

Use Cases

Virtual Staff Meetings	The ability to setup a virtual staff meeting.
Virtual Classrooms	The ability to setup a virtual classroom environment and provide remote education to students.
Virtual Office Hours	The ability to setup a virtual office hours, start your meeting and be available to students and/or parents if needed.
Virtual 1:1 Meetings	The ability to setup a 1-on-1 with staff members, student/teacher, student/parent, etc.
Tool to Record Lessons	The ability to start a meeting with or without attendees, record that meeting and then send a link to the recording to staff, students and/or parents as-needed.

Download and Install the Webex Meetings Desktop App

If you are using a computer that was not provided by the district, you can download and install the Webex Meetings Desktop app [here](https://www.webex.com/downloads.html/). <https://www.webex.com/downloads.html/>

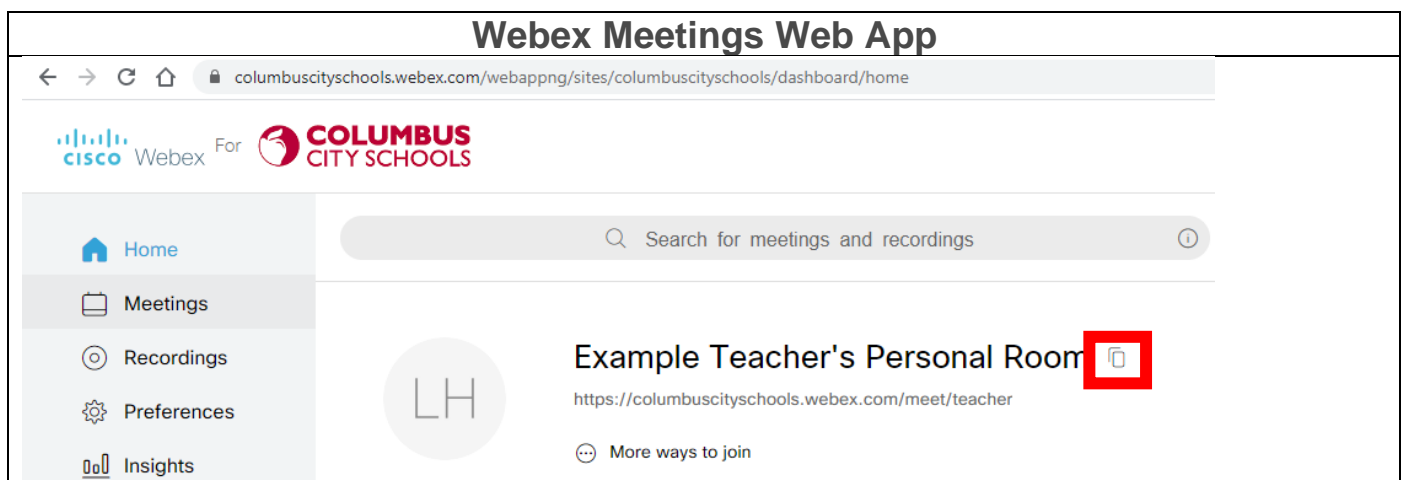
****IMPORTANT**** You can still use the Webex Meetings Web App if you are not able to install the Webex Meetings Desktop App or if it is not already installed on a computer provided by the district.

Your Personal Room URL

Login to the Webex Meetings Web App by going [here](https://columbuscityschools.webex.com) (<https://columbuscityschools.webex.com>). If prompted to login, use your columbus.k12.oh.us email address and your district computer password.

Click the copy icon to the right of '<YOUR NAME>'s Personal Room'. Students are being informed that teachers will be emailing this information to their student email address along with any additional instructions.

You can also send your meeting information via TXT, IM, or any other form of communications available to staff, students and/or parents.



