

# Using Webex Sessions in D2L

Presented by: eLearning Staff



*Lansing Community College is an equal opportunity, educational institution/employer.*

# Session Agenda

- What is Webex in D2L?
- Accessing Webex in D2L
- Scheduling/Starting Webex Sessions
- Increasing student engagement/interactivity using Webex:
  - Sharing Content/Audio
  - Using Breakout Rooms
  - Using Appointment Booking
  - Creating Polls
  - Feedback Tools
- eLearning Resources & Support
  - Using Webex in D2L Courses Training
  - eLearning Instructor Resource Site

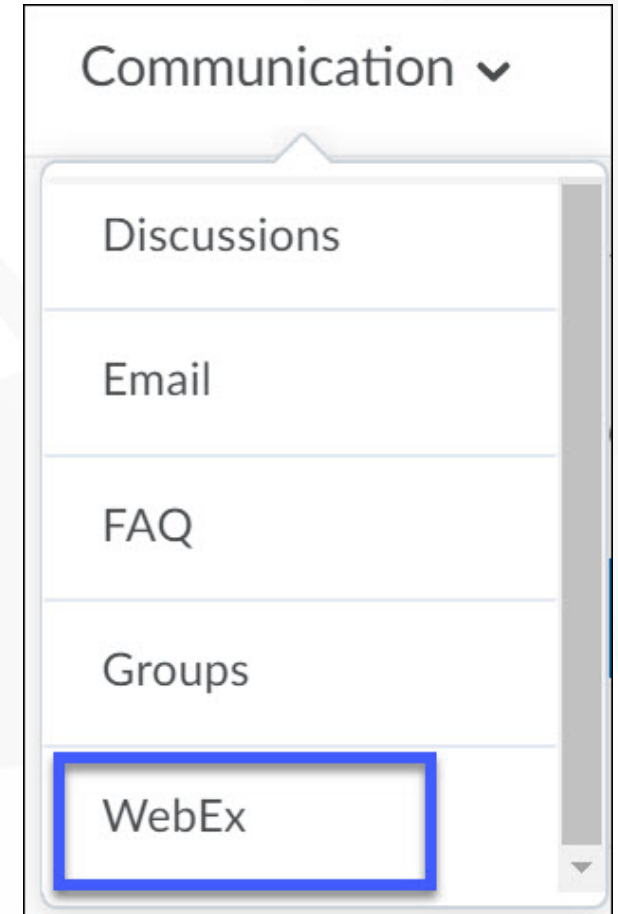
# What is Webex in D2L?

- Webex is an on-demand collaboration, online meeting and video conferencing application suite.
- Instructors can use Webex to facilitate online office hours, class meetings, and individual or group conferences.



# Accessing Webex in D2L

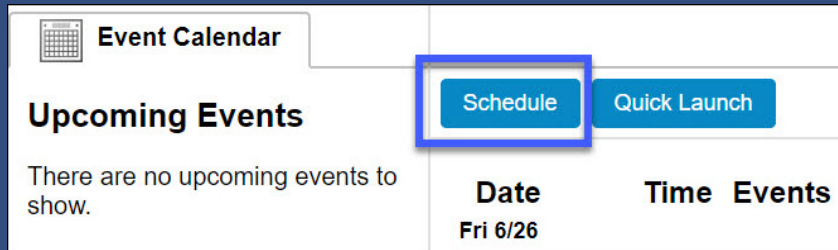
- Webex is integrated directly into D2L, allowing instructors to schedule meetings and office hours in D2L.
- Webex is accessed from the *Communications menu* with a D2L course.



# Scheduling/Starting Webex Sessions

## Scheduling Webex Sessions

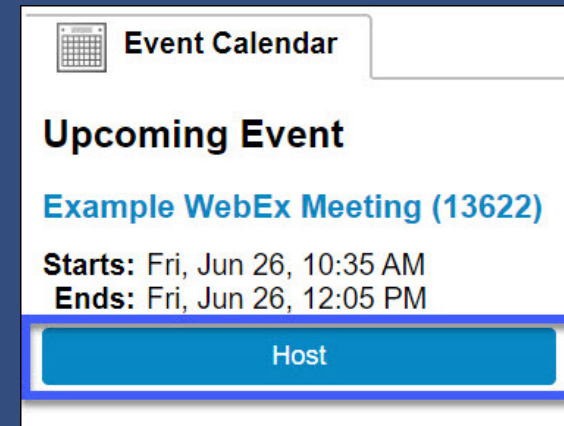
1. Enter a **D2L** course.
2. Select **Webex** from the *Communication* menu.
3. Within Webex, from the *Event Calendar* tab, select **Schedule**.



