Guidance and Materials for ASTM Members Using Webex Training

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Contents

CHAPTER 1 GUIDANCE FOR WEBEX TRAINING PARTICIPANTS

03 Registering for a Webex
07 Participant Login
11 Webex Training Center Controls
12 Audio Connection Options
14 Participant Voting Tools: Raise Hand/Participate in a Poll

CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

17 Mute/Unmute Participants
20 Share Content/Screen
21 Transfer the Host Role During a Training Session
22 Transfer the Presenter Role During a Training Session
23 Accessing Controls While Sharing Your Screen
25 Breakouts for Webex Training Host
35 Host Voting Options
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Registering for a Webex

Committees may require Webex registration, so be sure to read the Webex notices carefully. If your committee uses Webex registration, you will receive an invitation email as shown. Register by clicking the button in the email. We recommend registering in advance so that there are no delays.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Registering for a Webex

On the Registration page, complete all required fields that are noted with a red asterisk.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Registering for a Webex

Once you’ve clicked Register Now, you should see a confirmation page.

Note: Check your email on registration; you will receive an additional email notification with the access link to the Webex. This is the link you will need to login and attend.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Registering for a Webex

Add to Calendar: Take advantage of the Add Meeting to Calendar link in the email. Using this option will add all of the meeting details, with access links, to your email client so that it will be easier to locate on the day of the meeting. Be sure to save this information to connect to the Webex during the actual meeting time.

Note: You can share your link with others, but they will also be required to register before they can join the meeting.
CHAPTER 1  GUIDANCE FOR WEBEX PARTICIPANTS

Participant Login

Step 1
Select the join link (Go to and the URL), in your email invitation.

Invitation to Virtual session: Test Training

You have been invited to participate in an ASTM Virtual Meeting:

Topic: Test Training
Host: WebEx Admin
Date: Monday, August 24, 2020
Time: 11:15 am, Eastern Daylight Time (New York)
Session number/Access code: 132 599 0608
Session Password: ZbyYmNqUf73

To join the online meeting:
1. Go to https://astm.webex.com/astm/k2/j.php?MTID=t73bbe286013c2ebca07d0e437f8f4c2e
2. Enter your name and email address on the right side of the page.
3. Click “Join Now”.
4. Follow the on-screen instructions to join the teleconference and utilize the call back feature – OR - join the teleconference by dialing the 1

To join AUDIO ONLY:
1. Dial: 1-877-668-4490
2. Enter Meeting Code: 132 599 0608
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Login

Step 2
Enter your name, email address, and password, if prompted, and click Join Now. You can also choose the Join by browser link (you will NOT be able to share your screen through Join by browser).
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Login

Step 3
When you join the meeting, you will be prompted to select your audio preference. *(You can call in from a land line or use computer audio.)* When you’re ready, click one of the green button options, **Call Me** or **Call Using Computer**, to join audio.

*Computer audio tends to be the cause of feedback so be sure to stay muted; if at anytime you are experiencing feedback, you can disconnect and call in from another device.*
If you see the Not Started message, try again in a few minutes. The host may be trying to get the meeting started.
CHAPTER 1 GUIDANCE FOR WEBEX MEETING PARTICIPANTS

Webex Training Center Controls

It is helpful if you mute/unmute yourself. If the host must mute you, you cannot unmute yourself.

Regarding your audio connection: The most feedback is experienced when participants use a computer for audio. If possible, have Webex call you back on your preferred device. You will still have all the same viewing and control capabilities as if you had called in from a computer.

Don’t forget to check the chat box occasionally in case attendees are using it during the meeting.

Back to Top
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Audio Connection Options

The screenshot shows the different options for joining Webex audio: 1) use computer audio (Call Using Computer), or 2) have Webex call you (Call Me) at a preferred number. Most feedback/audio interruptions are experienced when multiple users calling in through computer audio are unmuted.

To connect to the audio during a Webex training session, you can use your phone or a headset connected to your computer.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Audio Connection Options

Participants can determine who is causing feedback or currently speaking through locating the two blue lines that appear next to their name.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Voting Tools

Option 1: Raise Hand Tool
If the participant box appears on the right side of your screen, hover your mouse over your name and click on the hand icon as shown. The host and all participants will see your hand raised, indicating that you would like to speak or have a question. You will need to put your hand down once finished; just click again.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Voting Tools

If the host is sharing their screen, you may need to access your controls differently. Simply hover your mouse over the screen where it is being shared, and the control panel will appear. Select the participant menu, and you can raise your hand from there. You will need to put your hand down once you have finished.
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Voting Tools

Option 2: Participate in a Poll (PC/Web View)
If the host does a poll, you will be prompted to participate.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Mute/Unmute Participants

As the host of the meeting, you can **mute/unmute** individual participants or all participants. Open the participant box on the right-hand side. When a participant is muted the microphone will turn red.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Mute/Unmute Participants

To mute all participants, right-click on a name and then mute all.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Mute/Unmute Participants

If you are already sharing your screen, you can mute/unmute participants as shown. Hover over the box at the top center of your screen that says, “You’re sharing your screen.” From there, click on participants and then next to each person’s name to mute/unmute.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Share Content/Screen

Only presenters can share content and screen.

