جامعة قطر
QATAR UNIVERSITY

FOR FACULTY & STAFF USE

Start Online Classes & Meetings

Cisco WebEx Service

Start Online Class & Meetings Using
1. **WebEx Desktop Application**
2. **MS Outlook**

Network and Telecommunication section
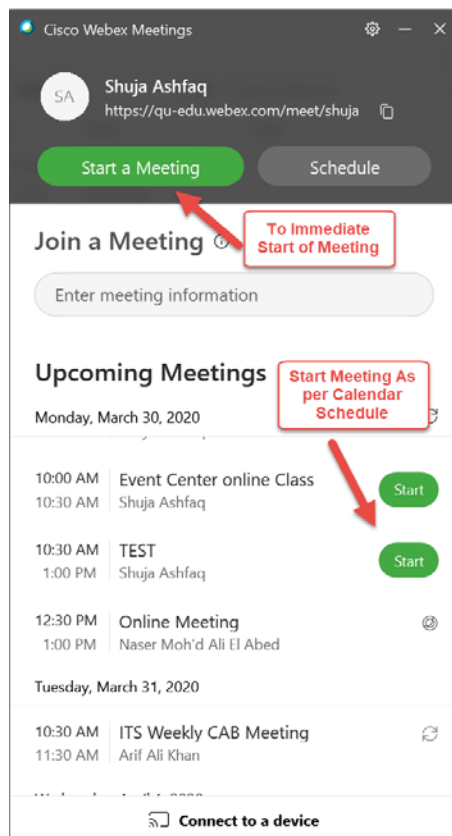
Information Technology Services

Version: 2.0

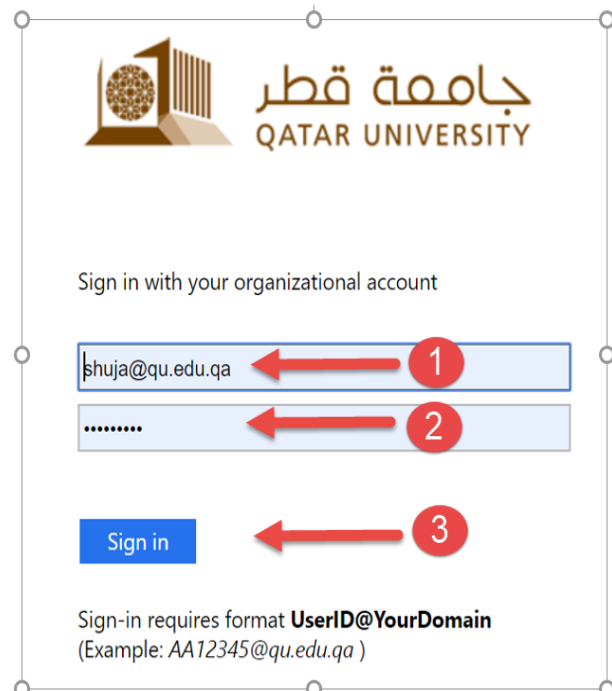# 1. Start Online Class / Meeting - Using WebEx Desktop Application

Online class / meeting scheduled with Personal URL, Meeting Center or Event Center can be started with already installed **Cisco WebEx Desktop application** by ITS or installed in 1st step. Screen shots are given below:

First time installation of "**Cisco WebEx Meeting Desktop App**" Application, Provide **Email Address** and URL **https://qu-edu.webex.com** (Faculty & Staff)

Faculty / Staff should start Instant / prescheduled online course or meeting, 10-15 min before the class time for students / attendees to join and test their mic, speakers and cameras if require.

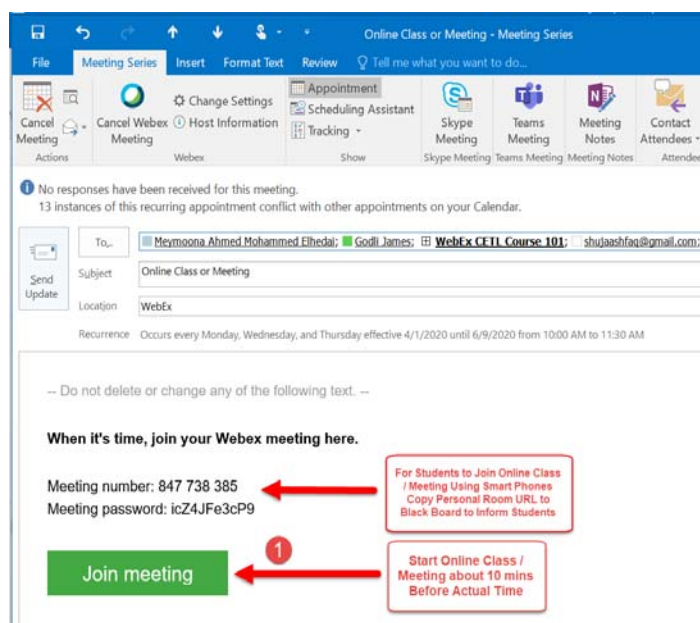Login in using **UserID@qu.edu.qa** with Password and Sign in

