WebEx Basics for Students

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

To participate in a WebEx session, you will need the following:

- The JavaScript plugin on your web browser installed, enabled, and updated.
- Working speakers
- Pop-up blocker disabled for nsula.webex.com

Other resources that you may need to participate in sessions include:

- A working microphone (either built-in or external)
- A working webcam

Note: If you are unsure what resources you will need for your particular sessions, contact your instructor before the sessions begin.

To find your course, if the link is not sent to you directly or through your Moodle course, navigate to nsula.webex.com. Locate your course within the Training Center. Use the "Today," "Upcoming," and other tabs for the session listings to find what you are looking for. You can also Search for the title of the session with the search bar.

If you instructor requires you to register, click on the Register button at the end of the session listing to register for the course. If the session is already started, it will be a Join button instead. Enter your name, e-mail address, and password if required. If you do not know your session password, or where it is located, contact your teacher before the session starts.

Please provide the following information to register for this training session. You will receive an email confirmation of your registration.

Session Information

Topic:	Explain Everything
Session dates:	Wednesday, July 19, 2017
Starting time:	2:00 pm, Central Daylight Time (Chicago, GMT-05:00)
Duration:	1 hour 30 minutes
Presenters:	Emily Perritt
Description:	

Registration Information

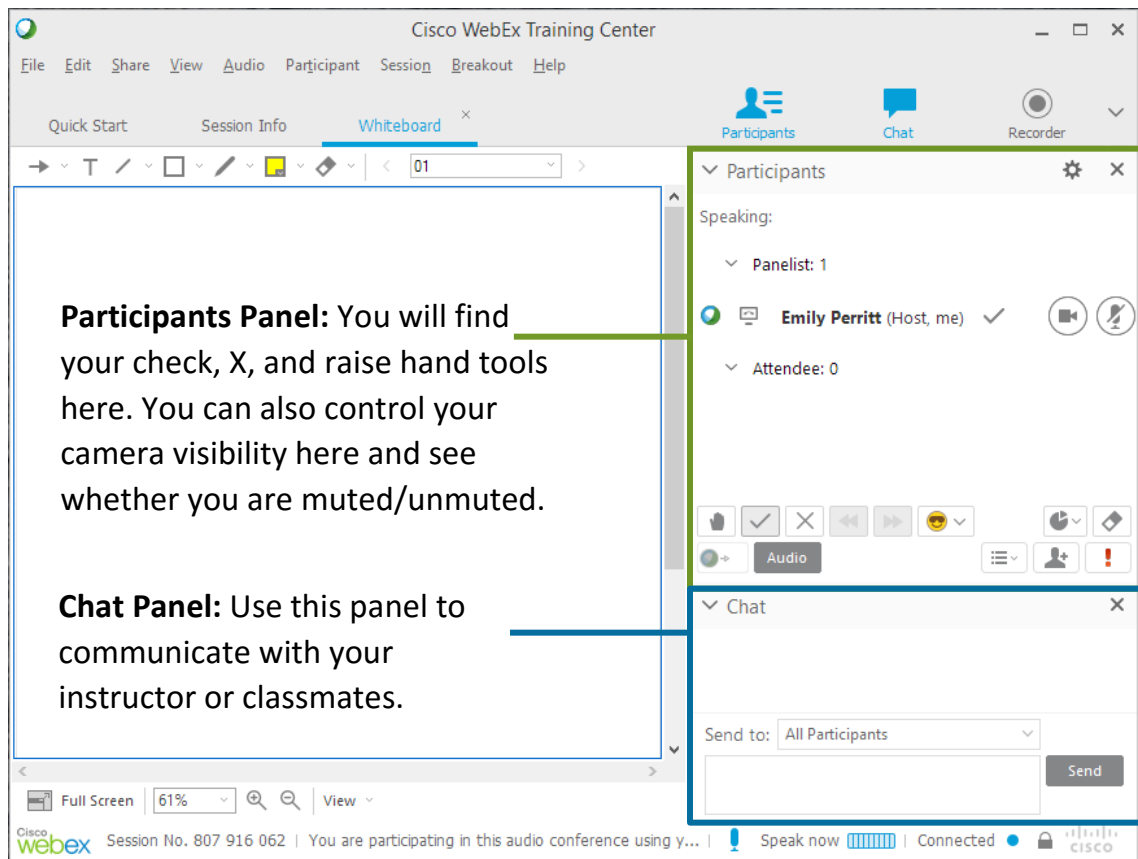|		
First name:		(Required)
Last name:		(Required)
Email address:		(Required)

Register   Cancel

Once you register, you will receive an email confirmation that contains the link you will use to join when the session begins. You cannot enter a WebEx session that has not been started by the host. It is recommended that you join the session at least fifteen minutes before the start time to ensure successful connection.

Note: You must accept the invitation to participate in the Audio Conference when you join the WebEx Session. Otherwise you will not be able to hear the instructor or participate in the audio portion of the WebEx.
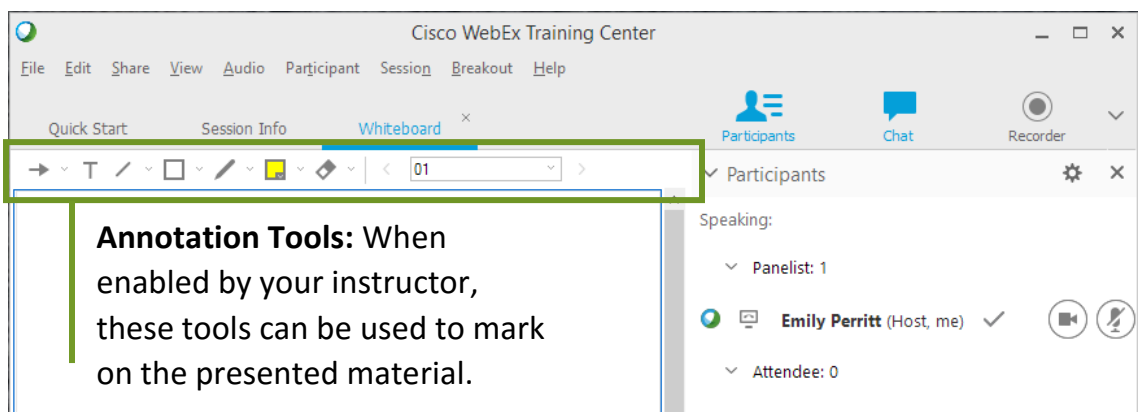
WebEx Window & Tools Guide

Below is a breakdown of the WebEx window and tools you may use within your sessions. Detailed explanation of each tool used within each session should be addressed by your teacher at the beginning of the first class or as they become relevant.

Participants Panel: You will find your check, X, and raise hand tools here. You can also control your camera visibility here and see whether you are muted/unmuted.

Chat Panel: Use this panel to communicate with your instructor or classmates.

Annotation Tools: When enabled by your instructor, these tools can be used to mark on the presented material.