

WebEx Quick Guide for Presenters

WebEx is the college's preferred method for scheduling virtual meetings. You must have a WebEx account in order to host WebEx meetings and events. If you need an account, please email ITHelpDesk@nvcc.edu.

Set up a meeting

1. As a presenter, you can use headphones and microphone with your computer OR call into the meeting using a telephone.
2. Open Chrome or Firefox.
3. Go to <http://nvcc.webex.com>
4. Click the **Sign In** button on the left side of the screen and enter your LAN ID (first part of your NVCC e-mail address) and your password.

Start an instant meeting in your personal room

1. To start a meeting immediately, click the big, green **Start Meeting** button.
2. If you receive an alert about "A website wants to open web content," click **Allow**.
3. WebEx will set up your meeting:
4. You may be prompted to run a download. If so, click **Run**.
5. If the meeting progress stalls before reaching 100%, click the option to **Run a temporary application**.
6. You will be prompted to set up audio and video connections. If you do not want video, select "No Video" from the dropdown list.
7. Click **Close** to close the audio and video connection popup. Your meeting is now in session.

Schedule a future meeting

1. From the nvcc.webex.com, sign in.
2. From the **Home** screen, click **Schedule a Meeting**.
3. Enter your meeting information:
 - Meeting Topic:** This is what will display in the subject line of the invitation.
 - Password:** Use the default, or set your own. Participants see the password in the invite.
 - Date, Time, and Duration:** of the meeting.
 - Select Recurrence,** if appropriate.
 - Attendees:** Enter email addresses separated by commas or semicolons.
4. Click **Schedule**. Your invitations will be emailed immediately.

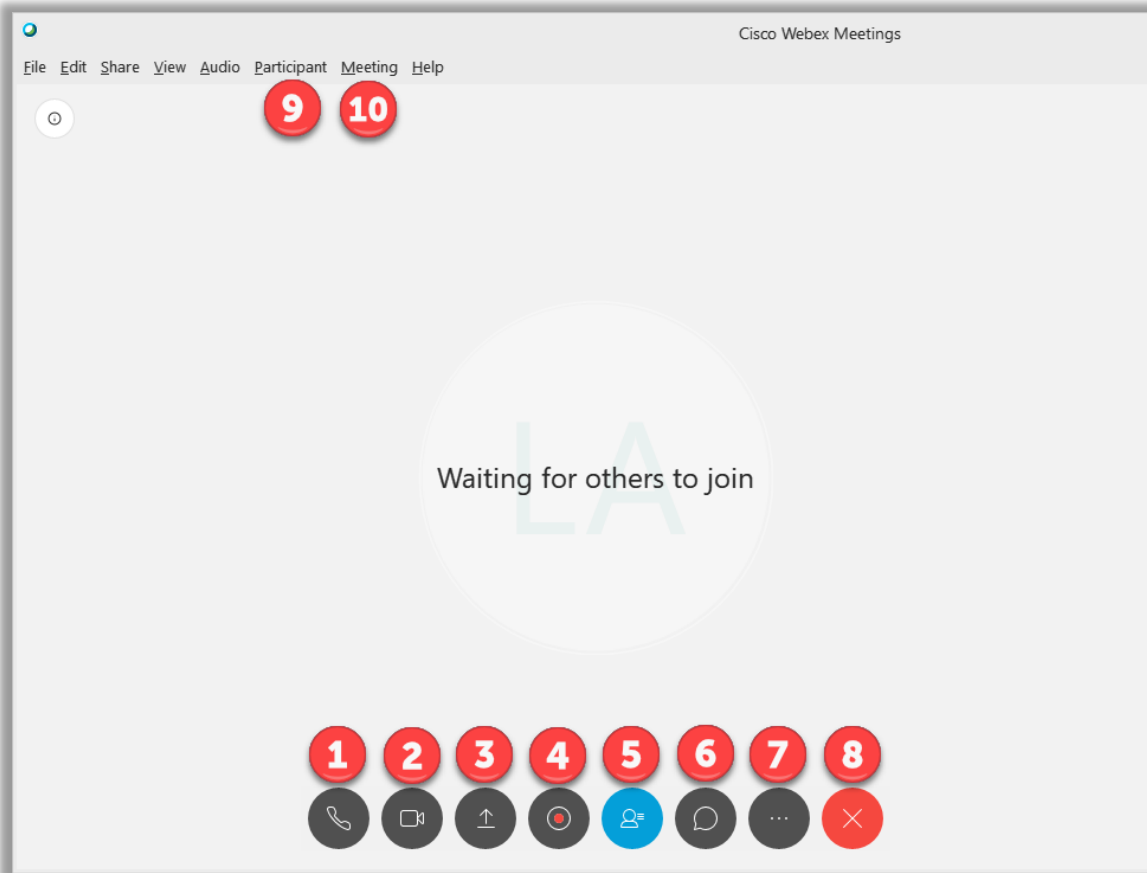
Start a scheduled meeting

A meeting does not start automatically at the scheduled time. It must be started by the host.