2. Start Online Class / Meeting - Using MS Outlook

Online class / meeting scheduled with Personal URL, Meeting Center or Event Center can be started with already installed **Cisco Productivity Tool** by ITS or installed in 1st step. Screen shots are given below:

First time installation of "**Cisco WebEx Productivity Tool**" to MS outlook, provide the URL **https://qu-edu.webex.com**

Faculty / Staff should start Instant / prescheduled online course or meeting, <u>10-15 min before the class time</u> for students / attendees to join and test their mic, speakers and cameras if require.

Click Join meeting

Login in using **UserID@qu.edu.qa** with Password and Sign in
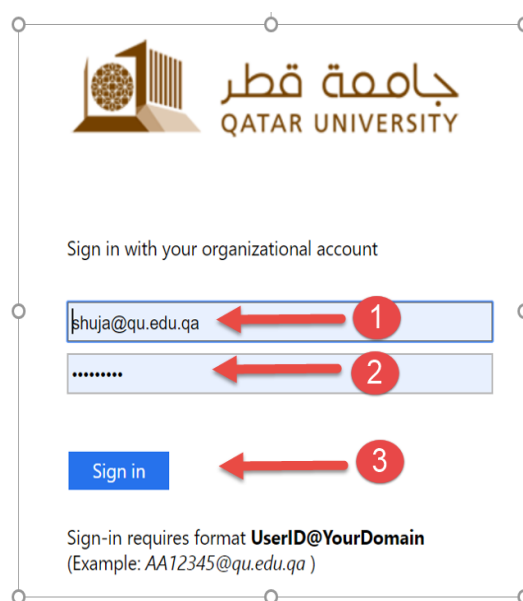
Meeting with Personal room URL and Meeting Center will start Automatically with single Click.

Disable some default features for Online Class, scheduled with Meeting Center (If Require)

1. During Online Class, How to Disable Students to Auto Share Screen Privileges?
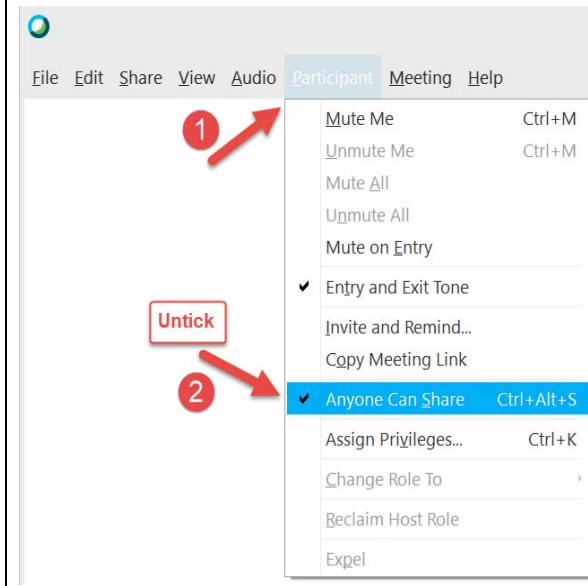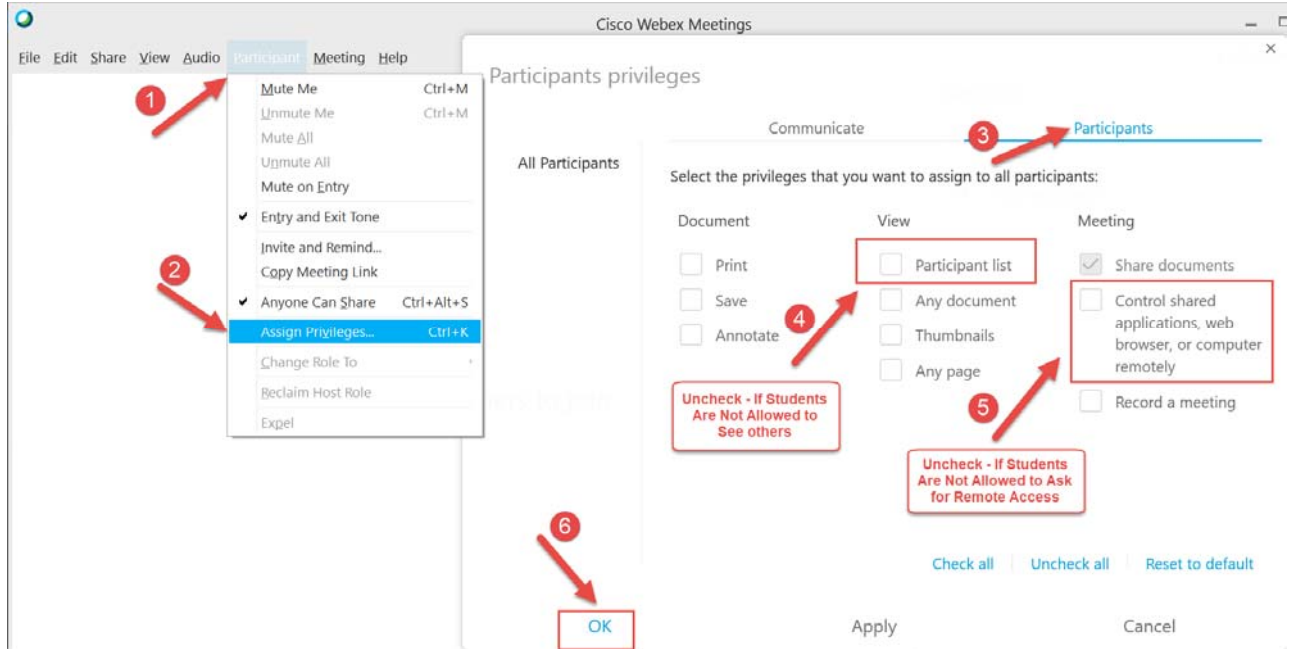

