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. Northwester 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**.

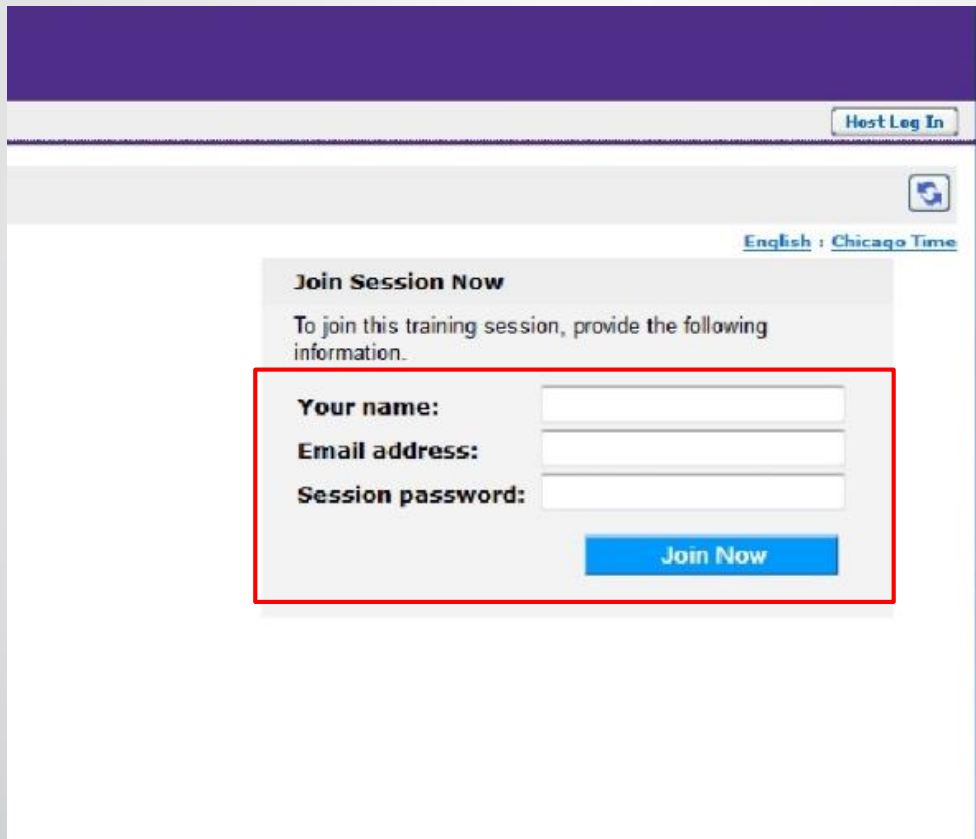To participate in Webex, you will need the following:
- The Java Script plugin on you web browser installed/enabled
- Webcam (recommended)
- Working speakers or headphones
- Working Microphone (Either built-in or external)
- Pop-up blocker disabled for nsula.webex.com

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.

