



“The platform allowed interaction and the chat option even encourages shy individuals to participate. All in my lounging clothes.”

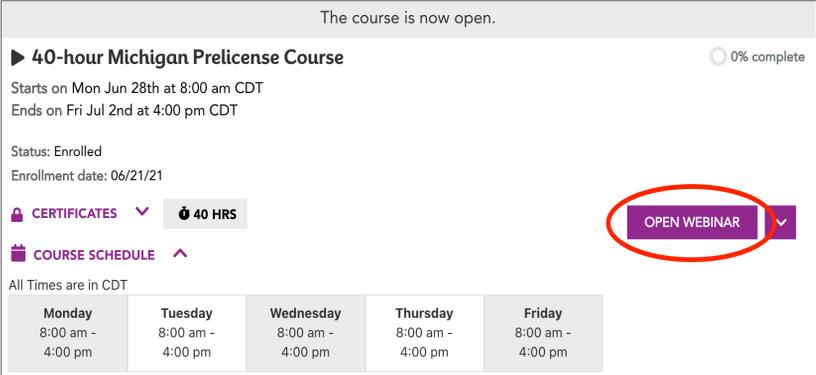
- Brian J. from Tennessee

Online learning via livestreaming classes allows you to interact with instructors and fellow students in real-time. This guide will walk you through how to join and navigate through a virtual classroom via the Webex Meetings platform. Just follow these simple steps:

## 1 Joining the class

In your student dashboard, find your livestream course listed under the “My Courses” tab. If the host has started the session, you can click the “Open Webinar” button to be taken to the Webex class.

If it is your first time using Webex, we recommend you allow an extra 10-15 minutes to install the browser extension. Another option is to install the Webex Meetings app, especially if you are using a mobile device or tablet.



The course is now open.

▶ **40-hour Michigan Prelicense Course** 0% complete

Starts on Mon Jun 28th at 8:00 am CDT  
Ends on Fri Jul 2nd at 4:00 pm CDT

Status: Enrolled  
Enrollment date: 06/21/21

**CERTIFICATES** ▼ **40 HRS**

**COURSE SCHEDULE** ^

All Times are in CDT

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am - 4:00 pm				

## 2 First Time Using the Webex Meetings platform

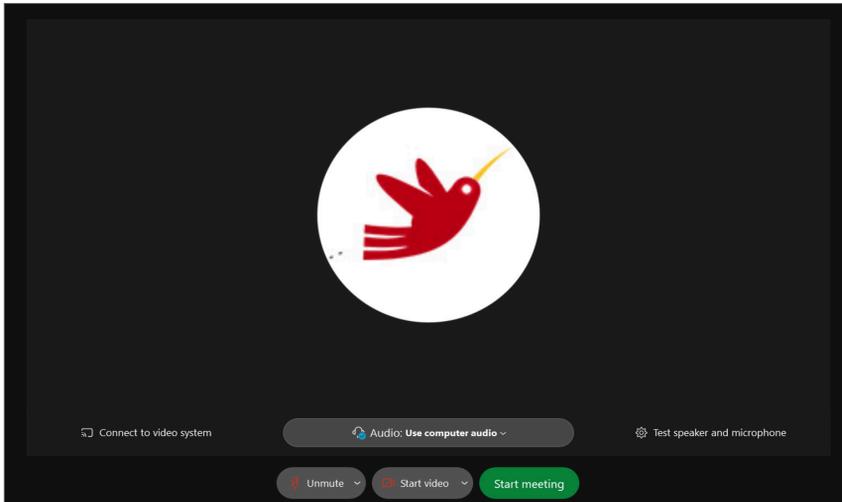
You will be prompted to add Webex to your browser (Chrome, Edge, Firefox, etc.) as a Cisco Webex Extension or download the Webex app at [webex.com/downloads.html](https://webex.com/downloads.html). We recommend downloading the app for better functionality.

Follow the onscreen prompts to allow the Webex extension or temporary application to download and open. If you would like additional guidance, please check out the Webex help center [here](#).