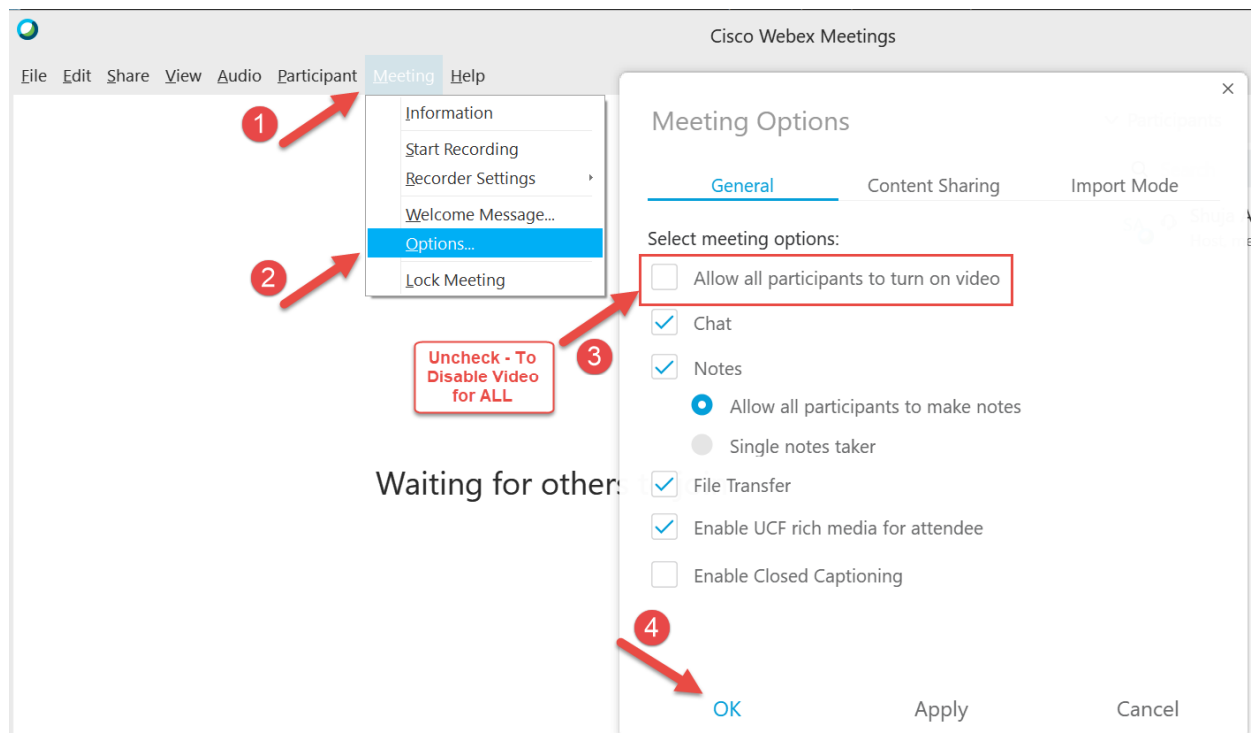2. To Avoid disturbance, mute students when they join online Class
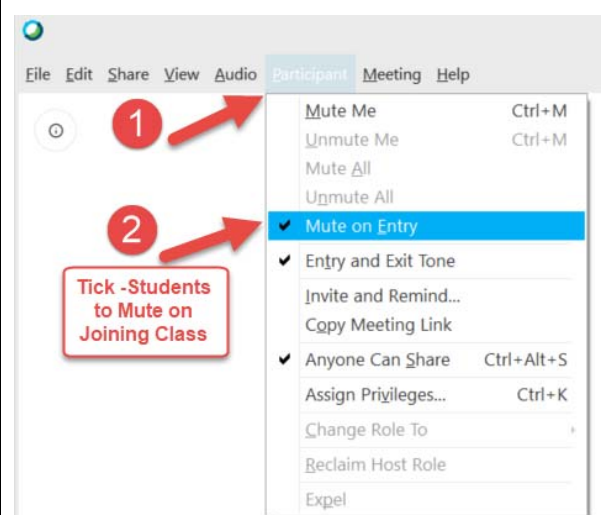
3. During online Class, how to Disable Private Chat among Students?
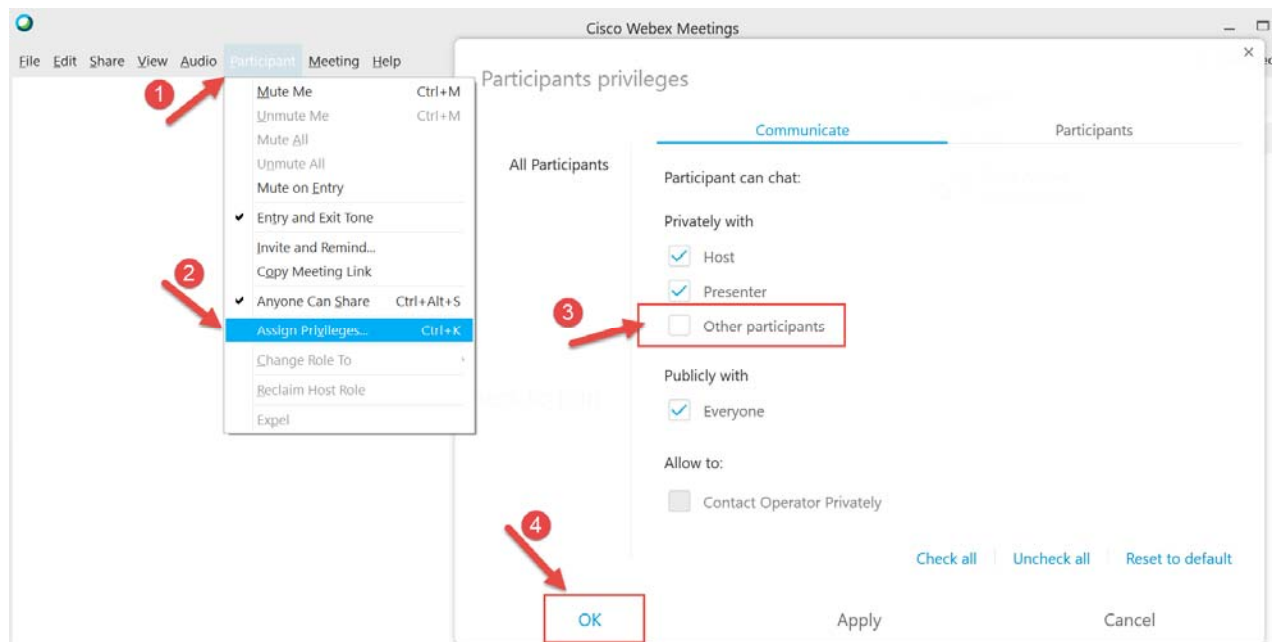
4. During online Class, Not Allowing Students To See others, And Disable their Remote System Control Privileges?

