



International Campus Online Class Platform (WebEx) User Guide

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# Instruction

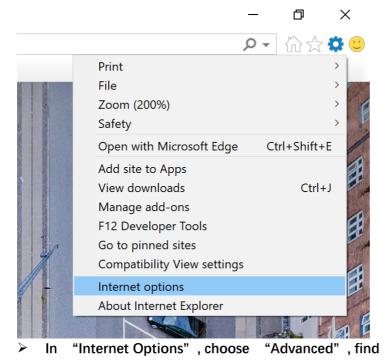
Webex provides a stable remote solution for video conferencing, screen share, and meeting record, which is suitable for remote teaching interaction. If you have problems while using WebEx, please contact ITS. Email: <u>itservices@intl.zju.edu.cn</u>Tel: 0571-87572669

## 1. Configuration Requirement

The following	systems and browser versions are appr	
	Windows	Mac OS X
Operation	Windows 7 and above	10.9 and above
Systerm		
IE	10 or 11	
Edge	Windows 10	
Firefox	Latest Version	Latest Version
Safari		11 or 12
Chrome	Latest Version	Latest Version
	Operation Systerm IE Edge Firefox Safari	Operation SystermWindows 7 and aboveIE10 or 11EdgeWindows 10FirefoxLatest VersionSafari

• The following systems and browser versions are applicable for WebEx

- Wired headsets are recommended for online interaction
- The resolution of camera should be no less than 720P
- Please **mute all the student**s when the class begin, so that noise could be avoid.
- If when you enter "https://zjuintl.webex.com.cn" when you login to desktop application, it shows the site is invalid, please check your browser setting:
  - Open your IE browswe and go to the up right corner, open "Setting" "Internet Option"

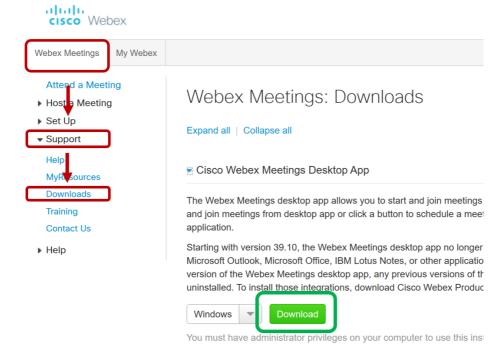


"Use TLS1.2" and tick it.

Internet Options ? X											
General Security Privacy Content Connections Programs	Advance	d									
Settings											
<ul> <li>Enable 64-bit processes for Enhanced Protected Mode*</li> <li>Enable DOM Storage</li> <li>Enable Enhanced Protected Mode*</li> <li>Enable Integrated Windows Authentication*</li> <li>Enable Integrated Windows Authentication*</li> <li>Enable native XMLHTTP support</li> <li>Enable Windows Defender SmartScreen</li> <li>Send Do Not Track requests to sites you visit in Internet Explore</li> <li>Use SSL 3.0</li> <li>Use TLS 1.1</li> <li>Use TLS 1.1</li> <li>Use TLS 1.2</li> <li>Use TLS 1.3 (experimental)</li> <li>Warn about certificate address mismatch*</li> <li>Warn if changing between secure and not secure mode</li> <li>Warn if POST submittal is redirected to a zone that does not per v</li> </ul>											
< >>											
* Takes effect after you've restarted your computer											
Restore advanced settings											
Reset Internet Explorer settings											
Resets Internet Explorer's settings to their default Reset											
You should only use this if your browser is in an unusable state.											
OK Cancel	App	ly									

### 2. Download

Step 1: Visit <u>zjuintl.webex.com.cn</u>, and click *Webex> Support> Downloa*d, download the desktop application according to your system.



Step 2: Install the desktop application and log in with your INTL ID, open webexapp.msi to install.

## 3. How to log in?

Login with INTL ID.

