

WORKSHOP ON



The Virtual Classroom

Eddy Nini



1- Create a WebEx account from University of Balamand

2- Login to WebEx Home Page

3- WebEx Meeting [Start a Meeting](#) [Schedule a Meeting](#)

[Meeting Window](#) [Record a Meeting](#)

4-WebEx Training

[Start a Training](#)

[Schedule a Training](#)

[Training Window](#) [Graded Test](#) 5-

WebEx Teams

1- Create a WebEx account from University of Balamand

Call Mr. Robert Chreiky

Ext : 1598 email :

Robert.chreiky@balamand.edu.lb



Cisco Webex Logo

Get started with Cisco Webex.

Start using Webex today to have conferences with anyone, anywhere, anytime. Communicate, create, and collaborate more effectively. Get more done in less time.

Activate



After you activate your account, you can find your meeting room here:

<https://balamanduni.webex.com>

Keep the discussion going after the meeting with [Webex Teams](#).

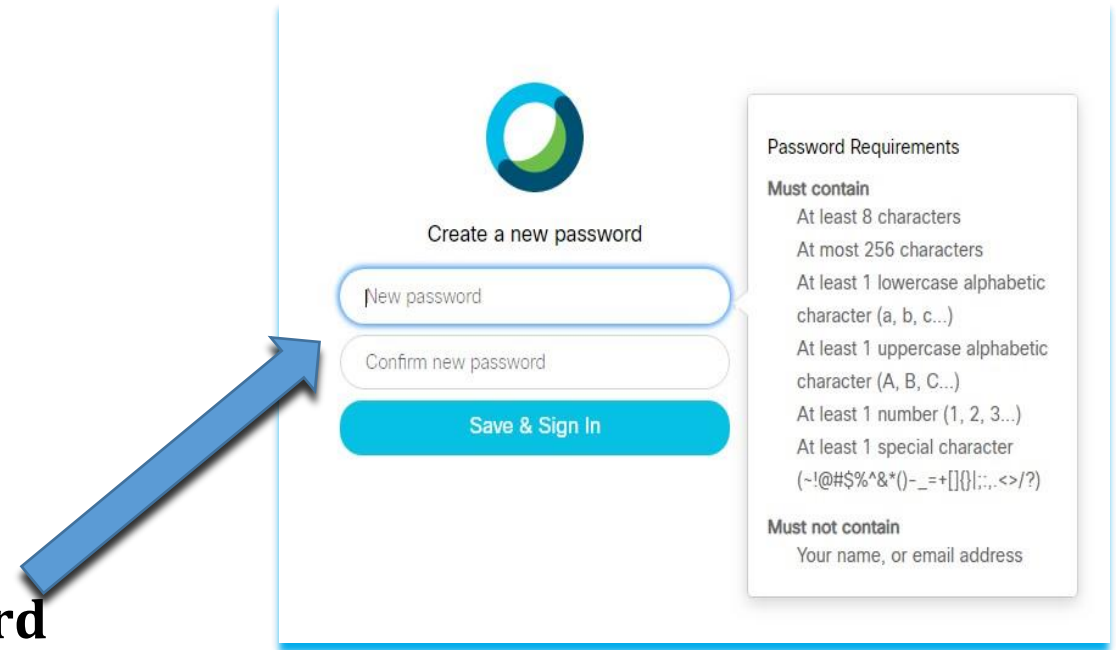
The Webex team
Need help? [Contact us](#).

You will receive an email from Cisco
(webex_comm@webex.com) to
activate your credentials

Press on activate

**A new window will
appear**

Enter your password



The screenshot shows a web interface for creating a new password. At the top is the Cisco Webex logo (a blue and green circle). Below it is the text "Create a new password". There are two input fields: "New password" and "Confirm new password". Below these fields is a blue button labeled "Save & Sign In". To the right of the input fields is a box titled "Password Requirements".

Password Requirements

Must contain


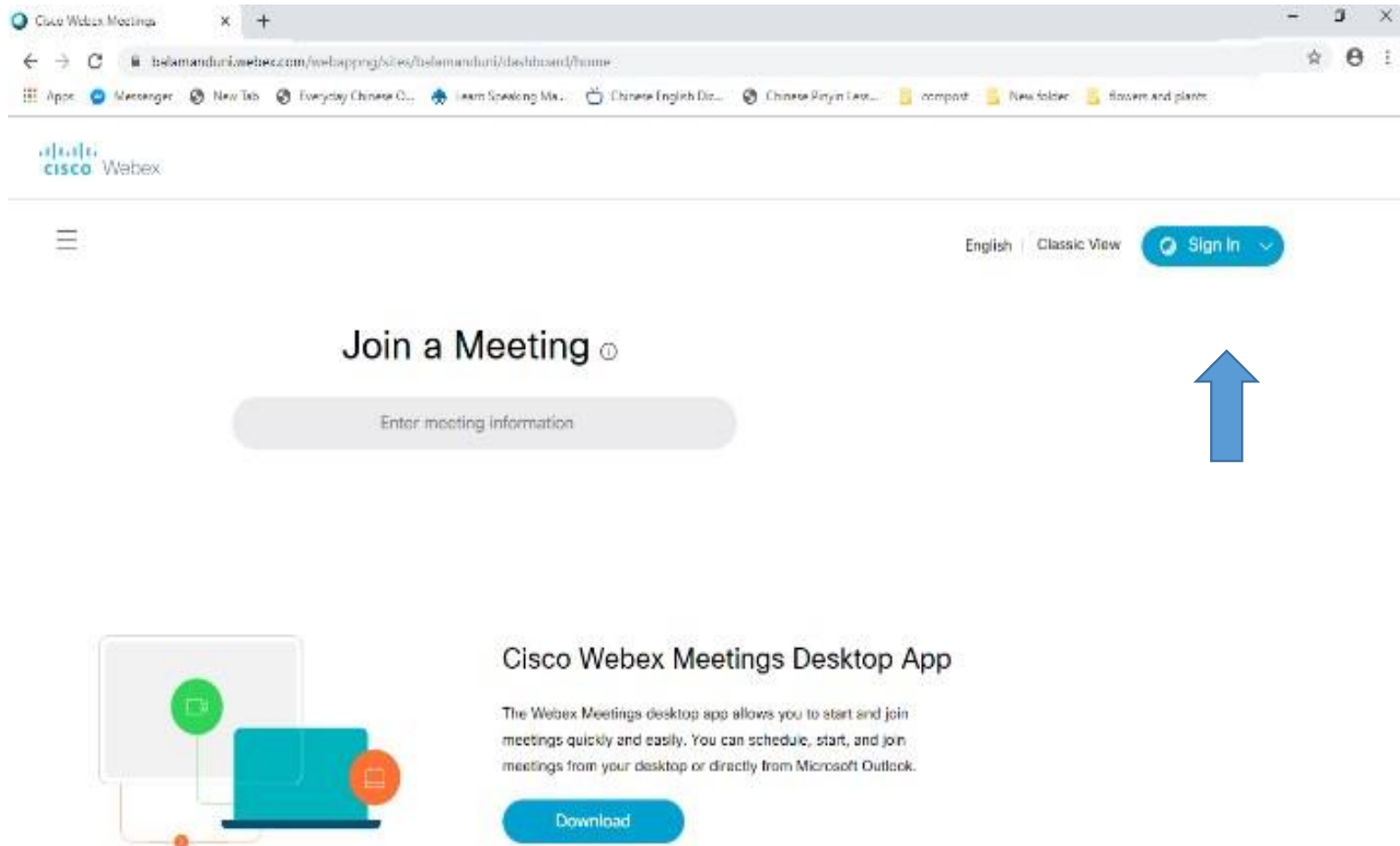
- At least 8 characters
- At most 256 characters
- At least 1 lowercase alphabetic character (a, b, c...)
- At least 1 uppercase alphabetic character (A, B, C...)
- At least 1 number (1, 2, 3...)
- At least 1 special character (~!@#%&*()-_+=+[]{}|;,:.<>/?)

Must not contain

- Your name, or email address



2- Login to your account



Enter your email address

Next

A blue arrow points to the email address input field.



Hello eddy.nini@balamand.edu.lb,

Sign In

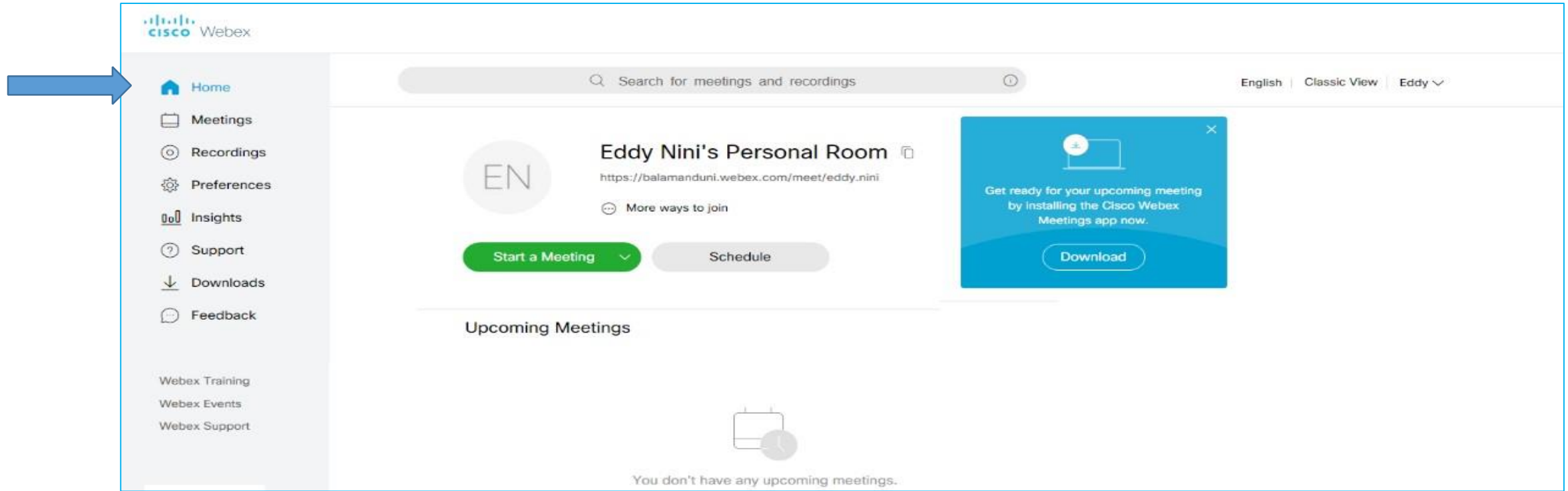
Forgot password?

A blue arrow points to the password input field.

Go to <https://balamanduni.webex.com>



Meeting



The screenshot shows the Cisco Webex user interface. A blue arrow points to the 'Home' menu item in the left sidebar. The main content area displays 'Eddy Nini's Personal Room' with a search bar, a URL, and buttons for 'Start a Meeting' and 'Schedule'. A blue notification box prompts the user to download the Cisco Webex Meetings app. Below this, the 'Upcoming Meetings' section shows a calendar icon and the message 'You don't have any upcoming meetings.' The top right corner includes language and view settings.

Home

- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Webex Training
Webex Events
Webex Support

Search for meetings and recordings

English | Classic View | Eddy

Eddy Nini's Personal Room

<https://balamanduni.webex.com/meet/eddy.nini>

More ways to join

Start a Meeting | **Schedule**

Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now.

Download

Upcoming Meetings

You don't have any upcoming meetings.

Product Suite



The Product Suite navigation bar features five icons: a meeting room, a stage event, a training classroom, a support agent, and a team huddle. Each icon is accompanied by a label below it.

Meeting | Event | Training | Support | Teams

3-WebEx Meeting

Go to <https://balamanduni.webex.com>




Meeting

Download WebEx Applications

If you want to use desktop application, Go to your home page and press on downloads

← → ↻ 📄 balamanduni.webex.com/webappng/sites/balamanduni/dashboard/download

 Webex For

🏠 Home
📅 Meetings
🕒 Recordings
⚙️ Preferences
📊 Insights
❓ Support
📄 Downloads
💬 Feedback

Search for meetings and recordings ⓘ

English | Classic View | Eddy ▾

Download the Cisco Webex Meetings App

Version information ⓘ

Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application.

Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

[Download](#)

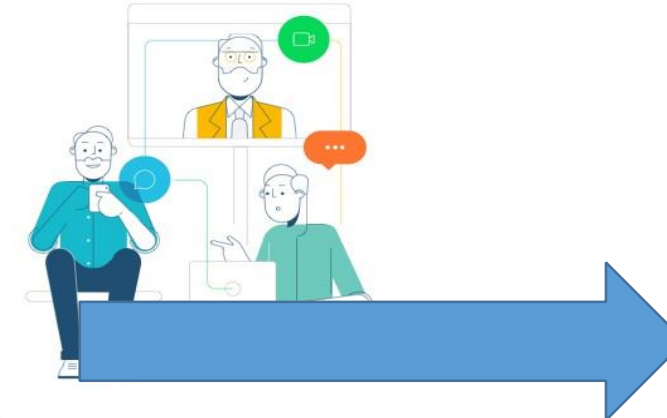
Cisco Webex Productivity Tools

Webex Productivity Tools allow you to schedule, start, and join Webex meetings directly in Microsoft Outlook. The Windows version also supports integrations with other applications, such as Microsoft Office (Word, Excel, and PowerPoint), Microsoft Skype for Business, Microsoft Lync, Internet Explorer, and IBM Lotus Notes.

[Download](#)

1 download

2 download



Cisco Webex Meetings

EN Eddy Nini
<https://balamanduni.webex.com/meet/eddy.nini>

[Start a Meeting](#) [Schedule](#)

Join a Meeting ⓘ

Enter meeting information

Upcoming Meetings

🕒 Sign in your Outlook to view all your meetings

Thursday, March 12, 2020 📅

You have no meetings.

Friday, March 13, 2020

10:00 AM 11:00 AM	WebEx Eddy Nini	Start
11:00 AM 12:00 PM	WebEx Eddy Nini	Start
1:00 PM 2:00 PM	WebEx Eddy Nini	Start

📱 Connect to a device



Meeting

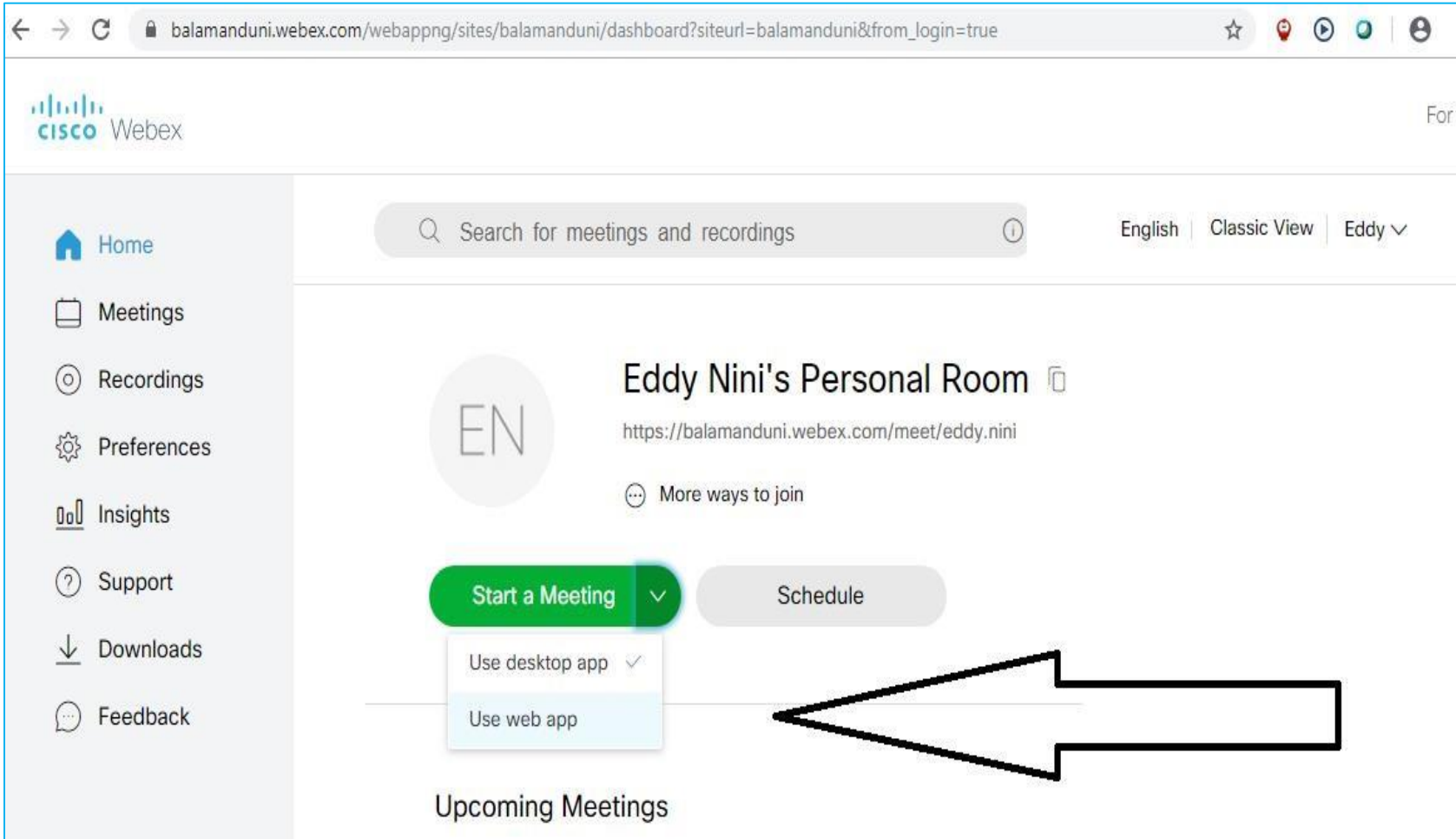


Meeting

Start a Meeting – Personal Room (unformal,not preferable)

1- From your cisco home page

2- From desktop App



The screenshot shows the Cisco Webex dashboard in a web browser. The browser's address bar displays the URL: `balamanduni.webex.com/webappng/sites/balamanduni/dashboard?siteurl=balamanduni&from_login=true`. The dashboard features a left-hand navigation menu with links to Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Eddy Nini's Personal Room' with a profile picture placeholder 'EN' and a meeting link: `https://balamanduni.webex.com/meet/eddy.nini`. Below the title, there is a 'More ways to join' link. A large green button labeled 'Start a Meeting' is highlighted, and its dropdown menu is open, showing two options: 'Use desktop app' (selected) and 'Use web app'. A large black arrow points from the 'Use desktop app' option towards the right. To the right of the 'Start a Meeting' button is a grey 'Schedule' button. At the bottom of the dashboard, the text 'Upcoming Meetings' is visible.

