



# Cisco Webex Training Handbook

# Cisco Webex Training

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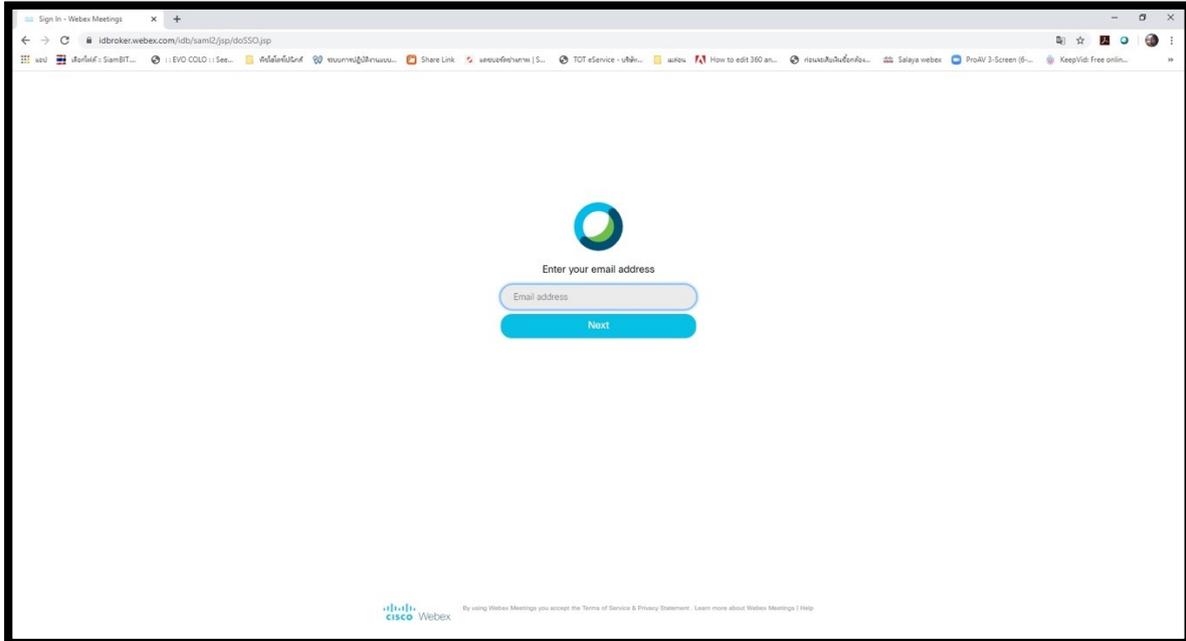
## Cisco Webex Training – Setting

Cisco Webex Training is a long-distance communication programme that mainly focuses on long-distance training. Which has features that are able to divide the user's group, creating a quiz, creating Hands-On Labs experiments. There are registration function, host function, presenter function, sending training files in advance function, and also screen recording function as well.

## Cisco Webex Training – Setting

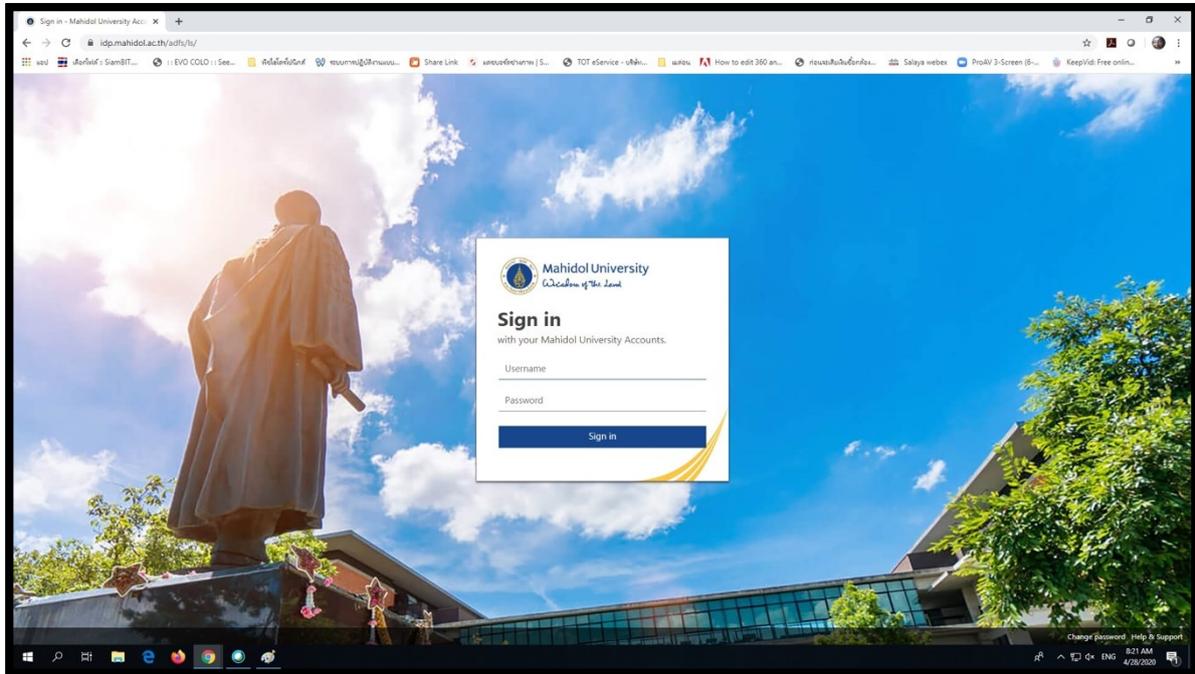
1. Go to [Mahidol.webex.com](https://Mahidol.webex.com)

Enter [name.sur@mahidol.ac.th](mailto:name.sur@mahidol.ac.th), and click “Next”



## Cisco Webex Training – Setting

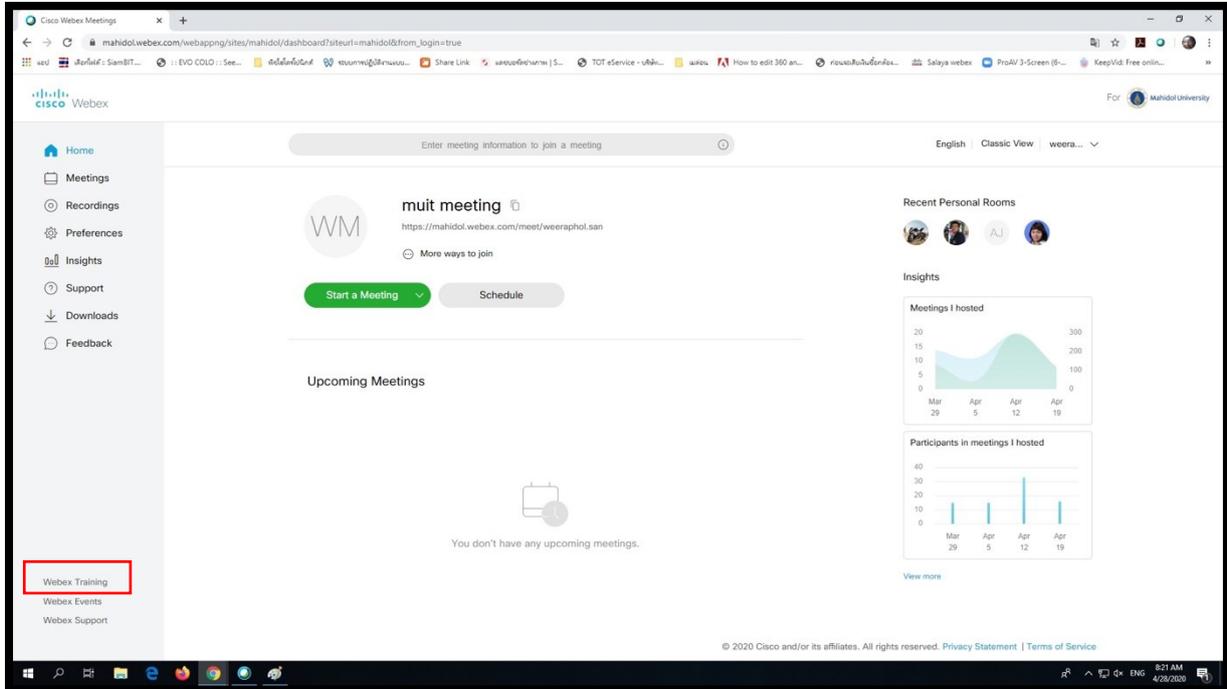
2. Enter [name.sur@mahidol.ac.th](mailto:name.sur@mahidol.ac.th), and enter the password, then click “Sign in”



## Cisco Webex Training – Setting

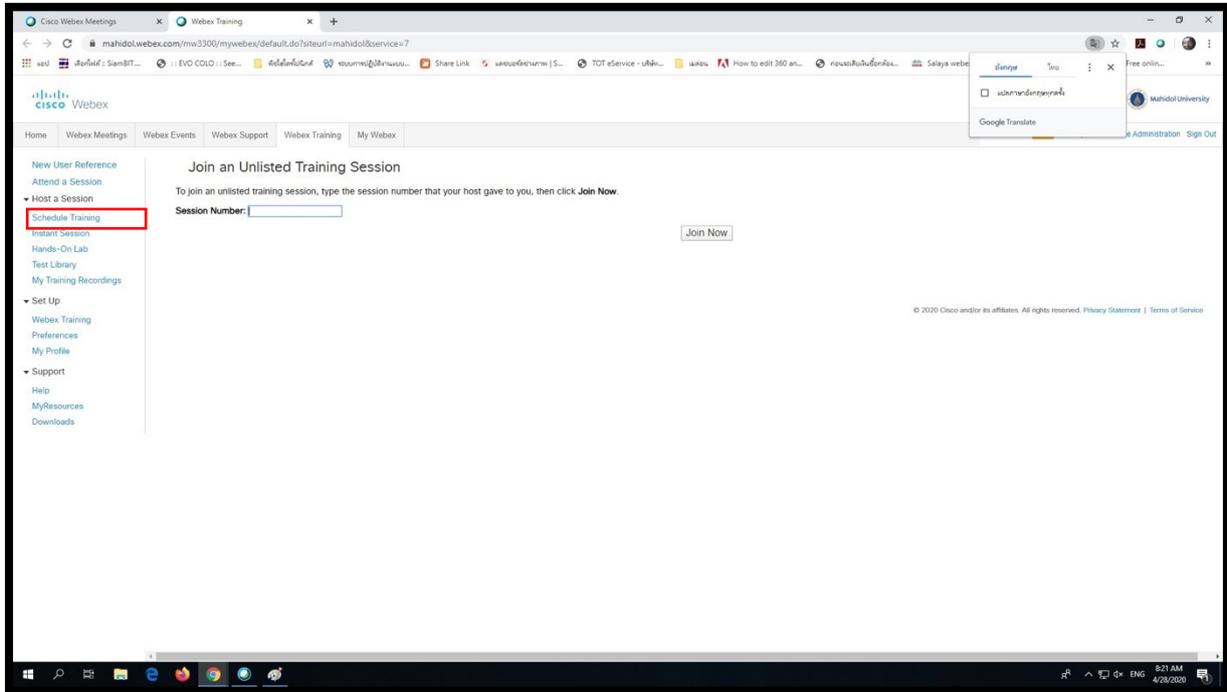
3. Window “Webex Meeting Usage” shall occur.

