Webex and Teams for Online Meetings

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• What is Online Learning?
• When and Why to Have an Online Meeting
• WebEx vs Teams
• What You Need
• Demos
• Resources
Online Learning

What is it?
Utilizing technology to provide instruction outside of a traditional classroom

What are some tools?
- Blackboard
- Kaltura or Camtasia
- Web Sites
- WebEx and Teams

Mark Jackson, Faculty Senate President: “The decision of how to do that is of course up to the individual faculty and should be based on the type of subject material and their own comfort level, but I encourage you to be willing to step at least a little bit out of your comfort zone and see what options are out there.”

Louise Williams, AAUP President: “Please do your best to provide your students with instruction that you think is appropriate for your courses, even if you have never taught online before. There is no one way to do this, so it is up to you to use your own judgment about what will work well for your material, your students, and you.”
When and Why to Have an Online Meeting?

**WHEN**
- Cannot meet in person
- Want a synchronous meeting
- Want to record the meeting

**WHY**
- Health precautions
- Prior engagements
- Physical distance
Webex and Teams

**Webex**
- [https://ccsu.webex.com/](https://ccsu.webex.com/)
- Must create/have account to start/host a meeting
- Can invite any e-mail address
- Join using computer, app or phone number

**Teams**
- Launch from Teams app (desktop or mobile) or from [https://office.ccsu.edu](https://office.ccsu.edu)
- Use CCSU email address
- Anyone can join or create
<table>
<thead>
<tr>
<th>Feature</th>
<th>Webex</th>
<th>Teams</th>
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<tbody>
<tr>
<td>People limit</td>
<td>1,000 people limit</td>
<td>250 people limit</td>
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<tr>
<td></td>
<td>(500 phone, VOIP rest)</td>
<td>(app or web site)</td>
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<td>Screen-sharing</td>
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<td>Call-in option</td>
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What You Need

- Computer
- Network Connection
- Chrome Web Browser
- Webcam/Microphone
- Student email addresses

Accounts
- WebEx - request account through https://ccsu.webex.com
- Teams - you have access through Office 365
Demos

WebEx:  https://ccsu.webex.com

Teams: Teams app or https://office.ccsu.edu
WebEx Controls as Host

- Access the Meeting Info to get details about the meeting.
- Change your Video Layout to control where you view video participants and panels on your screen.
- Choose Floating Panel View to position any panel where you want it— even on a second monitor.
- Meeting controls hide when you’re not using them and then re-appear when you move your cursor.
Teams Controls as Host
You are NOT Alone

• WebEx Resources
  • https://mediaspace.ccsu.edu/category/IDTRC/69288251 or https://www.webex.com/webexremoteessentials.html

• Teams Resources
  • https://support.office.com/en-us/article/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67

• IT Be Prepared Web Site
  • https://www.ccsu.edu/it/itorganization/beprepared.html

• IT Help Desk and Blackboard Supplemental Support
  • 860-832-1720 or techsupport@ccsu.edu
  • Phones: CCSU IT Help Desk Technicians 8am to 5pm Monday - Friday; opt-out to Blackboard Support 24/7
  • Email monitored until 8pm Monday - Friday

Kristine Larsen, CTFD Faculty Director: “Students don’t expect perfect from us right now. They need some continuity in their lives (don’t we all?) and need to feel like they are still making academic progress so that the semester won’t be a lost cause.”; “This is a teachable and learnable moment. That IS what we do best 😊. Admit to your students that you are feeling your way through this as well. We will get through this, and students will learn many valuable lessons (including some that we originally intended).”