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.
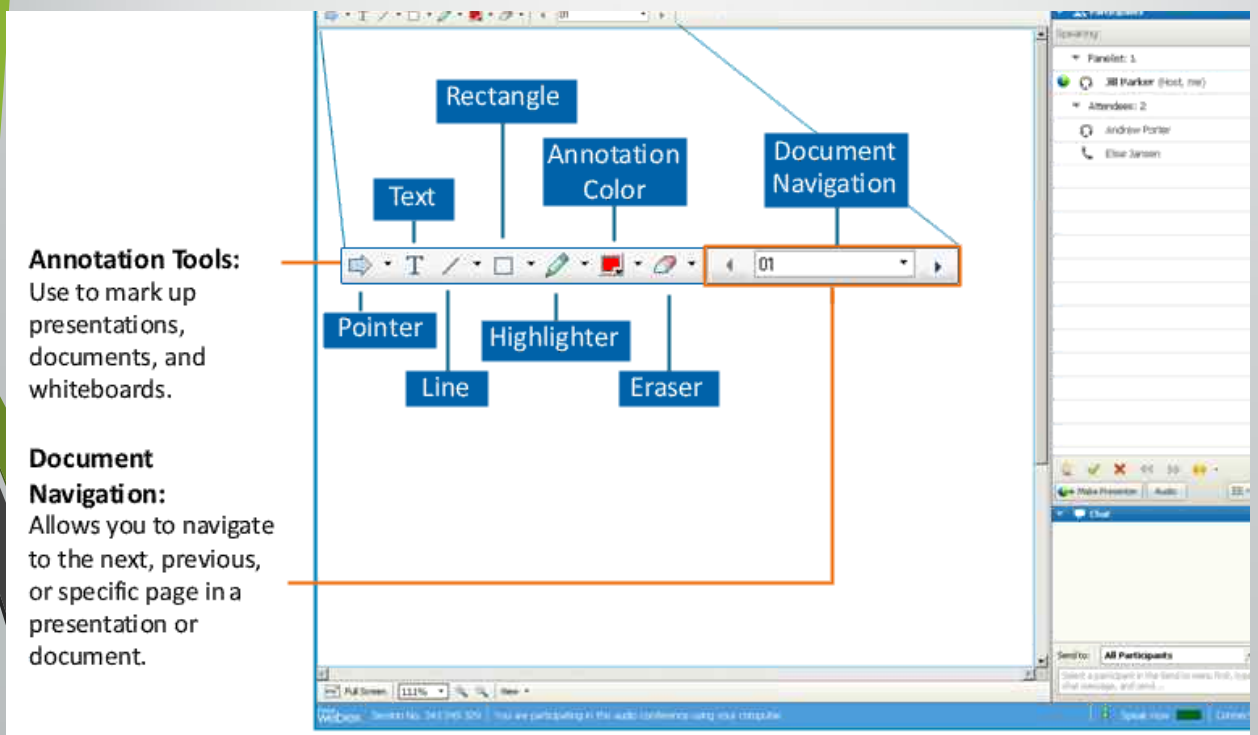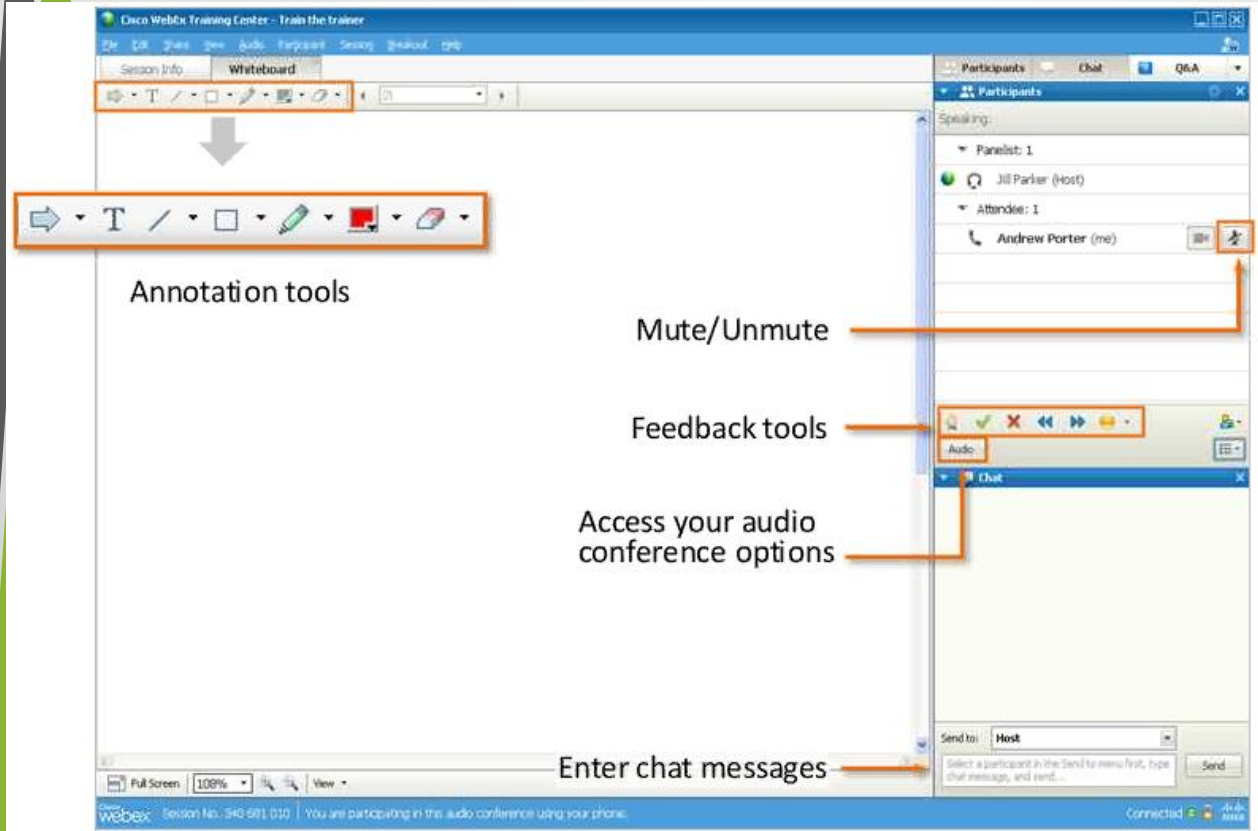