Click the button “Webex Training”



## Cisco Webex Training – Setting

4. There is the window “Join an Unlisted Training Session”.  
Click on “Schedule Training”



# Cisco Webex Training - Setting

5. There is the window “Schedule Training Session” to show training details.

The screenshot displays the 'Schedule Training Session' page in the Cisco Webex interface. The page is organized into several sections:

- Session and Access Information:** Includes fields for 'Topic' (pre-filled with 'hE2jMRn1443'), 'Set session password', and checkboxes for 'This session will have over 500 attendees', 'Automatically delete session after it ends', and 'Send a copy of the attendee invitation to me'. A 'Start Session' button is located at the bottom right of this section.
- Audio Conference Settings:** Features a 'Select conference type' dropdown set to 'Use VoIP only', with a note that VoIP participants need a working microphone and speaker, and a checkbox for 'Mute attendees upon entry'.
- Date and Time:** Includes 'Starting time' (April 28, 2020, 8:30 am), 'Time zone' (Bangkok (Bangkok Time, GMT+07:00)), and 'Occurrence' options: 'Single-session class' (selected), 'Recurring single-session class', 'Multiple-session course', and 'Schedule irregular sessions'.
- Estimated duration:** Set to '1 hour'.
- In-session Hands-On Lab:** Contains a checkbox for 'Hands-on Lab sessions allow instructors to prepare lessons or exercises that students can complete on remote computers...'. Below this are instructions and options for 'Hands-on lab reservation', including 'Do not use hands-on lab and do not reserve any computers' (selected), 'Reserve computers from lab IMUIT', and 'Number of computers: 4'. A 'Check Availability...' button is also present.

The interface includes a left-hand navigation menu with options like 'New User Reference', 'Attend a Session', 'Host a Session', 'Set Up', and 'Support'. The top navigation bar shows 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex'. The user is logged in as 'Mahidol University'.

## Cisco Webex Training – Setting

### 6. “Session and Access Information”

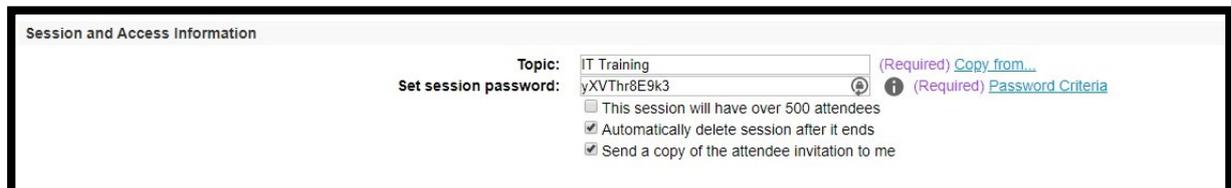
Topic: Enter topic’s name

Set session password: There is a password to attend the training.

This session will have over 500 attendees: Choose, if there are attendees over 500.

Automatically delete session after it ends: Choose to automatically delete session after training

Send a copy of the attendee invitation to me: Choose to send an invitation’s copy to email of host’s training



The screenshot shows the 'Session and Access Information' settings panel. It includes the following fields and options:

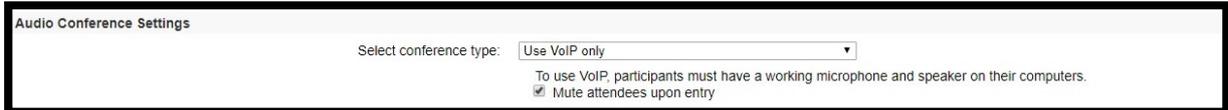
- Topic:** IT Training (Required) [Copy from...](#)
- Set session password:** yXVThr8E9k3 (Required) [Password Criteria](#)
- This session will have over 500 attendees
- Automatically delete session after it ends
- Send a copy of the attendee invitation to me

## Cisco Webex Training – Setting

### 7. “Audio Conference Settings”

Select conference type: Choose “Use VoIP only”

Mute attendees upon entry: Choose to turn off attendees’ microphones, while attending the training



The screenshot shows the 'Audio Conference Settings' window. It features a dropdown menu for 'Select conference type' with 'Use VoIP only' selected. Below the dropdown, there is a note: 'To use VoIP, participants must have a working microphone and speaker on their computers.' and a checked checkbox for 'Mute attendees upon entry'.

## Cisco Webex Training – Setting

### 8. “Date and Time”

Starting time: Choose training date and time

Time zone: Choose training time zone

#### Occurrence

- Single-session class: if there is only one class.
- Recurring single-session class (attendees register for one session): For the class which set of many times, but in the same content. Attendees are able to attend once in any class they would.
- Multiple-session course (attendee register for entire sequence): For the class which set of many times with subsequently content. Attendees must attend every time.
- Schedule irregular sessions (each session may be edited separately later):  
To set of many classes in advance.

Estimated duration: Training duration

The screenshot shows the 'Date and Time' configuration panel with the following settings:

- Starting time:** April 30, 2020, 10:00 am
- Time zone:** Bangkok (Bangkok Time, GMT+07:00)
- Occurrence:** Single-session class (selected)
- Estimated duration:** 1 hour

#### 8.1 Single-session class: if there is only one class.

This screenshot is identical to the one above, showing the 'Date and Time' configuration panel with the 'Single-session class' occurrence selected.

## Cisco Webex Training – Setting

**8.2 Recurring single-session class (attendees register for one session):** For class which set of many times, but in the same content. Attendees are able to attend once in any class they would.

**Recurrence** to set training frequency

**Ending** to set ending date

- To set ending date
- To set ending training, depending on the number of classes

Occurrence:  Single-session class  
 Recurring single-session class (attendees register for one session)  
 Multiple-session course (attendee register for entire sequence)  
 Schedule irregular sessions (each session may be edited separately later)

Recurrence:  Daily  Weekly  Monthly  
 Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Ending:  Ending  After 5 sessions

**8.3 Multiple-session course (attendee register for entire sequence):** For class which set of many times with subsequently content. Attendees must attend every time.

**Recurrence** to set training frequency

**Ending** to set ending date

- To set ending date
- To set ending training, depending on the number of classes

Occurrence:  Single-session class  
 Recurring single-session class (attendees register for one session)  
 Multiple-session course (attendee register for entire sequence)  
 Schedule irregular sessions (each session may be edited separately later)

Recurrence:  Daily  Weekly  Monthly  
 Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Ending:  Ending  After 10 sessions

## Cisco Webex Training – Setting

### 8.4 Schedule irregular sessions (each session may be edited separately later):

To set of many classes in advance.

#### sessions 1

- To set date and time of training
- To add session, click at **Add another session**

Occurrence:  Single-session class  
 Recurring single-session class (attendees register for one session)  
 Multiple-session course (attendee register for entire sequence)  
 Schedule irregular sessions (each session may be edited separately later)

**Session 1**

June | 15 | 2020

9 | 30 |  am  pm

**Add another session** [Plan session time zones...](#)

Note: Irregularly recurring sessions are standalone sessions that are not related to other sessions.As a result,changing the details of a session will only affect that session.

- **Session2** shall occur, then set date and time of training.

Occurrence:  Single-session class  
 Recurring single-session class (attendees register for one session)  
 Multiple-session course (attendee register for entire sequence)  
 Schedule irregular sessions (each session may be edited separately later)

**Session 1** [Delete](#)

June | 15 | 2020

9 | 30 |  am  pm

[Plan session time zones...](#)

**Session 2** [Delete](#)

June | 17 | 2020

1 | 30 |  am  pm

[Add another session](#) [Plan session time zones...](#)

Note: Irregularly recurring sessions are standalone sessions that are not related to other sessions.As a result,changing the details of a session will only affect that session.

## Cisco Webex Training – Setting

### 9. “In-session Hands-On Lab”

If training’s host close this function. This function shall occur, while creating training schedule.

#### “Hands-on lab reservation”

Choose Do not use hands-on lab and do not reserve any computers:

if do not want to use “Hands-On Lab”.

The screenshot shows the 'In-session Hands-On Lab' configuration interface. It includes a title bar, a help icon, and a descriptive paragraph about Hands-on Lab sessions. Below this, there are two bullet points: 'You can reserve Hands-on Lab computers for use within a session on this page. The computers you reserve will be available to you during the entire estimated duration of your session.' and 'To reserve computers for on-demand use by attendees outside of a live session, go to the [Hands-on Lab](#) page instead.' The main configuration area is titled 'Hands-on lab reservation:' and contains two radio button options: 'Do not use hands-on lab and do not reserve any computers' (which is selected) and 'Reserve computers from lab MUIT' (with a dropdown menu and a 'Lab Info...' button). Below the radio buttons is a text input field for 'Number of computers:' with the value '4' and a 'Check Availability...' button. At the bottom, a 'Reservation status:' section displays a message: 'You have not reserved any computers for this training session.'