Meeting



Start a Meeting – Personal Room (unformal,not preferable)

The screenshot shows the Cisco Webex Meetings application window. The title bar reads 'Cisco Webex Meetings' and the status bar shows 'Connected'. The menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. On the left, a sidebar displays 'Eddy Nini's Personal Room' with the host 'Eddy Nini'. Below this, it lists the URL, meeting ID, and video address. A blue arrow points to the sidebar. In the center, a 'Waiting for others to join' menu is open, showing options like 'Notes', 'Polling', 'Lock meeting', 'Invite and remind', 'Copy meeting link', 'Audio connection', 'Speaker, microphone, and camera', and 'Connect to a device'. A blue arrow points to the 'Invite and remind' option. At the bottom, there is a toolbar with icons for mute, video, screen share, recording, participants, chat, and a red 'X' button. A small video feed of a person is visible in the bottom right corner.

Meeting Window

Invite from here

Student will receive your personal room number which is not preferable to do it for privacy reasons.



Schedule a Meeting

A- From Cisco WebEx Desktop App

B- From Microsoft Outlook

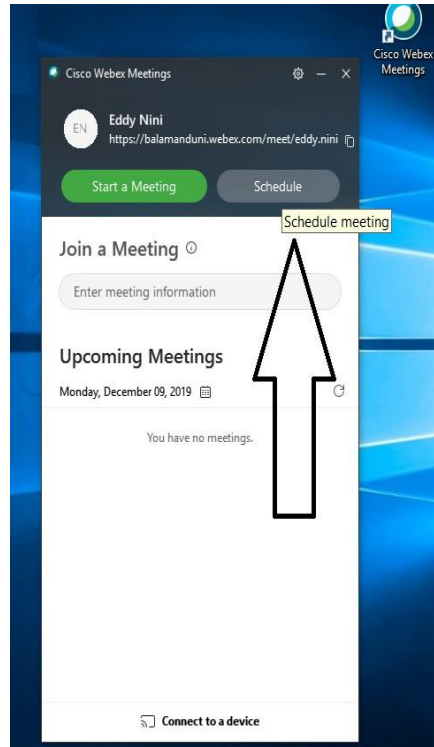
C- From Cisco WebEx Home Page (Goto page15)

Schedule

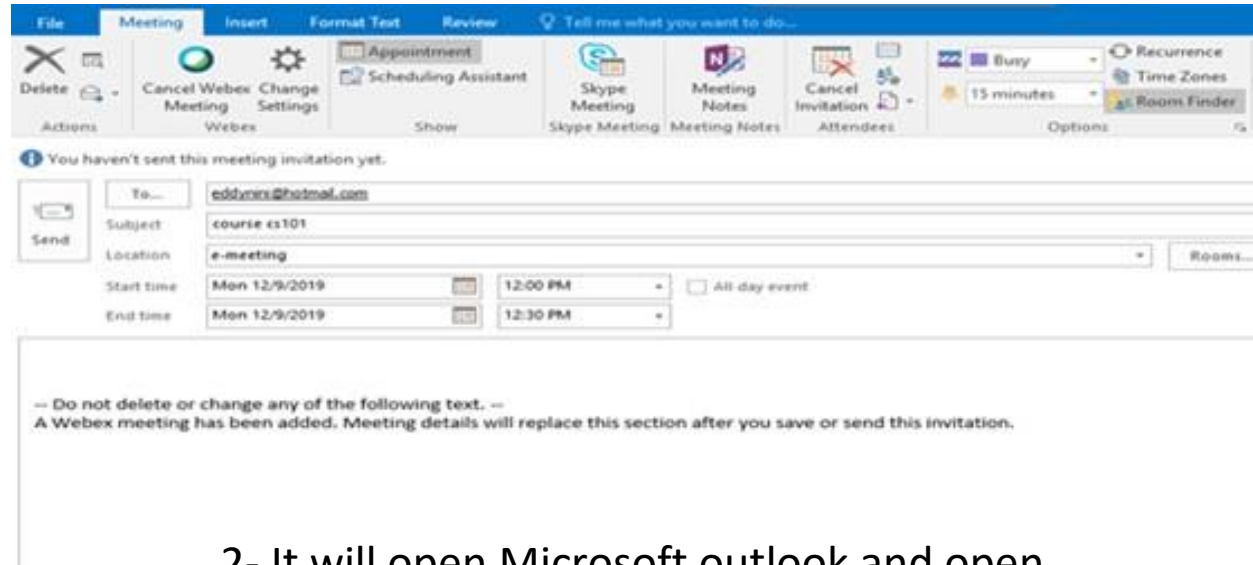
Schedule a Meeting

A- From Cisco WebEx Desktop App

webex™ Meeting



1 - press on Schedule



2- It will open Microsoft outlook and open new scheduled email,. Enter subject and emails of your students. Oress on Send

— Do not delete or change any of the following text. —

When it's time, join your Webex meeting here.

Meeting number: 951 685 386

Meeting password: NtzEZtwG

Join meeting

Connect to audio

Connect to audio using the computer.

Join from a video system or application

Dial [951685386@balamanduni.webex.com](tel:951685386@balamanduni.webex.com)

You can also dial 62.109.219.4 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

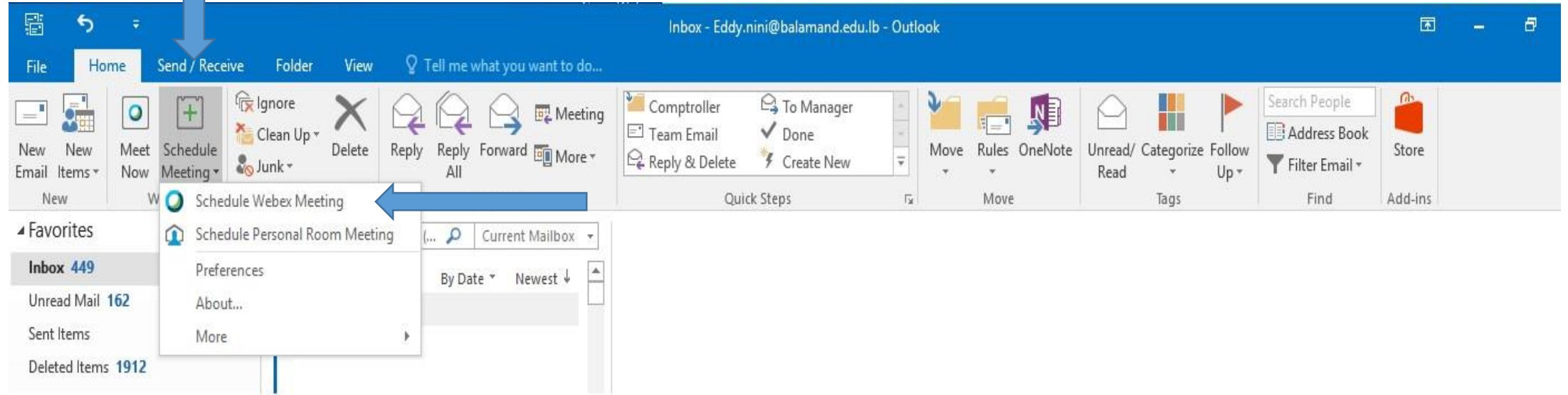
Dial [951685386.balamanduni@lync.webex.com](tel:951685386.balamanduni@lync.webex.com)

If you are a host, [go here](#) to view host information.

3- email sent and received by students. They will just follow the email instructions

Schedule a Meeting

B- From Outlook



1- If productivity tool is installed , you will find under Schedule Meeting submenu Schedule Webex Meeting. Press on it , fill the fields and send it

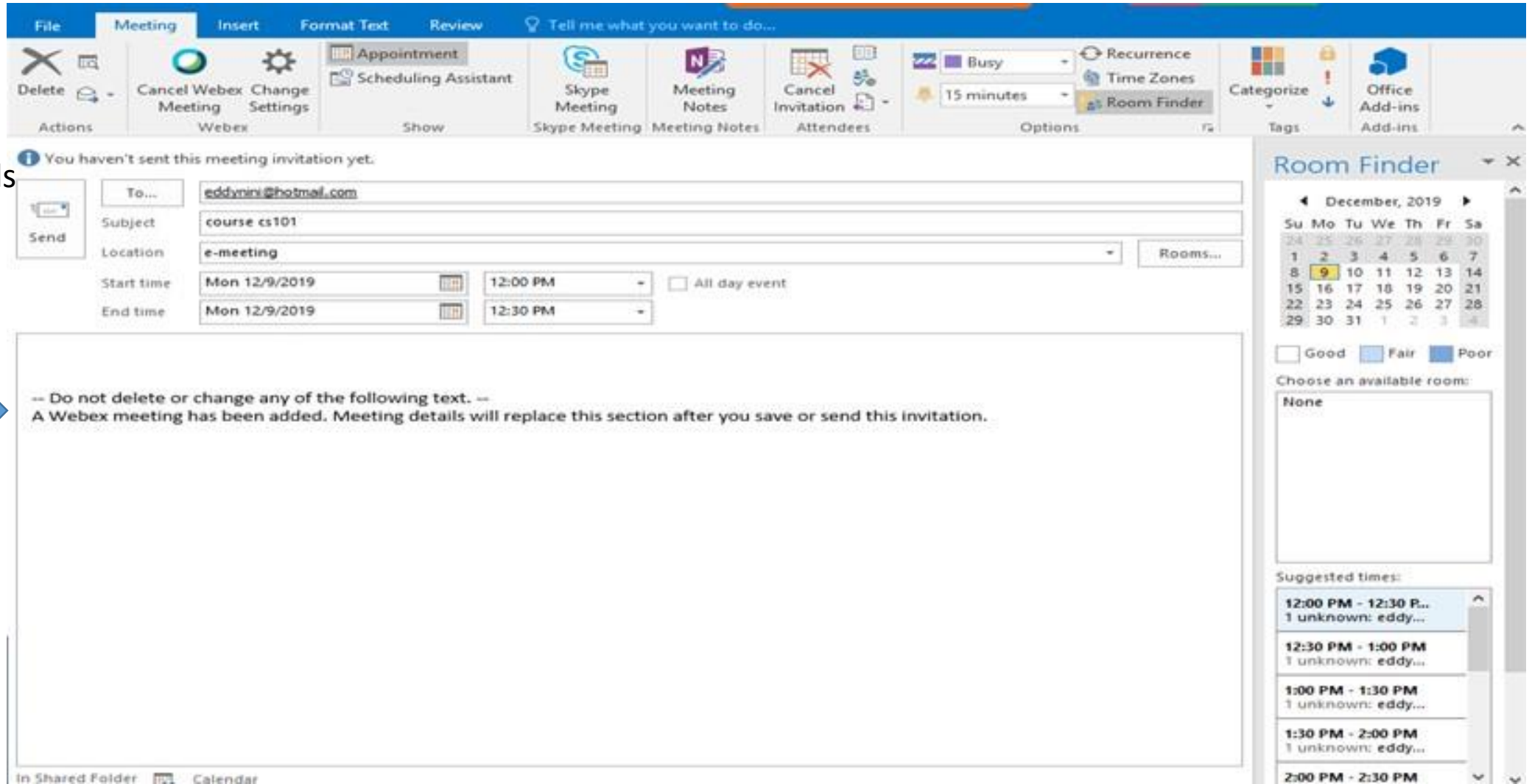


Schedule a Meeting

webex™ Meeting

B- From Outlook

2 – fill the fields



The screenshot shows the Outlook 'New Meeting' window. The 'Meeting' tab is active in the ribbon, showing options like 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Cancel Invitation', 'Attendees', 'Options', 'Recurrence', 'Time Zones', and 'Room Finder'. The 'Room Finder' pane is open on the right, displaying a calendar for December 2019 and a list of suggested times. The main meeting form fields are filled as follows:

Field	Value
To...	eddynini@hotmail.com
Subject	course cs101
Location	e-meeting
Start time	Mon 12/9/2019 12:00 PM
End time	Mon 12/9/2019 12:30 PM

The 'Room Finder' pane on the right shows a calendar for December 2019. The 9th of December is highlighted. Below the calendar, there are checkboxes for 'Good', 'Fair', and 'Poor'. The 'Choose an available room:' section shows 'None'. The 'Suggested times:' section lists several time slots, with the first one selected:

- 12:00 PM - 12:30 PM (1 unknown: eddy...)
- 12:30 PM - 1:00 PM (1 unknown: eddy...)
- 1:00 PM - 1:30 PM (1 unknown: eddy...)
- 1:30 PM - 2:00 PM (1 unknown: eddy...)
- 2:00 PM - 2:30 PM

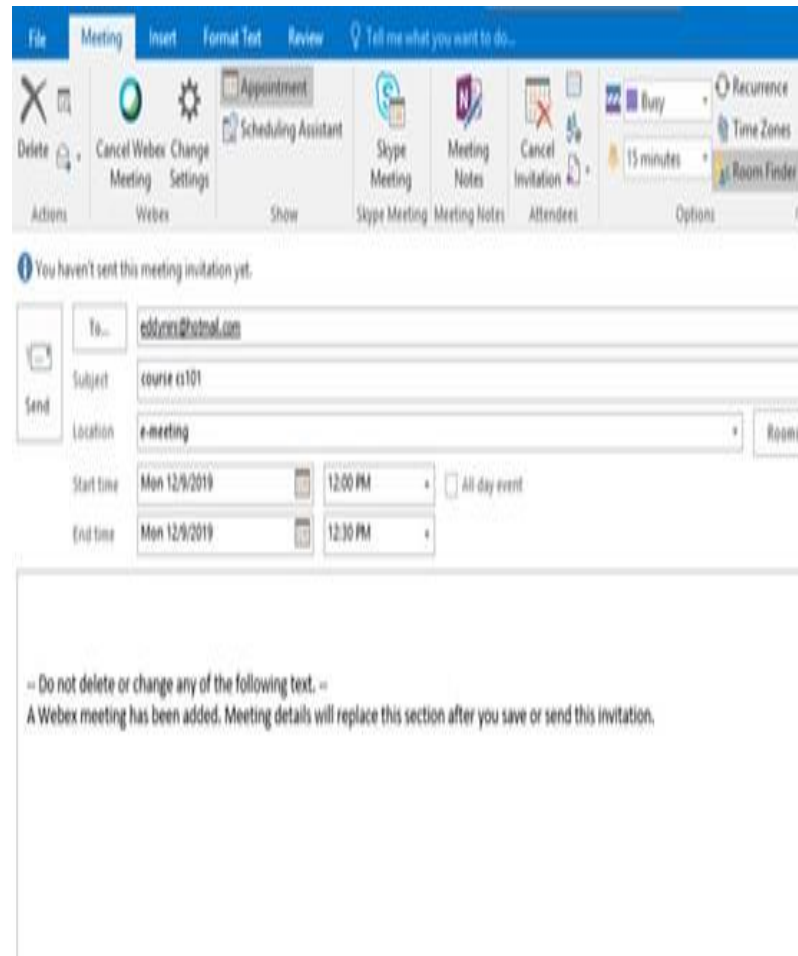
A blue arrow points to the text area at the bottom of the meeting form, which contains the following text:

-- Do not delete or change any of the following text. --
A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

Schedule a Meeting

B- From Outlook

3- Email Received from you so the attendees can join the meeting



The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Delete', 'Cancel Webex Meeting', 'Change Meeting Settings', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Cancel Invitation', 'Recurrence', 'Time Zones', 'Room Finder', and 'Options'. Below the ribbon, a message states 'You haven't sent this meeting invitation yet.' The meeting details form includes fields for 'To...' (ed@cs101.com), 'Subject' (course cs101), 'Location' (e-meeting), 'Start time' (Mon 12/9/2019 12:00 PM), and 'End time' (Mon 12/9/2019 12:30 PM). A 'Send' button is visible on the left. At the bottom, a disclaimer reads: 'Do not delete or change any of the following text. A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.'

Schedule a Meeting

C- From Cisco WebEx Home Page

The screenshot shows the Cisco WebEx interface. On the left, the 'Eddy Nini's Personal Room' section has a 'Schedule' button. A blue arrow points from the text '1 press on Schedule' to this button. The main content area is titled 'Schedule a Meeting' and contains the following fields:

- Meeting topic:** A text input field.
- Meeting password:** A text input field with the value 'xaQuS59SbS5'.
- Date and time:** A dropdown menu showing 'Thursday, Mar 12, 2020 1:55 pm' and 'Duration: 1 hour'.
- Recurrence:** A checkbox labeled 'Recurrence'.
- Attendees:** A text input field with the placeholder 'Separate email addresses with a comma or semicolon'.
- Show advanced options:** A dropdown menu.