4. Fill in the **required fields** (denoted with an asterisk **\***) to schedule a new event.
5. Select **Save**.

## Starting Webex Sessions

1. Enter a **D2L** course.
2. Select **Webex** from the *Communication* menu.
3. Within Webex, on the *Event Calendar* tab, select **Host** to launch a previously scheduled session.



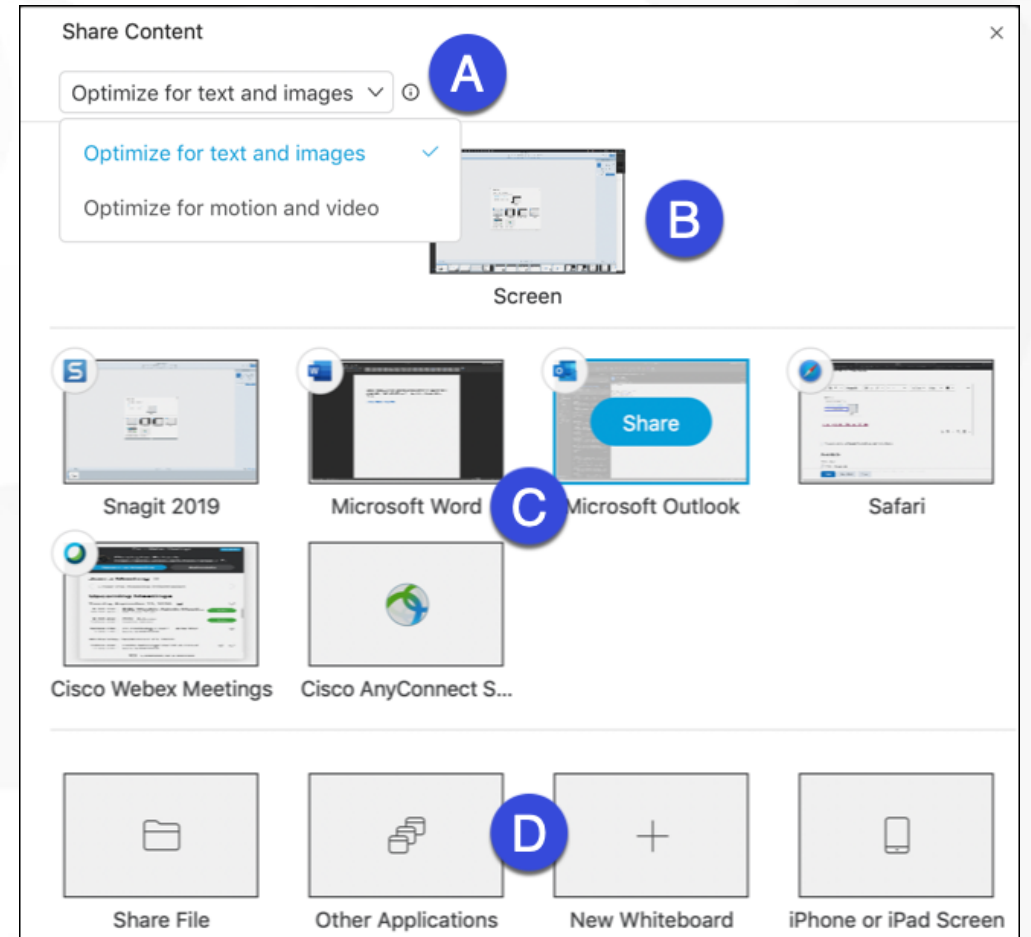
# Increasing Student Engagement/Interactivity