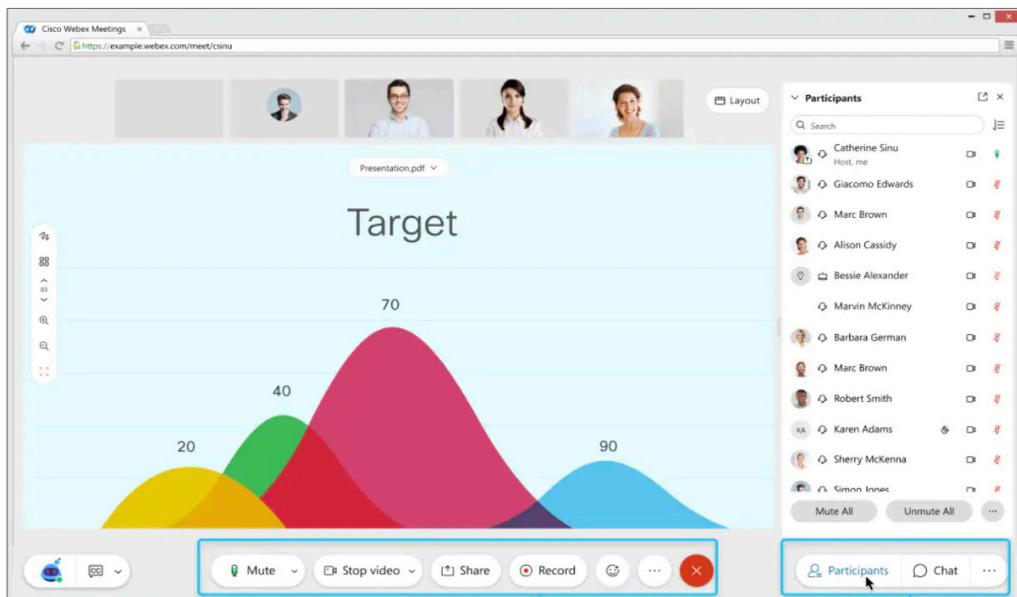
You can also run a test by clicking [here](#) to see if your device is equipped to run Webex.

### 3 Navigating Webex Meetings

After you click the “Open Webinar” button in your student dashboard, a window will open that will allow you to test your camera and microphone before you enter the virtual classroom. Your camera and microphone will be automatically set to “off.” To start your audio and video, click the “Unmute” and “Start Video” buttons at the bottom of your screen. Once you are ready to join your class, click the green “Start Meeting” button.



Depending on the type of device you are using, once inside the classroom you will see a screen similar to this:

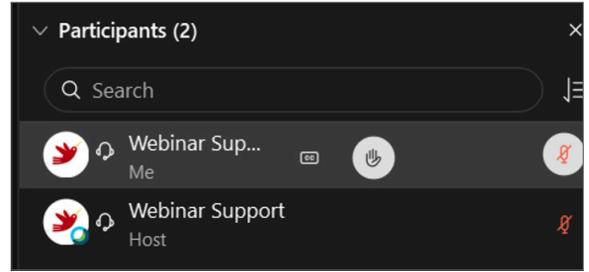


You should be able to see a list of the participants as well as the instructor’s presentation slides. Let’s go over some features of Webex Meetings that will help you interact with your instructor, the webinar support team and fellow students.

### 3 Navigating Webex Meetings (continued)

#### How to open the Participants panel

Find the **Participants** panel on the right upper side of your screen, then click it to open or close the panel. This is where you can control your microphone or raise your hand to indicate that you'd like to speak.



#### How to turn on your video

Look for a symbol of a video camera at the bottom of your screen. Clicking it will allow you to turn your video on or off. If there is a red slash over it, it means you are not on video. This is the default setting when you first join the class.

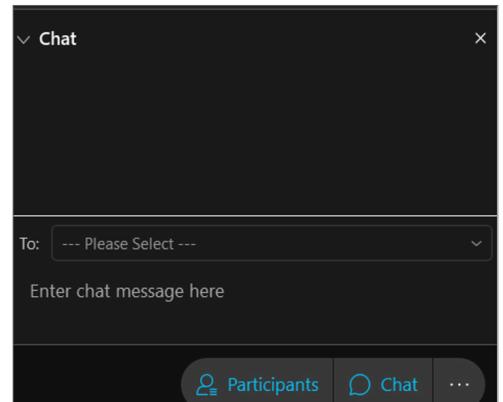


#### How to mute and unmute

Look for a symbol of a microphone with a slash at the bottom of your screen. Clicking it will allow you to turn your microphone on or off. If there is a red slash through the microphone icon, it means you are muted. The moderator will have you muted when you first join the class. Keep your microphone on mute throughout the class, unless the instructor or moderator asks you to unmute. To ask a question, we recommend you use the chat function or the Q&A panel if your moderator has enabled that function (see below for more details).

#### How to open chat

Look for the Chat panel, typically located on the lower right side of your screen, and click it. From there you have the option to type text in the chat box for all participants to see or select a specific person to chat with.



#### How to ask a question in the Q&A panel

Look for the Q&A panel, typically located on the right side of your screen, and click it. From there you have the option to ask a question to the host or cohort.

If at any time you have issues using Webex Meetings, you can call 888-469-3239 or visit [help.webex.com/contact](https://help.webex.com/contact).

**We look forward to seeing you in class!**