The presenter is identified by the blue-green “ball” next to his/her name, Giacomo Edwards in this case.

The presenter or host can drag and drop the ball to any participant on the meeting. The example shows Giacomo.

Tip
Share your screen, files (such as PowerPoint), etc. during the training session by selecting options from the Share Application menu.
Transfer the Host Role During a Training Session

You can transfer the host role during a Webex meeting, Personal Room meeting, or training session. Go to the Participants panel, right-click on the participant who you want to make the host, and then click Change Role To > Host.

If you leave the meeting early, you can have another meeting participant continue a meeting on your behalf. First transfer the host role to a meeting participant, then go to File > Leave Meeting, and click Leave Meeting.

Only participants connected to the meeting online can become the host. Participants connected only to the audio portion of the meeting cannot be the host.

If the host of a meeting disconnects before transferring the host role, Webex Meetings reassigns the host role in the following order:
- Alternate host (he/she) must have a host license on your Webex site
- Signed in presenter
- Signed in attendee
- Presenters who aren’t signed in
- Attendees who aren’t signed in
- Users who dialed in from a device
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Transfer the Presenter Role During a Training Session

Anyone attending a Webex session may view shared data, but only the person designated as the presenter may share presentations, screen/desktop, or applications. The meeting or session host is normally the presenter in a meeting.

Note: Attendees on mobile devices, such as an iPhone or Android phone, may not be able to take the presenter ball due to hardware/system limitations on their device. For best results, all presenters should be joined on desktop PCs or Mac computers. Participants joining from a mobile device appear in the Participants panel with a mobile device icon to the left of their name.

The presenter role cannot be passed to an attendee who has joined using the Webex WebApp (Join by browser).

Hosts Only
Use one of the methods below to designate a presenter or reclaim the presenter role:

- On the Participants panel, select the desired participant’s name, then click Make Presenter.
- Right-click the name on the Participants panel, then select Change Role To > Presenter.
- Select the desired attendee’s name on the Participants panel, go to the Participant menu, then select Change Role To > Presenter.
- On the Participants panel, click and drag the presenter ball to the desired participant’s name, then click on the Yes button.

Attendees
Click and drag the presenter ball from the current presenter to your name in the Participants panel, then click on the Yes button.

Back to Top
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Accessing Controls While Sharing Your Screen

Step 1
Hover your mouse over the You're sharing your screen button in the top center of screen.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Accessing Controls While Sharing Your Screen

**Step 2**
Select what you need.

**Note:** The participant box will cover the screen if you’re sharing.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

To start Breakout Sessions during a meeting, begin by opening the Breakout option from the main menu as shown here.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

Next, select Open Breakout Session Panel to begin setting up your breakouts.
Breakouts for Webex Training Host

After opening the Breakout Session Panel, you can now select Breakout Assignment from the righthand toolbar.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

From the panel, you will want to select Breakout Assignment to complete the process of creating different breakout sessions and assigning participants to each one.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

Start by clicking Add Session and create/rename as many breakouts as desired. Use the >>/<< buttons to add/remove session attendees.

If you simply need to break out participants evenly, you can create the number of breakouts you need and select Automatically before clicking OK at the bottom. For example, if 25 participants are on the call, you can add five breakout sessions and select the “Automatically” button at the top of this box. The result will be five participants assigned to each breakout.
Breakouts for Webex Training Host

Here you see that a selected participant has been moved into the Zipline Breakout session. Once you feel sure about the participants being assigned to specific Breakout Sessions or they have been Automatically assigned, click **OK**.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

Once everyone is in their respective Breakout Session as shown here, you can click start when you are ready for attendees to move into those sessions. Please note that these groups can share their screens with one another and use a whiteboard if needed.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

You may see this notice once you click start. Click Yes so that the breakouts can begin. If a specific person needs to be the presenter, that role can be transferred as needed within each Breakout Session.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

Once participants are in the Breakouts, the screen will look like this. Participants can end the Breakout at any time by clicking End Breakout Session. If you have given the participants a certain amount of time to be in the Breakouts, you can also track the timing via the Webex timer.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Breakouts for Webex Training Host

Once you are ready for the Breakouts to end, and you want all participants to come back to the main room, click End All. If you need to restart the Breakouts at any time, click Start, and the Breakouts will open again with the same participants in each room.

Tip
If you need to restart the Breakouts at anytime you can click Start and it will open them up again with the same participants in each room.
Host Voting Options

Host Polling
If you do not see Poll in the control panel you may need to add the poll panel.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Host Voting Options

If the host is voting, their vote must be manually added to numbers. Presenters’ votes are included.
Once the poll panel is open, the host can add questions and response options.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Host Voting Options

When ready, click Open Poll.
Host Voting Options

The host will need to add their own vote manually at the end since they cannot participate in the poll. However, the host will be able to see voting results live. The poll will automatically remain open for five minutes, but it can be closed at any time.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Host Voting Options

Raise Hand Tool: Access the tool next to participant name; use the control panel instructions on page 10 if unable to locate hand raise feature.

Note: The host cannot raise a hand so their vote would need to be manually added. Presenter does have access to raise hand tool. Only the host and presenter can see raised hands.