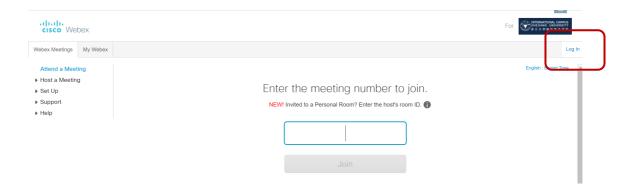
•

**On WebEx Desktop Application** 

<ul> <li>Cisco Webex Meetings</li> </ul>		¢۵ — ۱	×
	Sign in to Webex Meetings		
	XXXX@intl.zju.edu.cn		
	Next		
	Use as guest		
	cisco Webex		

#### • Log in on website

The host needs to log in with INTL ID before scheduling and starting a meeting. Visit <u>https://zjuintl.webex.com.cn</u>, and click *Login* at the top-right corner, log in with your INTL ID.



# 4. Change Language

• Go "Webex Meetings" - "Set Up" - "Preference" to manage the language setting,

cisco Webex	
Webex Meetings My Webex	
New User Reference Attend a Meeting → Host a Meeting → Set Up Webex Meetings Preferences My Profile → Support → Help	Preferences Expand all   Collapse all  General  Web Page Preferences Note: Changing the locale affects the display of session times, dates, currency, and numbers for this website.  Time zone: Beijing (China Time, GMT+08:00)  Language: English
	Locale: U.S. 💌
	Default Page for Each Tab
	Webex Meetings: My Personal Room 💌
	My Webex: My Personal Room

# **User Guide**

How to Use - For Teachers

#### 1. Schedule a class

On **Webpage**, after log in, click "*WebEx Meeting - Host a Meeting-Schedule a Meeting*" to enter the quick schedule interface, fill in the basic information of the meeting, and click "*Start*"*I*. Meeting information and joining links will be sent to participants by email.

Webex Meetings       My Webex         New User Reference       Attend a Meeting         + Host a Meeting       My Personal Room         Schedule a Meeting       Meet Now         My Meetings       My Recorded Meetings         My Recorded Meetings       My Recorded Meetings         • Set Up       Support         Help       MyResources         Downloads       Training         Contact Us       Password:         • Help       It regime and of pm         Beijing Time       Duration:         Duration:       1 hr () 0 min ()	cisco Web	ex	
Attend a Meeting My Personal Room Schedule a Meeting Meet Now My Meetings My Recorded Meetings Attend a Meeting My Meetings My Recorded Meetings Attend a Meeting Meeting S Meeting S My Recorded Meetings Attend a Meeting My Meeting S My Recorded Meetings Attend Attend Attend My Recorded Meetings Attend Attend Attend My Recorded Meetings Attend Attend Attend My Recorded Meetings Attend Attend Attend My Recorded Meetings Attend Attend Attend Attend My Recorded Meetings Attend	Webex Meetings	My Webex	
My Personal Room   Schedule a Meeting   Meet Now   My Meetings   My Recorded Meetings   • Set Up   • Support   Help   MyResources   Downloads   Training   Contact Us   • Help   • Meeting topic:   Class Name!   • Password:   RKDSU3Xg   Date:   02/06/2020   Time:   3   40   mail   Beijing Time			
Schedule a Meeting   Meet Now   My Meetings   My Recorded Meetings   • Set Up   • Support   Help   MyResources   Downloads   Training   Contact Us   • Help   • Meeting topic: Class Name   • Password: RKDBUXXg ()   Date: 0206/2020   Time: 3 (40 () am () pm   Beijing Time	🕶 Host a Meeting		
Meet Now My Meetings My Recorded Meetings Set Up Support Help MyResources Downloads Training Contact Us Help • Meeting topic: Class Name • Password: RKDBU3Xg @ T Date: 0206/2020 Time: 3 @ 40 @ m Beijing Time	My Personal Ro	m	
My Meetings My Recorded Meetings Support Help MyResources Downloads Training Contact Us Help • Meeting topic: Class Name • Password: RKDSU3Xg @ 1 Date: 02/06/2020 Time: 3 40  an opm Beijing Time	Schedule a Mee	ing	
Password: RKDsU3Xg     Password: 02/06/2020 Time: 3   40   am   pm Beijing Time	My Meetings My Recorded M Set Up Support Help MyResources Downloads Training Contact Us	etings	
Date: 02/06/2020 Time: 3   40   am   pm Beijing Time	• Meetin	topic: Class Name	
Date: 02/06/2020 Time: 3   40   am   pm Beijing Time	• Pas	word: RKDsU3Xg	
Time: 3 v 40 v am O pm Beijing Time			
Beijing Time			
	D		
Attendees: <separate a="" addresses="" comma="" email="" or="" semicolon="" with=""></separate>	Atte		
Use address book  Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meetin Send a copy of the invitation email to me Audio conference: Webex Audio Change audio conference Save as template	Audio conf	Let anyone with a host account on this site or anyone joining from authenticated Cisco video device in this organization host my me Send a copy of the invitation email to me ence: Webex Audio Change audio conference	