## Cisco Webex Training – Setting

### 10. “Hands-on lab reservation”

Choose Reserve computers from lab when you would like to use this function, the lab’s name shall occur.

Click on the button “**Lab Info**”, it shall show all attending computers.

Number of computers: choose the number of computers, which you would like to use.

Click on the button “**Check Available**”.

it will show the computers, being book on the date and time that the meeting was created.

The details will show in “**Reservation status**”.

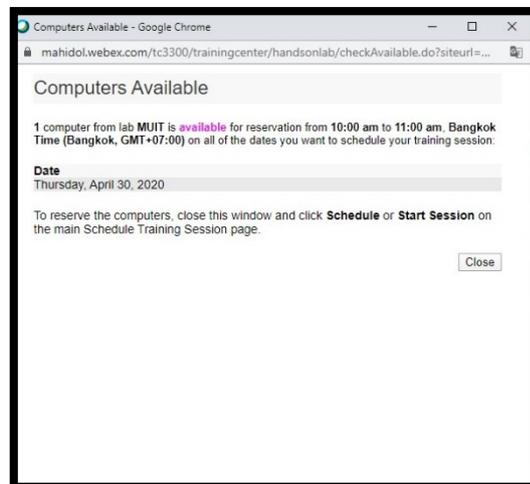
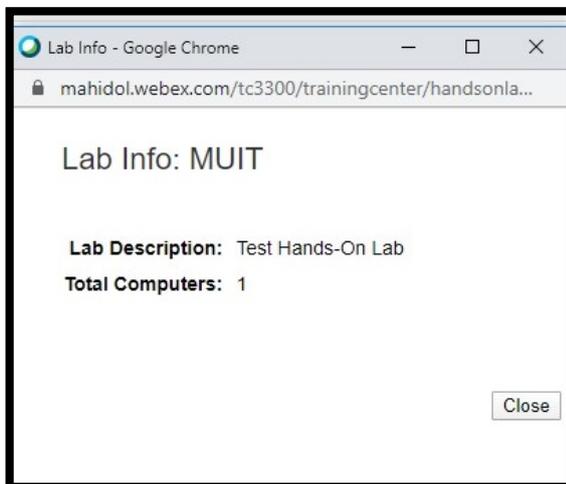
Hands-on lab reservation:  Do not use hands-on lab and do not reserve any computers  
 Reserve computers from lab MUIT ▾ Lab Info...

Number of computers:

Check Availability...

Reservation status: 

There is 1 computer in lab MUIT currently available for your reservation. To reserve, select Schedule or Start Session at the bottom of this page.



## Cisco Webex Training – Setting

### 11. “Registration”

#### “Attendee Registration”

Choose Require attendee registration Customize form: Attendees must register before training

Choose Automatically approve all registration requests: To accept all attendance’s request automatically

The screenshot shows the 'Registration' settings panel. It includes a title bar 'Registration', a help icon, and two informational paragraphs. The first paragraph states: 'You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.' The second paragraph states: 'You must enable registration if you want to charge attendees a fee.' Below this is the 'Attendee Registration' section with two checked options: 'Require attendee registration' (with a link to 'Customize form') and 'Automatically approve all registration requests'. A note below the second option reads: '(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)'.

Set registration password: Enter the password for registration

Confirm registration password: To confirm the password for registration

The screenshot shows two password input fields. The first field is labeled 'Set registration password:' and has a masked password '\*\*\*\*\*'. To its right is the text '(Optional)'. The second field is labeled 'Confirm registration password:' and also has a masked password '\*\*\*\*\*'.

# Cisco Webex Training - Setting

Registration close date: None: No closing date for registration

days hours minutes before session starts: Choose to close date and time for registration, before registering day

Maximum registrations allowed: Enter the number of registrants to limit the number of training attendees

Allow waitlist sign up: Allow registration for reserve register

Automatically register first attendee in waitlist: Automatically register the first register in waitlist (reserve register)

Manually register from waitlist: To manually register from waitlist

Attendee can cancel registration: Not allowed: Not allow attendees to cancel registration

days/hours/minutes before session starts: Allow attendees to cancel registration before, training day

The screenshot shows the 'Attendee Registration' settings in Cisco Webex. The settings are as follows:

- Attendee Registration:**
  - Require attendee registration [Customize form](#) ⓘ
  - Automatically approve all registration requests  
(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)
- Set registration password:** [password field] (Optional)
- Confirm registration password:** [password field]
- Registration close date:**
  - None
  - [0] days [0] hours [00] minutes before session starts
- Maximum registrations allowed:** 50 (Required)
- Allow waitlist signup:**
  - Allow waitlist signup
    - Automatically register first attendee in waitlist
    - Manually register from waitlist
- Attendee can cancel registration:**
  - Not allowed
  - [1] days [0] hours [00] minutes before session starts

## Cisco Webex Training – Setting

### 12. “Registration”

#### “Registration close date”

None: No registration closing date

days/hours/minutes before session starts: Choose date and time to close registration before, training day

Registration close date: <input checked="" type="radio"/> None <input type="radio"/> 0 ▾ days         0 ▾ hours         00 ▾ minutes before session starts
--

Maximum registrations allowed: Enter the number to limit the attendees

Allow waitlist signup: Allow to register for reserve attendees

Automatically register first attendee in waitlist: Automatically register the first register in waitlist (reserve register)

Manually register from waitlist: Manually register from waitlist

Maximum registrations allowed: <input type="text" value="50"/> (Required) <input checked="" type="checkbox"/> Allow waitlist signup <input checked="" type="radio"/> Automatically register first attendee in waitlist <input type="radio"/> Manually register from waitlist
--

## Cisco Webex Training – Setting

### 13. “Registration”

#### “Attendee can cancel registration”

Not allowed: Not allow attendees to cancel register

days hours minutes before session starts: Attendees are able to cancel register before, training day on the date, being set

Attendee can cancel registration:  Not allowed  
 1 days 0 hours 00 minutes before session starts

## Cisco Webex Training – Setting

### 14. “Attendees”

Invited attendees, click button “Invited attendees”.

The window “Invited attendees” shall occur.

There are two methods.

#### 1. “New Attendees”

enter names, and emails of attendees, and click button “Add attendees”, then the attendee name list shall occur at “Attendees to invite”.

Click “Invite”

The attendees’ names will occur in “Invited attendees”

Selected Contacts - Google Chrome  
mahidol.webex.com/hc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?actionFlag=listInvitedAttendee...

Invite Attendees  
Provide new attendee information here or select contacts from your address book.

Attendees to Invite  
No contacts selected.

New Attendee

• Full name: ผู้เข้าร่วมอบรม1  
• Email address: taboja2020@gmail.com  
Phone number: 1  
Time Zone: Bangkok (Bangkok Time, GMT+07:00)  
Language: English  
Locale: U.S.

Add new attendee in my address book  
 Invite as alternate host

**Add Attendee**

Selected Contacts - Google Chrome  
mahidol.webex.com/hc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do

Invite Attendees  
Provide new attendee information here or select contacts from your address book.

Attendees to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
ผู้เข้าร่วมอบรม1	taboja2020@gmail.com	1-	English	Bangkok Time	U.S.

**Invite** Select All Clear All Delete Cancel

New Attendee

• Full name:   
• Email address:   
Phone number: 1  
Time Zone: Bangkok (Bangkok Time, GMT+07:00)  
Language: English  
Locale: U.S.

Add new attendee in my address book  
 Invite as alternate host

Add Attendee

Invited attendees: ผู้เข้าร่วมอบรม1

## Cisco Webex Training – Setting

### 15. “Attendees”

Invited attendees, click on “Invited attendees”, The window “Invited attendees” shall occur.  
There are two methods to use.

2. Click on the button “select contacts”, there is a window “select contacts”

Click on the attendees’ names, which would like to attend the training.

Click on “Add attendees”, there is the window “Invited attendees”.

Choose the attendees’ names again, then click “Invite”.

The attendees’ names shall show in “Invited attendees”.

Selected Contacts - Google Chrome  
mahidol.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?actionFlag=listInv...

Invite Attendees  
Provide new attendee information here or select contacts from your address book.

Attendees to Invite  
No contacts selected.

Name	Email address	Phone number	Language	Time Zone	Locale
Select Contacts...					

New Attendee

Full name:

Email address:

Phone number:  Country/Region  Number (with area/city code)

Time Zone:

Language:

Locale:

Add new attendee in my address book  
 Invite as alternate host

Add Attendee

Select Contacts from Webex Address Book - Google Chrome  
mahidol.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/selectcontacts.do?actionFlag=listCon...

Select Contacts  
Select one or more groups or contacts that you want to invite to your session.

View:

Search for:

Index:

Name	Email address	Phone number	Language	Time Zone	Locale
<input checked="" type="checkbox"/> boy	taboyja2013@gmail.com	1-	English	Bangkok Time	U.S.
<input checked="" type="checkbox"/> weeraphol	weeraphol.san@mahidol.edu	1-	English	Bangkok Time	U.S.

Add as Alternate Host

Selected Contacts - Google Chrome  
mahidol.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?actionFlag=listInv...

Invite Attendees  
Provide new attendee information here or select contacts from your address book.

Attendees to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
<input type="checkbox"/> ผู้เข้าร่วมอบรม1	taboyja2020@gmail.com	1-	English	Bangkok Time	U.S.
<input checked="" type="checkbox"/> boy	taboyja2013@gmail.com	1-	English	Bangkok Time	U.S.
<input checked="" type="checkbox"/> weeraphol	weeraphol.san@mahidol.edu	1-	English	Bangkok Time	U.S.

Invited attendees:

ผู้เข้าร่วมอบรม1
boy
weeraphol

## Cisco Webex Training – Setting

### 16. “Attendees”

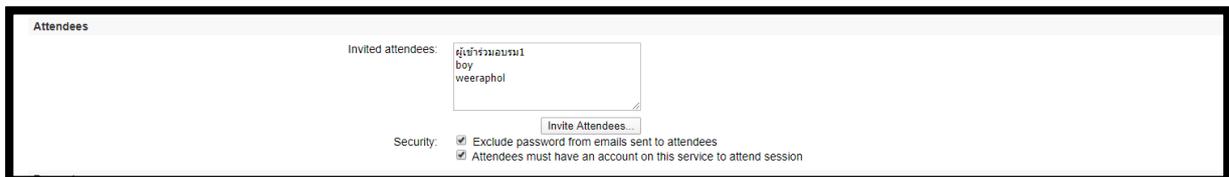
#### “Security”

Choose Exclude password from emails sent to attendees:

to not send the password to attendees via email.