If you do not know your session password, or where it is located, contact your teacher **before** the start of the session.
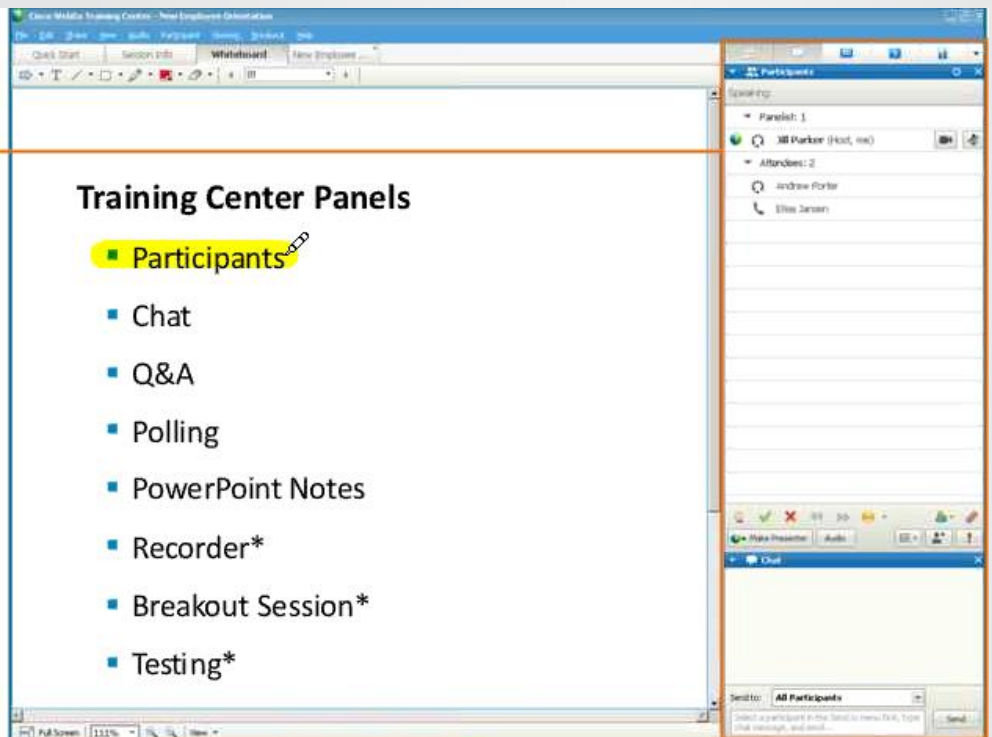
IMPORTANT: You **must** accept the invitation to participate in the Audio Conference when Webex prompts you to. Otherwise you will not be able to participate in the audio portion of the Webex.

