Cisco WebEx

Remote Lecture: WebEx from Home

Instructions for Instructors:

Initiating a WebEx call

1. **OPTION 1**: Click on the clipboard icon which will copy your WebEx Personal Room information. This WebEx Room information will be posted as an Announcement on Canvas. This will allow your students to connect to your WebEx Room.

   Note: When you copy your Webex Room information, you’ll see numbers after the weblink for your Webex Room, these numbers are access numbers and are not part of the web address.

   Your Name’s Personal Room
   https://rutgers.webex.com/meet/netid | 791xxxxx
   The web address ends with your netid.

2. **OPTION 2**: Here is your WebEx information. You can manually highlight and copy this information and post this on Canvas - Announcements to provide to your students.

3. **Before clicking on ‘Start a Meeting’ create your Canvas Announcement.** Once the WebEx room is opened, your students should be able to join your call by using the WebEx Personal Room information.

Visit Rutgers.webex.com and sign in using your Rutgers NetID credentials
**Announcement in Canvas**

Creating an ‘Announcement’ will provide information needed for your students to join WebEx.

**NOTE** In preparation for your Remote Lecture, inform your students to check on Course Announcements to receive updates.

Visit: canvas.rutgers.edu
1. Find the ‘Announcements’ tab in your course.
2. Create a new Announcement.

1. **Topic Title.** Add an Announcement Title specific for your course, e.g. For XXXX Course, Webex Lecture Access Info
2. Paste the Personal Room information obtained from ‘Figure 1’ from page 1, #1 or #2.
3. Post to: All Sections
4. Optional rules can apply to the posting.
5. Save.
Starting WebEx

To begin your Remote class, click on ‘Start a Meeting’. We recommend starting your WebEx room at least 30 minutes before the start time to address any technical issues. Follow the onscreen instructions and begin the initial setup for your session.

Initial Setup

Please make sure that you have your devices connect. Make sure that you are NOT MUTED so you may communicate with your students. Your students may now join your WebEx room.

For additional information about getting started with WebEx you may refer to QuickGuide Webex Basic Needs documentation.