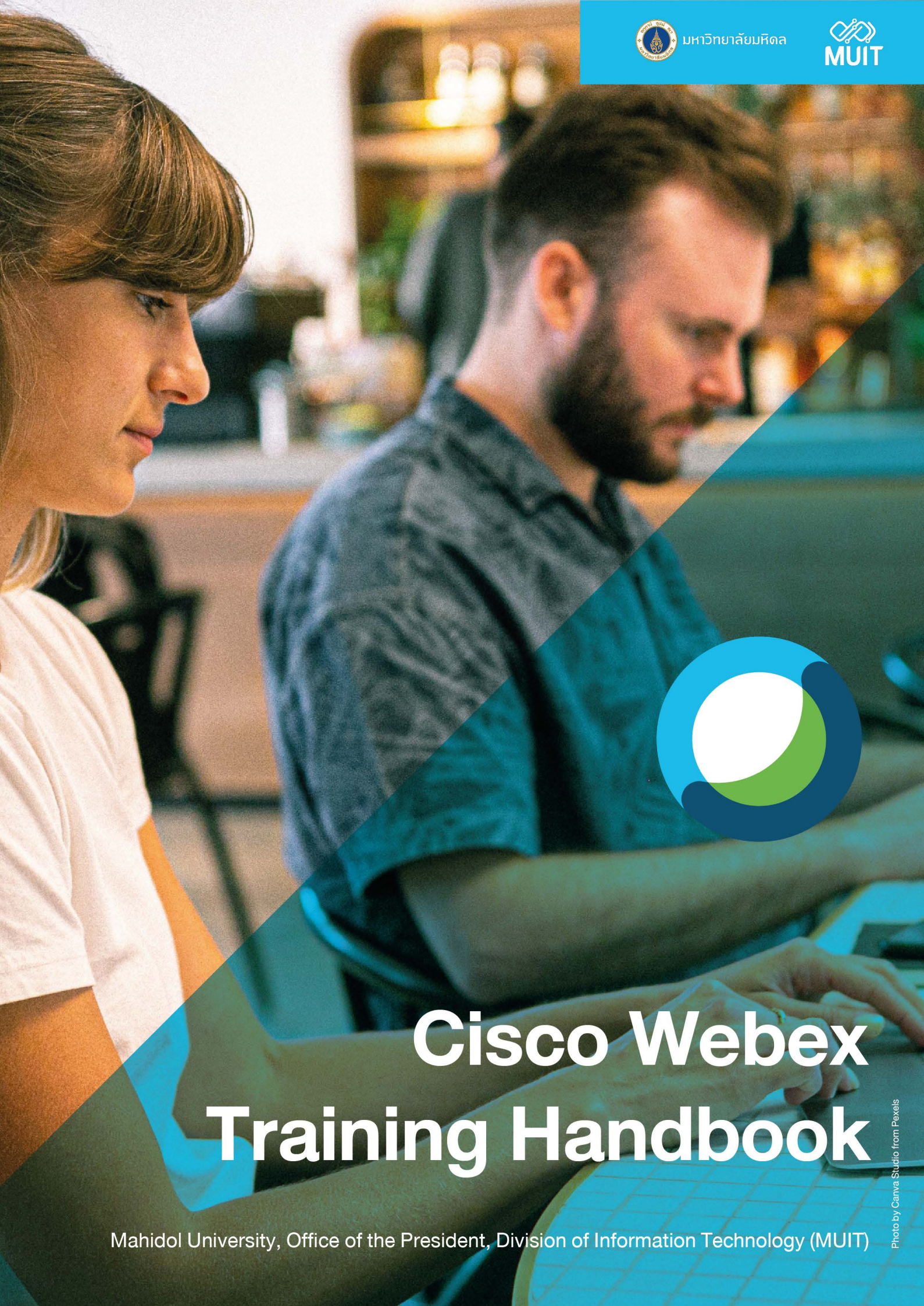

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MUIT

Cisco Webex Training Handbook

Mahidol University, Office of the President, Division of Information Technology (MUIT)

Photo by Canva Studio from Pexels

Cisco Webex Training

Content

content 1

Cisco Webex Training Handbook - Setting 2

Cisco Webex Training Handbook - Basic Usage 31

Cisco Webex Training Handbook - Breakout Sessions 62

Cisco Webex Training Handbook - Hands on Lab 98

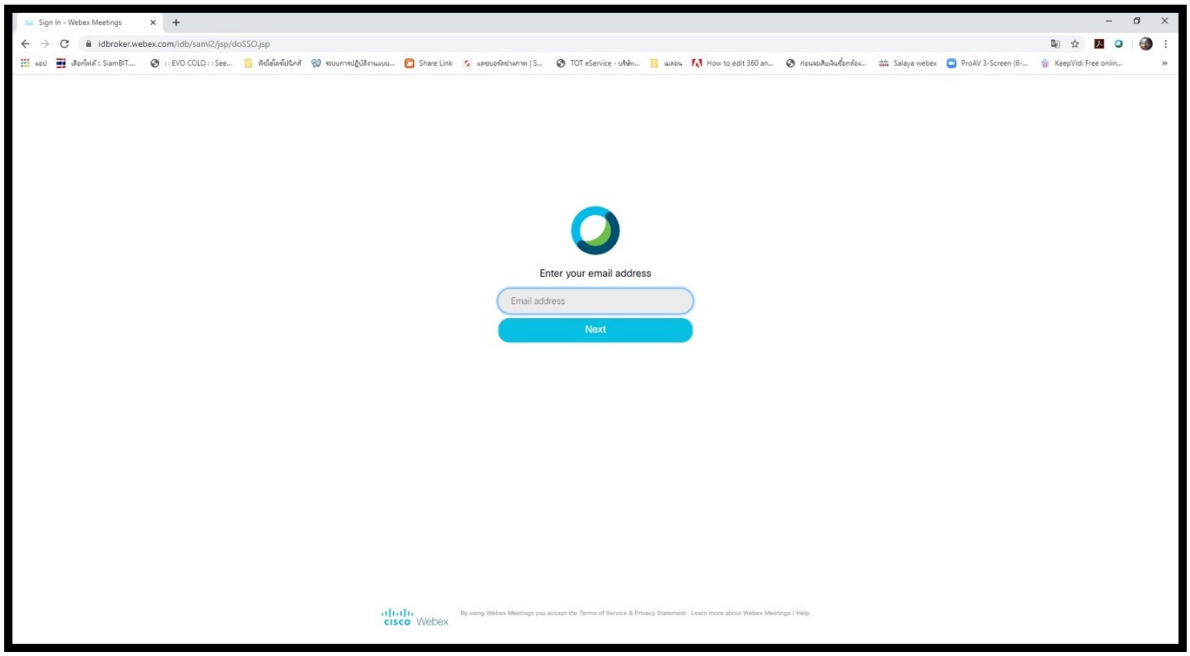
Cisco Webex Training – Setting

Cisco Webex Training is a long-distance communication programme that mainly focuses on long-distance training. Which has features that are able to divide the user's group, creating a quiz, creating Hands-On Labs experiments. There are registration function, host function, presenter function, sending training files in advance function, and also screen recording function as well.

Cisco Webex Training – Setting

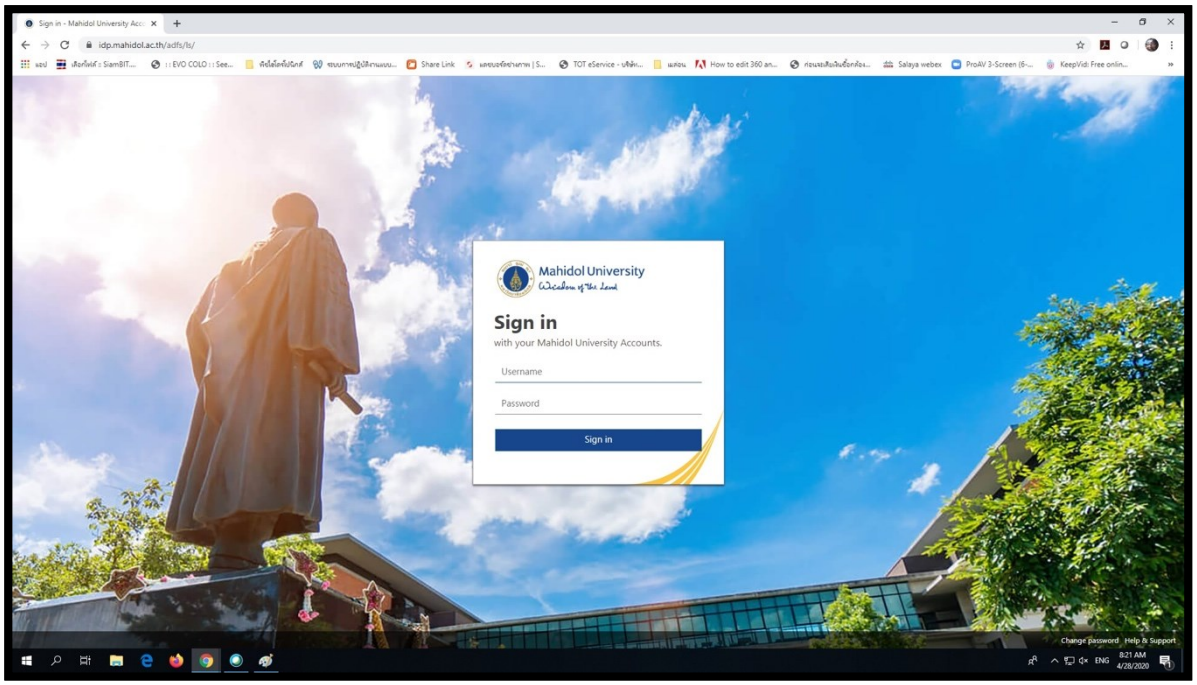
1. Go to Mahidol.webex.com

Enter name.sur@mahidol.ac.th, and click “Next”



Cisco Webex Training – Setting

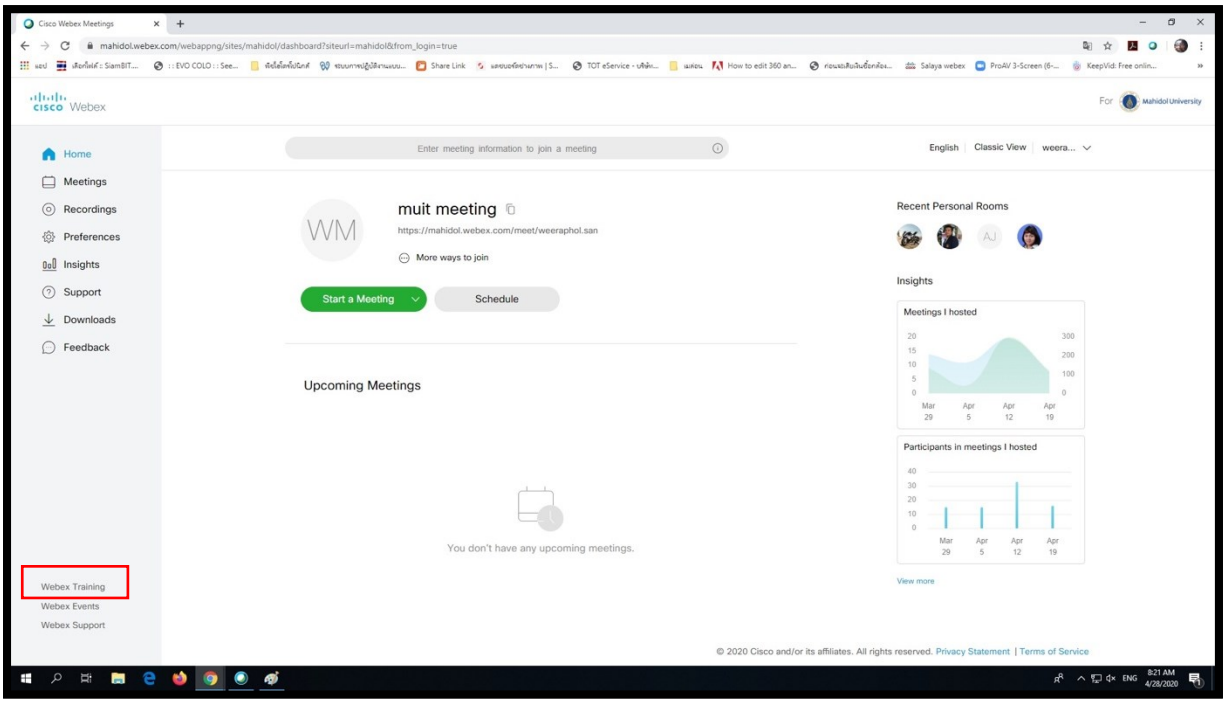
2. Enter name.sur@mahidol.ac.th, and enter the password, then click “Sign in”



Cisco Webex Training – Setting

3. Window “Webex Meeting Usage” shall occur.

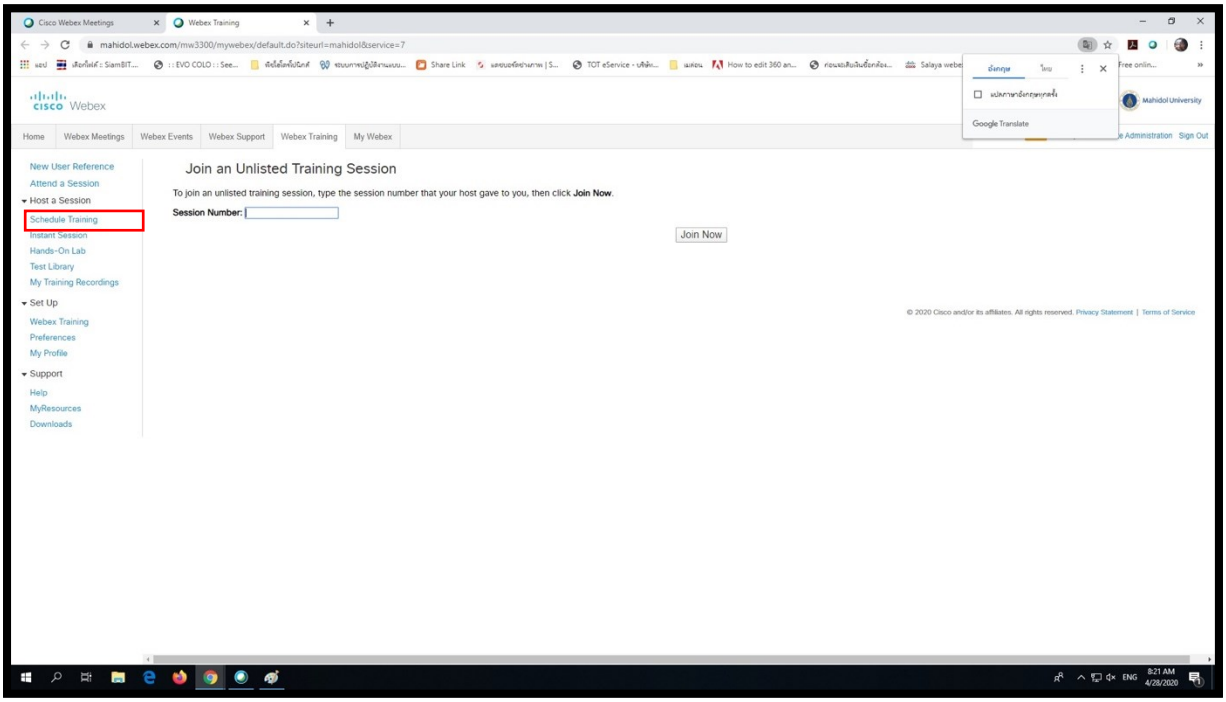
Click the button “Webex Training”



Cisco Webex Training – Setting

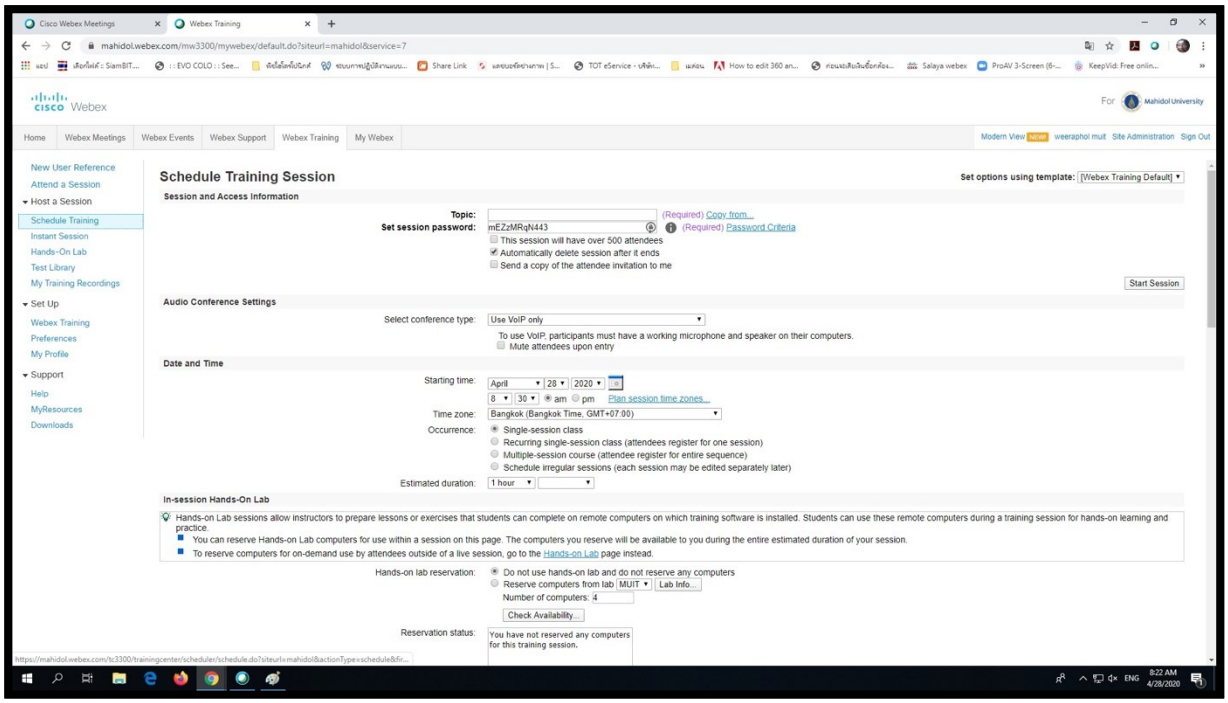
4. There is the window “Join an Unlisted Training Session”.

Click on “Schedule Training”



Cisco Webex Training – Setting

5. There is the window “Schedule Training Session” to show training details.



Cisco Webex Training – Setting

6. "Session and Access Information"

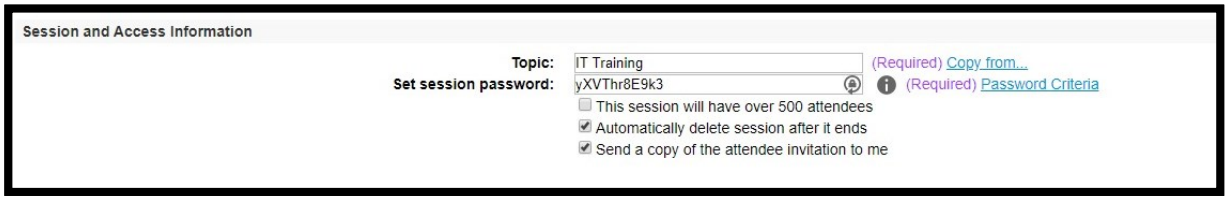
Topic: Enter topic's name

Set session password: There is a password to attend the training.

This session will have over 500 attendees: Choose, if there are attendees over 500.

Automatically delete session after it ends: Choose to automatically delete session after training

Send a copy of the attendee invitation to me: Choose to send an invitation's copy to email of host's training

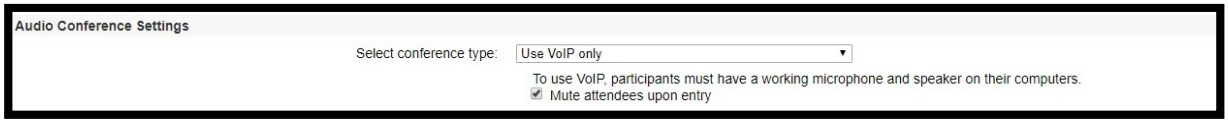


Cisco Webex Training – Setting

7. “Audio Conference Settings”

Select conference type: Choose “Use VoIP only”

Mute attendees upon entry: Choose to turn off attendees’ microphones, while attending the training



Cisco Webex Training – Setting

8. "Date and Time"

Starting time: Choose training date and time

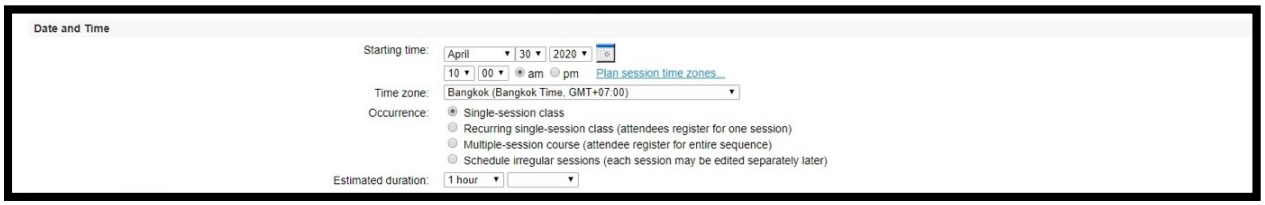
Time zone: Choose training time zone

Occurrence

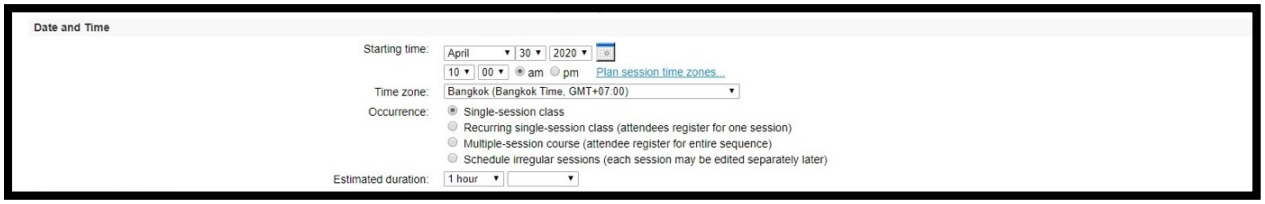
- Single-session class: if there is only one class.
- Recurring single-session class (attendees register for one session): For the class which set of many times, but in the same content. Attendees are able to attend once in any class they would.
- Multiple-session course (attendee register for entire sequence): For the class which set of many times with subsequently content. Attendees must attend every time.
- Schedule irregular sessions (each session may be edited separately later):

To set of many classes in advance.

Estimated duration: Training duration



8.1 Single-session class: if there is only one class.



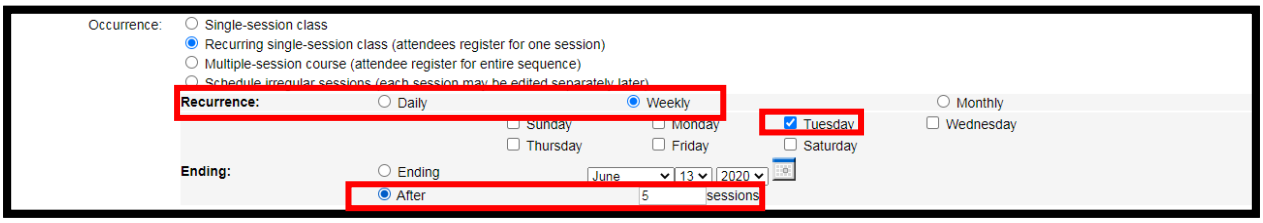
Cisco Webex Training – Setting

8.2 Recurring single-session class (attendees register for one session): For class which set of many times, but in the same content. Attendees are able to attend once in any class they would.

Recurrence to set training frequency

Ending to set ending date

- To set ending date
- To set ending training, depending on the number of classes

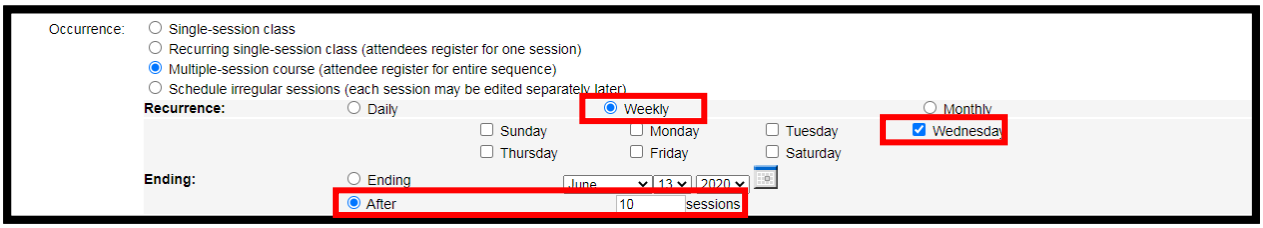


8.3 Multiple-session course (attendee register for entire sequence): For class which set of many times with subsequently content. Attendees must attend every time.

Recurrence to set training frequency

Ending to set ending date

- To set ending date
- To set ending training, depending on the number of classes



Cisco Webex Training – Setting

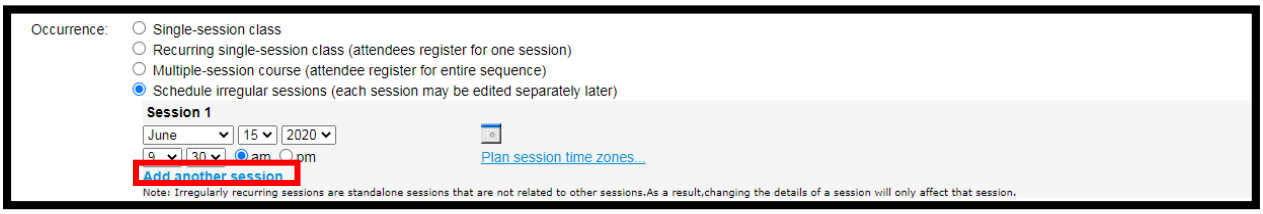
8.4 Schedule irregular sessions (each session may be edited separately later):

To set of many classes in advance.

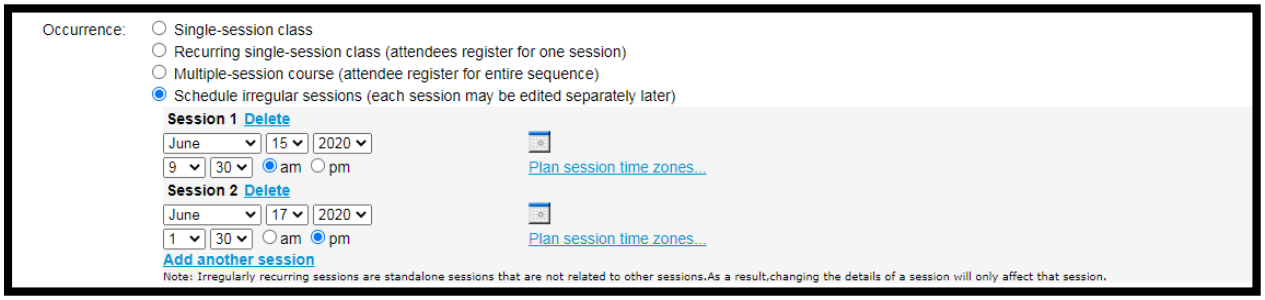
sessions 1

- To set date and time of training

- To add session, click at Add another session



- Session2 shall occur, then set date and time of training.



Cisco Webex Training – Setting

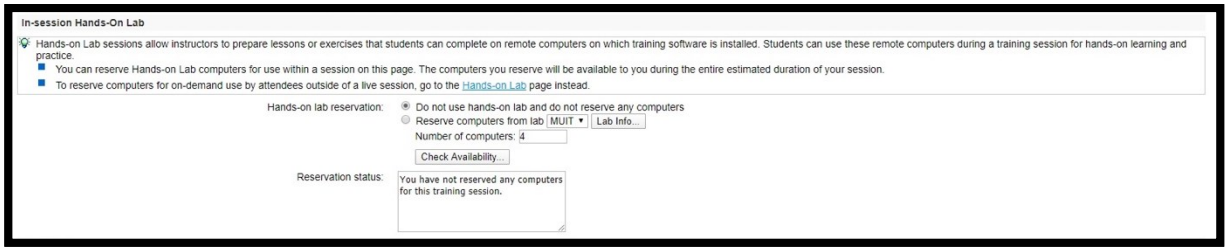
9. “In-session Hands-On Lab”

If training’s host close this function. This function shall occur, while creating training schedule.

“Hands-on lab reservation”

Choose Do not use hands-on lab and do not reserve any computers:

if do not want to use “Hands-On Lab”.



Cisco Webex Training – Setting

10. "Hands-on lab reservation"

Choose Reserve computers from lab when you would like to use this function, the lab's name shall occur.

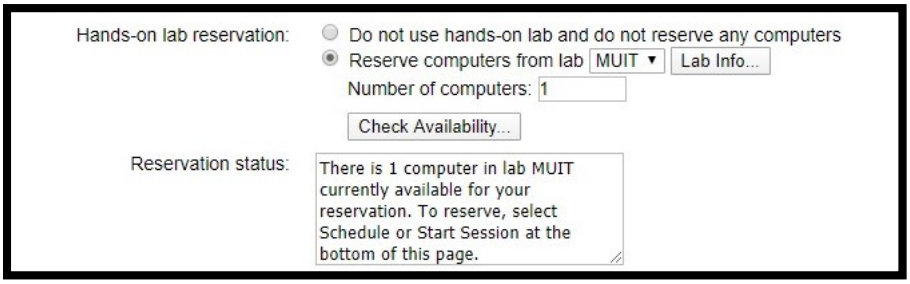
Click on the button "Lab Info", it shall show all attending computers.

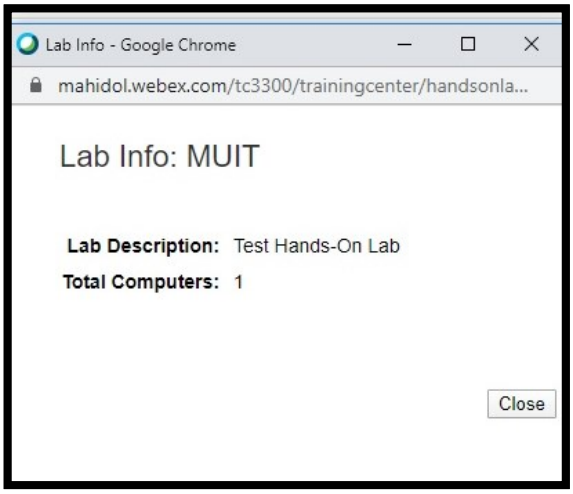
Number of computers: choose the number of computers, which you would like to use.

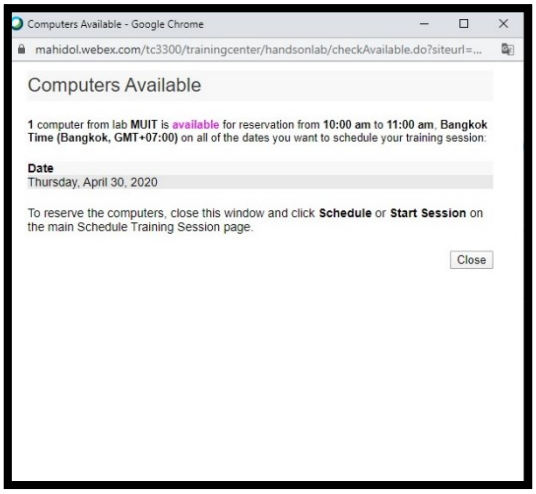
Click on the button "Check Available".

it will show the computers, being book on the date and time that the meeting was created.

The details will show in "Reservation status".







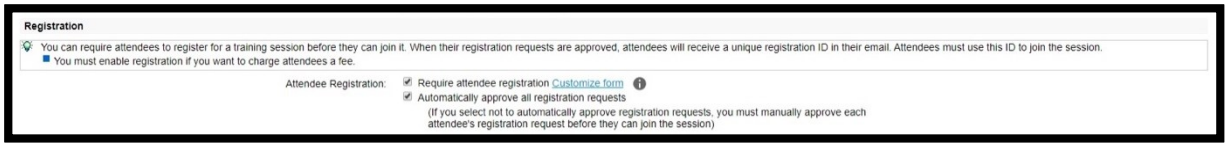
Cisco Webex Training – Setting

11. “Registration”

“Attendee Registration”

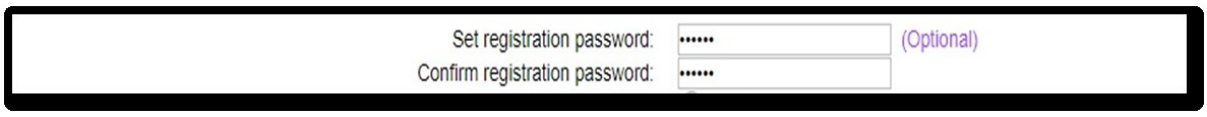
Choose Require attendee registration Customize form: Attendees must register before training

Choose Automatically approve all registration requests: To accept all attendance’s request automatically



Set registration password: Enter the password for registration

Confirm registration password: To confirm the password for registration



Cisco Webex Training – Setting

Registration close date: None: No closing date for registration

days hours minutes before session starts: Choose to close date and time for registration, before registering day

Maximum registrations allowed: Enter the number of registrants to limit the number of training attendees

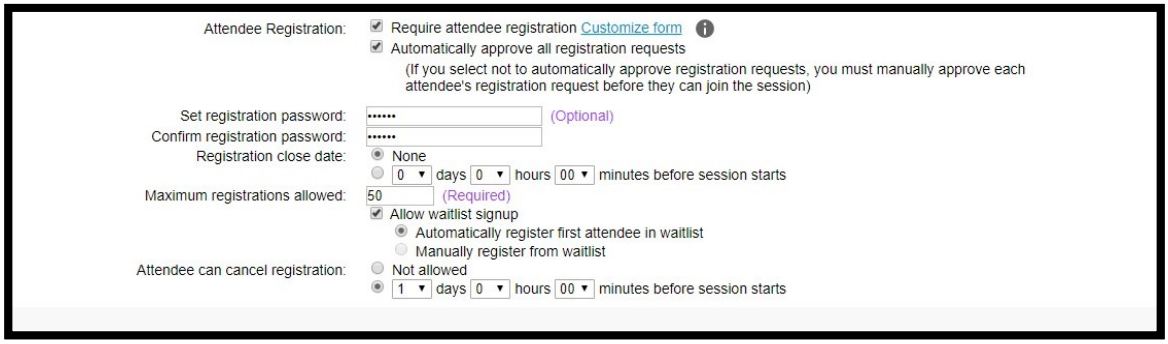
Allow waitlist sign up: Allow registration for reserve register

Automatically register first attendee in waitlist: Automatically register the first register in waitlist (reserve register)

Manually register from waitlist: To manually register from waitlist

Attendee can cancel registration: Not allowed: Not allow attendees to cancel registration

days/hours/minutes before session starts: Allow attendees to cancel registration before, training day



Cisco Webex Training – Setting

12. “Registration”

“Registration close date”

None: No registration closing date

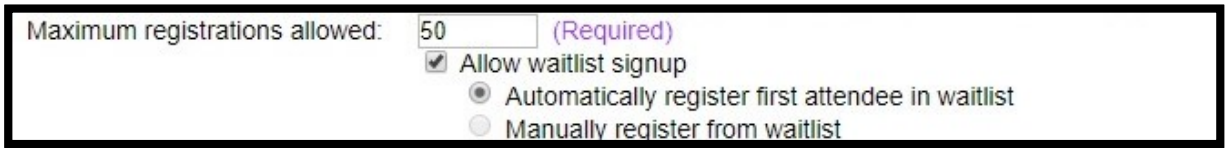
days/hours/minutes before session starts: Choose date and time to close registration before, training day

Maximum registrations allowed: Enter the number to limit the attendees

Allow waitlist signup: Allow to register for reserve attendees

Automatically register first attendee in waitlist: Automatically register the first register in waitlist (reserve register)

Manually register from waitlist: Manually register from waitlist



Cisco Webex Training – Setting

13. “Registration”

“Attendee can cancel registration”

Not allowed: Not allow attendees to cancel register

days hours minutes before session starts: Attendees are able to cancel register before, training day on the date, being set

Cisco Webex Training – Setting

14. “Attendees”

Invited attendees, click button “Invited attendees”.

The window “Invited attendees” shall occur.

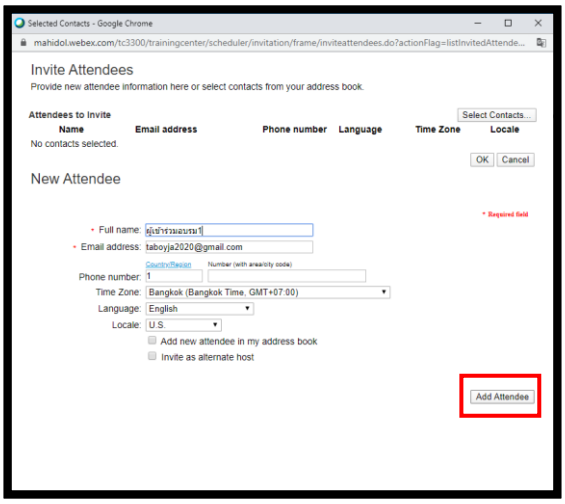
There are two methods.

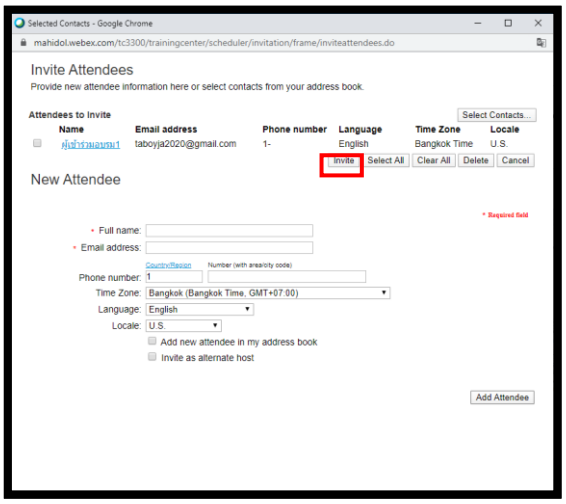
1. “New Attendees”

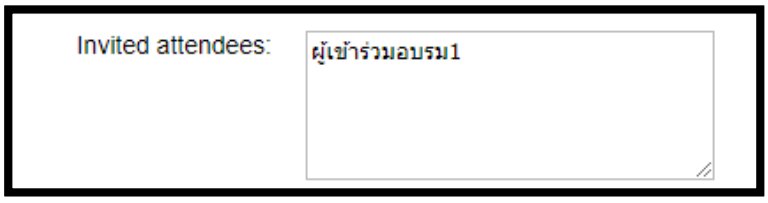
enter names, and emails of attendees, and click button “Add attendees”, then the attendee name list shall occur at “Attendees to invite”.