After you schedule a meeting, you receive a confirmation email message that includes a link that you can click to start the meeting. Or, you can start the meeting from your meeting list.

A quick tour of the quick start window

When you start or join a meeting, your meeting window opens with the Quick Start area on the left and a panel area on the right. Wiggle your mouse anywhere in the Quick Start area to reveal the control buttons.

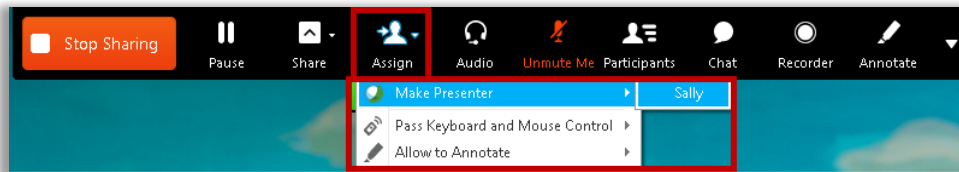


- (1) Choose an audio device for listening and speaking.
- (2) Start your PC's video camera.
- (3) Share content including your screen, a whiteboard, and files. When you share your screen, all WebEx controls minimize to an orange button at the top of the screen.
- (4) Record the meeting.
- (5) Display or minimize the Participants List on the right side of the screen.
- (6) Display or minimize the Chat window on the right side of the screen.
- (7) Display the Notes window, Lock the meeting so no new people can join, Invite or Remind Attendees to the meeting, and copy the meeting URL.
- (8) Leave the meeting.
- (9) Invite and Remind participants; Assign Privileges to participants.
- (10) Enable CART Captioning; set a Welcome Message that participants can see while they wait for the meeting to begin.

Changing Presenters

During a meeting, you can make any meeting participant the presenter - also referred to as *passing the ball*. Any presenter can also pass the ball to make another meeting participant the presenter.

- From the Meeting window, right-click the name of the participant in the Presenters window, click **Change Role to**, and click **Presenter**.
- If sharing, click the **You are sharing your screen** button to display the Sharing menu. Click **Assign** > **Make Presenter** > the name of the participant.



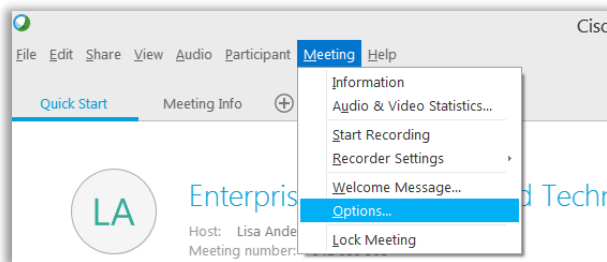
Enable CART Captioning

CART stands for “Communication Access Real-time Translation.” CART is a service in which a certified CART captioner listens to speech and instantaneously translates all the speech to text.

Step One: *At least a week prior to the webinar, contact interpreters@nvcc.edu to schedule the captioner. In the email, include the date, time, and duration of the webinar, and the WebEx link and access code.*

Step Two: Enable closed captions for your meeting.

1. Start the meeting.
2. In the **Quick Start** screen, click the **Meeting** dropdown.
3. Click **Options**.



4. Check the box next to **Enable Closed Captioning** and click **OK**.

Step Three: During the webinar, the closed captioner will join the meeting just like any other participant. They will usually list their username as “captioner” or may send you a chat message such as “I’m the captioner.” When you see the captioner join, right-click on their username in the Participants panel and change their role to “Closed Captionist.”

FOR ADDITIONAL ASSISTANCE

WebEx Support is available in the Meeting Center, in the left toolbar, under **Support**.

NOVA ID Help Desk Support is available at ITHelpDesk@nvcc.edu or 703-426-4141.