

WebEx Virtual Office Hours

During your virtual office hours, you can display, discuss, and review content and concepts with your students. You can also make a student presenter and view, discuss and comment on their work.

Setup Personal Meeting

1. Open <https://austincc.webex.com> in your web browser.
2. Click on the **Log In** button on the right side of your screen and log in to the WebEx website.



3. Under **I already have an account**, enter your username, password and then click the **Log In** button.

Log in to your account

I already have an account:

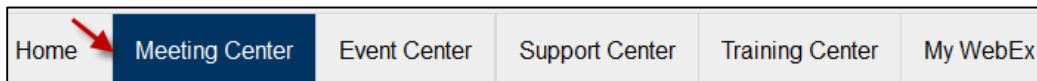
Username:

Password:

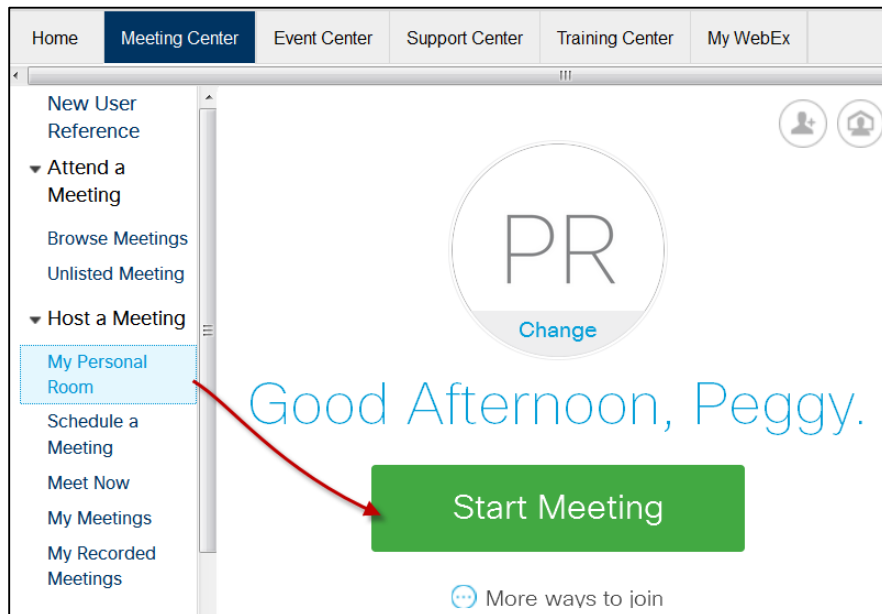
Keep me logged in

Forgot your [password](#) or [username](#)?

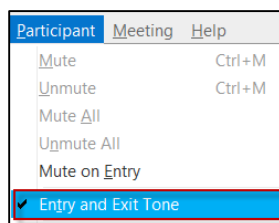
4. Click on **Meeting Center** on the top WebEx menu bar.



5. Under **Host a Meeting** on the left, click on **My Personal Room** and then the **Start Meeting** button on the right. The url to your **Personal Room** will always be **https://austincc.webex.com/join/<log in name>** such as <https://austincc.webex.com/join/raiford>. You student will use the same url throughout the semester.

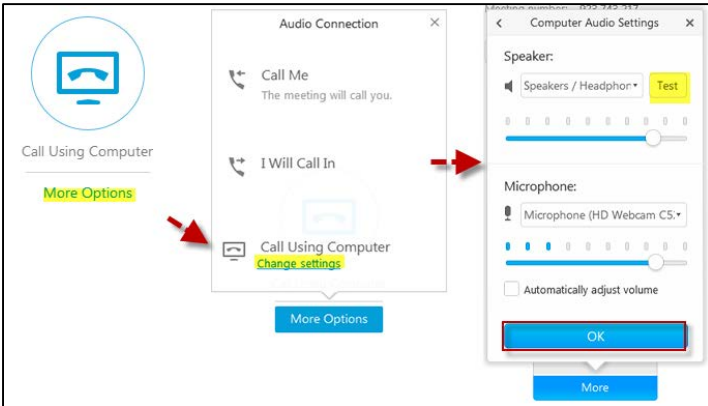


6. WebEx opens in your browser.
7. Under **Participants** on the top menu, enable the **Entry and Exit Tone** to alert you when students join the virtual office hours meeting.