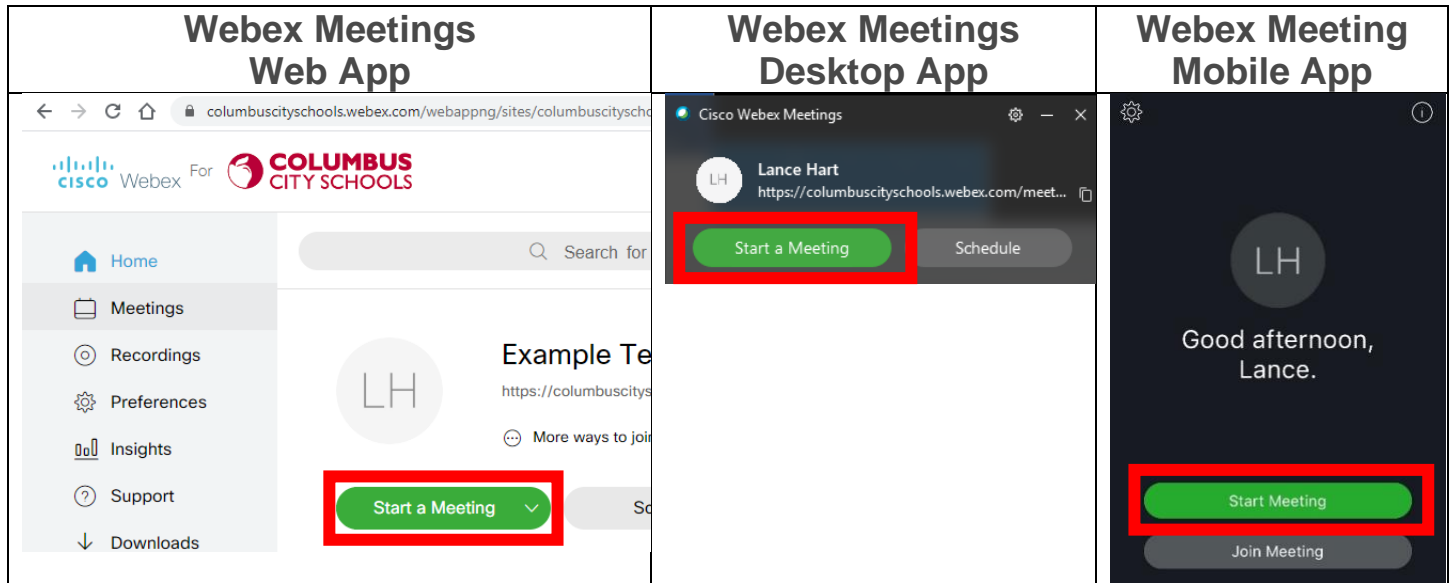
The screenshot shows the Webex Meetings Web App interface. At the top, it says "Webex Meetings Web App". Below that, there's a navigation menu with "Home", "Meetings", "Recordings", "Preferences", and "Insights". A search bar is present with the text "Search for meetings and recordings". The main content area displays "Example Teacher's Personal Room" with a circular profile picture containing the initials "LH". To the right of the name is a red square icon with a white copy symbol. Below the name is the URL "https://columbuscityschools.webex.com/meet/teacher" and a "More ways to join" link.

****NOTE**** The copied meeting information will include 'Join by video system' information. You can exclude this information when sending to students.

****TIP**** Once you know what your URL is, you do not need to copy this information each time. This is your dedicated URL to your Personal Room.

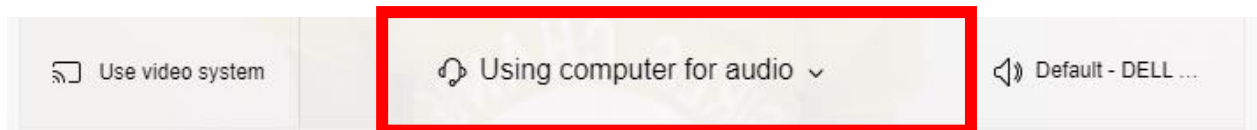
Start Your Personal Room Meeting

You can start your Personal Room from the Webex Meetings Web App, Webex Meetings Desktop App or Webex Meeting Mobile App.



****IMPORTANT**** For Virtual Classrooms, it is recommended to start your meeting from the Webex Meetings Desktop App when possible.

