02E329A98FC3D

Macintosh: https://help.webex.com/en-us/n0pdj9x/Start-a-Poll-in-Cisco-Webex-Meetings#task_C48DB7FB46E5A9A327319C340D02B5AB



You can also save your questionnaire and open it later.

More details: https://help.webex.com/en-us/n0pdj9x/Start-a-Poll-in-Cisco-Webex-Meetings#reference_36971337D399B2377084124968C8EB59