JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN

Hochschulrechenzentrum

Abteilung III: Medien und Anwendungen

Webex Events for hosts

Table of content

I. How to set up a Webex Event

Log in with credentials at https://uni-giessen.webex.com.

Create a new event via the "Schedule an event" (1) or go to the classic view via the link to "Webex Events" (2) at the bottom left of the screen.
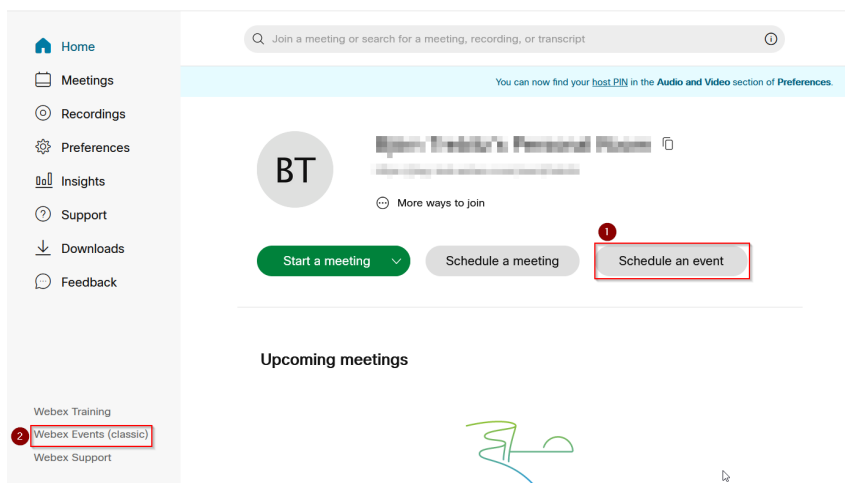
In the following window enter the

(1) Theme of the event,
(2) Date and time on,
and click on the button "Schedule" (3).
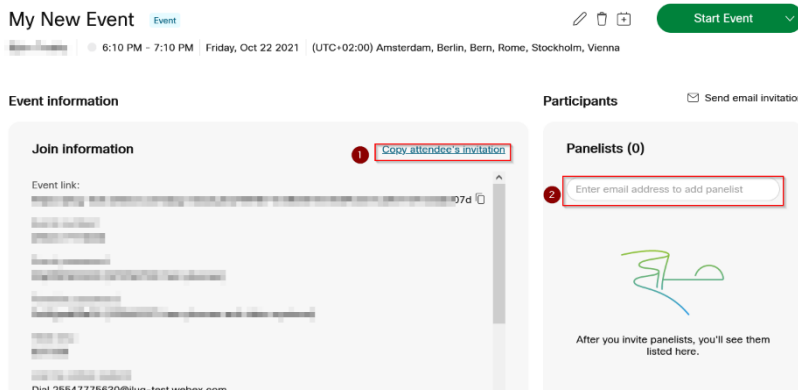
There are a few new items in the overview:
(1) Copy the invitation link for attendees
(2) Invite panelists tot he event via web form

Please copy the invitation for attendees via the clipboard into the invitation e-mail.

You should invite panelists via the web form. If this does not work, you can also send the link for attendees to the panelists and manually upgrade them to panelists in the event.

Important: If you make any changes to the event settings, the link to the event will also change, but the event ID and event password will remain the same.

A.   Participants in the discussion:

The Event Address for Discussion Participants link only works for discussion participants if they also have a Webex account on https://uni-giessen.webex.com.
It is better to send the participant link to the discussion participants as well and later right-click on the name in the participants list and "Change role in" to upgrade them to discussion participants.

B.   Resume Events

Each Webex event can only be held once. If you are planning a lecture during the semester, you have to create a separate Webex Event for each lecture date.
But this is not that difficult, because you can always work with the same template, you just have to enter a new name and a new start time.

II.   Start an Event

If you use Outlook, a calendar event will be sent to your inbox. If you accept the event, it will be automatically added to the calendar. You can also start the event from the Outlook calendar.

If you use another e-mail program, the e-mail will remain in the inbox.