Select 'Using computer for audio' (as seen in the image below), then click, 'Start meeting'.











Controls During Meeting

After you start your meeting, when you move your mouse, the following controls will appear.



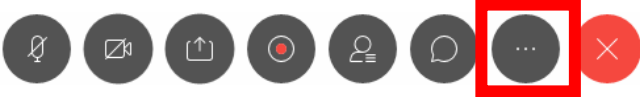
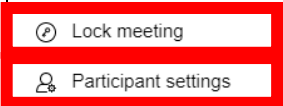
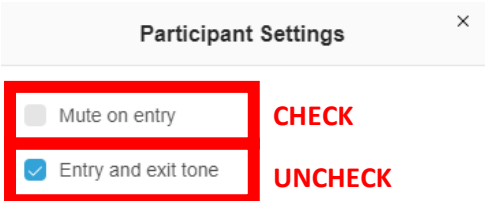
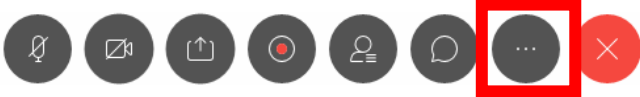
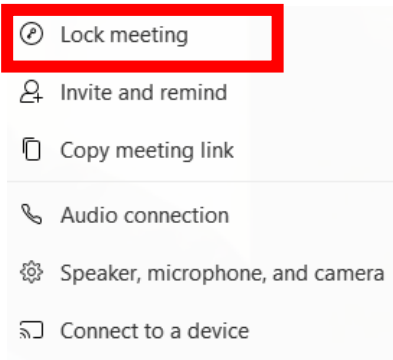
Below is an overview of each button.

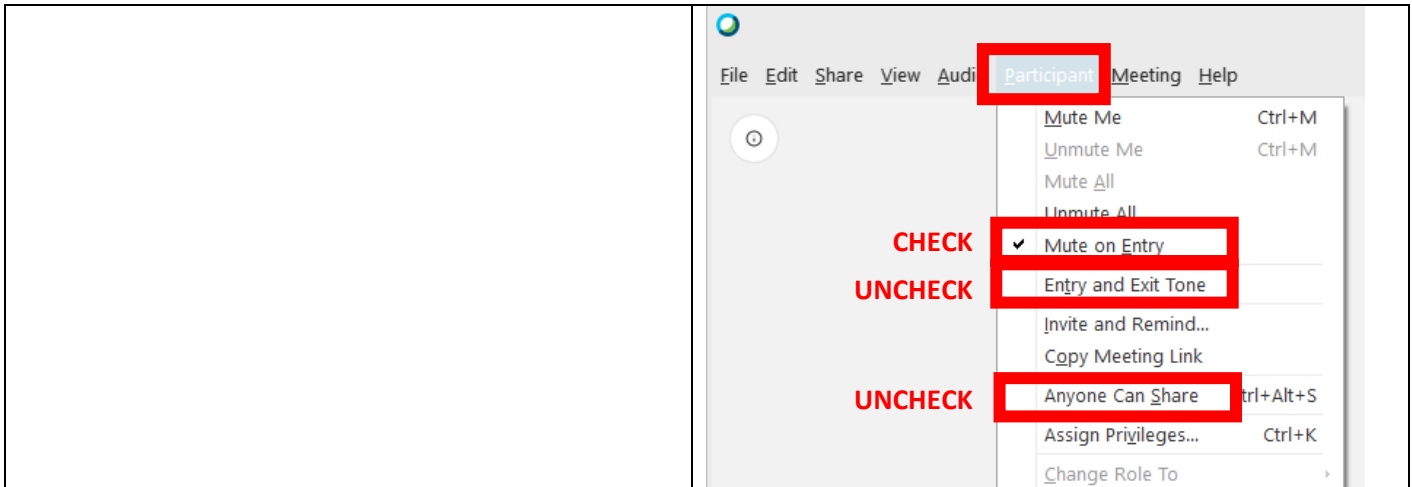
	Mute or unmute your microphone.
	Start or stop your camera.
	Share content in the meeting. You can share your desktop, an application, a file or a whiteboard.
	Start or stop recording the meeting. By default, the meetings are not recorded.

