

Using WebEx in Your Classroom

Looking for a way to bring experts into your classroom? Planning for your class to collaborate with another class in another place? Having guest lectures and collaborative activities has never been easier than with WebEx meetings! WebEx is a web based video conferencing application and can be used in almost any classroom! Here is what you will need to do to make sure your classroom is ready for WebEx.

Step one: Make sure the classroom you normally meet in has a computer with hardwired internet access. Wi-Fi can be used, but is known to drop in and out and is not recommended for web conferencing.

Step two: In the class where you normally meet, check that the speakers and projector work. If the speakers or projector do not work, contact the helpdesk at ithelp@tamucc.edu or call them directly at **361-825-2692** and arrange for IT to set up your projector and speakers.

Step three: Acquire a USB webcam. Webcams can be checked out through media services. Simply contact itrequests@tamucc.edu and request to loan a webcam. It is very important that you do not wait until the last minute to reserve your webcam. They are often all reserved!

Step four: It is recommended that you set up a date to conduct a “test meeting” with your guest well before the class starts. This ensures that your guest understands how to join the WebEx meeting, in case they have never used WebEx before.

Step five (WebEx Host account required): Host your WebEx meeting and broadcast expert knowledge to your students!

- For any questions regarding WebEx **prior to class time**, please contact the Office of Distance Education and Learning Technologies at **(361) 825-2122** or odelt@tamucc.edu.
- If you **do not** have an account with WebEx please contact campus.telecomm@tamucc.edu to create your account.
- If the classroom you normally meet in **does not** meet the minimum requirements of having internet access, speakers, and a projector, then **contact your admin** to book a different classroom.
- For any other possible issues that occur **during class** call IT immediately at **361-825-2692** and a technician will be sent to assist you. Technicians are available **until 9pm**.