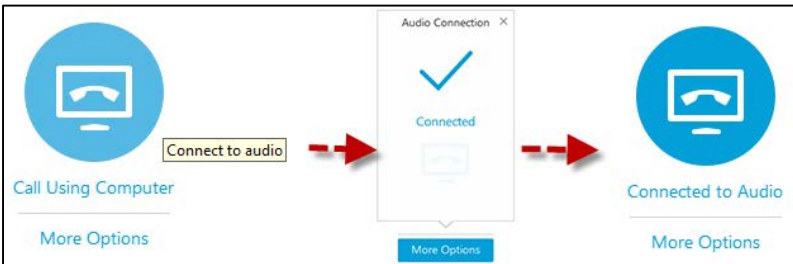


Audio

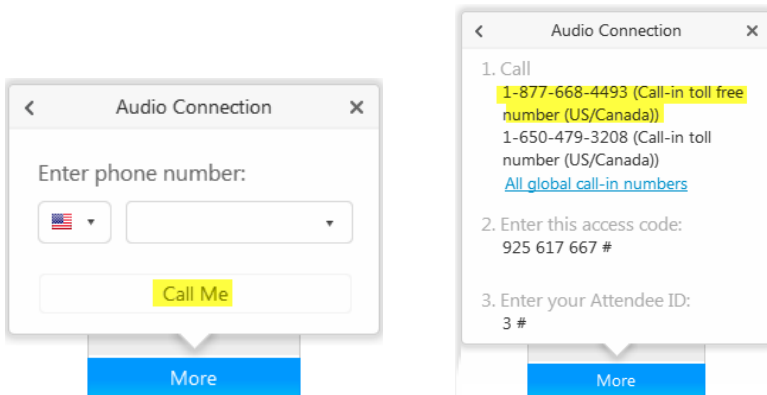
1. To setup computer audio, click on the **More Options** under the bottom of **Call Using Computer** option and then click on **Change Settings**. Select your speaker and microphone from the drop-down lists. Click the **Test** button to the right of **Speaker**. You should hear some music and see the wave in the blue bars. You should see the wave in the **Microphone** blue bar move up/down when you speak. Click the **OK** button.



2. Click on the **Call Using Computer** top section. A window displays stating **Connected** and **Connect to Audio** displays.

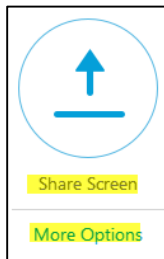


3. Click on the **More** button to view the phone options, you could incur charges such as data or roaming on your device. You can choose either the **Call Me** option or **I Will Call In** option using the toll free number

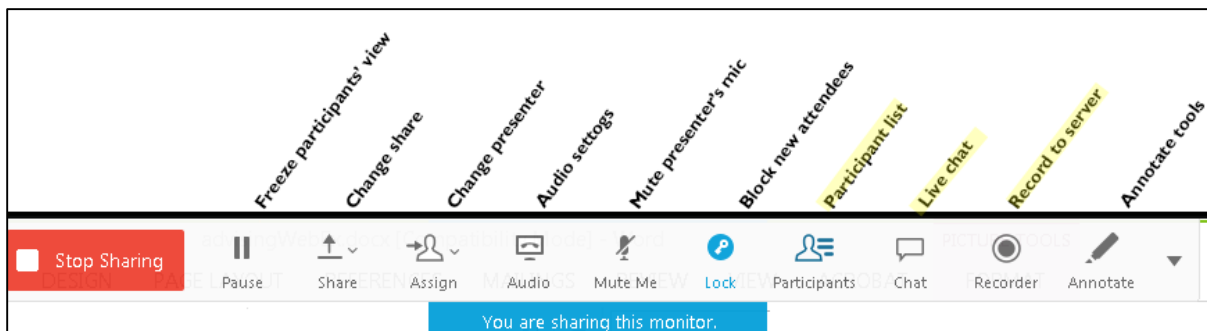


Office Hours

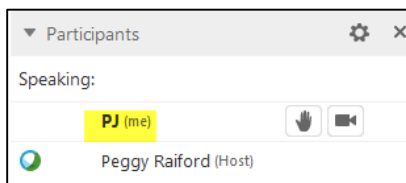
1. For students to view the instructor's content, click on **Share Screen** and then **More Options** to share your **computer screen**, an **application** or **file**. Your computer screen will probably go black for a short time.



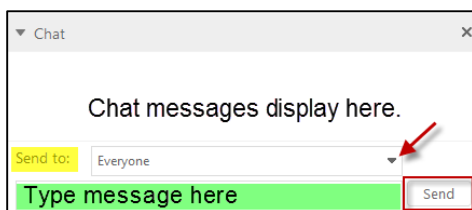
2. Your **host toolbar** displays across the top of your computer screen. Move your mouse over the blue tab, "**You are sharing this monitor**" to view the toolbar. Click on the **Participant icon** to view students when they enter or leave. Click on the **Chat icon** so that you can chat with students. Click on the **Recorder** if you want to record the session and start the recorder.




