

Academy

We transform
IT-Professionals

Manual Virtual Classroom

Students

Version: 1.0.0

Copyright

© Copyright 2018 Capgemini Educational Services B.V.

No part of this publication may be reproduced and/or published by print, photo-print, microfilm, tape recording, electronically or by other means, or stored in a retrieval system, without prior written permission from Capgemini Educational Services B.V.

Table of Contents

- 1. Participate in a session 4**
 - 1.1. Log in to the session 4
 - 1.2. Roles in a session 5
- 2. How do the buttons work in WebEx? 7**
- 3. Let the trainer watch 8**
 - 3.1. Share the screen 8
 - 3.2. Hand over the control..... 8
 - 3.3. Return the presenter role to the trainer 8
- 4. Breakout sessions..... 9**
 - 4.1. Start a breakout 9
 - 4.2. During the breakout session.....10
 - 4.3. Ending a breakout session10

Students

Participate in a session

1. Participate in a session

1.1. Prepare for the session

Logging in for the first time takes some time. Make sure you log in on time, so you know everything works correct at the moment the training starts.

WebEx will work in your internet browser, we advise you to use Google Chrome. It can take a few minutes before everything is loaded.

In case this doesn't work, you have 2 options:

1. Install the web extension for Chrome:

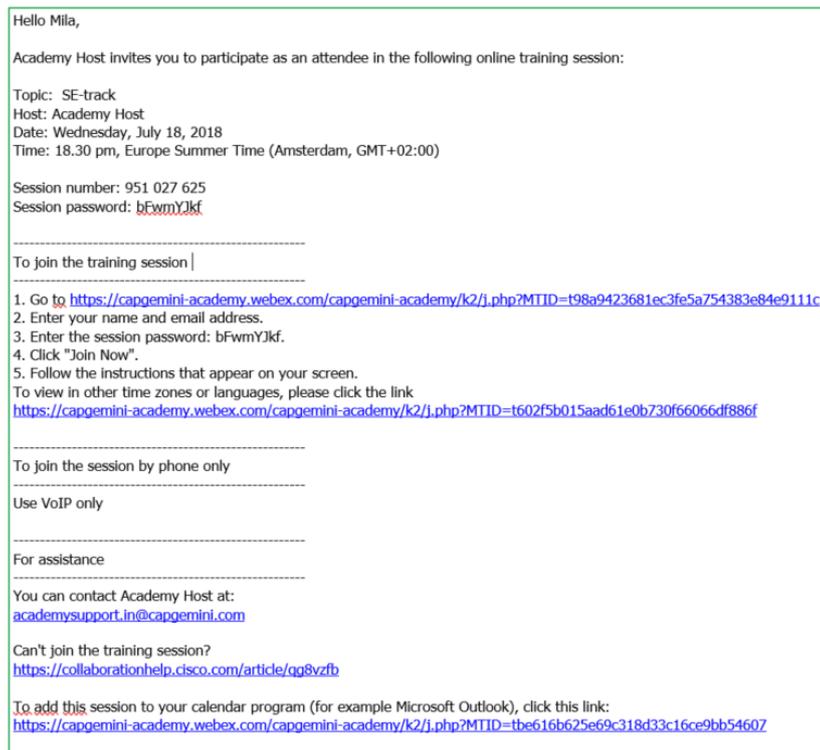
<https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhmfqmfgeifomenelqlieieqhnjghma>

2. Install desktop version WebEx Meetings: <https://www.webex.com/downloads.html>

1.2. Log in to the session

You received an invitation via e-mail with the details of the session.

Below you see an example of such a mail:



The mail contains the steps to attend a training session:

- ① Click on the link.
- ② Type your name and e-mail address.
- ③ Enter the session password. This is in the mail.
- ④ Click on 'join now'.

Students

Participate in a session

- ⑤ Follow the instructions on your screen.

