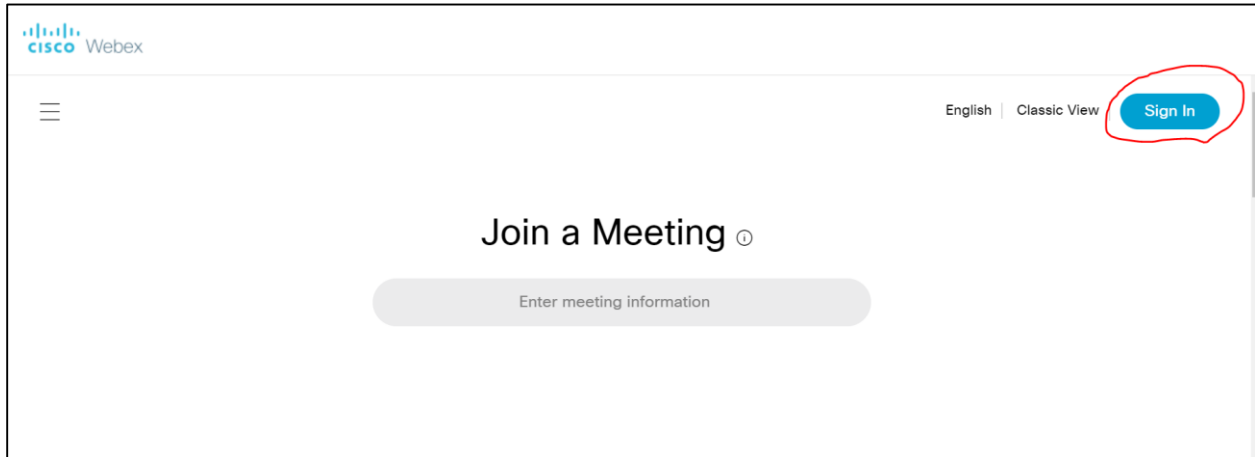



Instructions for Using the District's WebEx Portal

Logging onto the WebEx Portal

1. Open a browser and type in the following URL <https://nboe.webex.com>
2. Click the blue Sign In button.



3. Type in your district assigned email address and click the blue Next button.



Enter your email address

Next

4. Login into the district's SSO Portal with your district's user name and password.



Newark Public Schools SSO Portal

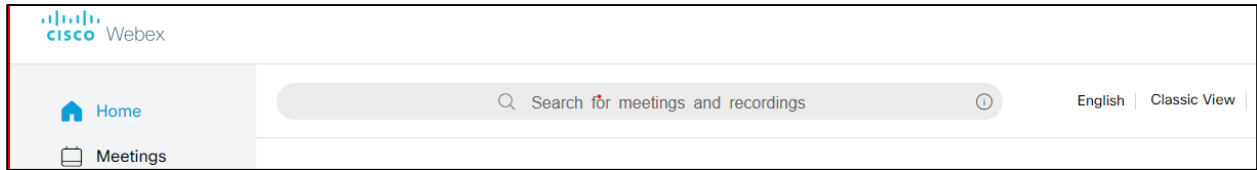
Sign in with your organizational account

Sign in

Warning

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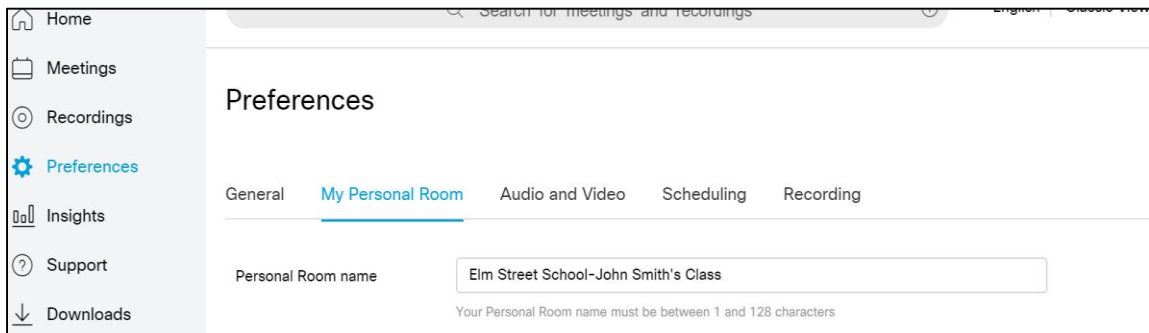
5. Once you login successfully, you will land on the district's WebEx Portal page as shown below.