Choose Attendees must have an account on this service to attend session:

Attendees must have Webex Training account to attend the training.



The screenshot shows the "Attendees" settings page. It features a text input field for "Invited attendees" containing the text "ผู้เข้าร่วมอบรม1", "boy", and "weeraphol". Below the input field is a button labeled "Invite Attendees...". Underneath, the "Security" section has two checked checkboxes: "Exclude password from emails sent to attendees" and "Attendees must have an account on this service to attend session".

## Cisco Webex Training – Setting

### 17. “Presenters”

#### “Invited Presenters”

Click on the button “Invited Presenters”.

The window “Invited Presenters” shall occur.

There are two methods.

1. **New Presenter:** Enter presenter’s name and email, and click “Add Presenter”.

The presenter’s name shall show at “Presenter to Invite”

Choose the presenter’s name, then click “Invite”

The presenter’s name shall show in “Invited attendees”

Selected Contacts - Google Chrome  
mahidol.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?actionFlag=listInv...

Invite Presenters  
Provide new presenter information here or select contacts from your address book.

Presenters to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

New Presenter

\* Required field

Full name:

Email address:

Phone number:

Time Zone:

Language:

Locale:

Add presenter as attendee in my address book  
 Invite as alternate host

Selected Contacts - Google Chrome  
mahidol.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do

Invite Presenters  
Provide new presenter information here or select contacts from your address book.

Presenters to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
<input type="checkbox"/> <a href="#">taboyja2020</a>	taboyja2020@gmail.com	1-	English	Bangkok Time	U.S.

New Presenter

\* Required field

Full name:

Email address:

Phone number:

Time Zone:

Language:

Locale:

Add presenter as attendee in my address book  
 Invite as alternate host

# Cisco Webex Training – Setting

## 18. Presenters

### “Invited Presenters”

Click on the button “Invited Presenters”.

The window “Invited Presenters” shall show.

There are two methods

2. Click on the button “select contacts”.

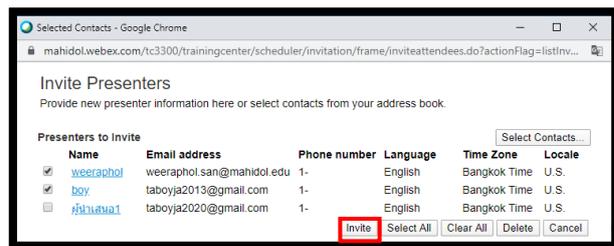
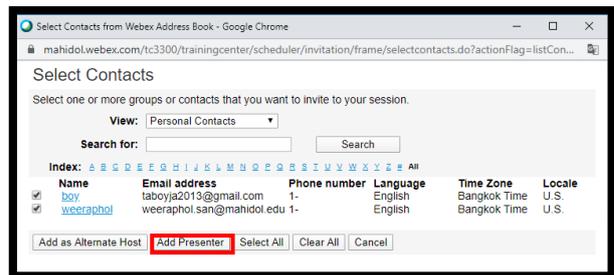
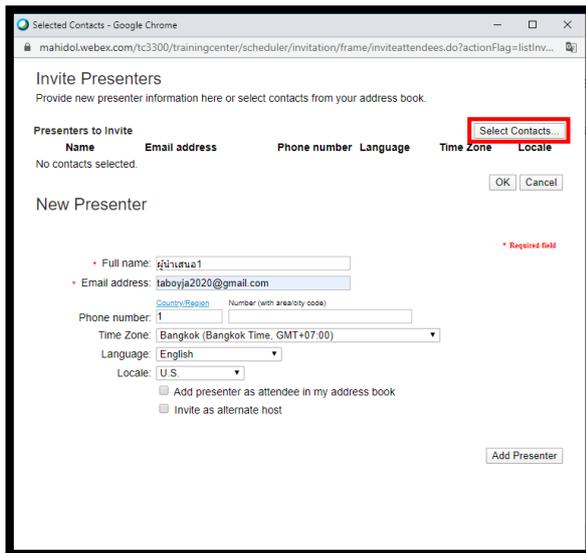
The window **select contacts** shall show.

Click on presenter’s name, and click on ”Add Presenter”

The window “Invited Presenters” shall occur.

Click on presenter’s name, and click ”Invite”

There is the presenter’s name in “Invited Presenters” section.



## Cisco Webex Training – Setting

### 19. “Session Options”

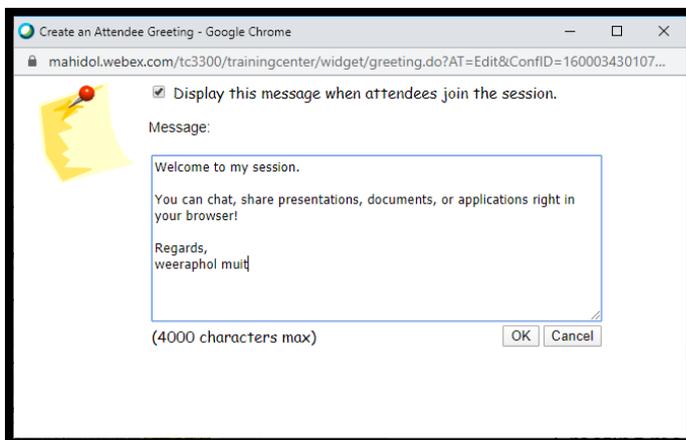
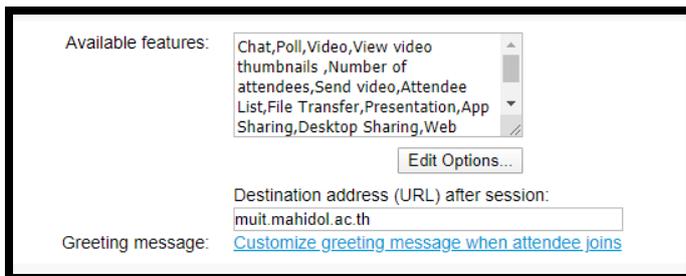
Window Available features shall show the features, and equipment in training

Destination address (URL) after session: can use the training URL, after training (only mahidol.ac.th account)

Greeting message, then click at Customize greeting message when attendee joins

The message box shall occur to enter the welcoming message.

Choose Display this message when attendees join the session: to show the message, before training day.



## Cisco Webex Training – Setting

### 20. “Breakout Session Assignments Settings”

#### Options:

Click on Enable Pre-Session Assignment: To enable dividing group for attendees, during training

Choose Automatically assign attendees during the session: To enable automatically joining the session.

Choose Set the number of breakout sessions: To control the number of breakout sessions

Choose Set the number of attendees in each breakout session: To control the number of members in each session.

Choose Manually assign registered attendees to breakout sessions: To allow to manually register to attend the breakout session.

**Breakout Session Assignments Settings**

In-session assignments (automatic or manual attendee assignments during the session) are always available. Participants on some mobile devices cannot join breakout sessions.

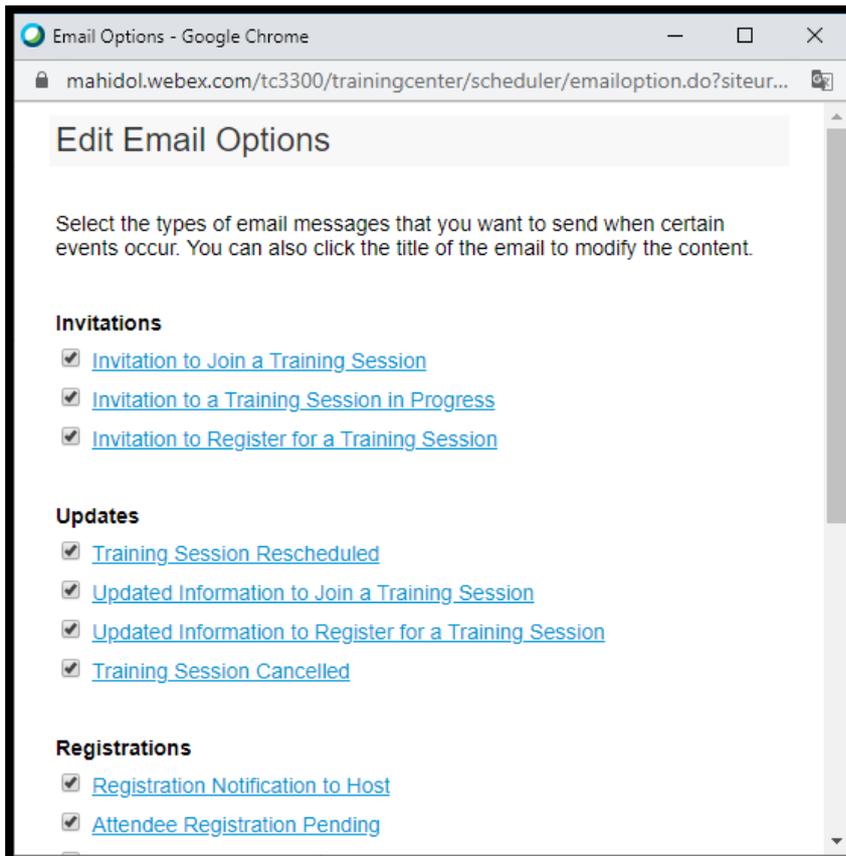
Options:  Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the session)

- Automatically assign attendees during the session
  - Set the number of breakout sessions:
  - Set the number of attendees in each breakout session:
- Manually assign registered attendees to breakout sessions (requires attendee registration to be enabled)

## Cisco Webex Training – Setting

### 21. “Email Options”

Click on “**Edit Email Options**”, there is the window to show the email information.