	Open or close the Participants panel. You can view all the participants currently in the meeting, mute individual participants, mute all participants, see if someone raised their hand or expel a participant from the meeting.
	Open or close the Chat panel. You can chat with all participants or individual participants.
	More meetings options
	End or Leave your meeting. It is recommended to click 'End Meeting' .

Settings to Change After You Start Meeting

For the Virtual Classrooms Use Case with groups of students, it is best practice to quickly change a couple of settings.

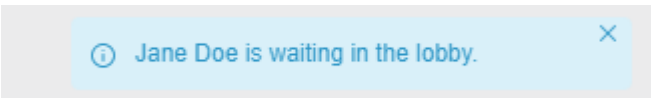
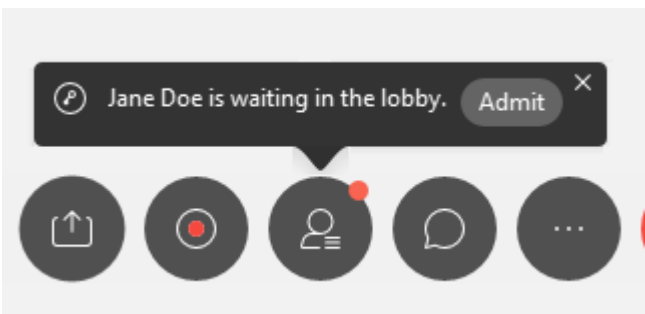
Webex Meetings Web App	Webex Meetings Desktop App
<p>Click the 'More options' button.</p>  <p>Then click 'Lock meeting'.</p>  <p>Then click 'Participant settings' and check 'Mute on entry' and uncheck 'Entry and exit tone'.</p>  <p>**NOTE** You cannot disable participants from sharing when hosting a meeting from the Web App.</p>	<p>Click the 'More options' button.</p>  <p>Then click 'Lock meeting'.</p>  <p>Then from the 'File' menu, click 'Participant' and check 'Mute on entry', uncheck 'Entry and exit tone' and uncheck 'Anyone Can Share'.</p>



****NOTE**** When the meeting is locked, you will get a notification when someone joins and you can accept them to the meeting.

Admitting Participants Waiting in Lobby

When the meeting is locked, anyone who tries to join your meeting will be sent to your lobby. You receive a notification at the top right corner of the app that someone is waiting in your lobby.

Webex Meetings Web App	Webex Meetings Desktop App
<p>Click on the notification at the top right corner of the app.</p>  <p>Then you can click 'Select All' or select individuals, then click 'Admit'.</p>	<p>When the Participant Panel is not opened, you will see the following notification and can click 'Admit'.</p>  <p>When the Participant Panel opened, you will see the following notification at the top right corner of the app and can click 'Admit'.</p>

Jane Doe is waiting in the lobby.

Participants (1)

Waiting in Lobby (1)