At the bottom of the form are three buttons: 'Cancel', 'Start', and 'Save as template'. The 'Start' button is highlighted in blue. The footer of the page reads: '© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'.

2 – fill the fields : Meeting topic with your course code and the attendees with the email of your students. Press Start

Schedule a Meeting

C- From Cisco WebEx Home Page

Webex meeting scheduled: WebEx



Cisco Webex <messenger@webex.com>

Today, 12:04 PM

Eddy.nini ✕

Required: Cisco Webex <messenger@webex.com>; Eddy.nini ✕



When: Fri 3/13/2020 1:00p - 2:00p

Where: <https://balamanduni.webex.com/balamanduni/j.php?MTID=md98349ec585bdac86fe0654e2991f328>

✓ Accept ? Tentative ✕ Decline

You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 143 533 120

Meeting password: vCWrbPp2p57

Host key: 460180

Friday, March 13, 2020

1:00 pm | (UTC+02:00) Cairo | 1 hr

Start meeting

Join by phone

Use VoIP only

Join from a video system or application

Dial [143533120@balamanduni.webex.com](tel:143533120@balamanduni.webex.com)

You can also dial 62.109.219.4 and enter your meeting n

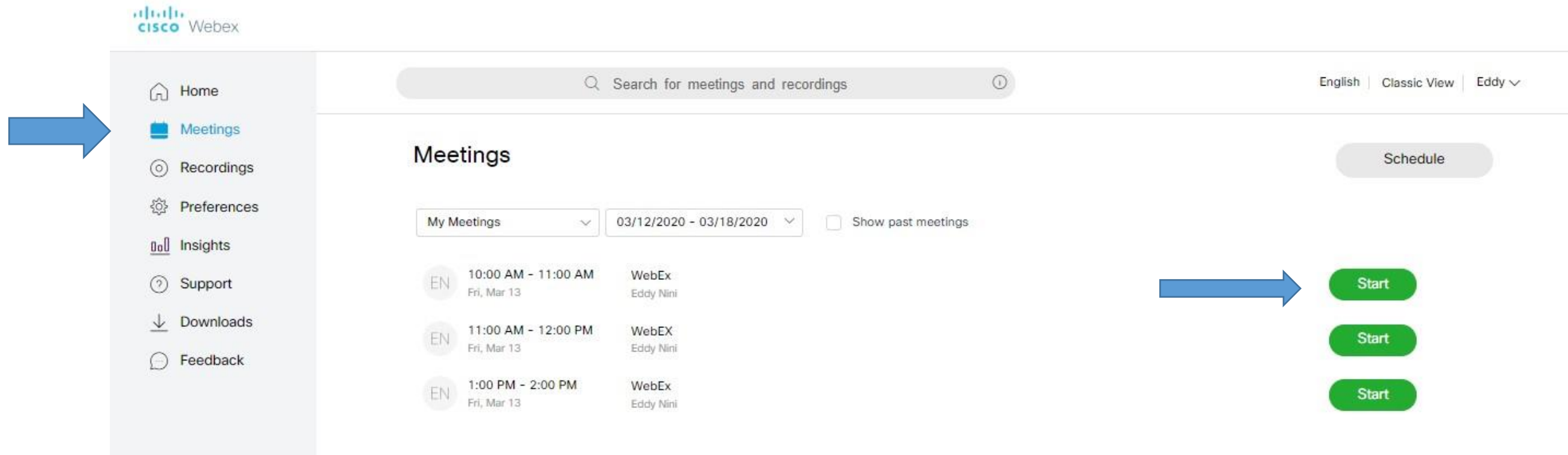
Join using Microsoft Lync or Microsoft Skype for Business

Dial [143533120.balamanduni@lync.webex.com](tel:143533120.balamanduni@lync.webex.com)

3- email sent and received by students.
They will just follow the email
instructions

Start Scheduled Meeting

C- From Cisco WebEx Home Page

A screenshot of the Cisco WebEx Home Page. On the left, a sidebar menu contains links for Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. A blue arrow points to the "Meetings" link. The main content area is titled "Meetings" and includes a search bar, a "Schedule" button, and a list of scheduled meetings. Each meeting entry shows a time slot, date, and a "Start" button. A blue arrow points to one of the "Start" buttons. The top of the page features the Cisco WebEx logo, a search bar, and user settings for language (English), view (Classic View), and user name (Eddy).

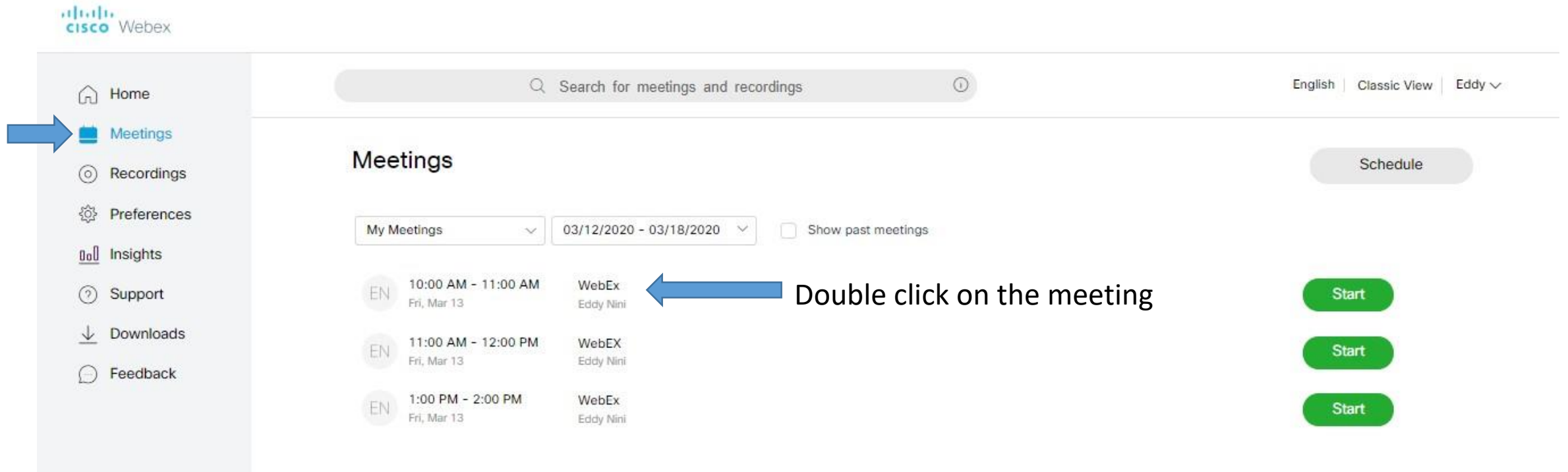
The screenshot shows the Cisco WebEx Home Page interface. On the left sidebar, the "Meetings" option is highlighted with a blue arrow. The main content area displays a list of scheduled meetings under the heading "Meetings". Each meeting entry includes a time slot, date, and a "Start" button. A blue arrow points to one of the "Start" buttons. The top of the page features the Cisco WebEx logo, a search bar, and user settings for language (English), view (Classic View), and user name (Eddy).

Time Slot	Date	Meeting Name	Action
10:00 AM - 11:00 AM	Fri, Mar 13	WebEx Eddy Nini	Start
11:00 AM - 12:00 PM	Fri, Mar 13	WebEX Eddy Nini	Start
1:00 PM - 2:00 PM	Fri, Mar 13	WebEx Eddy Nini	Start

4- Press on Meetings and you will see all your scheduled meetings, press on Start anytime

Edit Scheduled Meeting

C- From Cisco WebEx Home Page



The screenshot shows the Cisco WebEx Home Page. On the left is a navigation sidebar with icons and labels for Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. A blue arrow points to the 'Meetings' icon. At the top right, there are links for 'English', 'Classic View', and a user profile 'Eddy'. Below the navigation bar is a search bar with the text 'Search for meetings and recordings'. The main content area is titled 'Meetings' and features a 'Schedule' button. Below this, there are filters for 'My Meetings', a date range '03/12/2020 - 03/18/2020', and a checkbox for 'Show past meetings'. A list of three scheduled meetings is displayed, each with a status icon (EN), a time slot, a date, and the meeting name 'WebEx Eddy Nini'. A blue arrow points to the first meeting entry with the text 'Double click on the meeting'. To the right of the meeting list are three green 'Start' buttons.

Status	Time Slot	Date	Meeting Name	Action
EN	10:00 AM - 11:00 AM	Fri, Mar 13	WebEx Eddy Nini	Start
EN	11:00 AM - 12:00 PM	Fri, Mar 13	WebEX Eddy Nini	Start
EN	1:00 PM - 2:00 PM	Fri, Mar 13	WebEx Eddy Nini	Start

Edit Scheduled Meeting

C- From Cisco WebEx Home Page

The screenshot displays the Cisco WebEx user interface. On the left is a sidebar with navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area shows a meeting titled "Q & A session - Moodle - WebEX" hosted by Eddy Nini, scheduled for Thursday, Mar 26 2020, from 2:00 PM to 4:00 PM (UTC+02:00) Cairo. A green "Start Meeting" button is visible. Above the meeting title is a search bar and a language/view selector. Below the meeting title, there are four icons: a copy icon, an edit icon, a delete icon, and a calendar icon. A blue arrow labeled "Press on edit" points to the edit icon. Two other blue arrows point to the copy and delete icons, labeled "copy" and "delete" respectively. To the right of the meeting details is a section titled "Who is invited?" with a text input field for adding attendees.

Press on edit

copy

delete

4- Meeting Window Run a Meeting

Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Connected

EN

Eddy Nini's Personal Room

Host: Eddy Nini

URL: <https://balamanduni.webex.com/>

Meeting number: 951

Video address: eddy.nini@balamanduni.webex.com

Meeting room number: save it and send it to participant to join the meeting

Waiting for others to join

share record participant chat More options End meeting

To **share** presentation or file press on share

To **record** your session press on “Record”

To **show list of participant** press on participant

To **chat** with all participant all specific attendees press on “Chat”

For **more option** press on more option

To **end meeting** press on “End meeting” in red

Run a Meeting: Meeting Window

Share option : share application

Share all your screen

Share application

Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Connected

Share Content

Optimize for text and images

Screen 1

Cisco Webex Mee... Microsoft Word Webex Teams Groove Music

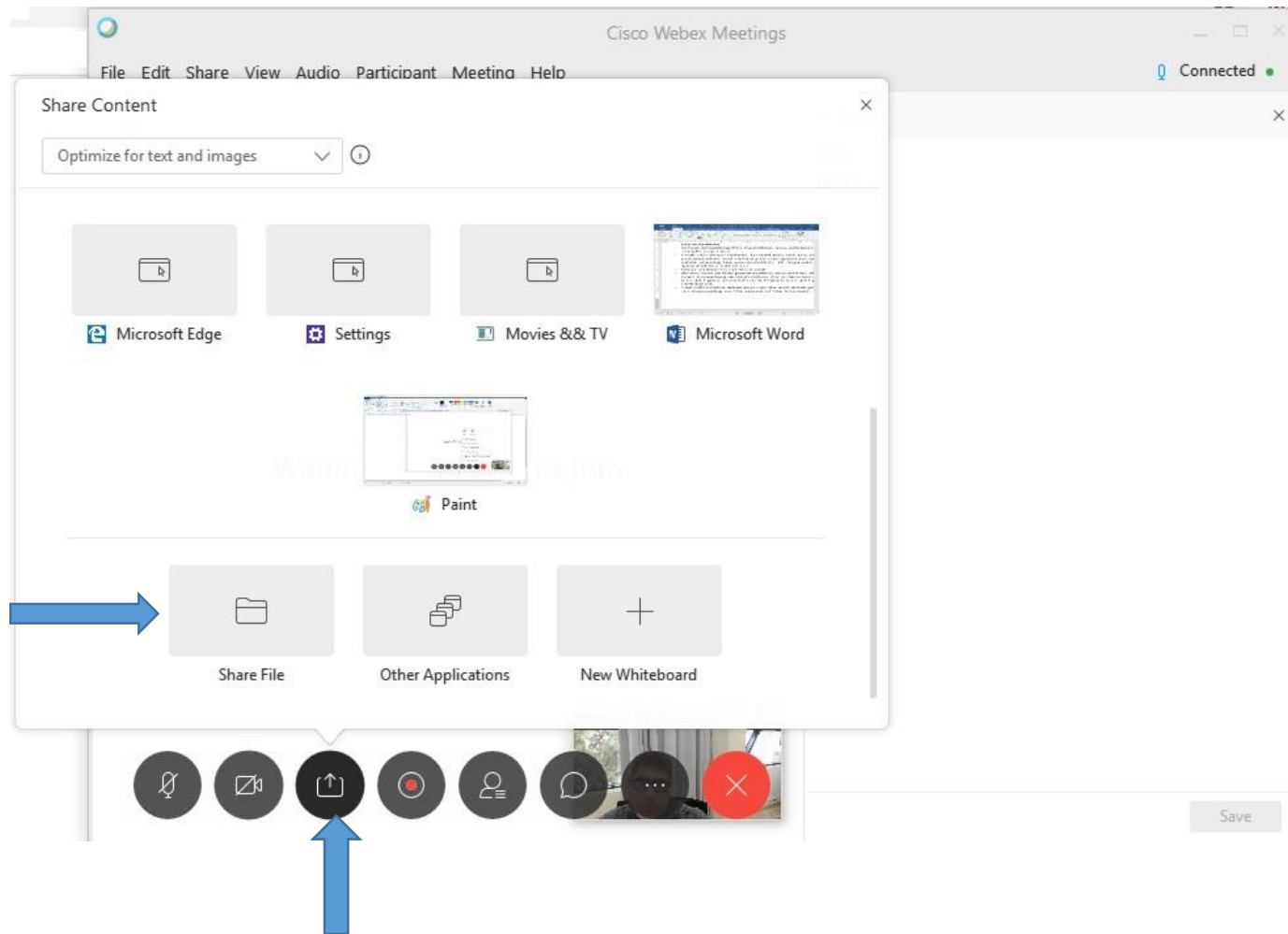
Microsoft Edge Microsoft Outloo... Google Chrome Paint

Share Content

Run a Meeting: Meeting Window

Share option : share file

Share file



Run a Meeting: Meeting Window

Share Option : Use Annotate

The screenshot displays the Webex Meeting interface. At the top, a toolbar includes buttons for 'Stop Sharing', 'Share', 'Assign', 'Mute Me', 'Video', 'Recorder', 'Participants', 'Chat', 'Annotate', and 'More'. A blue arrow points to the 'Annotate' button. Below the toolbar, a ribbon menu shows 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing options like 'Delete', 'Cancel Webex Meeting', 'Change Settings', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Cancel Invitation', 'Attendees', 'Options', 'Tags', and 'Office Add-ins'. A blue arrow points to the 'Share' button in the 'Meeting' tab. The main area shows a meeting invitation form with fields for 'To...', 'Subject', 'Location', 'Start time', and 'End time'. The 'To...' field contains 'eddynini@hotmail.com', 'Subject' is 'course cs101', 'Location' is 'e-meeting', 'Start time' is 'Mon 12/9/2019 12:00 PM', and 'End time' is 'Mon 12/9/2019 12:30 PM'. A 'Room Finder' pane on the right shows a calendar for December 2019, with the 9th highlighted. Below the calendar, there are radio buttons for 'Good', 'Fair', and 'Poor', and a section for 'Suggested times' with a list of time slots and the number of unknown participants.

You haven't sent this meeting invitation yet.