## Cisco Webex Training – Setting

### 22. “Session Information”

**Agenda:** Training agenda

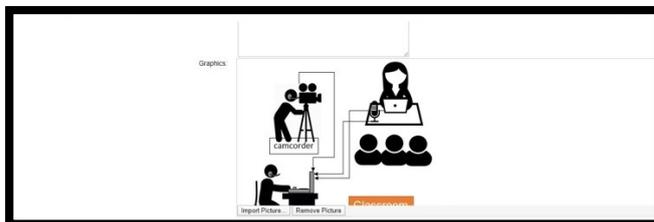
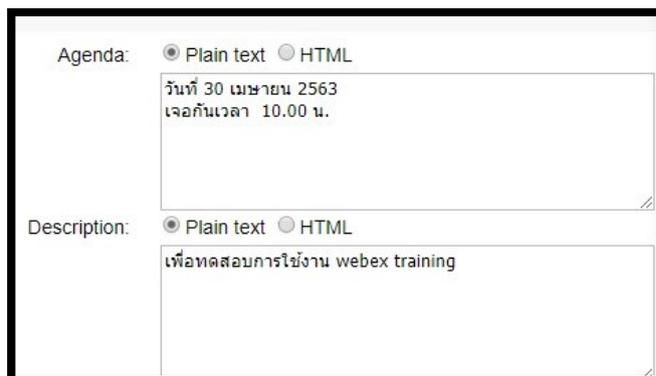
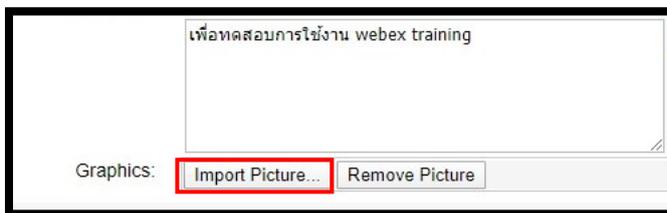
**Description:** To enter training detail

**Graphics:** Click on the button “Import Picture”.

There is the window “Upload Your Picture”.

Choose files, then click on “Import”.

The image will be shown.

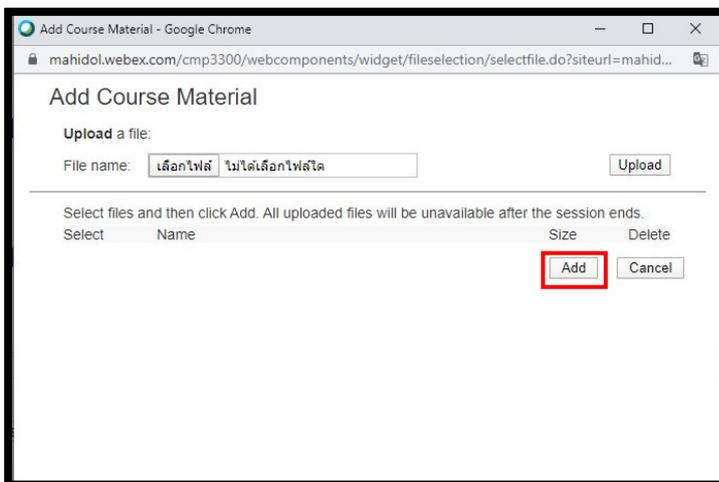


## Cisco Webex Training – Setting

### 23. “Course Material”

Click on “Add Course Material”.

The window “Add Course Material” shall occur.



# Cisco Webex Training – Setting

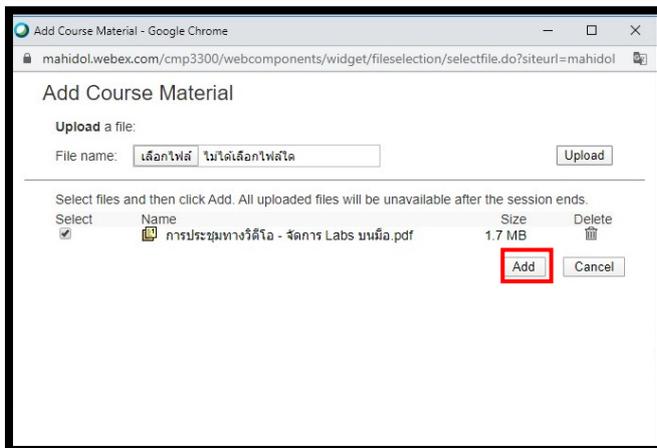
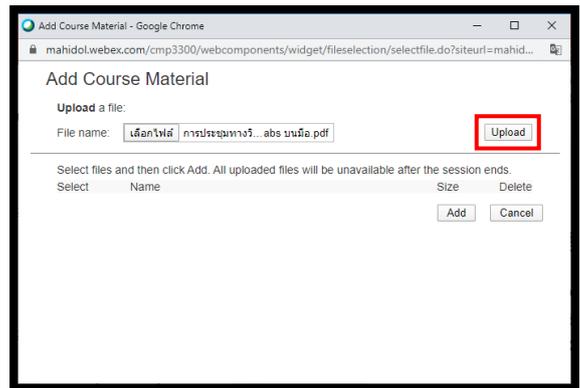
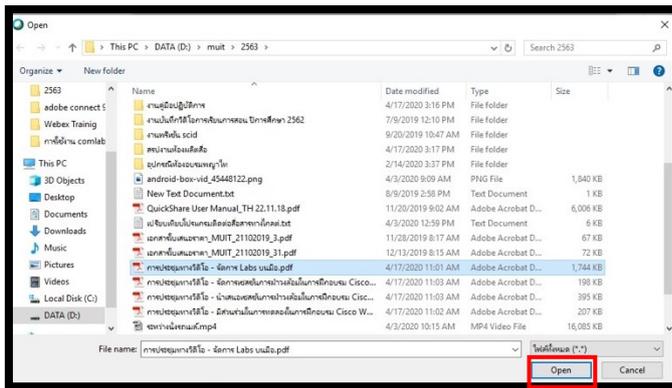
## 24. “Course Material”

Choose “Upload a file”

Choose files, then click “Upload”

The files will occur, then click “Add”.

“File name” window shall show files’ names.



## Cisco Webex Training – Setting

### 25. “Tests”

If in the training, the host training has already created exercise.

Click on “Add Tests”.

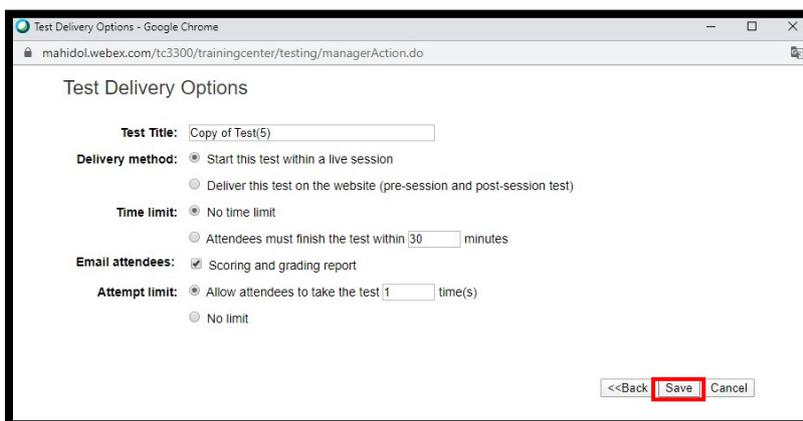
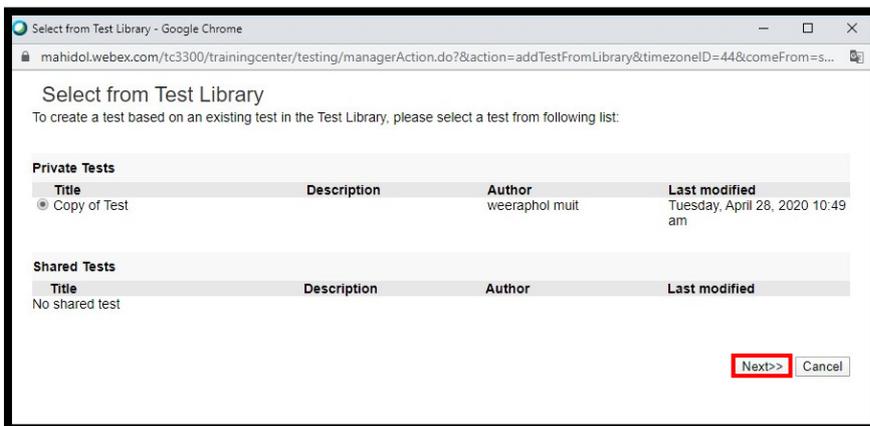
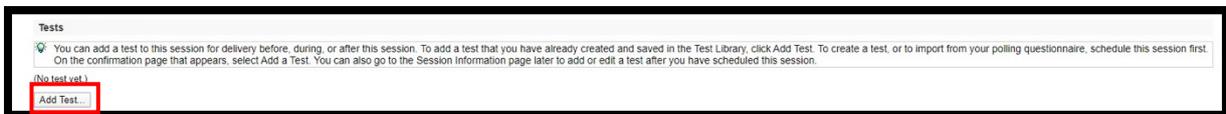
there is the window “Select from Test Library”, then click on exercise, which you created.

Click on “next”,

The window “Test Delivery Options will happen to setting” shall occur.

Click on “Save”

The test’s name shall occur.



## Cisco Webex Training – Setting

26. When you have already finished setting.

Click on the Button “Schedule”

**Tests**

 You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session.

Title	Delivery	Status
Copy of Test(5)	In-session	Not started

## Cisco Webex Training – Setting

27. “Session Schedule” shall show the details in training.

Click on “OK” to finish creating training online.

### Session Scheduled

Thank you. You have successfully scheduled your session.

**To start your session**  
Shortly before your session's starting time, click the Start link for your session on the My Webex page.

1. Go to [My Webex](#)
2. Click the **Start** link next to your session.

**To add a test**  
[Add a test](#) to this training session now. You can also go to the [Session information page](#) to add a test later on.

