

# Blackboard: WebEx Meetings for Courses

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For courses offering this service, WebEx is an online tool that allows you to **virtually meet with others**. Internet access is necessary to run this application. However, you can also join the meeting by calling the conference phone number if provided by the host (Instructor) via email. This video conferencing tool is an excellent resource for online learning.



**Note:** It is recommended that students join 10 minutes prior to the start of the meeting to check audio and connection settings.

## Joining WebEx meetings from Blackboard

**Step 1:** Log onto Blackboard and select the appropriate course

**Step 2:** Click the *WebEx* icon on the left navigation panel. WebEx can also be found by clicking **Tools** then  **Bb Webex**

**Step 3:** Click *Join* on the meeting(s) you want to join

**Note:** The host (Instructor) must start the meeting before participants can join

Please check the errors below

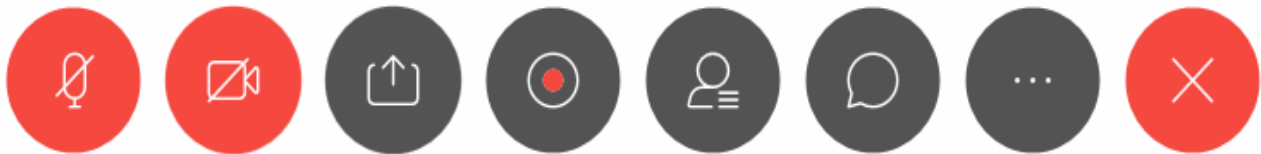
- Student Q&A either hasn't started or has ended. Please try joining during the session's scheduled start and end times.



## How does WebEx work?

WebEx has many features that provide each user an enjoyable experience. To bring up the meeting icons, move your cursor over the meeting screen.

### Meeting Icons:



**Microphone:** You can mute and unmute your microphone by clicking on this icon. To prevent background noise, it is a good idea to mute your microphone when not talking.



**Video camera:** By clicking this icon, you can choose to start your video or turn your video off. By enabling your video, you are showing your video to all participants in the meeting.



**Share Content:** by clicking this icon, you can choose to share information from your browser screens. **Note:** everyone in the meeting will be able to see your screen.

 You're sharing your screen. 

**Stop sharing** your screen click *Stop Sharing*

 Stop Sharing



**Recorder:** Not frequently used; you can record meetings to be reviewed later



**Participants:** Click on this icon to identify those attending the meeting

## Meeting Icons Continued...



**Chat:** Click on this icon to open the chat feature. You can choose to send messages to everyone in the chat, or to a select individual(s).

To:

Everyone



Enter chat message here



**More Options:** These include: Meeting notes, Invite and remind, Copy meeting link, Audio connection, speaker/microphone/camera options etc.



**End Meeting:** Click on this icon if you would like to leave the meeting

For more student WebEx information, refer to the link provided below.

<https://www.georgiancollege.ca/ctlae/student-remote-learning-kit/#slk-Bb>

For specifics about your meeting, **Speak to your instructor.**