To... eddynini@hotmail.com

Subject course cs101

Location e-meeting

Start time Mon 12/9/2019 12:00 PM

End time Mon 12/9/2019 12:30 PM

-- Do not delete or change any of the following text. --
A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

Room Finder

December, 2019

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Good Fair Poor

Choose an available room:

None

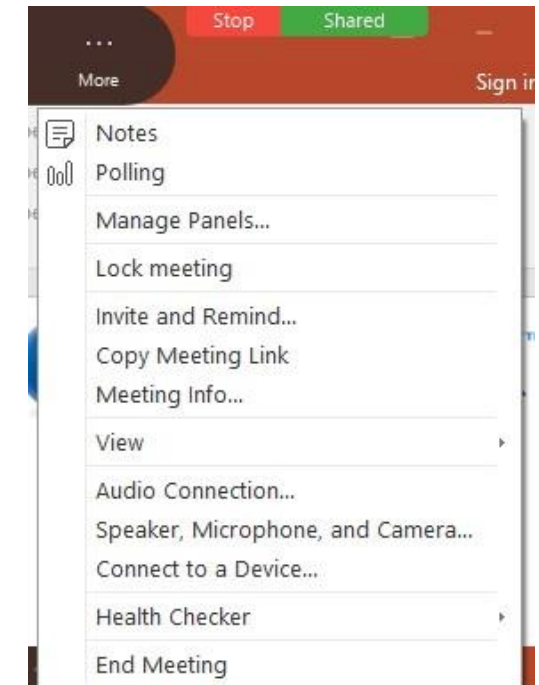
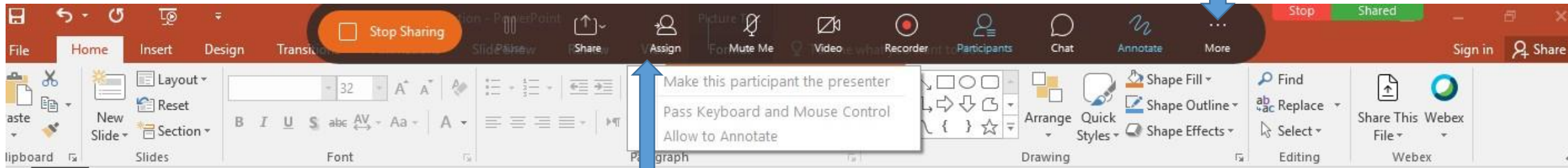
Suggested times:

- 12:00 PM - 12:30 P...
1 unknown: eddy...
- 12:30 PM - 1:00 PM
1 unknown: eddy...
- 1:00 PM - 1:30 PM
1 unknown: eddy...
- 1:30 PM - 2:00 PM
1 unknown: eddy...
- 2:00 PM - 2:30 PM



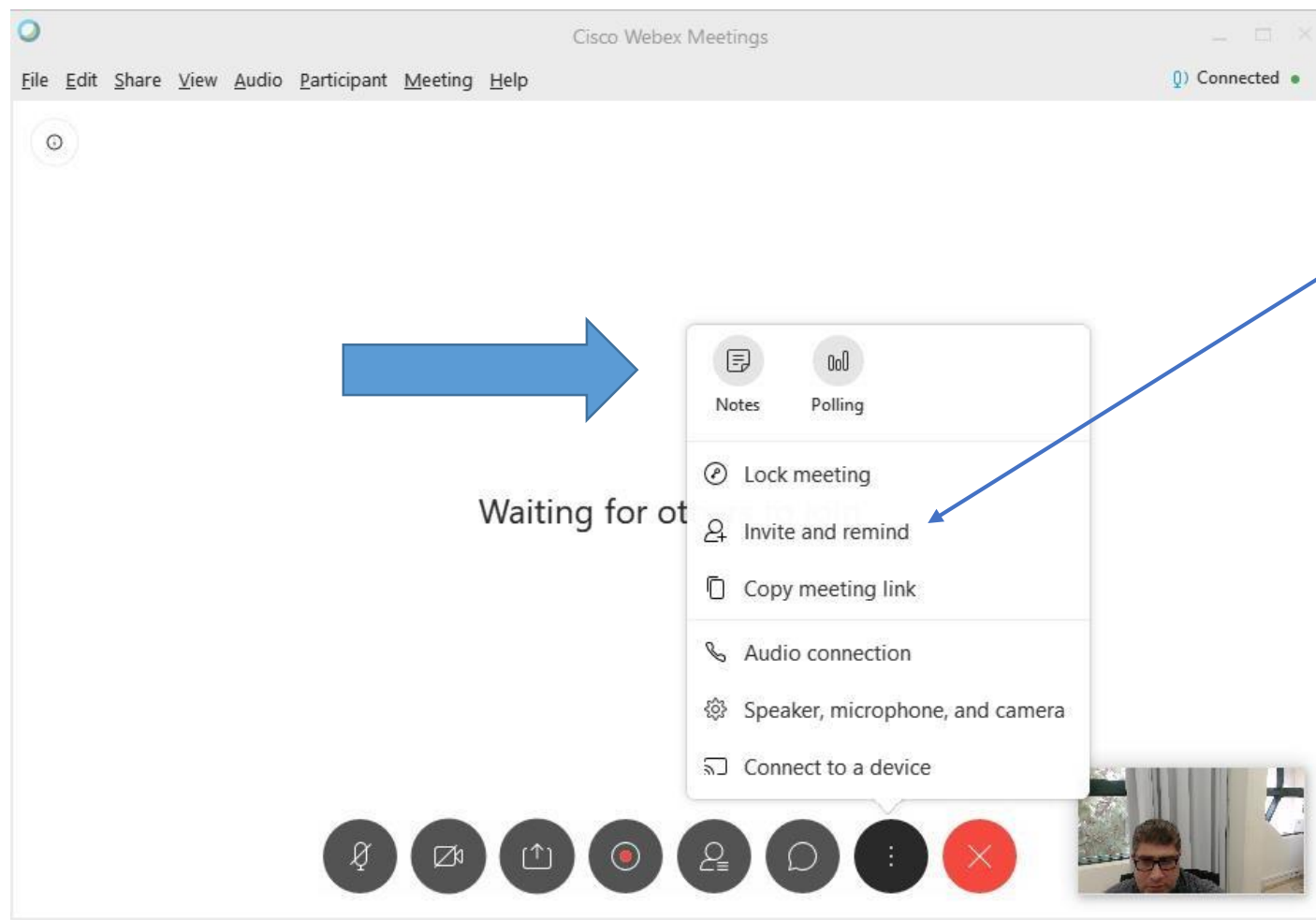
Run a Meeting: Meeting Window

Share option : Using Annotate: More option & Assign



Run a Meeting: Meeting Window

More option: Poll & Notes

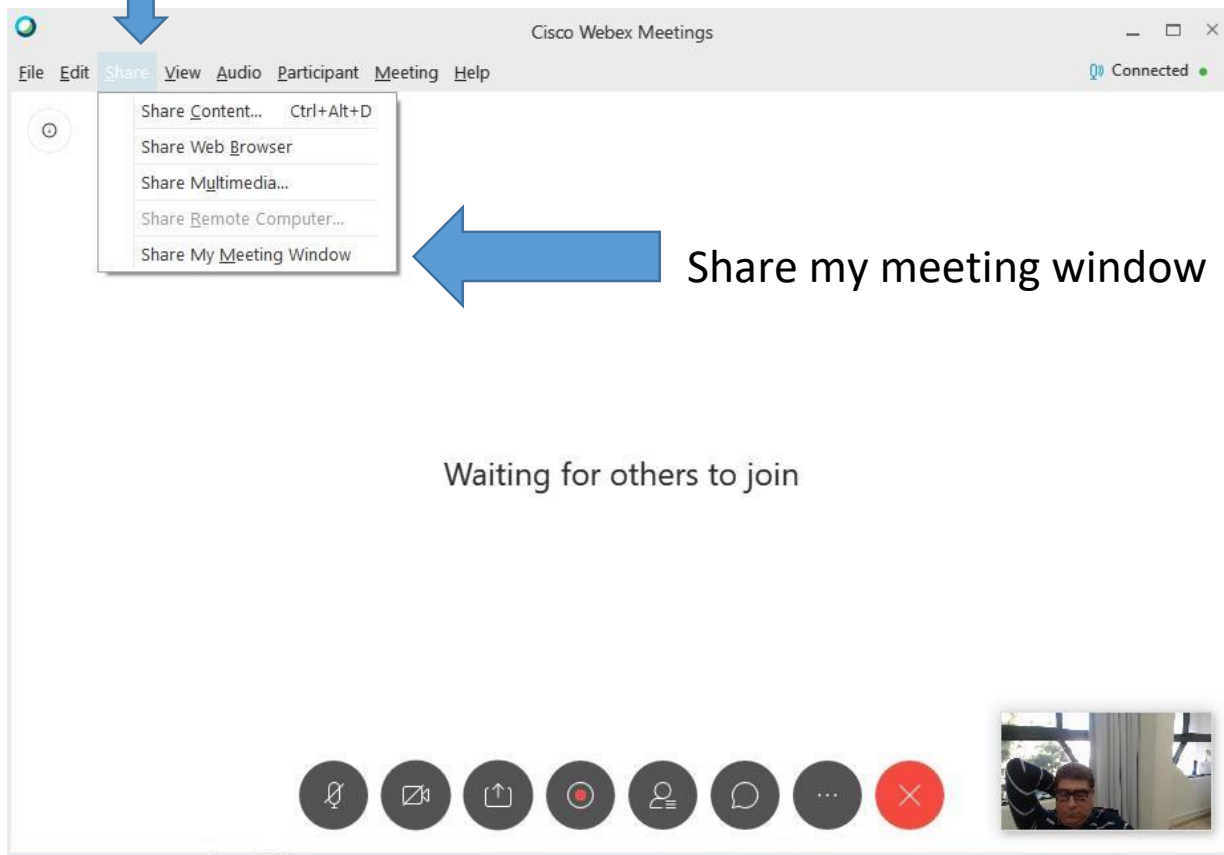


More option:
Invite and remind

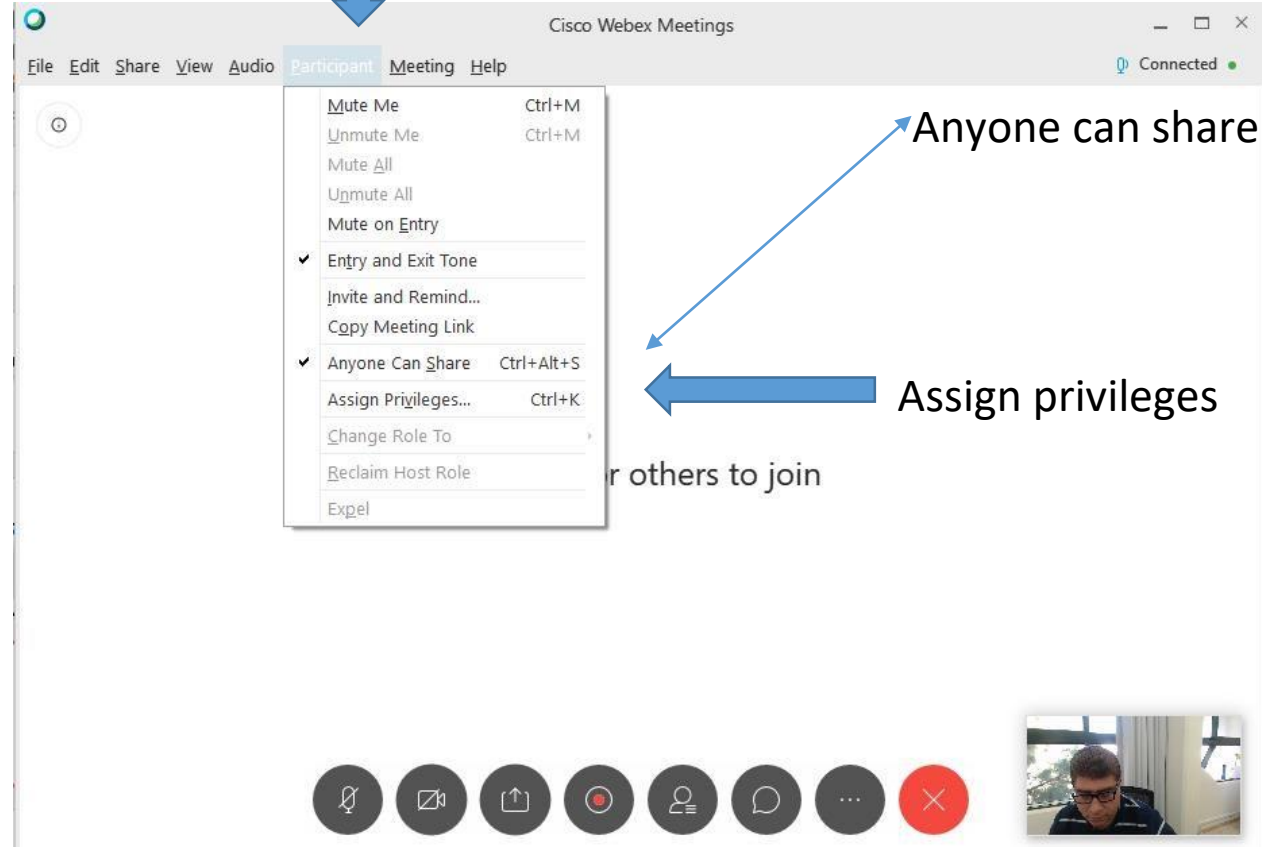
To **invite participants**, press on more options and “invite and remind”. Enter emails of participants and send. Or you can save the meeting room number and send it directly by email to participants.

Run a Meeting: Meeting Window

Other share option



Assign Privileges



Run a Meeting: Window Meeting

Assign Privileges

Participants privileges

Communicate Participants

All Participants

Participant can chat:

Privately with

- ☒ Host
- ☒ Presenter
- ☒ Other participants

Publicly with

- ☒ Everyone

Allow to:

- ☐ Contact Operator Privately

Check all Uncheck all Reset to default

Participants privileges

Communicate Participants

All Participants

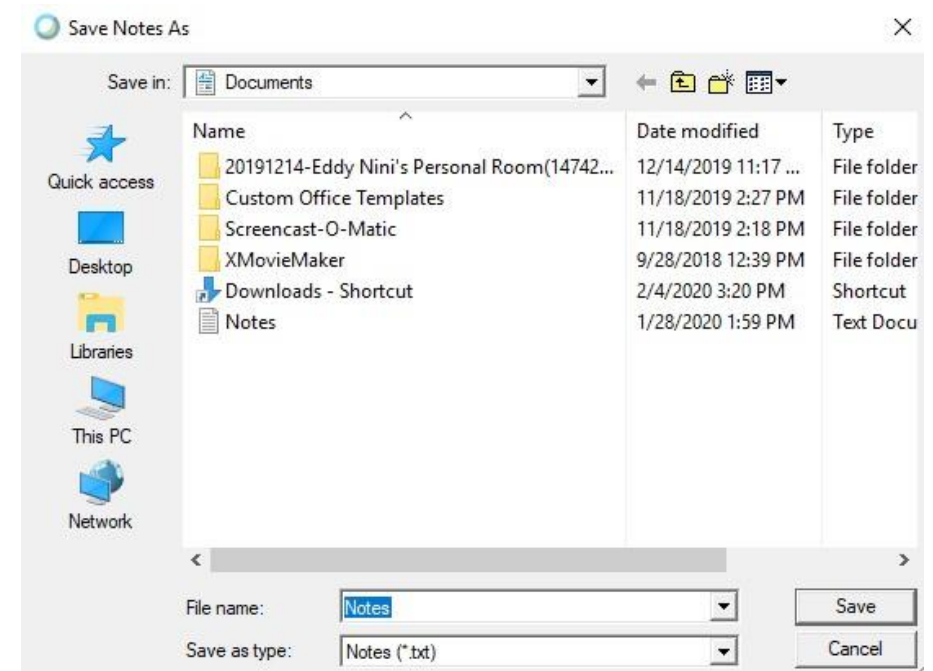
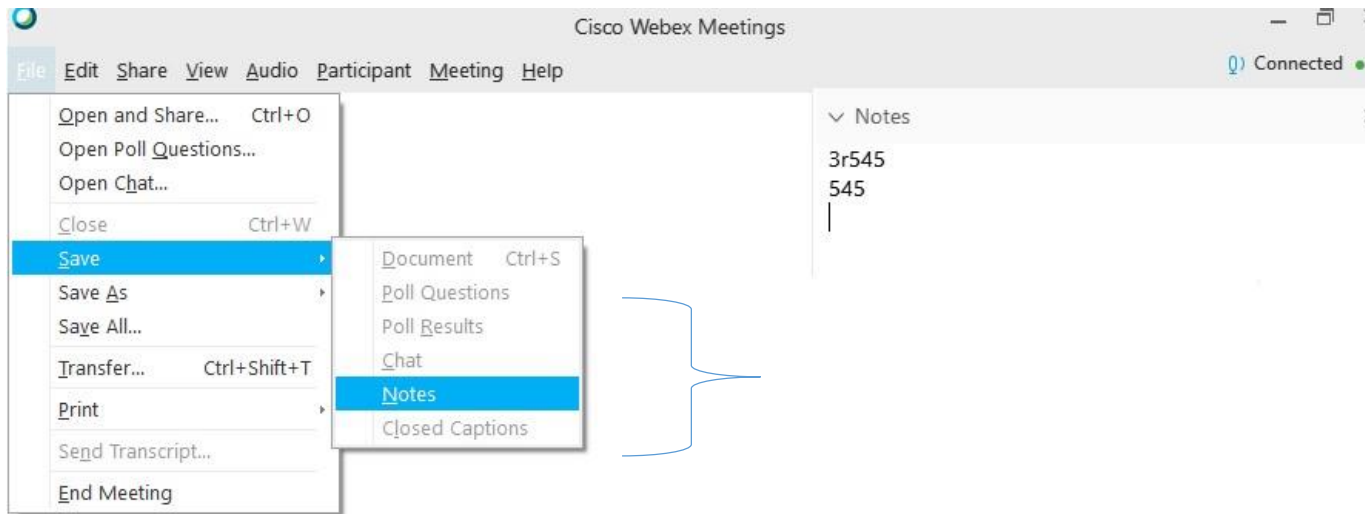
Select the privileges that you want to assign to all participants:

Document	View	Meeting
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Participant list	<input checked="" type="checkbox"/> Share documents
<input checked="" type="checkbox"/> Save	<input type="checkbox"/> Any document	<input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely
<input checked="" type="checkbox"/> Annotate	<input checked="" type="checkbox"/> Thumbnails	<input type="checkbox"/> Record a meeting
	<input type="checkbox"/> Any page	

Check all Uncheck all Reset to default

Run a Meeting: Window Meeting

Save Notes, Chat ,...



Run a Meeting: Window Meeting

Record Meeting

webex™ Meeting

The screenshot displays a WebEx meeting in progress. The top toolbar includes icons for File, Home, Insert, Design, and Transitions, along with buttons for Stop Sharing, Pause, Share, Assign, Mute Me, Video, Recorder, Participants, Chat, Annotate, and More. The main window shows a PowerPoint presentation with the text "WebEx Meeting:" and "Record a Meeting:". A "Recorder" dialog box is open, offering options to "Record in cloud" (selected with a checkmark) or "Record on my computer", and a red "Record" button. The left sidebar shows a list of slides, with the current slide being "Slide 21 of 23". The bottom status bar indicates "English (United States)" and "86%" zoom.

WebEx Meeting:

Record a Meeting:

Recorder

- Record in cloud ✓
- Record on my computer

Record

Slide 21 of 23 English (United States) 86%


End Meeting



Recorded meetings


Go to <https://balamanduni.webex.com>

← → ↻ balamanduni.webex.com/webappng/sites/balamanduni/recording/home ☆ 📍 ⏮ ⏭ 👤 ⋮

 For

🏠 Home

📅 Meetings

 🎧 **Recordings**

⚙️ Preferences

📊 Insights

❓ Support

⬇️ Downloads

💬 Feedback

🔍 Search for meetings and recordings ⓘ


English | Classic View | Eddy ▾

My Recorded Meetings

All ▾

Name	Security	Date ▾	Duration	Size	Format	
<input type="checkbox"/> Eddy Nini's Personal Room-20200131 1407-1	🔒	01/31/2020 04:14 PM	0:00:30	638.3 KB	MP4	⬇️ 🔗 ⋮

Press on share to share the link





Recorded Meetings

×

Share Recording

Share with specific people

Enter email addresses

Message

I'd like to share the meeting recording with you.