Webex Window and Interaction Tool Guides

Annotation tools

Mute/Unmute

Feedback tools

Access your audio conference options

Enter chat messages

Rectangle

Text

Annotation Color

Document Navigation

Annotation Tools:
Use to mark up presentations, documents, and whiteboards.

Pointer

Line

Highlighter

Eraser

Document Navigation:
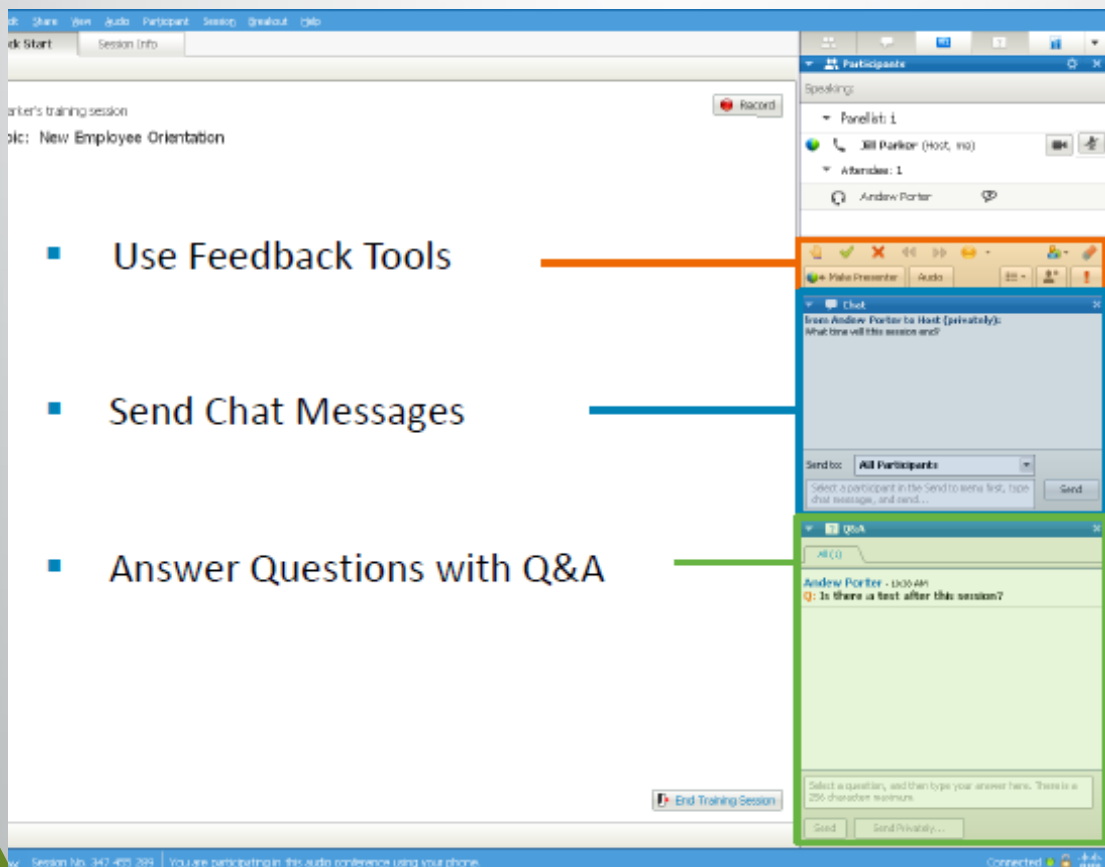Allows you to navigate to the next, previous, or specific page in a presentation or document.

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.