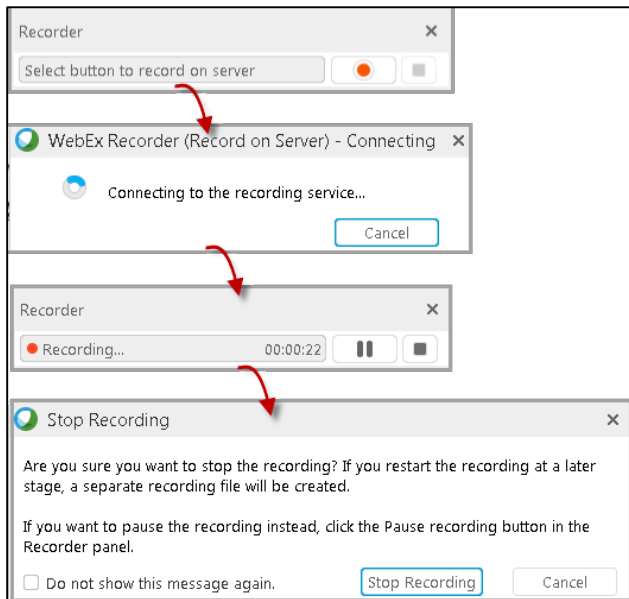
3. You will be able to see students as they join the meeting in the **Participants** panel.



4. In the **Chat** panel, you can chat with everyone or send a private chat to a specific student. Click the down arrow to choose the recipient. Type in your chat and click the **Send** button to post your chat message.

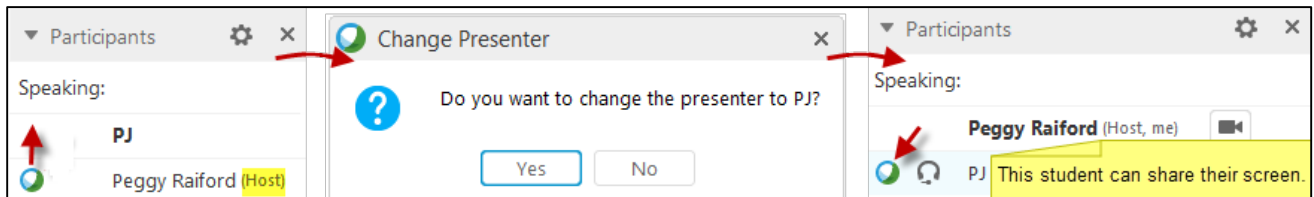


- To record your session, click the recorder icon  on the presenter's toolbar and the **Recorder** window displays. Click the **red** record button, connecting window displays and then the recorder window displays with the dynamic time recording. You may click the pause button to pause recording and click again to continue recording. Click the stop button to end the recording. A **Stop Recording** window displays. Click the **Stop Recording** button.

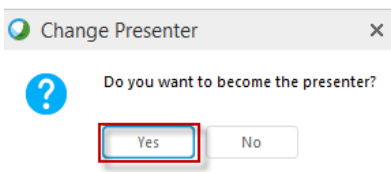


View Student's Document

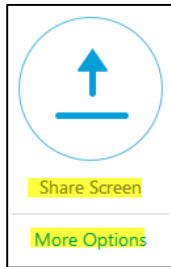
- You may want to view student's work. In the participant's panel, change the student's role to presenter by moving the WebEx icon from your name to the student's name. Click the **Yes** button on the **Change Presenter** pop-up window.



