POSSIBLE USE CASES
Here are some scenarios where you may use WebEx as a teaching tool. There are many other possibilities, but here are a few best practices.

Scenario 1: Virtual Office Hours
Some learners or trainees have a question that may benefit others in the course. Rather than talk on IM or confine this teachable moment to email, invite them to a WebEx event, record, and post the link.

Scenario 2: Teaching and Sharing Moments
The instructor or supervisor gives instruction that will be more engaging if he or she shares a screen with the learners or trainees. Initiate a WebEx session with the learners or trainees and explain what you are doing and take their questions. This is especially applicable, but not limited to, using applications like Excel, SPSS, Adobe products, or any type of lesson that hinges on using software.

Scenario 3: Student Engagement/Employee Engagement
Learners or trainees complete a project and assess it using peer review and live instructor/supervisor feedback. Create a WebEx session for this critique. The learner/trainee may use the webcam to show a finished product or read an excerpt from his or her writing. Send the document to the class ahead of time so that they can collaborate during the critique.

Scenario 4: Guest Speaker
An expert from the industry agrees to speak to the class or department. To defray travel costs, WebEx this expert in to your course.

Using Video and Audio: Hints for Users
You may want to remind your participants of the following courtesies to employ when using these audio-visual tools.

- When you are not speaking, mute your microphone to reduce background noise.
- Be aware of your surroundings. Try to keep people who are not involved in your conference, as well as pets, out of the screen.
- Try not to sit between the camera and a light source. All your fellow participants will be able to see is your shadow. Make sure you are well lit from the front or above.
- When chatting, make sure you send private messages privately, and public messages to the entire course. You do not want to write something private and have the whole group read it by mistake!
• Remember: even if someone else’s camera is not on, they can see you if you have turned on your video feed.