Click “Invite”

The attendees’ names will occur in “Invited attendees”





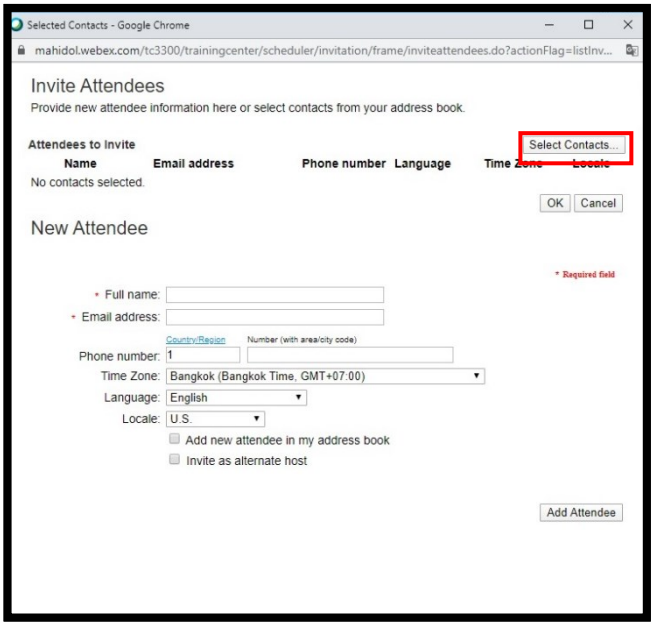


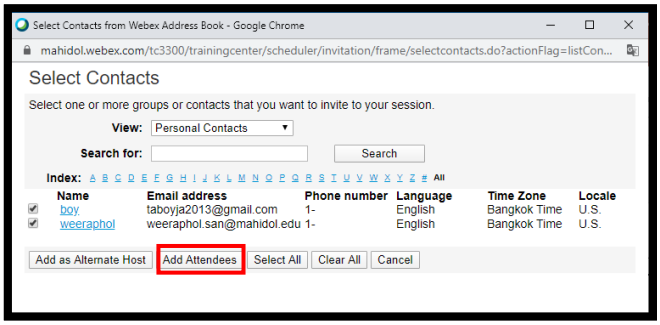
Cisco Webex Training – Setting

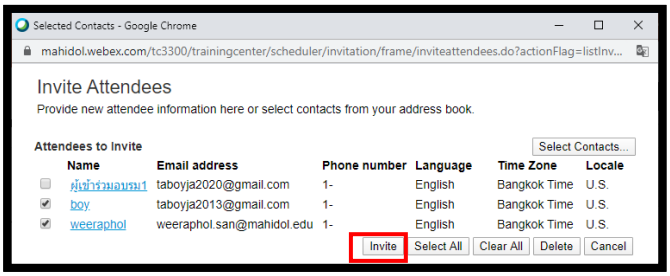
15. “Attendees”

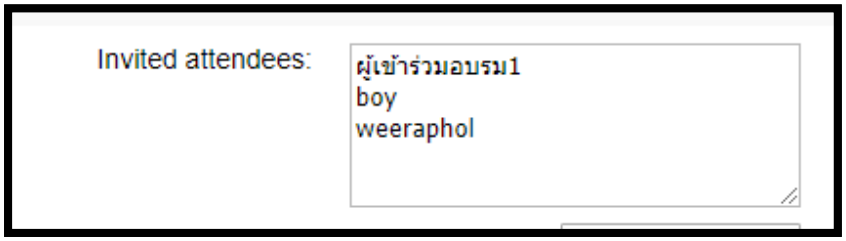
Invited attendees, click on “Invited attendees”, The window “Invited attendees” shall occur.
There are two methods to use.

2. Click on the button “select contacts”, there is a window “select contacts”
Click on the attendees’ names, which would like to attend the training.
Click on “Add attendees”, there is the window “Invited attendees”.
Choose the attendees’ names again, then click “Invite”.
The attendees’ names shall show in “Invited attendees”.









Cisco Webex Training – Setting

16. “Attendees”

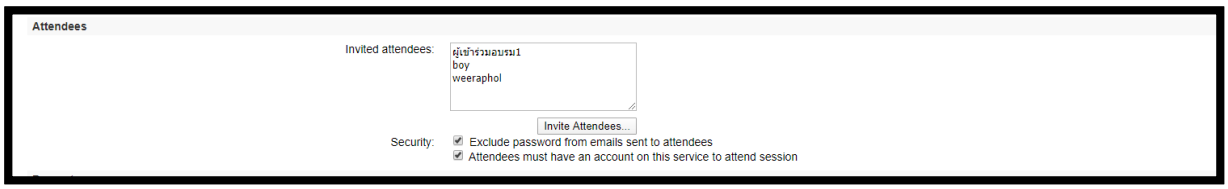
“Security”

Choose Exclude password from emails sent to attendees:

to not send the password to attendees via email.

Choose Attendees must have an account on this service to attend session:

Attendees must have Webex Training account to attend the training.



Cisco Webex Training – Setting

17. “Presenters”

“Invited Presenters”

Click on the button “Invited Presenters”.

The window “Invited Presenters” shall occur.

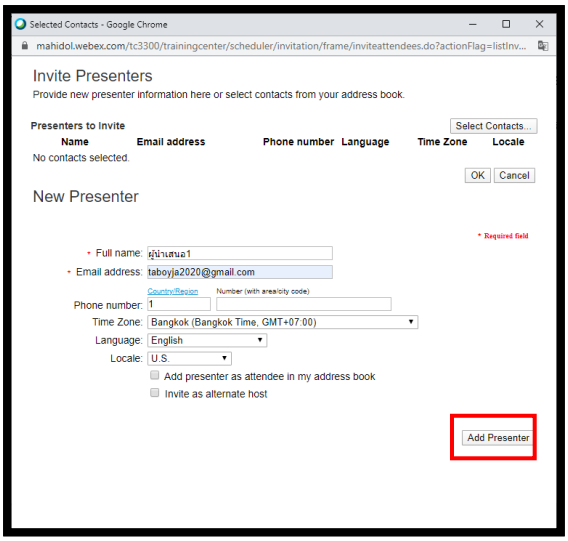
There are two methods.

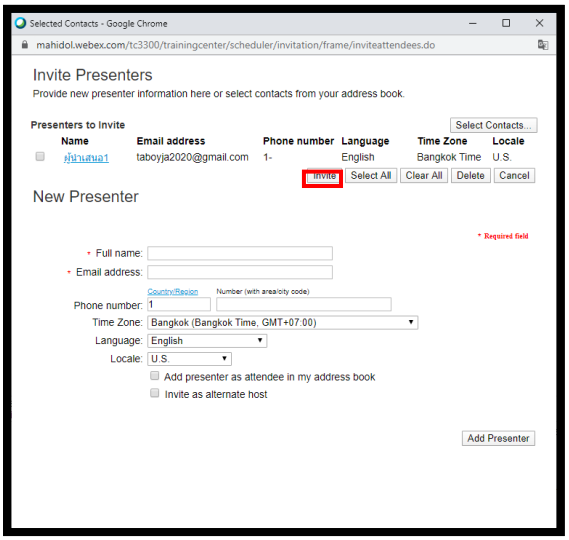
1. New Presenter: Enter presenter’s name and email, and click “Add Presenter”.

The presenter’s name shall show at “Presenter to Invite”

Choose the presenter’s name, then click “Invite”

The presenter’s name shall show in “Invited attendees”





Cisco Webex Training – Setting

18. Presenters

“Invited Presenters”

Click on the button “Invited Presenters”.

The window “Invited Presenters” shall show.

There are two methods

2. Click on the button “select contacts”.

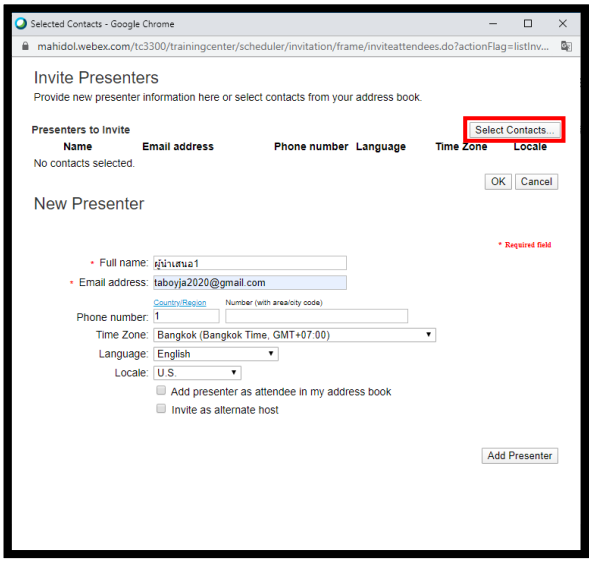
The window select contacts shall show.

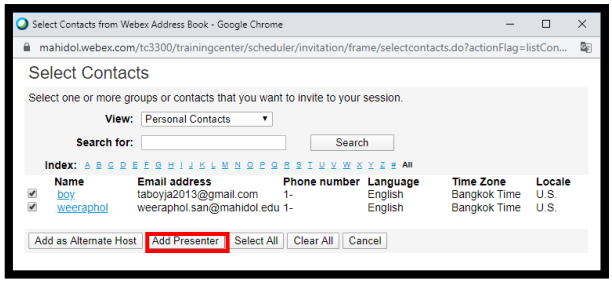
Click on presenter’s name, and click on ”Add Presenter”

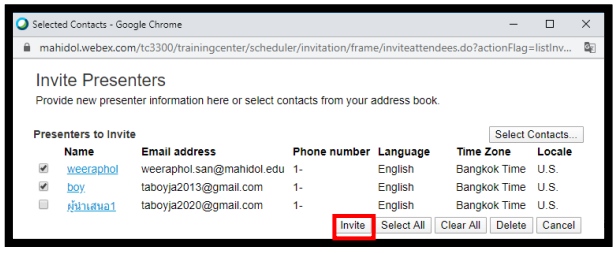
The window “Invited Presenters” shall occur.

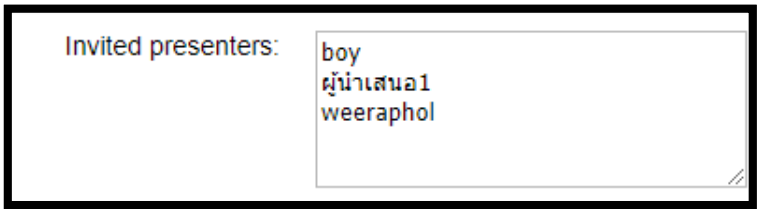
Click on presenter’s name, and click ”Invite”

There is the presenter’s name in “Invited Presenters” section.









Cisco Webex Training – Setting

19. “Session Options”

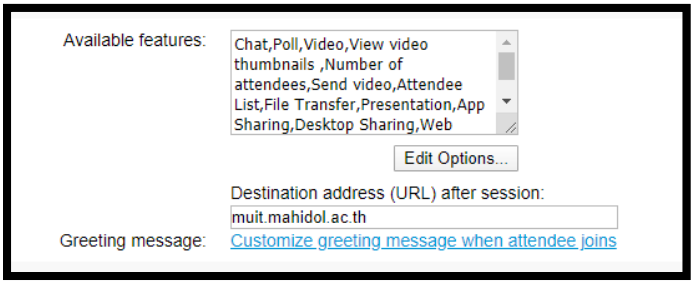
Window Available features shall show the features, and equipment in training

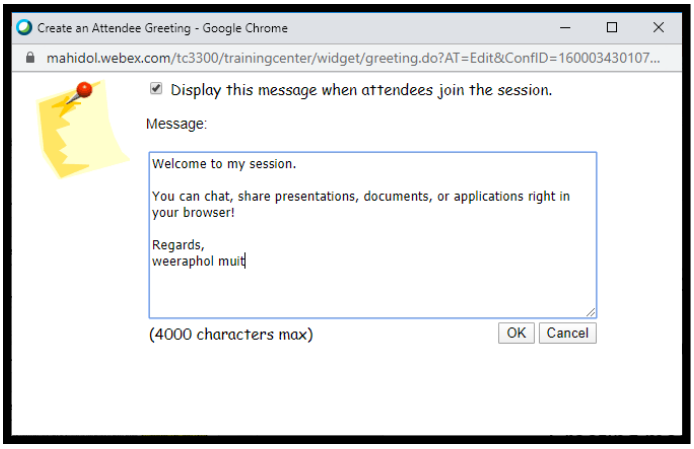
Destination address (URL) after session: can use the training URL, after training (only mahidol.ac.th account)

Greeting message, then click at Customize greeting message when attendee joins

The message box shall occur to enter the welcoming message.

Choose Display this message when attendees join the session: to show the message, before training day.





Cisco Webex Training – Setting

20. “Breakout Session Assignments Settings”

Options:

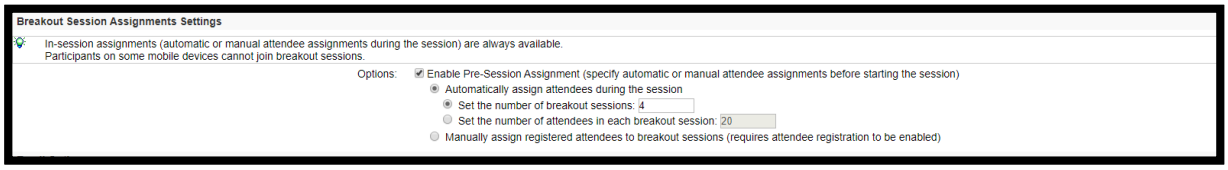
Click on Enable Pre-Session Assignment: To enable dividing group for attendees, during training

Choose Automatically assign attendees during the session: To unable automatically joining the session.

Choose Set the number of breakout sessions: To control the number of breakout sessions

Choose Set the number of attendees in each breakout session: To control the number of members in each session.

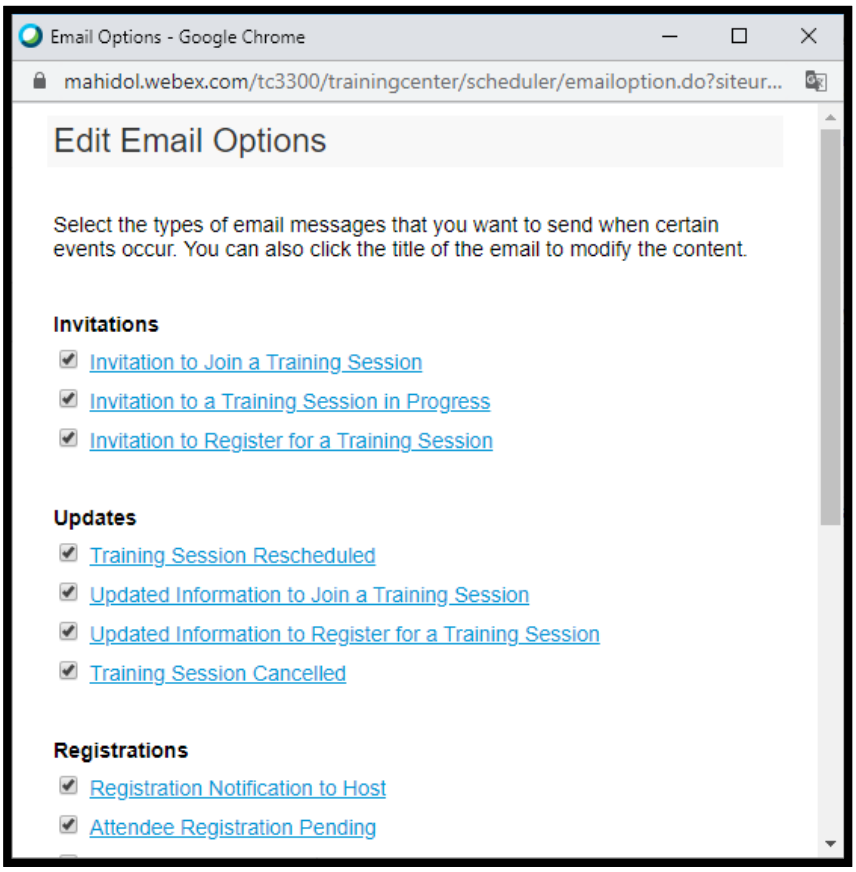
Choose Manually assign registered attendees to breakout sessions: To allow to manually register to attend the breakout session.



Cisco Webex Training – Setting

21. “Email Options”

Click on “Edit Email Options”, there is the window to show the email information.



Cisco Webex Training – Setting

22. “Session Information”

Agenda: Training agenda

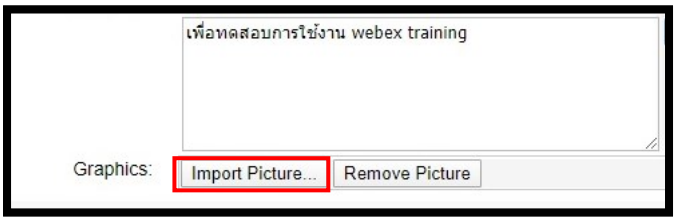
Description: To enter training detail

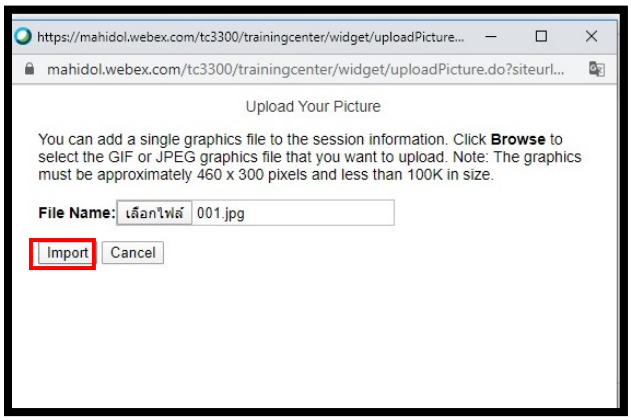
Graphics: Click on the button “Import Picture”.

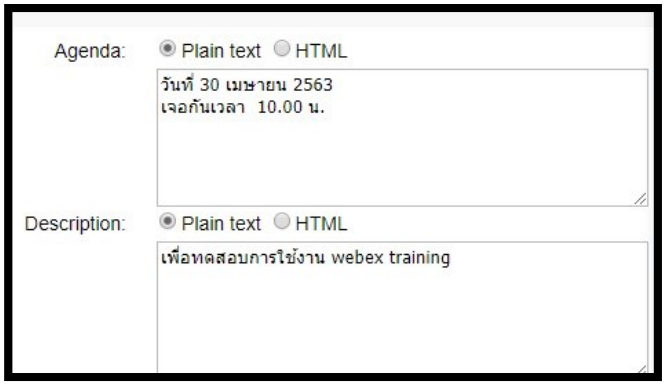
There is the window “Upload Your Picture”.

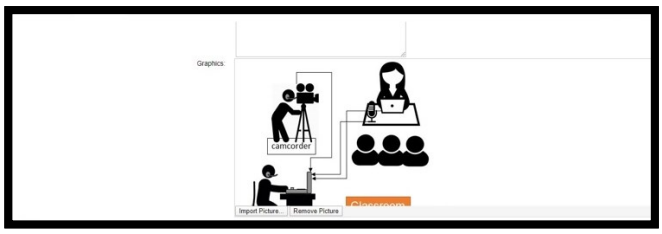
Choose files, then click on “Import”.

The image will be shown.







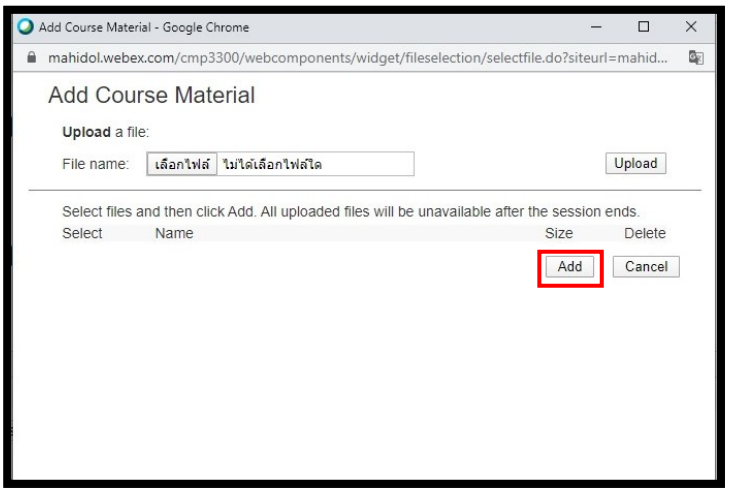


Cisco Webex Training – Setting

23. “Course Material”

Click on “Add Course Material”.

The window “Add Course Material” shall occur.



Cisco Webex Training – Setting

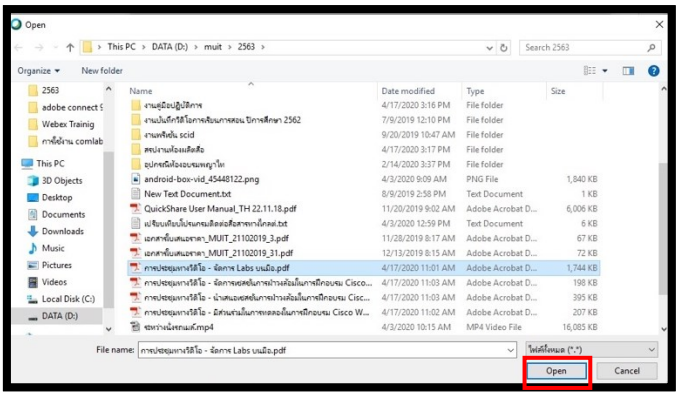
24. “Course Material”

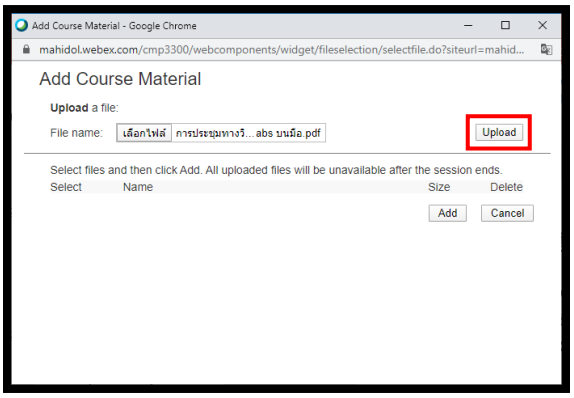
Choose “Upload a file”

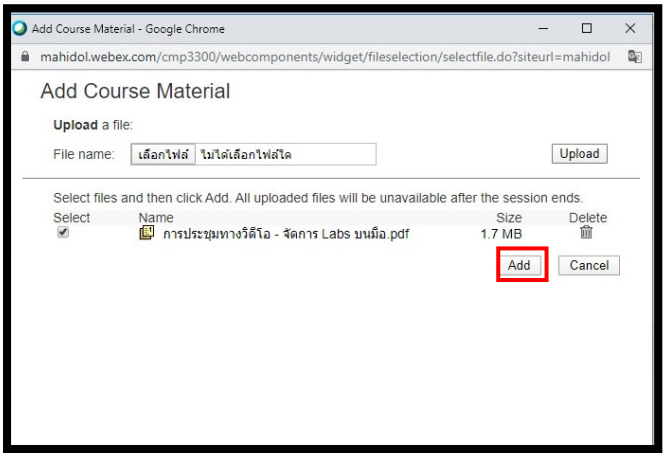
Choose files, then click “Upload”

The files will occur, then click “Add”.

“File name” window shall show files’ names.







Cisco Webex Training – Setting

25. “Tests”

If in the training, the host training has already created exercise.

Click on “Add Tests”.

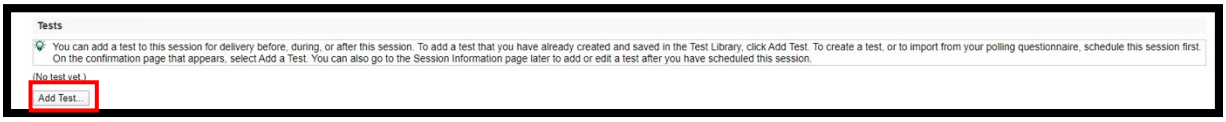
there is the window “Select from Test Library”, then click on exercise, which you created.

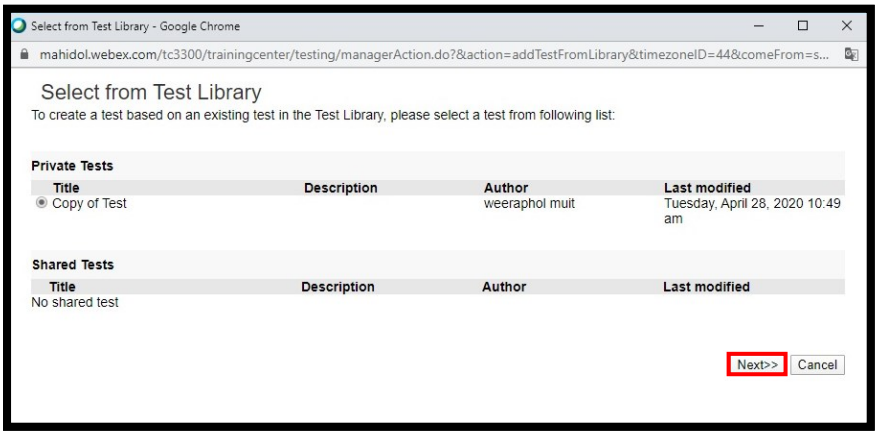
Click on “next”,

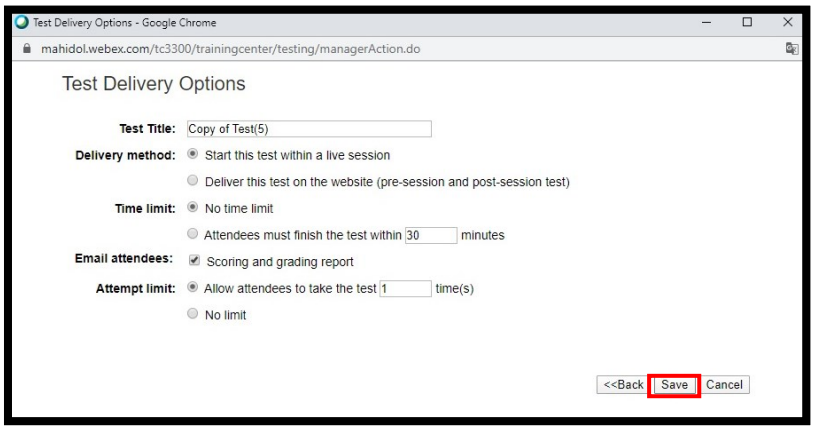
The window “Test Delivery Options will happen to setting” shall occur.

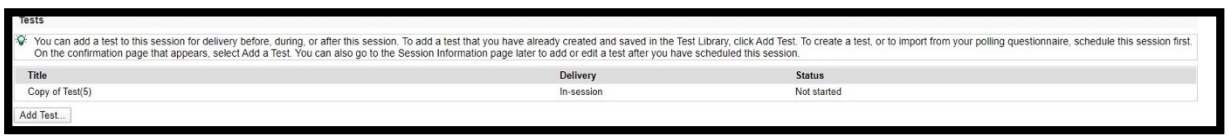
Click on “Save”

The test’s name shall occur.





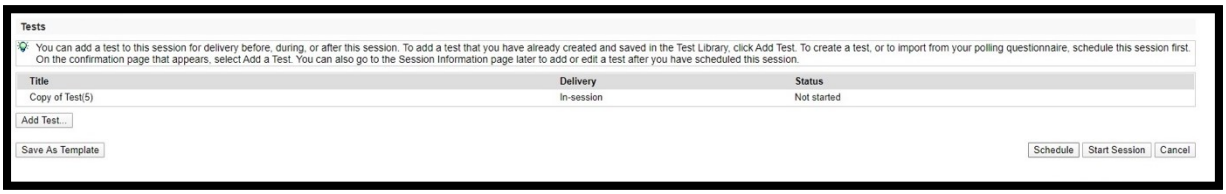




Cisco Webex Training – Setting

26. When you have already finished setting.

Click on the Button “Schedule”



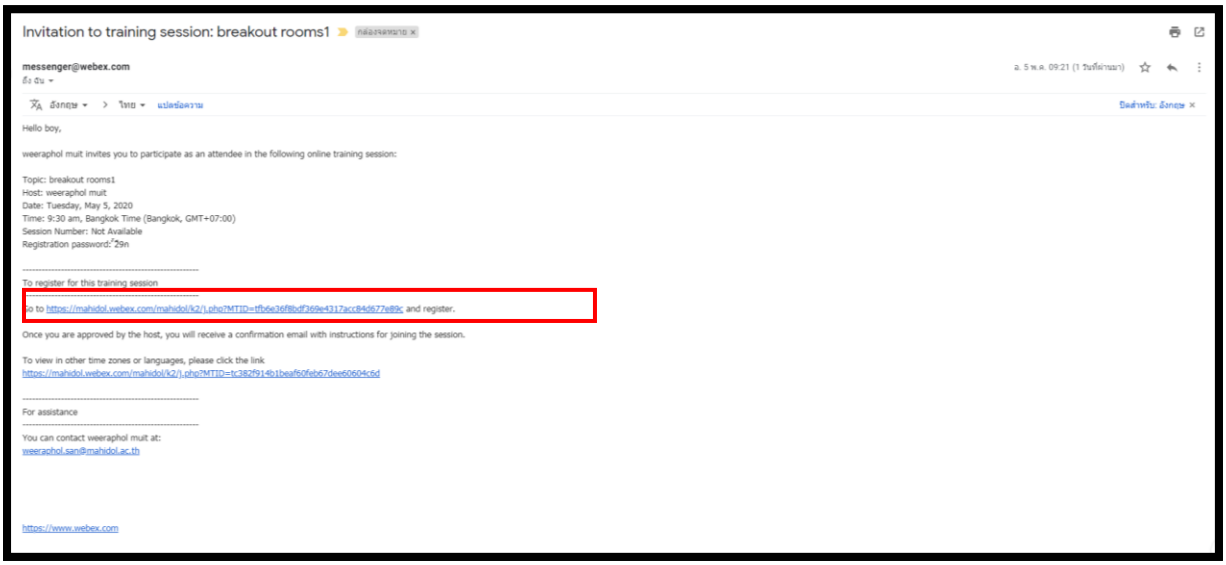
Cisco Webex Training – Setting

27. “Session Schedule” shall show the details in training.

Click on “OK” to finish creating training online.

Cisco Webex Training – Basic Usage

1.When host training has already set of online training schedule, the send invitation email attendees. Attendees will receive email for register.
subsequently, attendees click at register's link.



Cisco Webex Training – Basic Usage

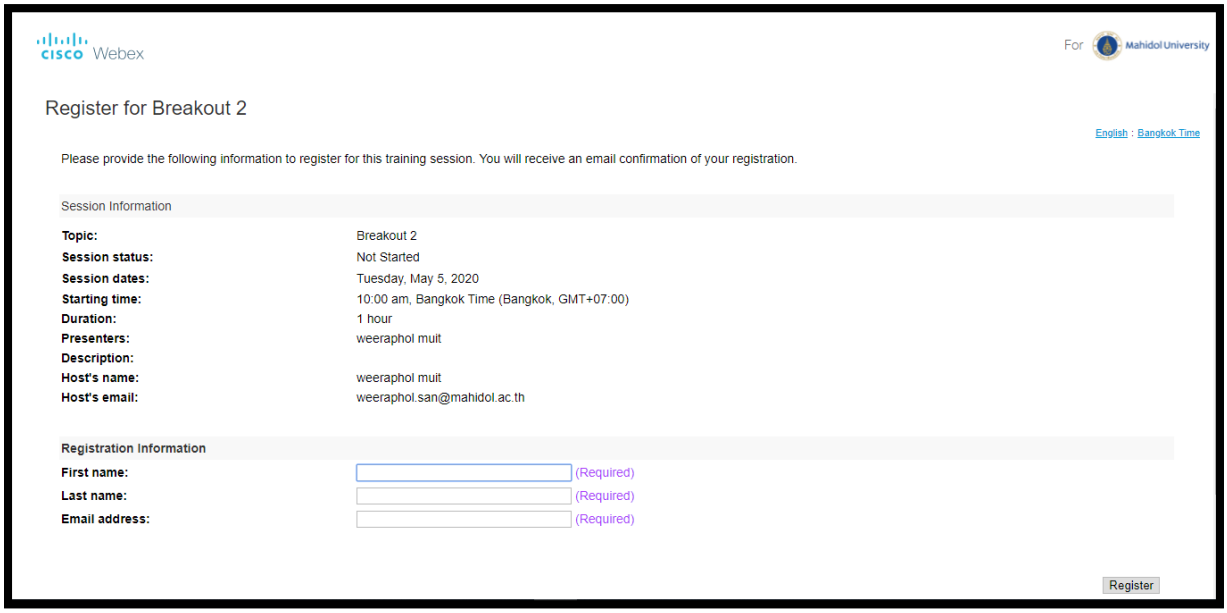
2. Register for …… (Training topic)

Session Information will show training's details e.g. date, time, and training host.

"Registration Information", enter the details of attendees, as following

- First name
- Last name
- Email address

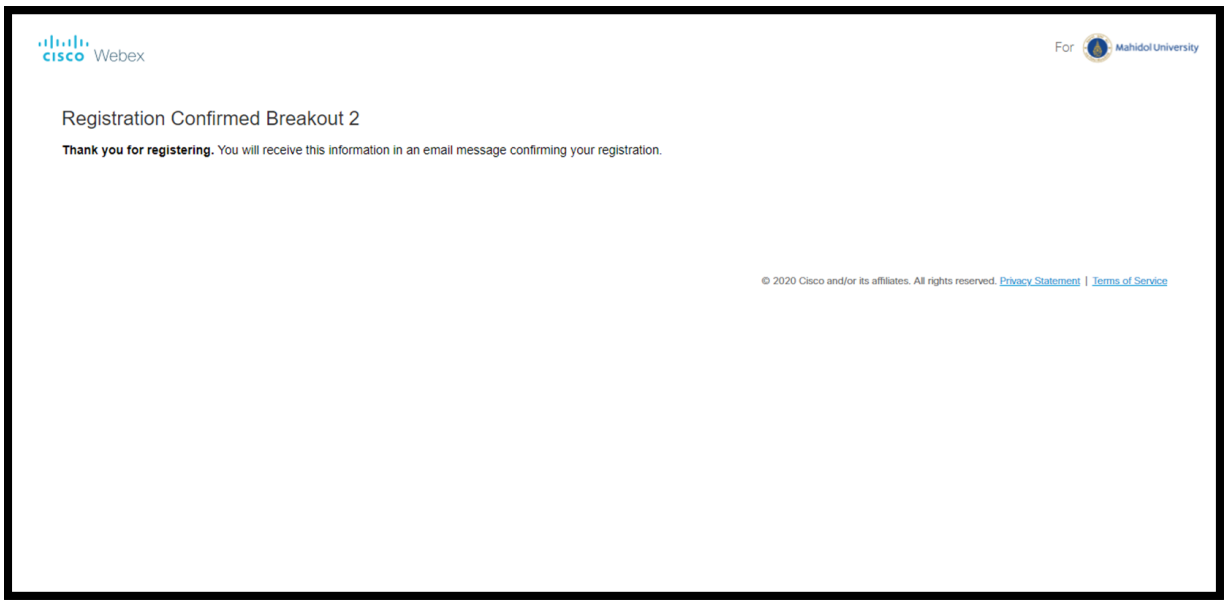
Click "Register"



Cisco Webex Training – Basic Usage

3.There is the message “Registration Confirmed ……(training name)”

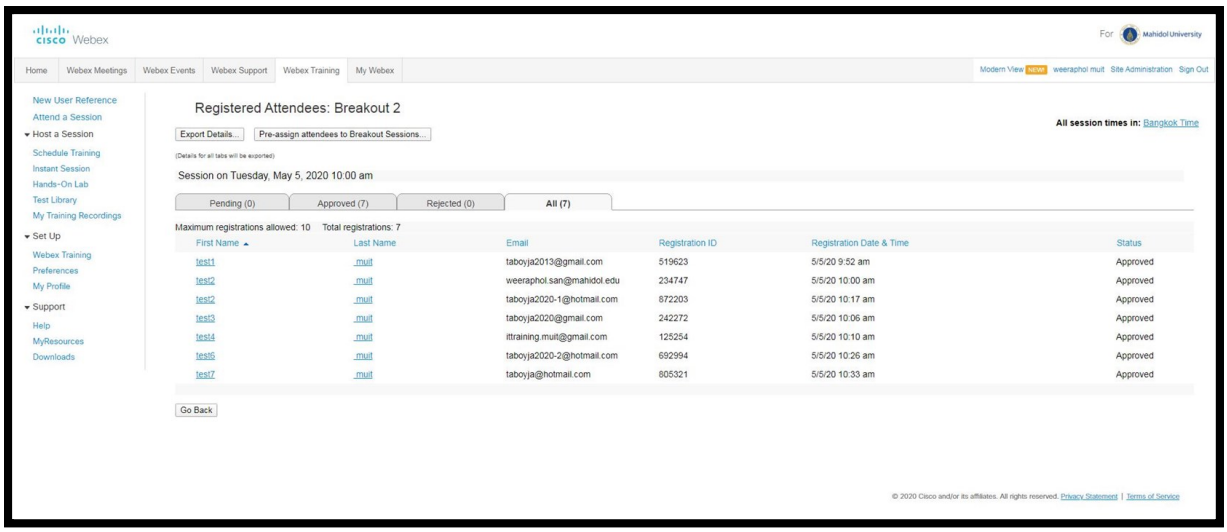
Programme shall send the email to all attendees, who have already registered.



Cisco Webex Training – Basic Usage

4. When attendees already registered for training online.

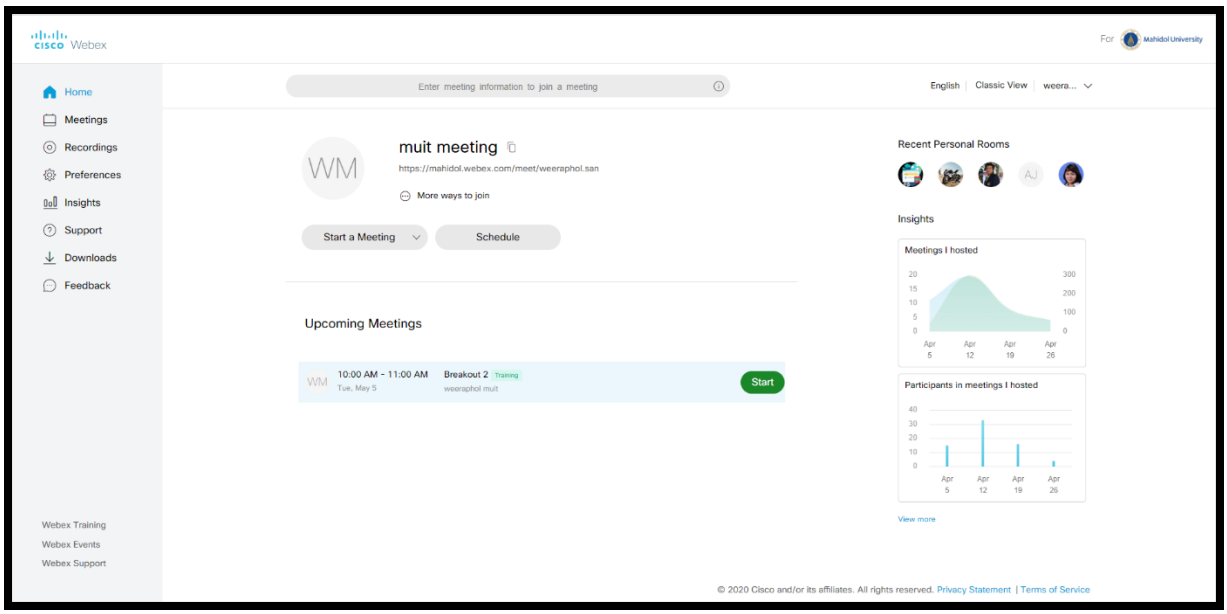
Programme shall show attendees' names at Cisco Webex page of host training.