**Session Information**

Topic:	it training
Host:	weeraphol.mut
Date:	Thursday, April 30, 2020
Time:	10:00 am, Bangkok Time (Bangkok, GMT+07:00)
Location:	<a href="https://mahidol.webex.com/mahidol">https://mahidol.webex.com/mahidol</a>

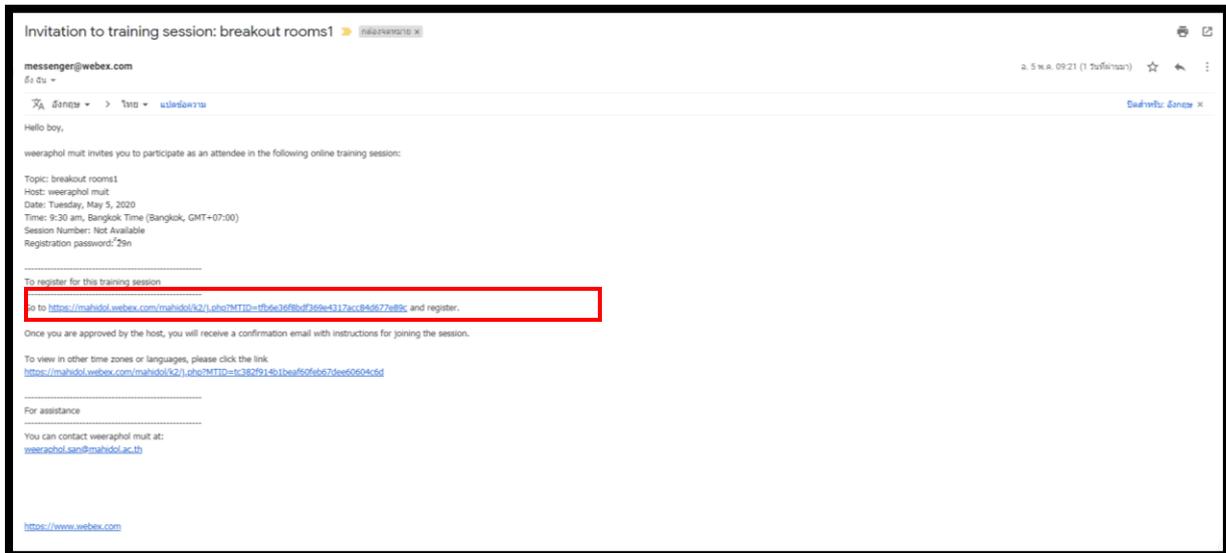
**In-session Hands-on Lab**  
You have successfully reserved 1 computer from lab **MUIT** from **10:00 am** to **11:00 am**, on the following dates:

Thursday, April 30, 2020

To start using hands-on lab during the training session, select **Start Hands-on Lab** from the **Lab** menu.

## Cisco Webex Training – Basic Usage

1. When host training has already set of online training schedule, the send invitation email attendees. Attendees will receive email for register. subsequently, attendees click at register's link.



## Cisco Webex Training – Basic Usage

### 2. Register for ..... (Training topic)

Session Information will show training's details e.g. date, time, and training host.

“Registration Information”, enter the details of attendees, as following

- First name
- Last name
- Email address

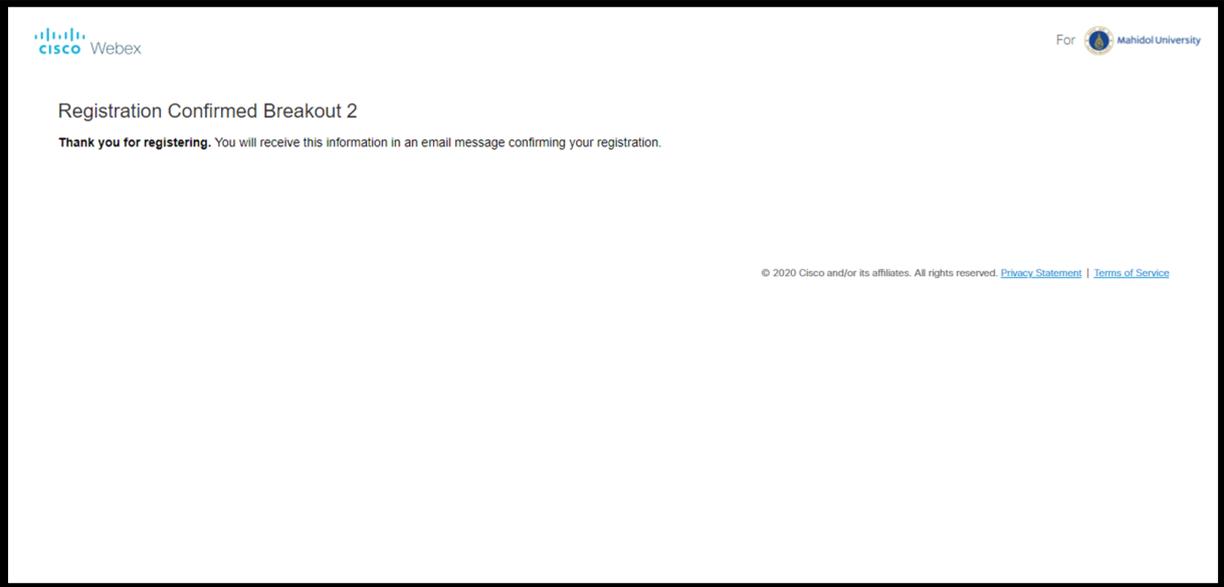
Click “Register”

The screenshot shows the Cisco Webex registration interface. At the top left is the Cisco Webex logo, and at the top right is the Mahidol University logo. The main heading is "Register for Breakout 2". Below this, there is a note: "Please provide the following information to register for this training session. You will receive an email confirmation of your registration." A link for "English : Bangkok Time" is visible on the right. The "Session Information" section lists details: Topic (Breakout 2), Session status (Not Started), Session dates (Tuesday, May 5, 2020), Starting time (10:00 am, Bangkok Time (Bangkok, GMT+07:00)), Duration (1 hour), Presenters (weeraphol muit), Description, Host's name (weeraphol muit), and Host's email (weeraphol.san@mahidol.ac.th). The "Registration Information" section contains three input fields: "First name" (Required), "Last name" (Required), and "Email address" (Required). A "Register" button is located at the bottom right of the form area.

# Cisco Webex Training – Basic Usage

3. There is the message “Registration Confirmed .....(training name)”

Programme shall send the email to all attendees, who have already registered.



# Cisco Webex Training – Basic Usage

4. When attendees already registered for training online.

Programme shall show attendees' names at Cisco Webex page of host training.

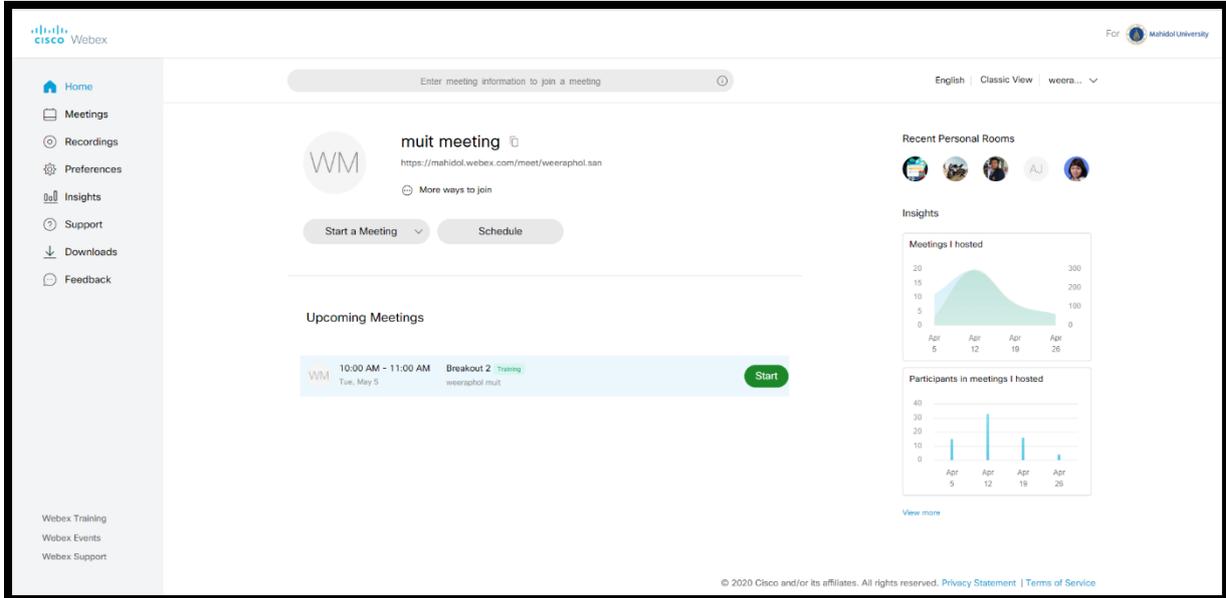
The screenshot displays the Cisco Webex Training interface. The main content area is titled "Registered Attendees: Breakout 2". It shows a session scheduled for Tuesday, May 5, 2020, at 10:00 am. The interface includes a navigation menu on the left, a top navigation bar, and a table of registered attendees. The table has columns for First Name, Last Name, Email, Registration ID, Registration Date & Time, and Status. There are 7 approved registrations listed.

