Adding Remote Viewers to Your Class or Conference and Allowing Interaction

Staff and faculty, using the video conference system or WebEx on a desktop computer, can accept participants for remote viewing. The participants can then interact in meetings, classes, and conferences.

Adding Remote Viewers to Your Class or Conference and Allowing Interaction (Recommended Method)

1. Contact the Registrar to reserve a video conference classroom or conference room.
2. After you have secured one of these rooms, fill out the Video Conference Request form.
3. After completing the form, you will receive an email within 3 business days which includes a web link that you can share with the remote viewers and instructions on using the room.

Adding Remote Viewers to Your Class or Conference and Allowing Interaction: Web Conferencing Using WebEx

If you are unable to secure one of the rooms mentioned above, you can use this alternative option to record your personal computer. Please note that you will need a microphone and webcam for your computer in order to connect with the remote participants. The microphone and web cam used will determine audio/video quality of the connection, generally built-in laptop microphones provide poor quality audio and are not recommended. We do not have any spare microphone or web cams to loan out. We recommend using the Logitech C920 web cam with built in microphone.

WebEx Login

WebEx Resource

1. To see how to schedule a WebEx meeting you can follow the steps listed on Cisco’s Page.
2. We advise testing the WebEx connection with your remote participants by scheduling a test time before the actual event.
3. On the day of the event, open the WebEx connection with the remote participants and proceed with the event.

Related articles

- Requesting Microphones for Classroom Use
- Adding Remote Viewers to Your Class or Conference and Allowing Interaction
- Playing a DVD or Blu-ray Disc in High Tech Classrooms
- Recording and Streaming a Presentation
- What software is available on the classroom computer