Cisco Webex Training – Basic Usage

5. Training online at mahidol.webex.com

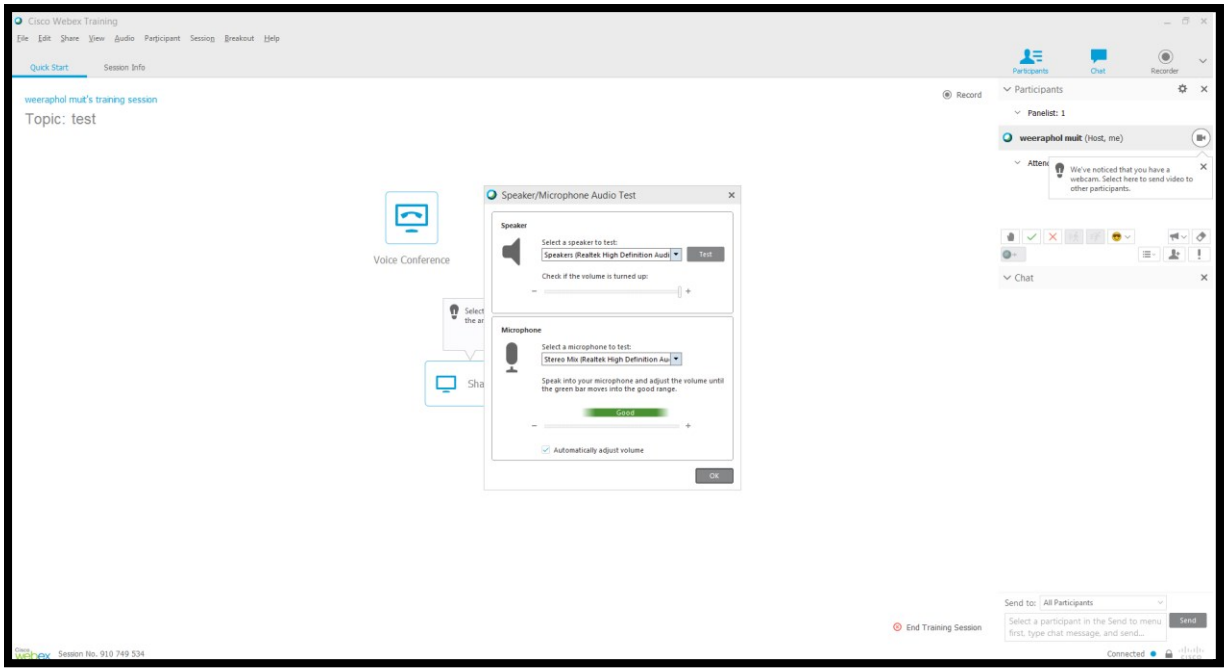
Click “start” to begin the training online



Cisco Webex Training – Basic Usage

6. There is the window Speaker/Microphone Audio Test in Cisco Training programme.

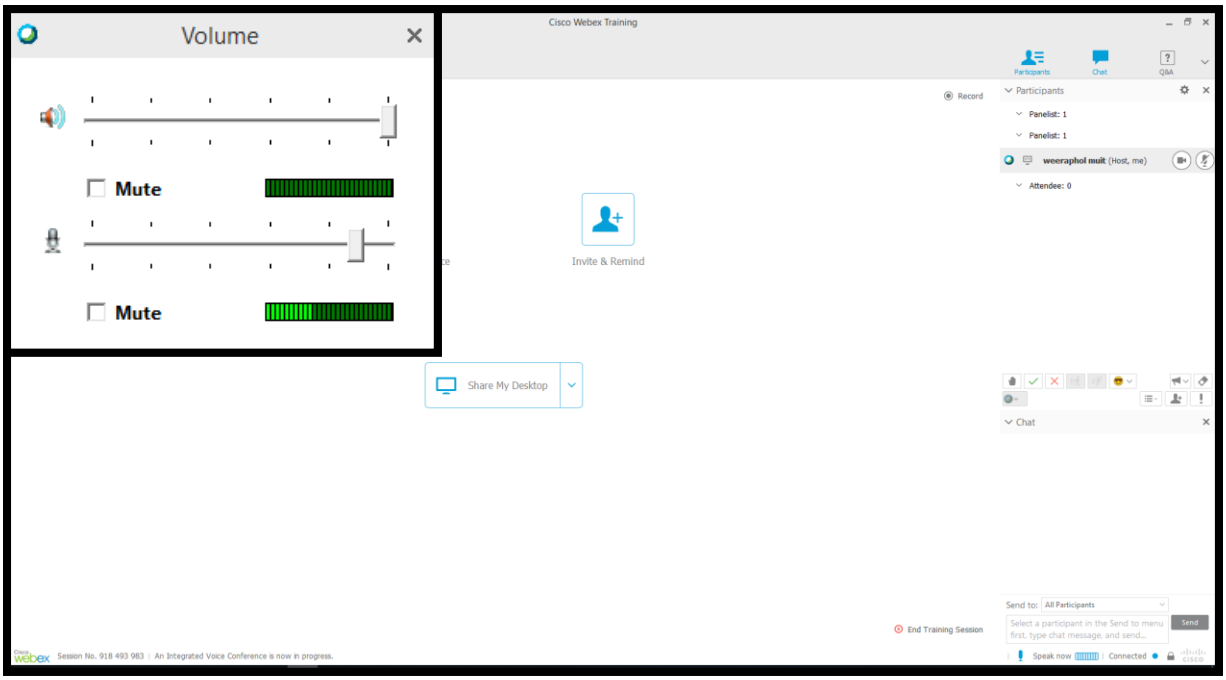
Click on "OK"



Cisco Webex Training – Basic Usage

7. There is a volume's window. You are able to speak to the microphone, linking to the computer to test.

There is sound scale, then click x to close.



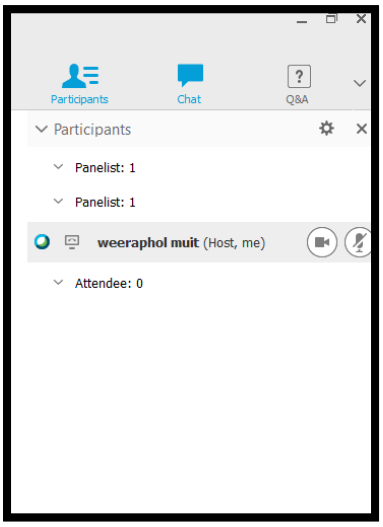
Cisco Webex Training – Basic Usage

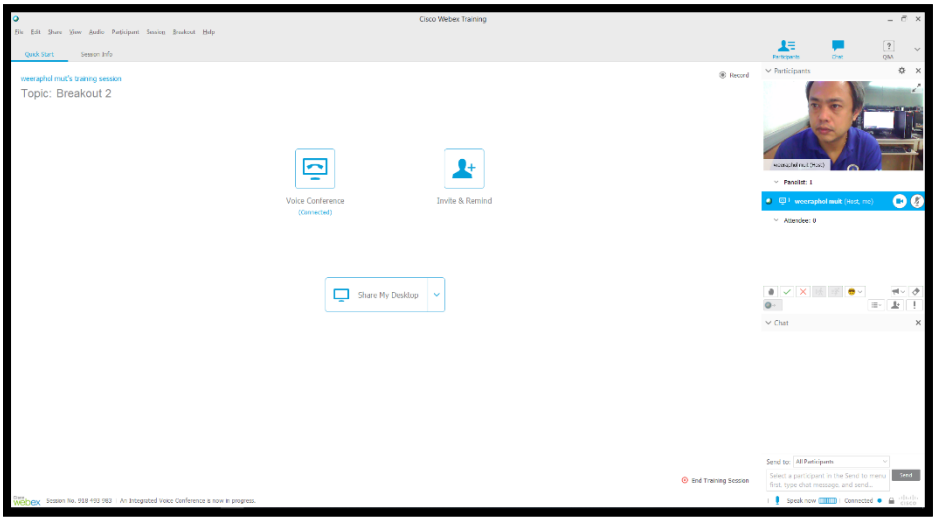
8. “At Participants”

There is a name of host training with video symbol and microphone.

Click on video symbol.

The video shall operate.





Cisco Webex Training – Basic Usage

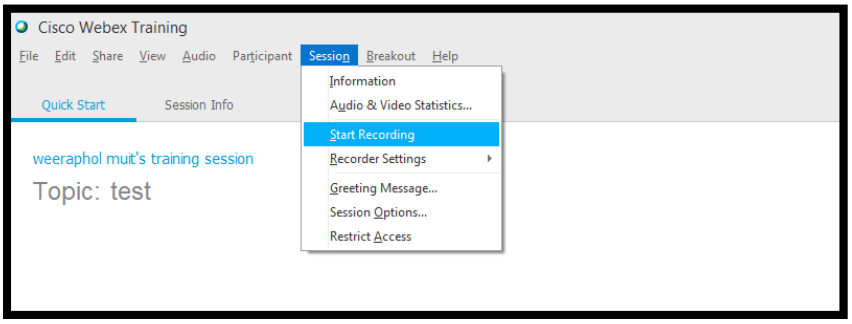
9. Before starting online training, you should start recording before.

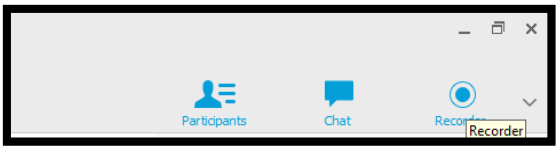
There are two methods.

- click on Recorder at the menu bar

- click on Session > Start Recording

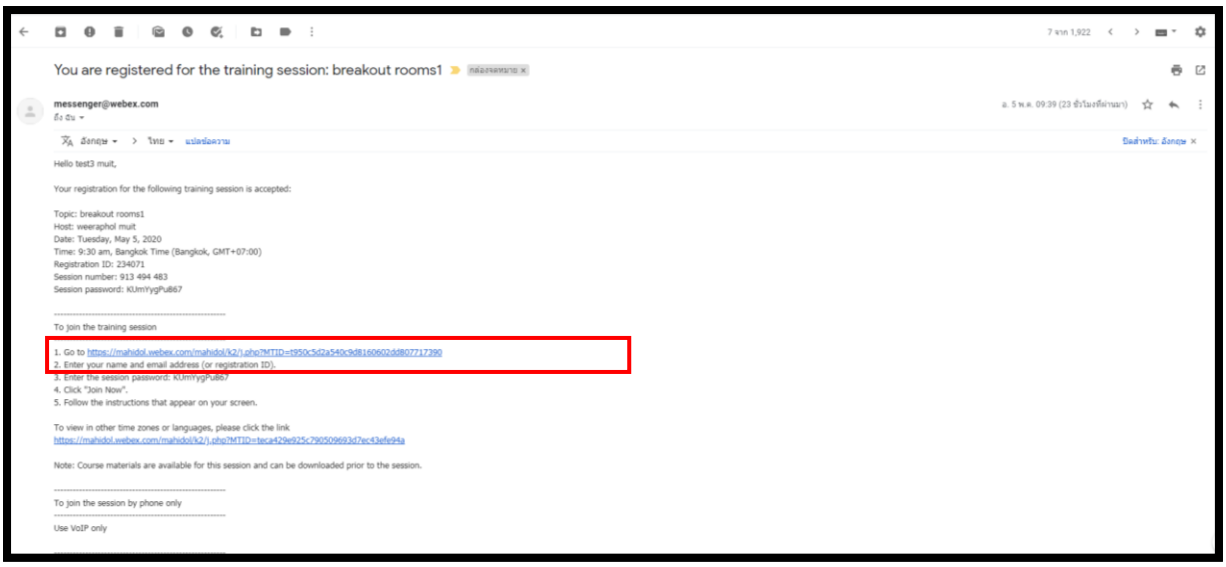
Following this, you might prepare stuffs and waiting for attendees attend the training.





Cisco Webex Training – Basic Usage

10. Attendees receive the email for attending the training,
click on the link in the email to attend the training.

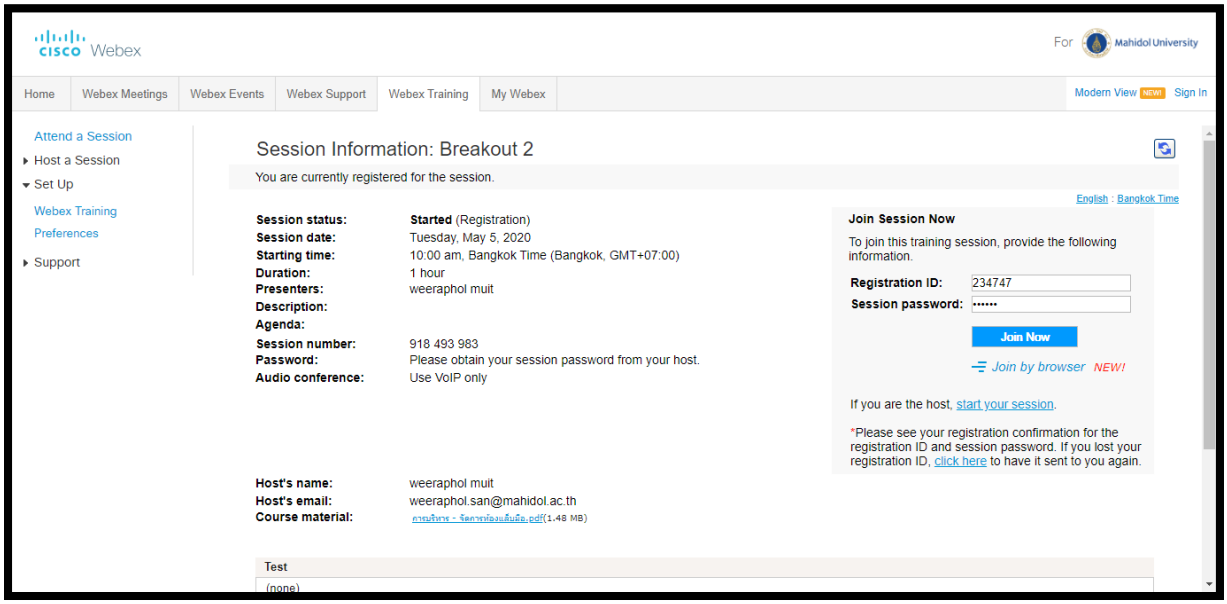


Cisco Webex Training – Basic Usage

11. There is detail of “Session Information”.

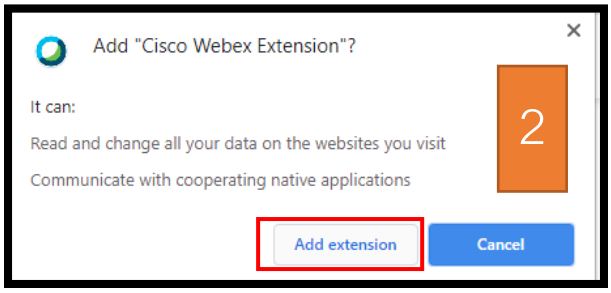
When the button “Join Now” at “Join Session Now” change to be blue button. It means the training already opened.

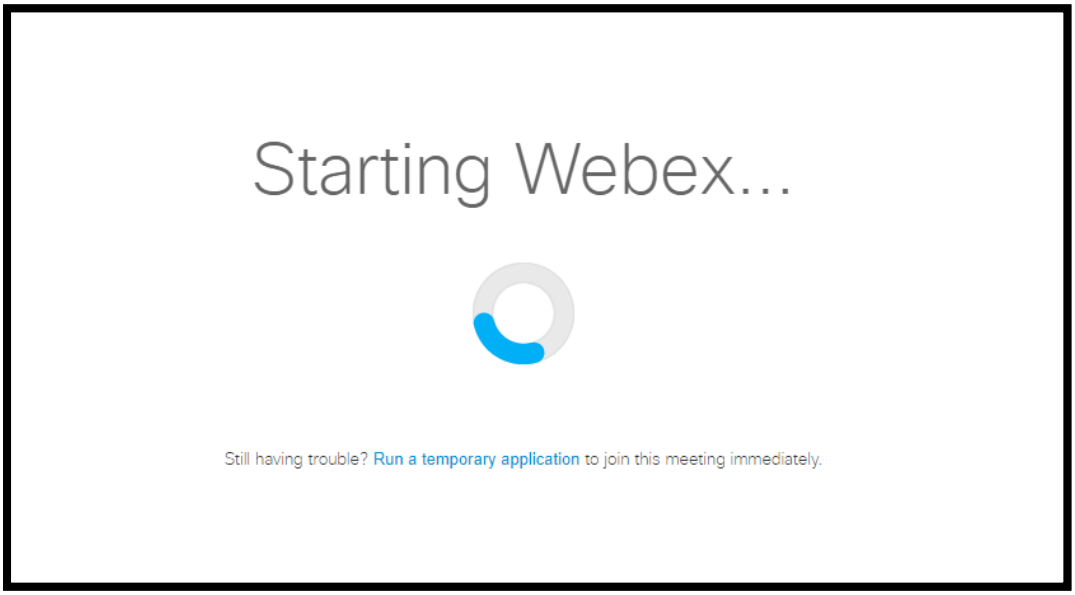
Click “join now” to attend the training



Cisco Webex Training – Basic Usage

12. If attendees have never installed the Cisco Webex programme to their computer before, there is the window to suggest attendees to install the programme.
Click “Add Webex to Chrome” to install.

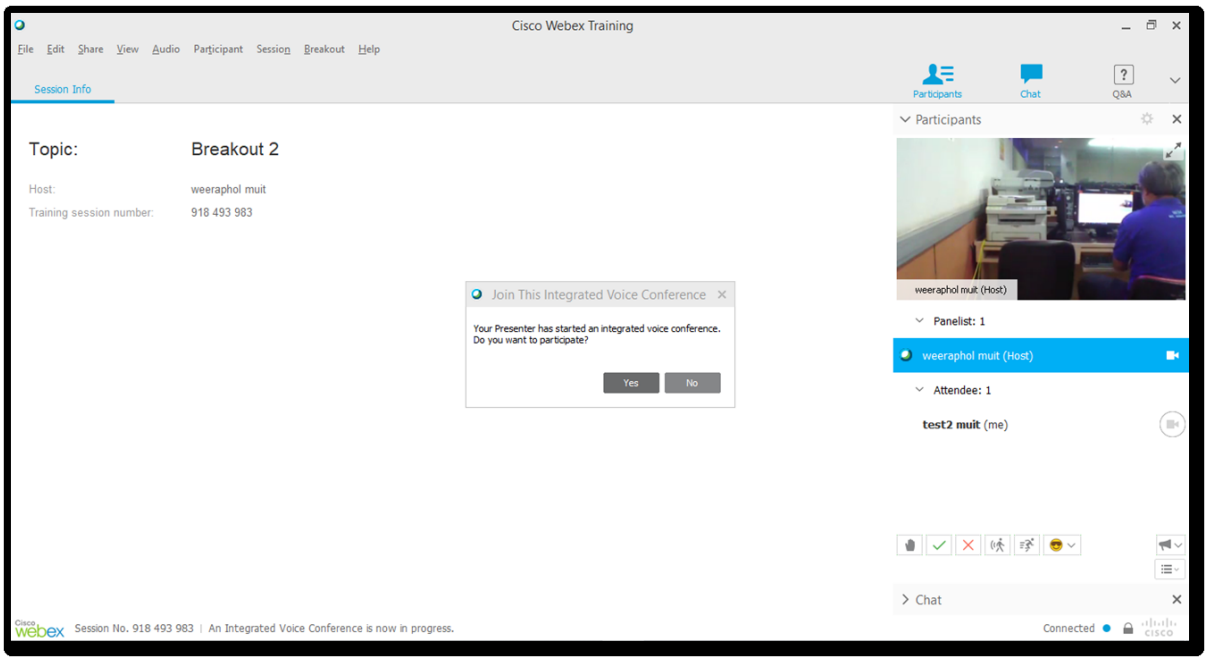




Cisco Webex Training – Basic Usage

13. There is the Cisco Webex Training programme with video of host training, and window "Join This Integrated Voice Conference"

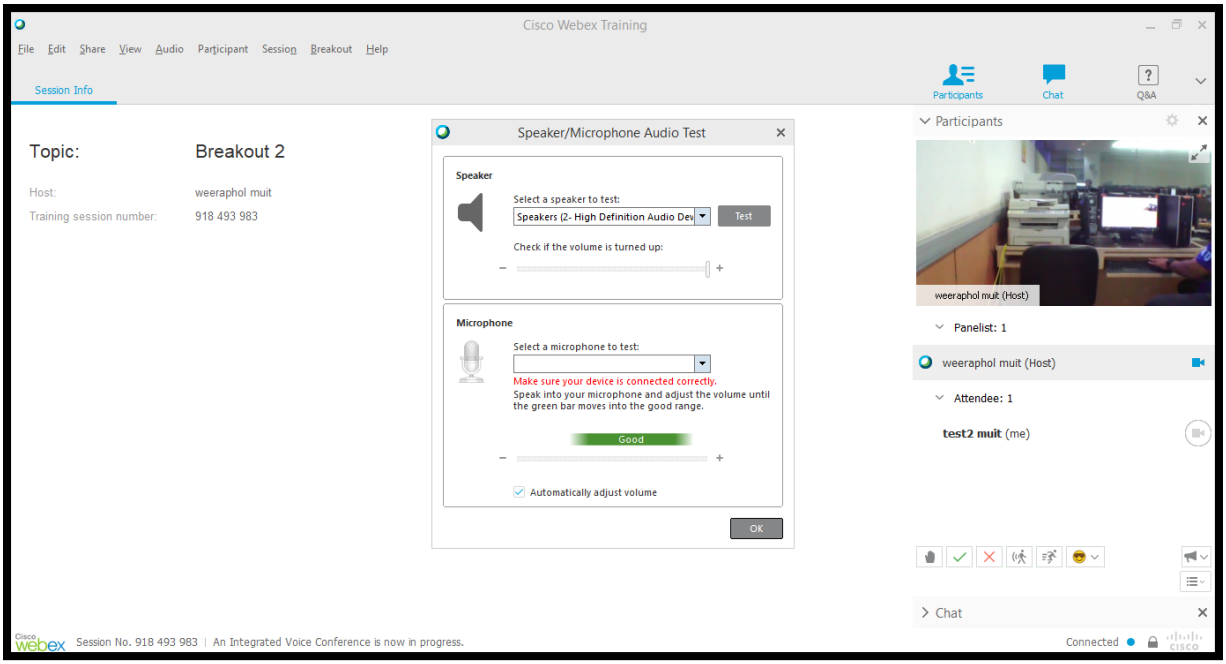
Click "Yes"

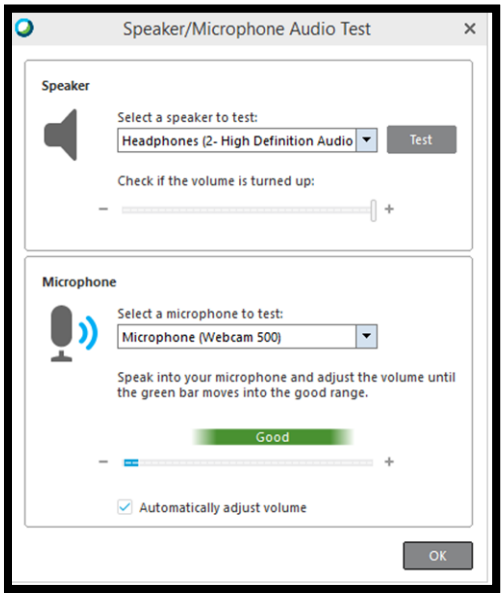


Cisco Webex Training – Basic Usage

14. Window “Speaker/Microphone Audio Test” shall occur.

click on “OK”

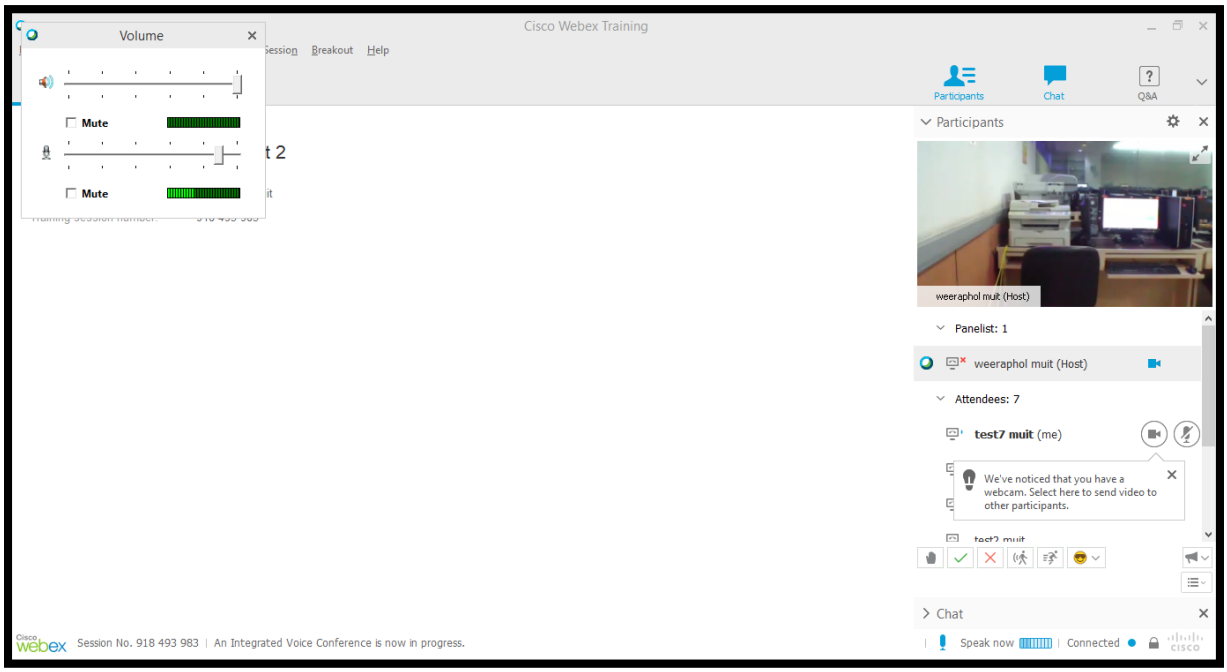




Cisco Webex Training – Basic Usage

15. Volume's window shall occur. When you say something to the microphone, the sound's scale will work.

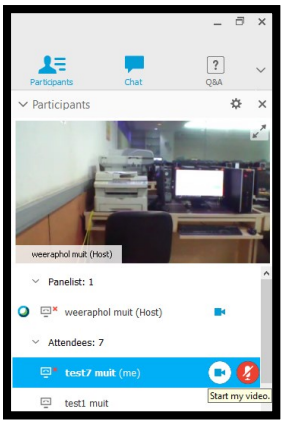
click "x" to close it.

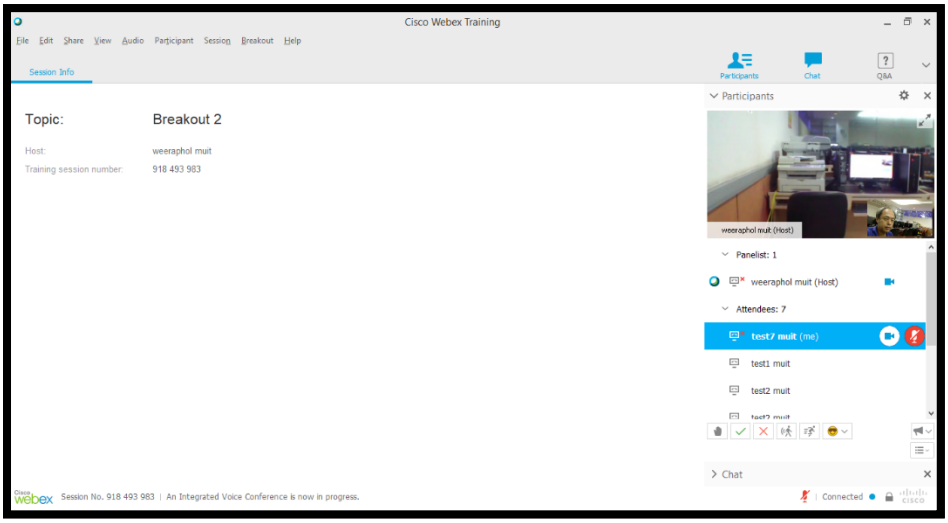


Cisco Webex Training – Basic Usage

16. Participants > Attendees, there are attendees' name with symbols of video and microphone.

If you click on video's symbol, the attendees' video will show.

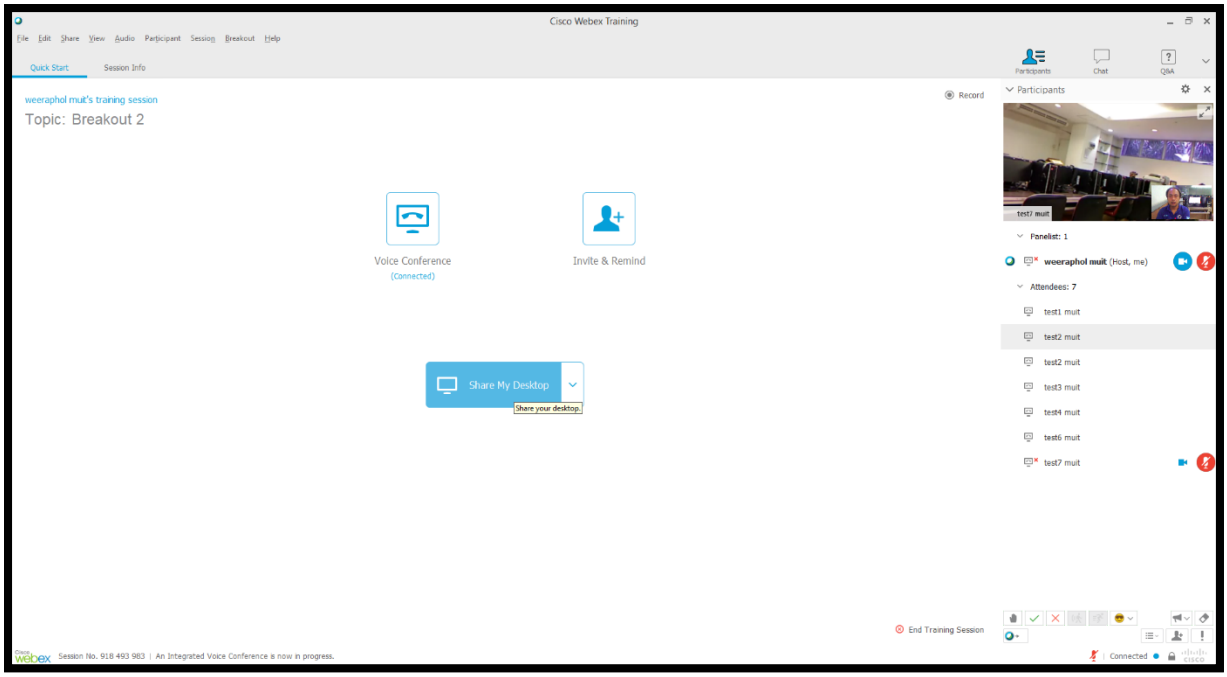




Cisco Webex Training – Basic Usage

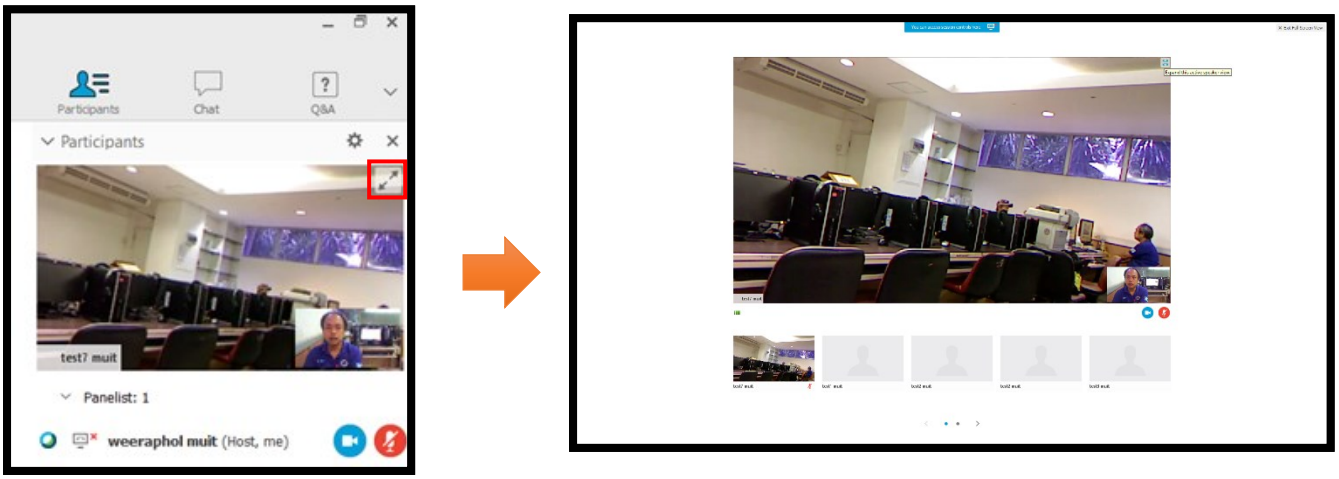
17. Host's training computer,

Start the training online, when attendees attend the training, or there is on appointment time.



Cisco Webex Training – Basic Usage

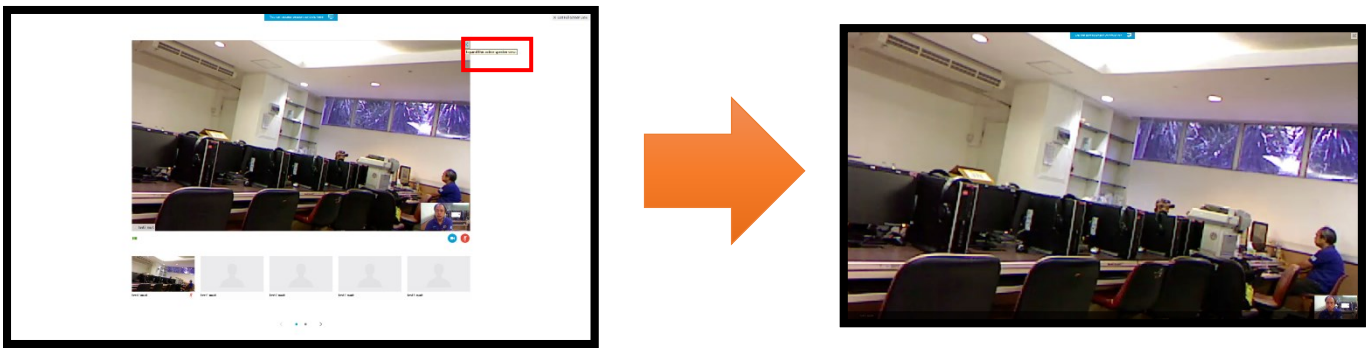
18. Click on "extension button" on the top right of attendee's video to extend the video's screen size.



Cisco Webex Training – Basic Usage

19. If you click at the button extend video's screen again.

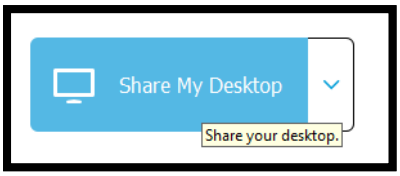
The video's screen of attendee shall extend to full screen mode.