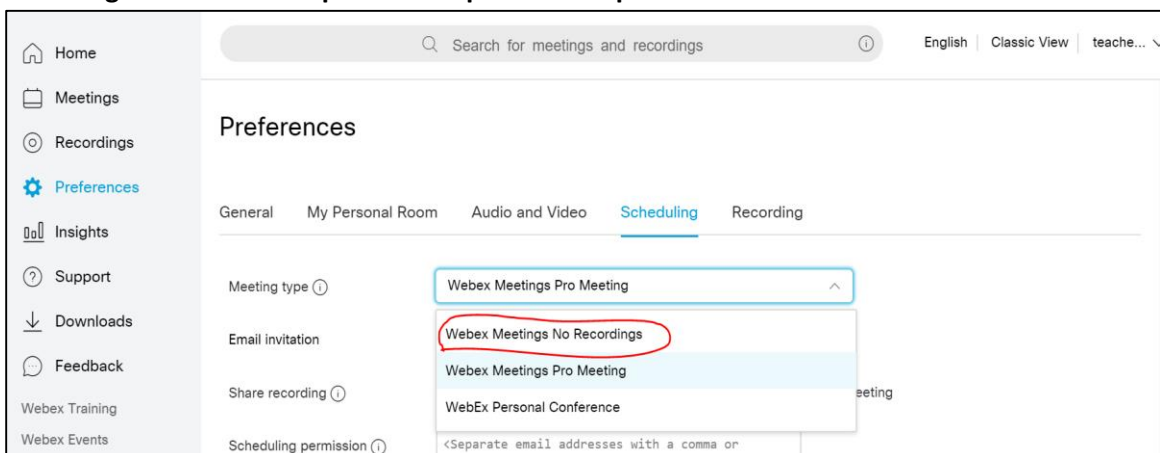
Setting Meeting Preferences on the District's Webex Portal. (ONE TIME Set up)

The next step is to set your preferences in the platform. This is a **ONE TIME** activity that will need to be done after you login for the first time. If you have already logged on before, you can go back and set your preferences as well. The objective is to follow the district's standards so the portal can be better managed.

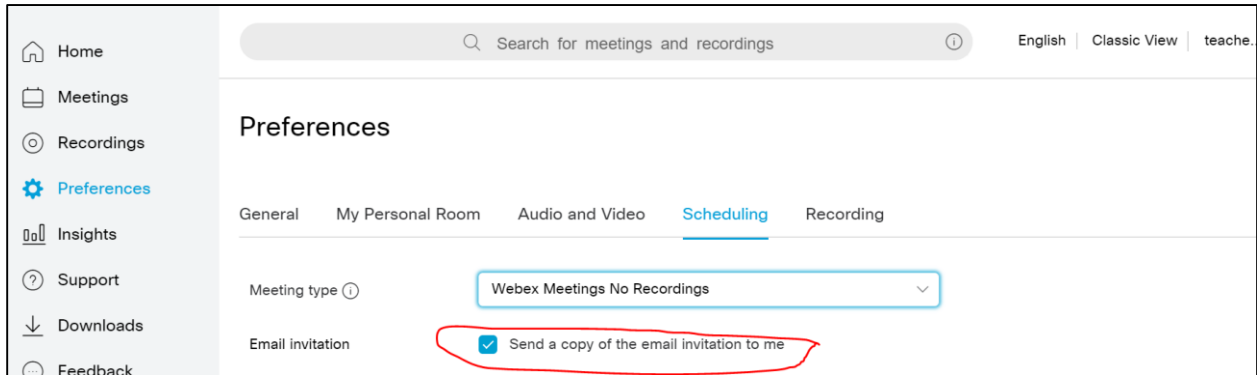
1. Click on the "Preferences" menu item. Select "My Personal Room" tab. Your Personal Room is equivalent to your Virtual Classroom. Under "Personal Room name" enter SchoolName followed by your full name as in Elm St. School-John Smith. Click the blue SAVE button.