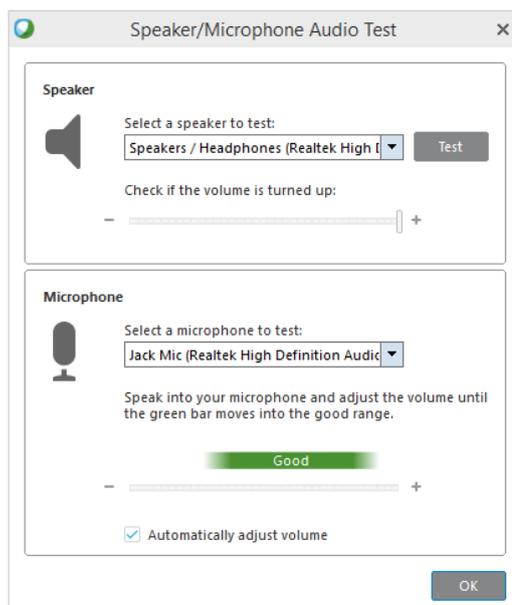
Make sure you have paired headphones with a microphone to your computer. The moment you are logged in you will receive the following message:



- ① Click the button *Yes* to participate in the session.

If you have problems with your sound:

- ① Click on *Audio* at the top.
- ② Click on *Speaker / Microphone Audio Test*. You will then see this window:



This allows you to select the right headphones and microphone and test them.

1.3. Roles in a session

Three different roles take part in a Virtual Classroom:

- **Host:** facilitates the session and helps with technical problems. The host only speaks English. If you have a technical question for the host, please ask your question in English.
- **Trainer:** provides the training. You can ask contextual questions to the trainer.
- **Attendee:** a participant or a fellow student.

Students

Participate in a session

If you happen to know that a fellow student cannot participate due to circumstances, please pass this on to both the host and trainer.

Students

How do the buttons work in WebEx?

2. How do the buttons work in WebEx?

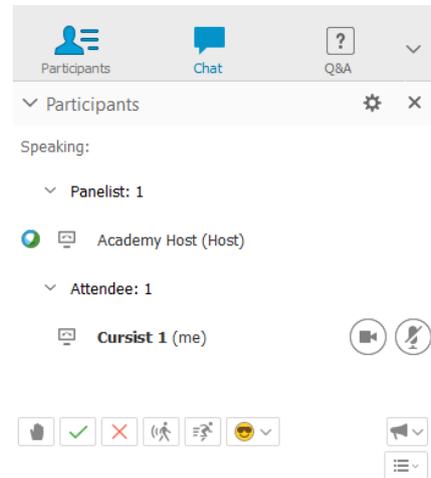
As a participant you have different functionalities. You see them at the top on the right side of your screen: *Participants*, *Chat* and *Q&A*.

You can switch the functionalities ON and OFF, by clicking on them. When clicking functionalities ON, they open underneath.

Participants: With this functionality set ON, you can see all participants in the session. In addition, there is a set of buttons which will be explained in the following table.

Chat: When switching this functionality ON you can chat with other participants, the trainer or the host. With the button *Send To* you can choose who you want to send the message to.

Q&A: When switched ON you can ask questions to the trainer. The questions appear separately for the trainer in a Q&A window. This is handy for non-urgent questions: the trainer can look at them at a later, more suitable moment.



| Button | Functionality |
|--------|---|
| | Mute your microphone. Handy for instances you do not speak: you do not cause background noise. |
| | Turn on your webcam, to share video with the trainer and other participants. |
| | Raise your hand to indicate that you have a question. |
| | Vote YES, the moment the trainer gives a statement. |
| | Vote NO, the moment the trainer gives a statement. |
| | If the trainer goes too fast, you can use this button to indicate that it needs to slow down a bit. |
| | If the trainer goes too slow, you can use this button to indicate that it may be faster. |
| | With this button you can put a smiley behind your name, to indicate your feeling. Click on the arrow next to the smiley to choose one. Click on the smiley again to remove it behind your name. |
| | View the results of polls. |
| | Change the list of participants into thumbnails or as a list. |

Students

Let the trainer watch

3. Let the trainer watch

There may be situations where you want to share your screen with the trainer.

3.1. Share the screen

In order to be able to share your screen, you need to take the following steps:

- ① You must become a presenter. The trainer can give you the role of 'presenter'.
- ② Click the button *Share* at the top, to start sharing your screen.
- ③ Click *My Desktop*.

If you have multiple screens, you can choose which screen you want to share.

3.2. Hand over the control

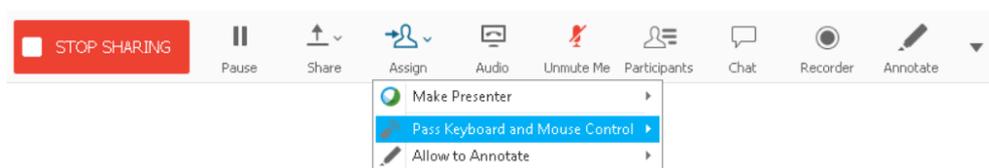
It is possible to hand over the control to your screen to someone else, for example in cases that the trainer can help you.