- Sharing Content/Audio
- Using Breakout Sessions
- Using Appointment Booking
- Creating Polls
- Feedback Tools



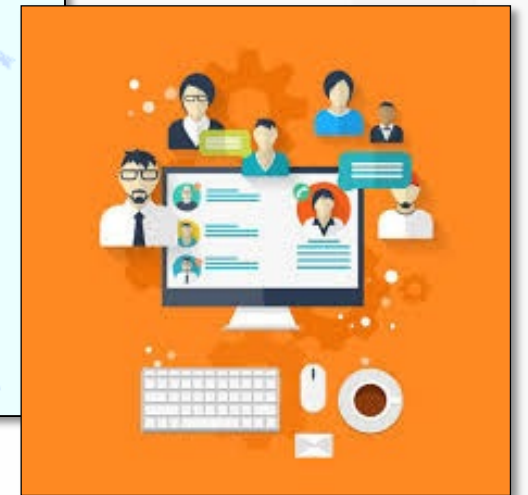
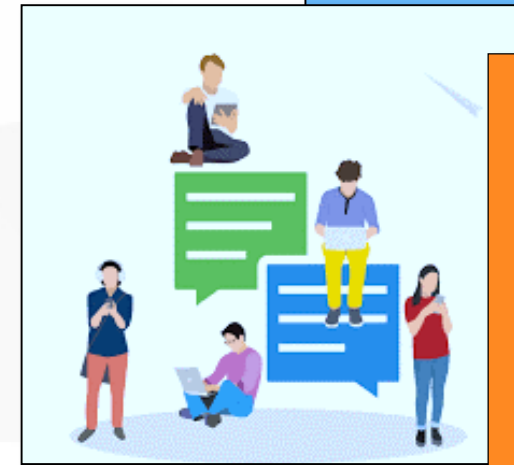
# Sharing Content/Audio

1. Select **Share**.
2. Select the **Content** you wish to share.
  - A. To share videos or content with audio, select **Optimize for Motion and Video**.
  - B. Share the Screen.
  - C. Share an open application.
  - D. Share a file, application, or whiteboard.



# Using Breakout Sessions (Slide 1 of 3)

- Breakout Sessions are small group sessions split off from the main Webex session, allowing participants to collaborate and communicate with group members.