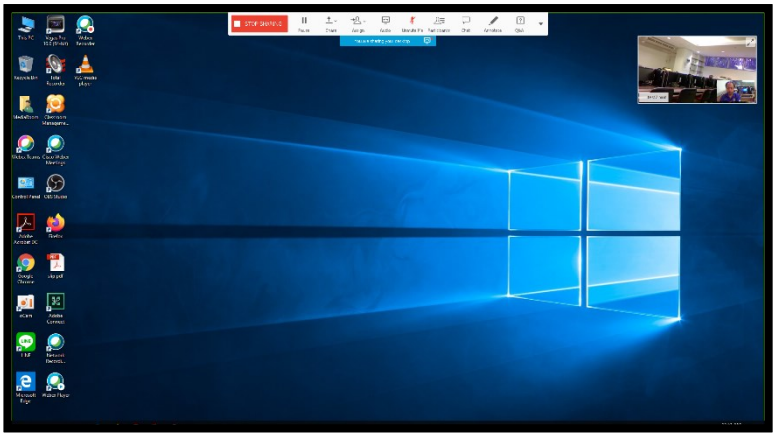


Cisco Webex Training – Basic Usage

20. The sharing methods are follows

1. Screen sharing

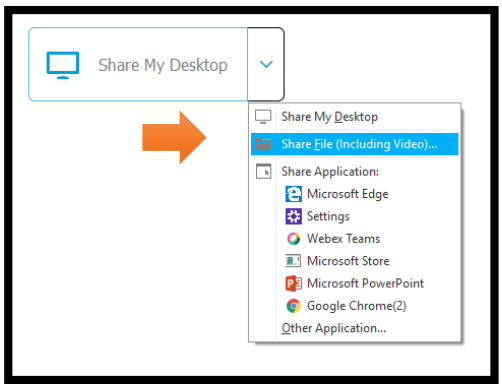


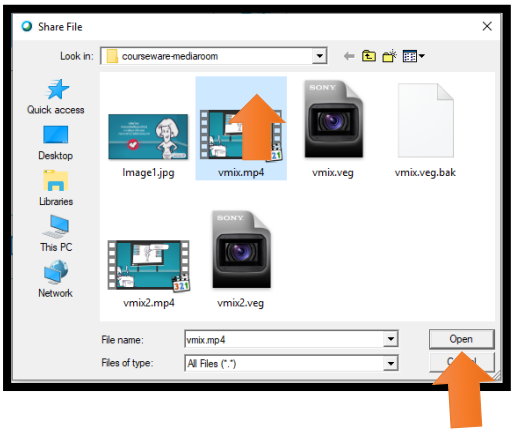


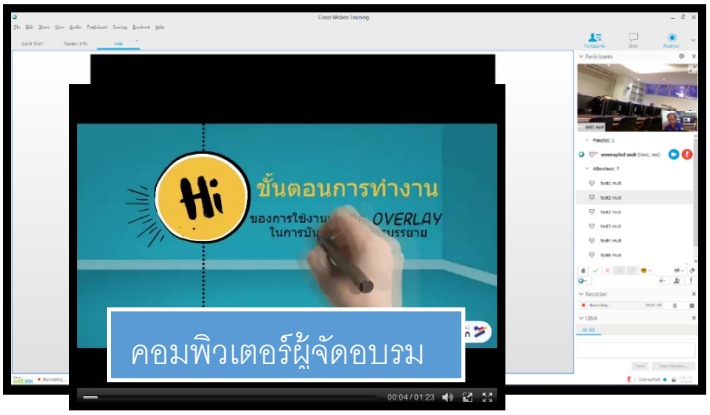
Cisco Webex Training – Basic Usage

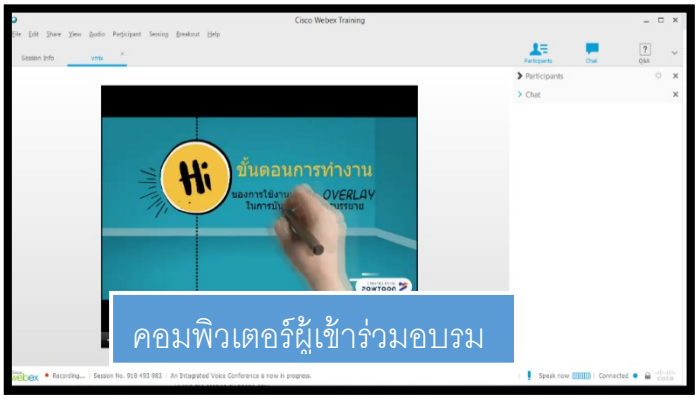
21. The sharing methods are follows

2. Video's file sharing





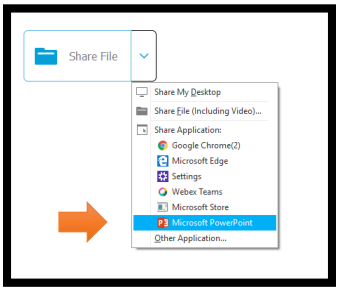


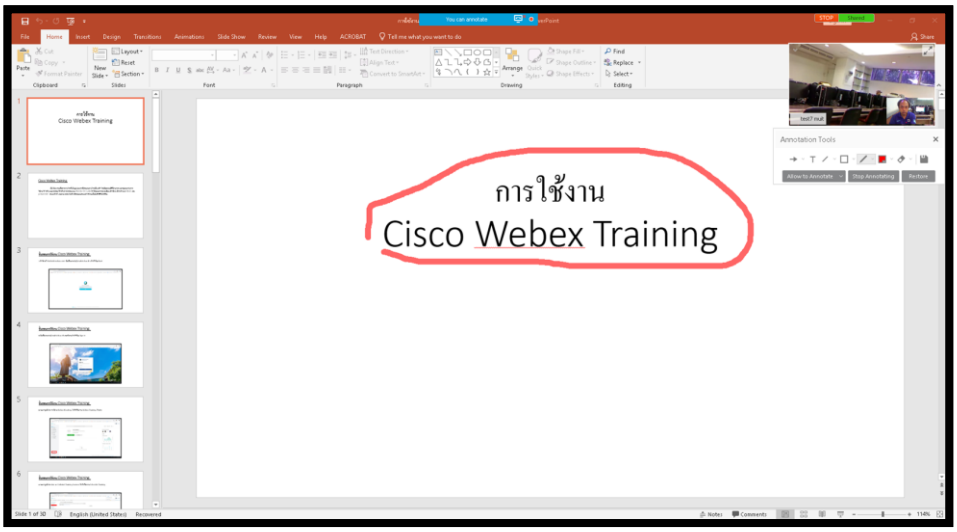


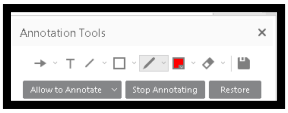
Cisco Webex Training – Basic Usage

22. The sharing methods are follows

3. Programme sharing is able to use Annotation equipment to draw and write the message.



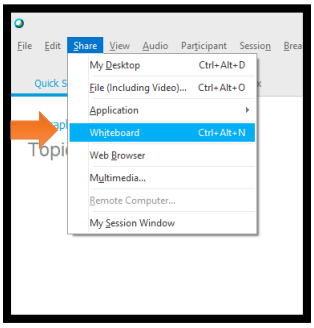


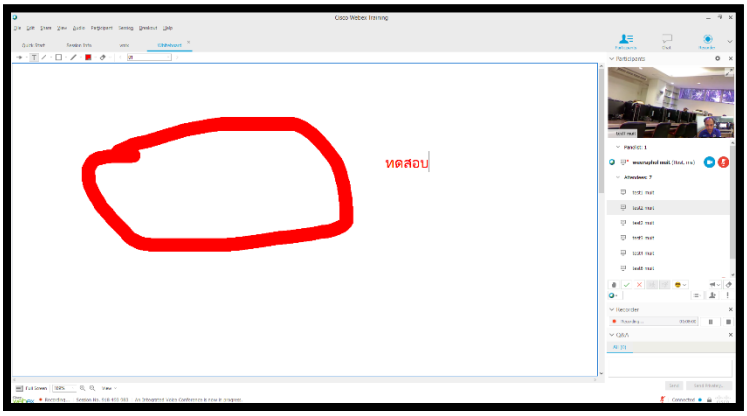


Cisco Webex Training – Basic Usage

23. The sharing methods are follows

4. White board sharing

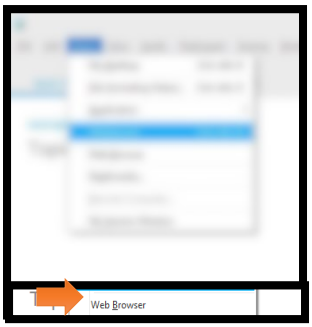




Cisco Webex Training – Basic Usage

24. The sharing methods are follows

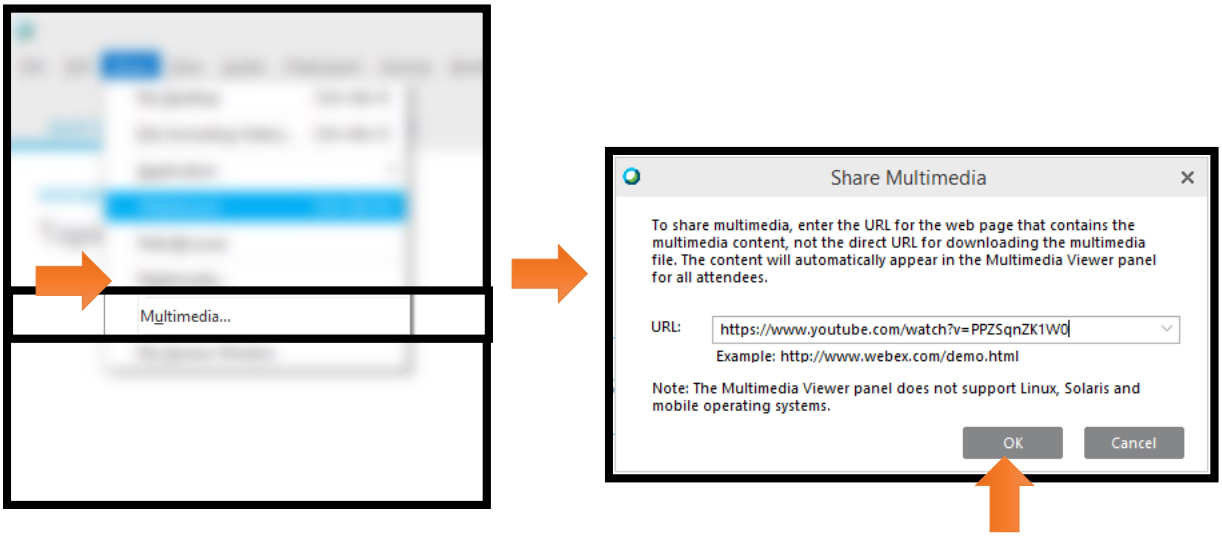
5. Web browser sharing

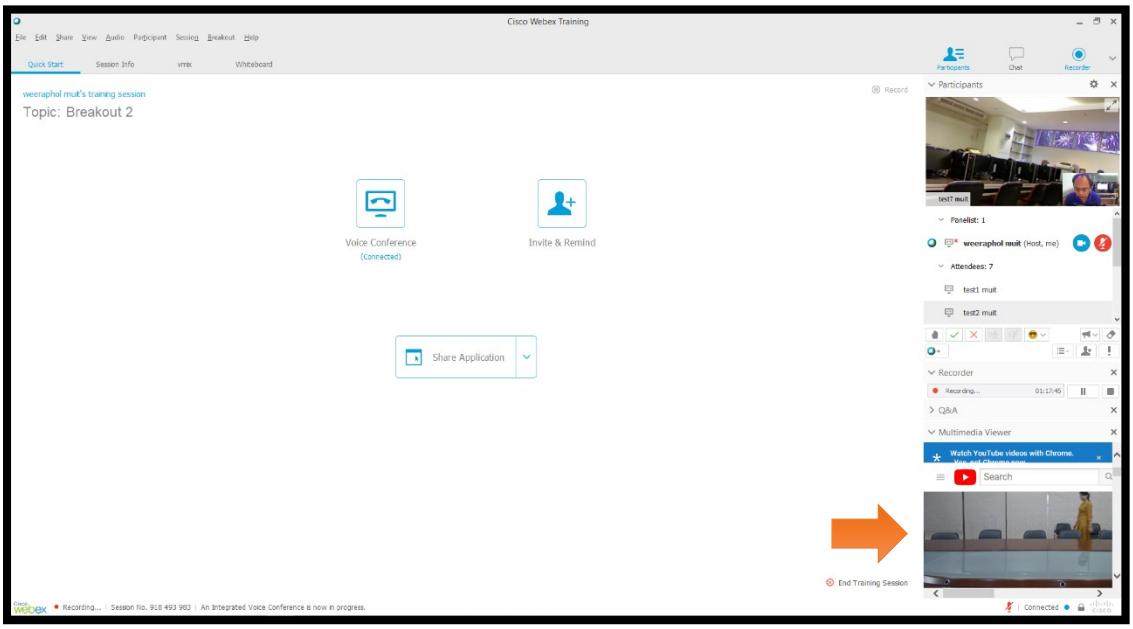


Cisco Webex Training – Basic Usage

25. The sharing methods are follows

6. Multimedia sharing (use Youtube' s URL to test sharing)

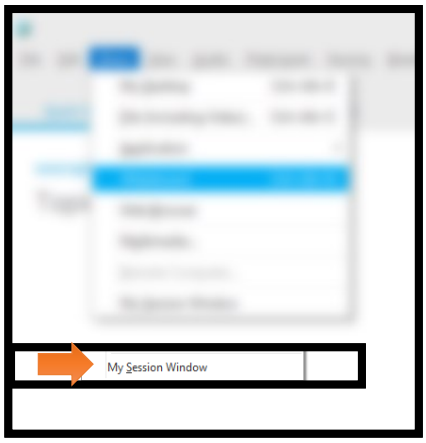


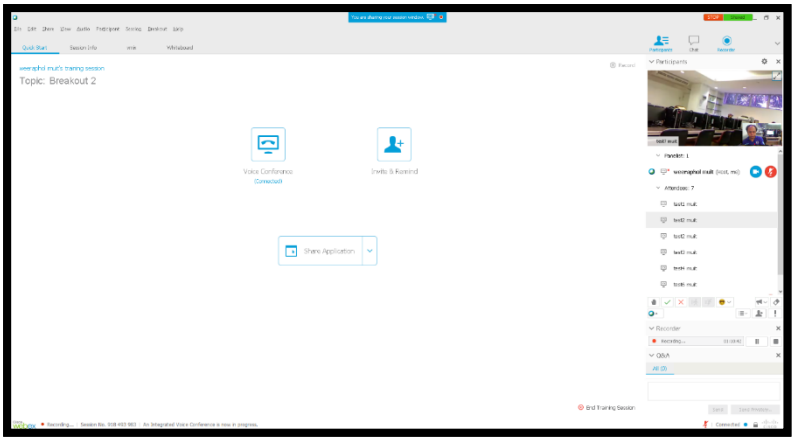


Cisco Webex Training – Basic Usage

26. The sharing methods are follows

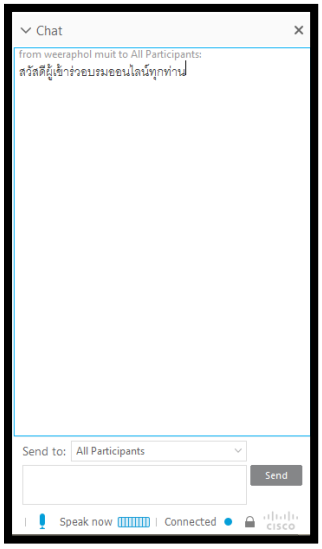
7. My Session Window sharing

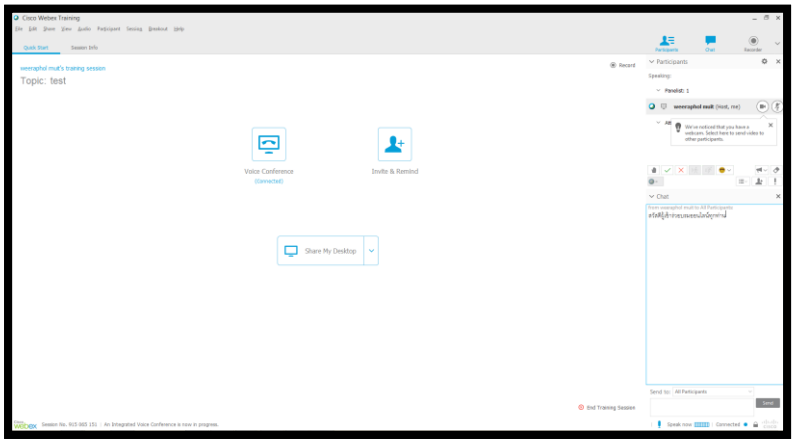




Cisco Webex Training – Basic Usage

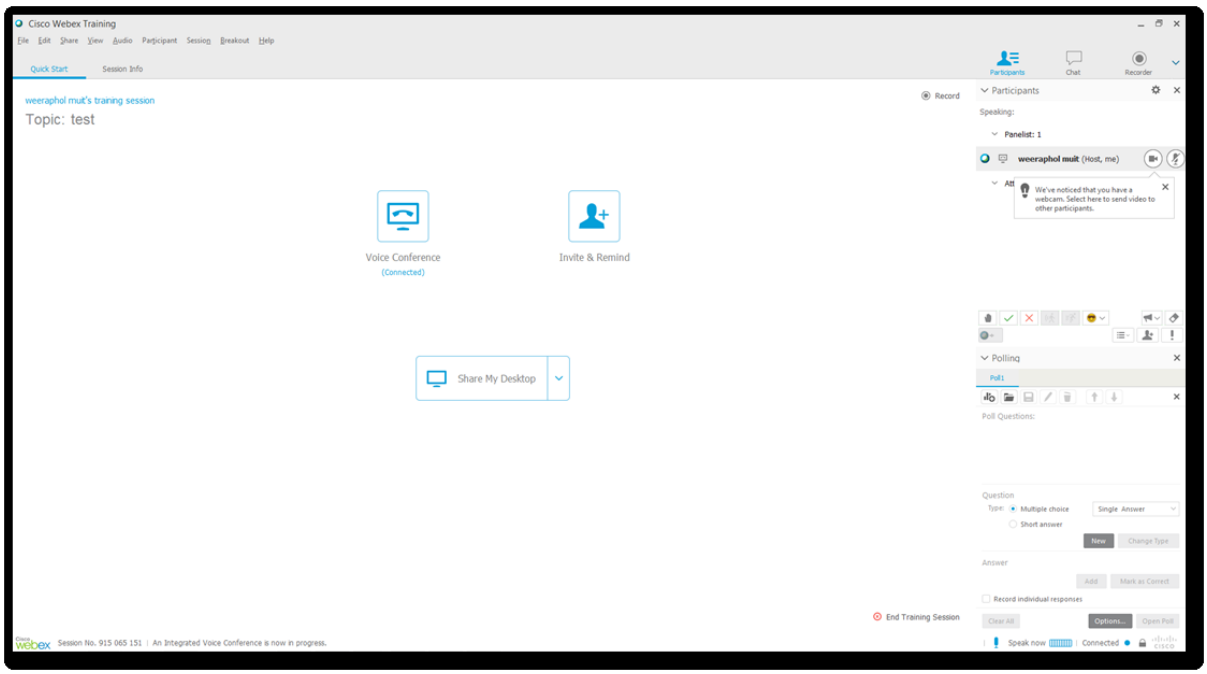
27. “Chat equipment” is able to send the message to the whole group, or to specific person.

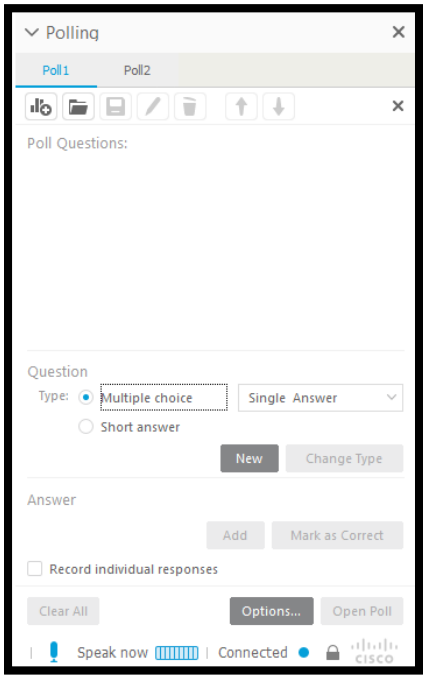




Cisco Webex Training – Basic Usage

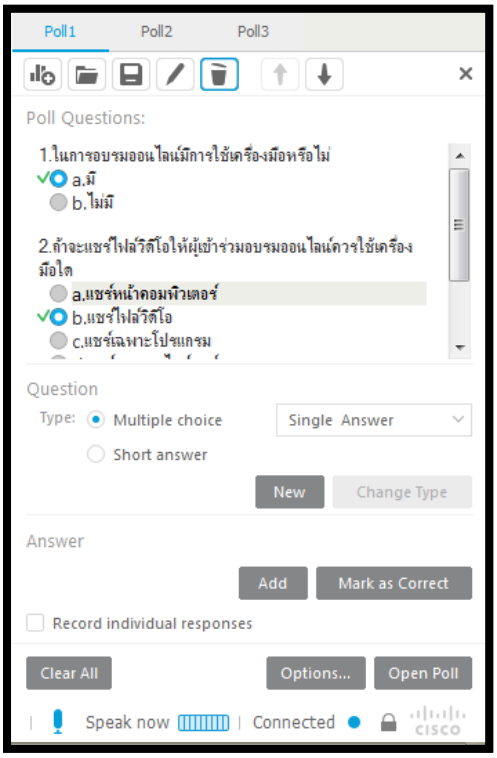
28. “Polling equipment” is able to create the polls, and send the questions to attendees to answer.

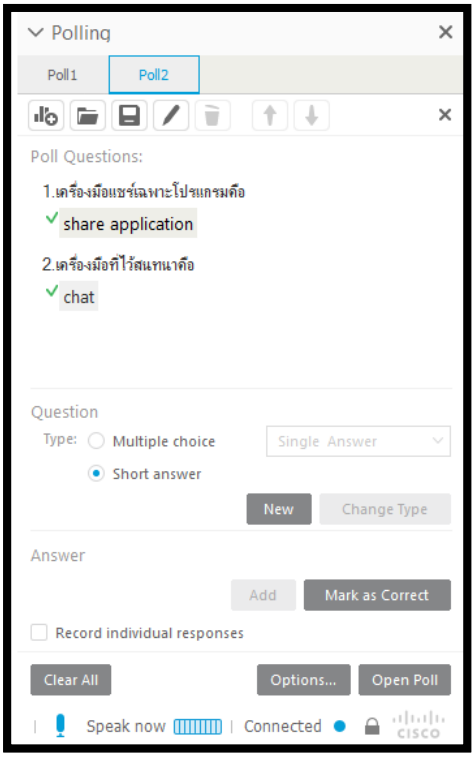




Cisco Webex Training – Basic Usage

29. “Polling equipment” is able to create polls, or questions, before sending to all attendees.





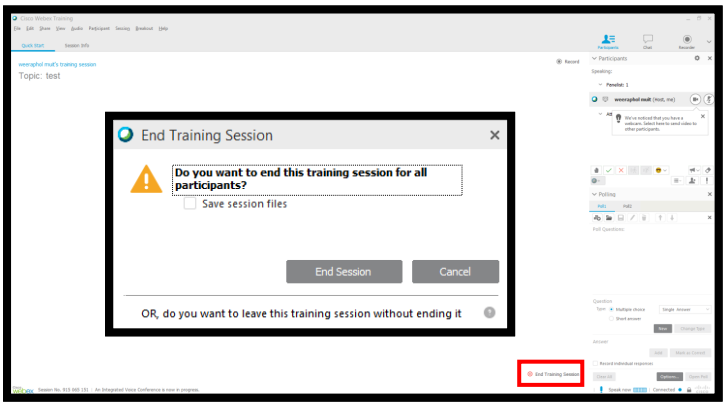
Cisco Webex Training – Basic Usage

30. “End Training Session”

After finishing training online

Click on message “End Training Session”

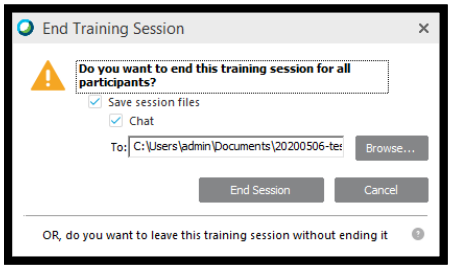
Window “End Training Session” shall occur.

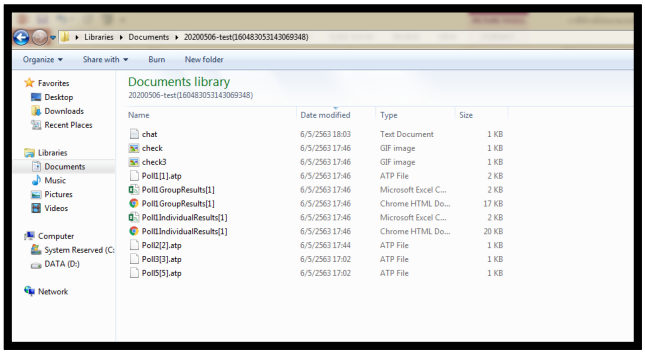


Cisco Webex Training – Basic Usage

31. If you would like to keep training history, such as conversation. You have to click on the message “Save Sesstion files”. The information details, and location to save window will occur.

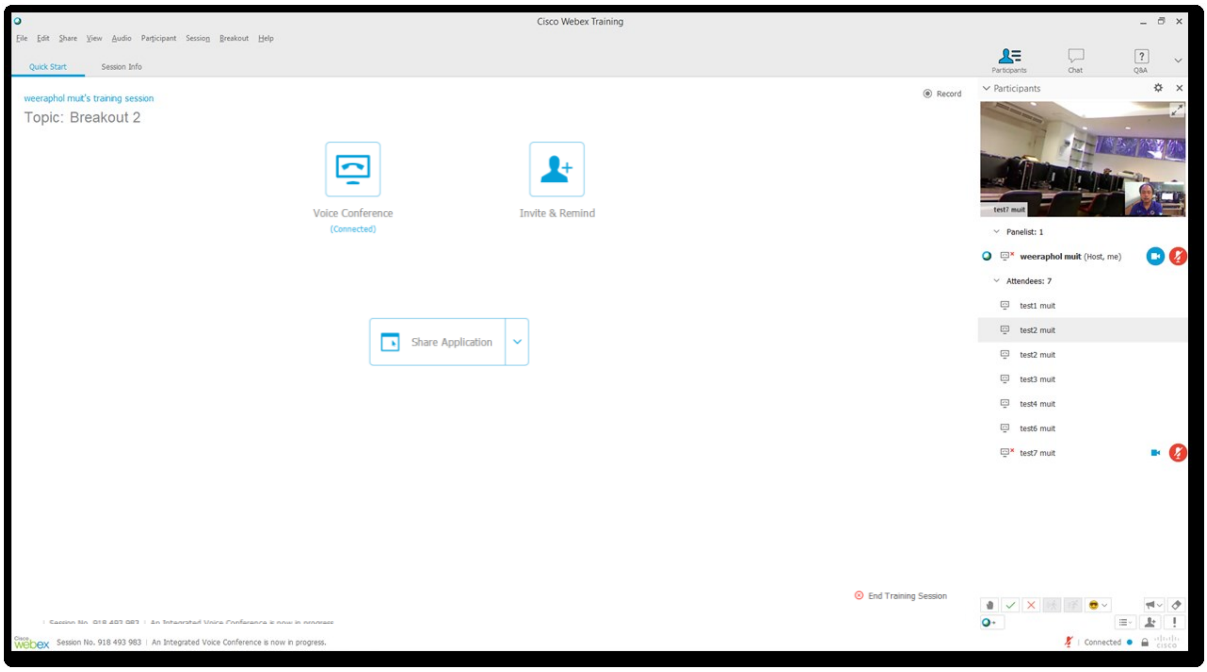
click on “End Session”





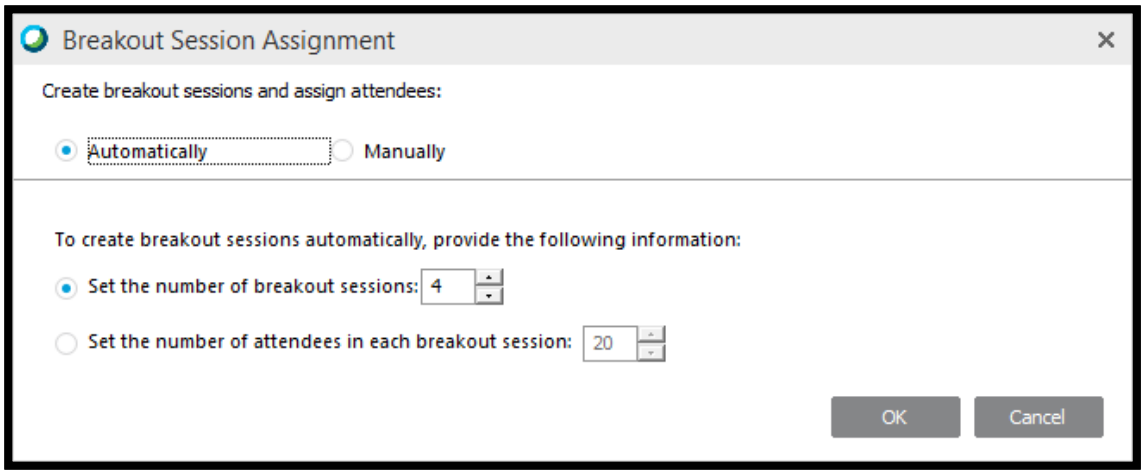
Cisco Webex Training Handbook – Breakout Sessions

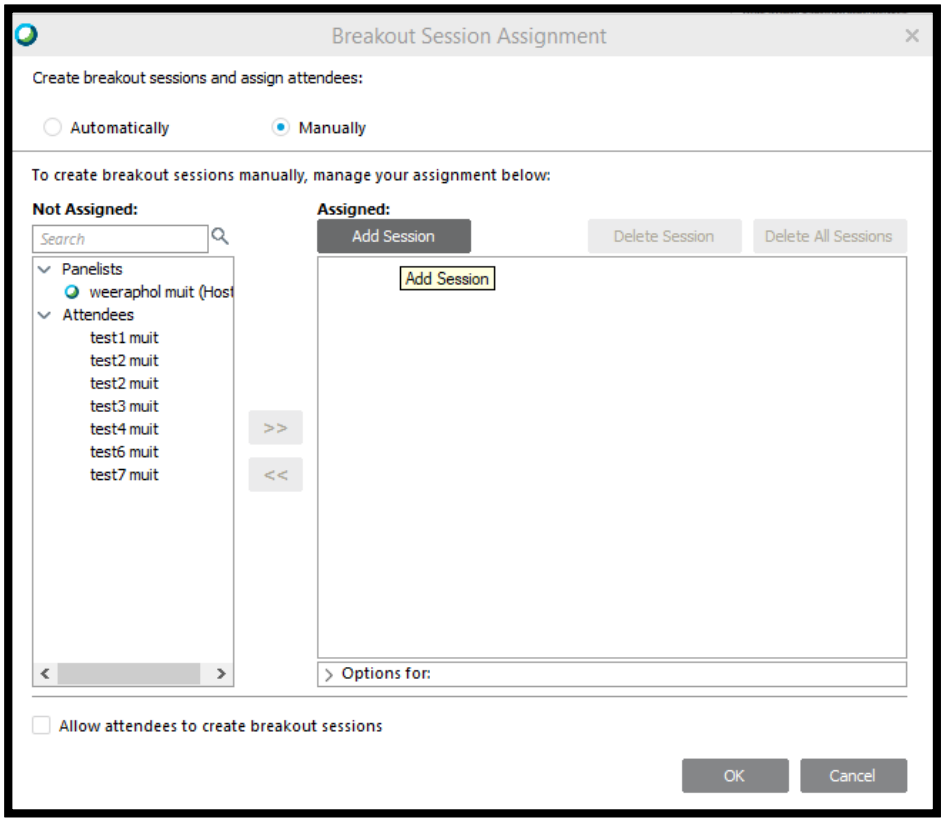
1. When you would like to divide the attendees in training online into small groups. You can use the function “Breakout Session” to make it.



Cisco Webex Training Handbook – Breakout Sessions

2. There are two methods for breakout Sessions.
   1. Automatically
   2. Manually





Cisco Webex Training Handbook – Breakout Sessions

3.When you will use "Breakout Session Assignment"

Automatically setting is default

To setting Breakout Session

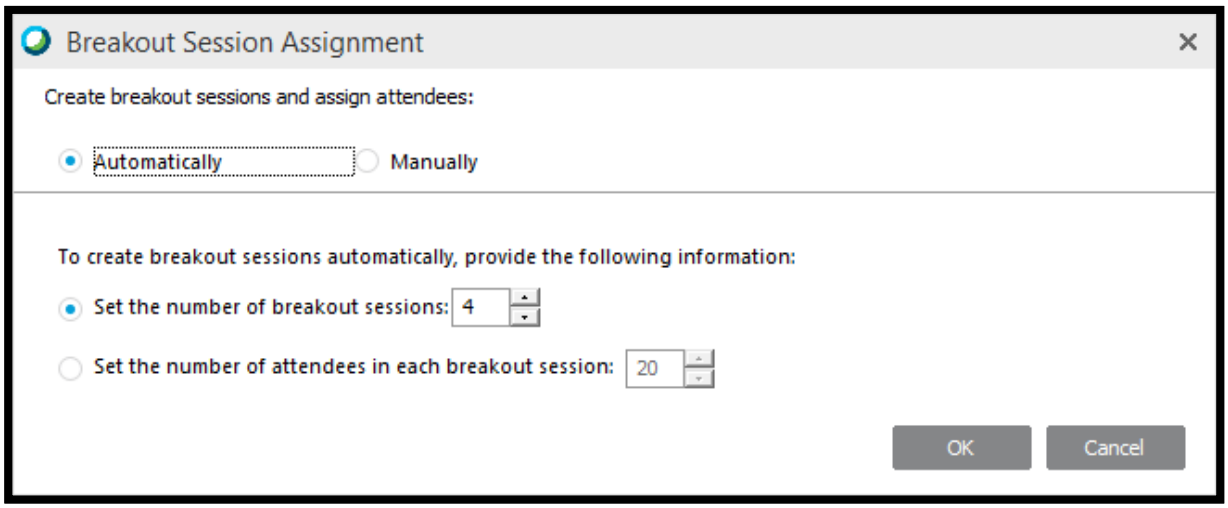
- the number of breakout Session: 4 (you can edit the number of session)
- the number of attendees in breakout Session: 20 (to set the number of attendees)

To test

Choose Set the number of breakout Session: 4 (to test for 7 groups) click on "OK"

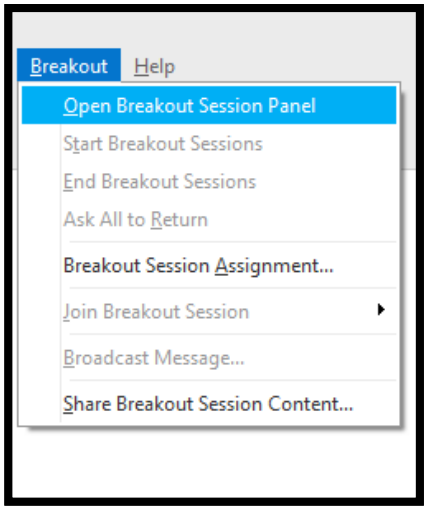
* When you click on "OK", programme shall divide group immediately, and when you use Breakout Session again.

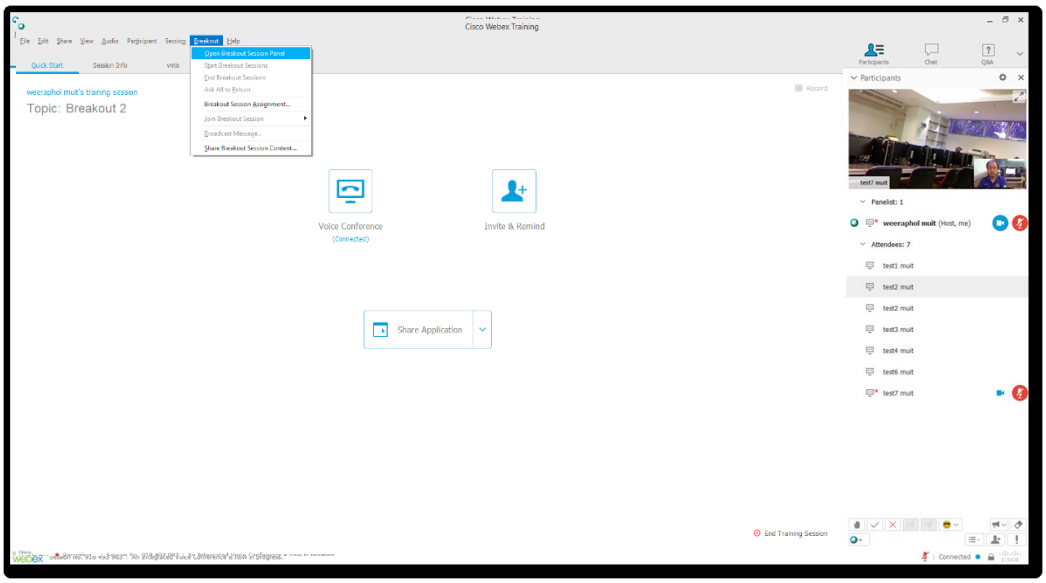
Programme shall use the last setting.



Cisco Webex Training Handbook – Breakout Sessions

4. To start, click on Breakout > Open Breakout Session Panel

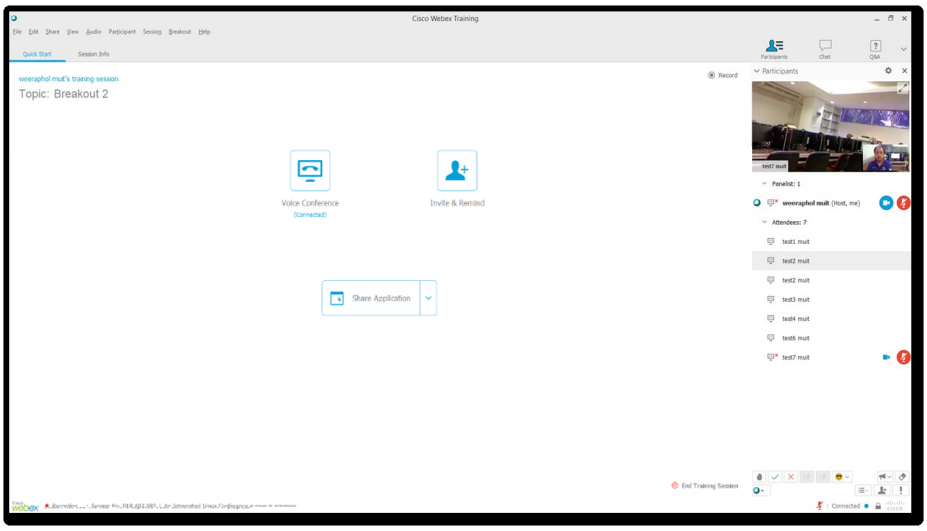


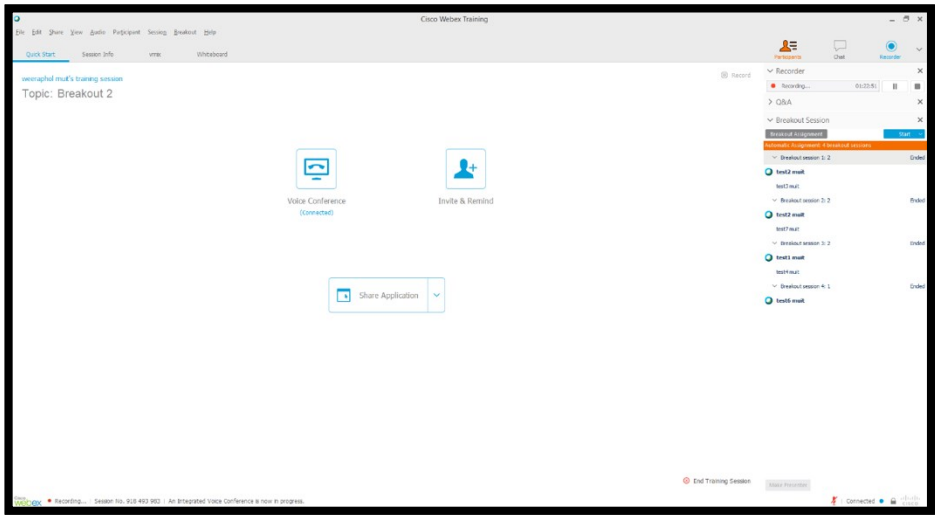


Cisco Webex Training Handbook – Breakout Sessions

5. Breakout Assignment Box shall occur with message “Automatic Assignment”.

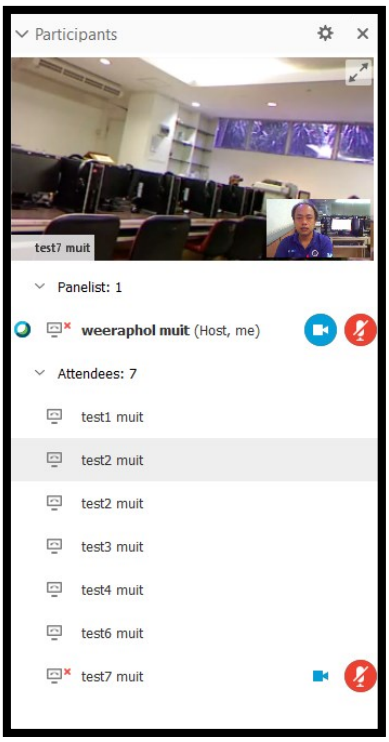
4. breakout sessions, and click button “start” to start

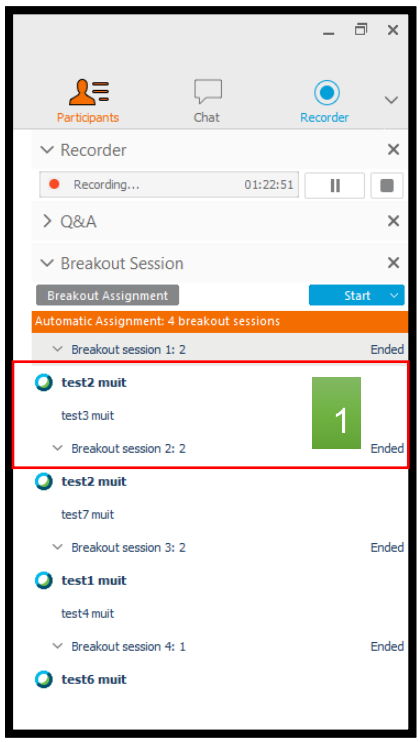


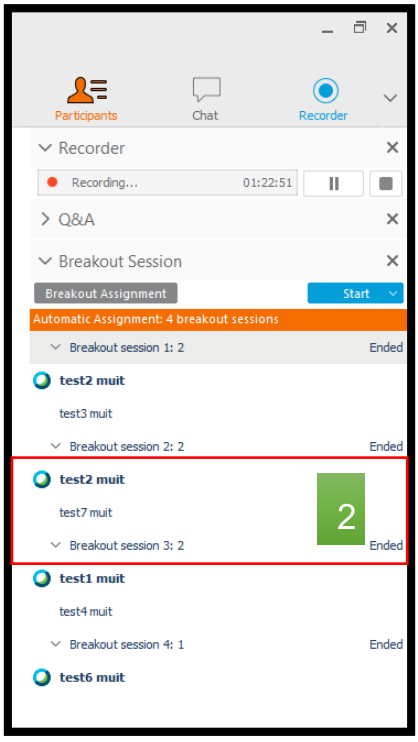


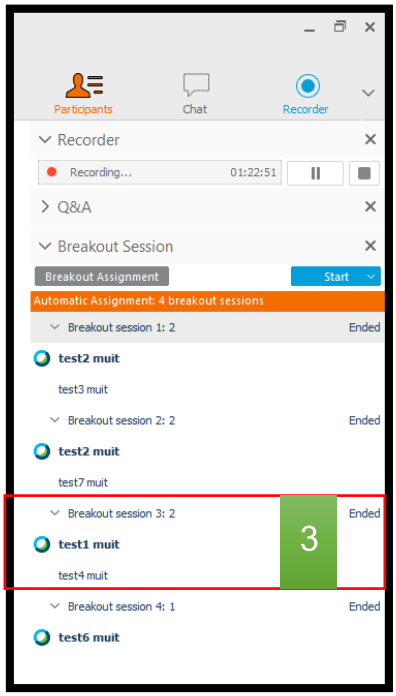
Cisco Webex Training Handbook – Breakout Sessions

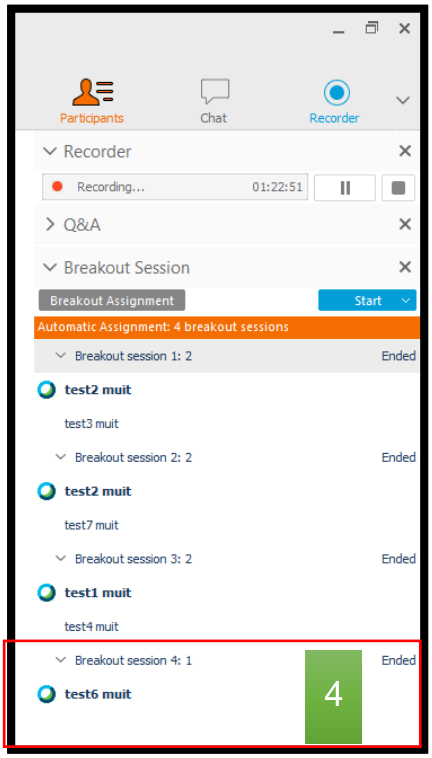
6. When you use "Open Breakout Session Panel" function, programme shall use Automatically method, and divide group automatically.





