What is Training Center?

Training Center is a service provided by Cisco’s WebEx and is the perfect tool for teaching a distance learning course or holding a meeting synchronously. Create collaborative meeting spaces where you can utilize a shared whiteboard, text chat, desktop sharing, application sharing, audience polling, and HD video conferencing. Present live or record your session for future viewing; WebEx allows you to teach or meet when you want, how you want.

Important Information

Your WebEx site: https://uakron.webex.com/

Your Username: Your UANet ID
Your Password: Your UANet Password (case sensitive)
Support: contactadl@uakron.edu | x6888

Getting Started

Complete the following steps:

1. To begin, visit your WebEx site.

2. Once you’re on the site, look for a button called “Host Log In” in the top right hand corner. Type in your Username and Password.

3. By default, the first thing you will see is the shared WebEx calendar. You can view live sessions that are in progress and upcoming scheduled sessions. Note, this is helpful for students as well because they can see this calendar without having to log in. Links are provided to Join the meeting should you decide to make your meeting publically visible.

4. To schedule a session, click on “Schedule Training” on the left hand side of your screen. On the right, you will see a form to fill out. The settings on this form will dictate how your session will run, and how people are invited.

5. Type a name for your session where it says Topic. If you want to set a password for your session, type it in where it says “Set session password” and type it again next to “Confirm password.”

6. Leave the training session “Listed for All” This will help people find the link to the meeting if they lose the email invitation you sent. If you want a private meeting, set a password and make it Unlisted. It is also recommended that you check the box to “Send a copy of the attendee invitation to me”. This will allow you to have a copy of the invite that you sent to attendees.

7. Under where it says Audio Conference Settings, leave it set to “Use VoIP Only”. VoIP stands for Voice-Over-IP, and requires attendees to connect with a computer. In order to speak, attendees will need either a web cam or headset. If they do not have one, they can only listen to the session.

8. Next, you will need to set the Date and Time for your session. It is recommended that you increase the amount time that attendees have to join before your session starts. The default is 5 minutes, but increasing this to 30 minutes allows attendees to troubleshoot before the instructor gets there.

9. You have the ability to set the Occurrence for your session. If you plan to only meet once, leave the setting on “Single-session class”. If you want to schedule numerous sessions at one time, you can choose “Multiple-session course”. If you have irregular meeting times, choose “Schedule irregular sessions). Fill out the form that appears below your selection.

10. Estimated duration is just a way of notifying the attendees as to how much time the session is supposed to take. It does not affect how long the session can actually run.

11. Since these are typically University of Akron students that are signing into WebEx, you do not need to require Registration. This adds extra steps for the instructor and is not needed.

12. When it comes to inviting attendees to your session, you have a a few options. If you want to easily keep track of attendance, and have WebEx automatically send reminder emails to each attendee, click on the “Invite Attendees” button.
Getting Started (continued)

13. When adding a new attendee to your meeting, type in the attendee’s full name and email address. Also, check the box to “Add new attendee in my address book”. This way, you don’t have to search for them again. When you’re done typing, click “Add Attendee” in the bottom right hand corner. After you add everyone to your session, press the “Select All” button, then press “Invite”. This will add everyone to the session, and they will receive an email invitation once you finish filling out the rest of the form.

14. You can leave the Presenters field blank because you can promote someone to being a presenter from within the session. This is helpful for guest speakers. By default, you are the Host and Presenter.

15. There is no need to mess with anything under the Session Options Area.

16. If you are interested in creating breakout sessions, (for small group conversation) you can pre-create the number of breakout sessions. WebEx can automatically assign each student to a breakout session.

17. There is no need to fill out anything under Email Options.

18. Session Information is where you can type a quick agenda or description of the session. It’s not a required field.

19. You can also pre-upload content under where it says Course Material. However, you can upload content for students from within the session.

20. WebEx does have the ability to test students, however, it is recommended that you conduct examinations in Springboard.

21. Finally, all you have to do to complete the form is press the Schedule button to add it to the calendar. If you want start the session immediately, press Start Session button. If you don’t want to have to fill this form out every time you want to schedule a session, choose Save As Template in the bottom left hand corner. Templates are available from the top right hand corner of this form.

Need Help or Training?

Design & Development Services can provide individual or small group training and can provide links to additional tutorial resources.

Recommended resources:

- [https://help.webex.com](https://help.webex.com)
- [https://uakron.edu/it/instructional_services/dds/instructional-tech/webex](https://uakron.edu/it/instructional_services/dds/instructional-tech/webex)
### Registration

- You can require attendees to register for a training session before they can join. When their registration requests are approved, attendees will receive a unique registration link in their email.
- Attendees must use this link to join the session.
- You must enable registration if you want to charge attendees a fee.

**Attendee Registration:**  
- Require attendee registration (customized link)
- Automatically approve all registration requests

(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session.)

### Attendees

- Invited attendees:
  - [Name 1]
  - [Name 2]

### Presenters

- Invited presenters:

### Session Options

**Available features:**

- Talk, Phone, Video, High-quality
- High-definition Video, View video
- Chat, Poll, Quiz, Answer, Name on screen, Attendee list, Share screen

**Destination address (URL) after session:**

**Meeting message:**

Customize meeting message when attendee joins

### Breakout Session Assignments Settings

- In-session assignments (automated or manual attendee assignments during the session) are always available.
- Participants on some mobile devices cannot join breakout sessions.

**Options:**

- Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the session)
- Automatically assign attendees during the session
- Get the number of breakout sessions
- Set the number of attendees in each breakout session

### Email Options

- You can select the types of email messages that you want to send by clicking Edit Email Options.

### Session Information

**Agenda:**

- Plain text
- HTML

**Description:**

- Plain text
- HTML

### Course Material

- Course material specified can be downloaded by participants before the session starts. To add course material, you can either select files already in My Profiles, or upload new files first and select them.

**Add Course Material:**

### Text

- You can add a text to this session for delivery before, during, or after this session. To add a text that you have already created and saved in the Text Library, click Add Text. To create a text, or to import from your polling questionnaire, schedule the session first. On the configuration page that appears, select Add a Text. You can also go to the Session Information page later to add or edit a text after you have scheduled the session.

**Add Text:**

**Save As Template**