First Name	Last Name	Email	Registration ID	Registration Date & Time	Status
test1	.mut	tabojsa2013@gmail.com	519623	5/5/20 9:52 am	Approved
test2	.mut	weeraphol.san@mahidol.edu	234747	5/5/20 10:00 am	Approved
test2	.mut	tabojsa2020-1@hotmail.com	872203	5/5/20 10:17 am	Approved
test3	.mut	tabojsa2020@gmail.com	242272	5/5/20 10:06 am	Approved
test4	.mut	trtraining.mut@gmail.com	125254	5/5/20 10:10 am	Approved
test5	.mut	tabojsa2020-2@hotmail.com	692994	5/5/20 10:26 am	Approved
test7	.mut	tabojsa@hotmail.com	805321	5/5/20 10:33 am	Approved

# Cisco Webex Training – Basic Usage

## 5. Training online at [mahidol.webex.com](https://mahidol.webex.com)

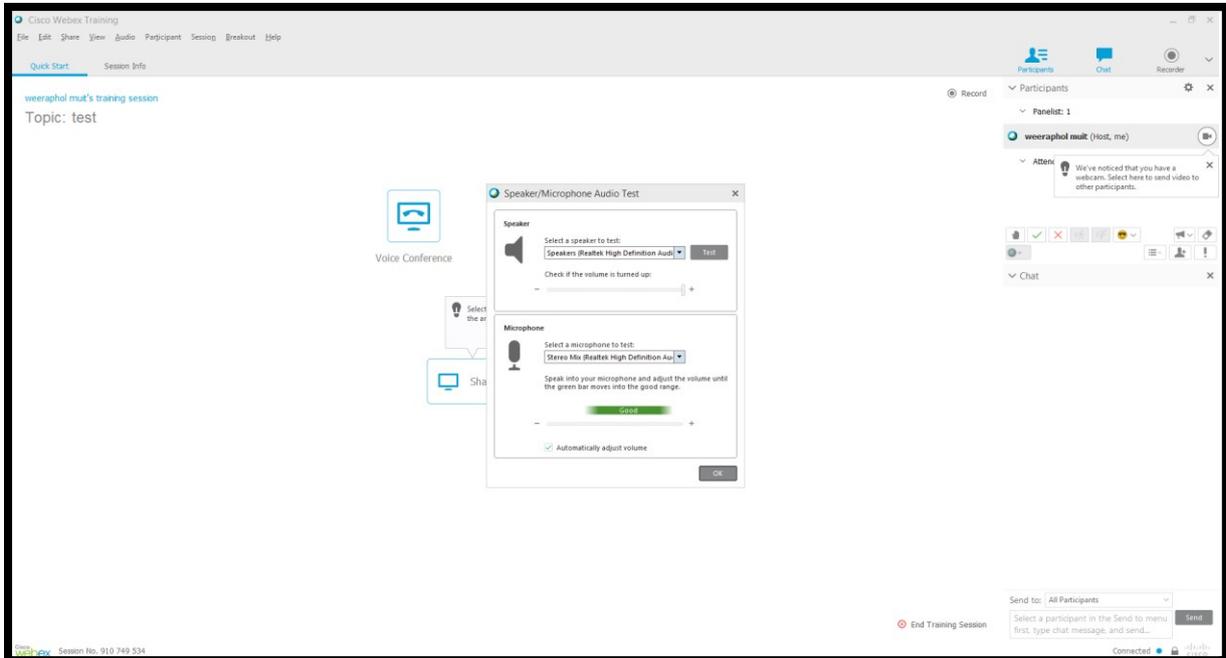
Click “start” to begin the training online



## Cisco Webex Training – Basic Usage

6. There is the window **Speaker/Microphone Audio Test** in Cisco Training programme.

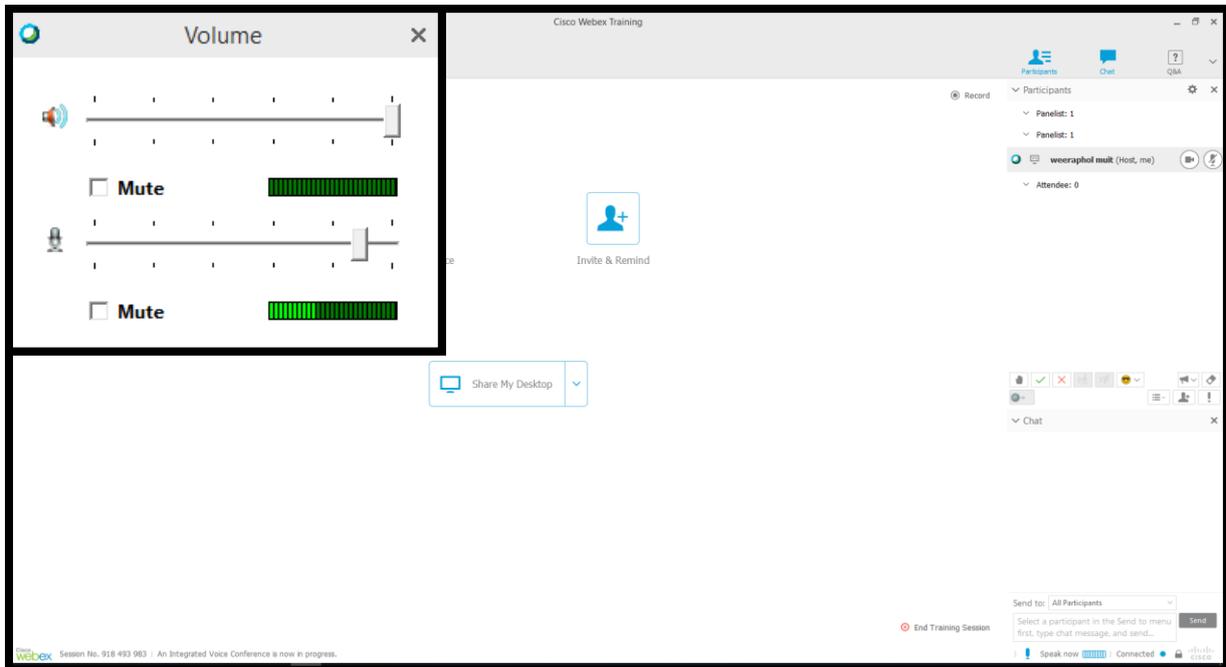
Click on “OK”



## Cisco Webex Training – Basic Usage

7. There is a volume's window. You are able to speak to the microphone, linking to the computer to test.

There is sound scale, then click x to close.



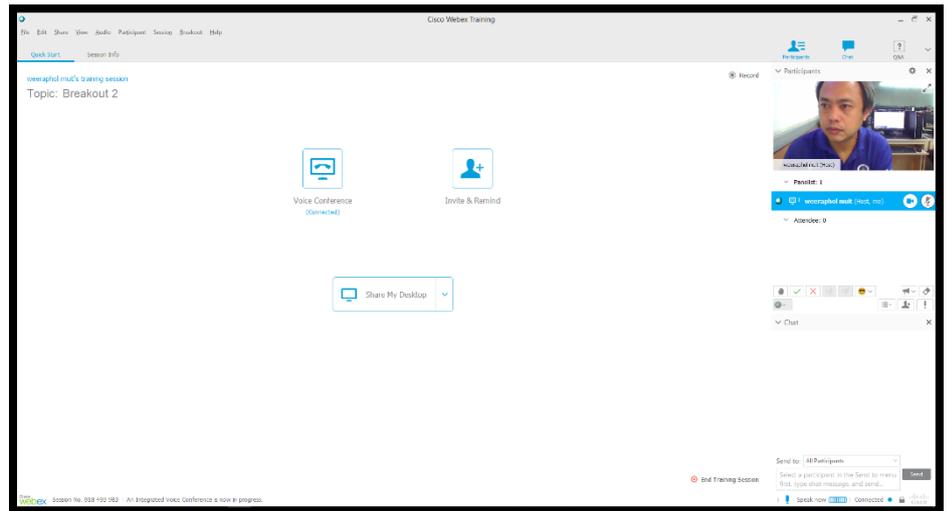
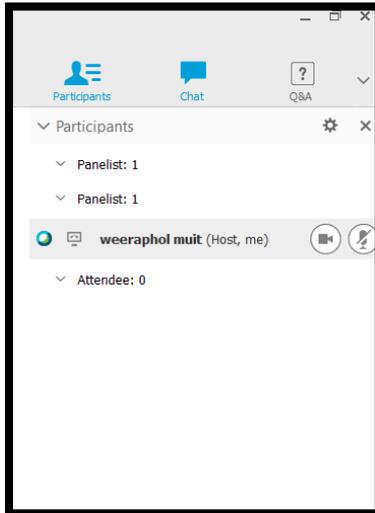
## Cisco Webex Training – Basic Usage

### 8. “At Participants”

There is a name of host training with video symbol and microphone.

Click on video symbol.

The video shall operate.



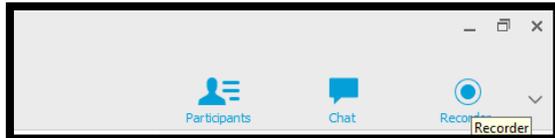
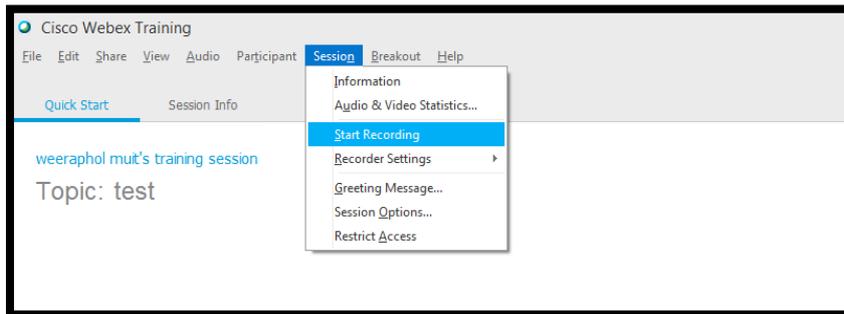
## Cisco Webex Training – Basic Usage

9. Before starting online training, you should start recording before.

There are two methods.

