WEBEX MEETINGS TUTORIAL FOR STUDENTS

September 2020



Help mail: helpstud.didatticadistanza@polimi.it

New Tools for the academic year 2020-21







During the academic year 2020-2021 Webex Meetings will be used for learning and teaching activities. Webex Meetings is a web conference system integrated with the classroom management system. It will allow students who are not at POLIMI to follow the lessons remotely.

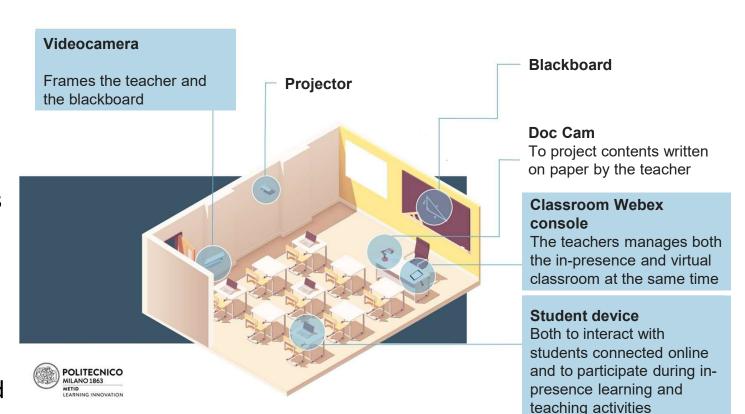


Classroom in Politecnico integrated with Webex Meetings

The PoliMi classrooms have been equipped with the Webex Meetings console that allows the teacher to give lectures in the classroom.

At the same time he shares audio, video and any specific slides/applications with students connected online.

The teacher can also record the lesson via Webex Meetings.

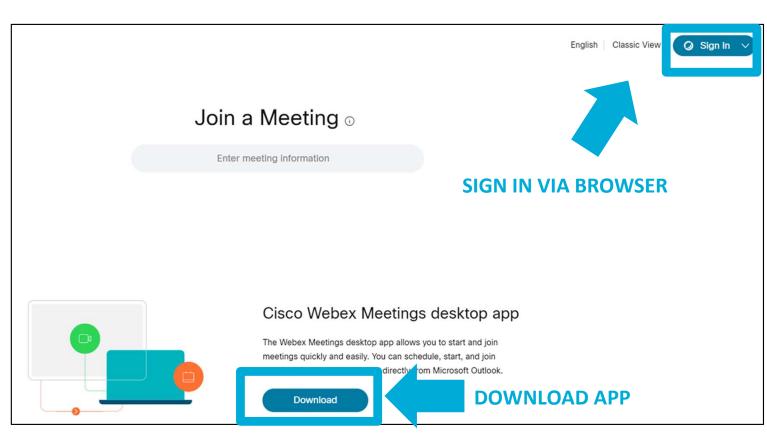


Webex Meetings Sign in

To sign in into Webex Meetings go to: https://politecnicomilano.webex.com and select **Sign In**. Insert your email address and PoliMI credentials (**PERSONAL CODE and password**); in this way, you will automatically receive permissions to access the online lectures from Politecnico di Milano.

From this page you can:

- Sign in via browser
- Download the app



Webex Meetings Sign in

Attention!

For new students: the Webex license is assigned the day after enrollment.

If you do not receive the email from WebEx, you can activate your license as following:

- go to: https://politecnicomilano.webex.com
- select "Sign in"
- insert your **Polimi email**: nome.cognome@mail.polimi.it
- you are redirected to Polimi authentication → insert your Person Code

The license is now active.

Personal Rooms



The teachers will use their own "Personal Room" to give lectures (each Webex user has a Personal Room).