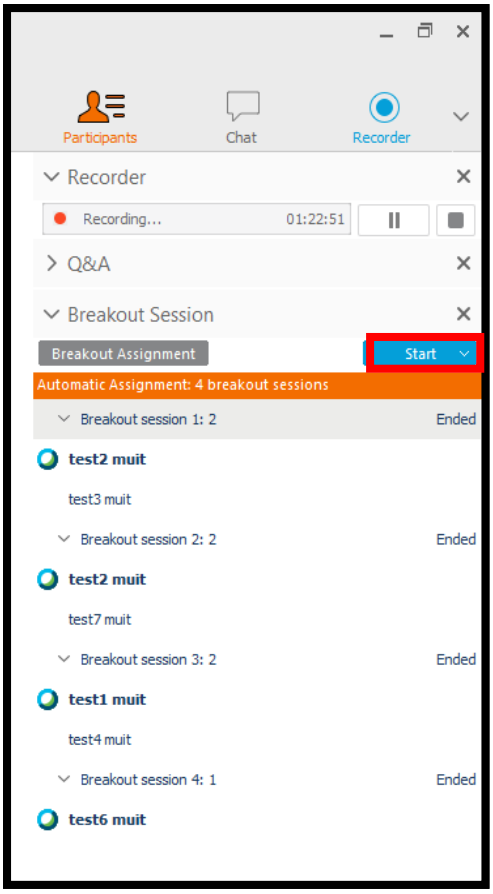


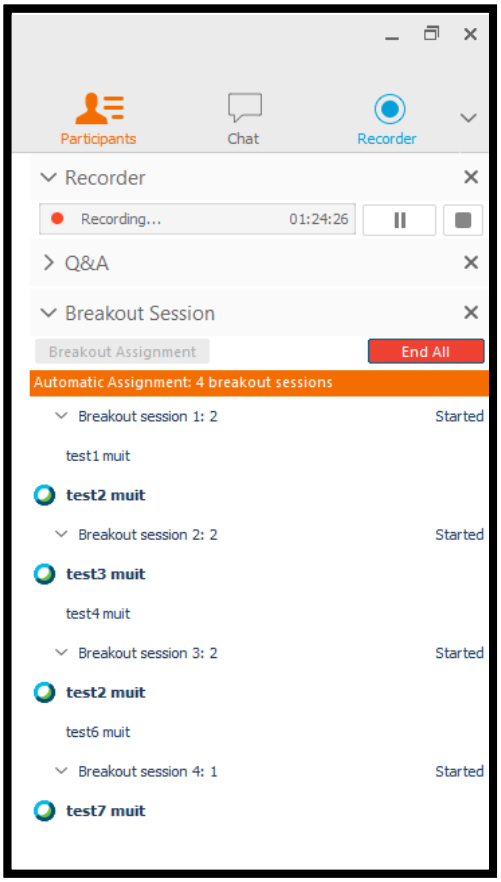




Cisco Webex Training Handbook – Breakout Sessions

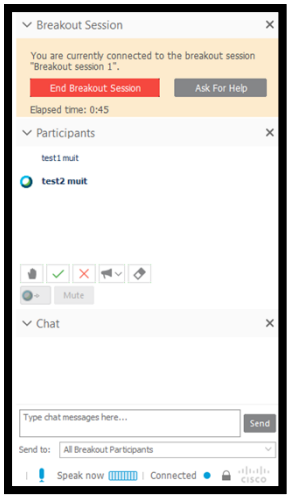
7. Click on "Start" button to start "Open Breakout Session"

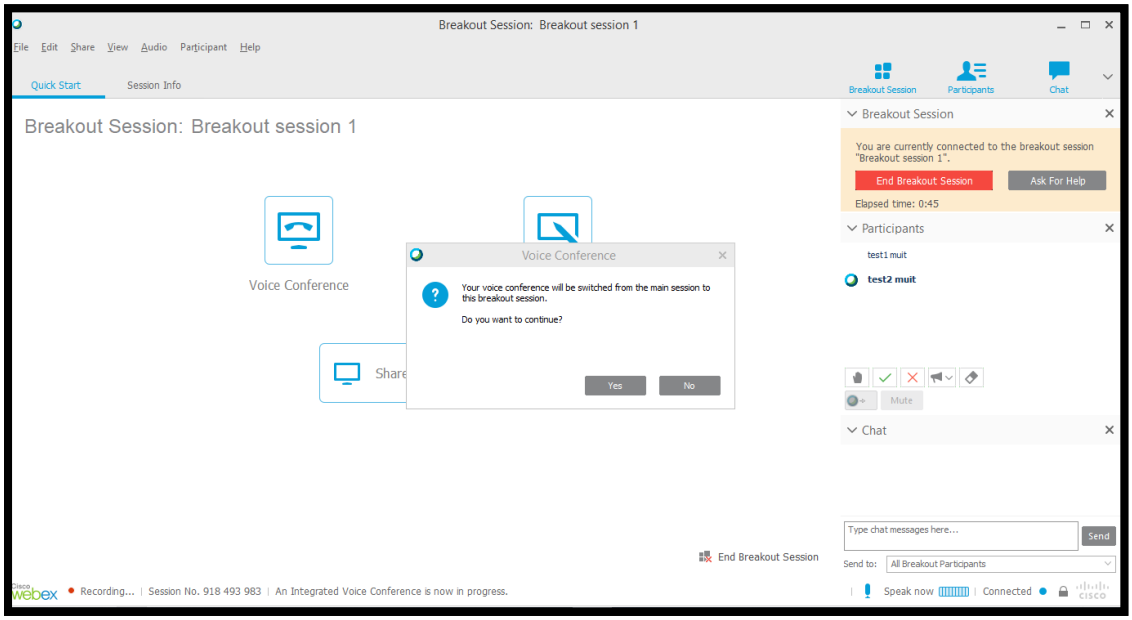




Cisco Webex Training Handbook – Breakout Sessions

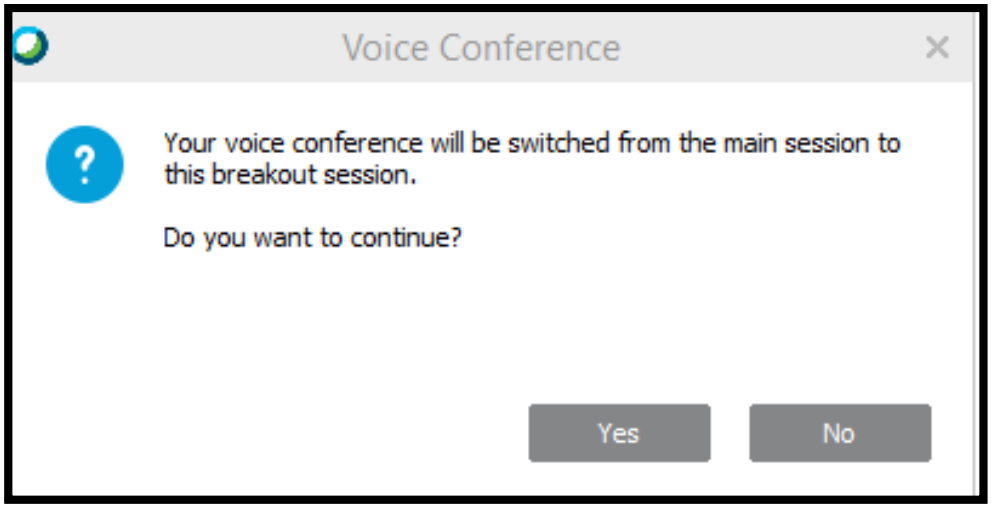
8. For attendee who nominate to be presenter. Computer screen of attendee shall has message “you are currently connected to the Breakout Session “Breakout Session… ” with button “End Breakout Session”, and button “Ask for Help”.





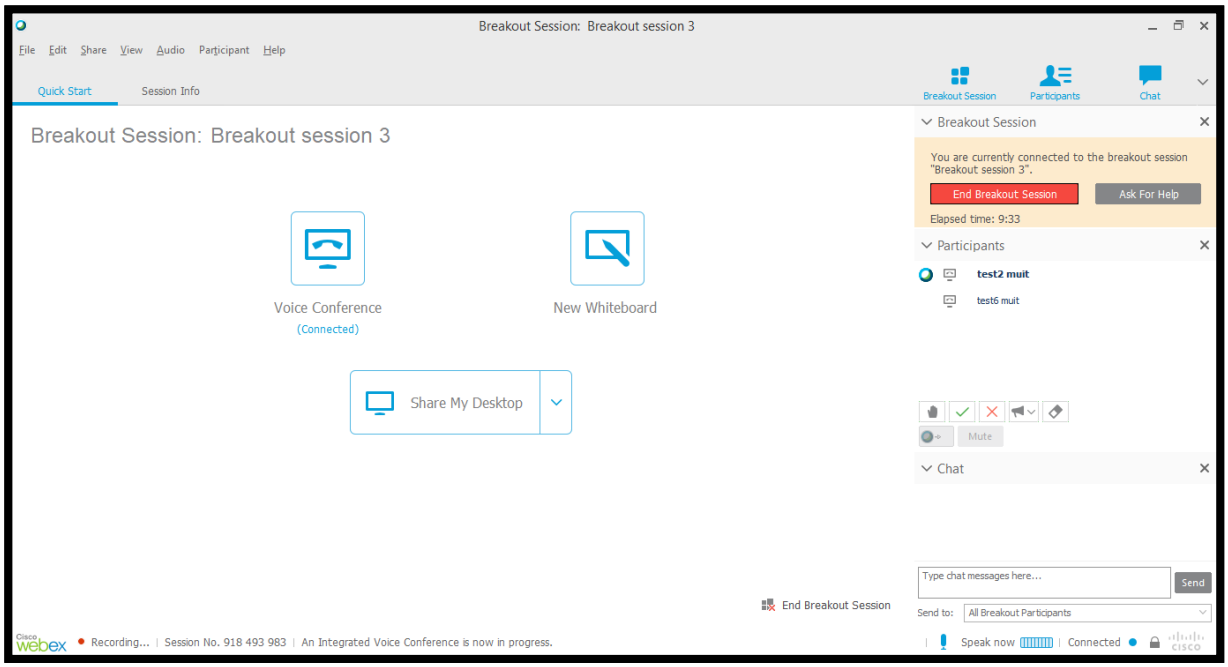
Cisco Webex Training Handbook – Breakout Sessions

9. Voice Conference window, click on "Yes"



Cisco Webex Training Handbook – Breakout Sessions

10. For attendee who nominate to be a presenter is able to use computer screen sharing, white board sharing, and programme sharing.

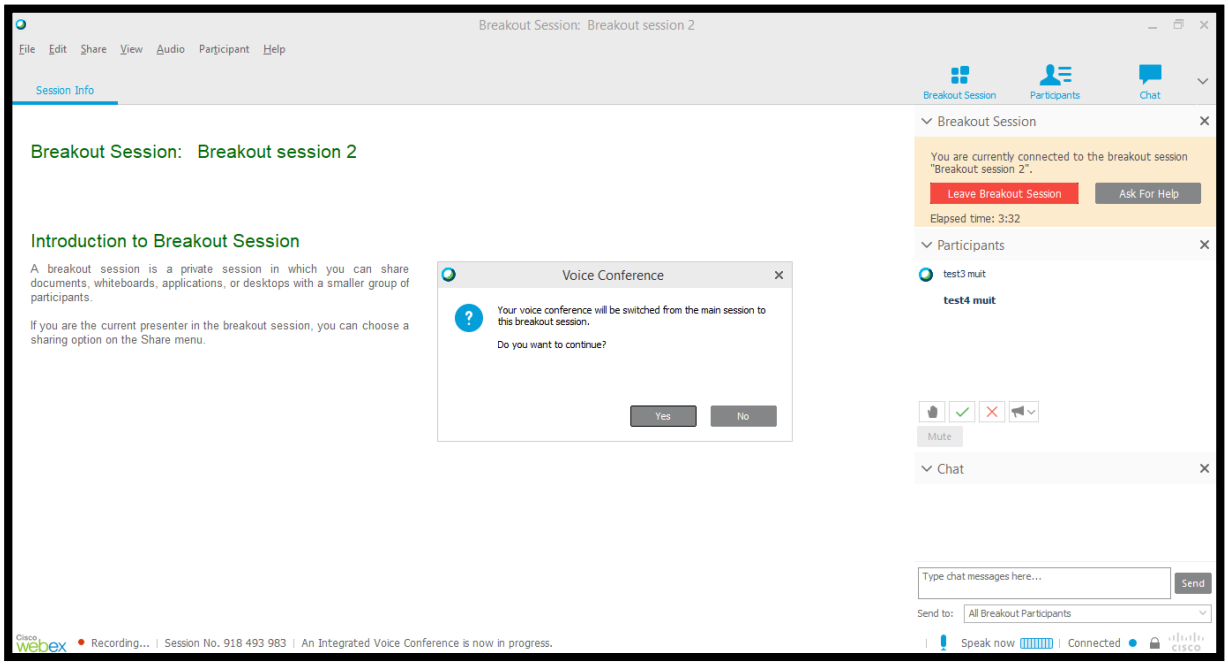


Cisco Webex Training Handbook – Breakout Sessions

11. At the computer of attendee who attend in breakout session shall have message "you are currently connected to the Breakout Session "Breakout Session.. "

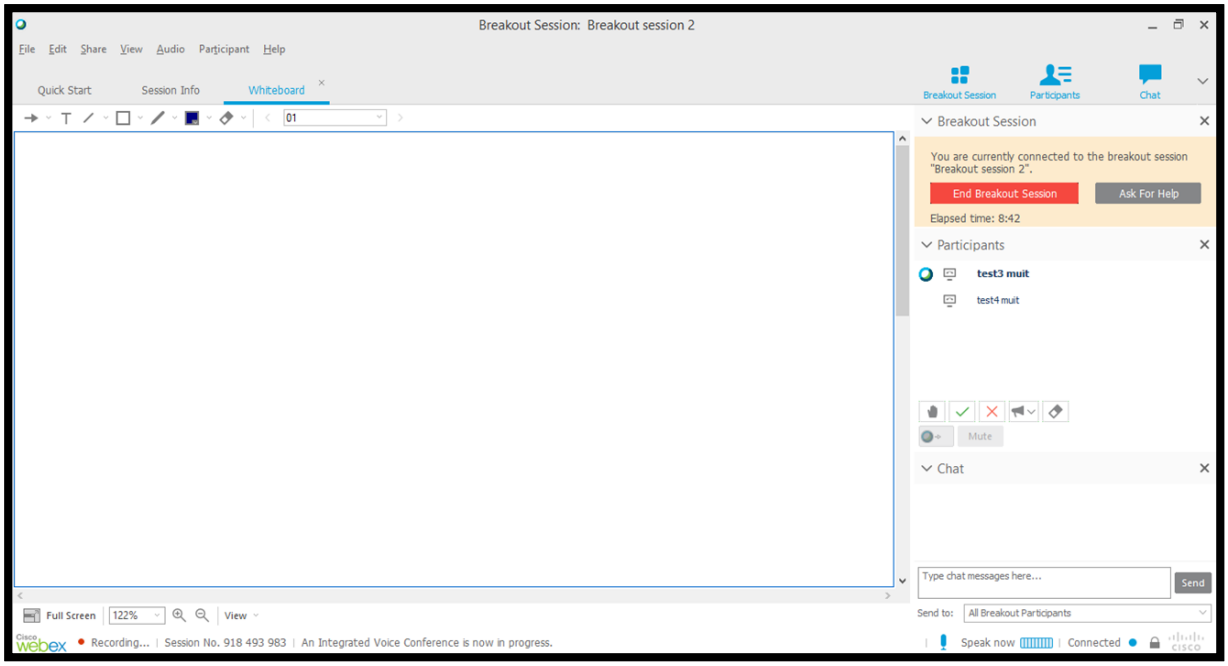
There are "End Breakout Session" button, "Ask for Help" button, name of session member, and name of presenter.

Following this, click on "Yes" on Voice Conference Window.



Cisco Webex Training Handbook – Breakout Sessions

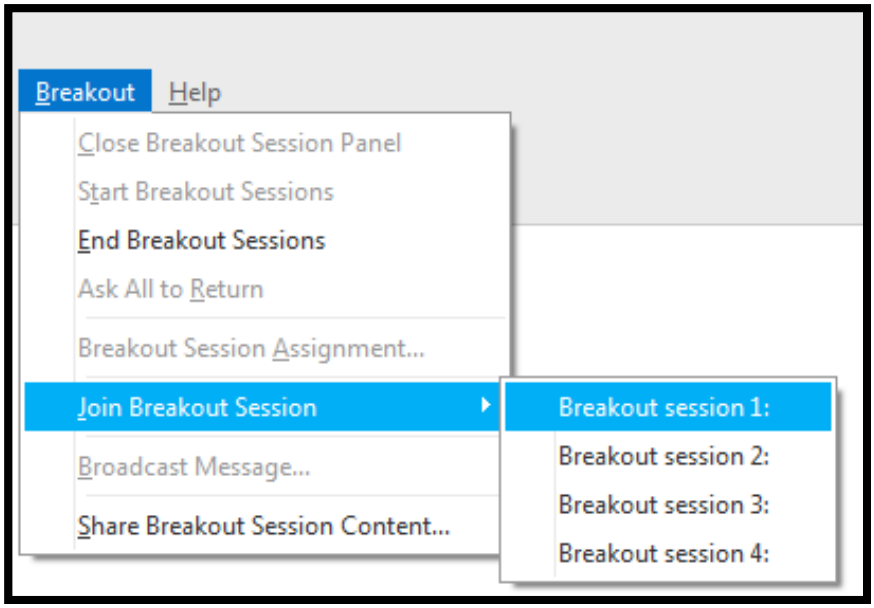
12. During the breakout session, presenter is able to use present's equipment for example when you click at "New Whiteboard". White board shall happen for presenter to use.



Cisco Webex Training Handbook – Breakout Sessions

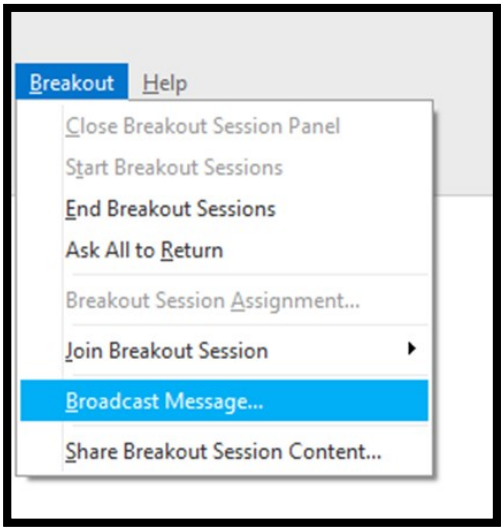
13. During the breakout session, the host training is able to join breakout session.

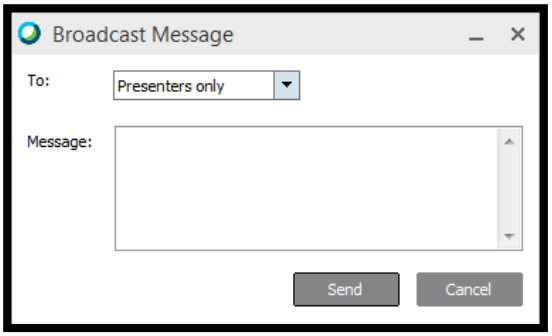
Click on Breakout > Join Breakout Session > Breakout Session, which you would like to join.

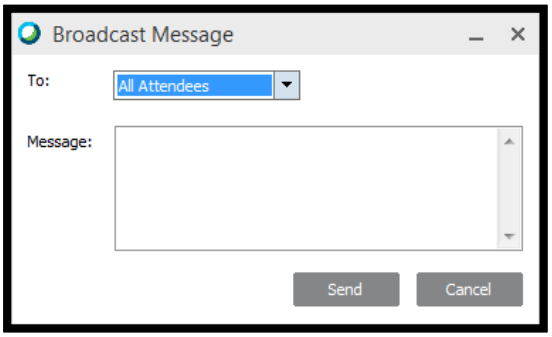


Cisco Webex Training Handbook – Breakout Sessions

14. During the breakout session, the host training is able to communicate with presenter or attendees in each breakout sessions.



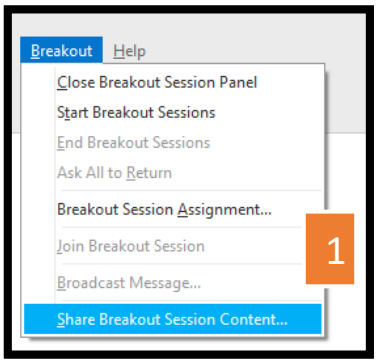


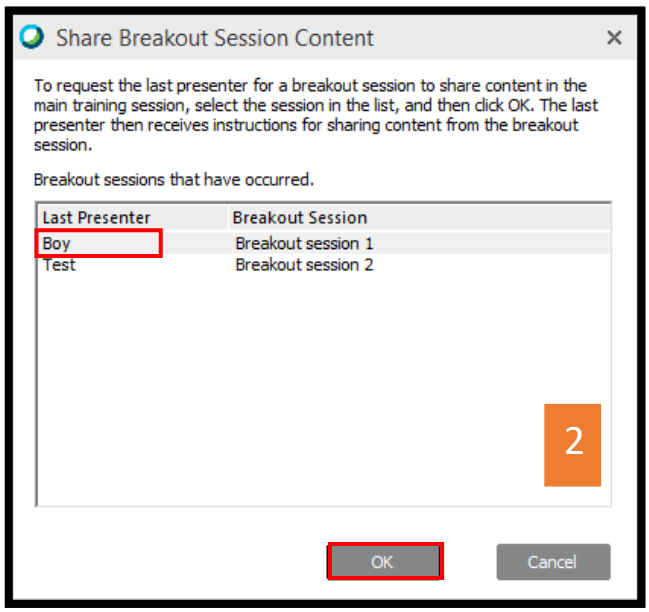


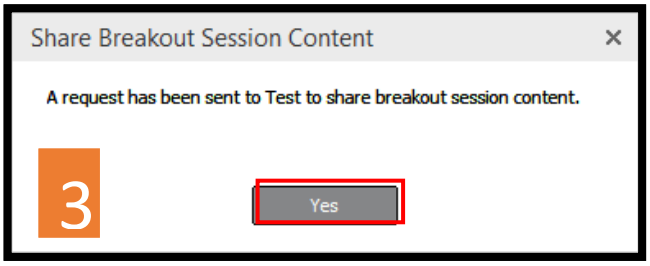
Cisco Webex Training Handbook – Breakout Sessions

15. During the breakout session, the host training is able to give the right to last presenter.

Click on Breakout > Share Breakout Session Content > Last Presenter

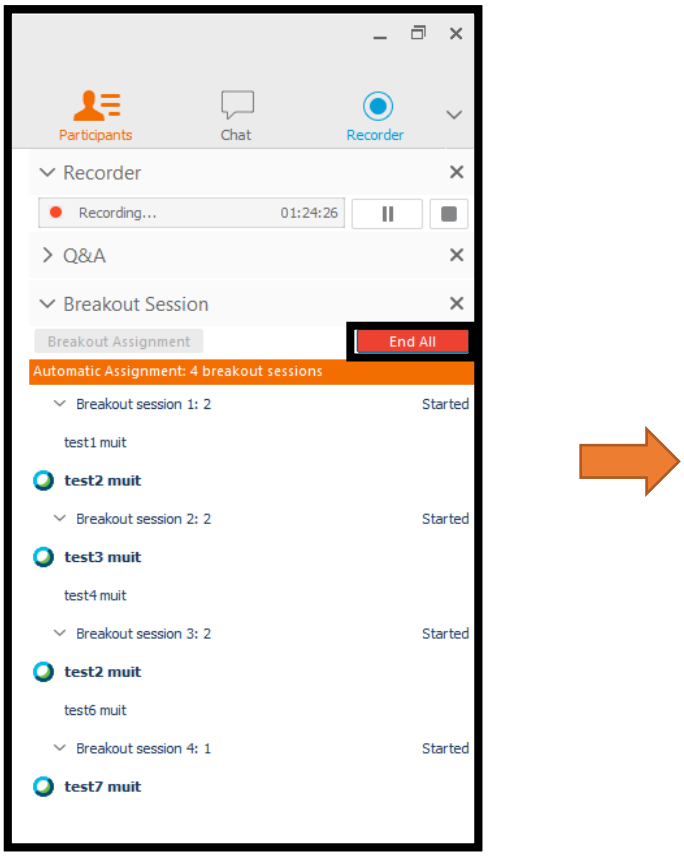


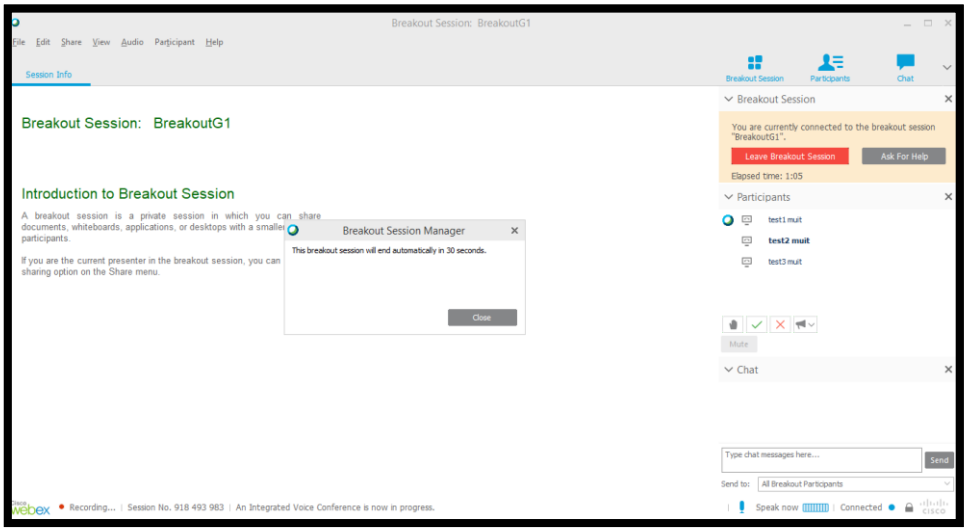




Cisco Webex Training Handbook – Breakout Sessions

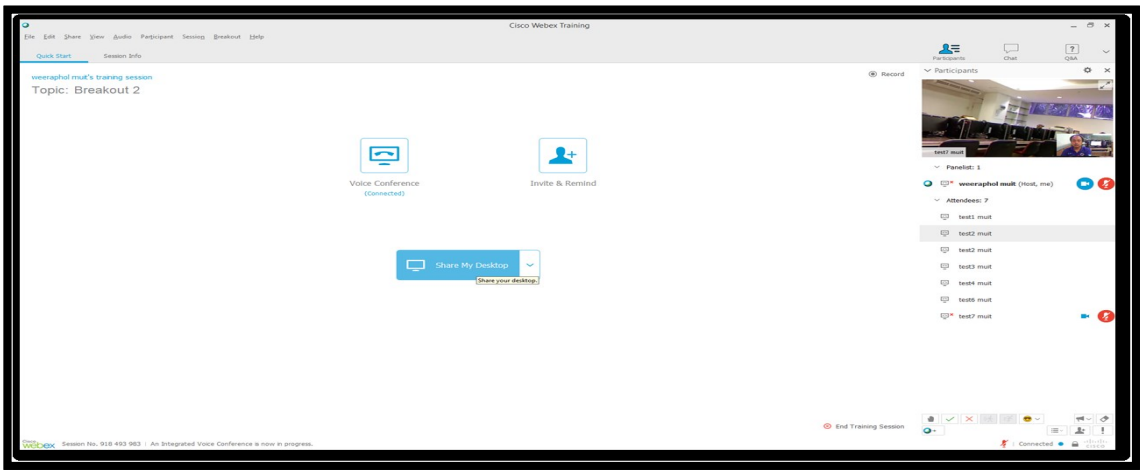
16. To end meeting breakout session, click on "End All" to end function "Open Breakout Session", and in breakout session room, "Breakout Session Manager" window shall occur.

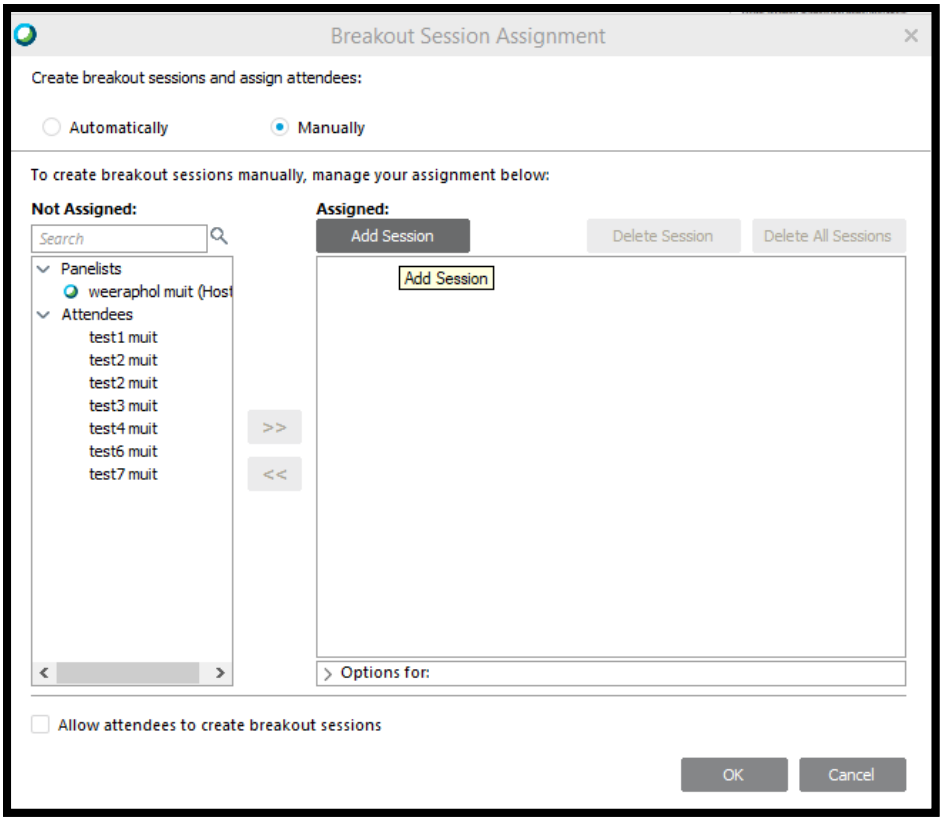




Cisco Webex Training Handbook – Breakout Sessions

17. To use Breakout Session Assignment (Manually)

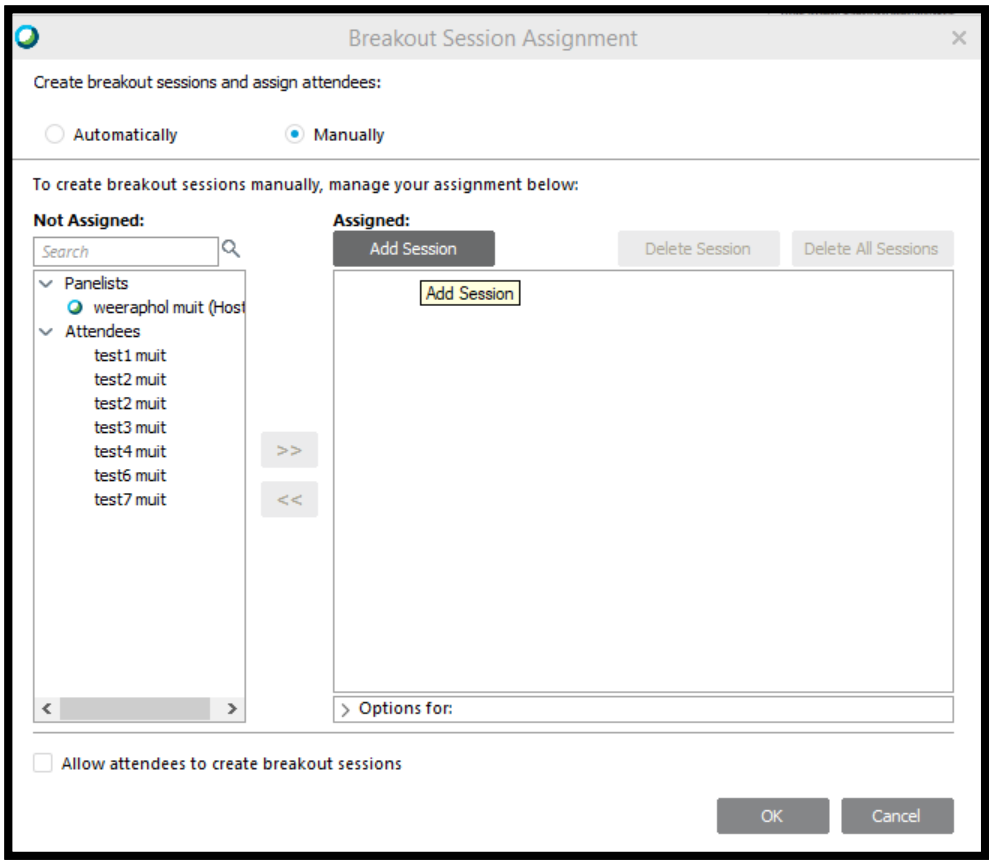




Cisco Webex Training Handbook – Breakout Sessions

18. When you use Breakout Session Assignment (Manually), to set the setting Click on Breakout Session Assignment > Manually.

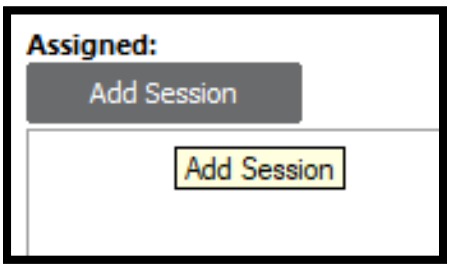
There is Breakout Session Assignment window to show all attendees' names.