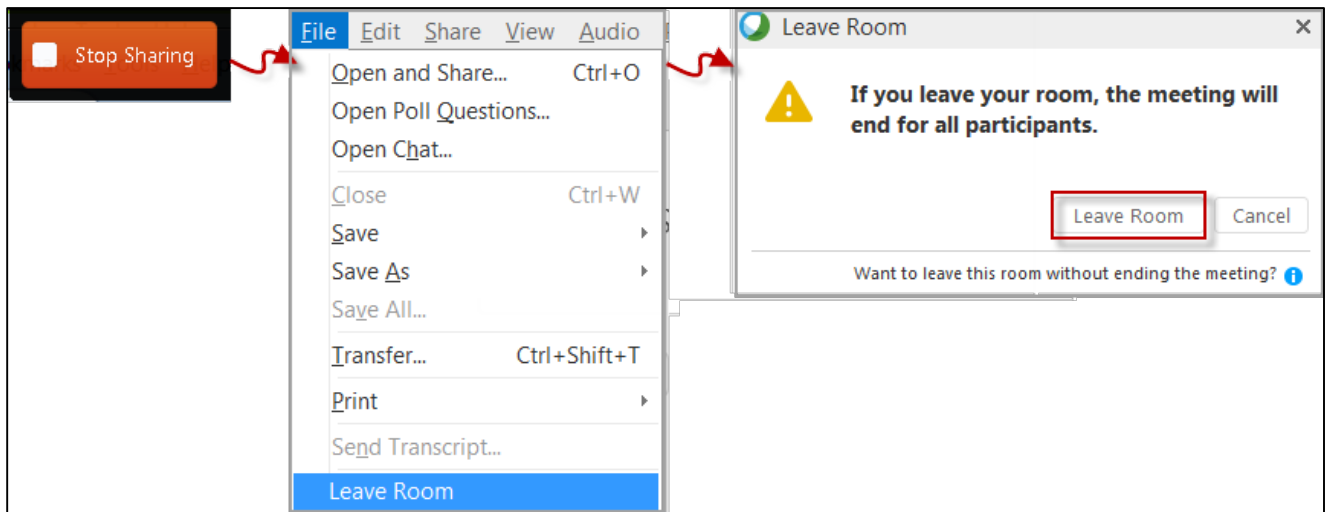
The student must accept the share. The WebEx icon displays in front of the student's name.



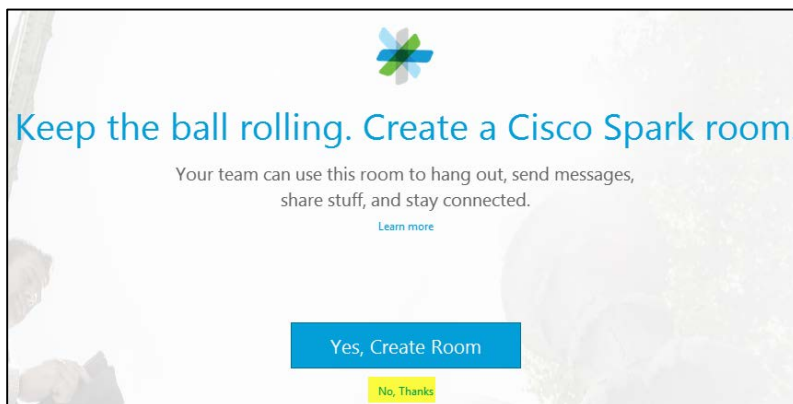
- For faculty to view the student's document, under the **Quick Start** tab the student clicks on **Share Screen** to share their screen or the three dots under **Share Screen** to open an application or file.



- To make the instructor presenter again or view another student's work, in the participant's panel move the **WebEx** icon from the student to another student or the instructor.
- Leave/close the WebEx meeting/webinar. Click on the **Stop Sharing** button on the presenter's toolbar. Under the **File** menu, choose **Leave Room**. A window displays warning that you are ending the meeting. Click on the **Leave Room** button.

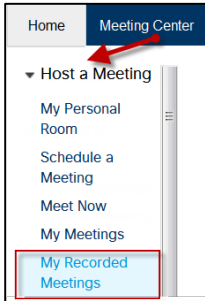


- Click the **No Thanks** option to close the WebEx Virtual Meeting space. You do not want a hang out room because of confidentiality issues.

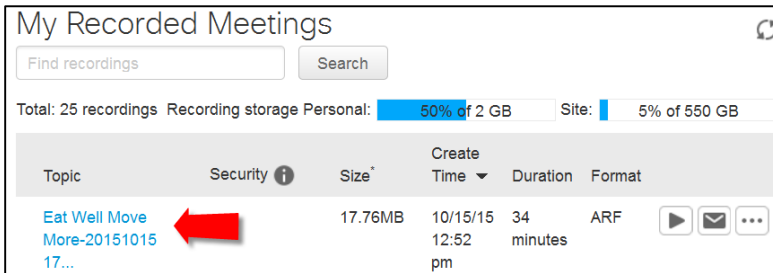


Share Recorded Meeting

1. If you recorded your session, open the WebEx website (<https://austincc.webex.com>) in your browser and login. Under **Meeting Center** choose **Host a Meeting**, and then click on **My Recorded Meetings**.



2. Your recorded meetings display. (Note: Depending on how busy the server is, there may be a delay in posting the link.) Under topic, click on the recorded meeting you want to view.



3. The **Recording Information** widow opens.
 - a. For students to view the WebEx capture in Blackboard, copy the Streaming recording link and paste the link into Blackboard.
 - b. Click the Play Now button to view the presentation.
 - c. Click the Send Email button to send the link to your students via email.