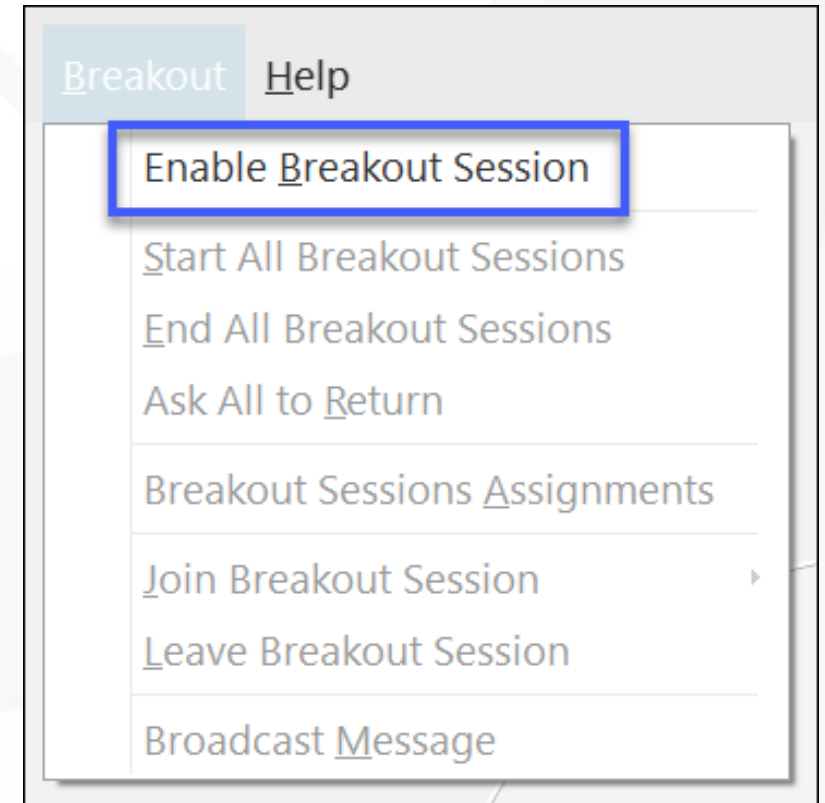




# Using Breakout Sessions (Slide 2 of 3)

## Setting Up & Starting Breakout Sessions

- Select **Breakout Session Assignment** from the *Breakout menu*.
- Assign participants **Manually** or **Automatically**.
- The first user added will be assigned the Presenter role.
- To begin all Breakout Sessions, select **Start**.
- Instructor (Host) can join each Breakout Session.
- To end all Breakout Sessions, select **End**.



# Using Breakout Sessions (Slide 3 of 3)

## Participant Controls in Breakout Sessions

- **One group member will be designated as the “Presenter”.**  
The Webex presenter indicator appears to the left of the current presenter. Presenters have access to additional tools to share content and interact with other group members, as well as, allowing all members to annotate.
- **The “Presenter” role can be passed to other group members.**
  1. Select the name of a group member from the Participants List.
  2. Right-click on the group member name.
  3. Select Change Role to, and then select Presenter.
- **Participants control their audio connection during a Breakout Session.**  
Audio connections can be turned on/off by selecting Mute/Unmute located on the quick access toolbar.

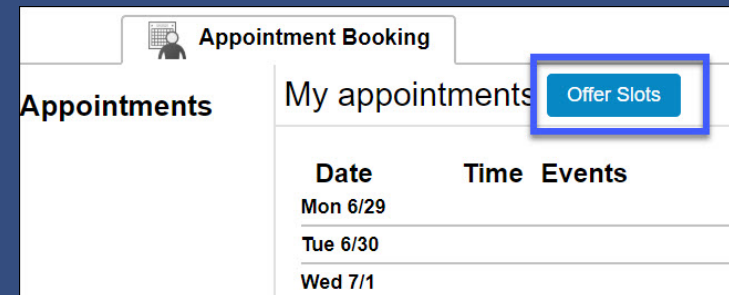
# Using Appointment Booking

## About Appointment Booking

- Used for private sessions
- Ideal for 1-on-1 meetings and online office hours
- Appointment blocks can be scheduled in set increments, and are seen across all courses in D2L.

## Setting Up Webex Appointment Slots

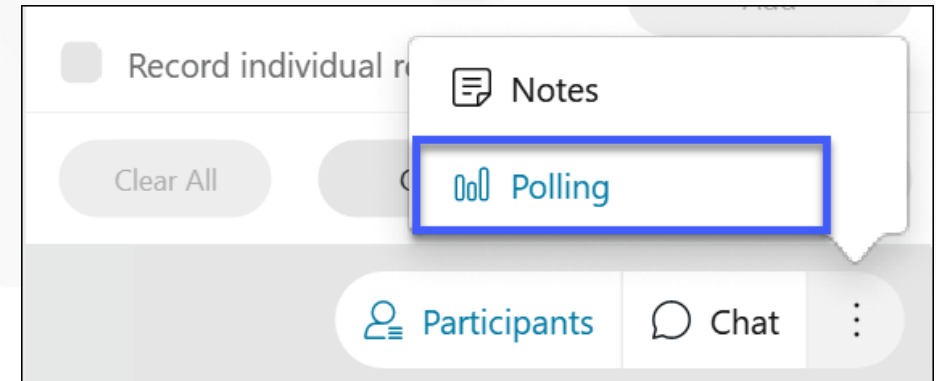
1. Enter a D2L course.
2. Select **Webex** from the *Communication* menu.
3. From the *Appointment Booking* tab, select **Offer Slots**.



4. Fill in the **required fields** (denoted with an asterisk \*) to schedule appointment slots.
5. Start Webex Appointment just like a normal Webex session.