Public Link

Anyone with the link can view this recording

▼

https://balamanduni.webex.com/recordingsservice/sites/

✓


Password protection

Copy URL and password


uCPMGqN3

Cancel

Save

A thick blue arrow pointing horizontally from the right towards the email input field in the Webex sharing dialog.

Type email and press save

A thick blue arrow pointing horizontally from the right towards the "Copy URL and password" button in the Webex sharing dialog.

Copy URL and send it from any tool

39



Meeting

How to upload a recorded session from computer to Webex cloud ? - Workarround



Home Webex Meetings Webex Events Webex Support Webex Training My Webex

New User Reference
Attend a Meeting
▼ Host a Meeting
My Personal Room
Schedule a Meeting
Meet Now
My Meetings
My Recorded Meetings
► Set Up
▼ Support
Help
MyResources
Downloads

Recorded Session Information

• Topic:

• Description:

Recording file: ☐ I will provide URL
☒ Use the file on my local machine
☐ Use a file that is already on the Webex network

Please select a file on your local machine:
 No file selected

Duration: hour minute

Access Settings (Optional)

Security: ☐ Require users to sign in ⓘ
☐ Prevent downloading ⓘ
☒ Password protection ⓘ

ⓘ

Go to <https://balamanduni.webex.com> and sign in to Webex.

Switch to “Classic View” (top right corner).

Go to MyWebex Meeting and Click on “MyRecordings”.

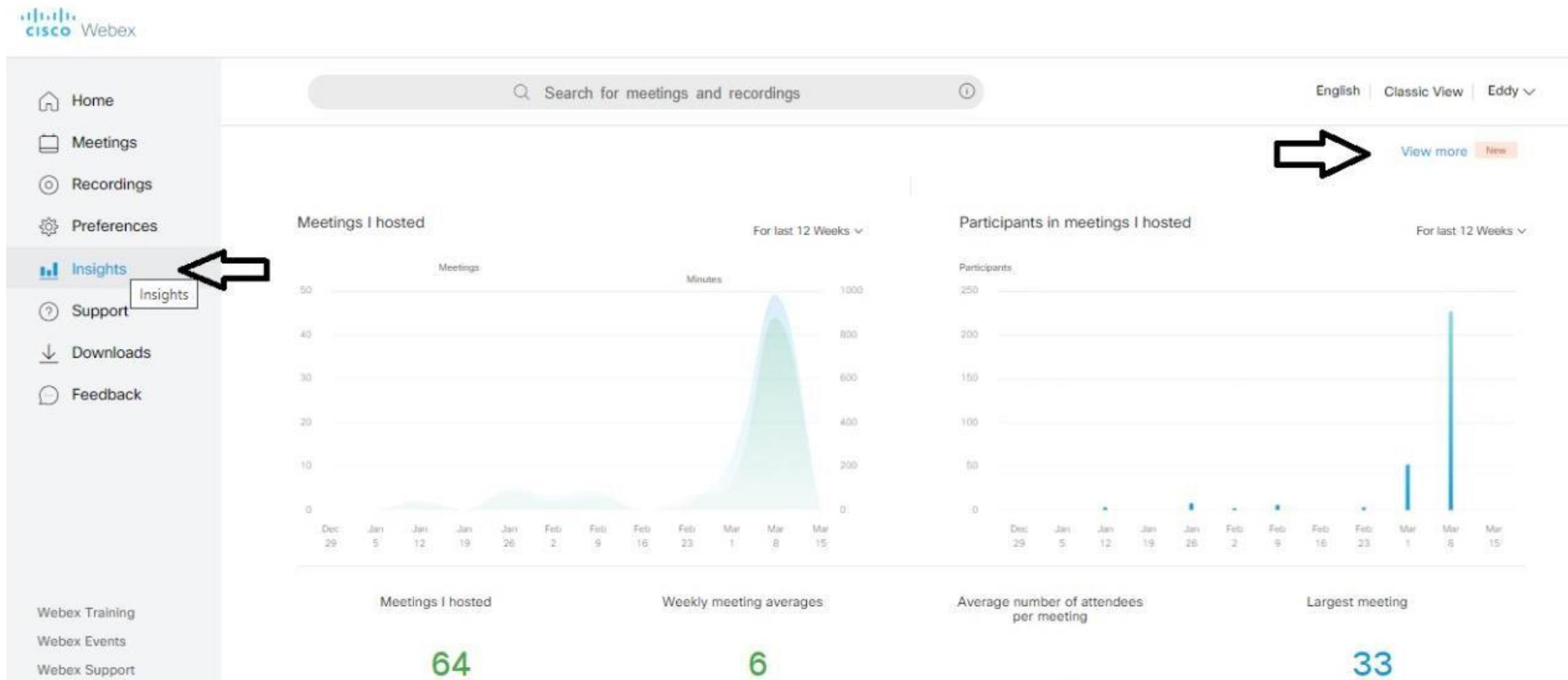
Click on Add Recording and do the following:

- Fill in the topic and description.
- In the recording field, choose **Use the file on my local machine** and browse to the required recorded session.
- In the Duration field, select the approximate duration of the recording.
- In the security field, check if needed the password protection and fill in the password.
- Click on Save and the upload to Webex cloud process will

be initiated.

Reports

Attendees list





Reports

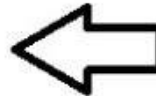
Attendees list



My Webex Reports

All Services

- [Usage Report](#)
View usage information for your meetings.



Webex Meetings:

- [Meeting Recording Report](#)
View a list of attendees who have downloaded or viewed a meeting recording.

Webex Events:

- [Registration Report](#)
View registration information, and send reminder emails before the event. After the event, you can also view whether a registrant attended or was absent.
- [Attendance Report](#)
View attendance information for any event. You can send follow-up emails after the event.
- [In-Event Activity Report](#)
View attendee activity information for an event.
Note that the in-event activity report is only available for events recorded on the server.
- [Attendee History Report](#)
View a list of events for an attendee.



Reports

Attendees list



Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex	
------	----------------	--------------	---------------	----------------	----------	--

- My Meetings
- My Personal Room
- My Recordings
- My Contacts
- My Profile
- Preferences
- My Reports
- Training
- Support

Usage Report

View usage, such as attendance, duration, and more across all your meetings.

Note: You can generate a report for any dates up to three months prior to today.

From:

To:

Topic: (optional)

Sort results by:



Reports

Attendees list



For

Home Webex Meetings Webex Events Webex Support Webex Training My Webex

Modern View NEW Eddy Nini Sign O

My Meetings
My Personal Room
My Recordings
My Contacts
My Profile
Preferences
My Reports
Training
Support

Usage Summary Report

Search Results from 3/20/20 to 3/26/20, Egypt Time (Cairo, GMT+02:00)

[Search again](#)

Preliminary Usage Summary Report

Caution: This is a preliminary report. It provides immediate access to session data before the final report becomes available. When the final report is available, session data appears only in the final report, not in the preliminary report.

[Printer-friendly Format](#) [Export Report](#)

Topic	Meeting Type	Date	Invited	Registered	Attended
WebEx Workshop	PRO	3/26/20	2	N/A	3
Q & A session - Moodle - WebEX	PRO	3/24/20	2	N/A	9
WebEx Workshop	PRO	3/24/20	1	N/A	1
WebEx Workshop	PRO	3/24/20	0	N/A	3

Final Usage Summary Report

Sort results by clicking on the column headers.

[Printer-friendly Format](#) [Export Report](#)

Topic	Meeting Type	Date ↑	Start time	Duration	Invited	Registered	Attended	Tele
Q & A session - Moodle - WebEX	PRO	3/22/20	11:36 am	56 mins	0	N/A	2	Detail
Q & A session - Moodle - WebEX	PRO	3/22/20	11:36 am	1 min	0	N/A	1	Detail
Q & A session - Moodle - WebEX	PRO	3/22/20	11:33 am	3 mins	0	N/A	1	Detail
WebEx Workshop	PRO	3/21/20	1:03 pm	5 mins	0	N/A	1	Detail
WebEx Workshop	PRO	3/21/20	1:01 pm	2 mins	0	N/A	1	Detail
webex workshop	PRO	3/20/20	8:52 am	154 mins	3	N/A	5	Detail



Reports



For

- My Meetings
- My Personal Room
- My Recordings
- My Contacts
- My Profile
- Preferences
- My Reports
- Training
- Support

Session Detail Report

Printer-friendly Format Export Report

Session detail for 'WebEx':

All sessions in Egypt Time (Cairo, GMT+02:00)

Participant 1

Name:	Karabet Rastikian	Email:	Karabet.Rastikian@balamand.edu.lb
Invited:	Yes	Registered:	N/A
Date:	3/13/20	Start time:	9:58 am
End time:	10:53 am	Duration:	55 mins
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External

Participant 2

Name:	Carole Berbari	Email:	carole.berbari@fty.balamand.edu.lb
Invited:	No	Registered:	N/A
Date:	3/13/20	Start time:	9:59 am
End time:	10:08 am	Duration:	9 mins
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External


Participant 3

Name:	Carole Berbari	Email:	carole.berbari@fty.balamand.edu.lb
Invited:	No	Registered:	N/A
Date:	3/13/20	Start time:	10:14 am



Attendees list

Contacts



For

Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Search for meetings and recordings

English

Classic View

Eddy ^

My profile

My contacts

Sign out

EN

Eddy Nini's Personal Room

<https://balamanduni.webex.com/meet/eddy.nini>

More ways to join

Start a Meeting

Schedule

Upcoming Meetings

EN

11:00 AM - 12:00 PM

WebEx Workshop

Eddy Nini

Join

EN

2:00 PM - 4:00 PM

Q & A session - Moodle - WebEX

Eddy Nini

Start

View all meetings

Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now.

Download

Recent Personal Rooms

HH

RE

Insights

Meetings I hosted

50

40

30

20

1000

800

600


400

svascriptvoid(0)



Contacts

← → ↻ balamanduni.webex.com/mw3300/mywebex/default.do?siteurl=balamanduni&viewSwitch=m2c 🔍 ☆ 🌐 👤 ⋮

 For

Home Webex Meetings Webex Events Webex Support Webex Training My Webex Modern View [New](#) Eddy Nini Sign Out

My Meetings
My Personal Room
My Recordings
My Contacts
My Profile
Preferences
My Reports
Training
Support

My Webex Contacts

Welcome, Eddy Nini

View: Export

Import From: Import

Search for: Search






Note: Search queries contact name and email address fields only

Index: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

	Name	Email Address	Phone Number	Language
<input type="checkbox"/>	abdou	eddynini@hotmail.com	1-	English

Select All Clear All Delete Add Contact Add Distribution List

© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)

 List_of_Attendees_...xlsx ^  bedroom10.jpg ^  bedroom9.jpg ^  bedroom8.jpg ^  bedroom7.jpg ^ [Show all](#) ✕



4- WebEx Training

- Testing and instructor scoring
- Breakout sessions
 - Moderated Q&A



➤ Multiple panelists

4- WebEx Training

Go to <https://balamanduni.webex.com>

Product Suite



Meeting



Event



Training



Support



Teams

Schedule a Training

[New User Reference](#)[Attend a Session](#) [▼ Host a Session](#)[Schedule Training](#)[Instant Session](#)[Hands-On Lab](#)[Test Library](#)[My Training Recordings](#)[▼ Set Up](#)[Webex Training](#)[Preferences](#)[My Profile](#)[▼ Support](#)[Help](#)[MyResources](#)[Downloads](#)

Join an Unlisted Training Session

To join an unlisted training session, type the session number that your host gave to you, then click **Join Now**.

Session Number:

[Join Now](#)



Training

Schedule a Training


[Home](#)[Webex Meetings](#)[Webex Events](#)[Webex Support](#)[Webex Training](#)[My Webex](#)[Modern View](#)[NEWS](#)[Eddy nini Nini](#)[Sign Out](#)[New User Reference](#)[Attend a Session](#)[▼ Host a Session](#)[Schedule Training](#)[Instant Session](#)[Hands-On Lab](#)[Test Library](#)[My Training Recordings](#)[▼ Set Up](#)[Webex Training](#)[Preferences](#)[My Profile](#)[▼ Support](#)[Help](#)[MyResources](#)[Downloads](#)

Schedule Training Session

Set options using template: [\[Webex Training Default\]](#) ▼

Session and Access Information

Topic: (Required) [Copy from...](#)

Set session password: 4eaTTPFTJ38  (Required) [Password Criteria](#)

☐ This session will have over 500 attendees

☒ Automatically delete session after it ends

☐ Send a copy of the attendee invitation to me

[Start Session](#)

Audio Conference Settings

Select conference type: [Use VoIP only](#) ▼

To use VoIP, participants must have a working microphone and speaker on their computers.

☐ Mute attendees upon entry

Date and Time

Starting time: [April](#) ▼ [10](#) ▼ [2020](#) ▼ 
[2](#) ▼ [15](#) ▼ ☐ am ☒ pm [Plan session time zones...](#)Time zone: [Istanbul \(Eastern Europe Time, GMT+03:00\)](#) ▼Occurrence: ☒ Single-session class
☐ Recurring single-session class (attendees register for one session)
☐ Multiple-session course (attendee register for entire sequence)
☐ Schedule irregular sessions (each session may be edited separately later)Estimated duration: [1 hour](#) ▼




Training

Schedule a Training

New User Reference
Attend a Session
▼ Host a Session
Schedule Training
Instant Session
Hands-On Lab
Test Library
My Training Recordings

▼ Set Up
Webex Training
Preferences
My Profile
▼ Support
Help
MyResources
Downloads

Registration

 You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

☒ You must enable registration if you want to charge attendees a fee.

Attendee Registration:

- ☐ Require attendee registration [Customize form](#) 
- ☐ Automatically approve all registration requests
(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

Attendees

Invited attendees:



Invite Attendees...

Security:

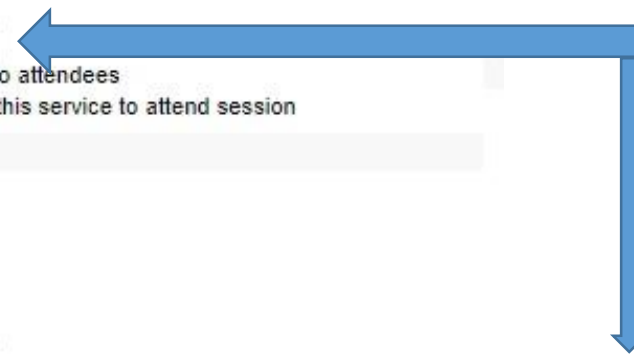
- ☐ Exclude password from emails sent to attendees
- ☐ Attendees must have an account on this service to attend session

Presenters

Invited presenters:



Invite Presenters...



Selected Contacts - Google Chrome

balamanduni.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?actionFlag=li...

Invite Attendees

Provide new attendee information here or select contacts from your address book.

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

Select Contacts... OK Cancel

New Attendee

* Required field

* Full name:

* Email address:

Country/Region: Number (with area/city code):

Phone number: 1

Time Zone: Istanbul (Eastern Europe Time, GMT+03:00) ▼

Language: English ▼

Locale: U.S. ▼

☐ Add new attendee in my address book

☐ Invite as alternate host

Add Attendee

Schedule a Training

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#) [Modern View](#) [Eddy nini Nini](#) [Sign Out](#)

[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Session Options

Available features: Chat, Poll, Video, View video thumbnails, Number of attendees, Send video, Attendee List, File Transfer, Presentation, App

[Edit Options...](#)

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

Breakout Session Assignments Settings

In-session assignments (automatic or manual attendee assignments during the session) are always available. Participants on some mobile devices cannot join breakout sessions.

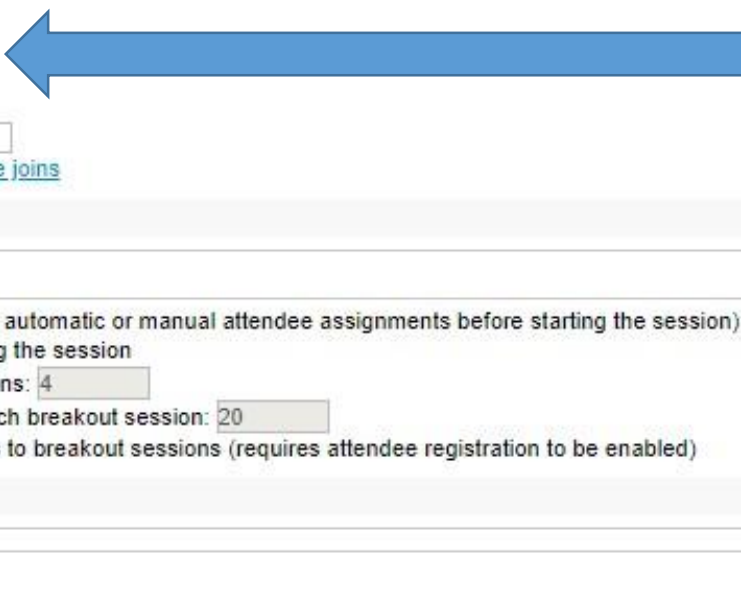
Options: ☐ Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the session)

- ☒ Automatically assign attendees during the session
 - ☒ Set the number of breakout sessions:
 - ☐ Set the number of attendees in each breakout session:
 - ☐ Manually assign registered attendees to breakout sessions (requires attendee registration to be enabled)

Email Options

You can select the types of email messages that you want to send by clicking [Edit Email Options](#).