You can also copy the web address of the event from the Outlook calendar to a browser of your choice and start the meeting from there.

When you call up the event address, your browser will ask whether the Cisco Webex app should be installed.
If you already have the Webex Meetings app installed, simply go to 1) "Run a temporary application". The downloaded file will end up in your download directory on your computer.
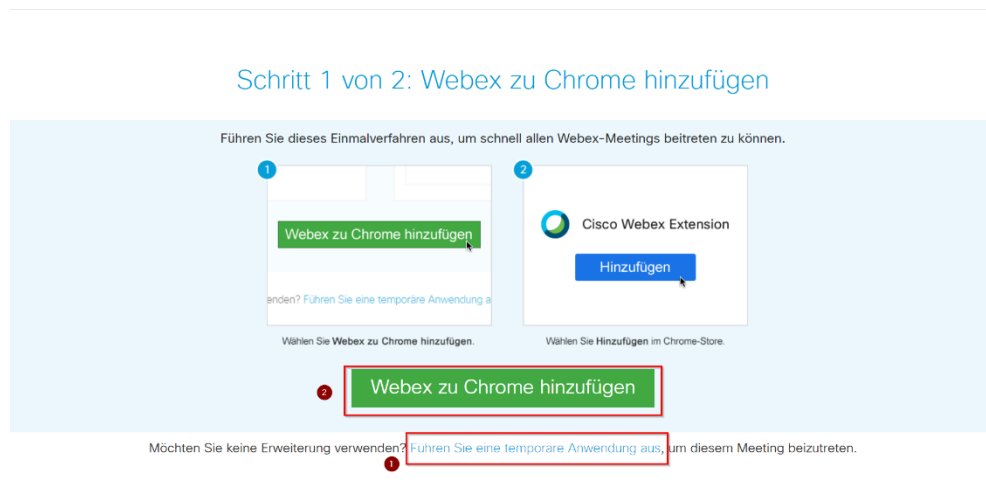
When you execute the file, the Events app opens:
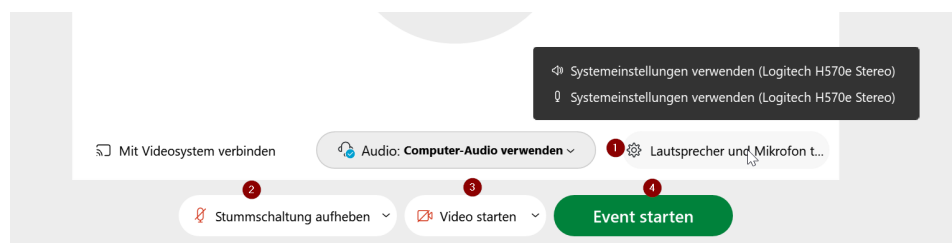
1. Here you can check if you have chosen the right microphone and speaker.

2. you can release the microphone and

3. Start the video image.

4. start the event with the button "Start Event". If you enter a Webex meeting for the first time, the app may ask for permissions for the camera and microphone of your computer. Please answer in the affirmative.

If everything went well, you should now see a picture of your webcam in the Webex app. If you do not see it, you can go to the menu item "Audio" and select the setting "Speaker, Microphone, Camera". Here you can make adjustments. If you have several webcams or microphones connected to your computer, you can select the appropriate webcam or microphone at this point.

III.   At the Event

Only hosts, moderators and discussion participants can share their camera and microphone. Incoming participants are muted by default, and only hosts or moderators can share their microphone. However, what does not make much sense with the number of participants, communication with the participants is explained in point 4.