5. During online Class, Disable Video Privileges for all Users.

Event Center – Start Screens

Event Center to start online course, there are additional screenshots for reference. If you are host and don't see '**Start your Event'**, Please open in the link in different browser such Google chrome, Internet Explorer or Firefox Mozilla. Its due to Java / browser based Cookie.

Faculty will be re-authenticated using **UserID@qu.edu.qa** and Credentials

With Single Click, Online Class / Meeting will be started.

Event Center – Features
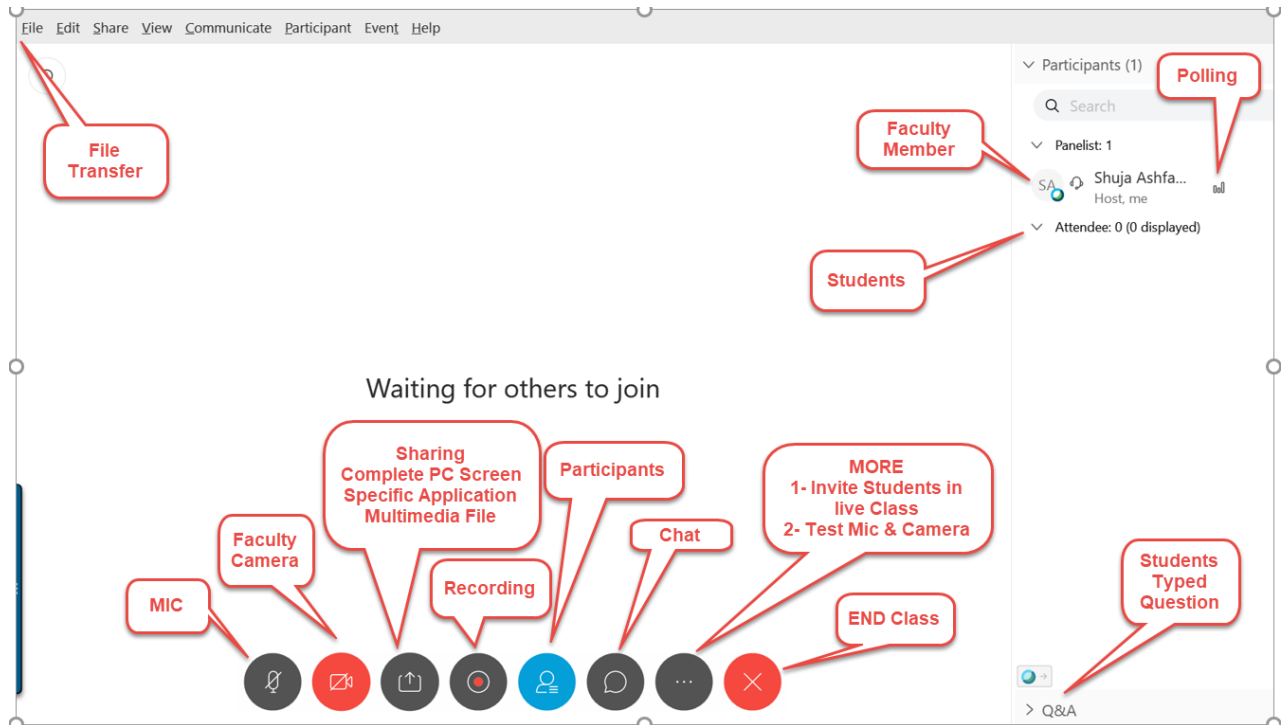