[Edit Email Options...](#)





Training

Schedule a Training

Training

Edit Session Options - Google Chrome

balamanduni.webex.com/tc3300/trainingcenter/scheduler/sessionOptions.do?siteurl=bala...

Session Options

Training session options
Select options that you want participants to have when a training session begins.

☒ Chat ☒ Video
☒ File transfer ☒ View video thumbnails

Attendee Privileges
Select the attendee privileges that you want all attendees to have when a training session begins.

Sessions:

☐ Recording ☒ Number of attendees
☒ Send video ☒ Attendee list

Documents:

☐ Save ☐ Annotate ☐ Next or previous page
☐ Print ☐ Thumbnails

Save Cancel

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#) [Modern View](#) [Eddy nini Nini](#) [Sign Out](#)

[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Session Information

Agenda: ☒ Plain text ☐ HTML

Description: ☒ Plain text ☐ HTML

Graphics: [Import Picture...](#) [Remove Picture](#)

Course Material

Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously.

(No file specified yet.)

[Add Course Material...](#)

Tests

You can add a test to this session for delivery before, during, or after this session.

To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test.

You can also go to the Session Information page later to add or edit a test after you have scheduled this session.

(No test yet.)

[Add Test...](#)

[Save As Template](#) [Schedule](#) [Start Session](#) [Cancel](#)



Training

Schedule a Training



Training



[New User Reference](#)

[Attend a Meeting](#)

▼ [Host a Meeting](#)

[My Personal Room](#)

[Schedule a Meeting](#)

[Meet Now](#)

[My Meetings](#)

[My Recorded Meetings](#)

► [Set Up](#)

▼ [Support](#)

[Help](#)

[MyResources](#)

[Downloads](#)



My Webex Meetings

Daily

Weekly

Monthly

All Meetings

Search for meetings by date, host, topic, or words in the agenda:

04/10/2020

to

07/10/2020

Search

The meetings you host

☐ Show past meetings

☐ Date & Time ▼

Topic

Type

Requests Status

☐ Apr 10, 2020 4:30 pm

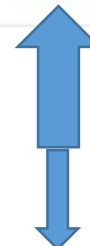
Q&A

Training

N/A

Start

Cancel Meeting



Requests Pending Requests Approved Requests Rejected

Add Test to Training Session

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#) [Modern View](#) [Eddy nini Nini](#) [Sign Out](#)

[New User Reference](#)
[Attend a Meeting](#)
▼ [Host a Meeting](#)
 [My Personal Room](#)
 [Schedule a Meeting](#)
 [Meet Now](#)
 [My Meetings](#)
 [My Recorded Meetings](#)
► [Set Up](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Session Information: Q&A

Session status:	Not Started
Session date:	Friday, April 10, 2020
Starting time:	4:30 pm, Eastern Europe Time (Istanbul, GMT+03:00)
Duration:	1 hour 10 minutes
Presenters:	Eddy nini Nini
Description:	
Agenda:	
Session number:	141 268 672
Password:	BKpdZ5pJM48
Host key:	997242
Audio conference:	Use VoIP only
Host's name:	Eddy nini Nini
Host's email:	eddy.nini@balamand.edu.lb
SCORM data:	SCORM1.2 SCORM 2004
Course material:	(none)
Test:	Add Test

By joining this session, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

[Edit](#) [Delete](#) [Add to My Calendar](#) [Go Back](#)

[English](#) - [Istanbul Time](#)

Start Session Now
You can start your training session by clicking Start Now.
[Start Now](#)



Training

Create a Test

Training



- New User Reference
- Attend a Session
- ▼ Host a Session
 - Schedule Training
 - Instant Session
 - Hands-On Lab
 - Test Library
 - My Training Recordings
- ▼ Set Up
 - Webex Training
 - Preferences
 - My Profile
- ▼ Support
 - Help
 - MyResources
 - Downloads

Create Test

Test Title:

Test Description:

Author: Eddy nini Nini

Maximum score: Maximum possible score is: 0 points (calculated based on the assigned scores in the test)

☐ Limit the maximum score that an attendee can receive: points

Grades: ☐ Assign a grade according to the score of the student ([Specify Grades...](#))

Display question: ☒ All questions in one page
☐ One question per page

[Insert Question](#)

Save Cancel

Specify Grades - Google Chrome

balamanduni.webex.com/tc3300/trainingc...

Specify Grades

Please specify the grades for the various ranges of scores:

Score	Grade
90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F

Save Cancel

Create a Test

Add Question - Google Chrome

balamanduni.webex.com/tc3300/trainingcenter/testing/questionAction.do?actionFlag=DisplayAddQuestion...

Add Question

Question Type: **Multiple Choice (select one answer)**

Question: Please type the question here.

Answers: (Please enter the answers to this question, then specify the correct answer)

Answer:	Correct?
Option 1	<input checked="" type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>

Save Cancel

Question Type: **Multiple Choice (select one answer)**

- Essay
- Fill in the blanks
- Instructions
- Multiple Choice (select one answer)**
- Multiple Response (select multiple answers)
- True/False



Training

Create a Test

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#) [Modern View](#) [new](#) [Eddy nini Ni](#)

[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Question 1

[Move Up](#) ▼ [Move Down](#) ▶ [Insert Question](#)

How many causality in lebanon ?

☐ 500
☐ 550
☐ 600
☒ 650
☐ 700

Points:

Scoring guidelines:

Scoring Panel

[Edit](#) [Delete](#)

Question 2

[Move Up](#) ▶ [Move Down](#) ▶ [Insert Question](#)

What is Corona Virus

(Maximum 5000 characters)

Points: (actual score assigned by instructor)

Scoring guidelines:

Scoring Panel

[Edit](#) [Delete](#)



Training

Add Test to Training Session

[New User Reference](#)

[Attend a Meeting](#)

▼ [Host a Meeting](#)

[My Personal Room](#)

[Schedule a Meeting](#)

[Meet Now](#)

[My Meetings](#)

 [My Recorded Meetings](#)

► [Set Up](#)

▼ [Support](#)

[Help](#)

[MyResources](#)

[Downloads](#)

Session Information: Q&A

Session status: Not Started
Session date: Friday, April 10, 2020
Starting time: 4:30 pm, Eastern Europe Time (Istanbul, GMT+03:00)
Duration: 1 hour 10 minutes
Presenters: Eddy nini Nini
Description:
Agenda:
Session number: 141 268 672
Password: BKpdZ5pJM48
Host key: 997242
Audio conference: Use VoIP only

Host's name: Eddy nini Nini
Host's email: eddy.nini@balamand.edu.lb
SCORM data: [SCORM1.2](#) [SCORM 2004](#)
Course material: (none)
Test: [Add Test](#)

By joining this session, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

[Edit](#) [Delete](#) [Add to My Calendar](#) [Go Back](#)



[English](#) : [Istanbul Time](#)

Start Session Now

You can start your training session by clicking Start Now.

[Start Now](#)

Add Test to Training Session

New User Reference

Attend a Session

▼ Host a Session

Schedule Training

Instant Session

Hands-On Lab

Test Library

My Training Recordings

▼ Set Up

Webex Training

Preferences

My Profile

▼ Support

Help

MyResources

Downloads

Create Test

Test Title:

Test Description:

Author: Eddy nini Nini

Maximum score: Maximum possible score is: 0 points (calculated based on the assigned scores in the test)

☐ Limit the maximum score that an attendee can receive: points

Grades: ☐ Assign a grade according to the score of the student ([Specify Grades...](#))

Display question: ☒ All questions in one page

☐ One question per page

[Insert Question](#)

Save Cancel

Specify Grades - Google Chrome

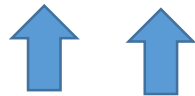
balamanduni.webex.com/tc3300/trainingc...

Specify Grades

Please specify the grades for the various ranges of scores:

Score	Grade
90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F
to	
to	
to	
to	
to	
to	

Save Cancel




Add Test to Training Session


[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#) [Modern View](#) [Eddy nini Nini](#) [Sign Out](#)


[New User Reference](#)
[Attend a Meeting](#)
▼ [Host a Meeting](#)
 [My Personal Room](#)
 [Schedule a Meeting](#)
 [Meet Now](#)
 [My Meetings](#)
 [My Recorded Meetings](#)
▶ [Set Up](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Add Test

Please select a method to add a test:

 ☒ **Create a new test**
Add a test by creating new test questions.

 ☐ **Copy an existing test from the Test Library**
Add a test by copying questions from an existing test in the Test Library. This option does not modify the original test in the library.

 ☐ **Import test questions from saved test or poll questionnaire (*.atp or *.wxt file)**
Add a test by importing existing test questions from a *.atp file that was created using the Testing & Polling feature.

[Next>>](#) [Cancel](#)

We will choose this option





Training

Launch test during Training Session

webex™ Training

Cisco Webex Training

File Edit Share View Audio Participant Session Breakout Help

Quick Start Session Info

Eddy nini Nini's training session

Topic: Q&A

Record

Voice Conference (Connected)

Invite & Remind

Share Application

Participants

Chat

Recorder

Participants

Speaking:

Panelist: 1

Eddy nini Nini (Host, me)

Attendee: 0

Chat

Testing

Title	Status
Test(2)	Not started

End Training Session

Refresh for All

Launch for All

Speak now Connected

Cisco



Training

Launch test during Training Session

Manage Test: Test(2)

Test Delivery

Status: Not started
Delivery Method: Presenter starts the test within a live session.
Time limit: 1 minutes

Start Test

Test Questions

Test Title: Test(2)
Test Description:
Author: Eddy nini Nini
Number of allowed attempts: 2
Number of questions: 2
Display questions: All questions in one page

Copy to Test Library

Edit Test



Training

Launch test during Training Session

Manage Test: Test(2)

Test Delivery

Status: Started
Delivery Method: Presenter starts the test within a live session.
Time limit: 1 minutes
Time remaining: 1 minutes 0 seconds



End Test Now



Increase Time Limit

Student Answers

Student status: 0 students have submitted their tests.
0 students have started but not yet finished the test.
Scoring: 0 out of 0 submitted tests have been completely scored.

Refresh Status

View and Score Answers



Test Questions

Test Title: Test(2)
Test Description:
Author: Eddy nini Nini
Number of allowed attempts: 2
Number of questions: 2
Display questions: All questions in one page

Copy to Test Library

View Questions



Training

Launch test during Training Session

Submitted Tests

[View Questions](#) [View Grades...](#)

Student Name ▾	Email	Date & Time submitted	Score	Grade
Total submitted tests: 0				

[Go Back](#)

Training

Test Results

	A	B	C	D	E	F	G	H	I
1		Test Title	Test 1(5)						
2		Test Description	this is a template of test in training center						
3		Author	Eddy nini Nini						
4		Test Start Date	4/9/2020						
5		Test Start Time	11:07 AM						
6		Test End Date	N/A						
7		Test End Time	N/A						
8		Delivery method	In-session						
9		Number of Questions	2						
10		Number of Submissions	2						
11		Number of Graded Submission	2						
12									
13		Grades	A	B	C	D	F		
14			90	80	70	60	0		
15			100	89	79	69	59		
16									
17		Student name	First name	Last name	Student email address	Date Subn	Time Subr	Total Score	Grade
18		Abdo Abboud	Abdo	Abboud	abdou.abboud@balamand.edu.lb	4/9/2020	11:07 AM	0	F
19		Robert Chreiky	Robert	Chreiky	robert.chreiky@balamand.edu.lb	4/9/2020	11:10 AM	0	F
20		(Average)						0	F
21									



Training

Breakout Sessions

Training

Cisco WebEx Training Center


File Edit Share View Audio Participant Session **Breakout** Help

Quick Start Session Info

Jessi Dillon's training session

Topic: Quick Launched Even

- Open Breakout Session Panel
- Start Breakout Sessions
- End Breakout Sessions
- Ask All to Return
- Breakout Session Assignment...**
- Join Breakout Session
- Broadcast Message...
- Share Breakout Session Content...





Training

Breakout Session Assignment

×

Create breakout sessions and assign attendees:

☐ Automatically ☒ Manually

To create breakout sessions manually, manage your assignment below:

Not Assigned:

Search

Q

Panelists

Jessi Dillon (Host)

Attendees

>>

<<

Assigned:

Add Session

Delete Session

Delete All Sessions

> Options for:

☐ Allow attendees to create breakout sessions

OK

Cancel

Training

Breakout Session Assignment [X]

Create breakout sessions and assign attendees:

☒ Automatically ☐ Manually

To create breakout sessions automatically, provide the following information:

☒ Set the number of breakout sessions: 4

☐ Set the number of attendees in each breakout session: 20

OK Cancel

1. Automatically

Breakout Session Assignment [X]

Create breakout sessions and assign attendees:

☐ Automatically ☒ Manually

To create breakout sessions manually, manage your assignment below:

Not Assigned:

Search []

- Panelists
 - Jessi Dillon (Host)
- Attendees

Assigned:

Add Session Delete Session Delete All Sessions

- Breakout session 1
- Breakout session 2
- Breakout session 3
- Breakout session 4
- Breakout session 1

> Options for: Breakout session 1

☐ Allow attendees to create breakout sessions

OK Cancel

Breakout Sessions 2. Manually



Training

Breakout Sessions

Training

Breakout Session Assignment


×

Create breakout sessions and assign attendees:

☐ Automatically ☒ Manually

To create breakout sessions manually, manage your assignment below:

Not Assigned:



Panelists

Attendees

Assigned:

Add Session

Delete Session

Delete All Sessions


Breakout session 1

Breakout session 2

Breakout session 3

Breakout session 4

Breakout session 1

 Jessi Dillon (Presenter)

>>

<<

> Options for: Breakout session 1

☐ Allow attendees to create breakout sessions

OK

Cancel





Training

2. Manually



Training

Breakout Sessions



Training

Participants

Chat

Recorder

▼

> Participants

⚙️

×

> Chat

×

▼ Breakout Session

×

Breakout Assignment

Start

Manual Assignment

▼ Breakout session 1: 0

▼ Breakout session 1: 1

👤 Jessi Dillon

▼ Breakout session 2: 0

▼ Breakout session 3: 0

▼ Breakout session 4: 0



Make Presenter

Delete

Start Breakout Sessions



Training

Breakout Sessions



Training

Participants

Chat

Recorder

> Participants

> Chat

< Breakout Session

Breakout Assignment

End All

Manual Assignment

< Breakout session 1: 0

< Breakout session 1: 1

Ended

Jessi Dillon

< Breakout session 2: 0

< Breakout session 3: 0

< Breakout session 4: 0



Make Presenter

Join

End Breakout Sessions



Training

Breakout Sessions

A screenshot of a Webex breakout session options dialog box. The dialog has a title bar that says "> Options for: Breakout session 1". Below the title bar, there is a checkbox labeled "Allow attendees to create breakout sessions". This checkbox is highlighted with a red rectangular border. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

1. If you would like students to form their own groups, click Allow attendees to create breakout sessions at the bottom of the page. This will let students self-select into groups that they create.

A screenshot of a Webex breakout session options dialog box. The dialog has a title bar that says "Options for: Breakout session 1" with a dropdown arrow. Below the title bar, there are two checkboxes: "Let others join breakout session without invitation." and "Limit number of participants who can join each session:". The second checkbox is selected. To the right of the second checkbox, there is a numeric input field showing the value "20" with up and down arrows. At the bottom of the dialog, there is a checkbox labeled "Apply above options to all sessions".

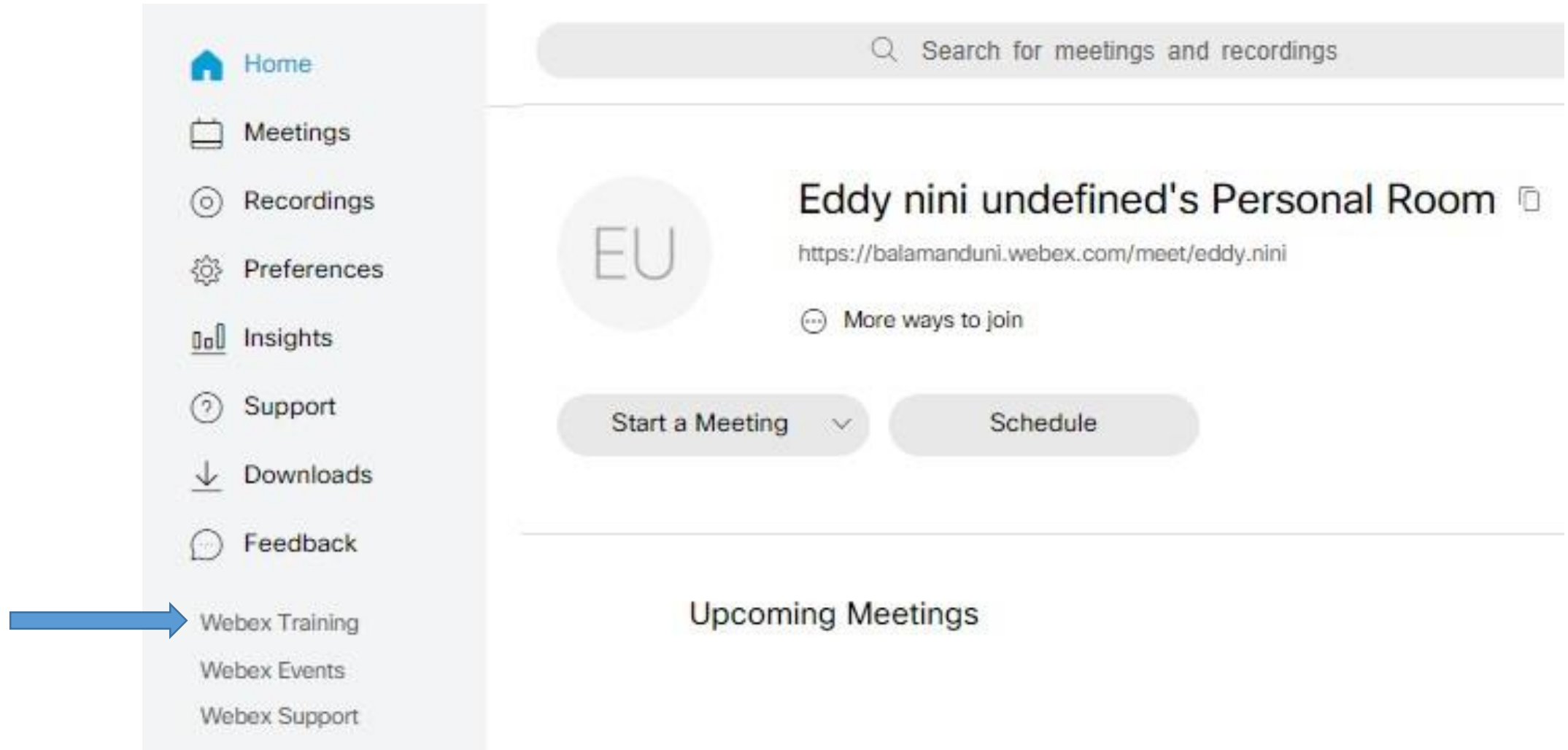
2. If you would like students to join a breakout session on their own, select any breakout session and click Let others join breakout session without invitation



Thank You

How to Add a Test to a Webex Training Recording? A workaround

Training



The screenshot displays the Webex user interface. On the left is a sidebar menu with the following items: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, Feedback, Webex Training, Webex Events, and Webex Support. A blue arrow points to the 'Webex Training' option. At the top right of the main area is a search bar with the placeholder text 'Search for meetings and recordings'. Below this is a section for 'Eddy nini undefined's Personal Room' with a circular profile picture containing the letters 'EU' and the URL 'https://balamanduni.webex.com/meet/eddy.nini'. There is a 'More ways to join' link and two buttons: 'Start a Meeting' and 'Schedule'. At the bottom of the main area is a section titled 'Upcoming Meetings'.