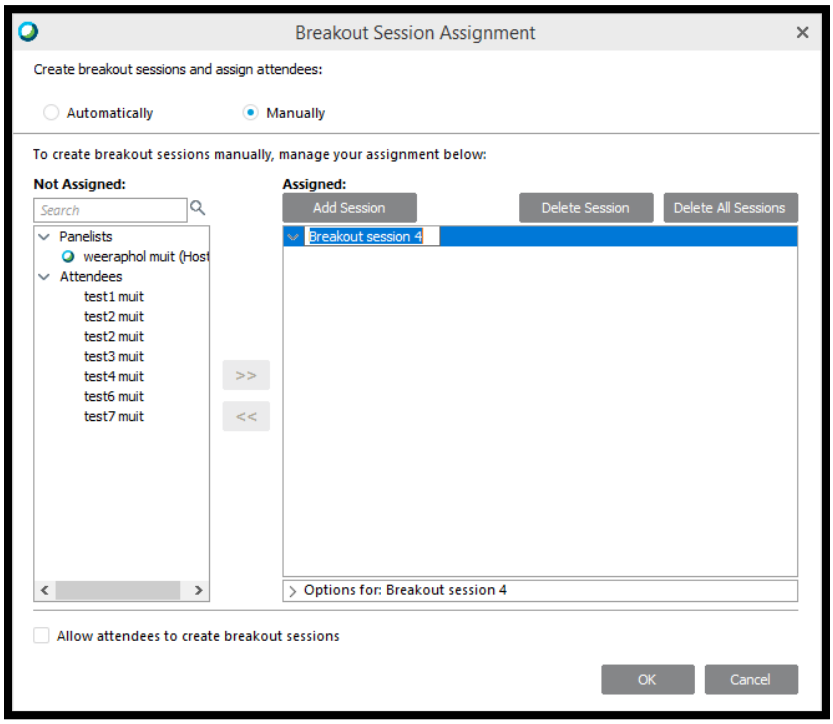


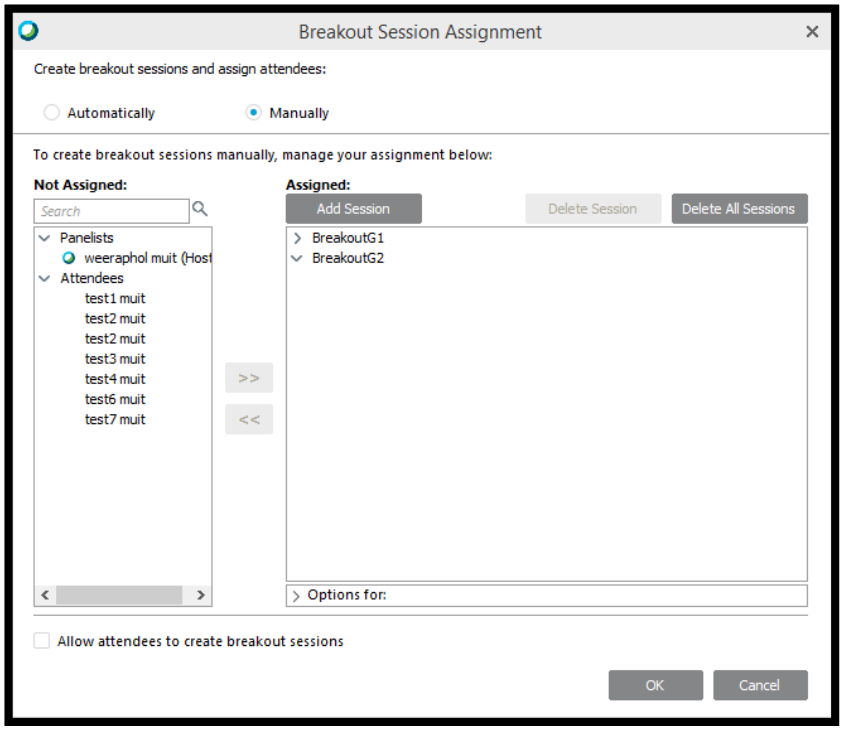
Cisco Webex Training Handbook – Breakout Sessions

19. “Assigned”

click on “Add Session to create breakout session”, which you are able to control the number of the groups and, to set the names.

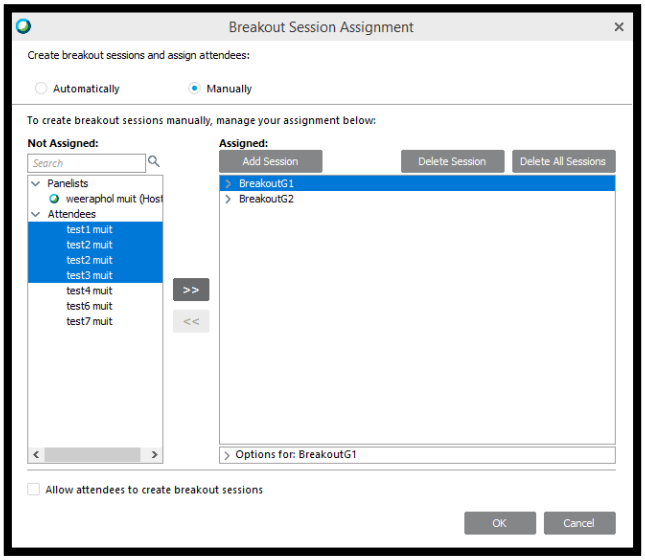


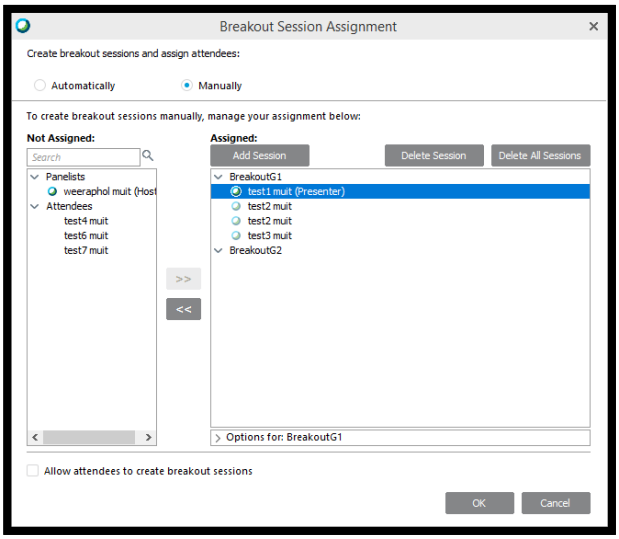




Cisco Webex Training Handbook – Breakout Sessions

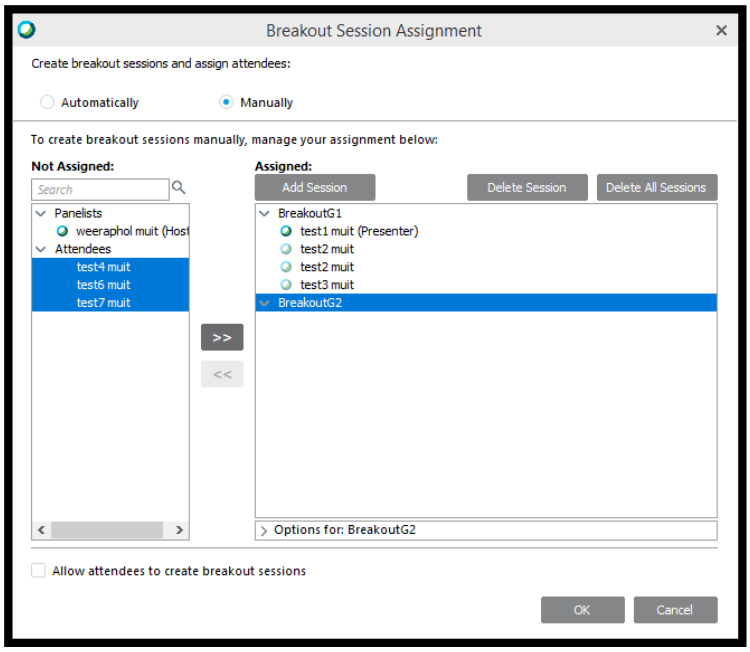
20. Name list box on the left side. Choose name of attendees, then click at name of breakout session, then click on >> button. The name, which you chose shall occur in assigned box. The first name in the list shall has the right to be presenter.

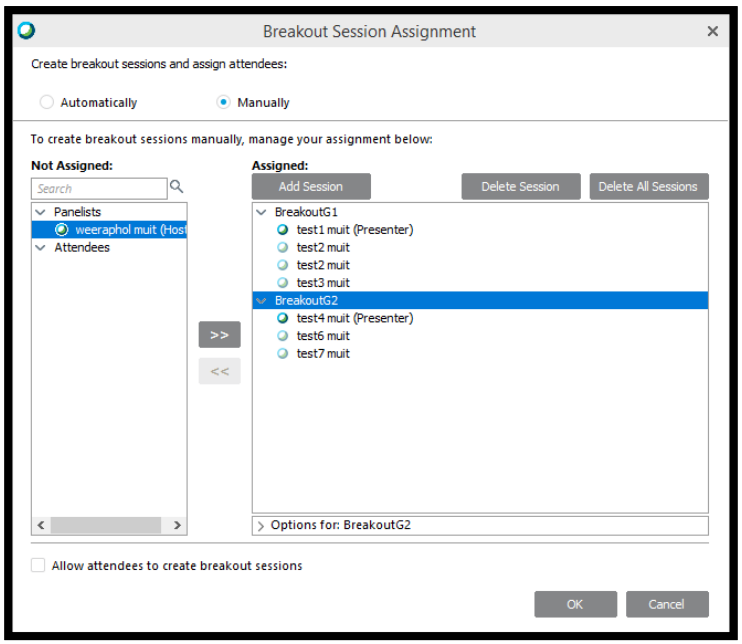




Cisco Webex Training Handbook – Breakout Sessions

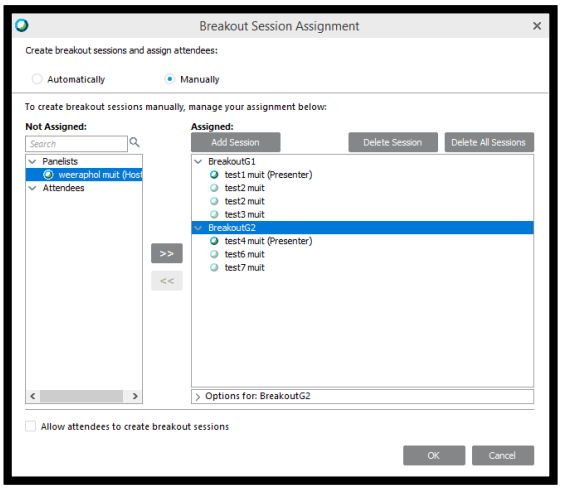
21. Name list box on the left side. Choose name of attendees, then click at name of breakout session, then click on >> button. The name, which you chose shall occur in assigned box. The first name in the list shall has the right to be presenter.

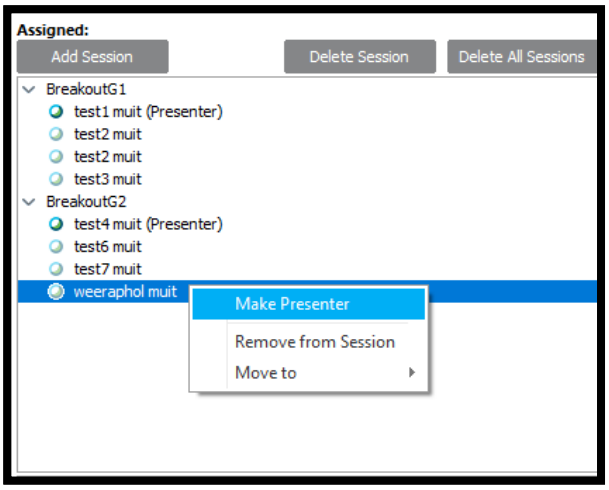


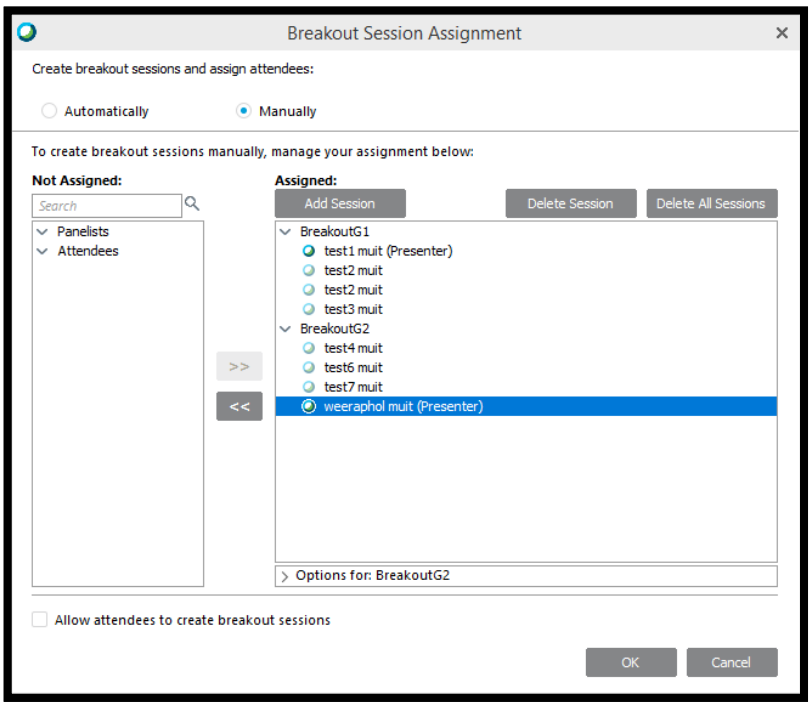


Cisco Webex Training Handbook – Breakout Sessions

22. If host training would like to attend a breakout seesion. You have to choose host training on Panelists, and click on a breakout session which you would like to attend, then click “OK”.

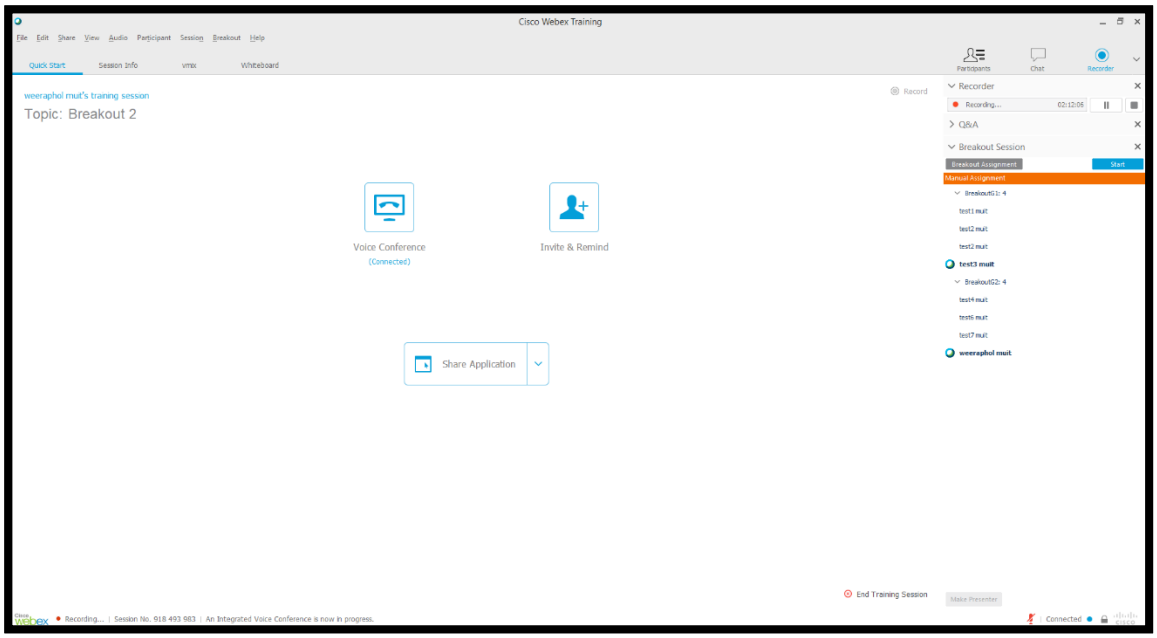


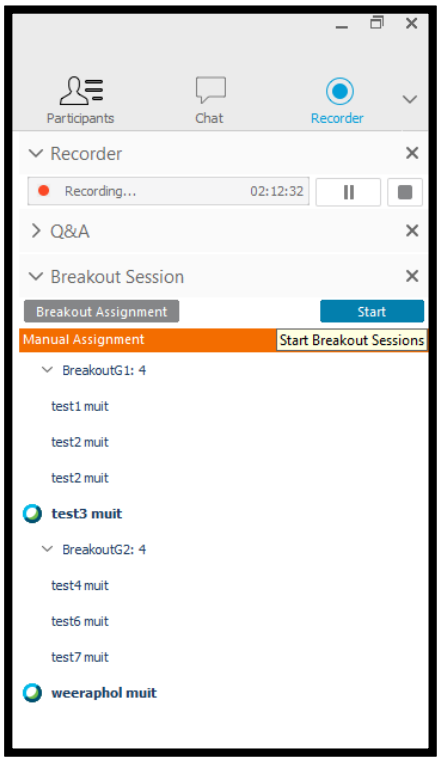




Cisco Webex Training Handbook – Breakout Sessions

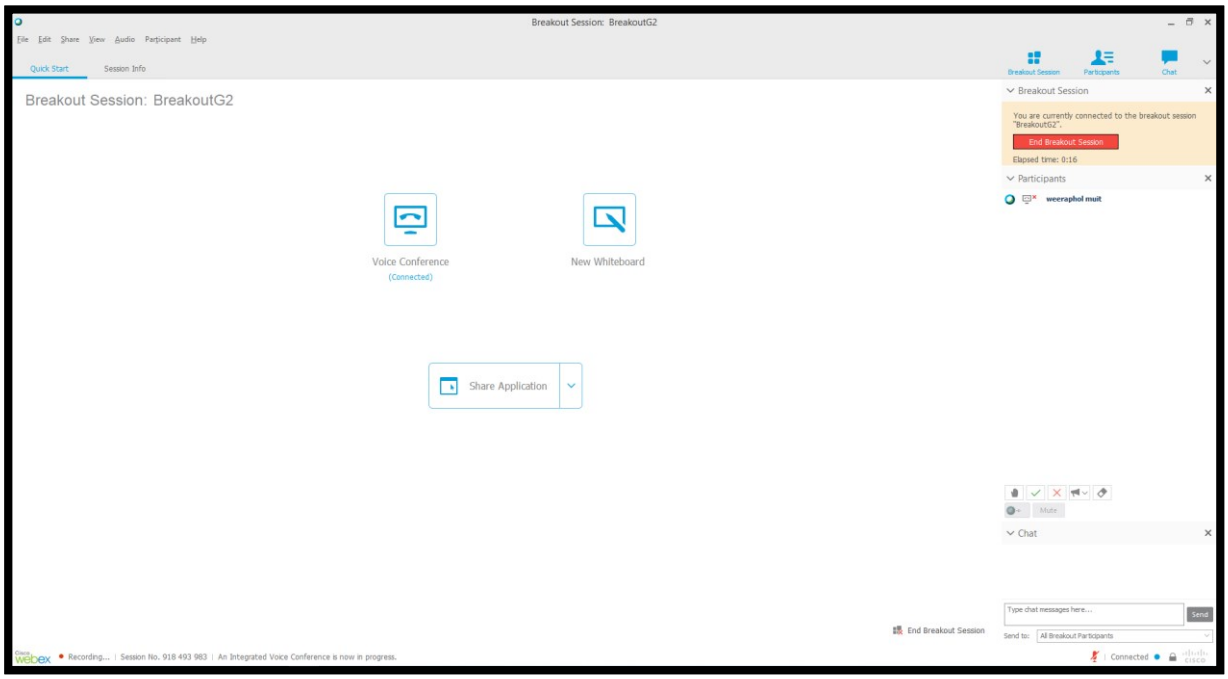
23. Box of Breakout Assignment shall occur with message “Manually Assignment”. There is a “start” button. The screen will show the attendees’ name, and breakout session which they attend.





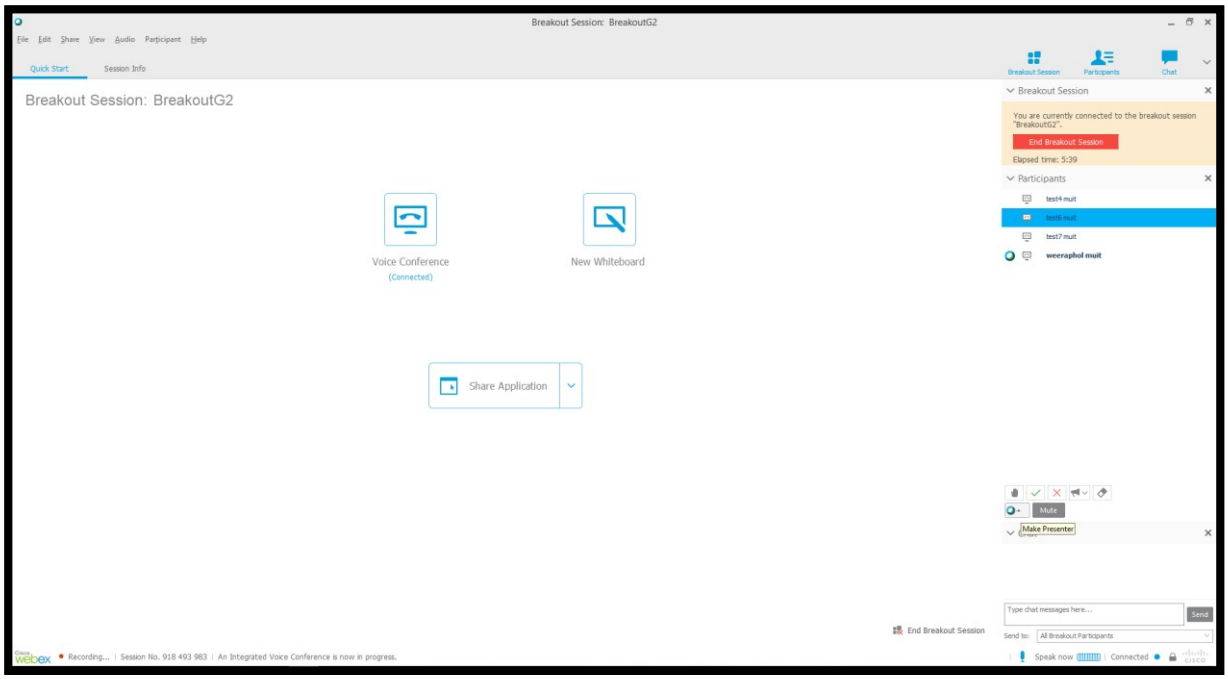
Cisco Webex Training Handbook – Breakout Sessions

24. Computer of host's training shall has message "You are currently connected to the Breakout Session "Breakout Session… " with button "End Breakout Session", and presenter symbol.



Cisco Webex Training Handbook – Breakout Sessions

25. When attendees already attended the training online. The attendees' names will show in the participants.

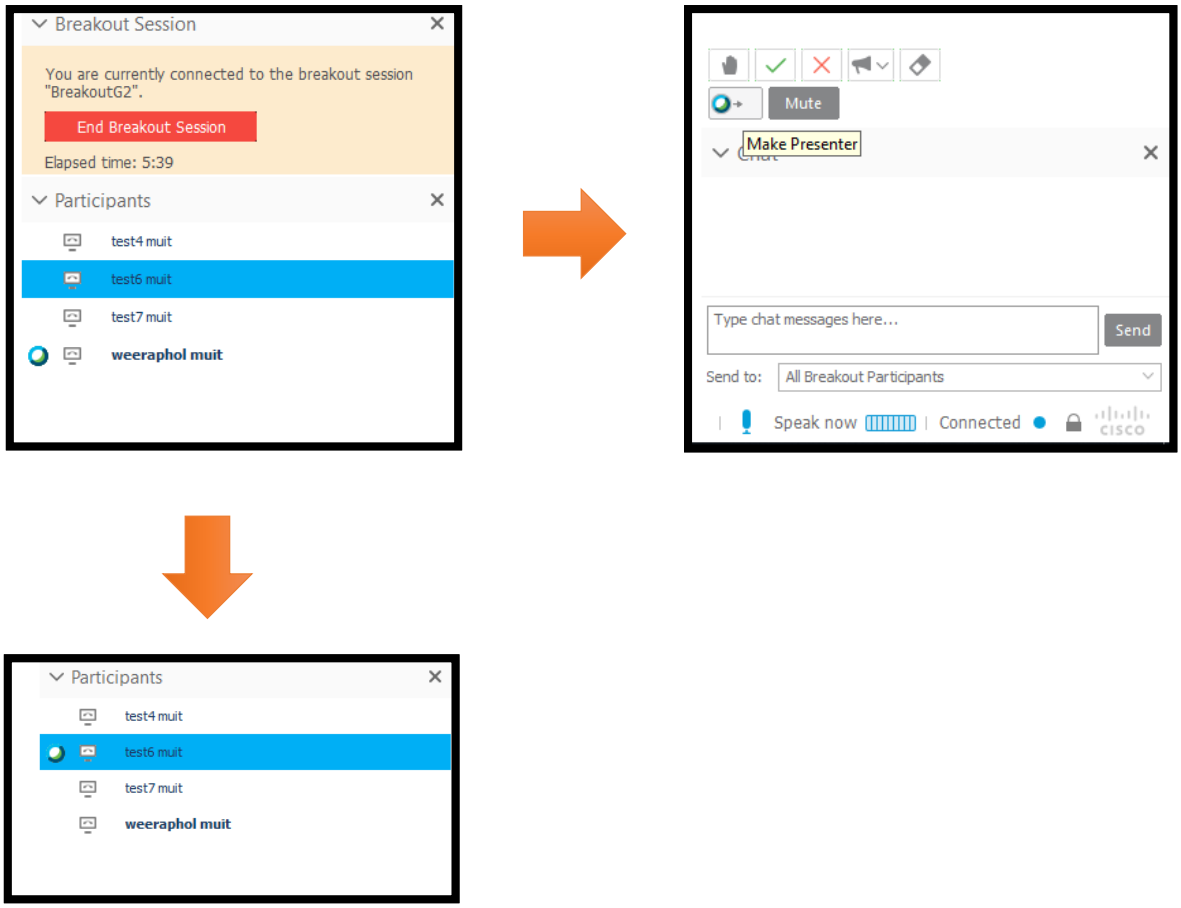


Cisco Webex Training Handbook – Breakout Sessions

26. Presenter is able to transfer Presenter rights to another attendee.

Choose the next presenter's name

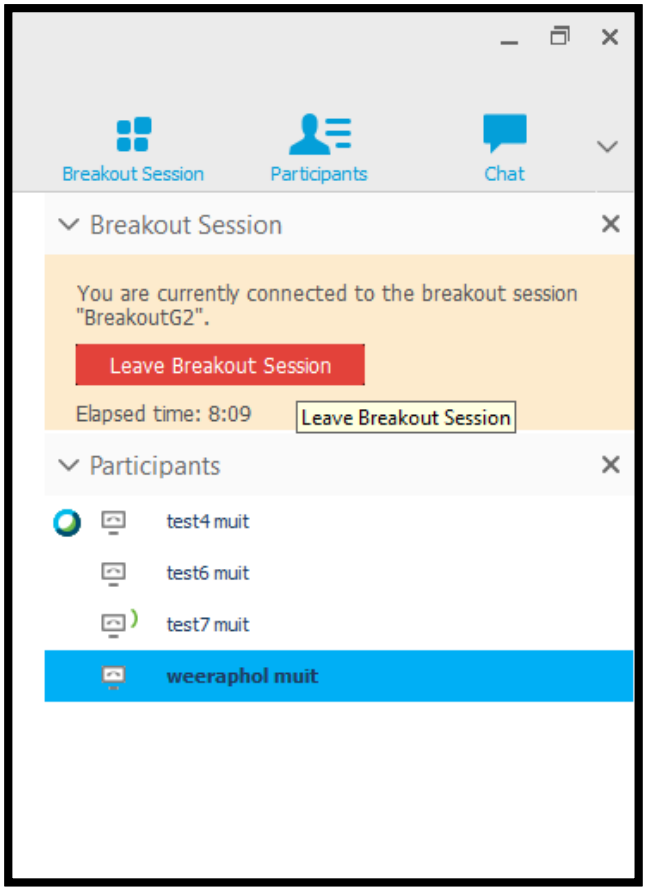
Click on "Make Presenter"



Cisco Webex Training Handbook – Breakout Sessions

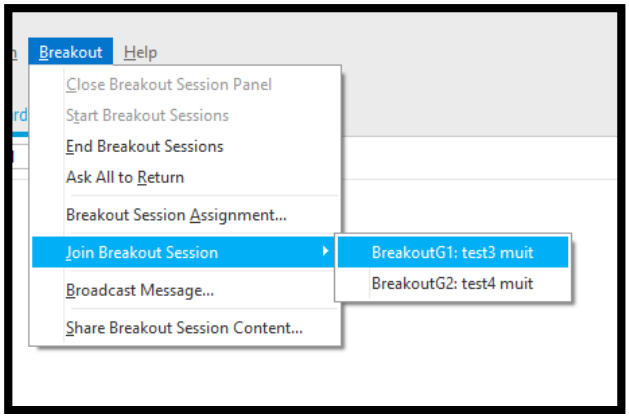
27. When host training would like to leave one breakout session to join another.

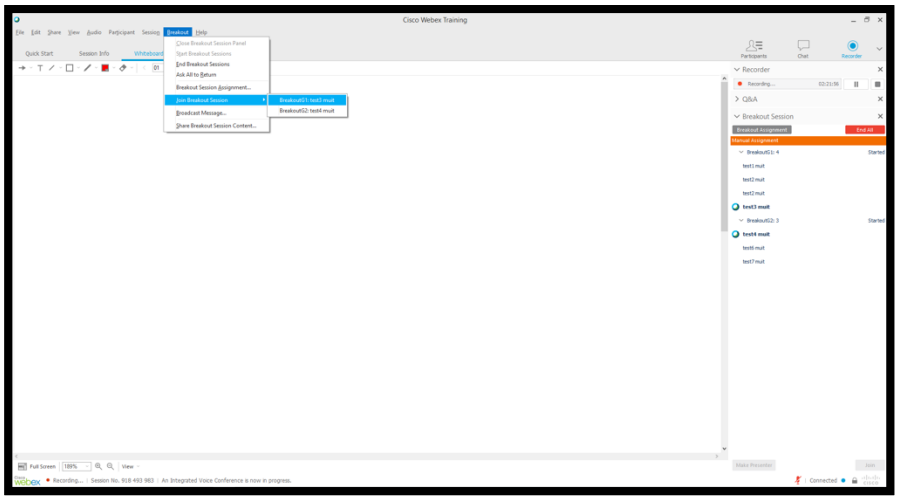
Click on “Leave Breakout Session”



Cisco Webex Training Handbook – Breakout Sessions

28. Click on Breakout > Join Breakout Session >…….. choose session, which you would like to attend.





Cisco Webex Training Handbook – Breakout Sessions

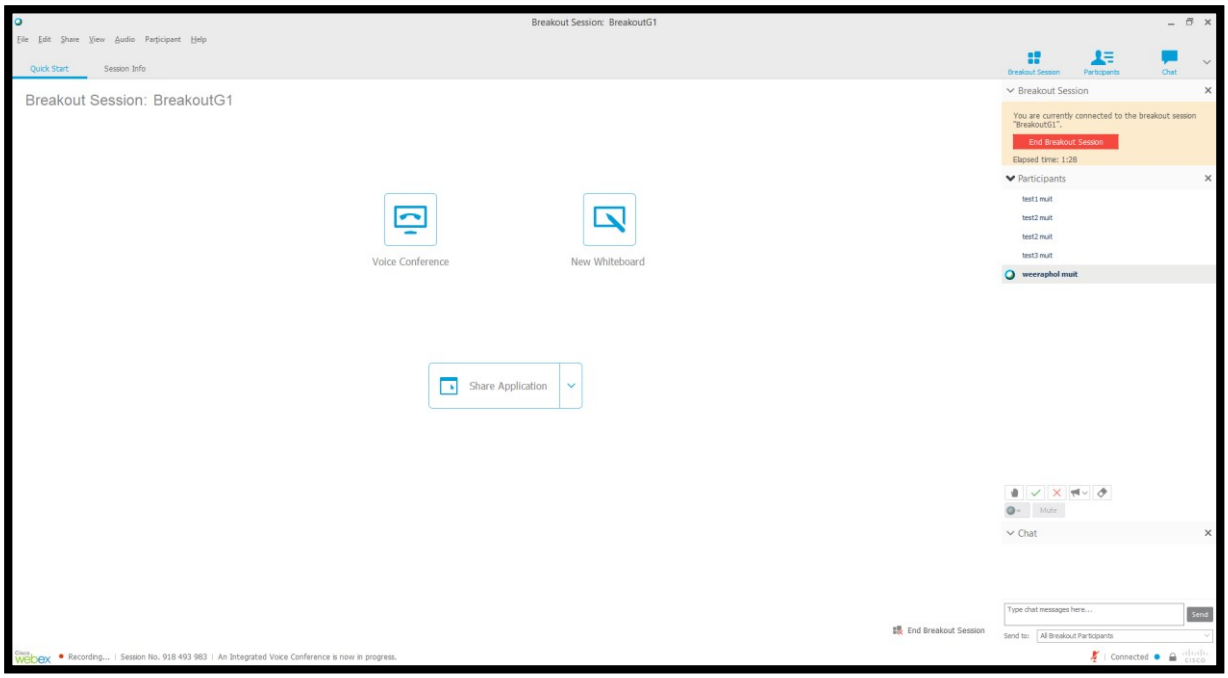
29. The name of host training shall occur in breakout session.

Cisco Webex Training Handbook – Breakout Sessions

30. The host training is able to transfer rights of presenter to themselves.

Choose their name

Click on “Make Presenter”



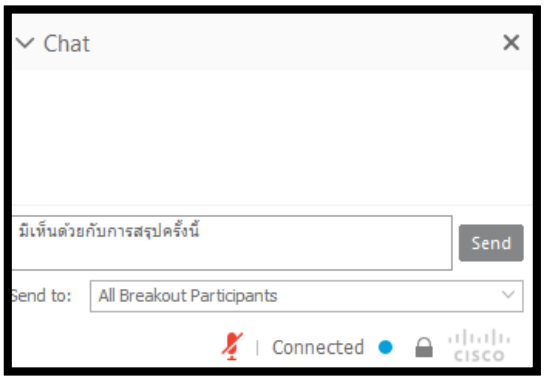
Cisco Webex Training Handbook – Breakout Sessions

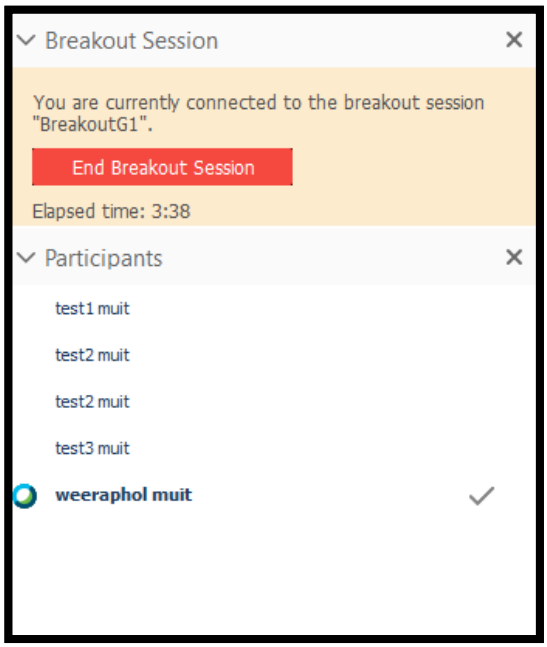
31. During the breakout session, presenter is able to communicate with attendees for example,

Do you see my message?

If you can see, choose check mark.

If you cannot see, choose cross mark.

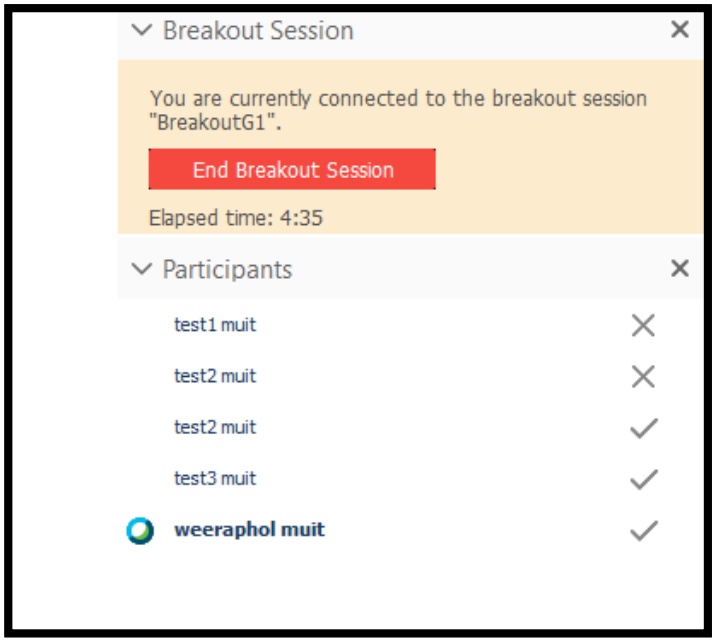


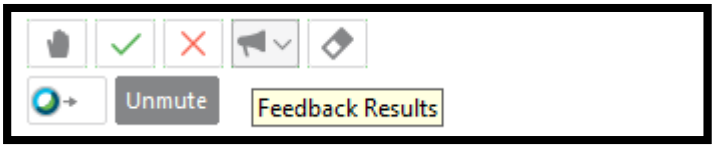


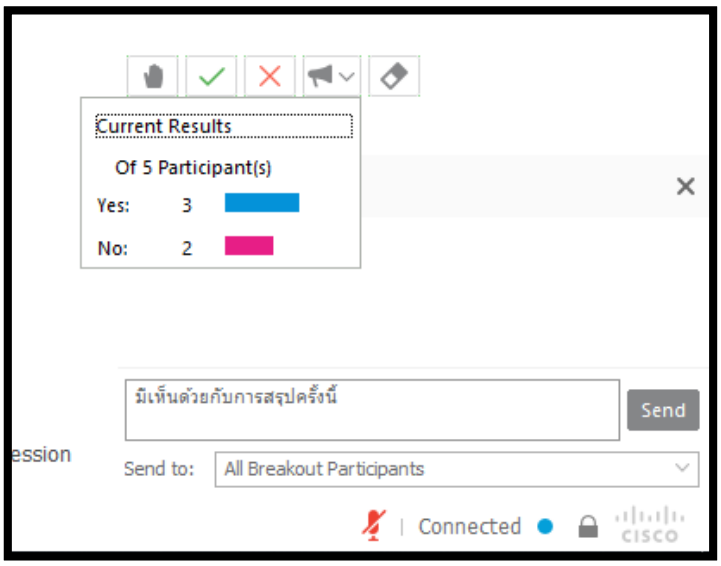
Cisco Webex Training Handbook – Breakout Sessions

32.When every attendees have already given the feedback.

Click on “Feedback Results” to show the results.





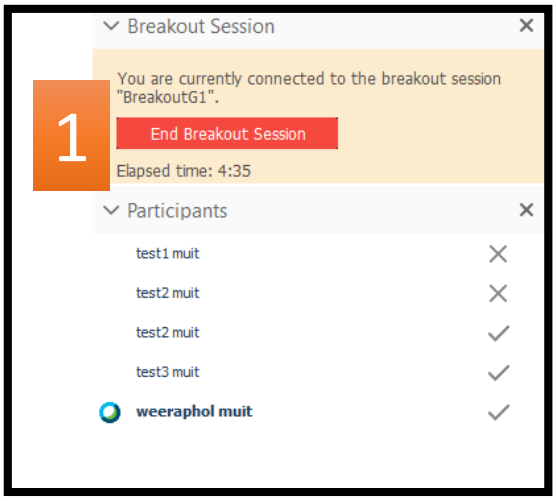


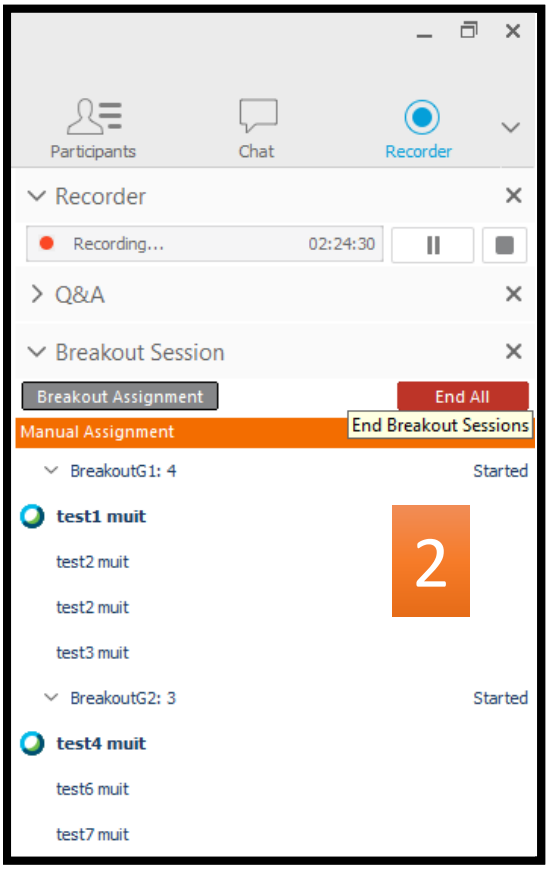
Cisco Webex Training Handbook – Breakout Sessions

33. When host training would like to end breakout session.

Click on “Leave Breakout Session” to leave that breakout session.