# Creating Polls

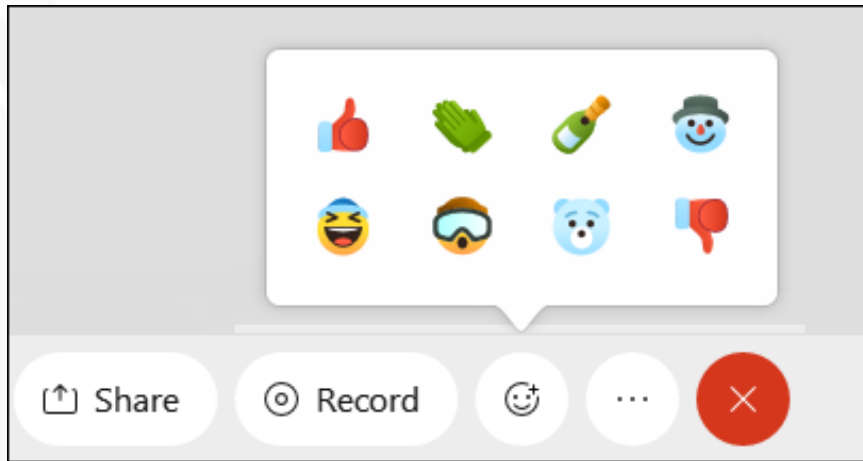
- Meeting Hosts can create polls during a session to engage and pose questions to participants.
- Create question and answer choices
- Save Polls and use in other Webex sessions
- View/share results
- Save Poll results



# Feedback Tools

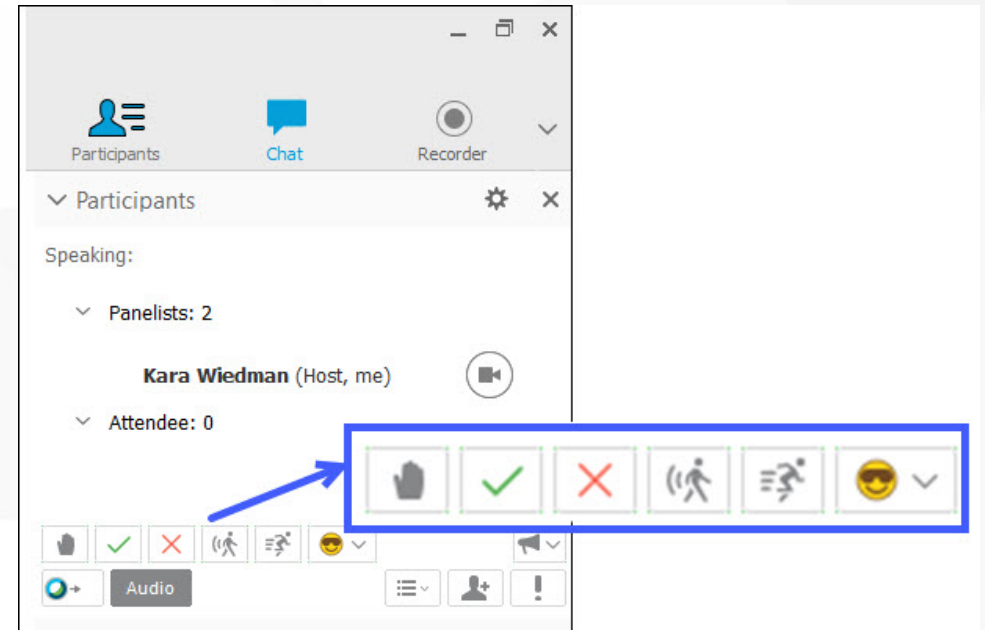
## Instant Feedback

- Raise Hand (from Participants list)
- Reactions



## Available ONLY in Webex Trainings

- Green Check/Red X
- Feedback Results and Clear Feedback



# eLearning Webex Resources & Support

- **Using Webex in D2L- Training**
  - Self-paced training available within D2L.
  - Estimated time to complete- 45-60 minutes.
  - Provides and overview of Webex in D2L, including Breakout Sessions, and Feedback Tools.
- **eLearning Instructor Resource Site**
  - Accessed at <https://elearning.lcc.edu/>
  - Select Online Tools > Webex Meeting
  - View “How To” instructions



# Contact eLearning!



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## Email

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## Live Chat

[elearning.lcc.edu](http://elearning.lcc.edu)



## Virtually

By Appointment