Test Audio and Camera working fine. How to **Share Screen, Application, Multimedia File, White Board**
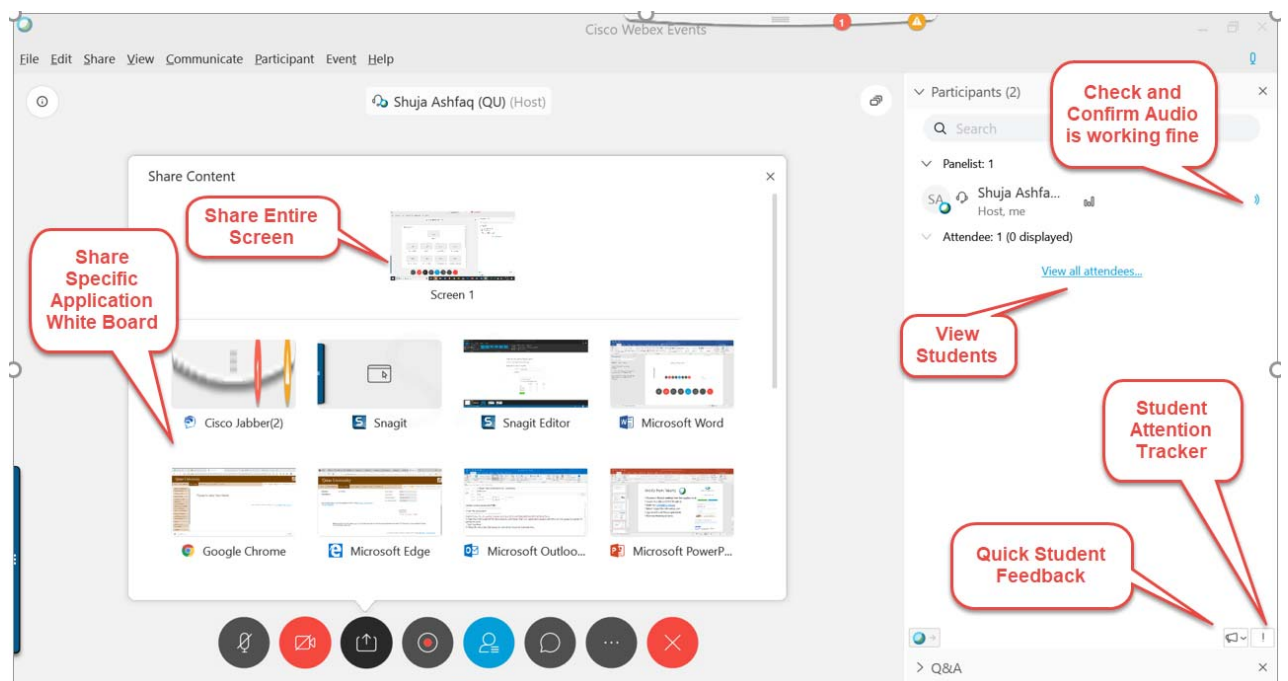
When students Start Joining the Class scheduled with Event Center, Click on **'Attendees'** showing number of students Joining class.
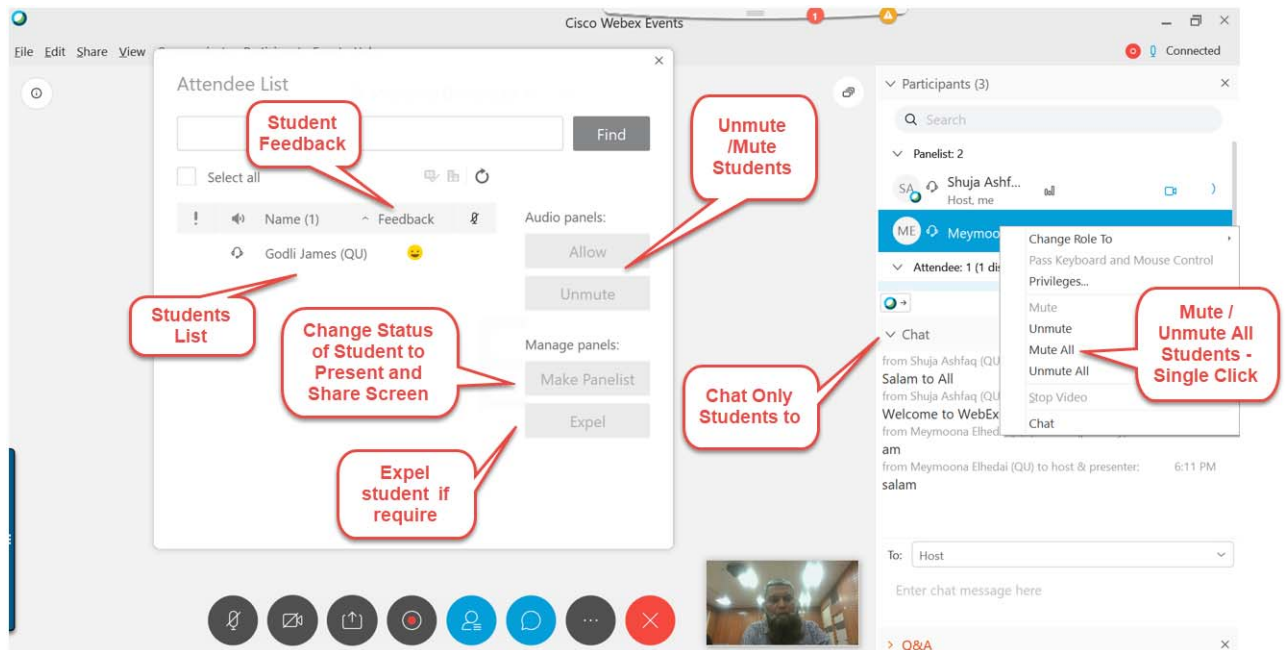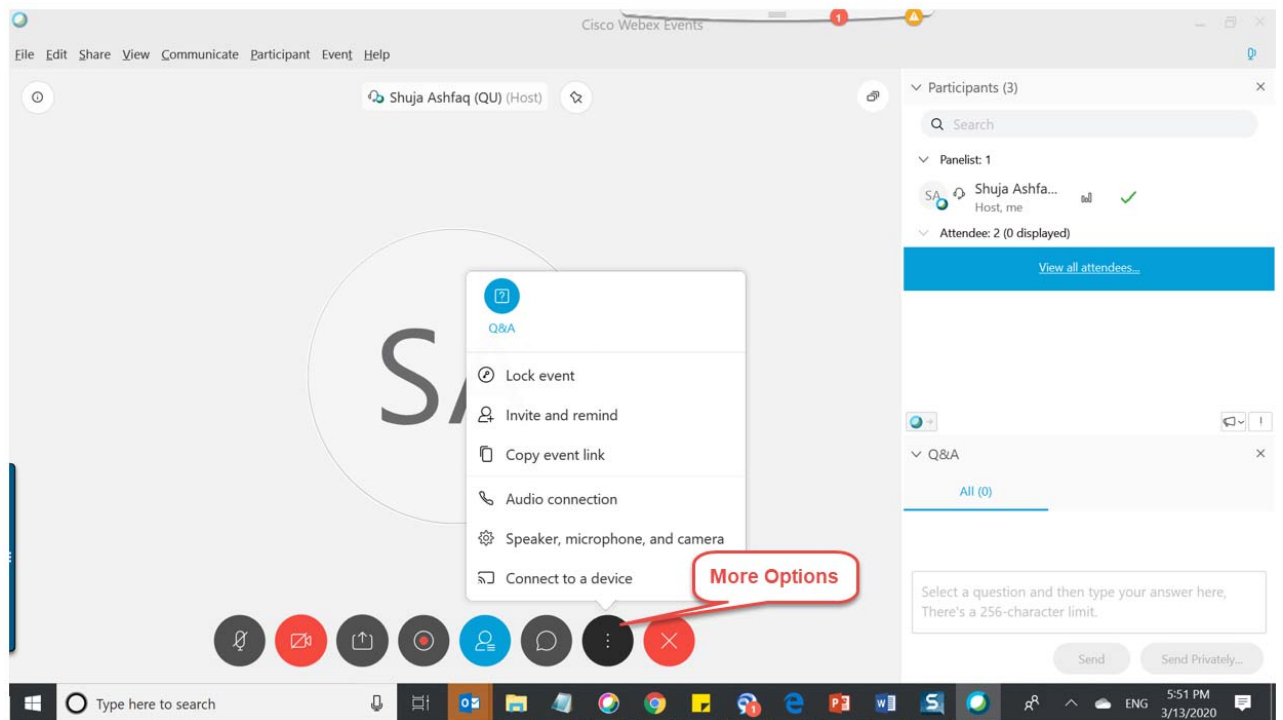