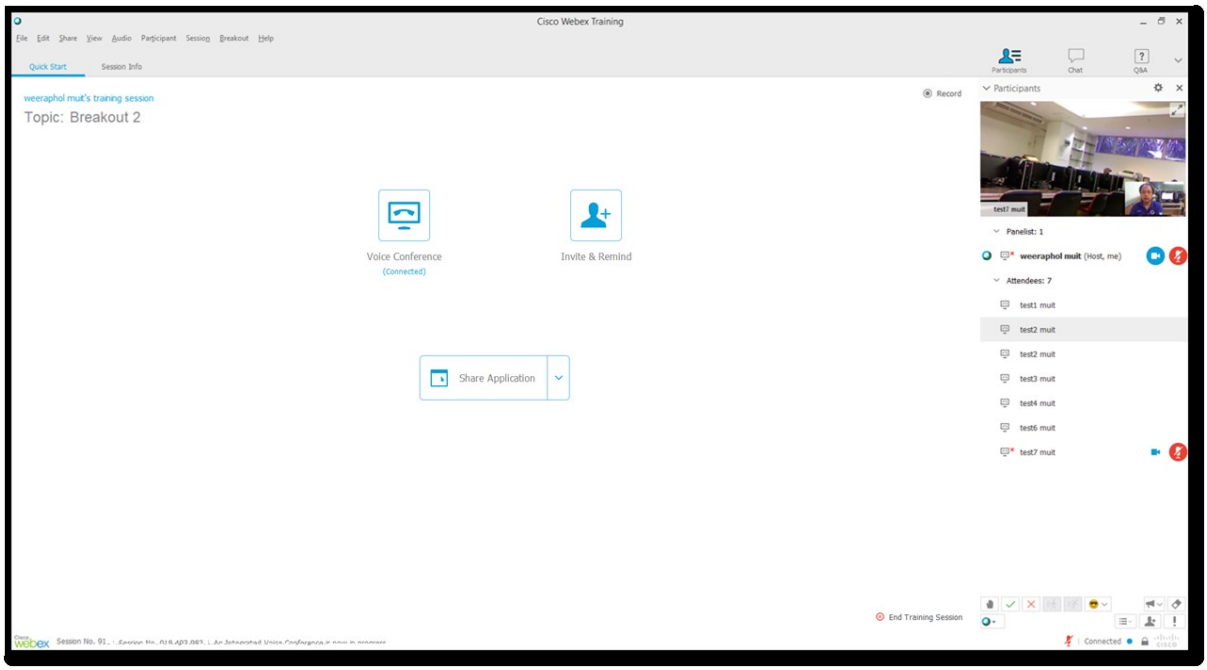
Click “End All” to end breakout session.





Cisco Webex Training Handbook – Breakout Sessions

34. Host training shall get back to main page again.

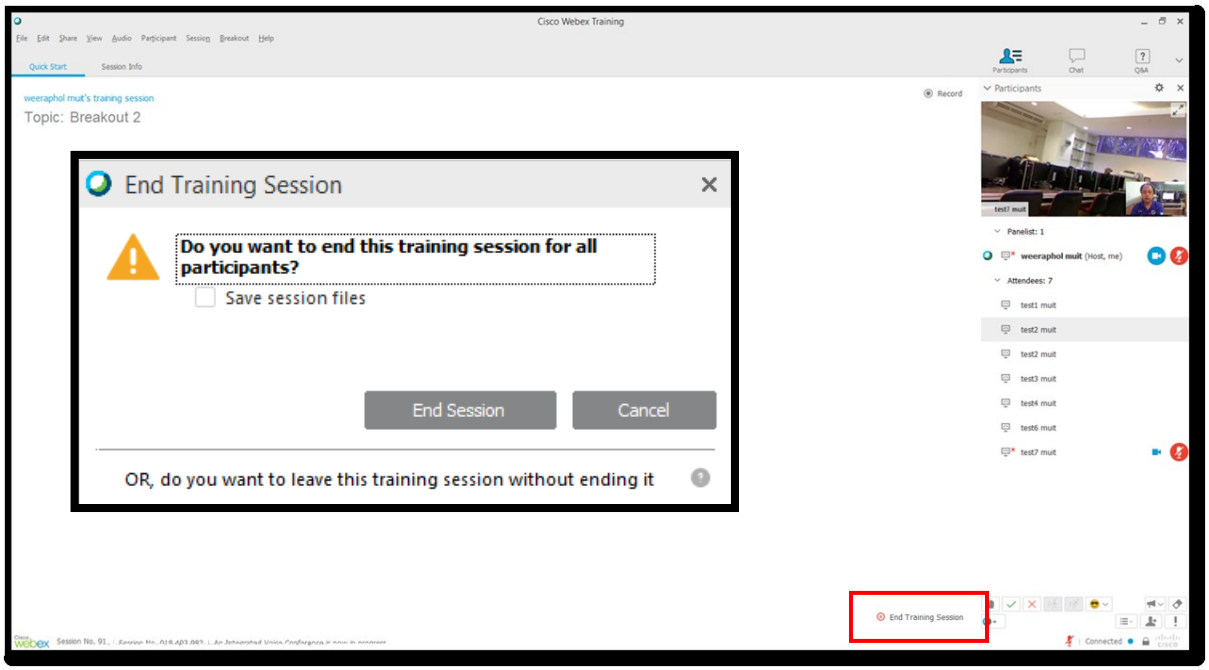


Cisco Webex Training Handbook – Breakout Sessions

35. When you would like to end training online.

Click on “End Training Sesstion”

The window “End Training Sesstion” shall occur.



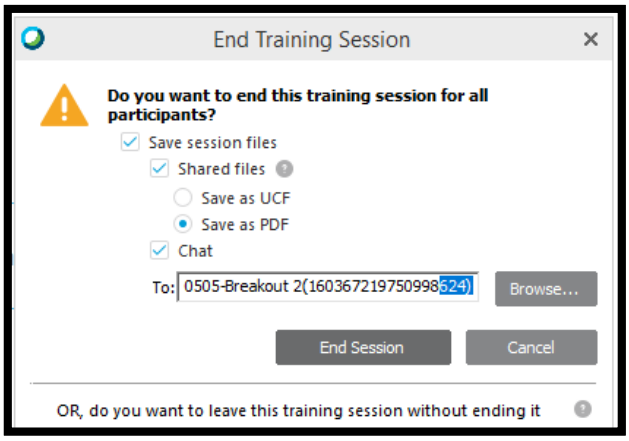
Cisco Webex Training Handbook – Breakout Sessions

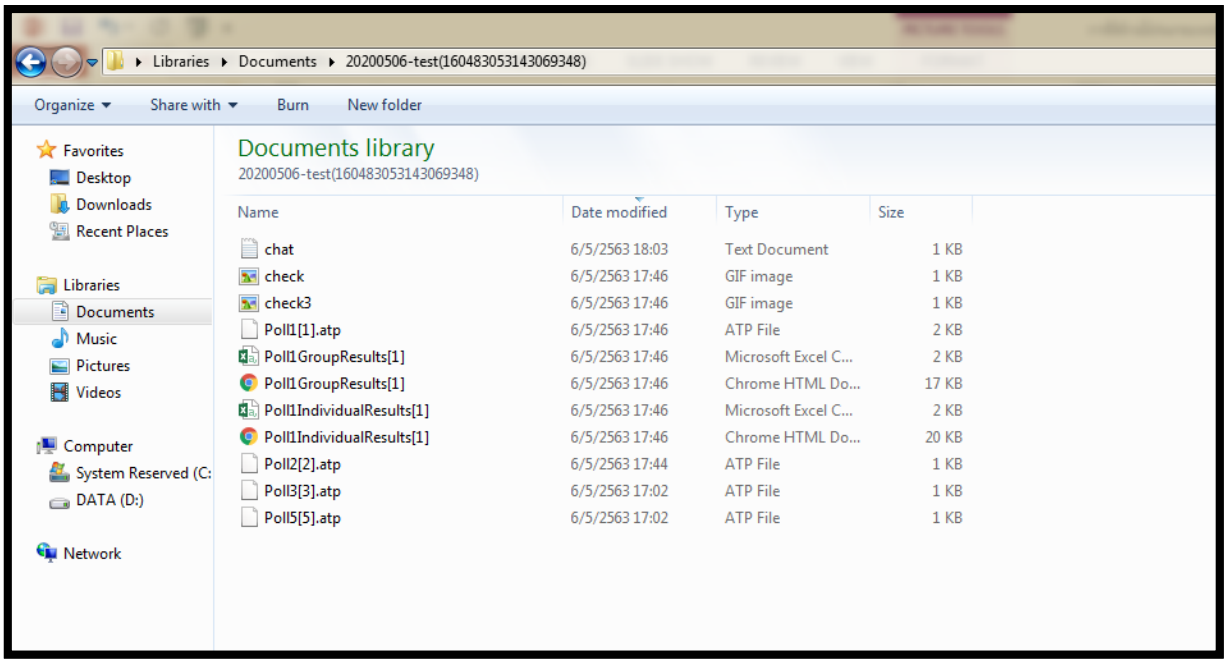
36. If you would like keep chat history, such as conversation.

Click on "Save Session files"

The files' type and saving location window shall occur.

Click on "End Session"





Cisco Webex Training Handbook – Hands on Lab

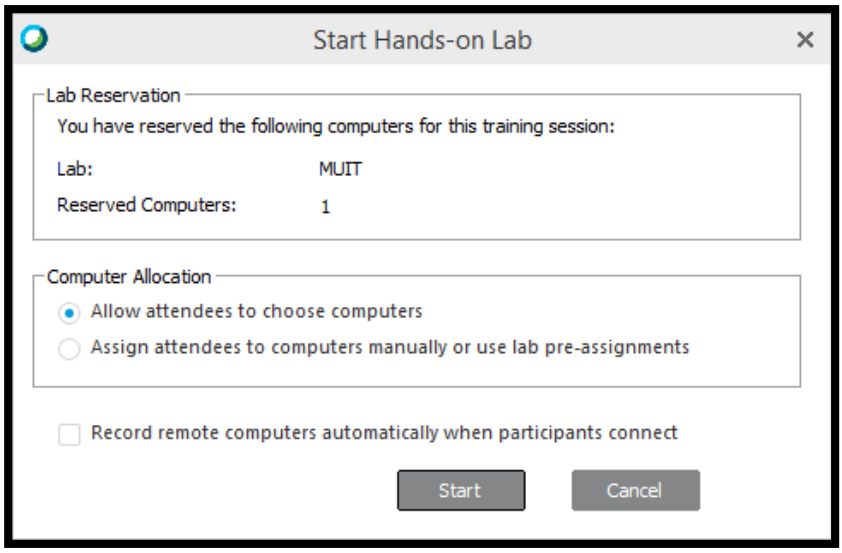
1. When host training would like attendees are able to remote control to exam computers. Host training shall use function Hands-on Lab. This function can apply for specific attendee, or a group.

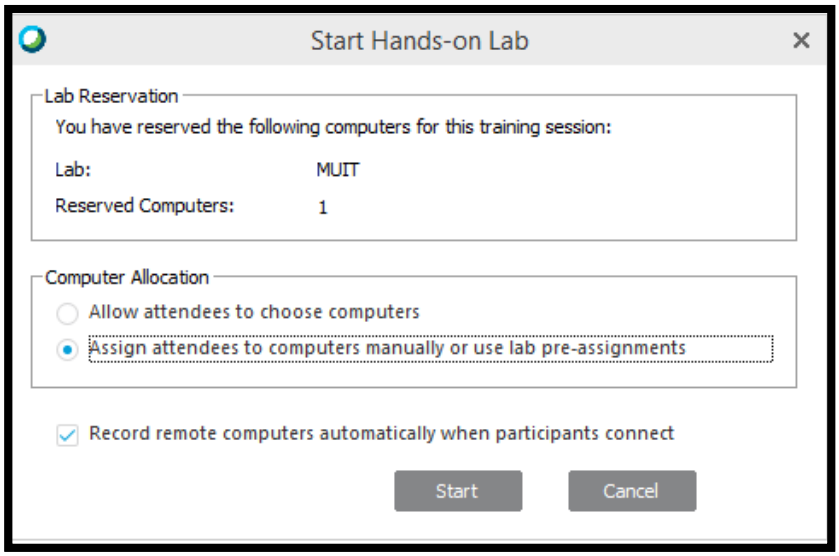
* Host training must turn on this function, and create their Hands-on Lab before, using this function on Webex Training

There are two methods as follows,

1.Akkow attendees to choose computers

2.Assign attendees to computer manually or use lab pre-assignments





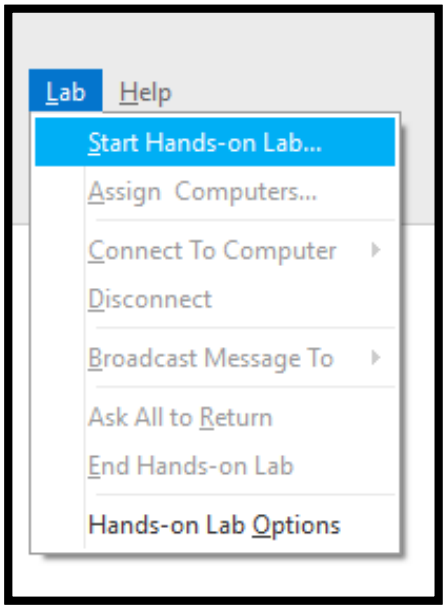
Cisco Webex Training Handbook – Hands on Lab

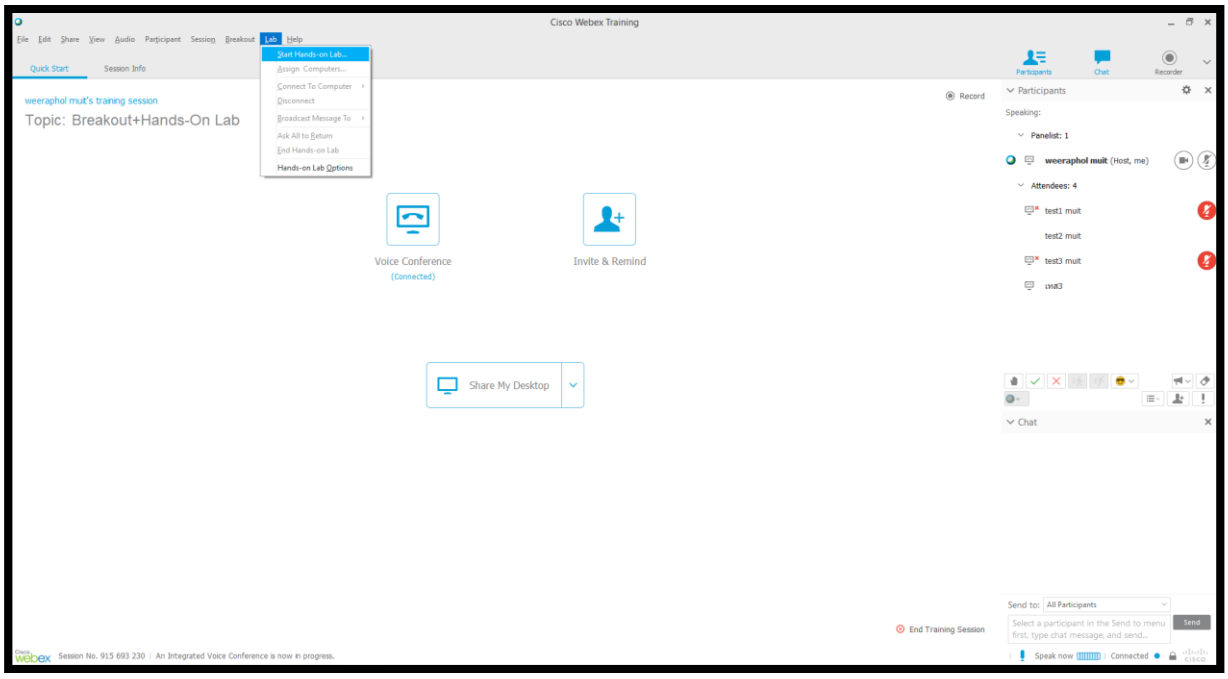
2. Hands-on lab Usage

1. Akkow attendees to choose computers

When attendees are ready to start the training.

Click on menu Lab > Start Hands-on Lab

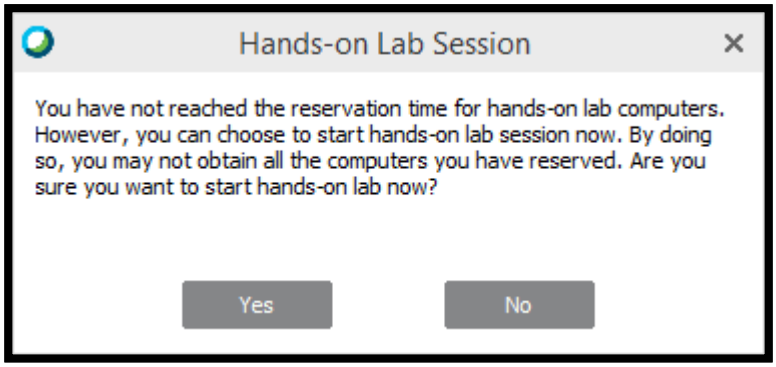




Cisco Webex Training Handbook – Hands on Lab

3. The window “Hands-on Lab Session” shall occur.

Click on “Yes”



Cisco Webex Training Handbook – Hands on Lab

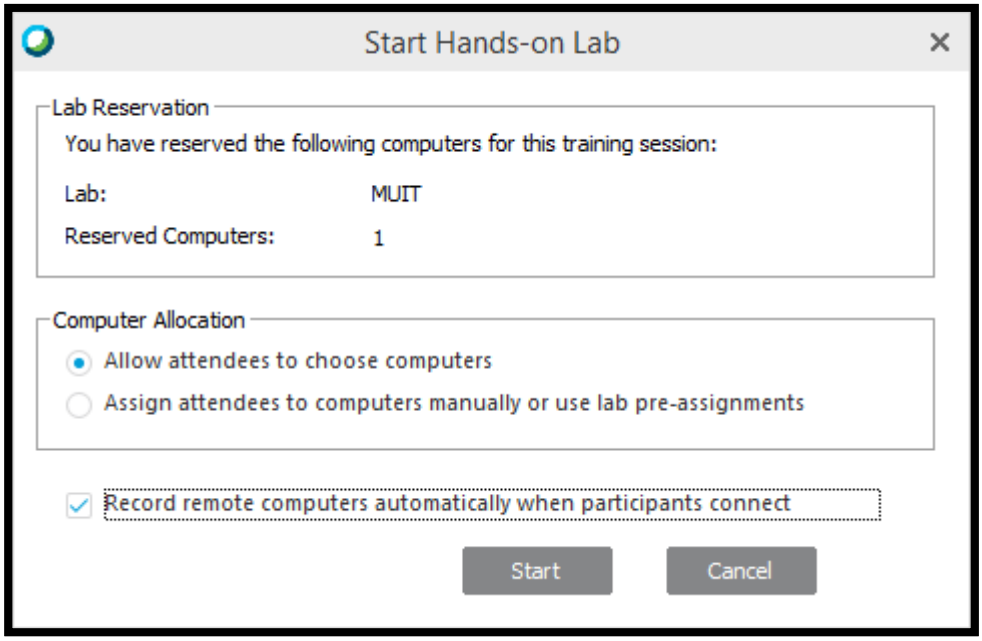
4. Start Hands-on Lab window show lab detail, and number of computers which are booked to use.

Click on the message “Computer Allocation”

Choose Akkow attendees to choose computers

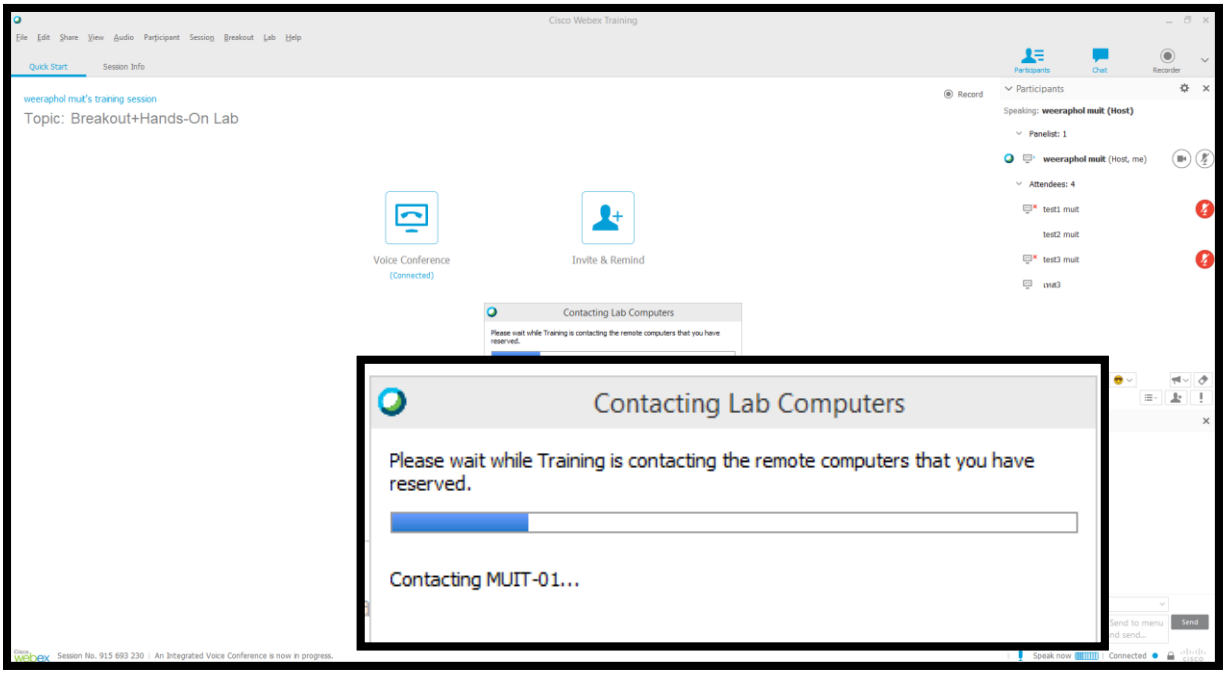
Click on the message “Record remote computers automatically when participants connect”

Click on the message “Start”



Cisco Webex Training Handbook – Hands on Lab

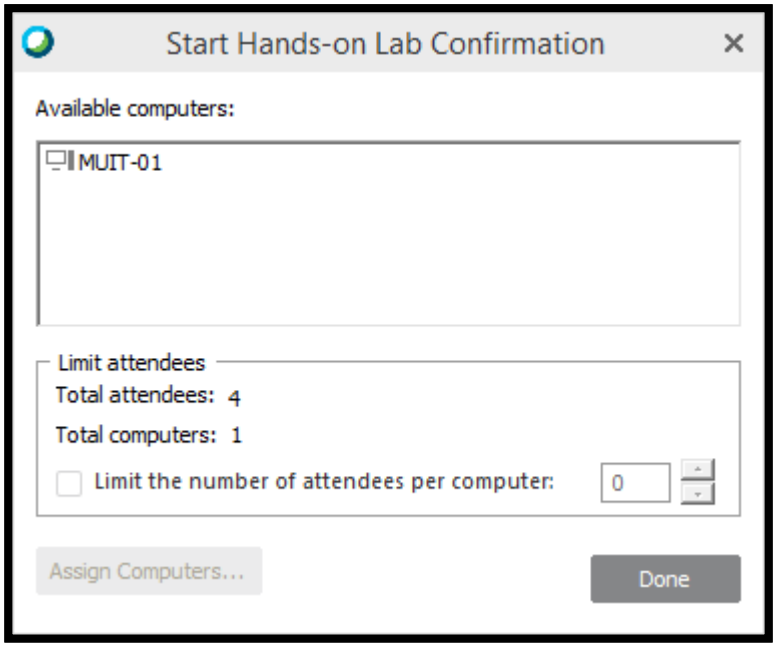
5. The window “Contacting Lab Computers” shall occur.



Cisco Webex Training Handbook – Hands on Lab

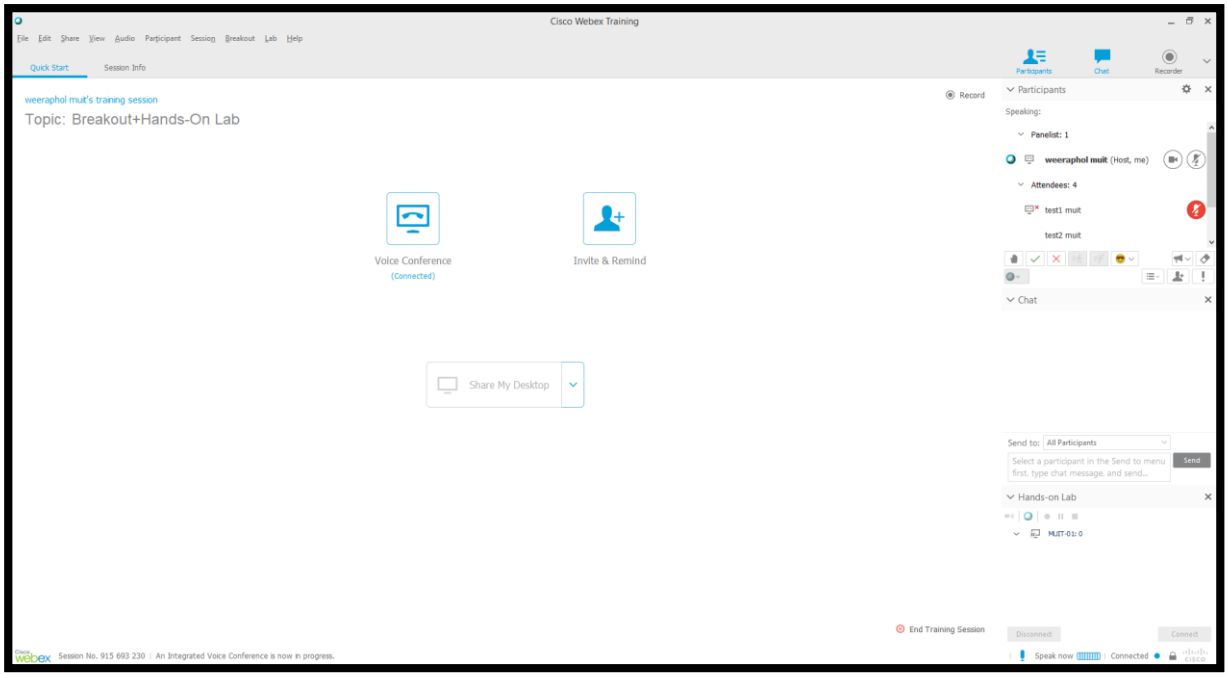
6. The window "Start Hands-on Lab Confirmation" shall occur.

Click on "Done"



Cisco Webex Training Handbook – Hands on Lab

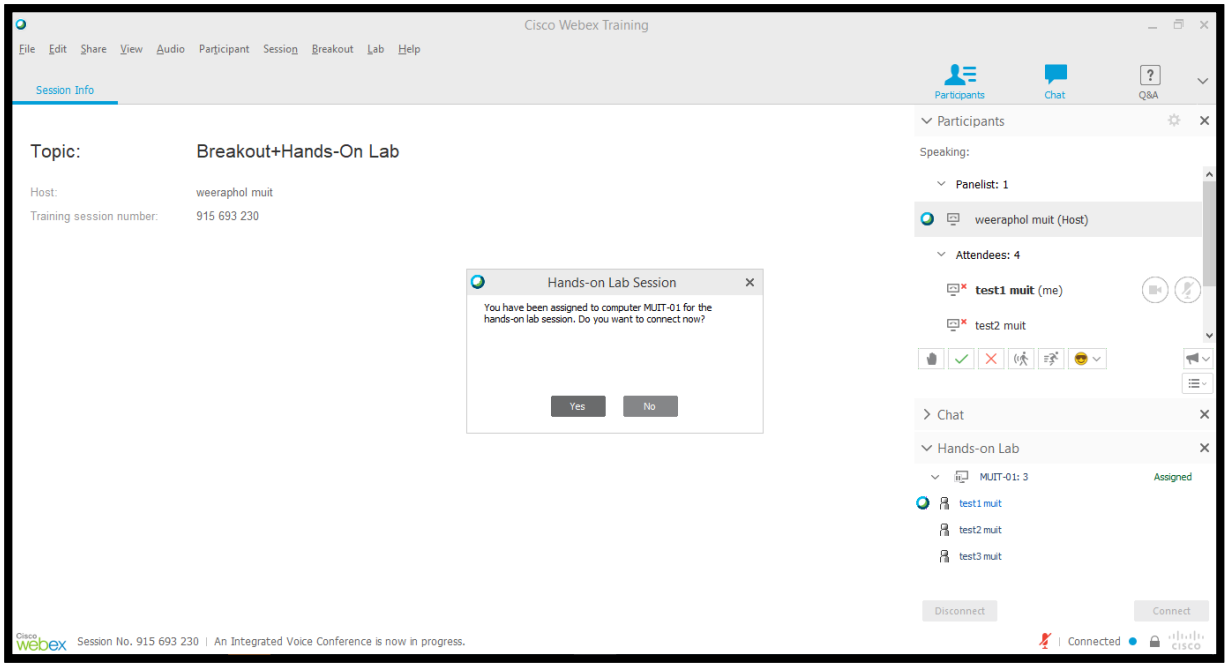
7. The box “Hands-on Lab” shall occur with the computers’ name, which will use in the exam.



Cisco Webex Training Handbook – Hands on Lab

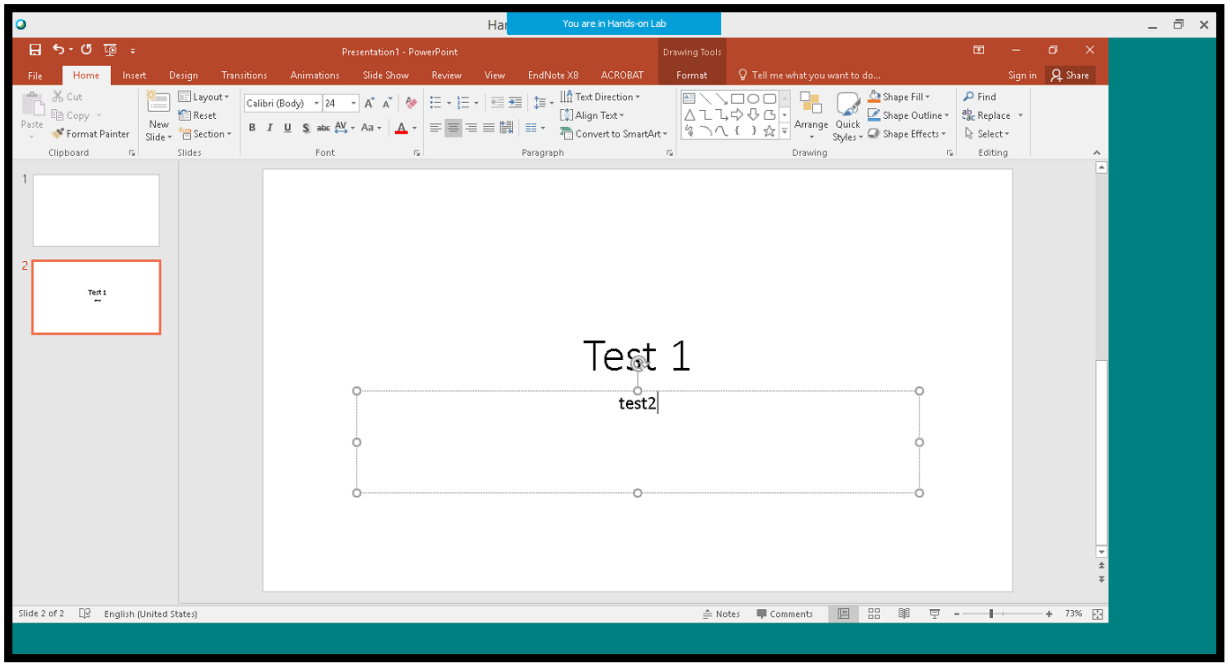
8. The window “Hands-on Lab Session” shall occur on computer of examinees.

Click on “Yes”



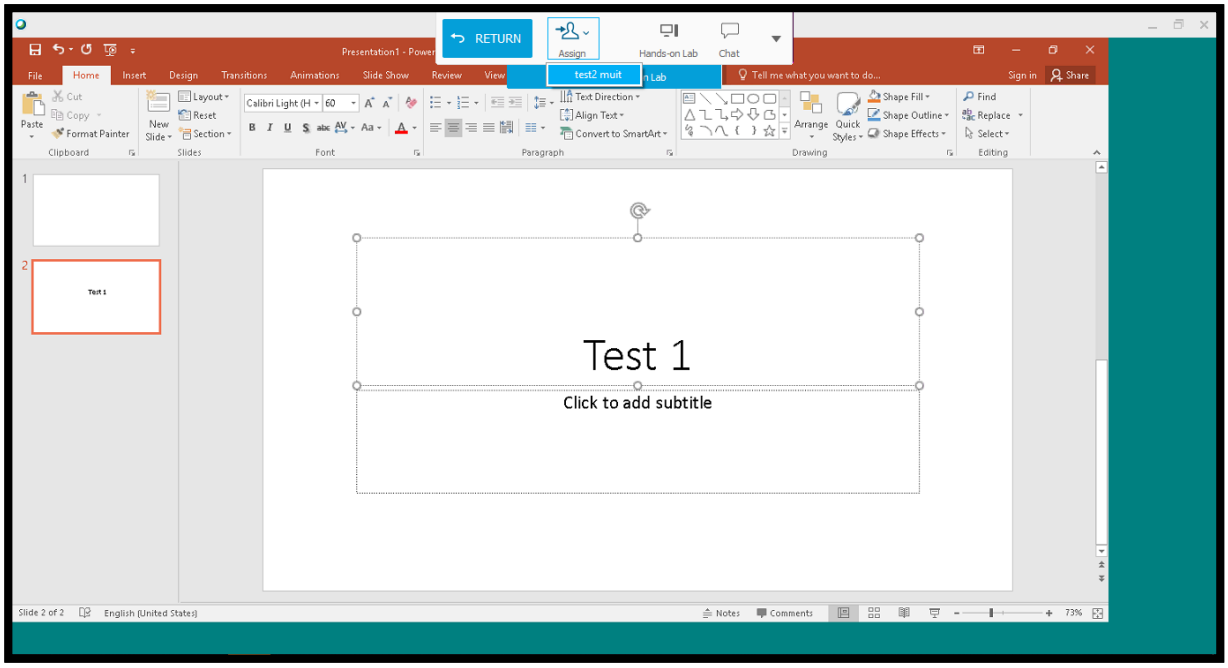
Cisco Webex Training Handbook – Hands on Lab

9. The screen of Hands-on Lab computer shall show on examinees' computer. Subsequently, examinee follow assignment on their screens.



Cisco Webex Training Handbook – Hands on Lab

10. Akkow attendees to choose computers function shall allow everyone is able to control Hands-on Lab Computer, and able to transfer remote controlling rights to others.