How to Add a Test to a Webex Training Recording? A workaround

Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex	
------	----------------	--------------	---------------	----------------	----------	--

[New User Reference](#)
[Attend a Session](#)
▼ Host a Session
[Schedule Training](#)
[Instant Session](#)
[Hands-On Lab](#)
[Test Library](#)
[My Training Recordings](#)
▼ Set Up
[Webex Training](#)
[Preferences](#)
[My Profile](#)
▼ Support
[Help](#)
[MyResources](#)
[Downloads](#)

Join an Unlisted Training Session

To join an unlisted training session, type the session number that your host gave to you, then click **Join Now**.

Session Number:

Join Now



How to Add a Test to a Webex Training Recording? A workarround

Home

Webex Meetings

Webex Events

Webex Support

Webex Training

My Webex

New User Reference

Attend a Session

▼ Host a Session

Schedule Training

Instant Session

Hands-On Lab

Test Library

My Training Recordings

▼ Set Up

Webex Training

Preferences

My Profile

▼ Support

Help

MyResources

Downloads

Registration

💡 You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

■ You must enable registration if you want to charge attendees a fee.

Attendee Registration:

☐ Require attendee registration [Customize form](#) ⓘ

☐ Automatically approve all registration requests
(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

Attendees

Invite yourself

Invited attendees:

eddy nini

Invite Attendees...

Security:

☐ Exclude password from emails sent to attendees

☐ Attendees must have an account on this service to attend session

102




How to Add a Test to a Webex Training Recording? A workaround

Training

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#)

[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

 You can select the types of email messages that you want to send by clicking [Edit Email Options](#).

[Edit Email Options...](#)


Session Information

Agenda: ☒ Plain text ☐ HTML

Description: ☒ Plain text ☐ HTML

Graphics: [Import Picture...](#) [Remove Picture](#)


Course Material

 Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload

(No file specified yet.)

[Add Course Material...](#)

Tests

 You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and save this session first. On the confirmation page that appears, select [Add a Test](#). You can also go to the [Session Information](#) page later to add

(No test yet.)

[Add Test...](#)

[Save As Template](#)

[Schedule](#) [Start Session](#) [Cancel](#)

How to Add a Test to a Webex Training Recording? A workarround

[Home](#)[Webex Meetings](#)[Webex Events](#)[Webex Support](#)[Webex Training](#)[My Webex](#)

[New User Reference](#)[Attend a Session](#)

▼ Host a Session

[Schedule Training](#)[Instant Session](#)[Hands-On Lab](#)[Test Library](#)[My Training Recordings](#)

▼ Set Up

[Webex Training](#)[Preferences](#)[My Profile](#)

▼ Support

[Help](#)[MyResources](#)[Downloads](#)

Session Scheduled

Thank you. You have successfully scheduled your session.

To start your session
Shortly before your session's starting time, click the Start link for your session on the My Webex page.

1. Go to [My Webex](#).
2. Click the Start link next to your session.

To add a test

[Add a test](#) to this training session now. You can also go to the [Session Information page](#) to add a test later on.

Session Information

Topic:	test2020
Host:	Eddy nini undefined
Date:	Sunday, May 3, 2020
Time:	11:00 am, Greece Summer Time (Athens, GMT+03:00)
Location:	https://balamanduni.webex.com/balamanduni

[OK](#)[Add to My Calendar](#)[Edit](#)


How to Add a Test to a Webex Training Recording? A workaround

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#)


[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Add Test

Please select a method to add a test:

- ☐ **Create a new test**
Add a test by creating new test questions.
-  ☒ **Copy an existing test from the Test Library**
Add a test by copying questions from an existing test in the Test Library. This option does not modify the original test in the library.
- ☐ **Import test questions from saved test or poll questionnaire (*.atp or *.wxt file)**
Add a test by importing existing test questions from a *.atp file that was created using the Testing & Polling feature.

[Next>>](#) [Cancel](#)



Training

How to Add a Test to a Webex Training Recording? A workaround

[Home](#) [Webex Meetings](#) [Webex Events](#) [Webex Support](#) [Webex Training](#) [My Webex](#)

[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)


Select from Test Library

To create a test based on an existing test in the Test Library, please select a test from following list:

Private Tests			
Title	Description	Author	Last modified
<input checked="" type="radio"/> Corona Test		Eddy nini undefined	Monday, April 27, 2020 8:28 pm

Shared Tests			
Title	Description	Author	Last modified
<input type="radio"/> Corona Test		Eddy nini undefined	Monday, April 13, 2020 3:48 pm
<input type="radio"/> IADN231-01	TEST ON WOOD & WOOD-BASED MATERIALS	Zeina gphantous Hosni	Friday, April 24, 2020 10:50 am

[<<Back](#) [Next>>](#) [Cancel](#)





How to Add a Test to a Webex Training Recording? A workaround

Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex
------	----------------	--------------	---------------	----------------	----------

[New User Reference](#)
[Attend a Session](#)
▼ [Host a Session](#)
 [Schedule Training](#)
 [Instant Session](#)
 [Hands-On Lab](#)
 [Test Library](#)
 [My Training Recordings](#)
▼ [Set Up](#)
 [Webex Training](#)
 [Preferences](#)
 [My Profile](#)
▼ [Support](#)
 [Help](#)
 [MyResources](#)
 [Downloads](#)

Points: 35

Scoring guidelines:

Scoring Panel

Edit Delete

Question 3

▲ [Move Up](#) Move Down ▶ [Insert Question](#)

What is the name of hospital that held most of casualties

☐ Ma3ounette
☒ Hariri
☐ AUH
☐ NINI
☐ Haykal


Points: 30

Scoring guidelines:

Scoring Panel

Edit Delete

▶ [Insert Question](#)

 Save Cancel



Training

How to Add a Test to a Webex Training Recording? A workarround

Home

Webex Meetings

Webex Events

Webex Support

Webex Training

My Webex

New User Reference

Attend a Session

▼ Host a Session

Schedule Training

Instant Session

Hands-On Lab

Test Library

My Training Recordings

▼ Set Up

Webex Training

Preferences

My Profile

▼ Support

Help

MyResources

Downloads

Test Delivery Options

Delivery method:

☐ Start this test within a live session

☒ Deliver this test on the website (pre-session and post-session test)

Start date and time:

April 30 2020

1 00 am

[Plan test availability time zones...](#)

Due date and time:

May 20 2025

2 00 pm

[Plan test availability time zones...](#)

Time limit:

☒ No time limit

☐ Attendees must finish the test within 30 minutes

Email attendees:

☐ Invitation email to take the test

Send the email 5 days 0 hours 0 minutes before the test starts

☐ Send this email to all attendees that register after the test starts

☐ Reminder email after test starts

☐ Notify host when an attendee submits a test

☒ Scoring and grading report

Attempt limit:

☐ Allow attendees to take the test time(s)

☒ No limit

Save

Cancel

You have till 5 years



How to Add a Test to a Webex Training Recording? A workaround

- [New User Reference](#)
- [Attend a Session](#)
- ▼ [Host a Session](#)
 - [Schedule Training](#)
 - [Instant Session](#)
 - [Hands-On Lab](#)
 - [Test Library](#)
 - [My Training Recordings](#)
- ▼ [Set Up](#)
 - [Webex Training](#)
 - [Preferences](#)
 - [My Profile](#)
- ▼ [Support](#)
 - [Help](#)
 - [MyResources](#)
 - [Downloads](#)

Manage Test: Corona Test(4)

Test Delivery

Status: Not started
Delivery Method: Delivered outside of the live session. Attendees can take the test from the website anytime between start date and due date.
Start date and time: April 30, 2020 at 1:00 am
Greece Summer Time (Athens, GMT+03:00)
Due date and time: May 20, 2025 at 2:00 pm
Greece Summer Time (Athens, GMT+03:00)
Time limit: (none)

[Change Delivery Options](#)

Test Questions

Test Title: Corona Test(4)
Test Description:
Author: Eddy nini undefined
Number of allowed attempts: No limit
Number of questions: 3
Display questions: All questions in one page

[Copy to Test Library](#) [Edit Test](#)

[Done](#)





How to Add a Test to a Webex Training Recording? A workaround

Training

Invitation to training session: test2020



messenger@webex.com

Today, 12:46 AM

Eddy.nini

Reply all

Hello eddy nini,

Eddy nini undefined invites you to participate as an attendee in the following online training session:

Topic: test2020

Host: Eddy nini undefined

Date: Sunday, May 3, 2020

Time: 11:00 am, Greece Summer Time (Athens, GMT+03:00)

Session number: 143 398 895

Session password: TkSMEeKa829

To join the training session

1. Go to <https://balamanduni.webex.com/balamanduni/k2/j.php?MTID=t4e8f8e2f318f3430ac47b978daa24bc5>

2. Enter your name and email address.

3. Enter the session password: TkSMEeKa829

4. Click "Join Now".

5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link

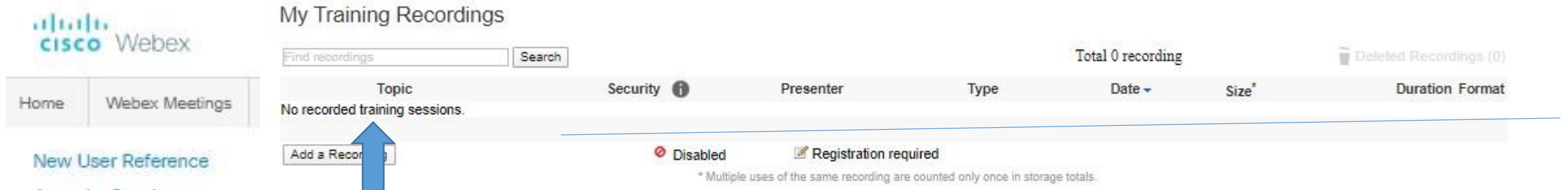
[https://balamanduni.webex.com/balamanduni/k2/j.php?](https://balamanduni.webex.com/balamanduni/k2/j.php?MTID=t4e8f8e2f318f3430ac47b978daa24bc5)

[MTID=t4e8f8e2f318f3430ac47b978daa24bc5](https://balamanduni.webex.com/balamanduni/k2/j.php?MTID=t4e8f8e2f318f3430ac47b978daa24bc5)

Save the link from the email sent to you

How to Add a Test to a Webex Training Recording? A workaround

Training



My Training Recordings

Find recordings Search

Total 0 recording Deleted Recordings (0)

Topic	Security	Presenter	Type	Date	Size	Duration Format
No recorded training sessions.						
Add a Recording						

Disabled Registration required

* Multiple uses of the same recording are counted only once in storage totals.

Click on topic

Click the topic link of the recording you would like to add the test to.
Click the **Modify** button.
Scroll down to the *File Access Settings* section.
In the *Display this URL at end of playback:* field, paste the link from invitation email.
Optionally, specify additional recording options.
Click the **Save** button when finished.

After viewing a recording, the viewer will be brought to the session information page where they can take the test



An Introduction to



WebEx Teams



call



message



files



meetings



share screen



whiteboard

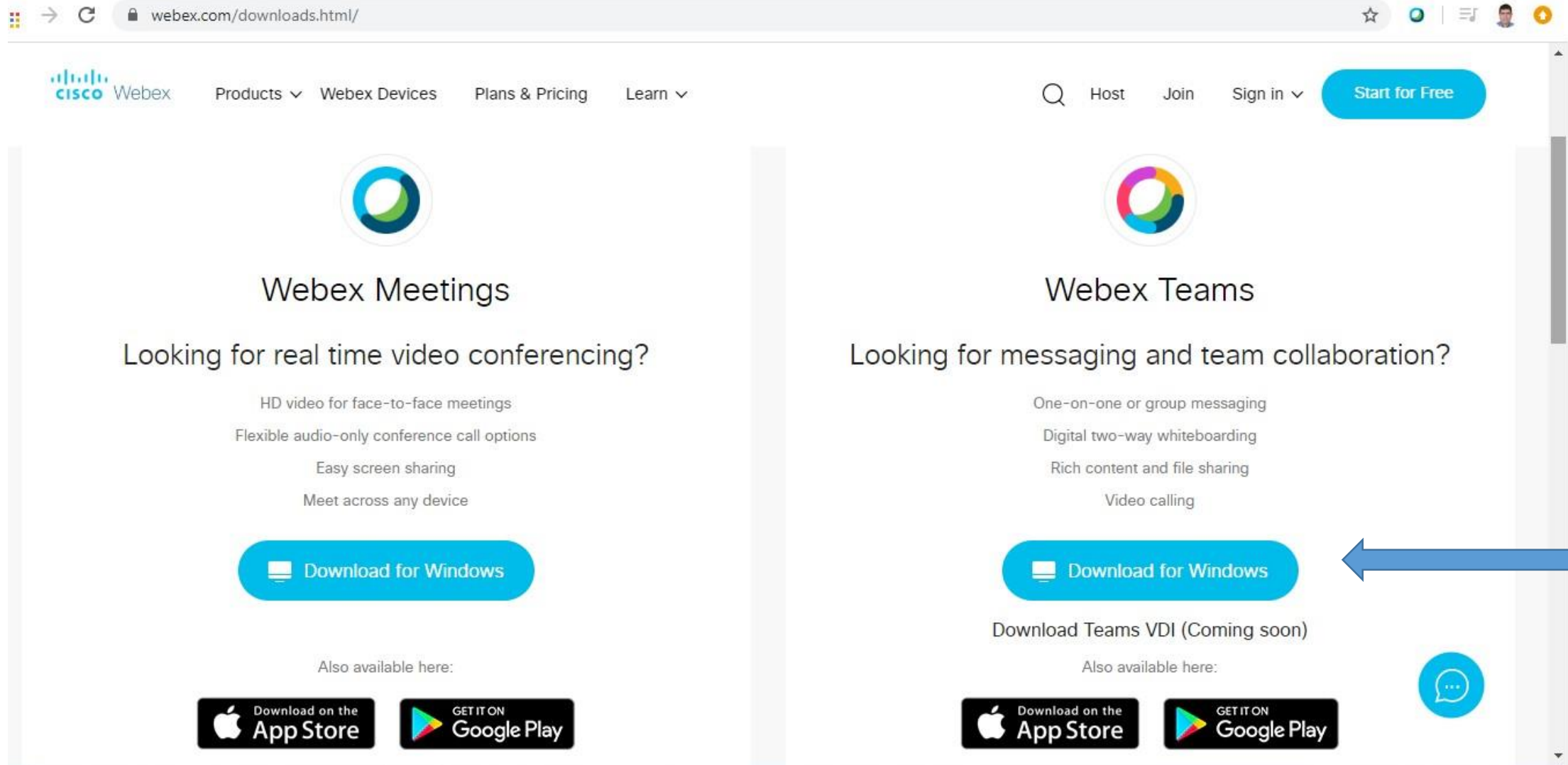


- **Instant Messaging** : Message others 1:1 or within groups
- **Notifications** : Receive real-time notifications about content or groups from within the software or via email
- **Comments and Voting** : Post comments on blogs, documents, and other items. Vote on posts or content that others have shared.
- **Discussions** : Share ideas, ask for advice and gather feedback from coworkers ➤ **Online Status of Coworkers** : View the online status of coworkers on the network ➤ **File Sharing** : Allows users to send and open various file types.
- **Notifications** : Notifies users when they have been contacted or tagged.
- **Search** : Message content search capability.
- **Screen Sharing** : Able to share your desktop screen or an application with the rest of the conference.
- **Presentations** : Presenters can cue up a Powerpoint presentation or other slideshow for display in the conference.