You do this in the following 3 steps:

- ① At the top of your screen you move your mouse over this blue bar:



- ② Click the button *Assign*  Assign
- ③ Click the button *Pass Keyboard and Mouse control* and choose the name of the person you want hand over the control to:



3.3. Return the presenter role to the trainer

When you are ready, you return the *presenter* role to the trainer:

- ① Click the trainer's name.
- ② Click on this button 

Students

Breakout sessions

4. Breakout sessions

Breakout sessions are intended for selected groups of participants to work together. In a breakout session only the people of that specific session can hear each other and see the information they share.

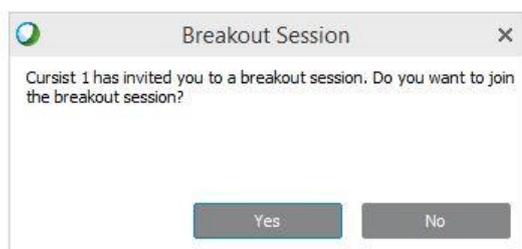
4.1. Start a breakout

The trainer or the host prepares breakout sessions. Per breakout there is one person who has the role of *presenter*.

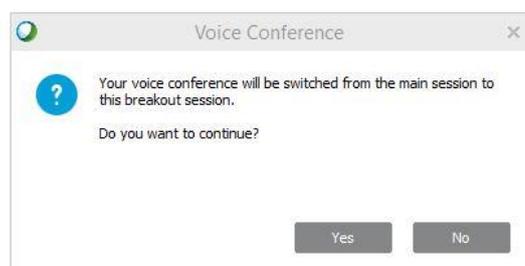
As a *presenter* you will see the following pop-up:



As a *participant* you will see the following pop-up:



Once you have clicked the button *Yes* as a *participant* you get this message:



Click the button *Yes* to participate in the session.

Students

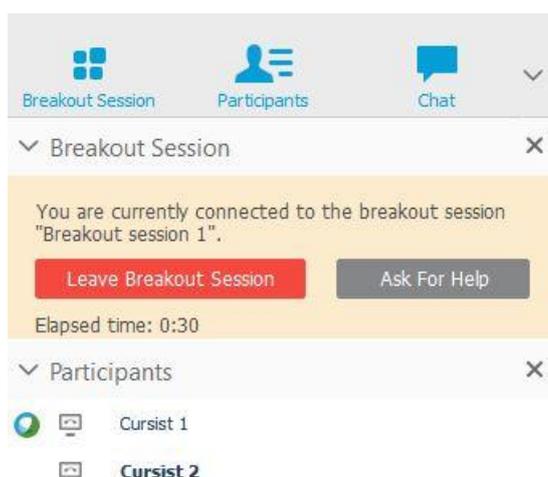
Breakout sessions

4.2. During the breakout session

You can work together in the session. The presenter can use a *share* to open a whiteboard, share documents or share his screen. Via the *Participant* option he can hand over the presenter role to someone else: the specific participant then can share his or her screen.

It is also possible to ask for help.

- 1 Click the button *Ask for help*:



The trainer will then receive a notification. He can then add himself to the breakout session to help.

4.3. Ending a breakout session

The session can be ended in three different ways.

- The trainer ends a session.
- The presenter ends a session by clicking the button *End breakout session*.

End Breakout Session

- A participant can leave a breakout session by clicking the button *Leave breakout session*.

Leave Breakout Session

When doing this the session is not actually ended; only the specific participant has left the still ongoing session.

Capgemini Academy's professionals offer what people in IT need. Our professionals have a keen eye for motivation, talent and are aware of specific contexts and circumstances. They move people to move. Programmes and courses that originate from daily experience of our both didactical and substantively strong trainers, light a fire within the individual IT professionals. Real life stories of our professionals' experience that tell how to solve problems and work with the people around it, do the rest.

An organization, like ours, helps people and their organizations day by day to get the best out of themselves and each other. We prepare them to defy tomorrow's challenges. We stimulate learning and curiosity. In order for individual IT professionals and their employers, to build better, longer and more intensive relationships. For mutual benefit.

Capgemini Academy. We transform IT professionals

Academy

academy.capgemini.nl