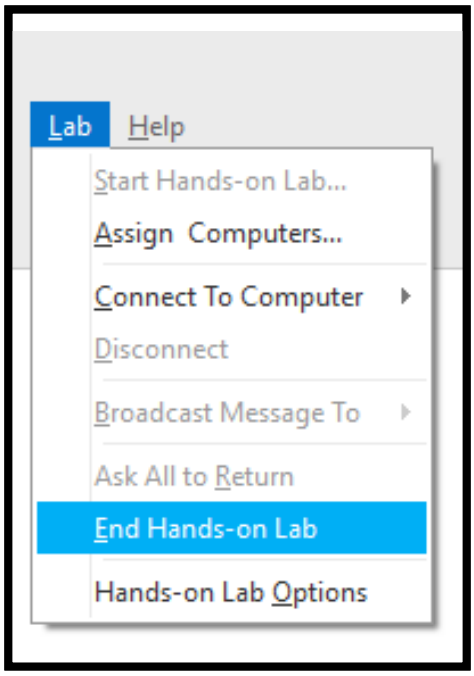


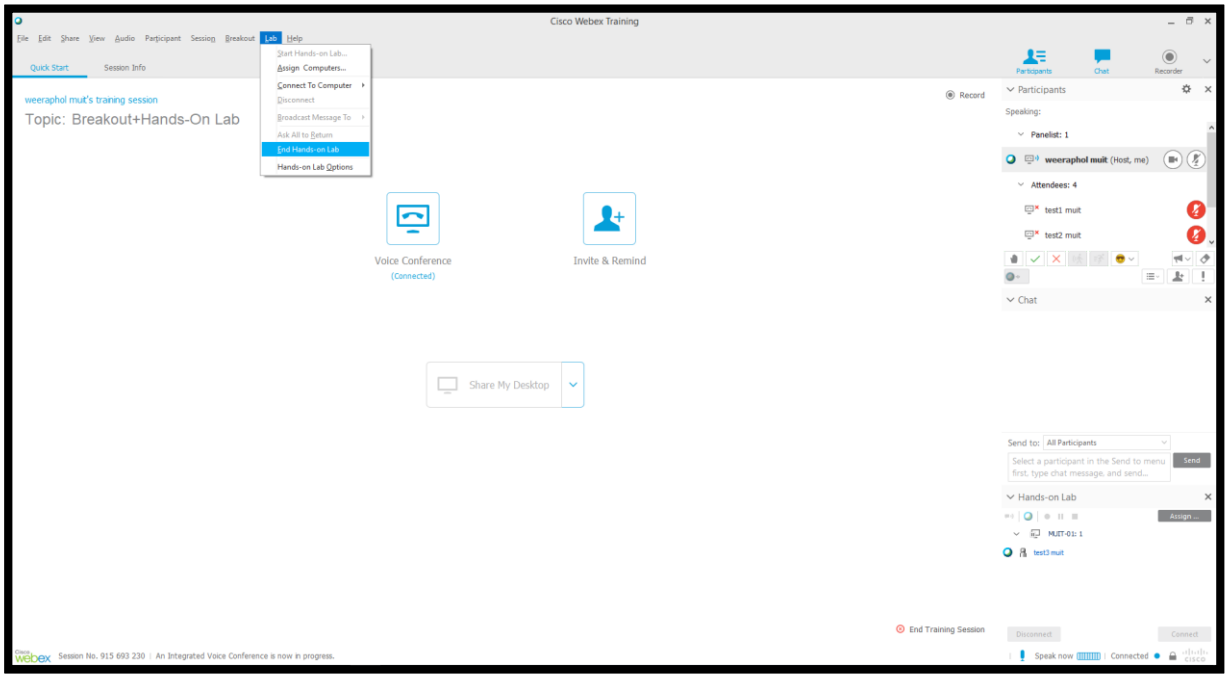
Cisco Webex Training Handbook – Hands on Lab

11. Host's Computer,

If everyone has already finished the tests,

Click on menu Lab > End Hands-on Lab

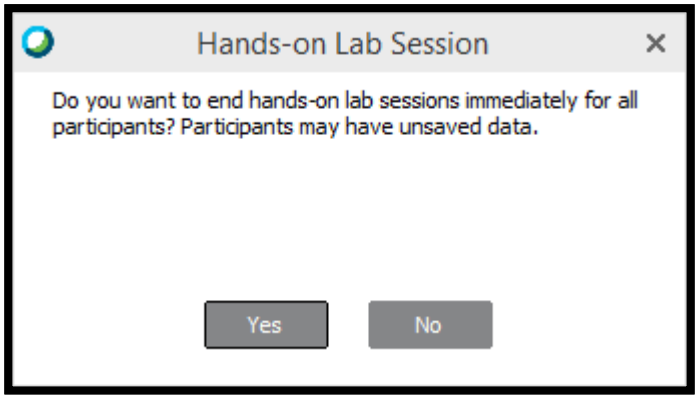




Cisco Webex Training Handbook – Hands on Lab

12. The window “Hands-on Lab Session” shall occur.

Click on “Yes”



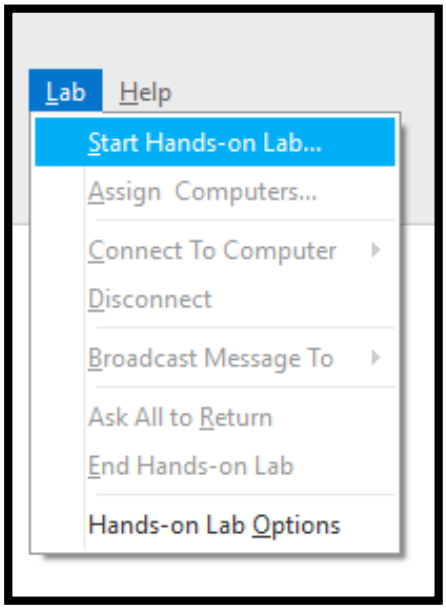
Cisco Webex Training Handbook – Hands on Lab

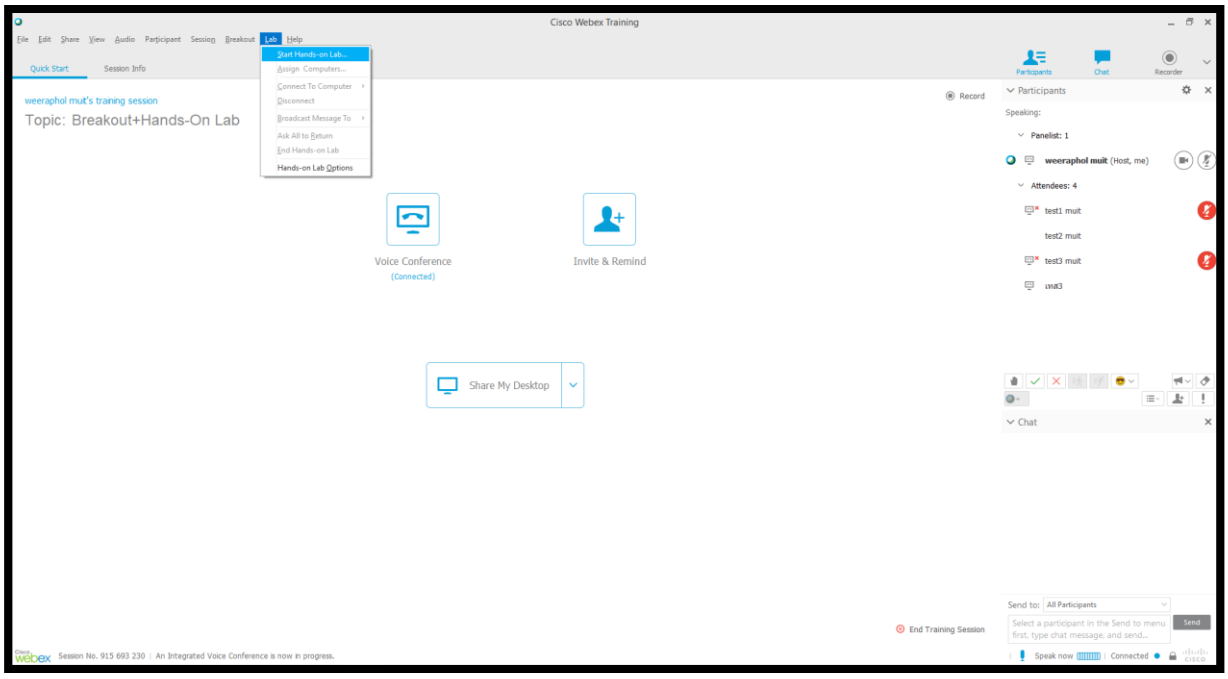
13. Hands-on Lab Usage

2. Assign attendees to each computer manually or use lab pre-assignments

When all examinees are ready.

Click on menu Lab > Start Hands-on Lab





Cisco Webex Training Handbook – Hands on Lab

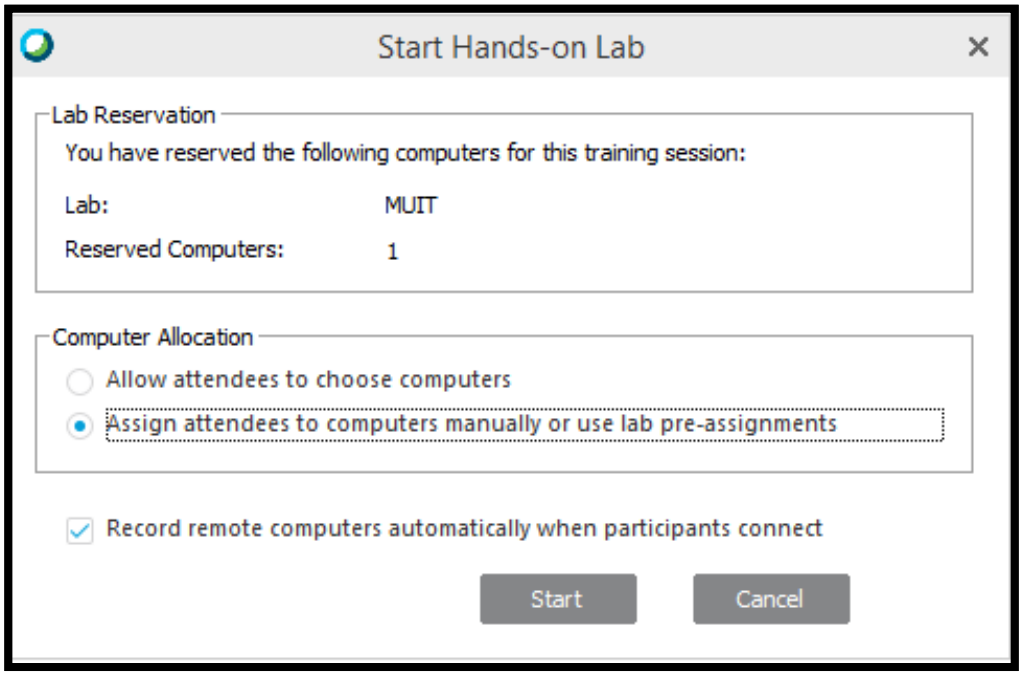
14. Start Hands-on Lab's window shall occur.

It shall show lab detail, and number of computers which were booked to use.

Choose the message "Assign attendees to computers manually or use lab pre-assignments"

Click on the message "Record remote computers automatically when participants connect"

Click on the button "Start"



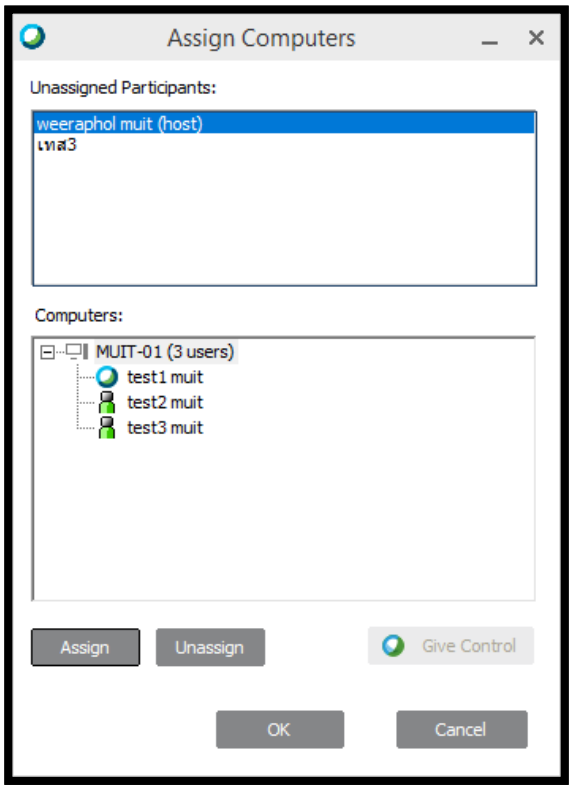
Cisco Webex Training Handbook – Hands on Lab

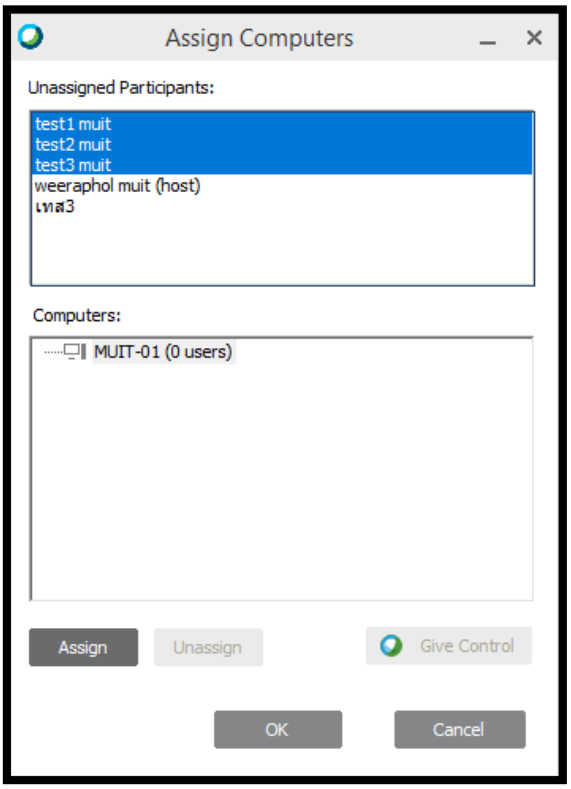
15. The window "Assign Computers" shall occur.

In Unassigned Participants: click the group's name for the group test.

Click on "Assign" The choosing group's name shall occur at Computers Box.

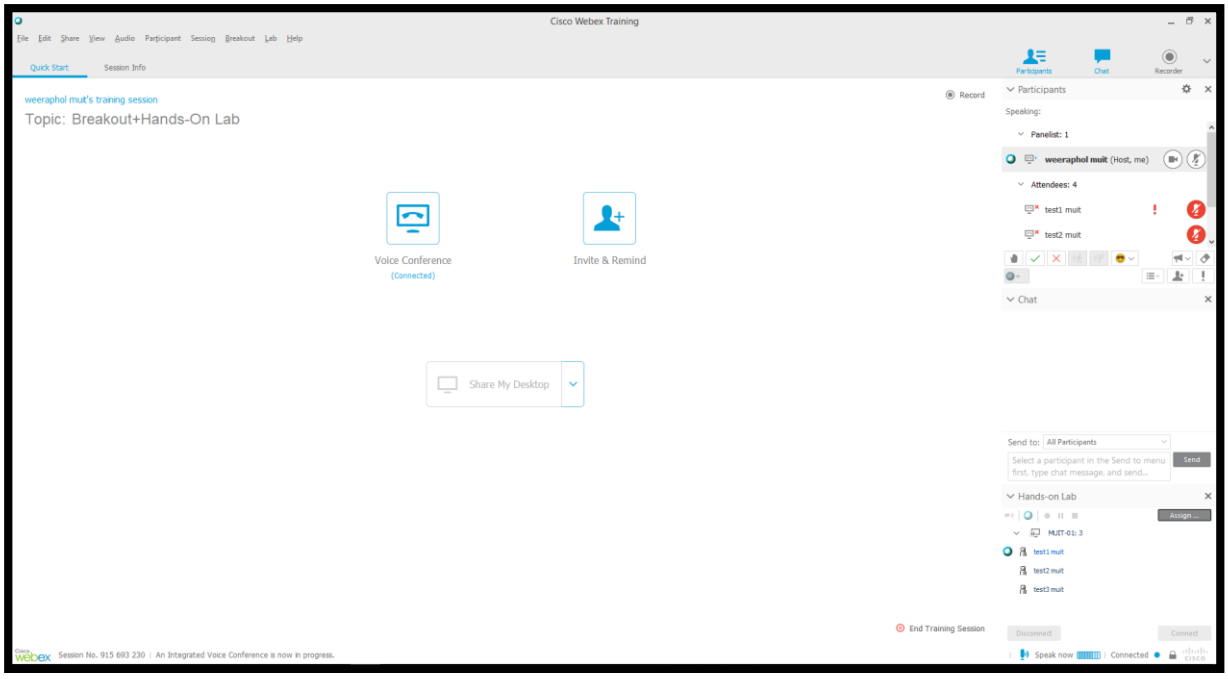
Click on "OK"

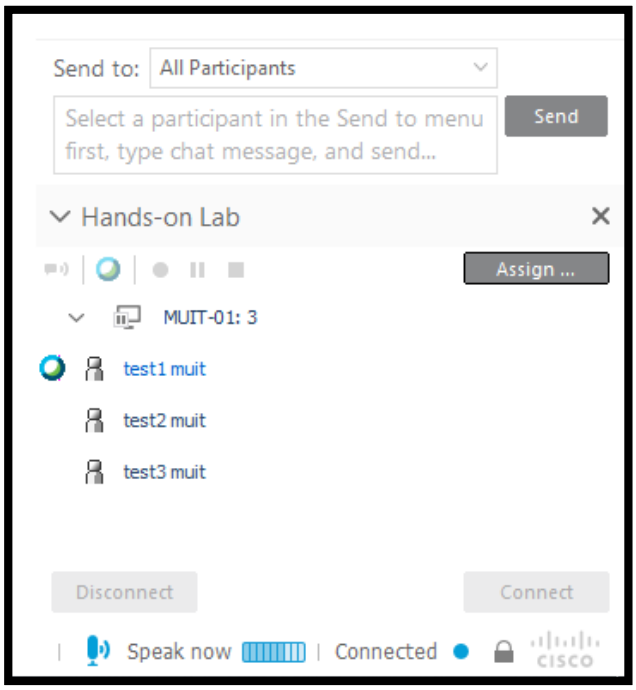




Cisco Webex Training Handbook – Hands on Lab

16. There is Hands-on Lab box with Assign Button, and name list and number of computer Hands-on Lab. Presenter in this group shall has Webex Training Symbol.



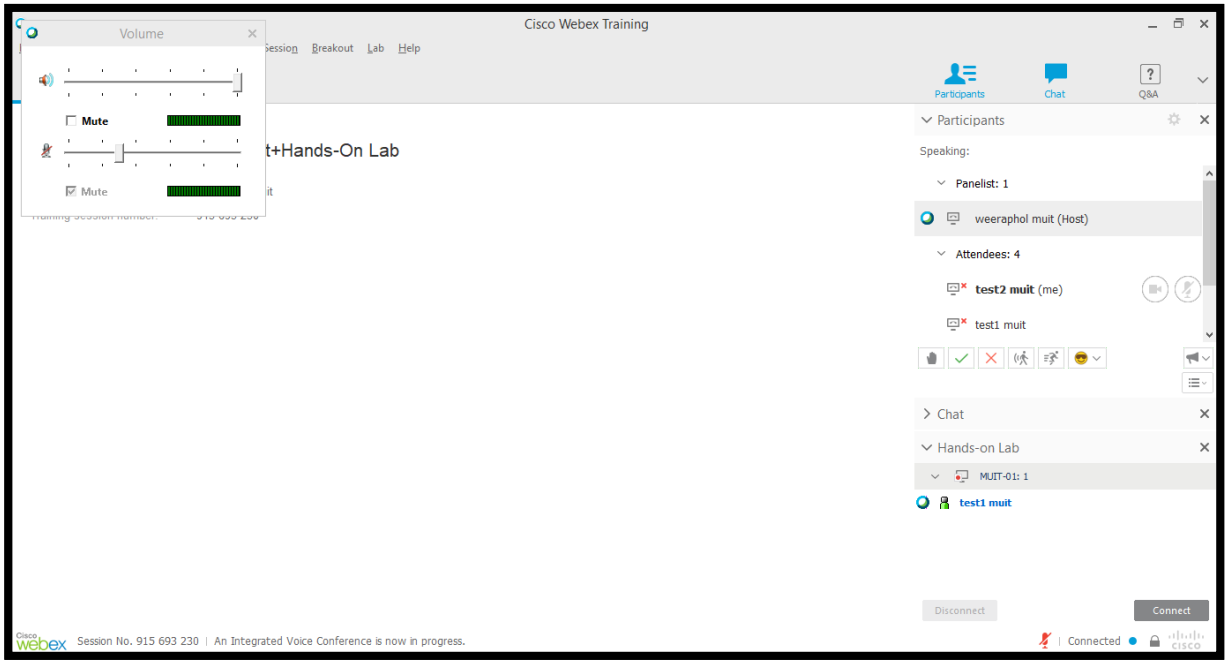


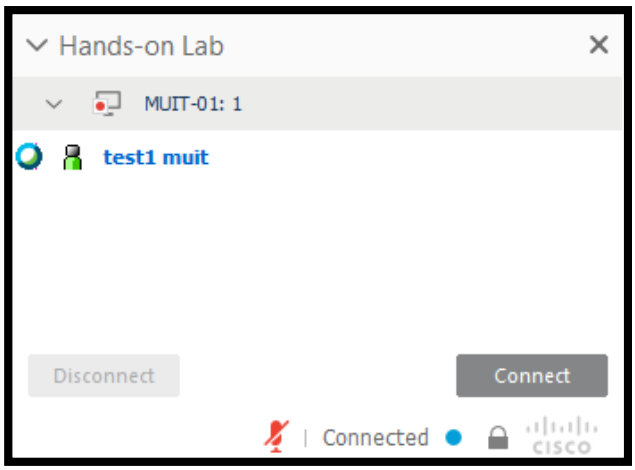
Cisco Webex Training Handbook – Hands on Lab

17. Computers of examination's attendees shall show Hands-on Lab box, and show name's list of groups.

Computers of Exam's attendees, who is presenter shall has Webex Training symbol occur.

Click on button "Connect".

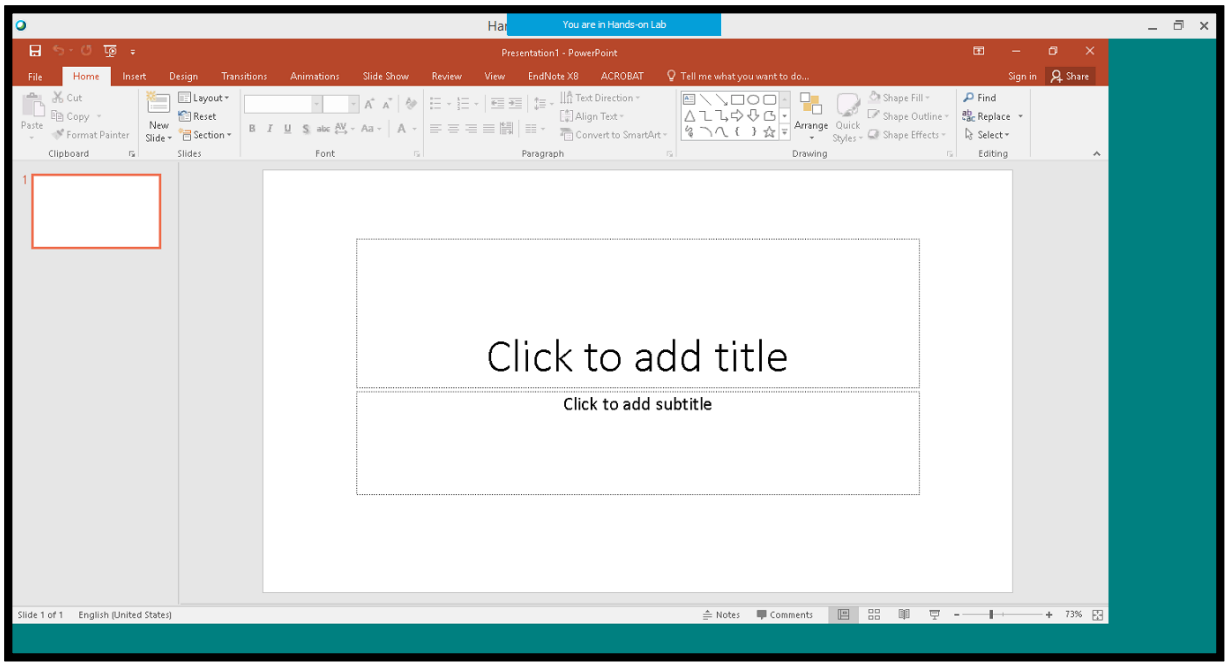




Cisco Webex Training Handbook – Hands on Lab

18. The attendee's screen shall show Hands-on Lab computer's screen

then, attendees just follow assignment from Hands-on Lab computer's screen.



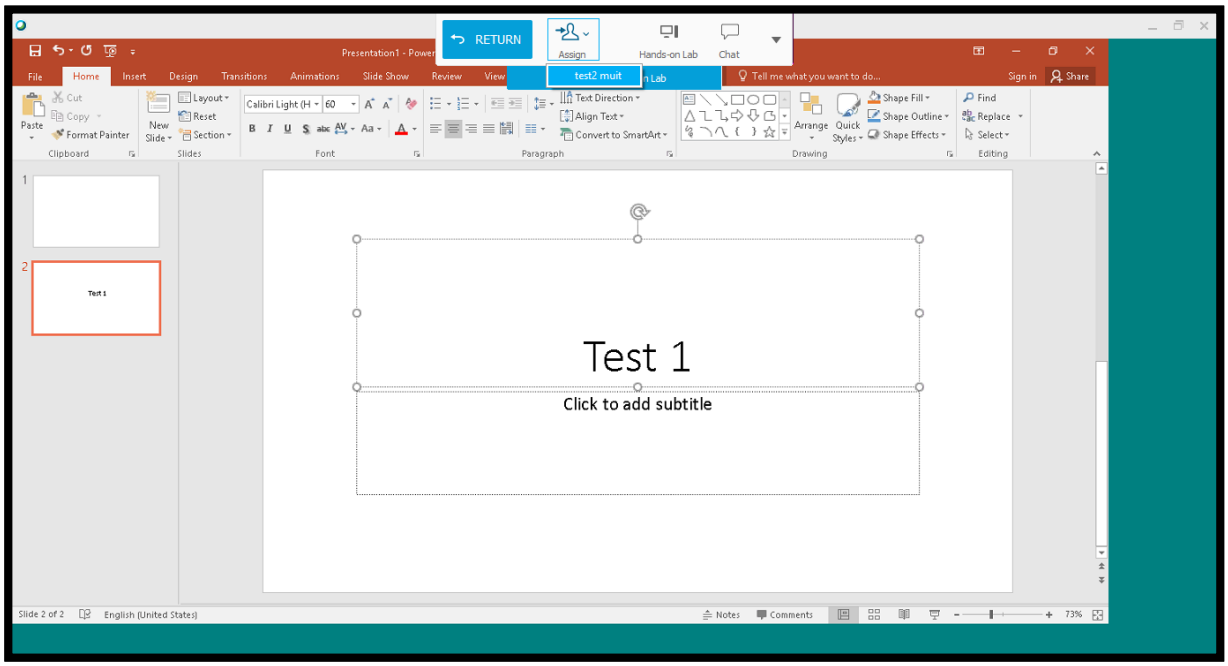
Cisco Webex Training Handbook – Hands on Lab

19. Host is able to transfer rights of remote controlling to examinee.

Click on “Assign”

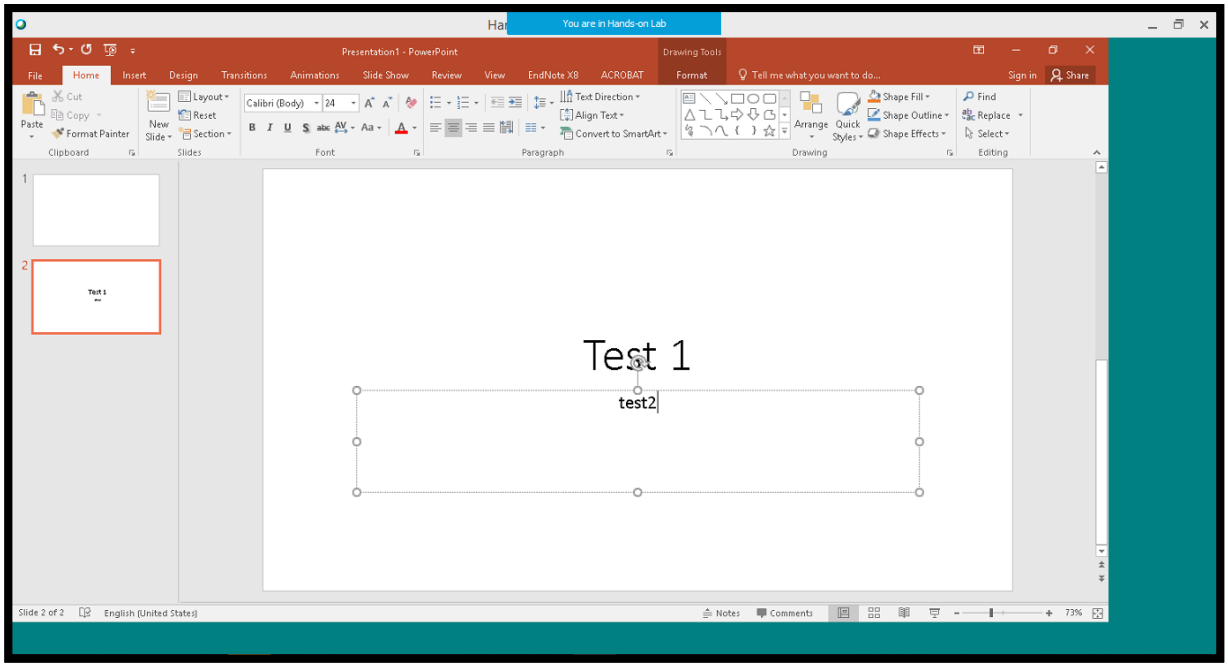
The examinees’ names will occur.

Click on the name of next host.



Cisco Webex Training Handbook – Hands on Lab

20. The rights of remote controlling shall transfer to people who is chosen.



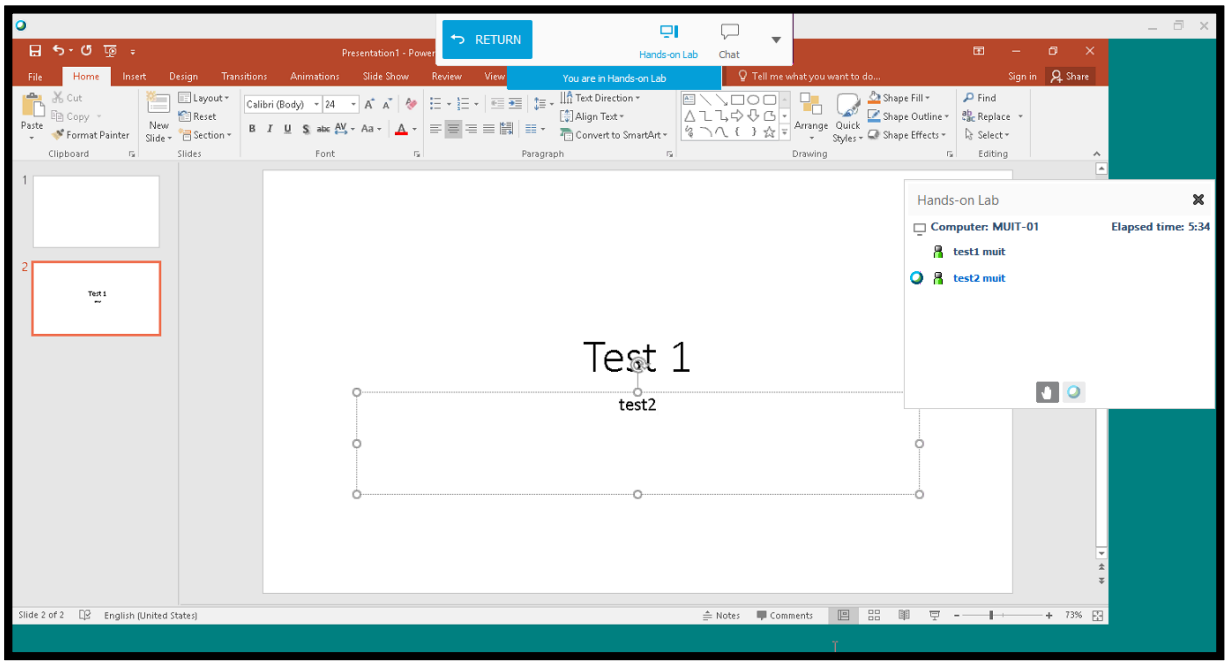
Cisco Webex Training Handbook – Hands on Lab

21. During Hands on lab,

Host is able to see list of examinees' names in Hands-on Lab function.

Click on "Hands-on Lab"

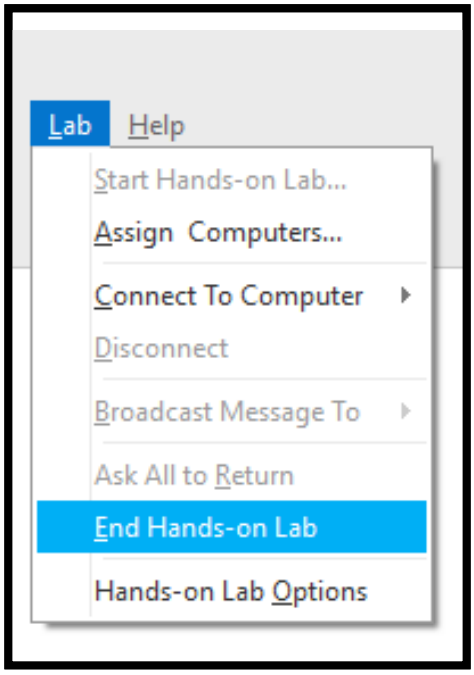
The window Hands-on Lab shall occur to show which examinees attend the exam.

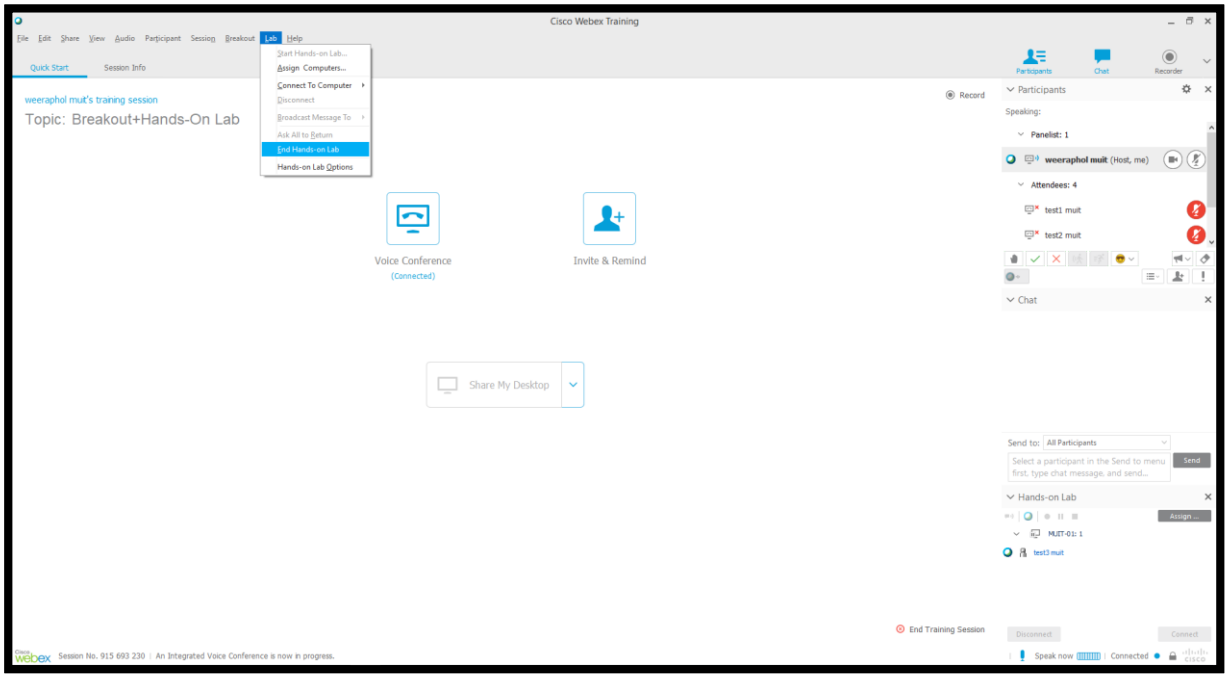


Cisco Webex Training Handbook – Hands on Lab

22.When all examinees have finished the test.

Click on menu Lab > End Hands-on Lab

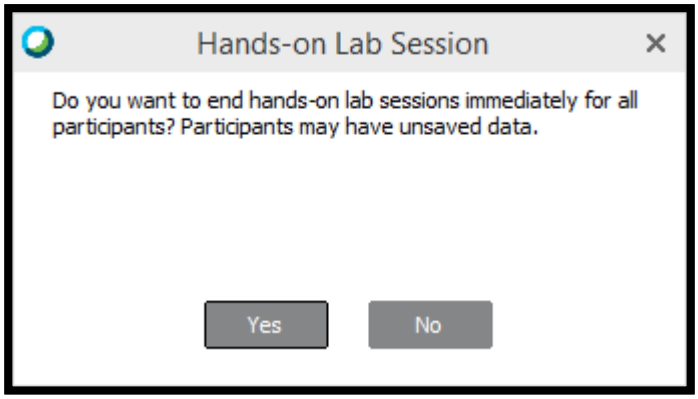




Cisco Webex Training Handbook – Hands on Lab

23.The window Hands-on Lab Session shall occur.

Click on "Yes"

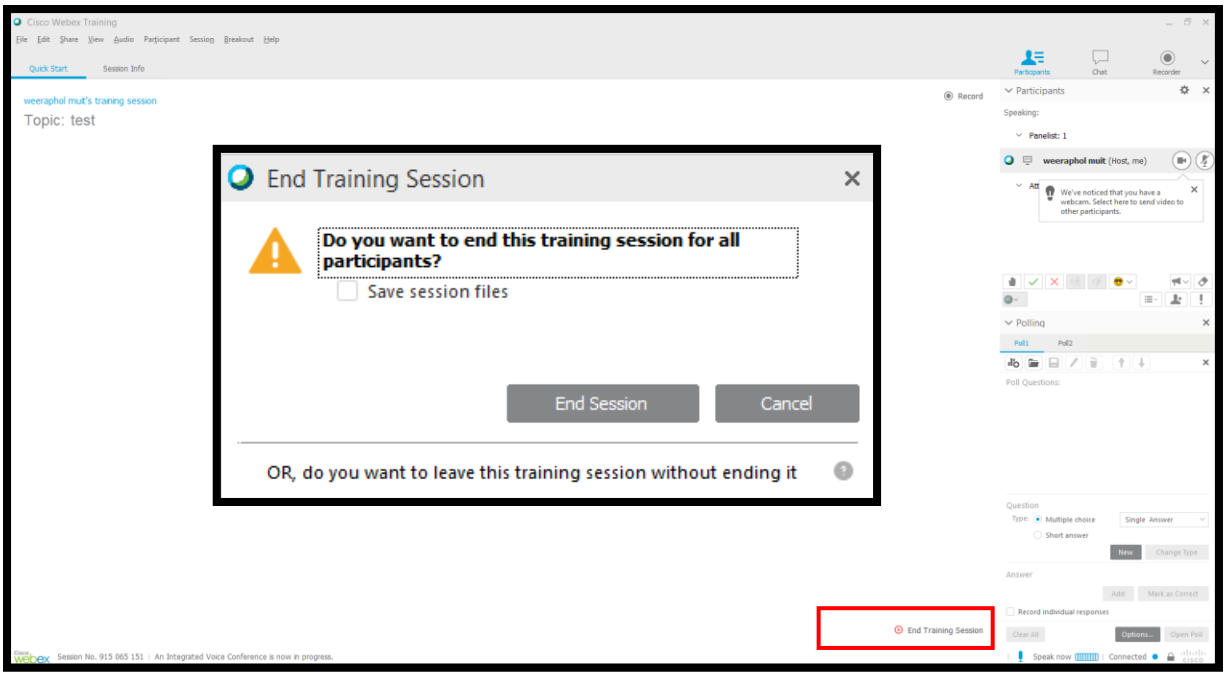


Cisco Webex Training Handbook – Hands on Lab

24. When the training online has already finished.

Click on “End Training Session”

The window “End Training Session” shall occur.



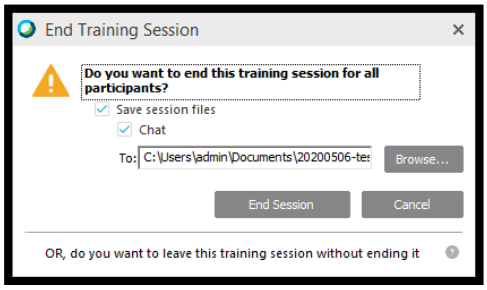
Cisco Webex Training Handbook – Hands on Lab

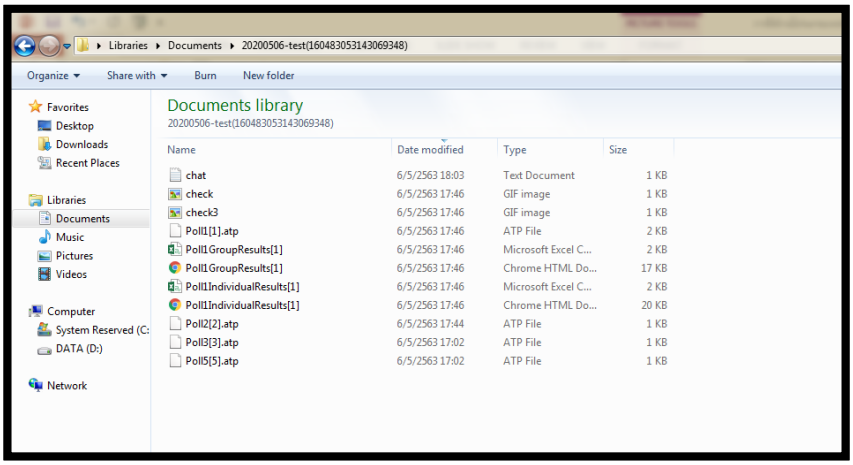
25. If you would like to keep chat history such as, conversation.

Click on "Save Session files"

There are files' type or location to save.

Click on "End session"





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