- **Whiteboarding** : Provides a virtual whiteboard for collaborative use.
- **Live Chat** : Conferences have a text chat feature.
- **Hand Raise** : Allows conference participants to notify conference hosts when they want to speak.



[Download WebEx Teams](#)

A screenshot of the Webex website's download page. The browser address bar shows "webex.com/downloads.html/". The page has a navigation bar with "Products", "Webex Devices", "Plans & Pricing", and "Learn". On the right, there are links for "Host", "Join", "Sign in", and a "Start for Free" button. The main content is split into two columns. The left column is for "Webex Meetings" and the right column is for "Webex Teams". Both columns have a circular logo, a heading, a question, a list of features, a "Download for Windows" button, and a section for mobile app downloads. A blue arrow points from the right towards the "Download for Windows" button for Webex Teams.

webex.com/downloads.html/

Webex

Products ▾ Webex Devices Plans & Pricing Learn ▾

Host Join Sign in ▾ Start for Free

Webex Meetings

Looking for real time video conferencing?

- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device

Download for Windows

Also available here:

Download on the App Store GET IT ON Google Play

Webex Teams

Looking for messaging and team collaboration?

- One-on-one or group messaging
- Digital two-way whiteboarding
- Rich content and file sharing
- Video calling

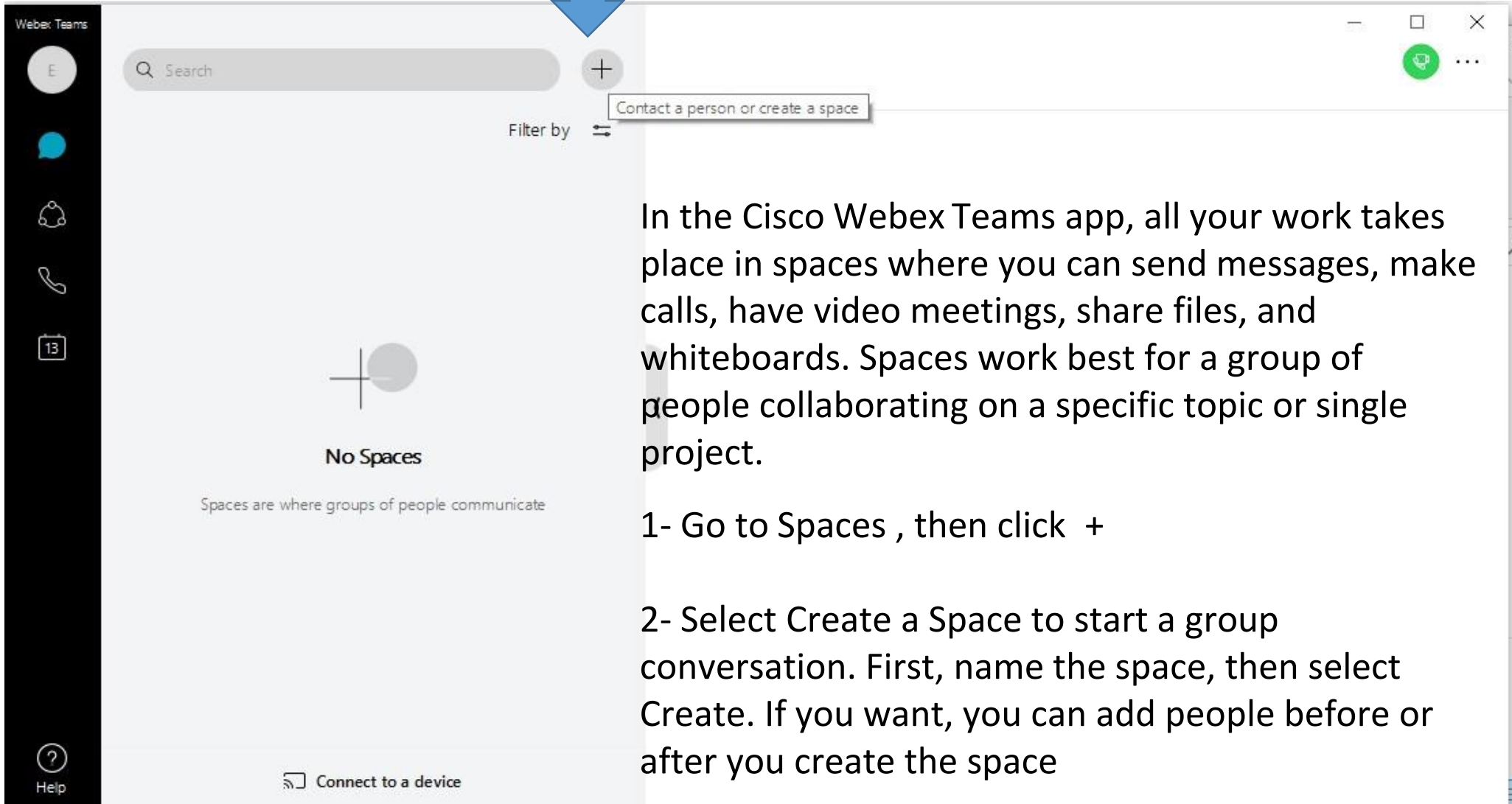
Download for Windows

Download Teams VDI (Coming soon)

Also available here:

Download on the App Store GET IT ON Google Play

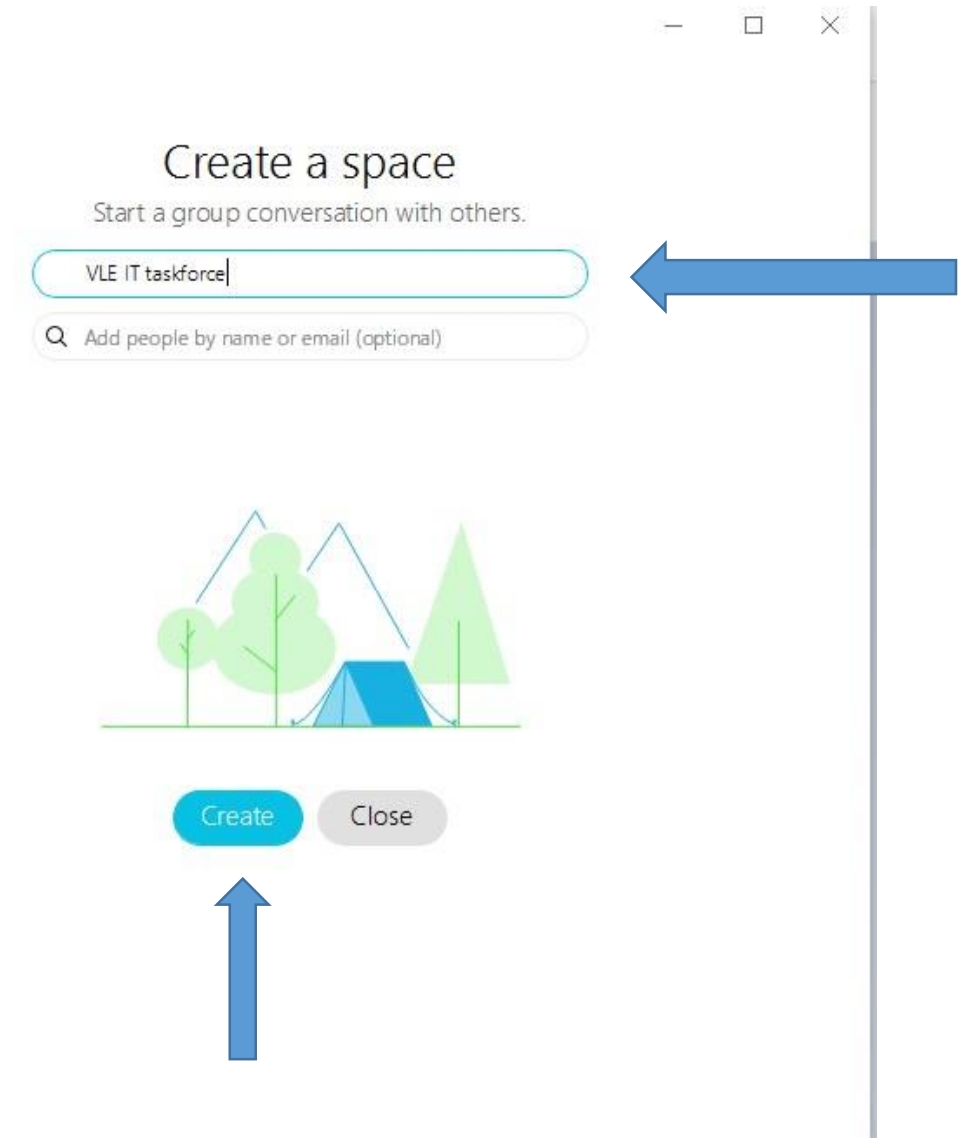
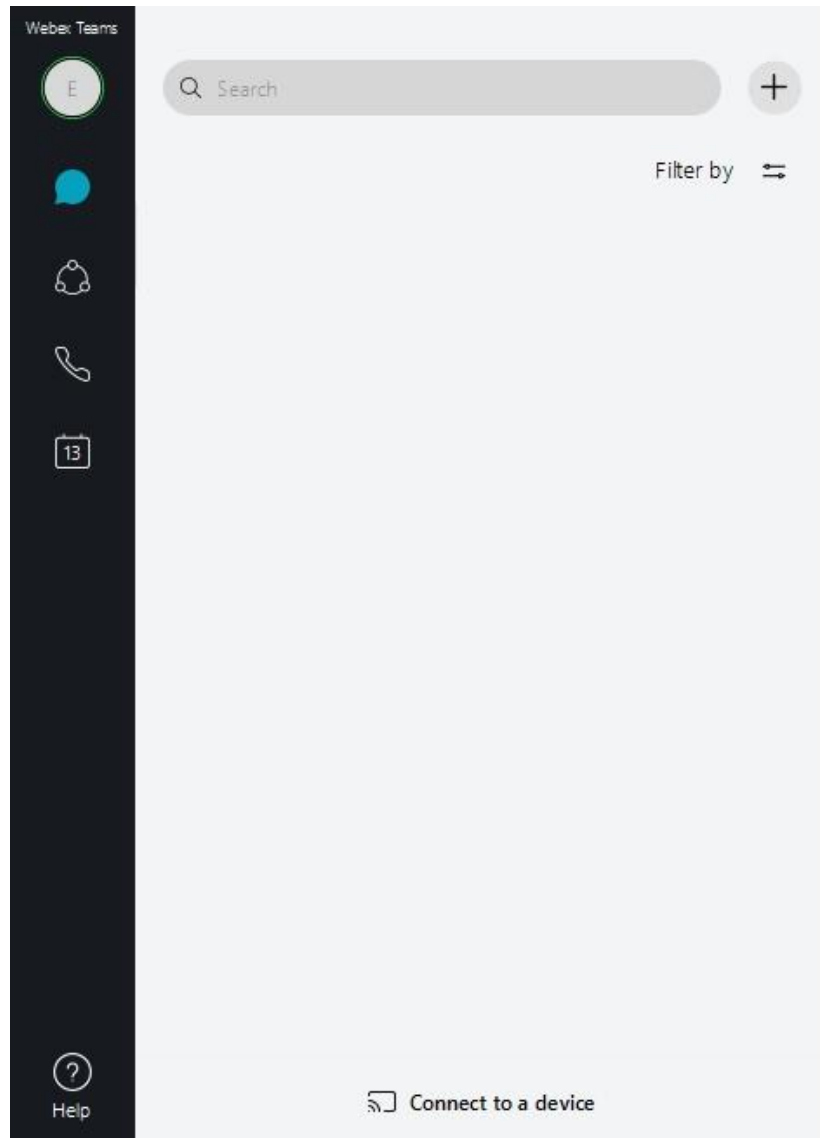
Create a Space



In the Cisco Webex Teams app, all your work takes place in spaces where you can send messages, make calls, have video meetings, share files, and whiteboards. Spaces work best for a group of people collaborating on a specific topic or single project.

- 1- Go to Spaces , then click +
- 2- Select Create a Space to start a group conversation. First, name the space, then select Create. If you want, you can add people before or after you create the space

Create a Space





Create a Space

webex™ Teams

The screenshot displays the Webex Teams interface for a space named "VLE IT Taskforce". The left sidebar shows navigation icons for chat, people, content, and calendar. The main area has tabs for "Messages", "People (1)", "Content", and "Schedule". The "People" tab is active, showing a list of members: "Add people" and "Eddy.nini (You) Active". A search bar at the top right of the "People" tab is used to find members. A dropdown menu titled "Add people to this space" is open, showing search results for "robert". The results list includes "Robert Daou" (Pending activation), "Robert I. Chreiky" (Active), "Robert J. Raad", "Robert Nini", and "Robert Sacy" (Pending activation). A "Searching.." status is shown at the bottom of the dropdown.

Webex Teams

Search

Filter by

VLE IT Taskforce

VLE IT Taskforce

Messages People (1) Content Schedule

+ Add people

E Eddy.nini (You) Active

Add people to this space

robert

RD Robert Daou Pending activation

RC Robert I. Chreiky Active

Robert J. Raad

Robert Nini

RS Robert Sacy Pending activation

Searching..

Messages

Webex Teams

Search

Filter by

VLE IT Taskforce

VLE IT Taskforce

Messages People (4) Content Schedule

This starts the "VLE IT Taskforce" space. 9:01 PM

You added Abdou Abboud to this space. 9:23 PM

You added Maha Hurayki to this space. 9:23 PM

You added Robert I. Chreiky to this space. 9:23 PM

1 2 3 4 5 6

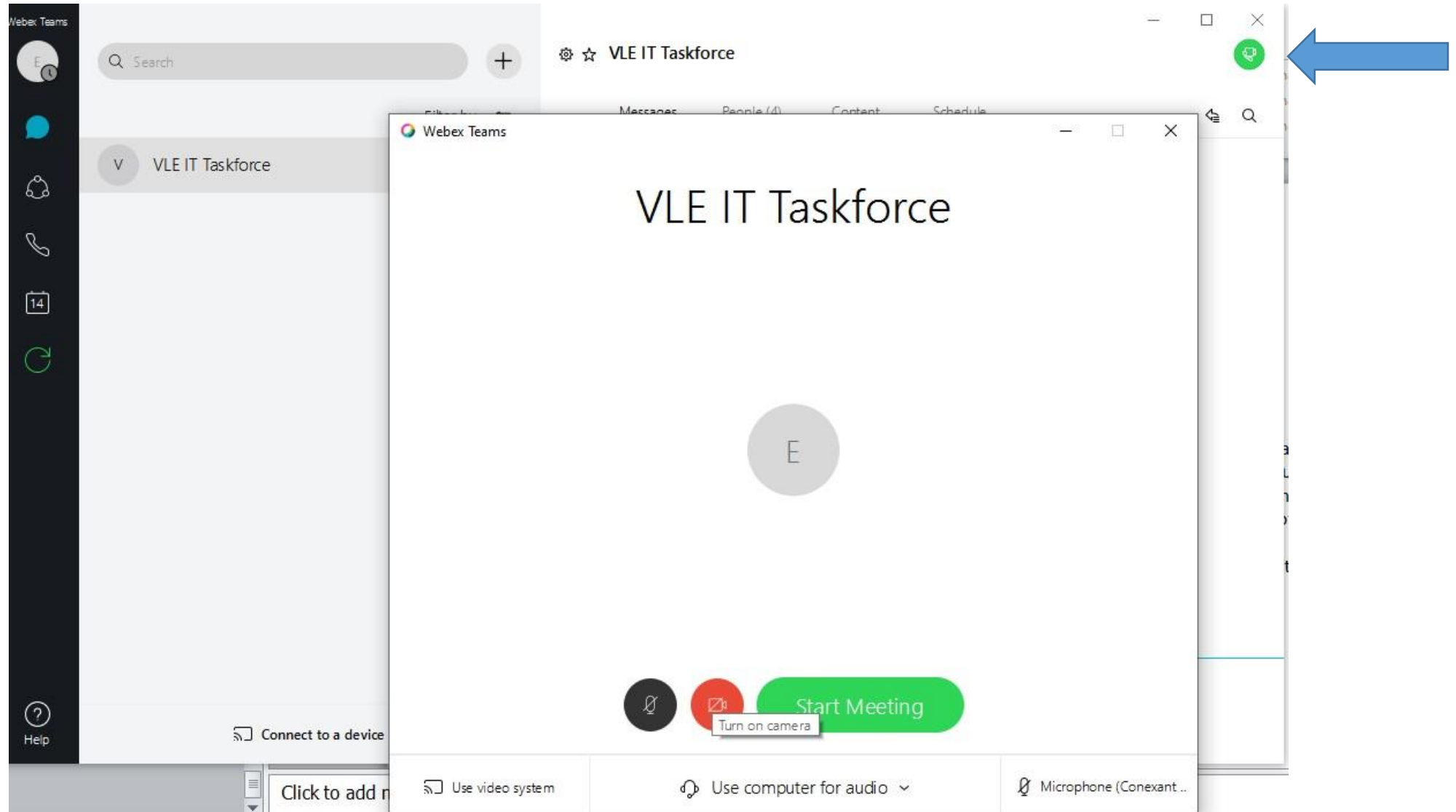
Write a message to VLE IT Taskforce

- 1 – Attach file
- 2- capture screen
- 3- Format Text
- 4- Emoticon
- 5- GIF
- 6- Mention Invitee



Meeting - video

webex™ Teams





Thank you



WebEx Teams

- Video Conferencing
 - Instant Messaging
 - Discussions
 - Online Status of Coworkers

- File Sharing .
- Presentations ■ White boarding
- Live Chat

WebEx Meeting

- Assign alternate hosts
 - Lock meeting room from invite
 - Basic registration

WebEx Training

- Testing and instructor scoring
- Breakout sessions
- Moderated Q&A