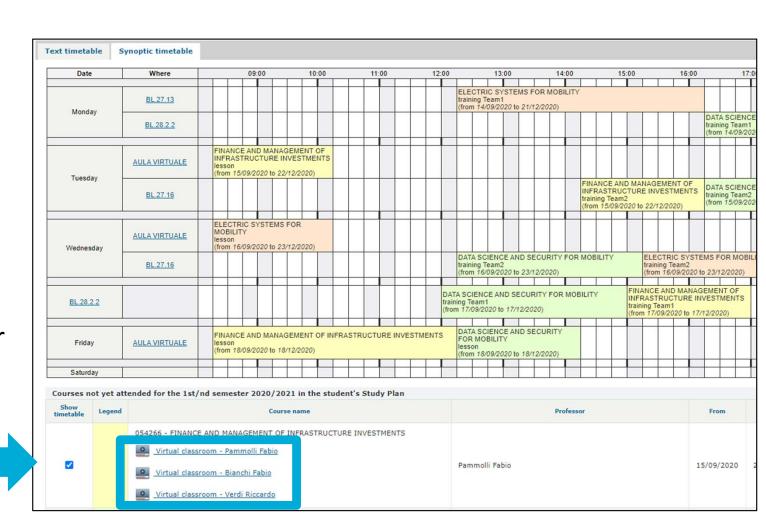
There will not be a single room linked to each course: **you will** access the Personal Room of the teacher that gives the lecture.

You can find the teachers and collaborators Personal Rooms links in the Online Services/Lecture Timetable (next slide).

Online services for students – Lecture timetable: link to virtual classrooms (I)

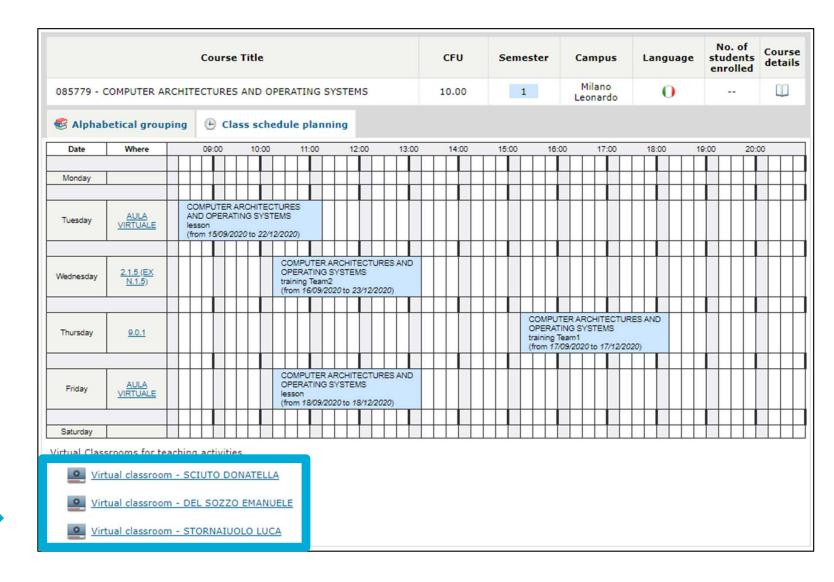
You will find teachers and collaborators
Personal Rooms links in the Lecture timetable of your study plan.

Teachers will have to inform you about their class schedule.



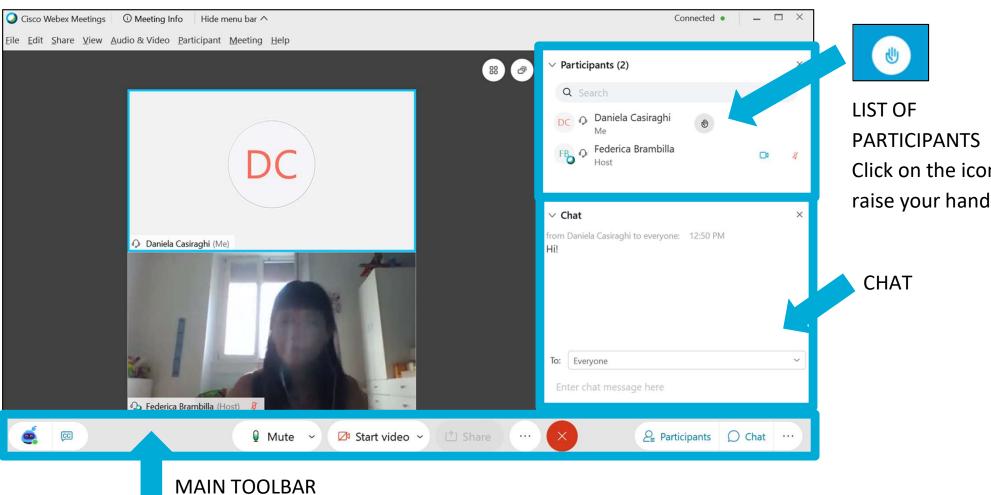
Online services for students – Lecture timetable: link to virtual classrooms (II)

You will find teachers and collaborators Personal Rooms links in the Class schedule planning.



