

# Webex Basics

## For Students

Webex is a free to use tool that allows effective online training and courses. Teachers use Webex to conduct live class sessions with online students for a more interactive learning environment. Northwestern State University has a Webex specifically for the courses and workshops offered from campus. Be sure when seeking out your online course, that you are on **nsula.webex.com**.

To participate in Webex, you will need the following:

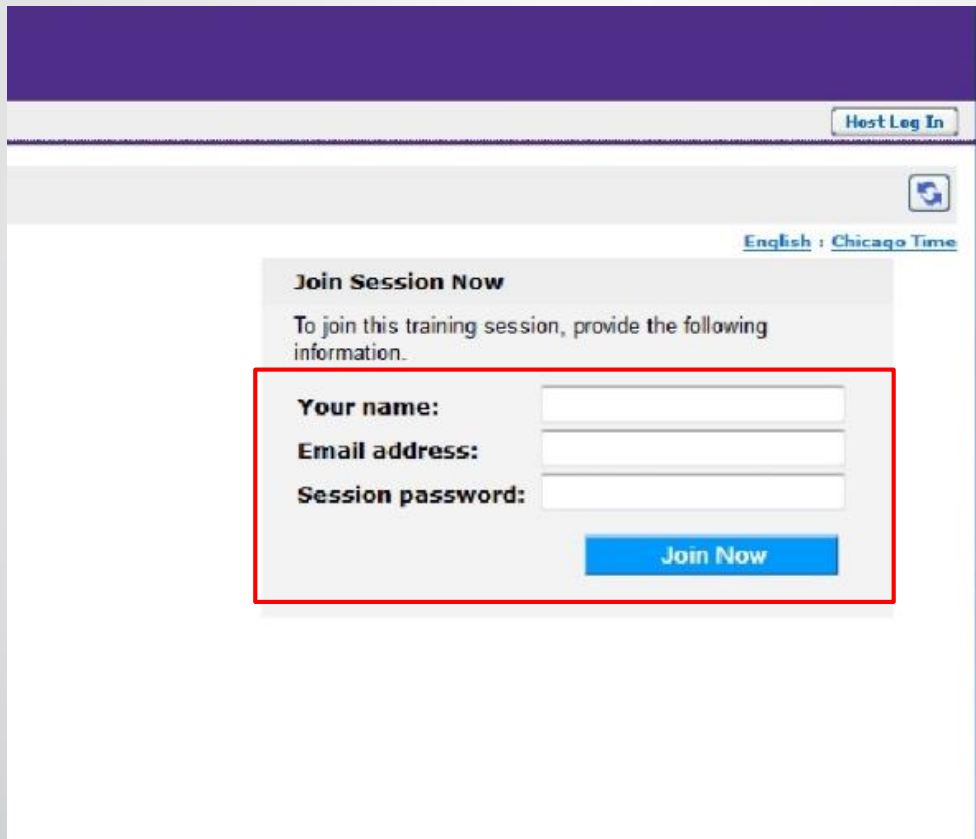
- The Java Script plugin on you web browser installed/enabled
- Webcam (recommended)
- Working speakers or headphones
- Working Microphone (Either built-in or external)
- Pop-up blocker disabled for nsula.webex.com

To find your course, if the link is not sent to you directly by your teacher, navigate to **nsula.webex.com**. Locate your course within the Training Center using the "Today," "Upcoming," and "Daily" tabs of the session listings, or with the Search bar.

The screenshot shows the Northwestern State University Webex interface. The header includes the university name and navigation tabs: Training Center, Meeting Center, Support Center, Event Center, and My WebEx. The main content area is titled 'Live Sessions' and features a search bar with the text 'Search for sessions by presenter, topic, or words in the agenda:' and a 'Search' button. Below the search bar are five navigation tabs: Today, Upcoming, Daily, Weekly, and Monthly. The 'Today' tab is selected. The current time and date are displayed as '10:44 a.m., Friday, April 25, 2014'. There are two checkboxes: 'Show past sessions' and 'Show only sessions that require registration'. Below this is a table with columns for 'Time', 'Topic', and 'Presenter'. The table is divided into 'In Progress' and 'Scheduled' sections. The 'In Progress' section shows two sessions: one at 9:00 am titled 'Expectant SOAP Presentations' by Julie S. Gayle, and another at 10:04 am titled 'fnp meeting' by Connie Mott. The 'Scheduled' section shows 'No sessions scheduled.'

Time	Topic	Presenter
<b>In Progress</b>		
9:00 am	<a href="#">Expectant SOAP Presentations</a>	Julie S. Gayle
10:04 am	<a href="#">fnp meeting</a>	Connie Mott
<b>Scheduled</b>		
No sessions scheduled.		