2. Next select the "Scheduling" tab. Under "Meeting type" select "**Webex Meeting No Recordings**". **Please note that by default the platform is set to record sessions which will automatically start recording. This will take up valuable space on the platform.**

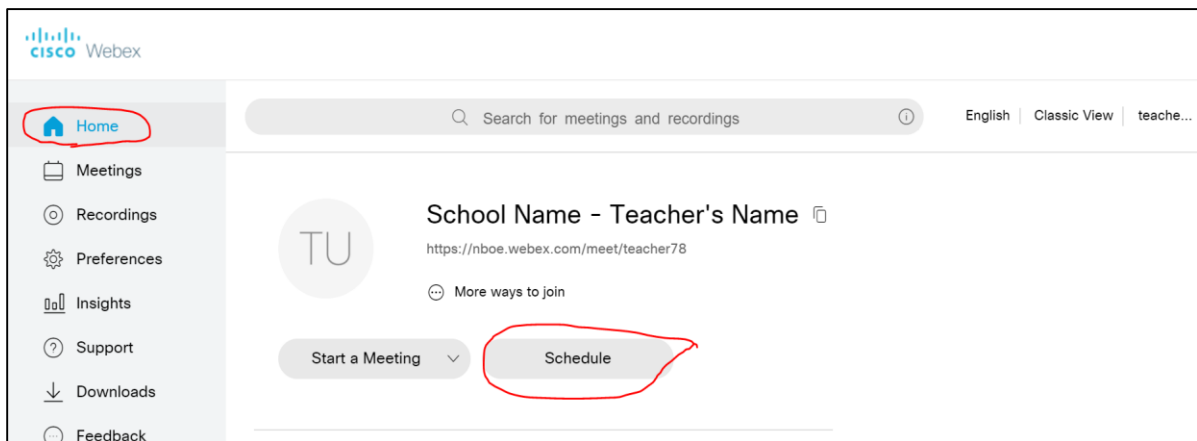


3. Under Email invitation check the "Send a copy of the email invitation to me" check box. Click the blue SAVE button.

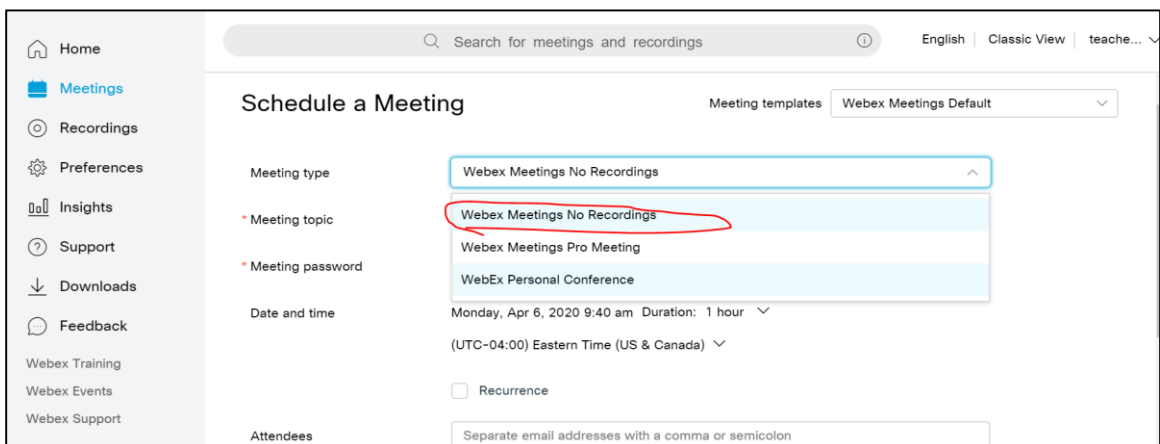


Creating A Scheduled Meeting On The District's Webex Portal.

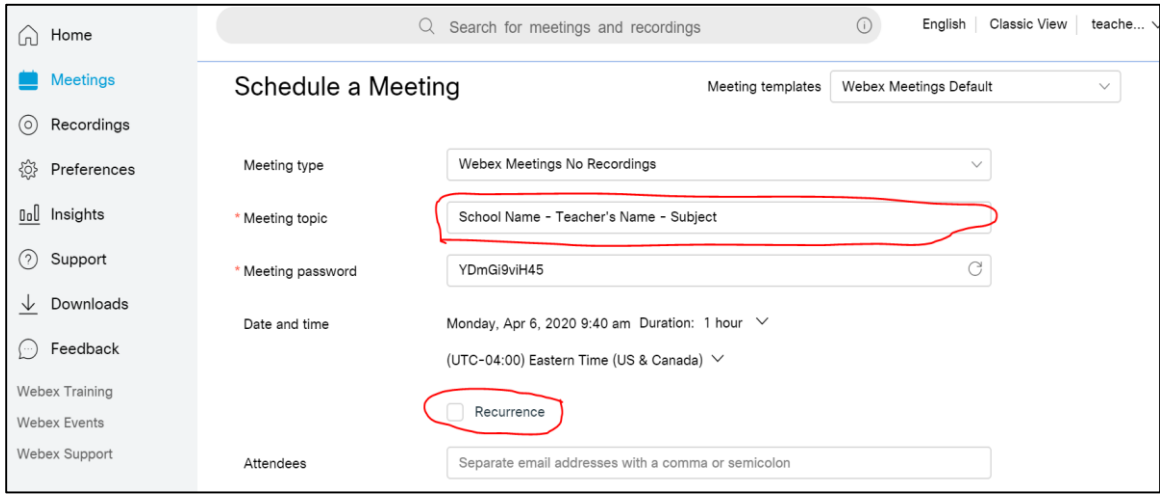
1. To create a schedule meeting click the **"Home"** menu item and click the gray **"Schedule"** button.