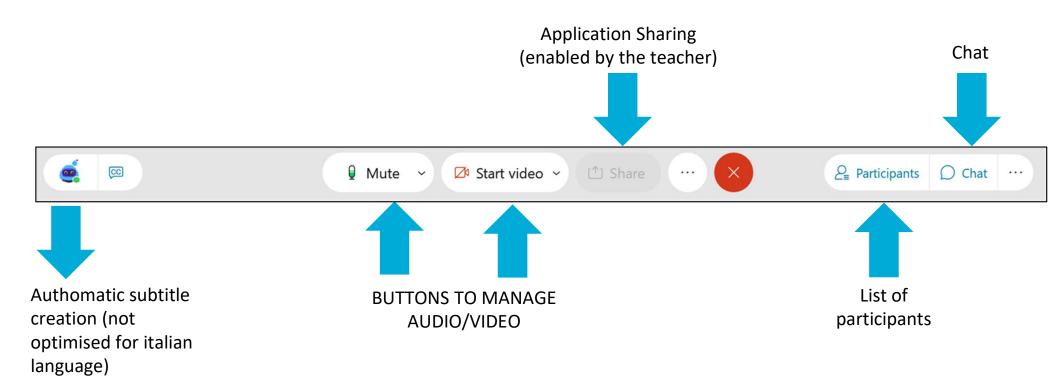


Webex Meetings for online lectures: the virtual classroom

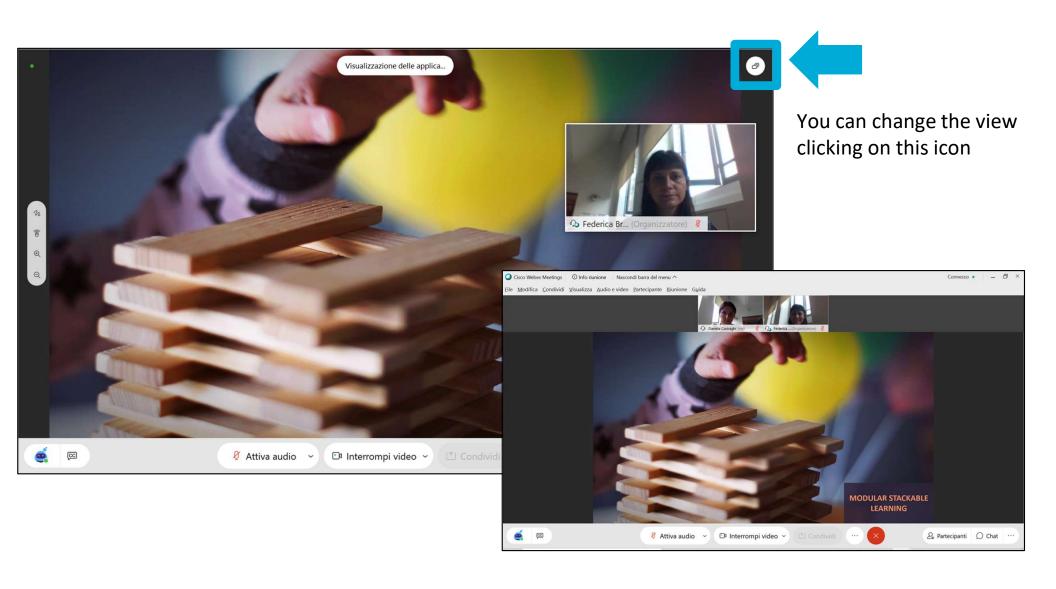


PARTICIPANTS Click on the icon to

Webex Meeting: the main toolbar



Webex Meetings: change view



Lecture recordings

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The **lectures recordings**, if activated by the teacher, must be shared by himself <u>within the course in BeeP</u> (there is no recording repository accessible to the students).

If you don't see the recordings in BeeP after a few days, please, remind the teacher to share the link.

System requirements

- https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings
- https://help.webex.com/it-it/9ehuwu/Web-App-Supported-Operating-Systems-and-Browsers

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