Click on the desired course. Enter your name and e-mail address, as well as the password for the course that your teacher has provided you within the Moodle course. If the session has been started by the teacher, you can click "Join Now" and enter the course. You cannot enter a Webex Session that has not yet been started by the session's host. It is recommended that you begin the login process at least fifteen minutes before the beginning of the session to ensure successful login.

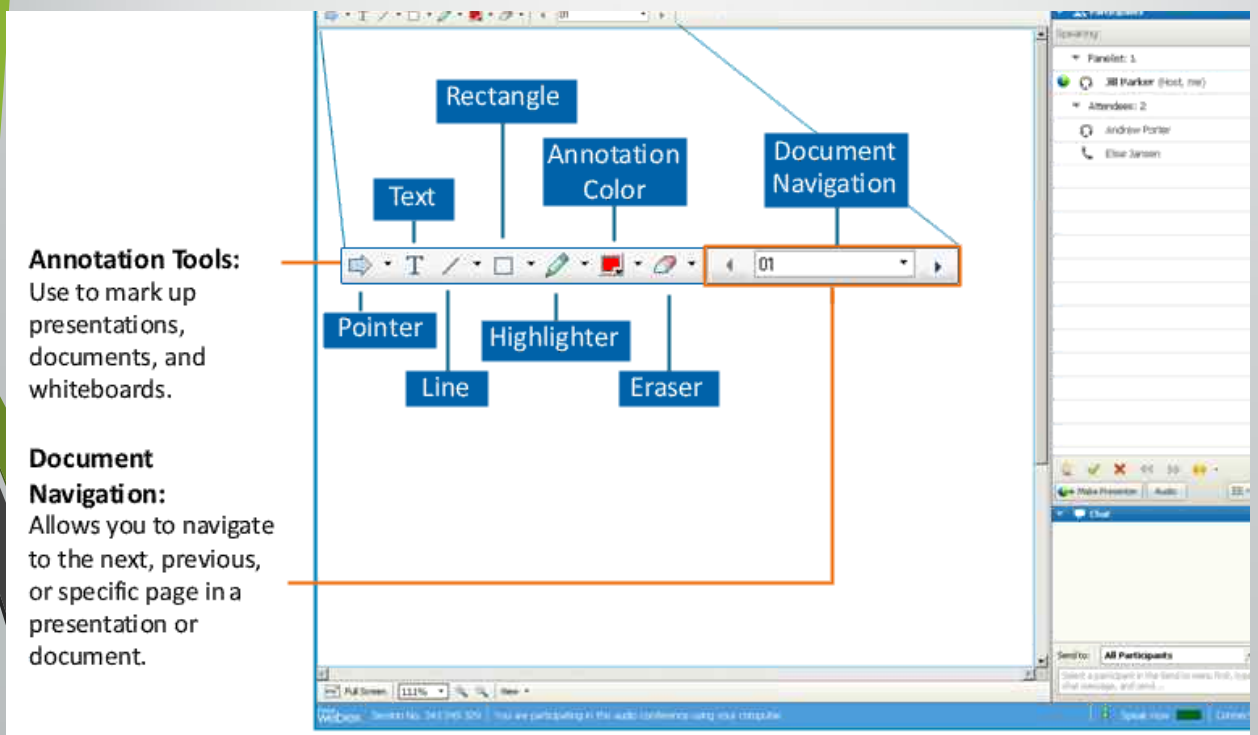
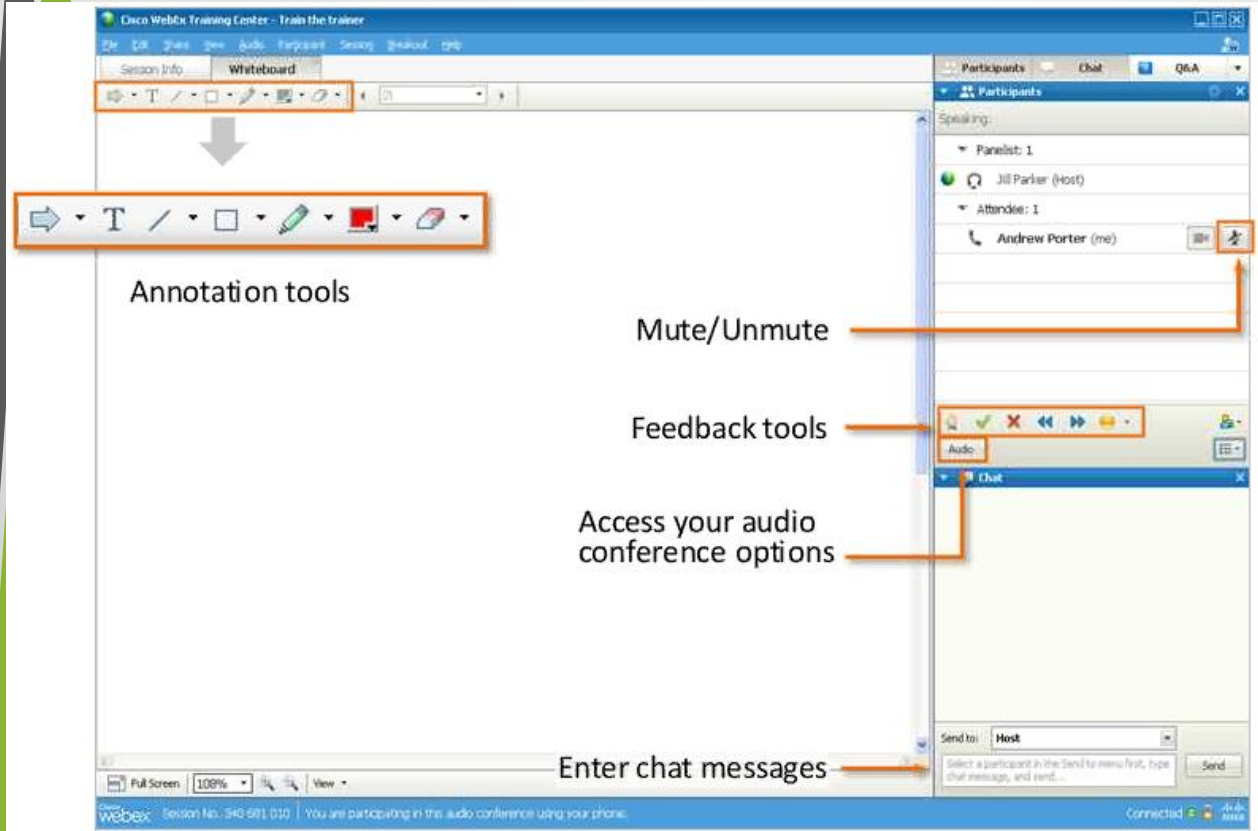