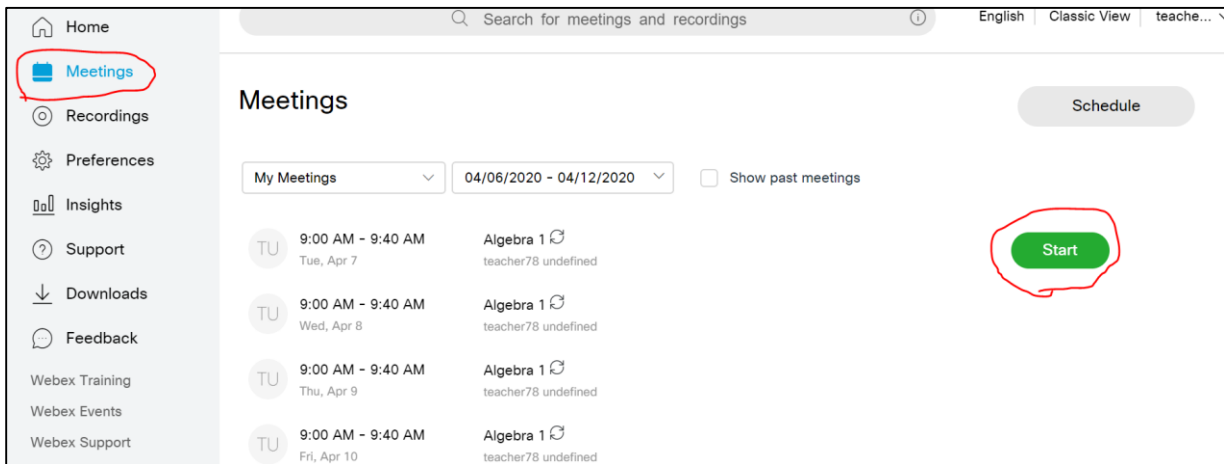
2. Change the **"Meeting type"** option to **"Webex Meeting No Recordings"**. By default it is set to record sessions which will take up space if not managed properly. See the section on recording later in the document.



3. Add a descriptive statement that describes the classroom session under “Meetings Topic”. If you need the session to occur daily, weekly, etc. you will need to choose Date and Time for the meeting and also check the **Recurrence** option as shown. **By default the platform is set to start the meeting immediately.**



4. If you like the meeting to occur immediately, you will just need to click on the Start button instead of the Schedule button. The meeting will launch and start right away. If a scheduled time is selected a Schedule button will appear and when you click on it, it will save and schedule your meeting.
5. Scheduled meetings will appear under the “Meeting” menu item. To start the meeting click on the green “Start” button. To get meeting information such as a meeting code, password and link, click on the listed meeting.



6. If you wish to copy the meeting information to platforms such as Google Classroom so students can access it, you may click on the meeting instance, use the copy icon on top right corner of the screen and then paste it a Google Classroom or any other platform of your choice. (see picture below)

The screenshot shows a Webex meeting page for a meeting titled "Algebra 1". The page includes a sidebar with navigation options like Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays the meeting details: "Hosted by teacher78 undefined", "9:00 AM - 9:40 AM | Tuesday, Apr 7 2020 | (UTC-04:00) Eastern Time (US & Canada)", and a recurrence schedule. A green "Start Meeting" button is visible. Below the meeting details is a section titled "Meeting Information" which lists the following details: Meeting link: <https://nboe.webex.com/nboe/j.php?MTID=maf9011df4df3d2e28f206c0c2a73b606>, Meeting number: 719 236 768, Password: DZs5g9QWY36, and Host key: 111927. A red circle highlights the meeting link, meeting number, password, and host key. To the right of the meeting details is a section titled "Who is invited?" with a text input field for adding attendees.

7. Each meeting will have a unique **meeting code**, **password** and **link** that will last for the duration of the meeting. If the meeting is a scheduled recurring meeting, the meeting link, meeting code and meeting password will remain the same until the meeting is deleted or the meeting reaches the scheduled end date.