



# WELCOME TO

## CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS (CQM-C) (Virtual Edition)

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### Requirements

Students will need a device with working internet capability (i.e. laptop, computer, or tablet) and a working webcam for identification purposes. Students will install the Cisco Webex Application (compatible with Windows and Mac OS) and have their webcams turned ON during the class sessions.

### Student Reporting Instructions

Students shall report online and signed in to the given WebEX link at **07:45 AM (PST)** on the first day of class for roll call. **Class will start promptly at 08:00 AM (PST).** *It is suggested that students install the Cisco Webex application prior to class and ensure their application is working.* Students will receive an agenda with WebEx class links, if you do not receive the agenda, please email [CESPL.CQM.Training@usace.army.mil](mailto:CESPL.CQM.Training@usace.army.mil).

Here is a helpful link and video on how to join our webex meeting: <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting>. Otherwise, general instructions are below.

Students will enter their full name and email address as reported in their registration form. Please ensure your full name is spelled correctly, as this will be the name listed on the CQM course completion certificate.

The screenshot shows the Cisco Webex interface for joining a meeting. At the top, it says 'cisco Webex' and has a 'Sign In' button. The meeting title is 'CONSTRUCTION QUALITY MANAGEMENT JUNE 18-19 CLASS'. Below the title is the meeting URL: 'https://usace.webex.com/join'. There are two input fields: 'Contractor Name' and 'ContractorEmail@email.com'. A red box highlights these two fields. Below the input fields is a green 'Join Meeting' button with a dropdown arrow. A red arrow points to this button. Below the button is a link for 'More ways to join'.



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Ensure webcam is turned **ON** for identification purposes, but please **MUTE** your microphones unless called upon.

Students will be able to converse using the chat box.

Students will have the option to have webex call your phone, call in the given phone number, or utilize the computer's audio for audio purposes. **It is suggested to utilize the "Call Me" option.**

The screenshot shows the 'Audio and Video Connection' dialog box in Cisco Webex Meetings. The dialog has two main sections: 'Select Audio Connection' and 'Select Video Connection'. Under 'Select Audio Connection', there is a dropdown menu with 'Call Me' selected, a country code dropdown with '+1' selected, and a phone number input field. Under 'Select Video Connection', there is a dropdown menu with 'Integrated Webcam' selected and a video preview window showing a blurred image. Below these sections is a 'Connect Audio and Video' button. At the bottom of the dialog, there is a row of icons: a phone, a document, a person, a speech bubble, a menu, and a red 'X'. Below the icons, there is a status bar showing 'HELEN SANCHEZ (Host)' and 'Call-in User\_1'. Red arrows and text annotations are overlaid on the screenshot to guide the user through the steps.

1. Select "Call Me" Option
2. Enter Phone Number
3. Select Webcam, ensure webcam works for identification purposes
4. Click "Connect Audio" and the audio connection will be made to the number input above.

Press 1 on your phone to join your conference

If you have any questions or concerns, please email [CESPL.CQM.Training@usace.army.mil](mailto:CESPL.CQM.Training@usace.army.mil).



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### GROUND RULES

- One person speaks at a time. Students may use the chat box to type questions, and the instructor or facilitator will respond.
- Students are also able to use the “raise hand” feature to speak verbally.
- Respect everyone’s time – stay on topic/no sidebars. Listening is important!
- Everyone participates in discussions and decisions.
- No criticism of ideas or people.
- Keep webcam on at all times for identification purposes.
- Periodic time breaks will be offered, and including a lunch period.
- The instructor will be conducting periodic roll calls or noting students’ presence after every break.