The screenshot shows a Moodle interface with a purple header. In the top right corner, there is a button labeled "Host Log In". Below the header, there is a language selector showing "English" and "Chicago Time". The main content area features a "Join Session Now" section. This section contains the text: "To join this training session, provide the following information." Below this text is a red-bordered box containing three input fields: "Your name:", "Email address:", and "Session password:". A blue "Join Now" button is positioned at the bottom right of this red-bordered box.

If you do not know your session password, or where it is located, contact your teacher **before** the start of the session.

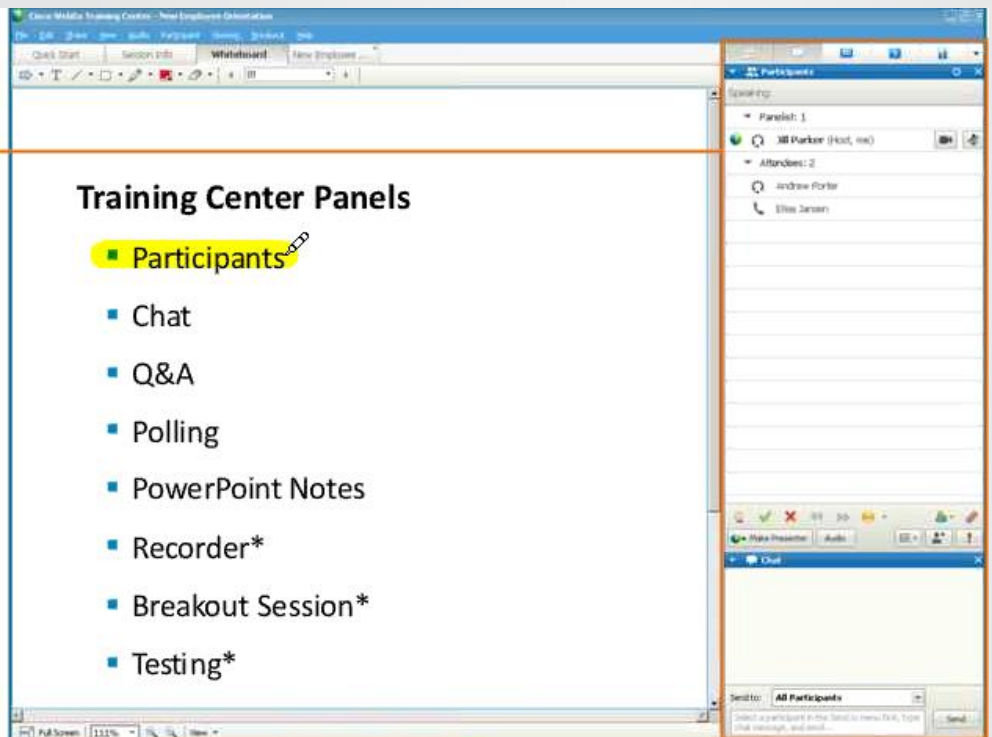
**IMPORTANT:** You **must** accept the invitation to participate in the Audio Conference when Webex prompts you to. Otherwise you will not be able to participate in the audio portion of the Webex.