Select All

JD Jane Doe

Admit

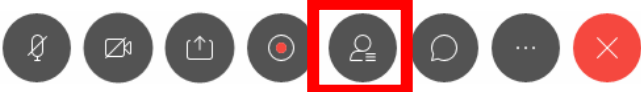
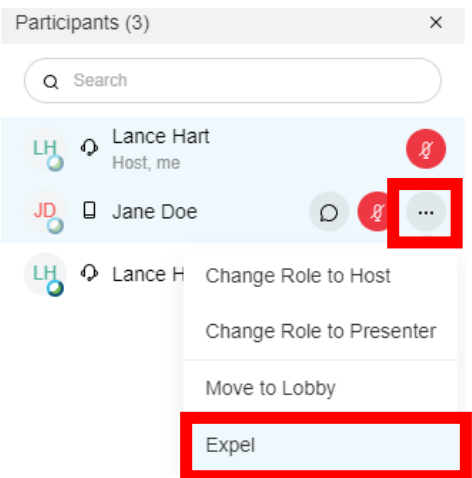
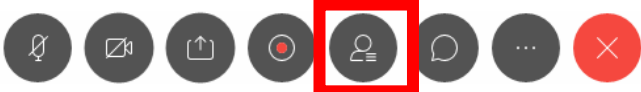
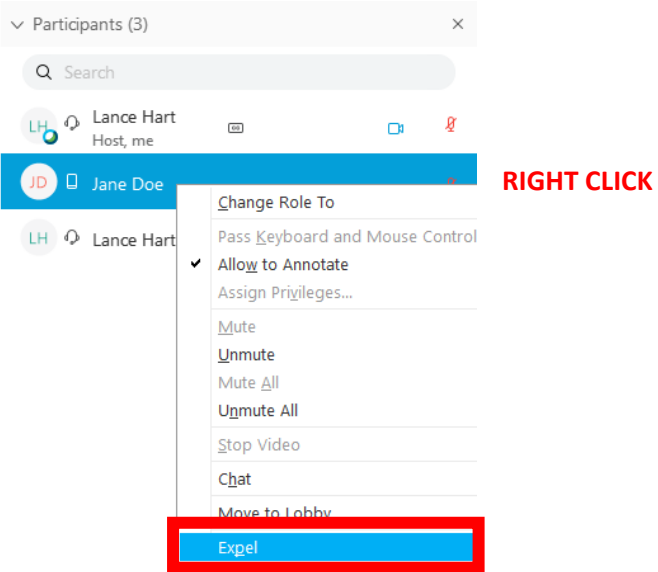
Participants (2)

Jane Doe is waiting in the lobby. Admit

Search

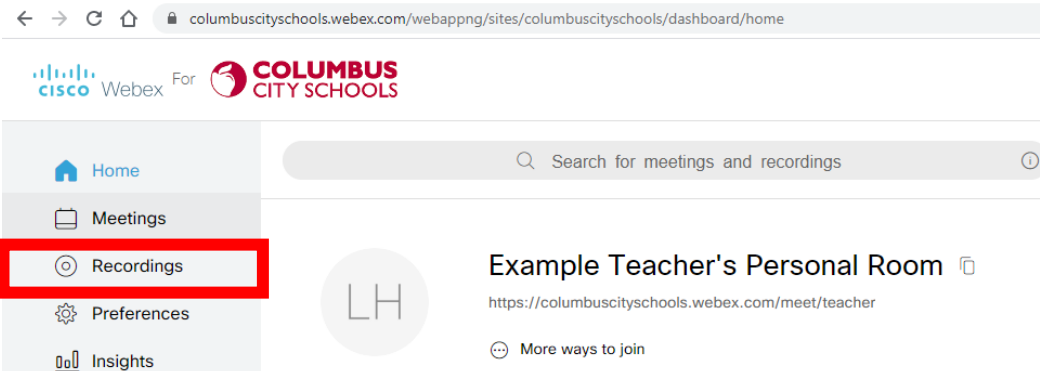
Expelling Participants from Meeting

If there is a participant that should not be in the meeting, you can expel them from the meeting.

Webex Meetings Web App	Webex Meetings Desktop App
<p>Click the 'Participants' button.</p>  <p>Click the 'More Options' button to the right of the participant's name that you want to expel, then click 'Expel'.</p> 	<p>Click the 'Participants' button.</p>  <p>Right click on the name of the participant you want to expel, then click 'Expel'.</p> 

Access and Share Recorded Meetings

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The screenshot shows the Webex Meetings Web App dashboard. The browser address bar displays columbuscityschools.webex.com/webappng/sites/columbuscityschools/dashboard/home. The page header includes the Cisco Webex logo and the Columbus City Schools logo. A navigation menu on the left contains the following items: Home, Meetings, Recordings (highlighted with a red box), Preferences, and Insights. The main content area shows a search bar with the text "Search for meetings and recordings" and a profile card for "Example Teacher's Personal Room" with the URL <https://columbuscityschools.webex.com/meet/teacher> and a "More ways to join" link.