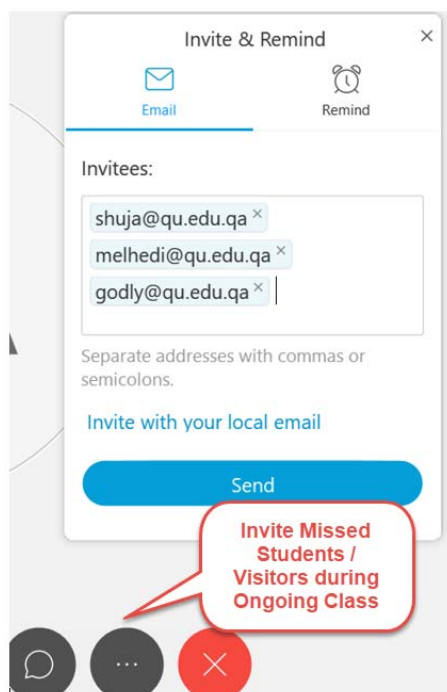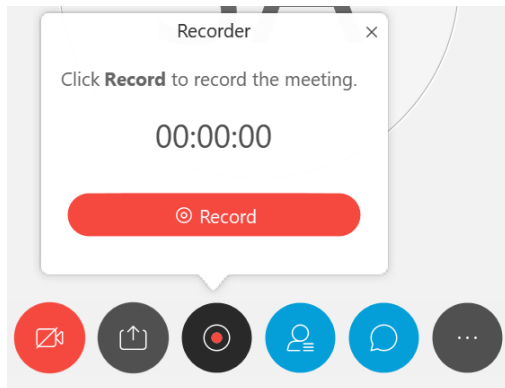**Students Q&A, Quick Feedback and Attention Indicator:**
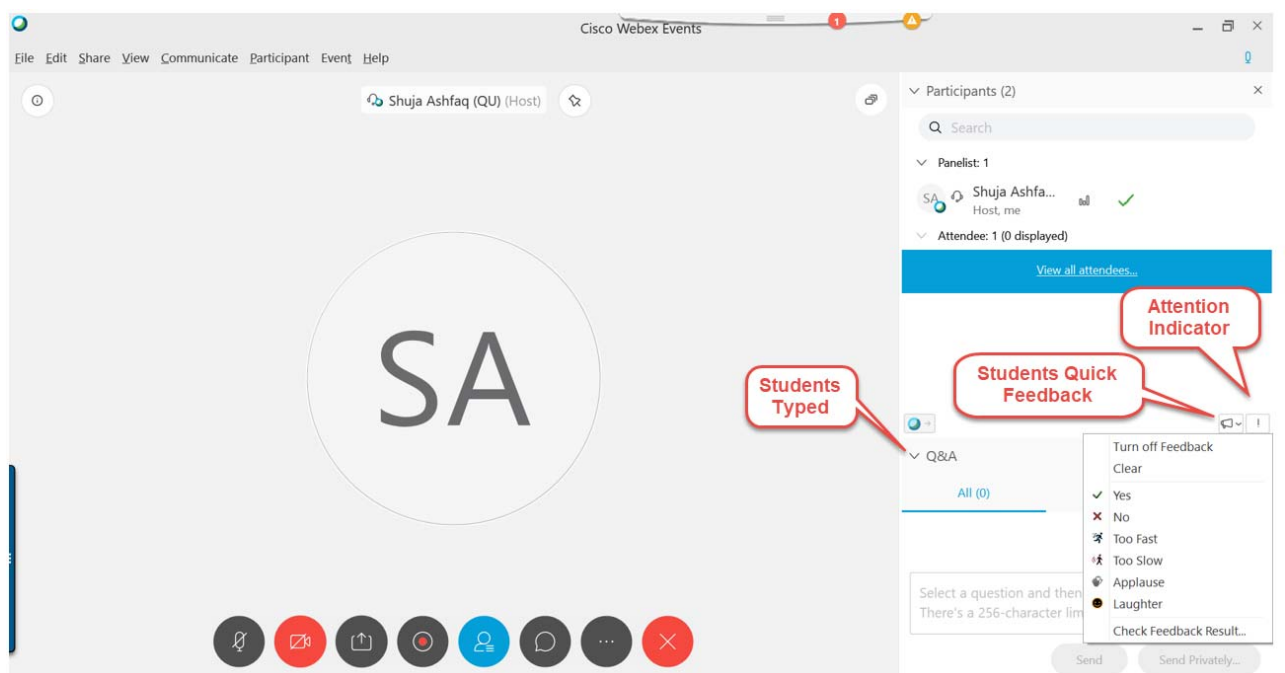
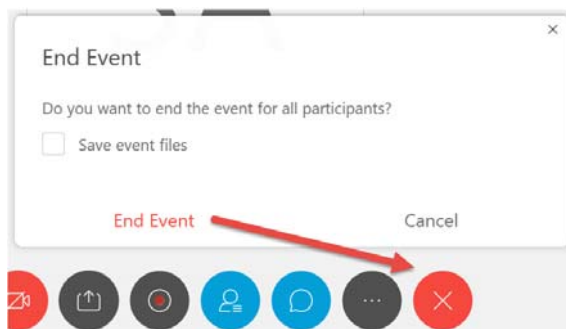## More Options–Lock Event / Meeting & Test Speaker, Microphone & Camera

