Running Webex Virtual classes from Sakai

Overview
This document will walk you through how to launch and run a virtual class in Webex through Sakai.

Starting the Virtual class
These instructions walk you through starting a virtual class that you have already created

Important Note: Only the person who scheduled the Class can Host the meeting. If someone other than you set up the meeting, you will need to create a new Class so you can host.

1. Using Chrome as your Browser open up Sakai
2. Click on the Virtual Meetings tab in the Webex tool.
3. Under Upcoming, click on the Host button next to the class you want to start

4. When the meeting opens, you need to choose how to join the audio. Either select the Use Phone option or if you have a computer headset, select the Call Using Computer option:

Meeting Options
Here are the most frequently accessed meeting options.

- Muting options
  Go to the Participant menu option to see all the muting and unmuting options, ‘Mute on Entry’
means everyone will join the class already muted.

- **Add another Instructor to meeting (so they can see host options):**
  Only one person can be the host but panelists have many of the same options as a host:
  A. In the Participants panel on the right-side of the meeting, right-click next to the person’s name
  B. Select **Change Role To**...
  C. Select **Panelist**

- **Record the Class**
  Go to the **Session** menu option and select **Start Recording**. The recording will be posted in the **Past Meetings** section in Sakai after the class has completed.

- **Exclamation mark next to attendee name**
  That icon signifies that the attendee has opened another application and is working in it:

**Using Breakout Sessions**
Breakout sessions allows you to separate out the class into groups who will each have their own unique virtual class space until you end the session and bring everyone back into the main class session.
Note: To see the breakout session option you must have scheduled the class as a ‘Training’ host type during setup.

1. Under the **Breakout** option at the top of screen, select Breakout Session Assignment

   ![Breakout Session Assignment](image)

2. Select Between assigning attendees Automatically or Manually (follow the automatic or manual steps below then proceed to step 3)
   a. Automatically allows you to select the number of breakout sessions and assigns students to sessions automatically
   b. Manually allows you to control which students are assigned to each breakout session

**Automatic Assignments**
To quickly break out the class into sessions select ‘Automatically’, then select either the number of sessions or the # of attendees in each session and click OK.
Manual Assignments
To control what students are in each group, select Manually then ‘Add Session’ until you have the desired number of breakout sessions:

Now you can add Attendees to the correct Breakout session by:
A. Click on the Attendees name under the Not Assigned section
B. Click on what Breakout session they should be assigned to
C. Click on the >> option to move the attendee to the breakout session

3. Once you have setup either the Automatic or Manual Breakout Assignments, click the OK button at the bottom of the Breakout Session Assignment window.
4. To start the Breakout session, click on the Breakout menu option and select Open Breakout Session Panel

5. The Breakout Session controls will open beneath the Chat on the right-hand side of the screen
6. Click the Start button to start the Breakout sessions, this will move all the attendees to their new virtual session

7. When you are ready to end the Breakout session, click the End All button: