

USING WEBEX for SCREEN SHARING

One convenient way to share screens with another person at TU is to use WebEx. One person starts a 'session' and many others can join in and see each other's screens. One way to use this is when reviewing image files that are too large to upload. The students' screen can appear on the Teaching Station so it can then be projected onto the classroom projection screen. (Although, the student's screen will also be visible on ALL student computers screen, making the projector unnecessary!)

The first time this service is used, the WebEx add-on will have to be installed on the computer of all participants including the Session Host. This does not go into the Applications folder so this can be used on computers in any Tyler Studio. This process can even be done from any remote site, even at home.

download _____ and install the WebEx add-on
if this is the first time using this service on a particular computer

Here is how to Manage a WebEx Session:

Session Leader Creates a Session

go to _____ webex.temple.edu
log in _____ with TU ID and Password
click _____ INSTANT SESSION on the far left side
enter _____ a name for the "Topic"
this becomes the Session Name that students search for
click _____ START SESSION

All Student Users Join the Session

go to _____ templeuniversity.webex.com
sign in _____ with name and TU ID
click _____ LIVE SESSIONS
choose _____ the Topic/Presenter you wish to join
click _____ JOIN NOW

Session Leader shares their screen

click _____ SHARE MY DESKTOP [CMD] [OPT] K
to share screen with all class participants at once
control _____ all interactions from the control panel at the very top of the screen
end _____ by clicking STOP SHARING
from the WebEx drop-down menu at top

To Share a Student's Screen With the Group (or see the screen on the classroom projector)

Session Leader

select _____ student from right column
click _____ PARTICIPANT> CHANGE ROLE TO> PRESENTER from top menu

Student

click _____ SHARE MY DESKTOP [CMD] [OPT] K