# Webex Window and Interaction Tool Guides



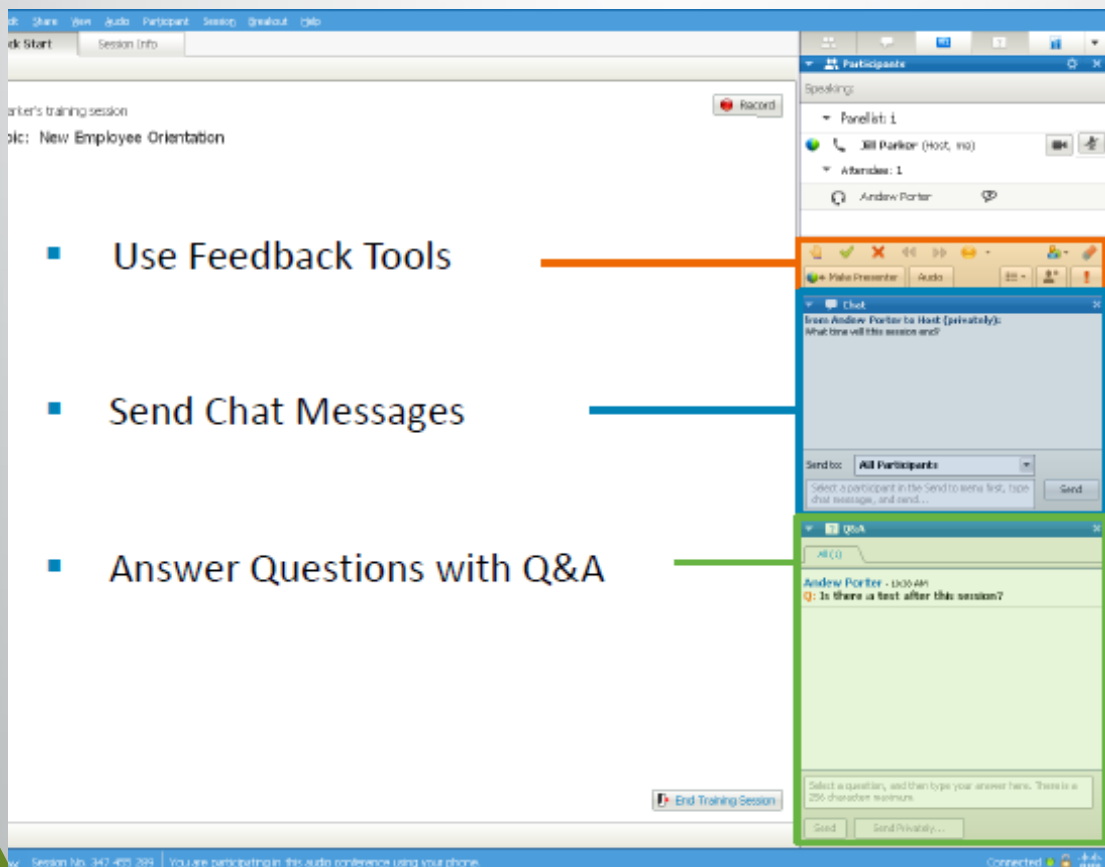
## Panels:

Allow you to communicate and interact with others during a training session. There are 8 panels available.



## Training Center Panels

- Participants
- Chat
- Q&A
- Polling
- PowerPoint Notes
- Recorder\*
- Breakout Session\*
- Testing\*



- Use Feedback Tools
- Send Chat Messages
- Answer Questions with Q&A

Further explanation of the interaction tools and tabs you will be using should be addressed by your teacher at the beginning of the Webex Session and as they become relevant.