Keep Teaching in Sakai

Welcome!

WebEx meeting controls (pictured below) hide when you’re not using them and then re-appear when you move your cursor.

Click the “chat” icon (outlined in red) on your screen to open the chat.

Say hello 😊
Please type in your name and department into the chat.
Keep Teaching in Sakai
Continuity of Instruction

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Introductions

Type one word into the chat that describes how you are feeling right now.
Today’s Goals

- Communicate with your students
- Share content with your students
- Record and post lectures
- Web conferencing
- Online assignments
- Assessments
WebEx Host View

Change your Video Layout to control where you view video participants and panels on your screen.

Choose Floating Panel View to position any panel where you want it - even on a second monitor.

Meeting controls hide when you’re not using them and then re-appear when you move your cursor.

Access the Meeting Info to get details about the meeting.
WebEx Meeting Controls
Desktop App

- **Mute**—turns red when you mute your audio. Click again to unmute.
- **Video**—indicates your video is on. Video is on by default unless you have chosen to turn it off when joining the meeting.
  
  You will see □ when your video is off.
- **Share screen**—share everything on your screen.
- **Start recording**—record the meeting. Only the you can record the meeting. At the end of the meeting the you will receive an email with the recording link that can be shared with others.
- **Participant list**—see who is in the meeting. The button is blue when the participant list is open.
- **Options**—the options may vary depending on meeting settings.

- **Lock Room**—restricted access to the meeting.
- **Copy Meeting Link**—copy the meeting link if you need to send it to others in a message.
- **End Meeting**—to exit the meeting for everyone. If you want to exit the meeting without ending it for everyone, assign a new host.
Assessments

Explain how you will alter assignments, exams, and other graded work.

To simplify things, wherever possible, consider converting exams and assignments that require proctoring to an open-book/take-home format.

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TurnItIn
Survey Link:
https://go.rutgers.edu/ktsurvey