• If you use **the desktop application** to schedule a meeting, the system will directly skip to Outlook to initiate a WebEx meeting, then you could fill in the meeting information and send the invitation.

ile App	oointment	Schedul	ing Assistan	: Insert	Draw	Format Text	Revie	ew He	lp γ	🖓 Tell me v	/hat you wa	ant to do		Luqi Wang	5
Ì 🔁	① 取消	<b>众</b> 更改	Skype	<b>T</b> eams	Meeting	P <u>+</u> Invite	Options	Tags	Dictate	View				https://zjuintl.webex.com.cn/meet/	
$e^{te} \rightarrow \cdot$	Webex 会议 Webe	设置	Meeting	Meeting	Notes Meeting Notes	Attendees	*	×	Voice	Templates My Templates			~	Start a Meeting Sch	nedule
This appointment conflicts with another one on your calendar.         ••••••••••••••••••••••••••••••••••••											Join a Meeting $\odot$				
Title										Enter meeting information					
Save &         Close         Start time         Thu 6/02/2020         Image: The second s										Upcoming Meetings					
	End time	Thu (	/02/2020	4:3	0 PM 🔻	• O Make	Recurring							Thursday, 6 February 2020 🌐	G
	Location													4:00 PM 4:30 PM Wang, Lugi	
														Friday, 7 February 2020	
请勿删除	或更改以下文					为会议的详								9:00 AM 机房定期巡检 9:30 AM Zhang, Zhongyu	C

2. Functions: screen share, presenter change, student speech, class recording

#### 1) Start a scheduled meeting

• Click *My Meeting* at the left navigation bar to find the scheduled meeting, and click *"Start"* to start the meeting directly.

▼ 主持会议	< 2018年12月5	> 31			
我的个人会议室 安排会议	您主持的会议 🔻	🗌 显示过去的会议			
即时会议 我的会议	□时间 ▼	主题	类型	请求状态	
我录制的会议	8:00				
<ul> <li>▶ 设置</li> <li>▼ 支持</li> </ul>	8:10	测试	会议	不适用	开始

#### 2) Screen sharing & Transfer the role of presenter

• The conference presenter can share screens, files, and applications by clicking the *Share* icon.

Share Content			
	Waith Scre		
► Start	S EasyConnect	Cisco Webes Mei.	Microsoft Word(2)
C Microsoft Edge	Wicrosoft Teams	Microsoft Outlook	Google Chrome
Ø			

• The avatar with a spherical icon on the lower-right side is the presenter. Rightclick the participant and select *Change Role* to exchange the presenter status.

ð	✓ Participants (2)	
	Q Search	
	Lugi Wang Host, me	
• <u>P</u> resenter	<u>_</u> hange Role To	, 🖸
<u>H</u> ost <u>N</u> ote Taker Closed <u>C</u> aptio	Pass Keyboard and Mouse of Allow to Annotate Assign Privileges	Control
	<u>M</u> ute <u>U</u> nmute Mute All U <u>n</u> mute All	
	<u>S</u> top Video C <u>h</u> at	
	Move to Lobby	
	Expel	

- 3) Mute and mute off (desktop application)
- Select the participants Click *"Mute on entry"* to avoid noises, you can also *"mute all"* during the meeting

•						
<u>F</u> ile <u>E</u> dit <u>S</u> hare <u>V</u> iew	Audio			Meeting	Help	
0			<u>M</u> ute N	le	Ctrl+M	
			<u>U</u> nmute	e Me	Ctrl+M	
			Mute <u>A</u>	II		
			U <u>n</u> mute	e All		
			Mute o	n <u>E</u> ntry		
		~	En <u>t</u> ry ar	nd Exit Ton	e	
			-	nd Remind leeting Lin		
			Assign l	Pri <u>v</u> ileges	Ctrl+K	
			<u>C</u> hange	Role To	Þ	
			<u>R</u> eclaim	Host Role		
			Ex <u>p</u> el			

• When you see someone raise hand, click the red mute button on the right side, the button turns black means mute is turned off.

Q Sea			
LW O	Luqi Wang Me	۷	Ø
<mark>QC</mark> ଦୁ	<b>Qi Chen</b> Host		Ø

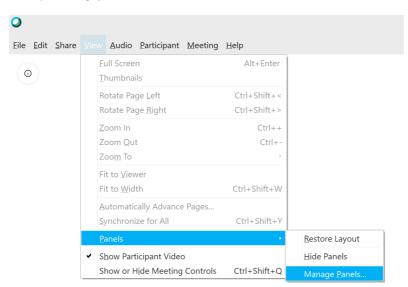
#### 4) Polling

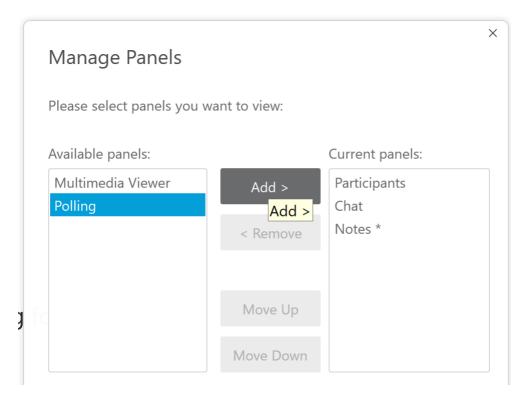
• Open a polling panel you could raise a quiz during the class.

Notes PcClose Polling	
② Lock meeting	Question
$\underline{\Omega}$ Invite and remind	Type: Multiple choice - Single Answer
) Copy meeting link	New Change T
Audio connection	Answer
Speaker, microphone, and camera	Add
	Record individual responses
	Clear All Options Open Pc

• You may not find the polling panel, click" *View-Panels-Manage Panel*' to

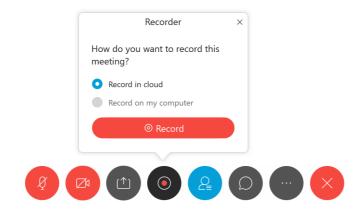
add pooling panel.





#### 5) Record and view recorded files

• Only the host can record the meeting. Click "*Record*" to record the meeting.



• After the host ends the meeting and the recording file is generated, you can view, download, and edit the recorded file. The recording file is in MP4 format.

Ø Ketianyun ∨	My Recorded Meetings				
Home	All recordings (4) Deleted				
Meetings     Recordings	Name	Security	Date $\vee$	Duration	Format
Preferences	Test-20181226 0714-1		12/26/2018 03:16 PM	0:00:04	MP4 <u>↓</u> a <sub>o</sub> <sup>o</sup> ···

### How to use - for students

#### 1. Ready for class

After the course is scheduled by the teacher, an email will be sent to the students' mailbox. Before the class, click the green button of *Join Meeting*, or you can search the meeting number directly on the desktop application.

组织者 Yunzhe Gu <yunzhegu@intl.zju.edu.cn></yunzhegu@intl.zju.edu.cn>
时间 2020年2月2日星期日 10:00-11:00
地点(I) <u>https://zjuintl.webex.com.cn/zjuintl</u>
响应   父 已接受 更改答复
Webex_Meeting.ics
Yunzhe Gu 邀请您加入以下 Webex 会议。
会议号(访问码): 180 797 169 <sup>↩</sup>
会议密码: mMmPRVJj <sup>↩</sup> ↩
2020年2月2日 <
10:00 上午   中国时间(北京, GMT+08:00)   1 小时 ~
加入会议
<ul> <li>● Cisco Webex Meetings</li> <li>∅ - ×</li> </ul>
LW Luqi Wang https://zjuintl.webex.com.cn/meet/luqiwang
Return to Meeting Schedule
Join a Meeting <sup>©</sup>
180797169 Join
Upcoming Meetings
Thursday, 6 February 2020 🗐 🖸
4:00 PM

### 2. Function during the class: raise your hand to speak

Click the icon of raise hand on the right side. It turns blue means activated, and black means turned off. Beside the icon of raise hand is the icon of mute.