The following screenshot briefly explains your options in the meeting. For more features please have a look at the Webex page (link at the end of the document).
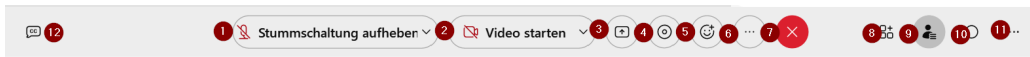
1. microphone release / mute during the event
2. camera release / switch camera off and on during the event
3. file sharing (see point C)
4. capture function (see point D)
5. reactions (smileys, hand gestures, etc.)
6. further options
7. exit or terminate event
8. use sli.do for attendee interaction (see point E)
9. show attendee list
10. show chat
11. more options
12. closed captioned: this feature is disabeled

A.   Why do I need a moderator on my side as a host?

Participants have the option to ask questions in the chat, or enter a question in the Q&A window. For you as a host, this form of communication quickly becomes confusing and you will overlook the feedback of the participants. It is therefore advisable to work with a moderator right from the start, whose task it is to keep an eye on the questions, the chat history and to forward the questions to you so that they can be answered.

B.   Create a list of participants

Since we have deactivated registration for data protection reasons, you will not automatically receive a list of participants by e-mail.

However, you can create a participant report on the website https://uni-giessen.webex.com, which you can download as a CSV file.

Please proceed as follows:

1. on the left menu "Meetings"
2. under "My Webex meetings", select "Completed".
3. click on the desired meeting
4. you will see an overview of the participants
5. click on the "Export Attendance Report" button and download the report as a csv file.

C.   Sharing files or screens

You can present content and share apps, or open windows or your screen content. In contrast to Webex Meetings, only hosts can present content.
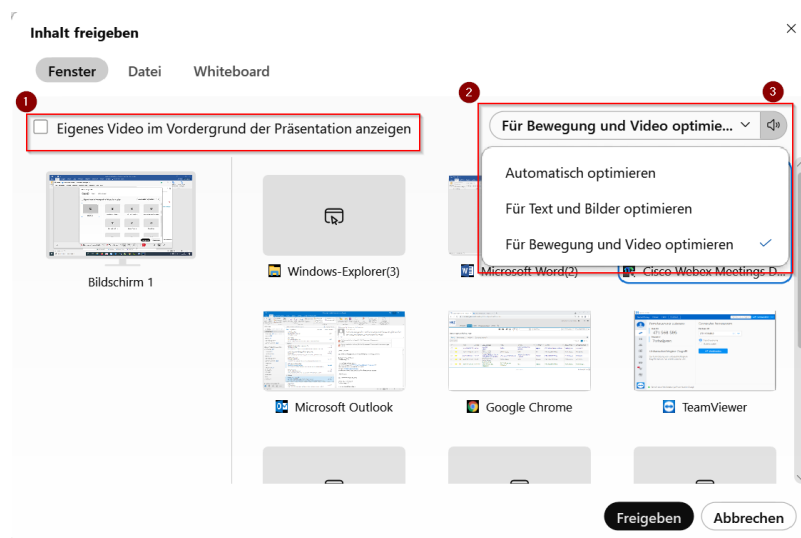
A new feature is the "immersive sharing" (1). Enabling this feature by checking the box, your video image will show in front of the shared presentation.

In the sharing wizard you can select in the upper right corner if you want to optimize the sharing for text and images or for motion and video. (2)

Please pay attention to the speaker icon (3). If it is active, the sound of your computer will be transmitted (e.g. when you share a video).

D.   Recording of Webex Events

For data protection reasons, the recording function in the cloud is switched off.
If you want to make a recording, it is saved locally on your computer by default. The recording function is set so that only the video of the presenters (hosts and discussion participants) and the screen sharing is recorded. Participants (students) are not recorded.

From a legal point of view, the following points must be observed:

1. the recording function may only be activated by the course director (lecturer).
2. discussions with participants must be conducted via the chat (or Q&A function), not via audio/video.
3. the admission of discussion participants with the recording function of their own contributions may only take place if they are informed about this recording.
4. the recorded session may only be saved locally (not in the Webex cloud).
5. the recording may only be made available internally to JLU or internally to the event and may not be placed on social media platforms or similar.