Invite New / Missing Students or visitors during Live Online Class / Meeting

Unlimited Recording on Cloud or local PC
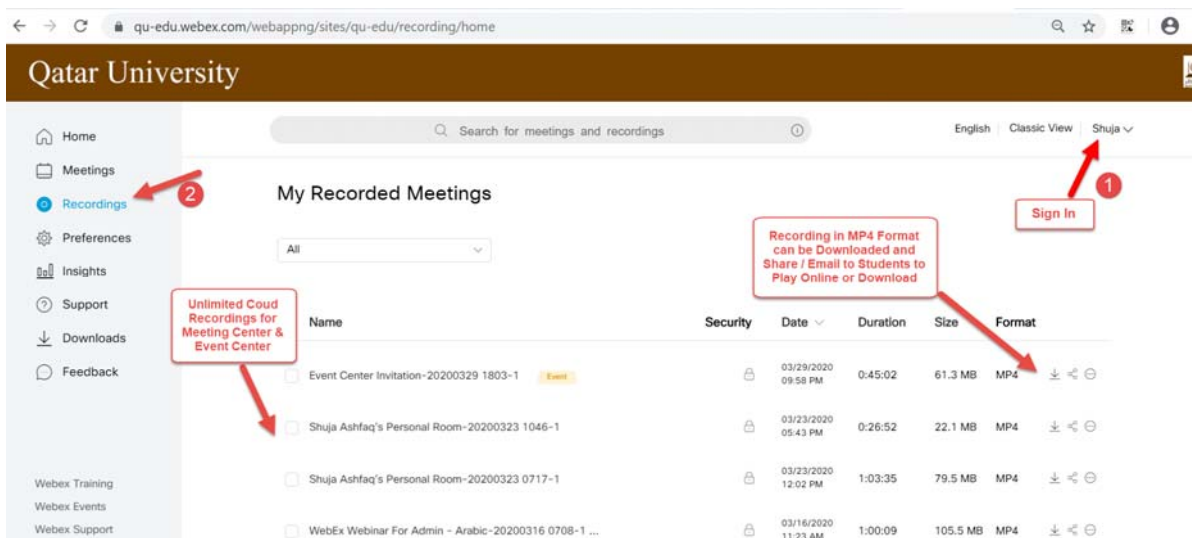
End the Meeting

Recording (Unlimited Cloud Storage) – MP4 Format, Share & Download

https://qu-edu.webex.com

Student Attendance Report – Event Center

Sign In to https://qu-edu.webex.com → **Classic View**

Tab – **My WebEx → Reports → WebEx Events → Attendance Report**

Select Duration → **Display Report** and Download / Export in CSV format