

Web Lecture Attendee “Quick Reference” Guide

Using Canvas and WebEx

PREPARE

- To attend your web lecture you'll need a computer, Internet connection, and web browser (such as Internet Explorer or Chrome). Need to attend by mobile device? Contact CanvasHelp@nyscseapartnership.org two-five days before the lecture for instructions.

JOIN

- **Test your computer** two-five days in advance by visiting: <http://www.webex.com/test-meeting.html>. If you have trouble, contact the IT Service Desk at (844) 891-1786 for assistance.
- To participate in your mandatory web lectures, log into Canvas. Then click on “Courses,” and choose your course. Next, click on “Modules.” Click on the link for the lecture, then the “Link to Join Webinar.”

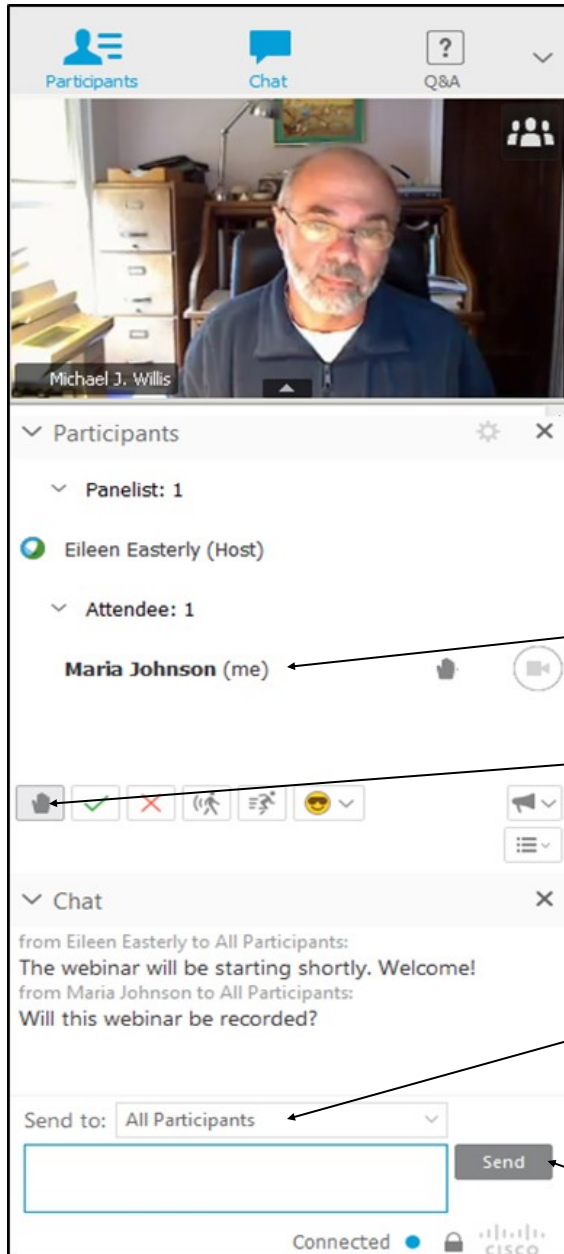
LISTEN

- During the webinar, you can use a **telephone** or **computer speakers** to hear the audio. If you don't use your phone, you'll need a microphone to speak during the webinar. Questions can always be asked in Chat.
- Choose either “**Use Phone**” in the Audio Conference box, type your phone number, and click “Call Me.” Or choose “**Use Computer for Audio**” and “Call Using Computer.” Neither option will incur phone charges.

STILL NEED HELP?

Before the webinar, contact CanvasHelp@nyscseapartnership.org. During the webinar contact (518) 486-7814 or (800) 253-4332 for help.

A Quick Overview of the WebEx Webinar Participation Tools



Example of presenter broadcasting live video.

You can turn off someone else's video feed by clicking on the arrow at the bottom of the video. You can turn off your own video feed by clicking on the "camera" icon by your name.

List of attendees in Participant panel

Raise/Lower your "hand" icon

Note: Messages sent with "All Participants" selected will be seen by everyone

"Chat" panel (type a message and click "Send" button)

If you experience technical problems during the webinar, you can send the Tech Backup a message in "Chat" asking for help or call (800) 253-4332.