a)   Start the recording

When you press the "Record" button, you will be asked where to save the file.
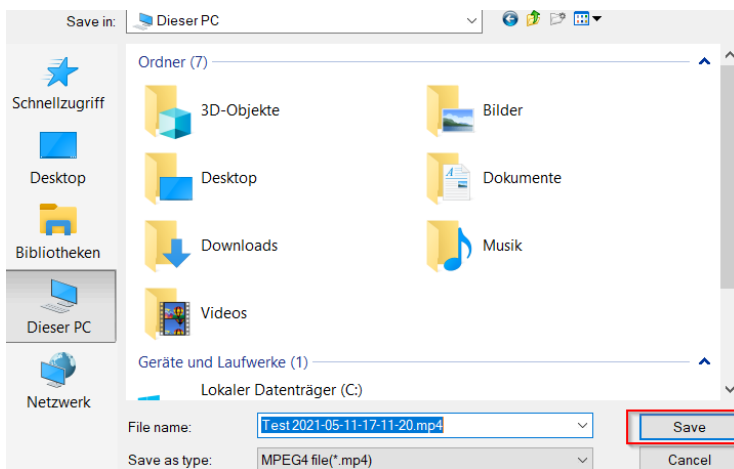
When the recording is running the following window, you can close the window by pressing (x) in the upper right corner, when you press the "Record" button, it will appear again.
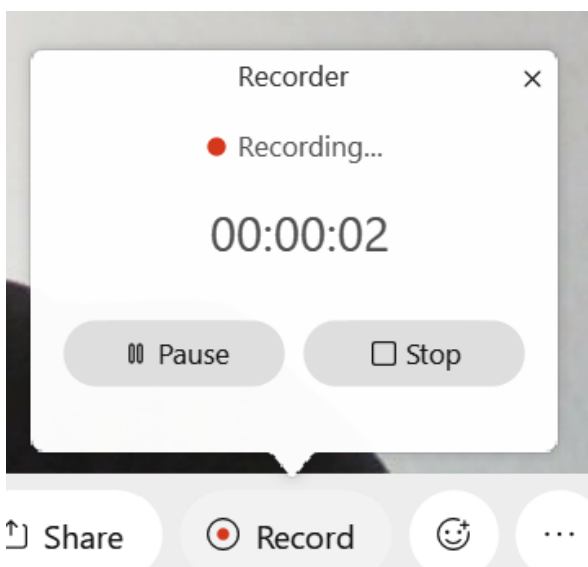
b)   Stop the recording

You can stop the recording with the "Stop" button.

When you exit the event, the MP4 file will be saved to the folder you specified earlier on your computer. This can take a few minutes, depending on the length of the event. Please do not shut down your computer before.

For information on how to make the recording available to students please refer to the document "Providing video content in ILIAS".

E.   sli.do

You will find more information and help with Slido here:

https://community.sli.do/use-slido-with-webex-90/use-slido-in-webex-meetings-976

IV.   After the Event

You will automatically be shown a feedback page after the event is finished, which we know from the settings of Webex Events. If you find a solution, please let us know.

V.   Technical Support

Our service currently includes the technical support of your course and its preparation.
Please make an appointment in good time at webex@hrz.uni-giessen.de.
Please note that we cannot answer questions about the didactics of your event. Please direct this request to the AG Lehre at digitale.lehre@uni-giessen.de.

VI.   Further Information

Further explanations of the icons and possibilities of Webex Events can be found here:
https://help.webex.com/de-de/ngd4k6q/Get-Started-with-Cisco-Webex-Events

VII.   Netiquette

In order for web conferences to work, everyone involved must pay attention to a few things. Here we have put together a few of them.

Find a place that is as quiet as possible

Ambient noise is usually transmitted very loudly in a conference and prevents the other participants from understanding each other well. Classics are kettles, coffee machines, other people in the room, etc.

Even a coffee cup placed next to the microphone or a cell phone that is pushed across the table can be heard surprisingly loud in a conference. The same applies to puffing, clearing your throat, sneezing, etc.

It's best to mute your microphone when you don't want to say anything yourself. Just don't forget to turn it on again when you want to say something.

Speak slowly and clearly

Often the call quality in video conferences is somewhat worse than on the phone. Therefore, you should deliberately speak slowly and clearly.