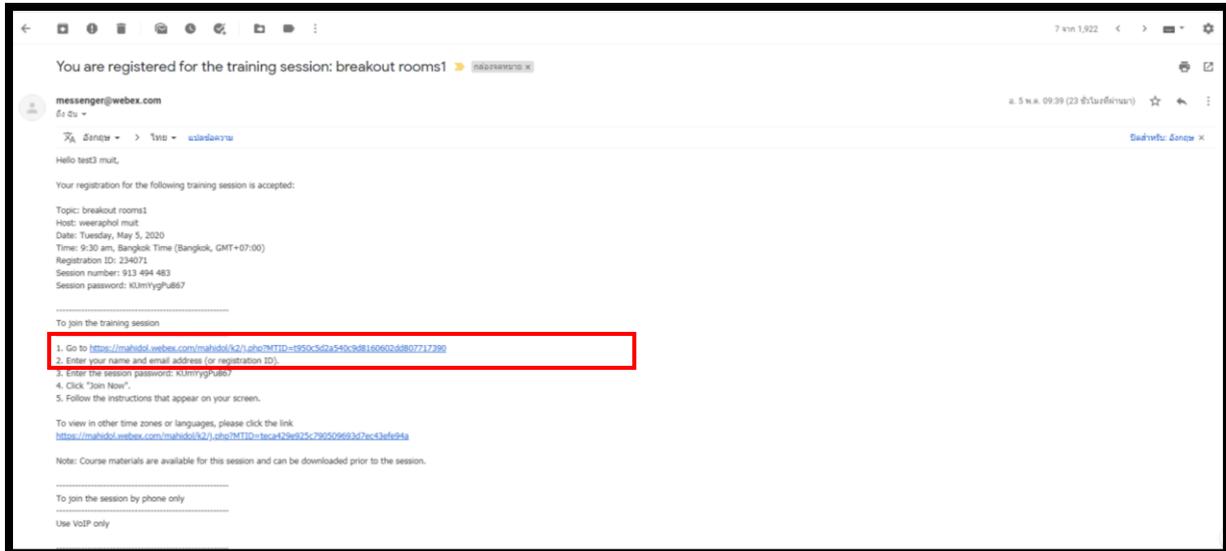
- click on [Recorder at the menu bar](#)
- click on [Session > Start Recording](#)

Following this, you might prepare stuffs and waiting for attendees attend the training.



## Cisco Webex Training – Basic Usage

10. Attendees receive the email for attending the training, click on the link in the email to attend the training.



## Cisco Webex Training – Basic Usage

11. There is detail of “Session Information”.

When the button “Join Now” at “Join Session Now” change to be blue button. It means the training already opened.

Click “join now” to attend the training

The screenshot displays the Cisco Webex Training interface for a session titled "Breakout 2". The interface includes a navigation menu on the left with options like "Attend a Session", "Host a Session", "Set Up", "Webex Training", "Preferences", and "Support". The main content area shows session details:

- Session status:** Started (Registration)
- Session date:** Tuesday, May 5, 2020
- Starting time:** 10:00 am, Bangkok Time (Bangkok, GMT+07:00)
- Duration:** 1 hour
- Presenters:** weeraphol muit
- Description:**
- Agenda:**
- Session number:** 918 493 983
- Password:** Please obtain your session password from your host.
- Audio conference:** Use VoIP only

Below the session details, the host information is listed:

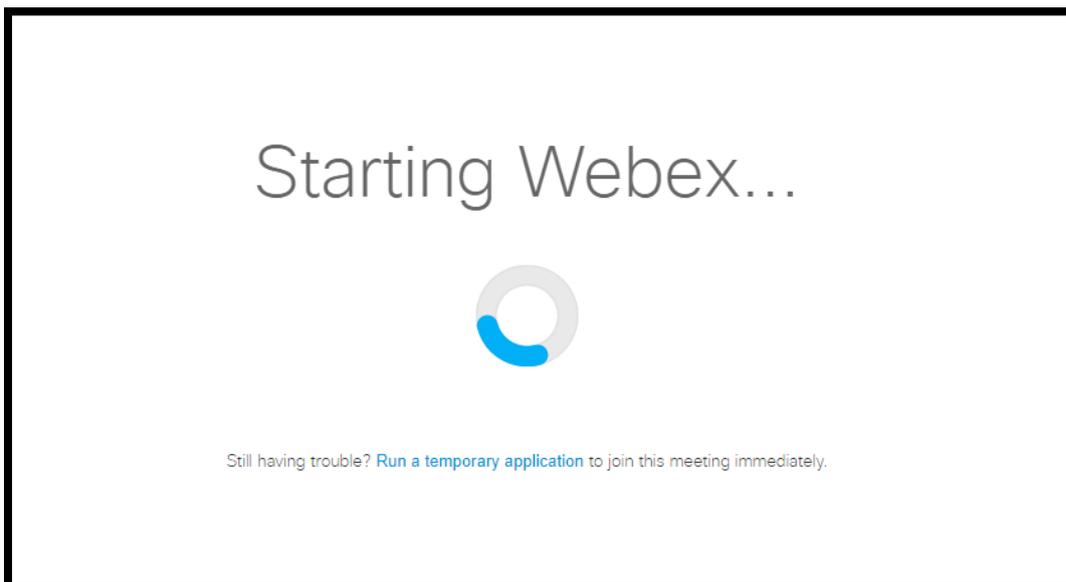
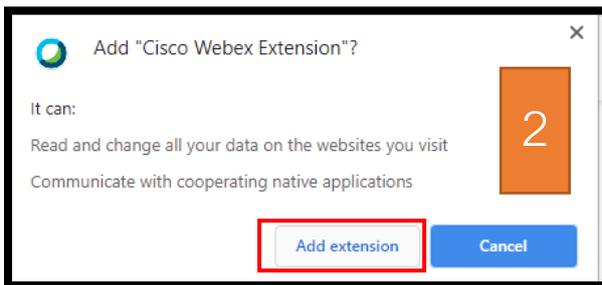
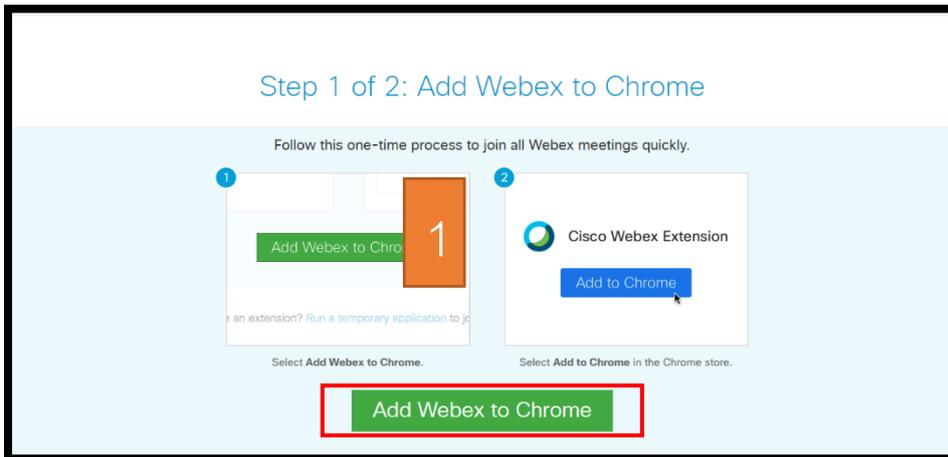
- Host's name:** weeraphol muit
- Host's email:** weeraphol.san@mahidol.ac.th
- Course material:** [enrichment - www.wat.ac.th/edu.pdf](#) (1.48 MB)

On the right side, the "Join Session Now" section is visible. It contains a registration ID field with the value "234747" and a session password field. A prominent blue "Join Now" button is present, indicating that the session is open. Below the button, there is a link to "Join by browser" with a "NEW!" badge. A note at the bottom of the section states: "If you are the host, [start your session](#). \*Please see your registration confirmation for the registration ID and session password. If you lost your registration ID, [click here](#) to have it sent to you again."

## Cisco Webex Training – Basic Usage

12. If attendees have never installed the Cisco Webex programme to their computer before, there is the window to suggest attendees to install the programme.

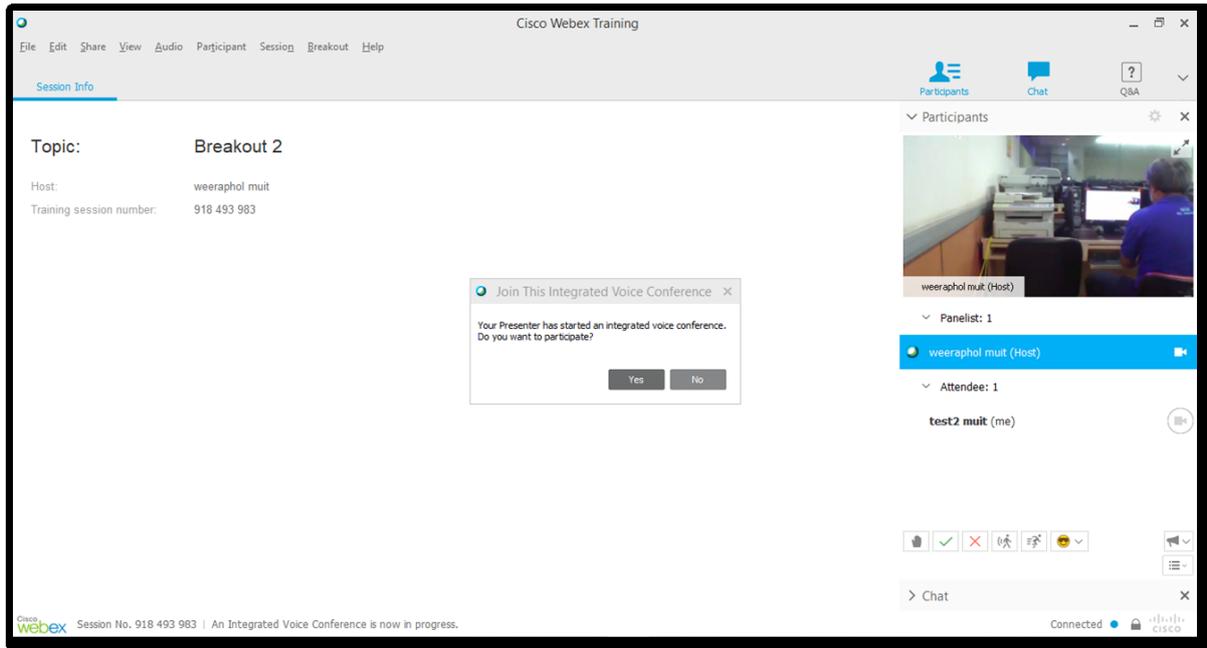
Click “Add Webex to Chrome” to install.



## Cisco Webex Training – Basic Usage

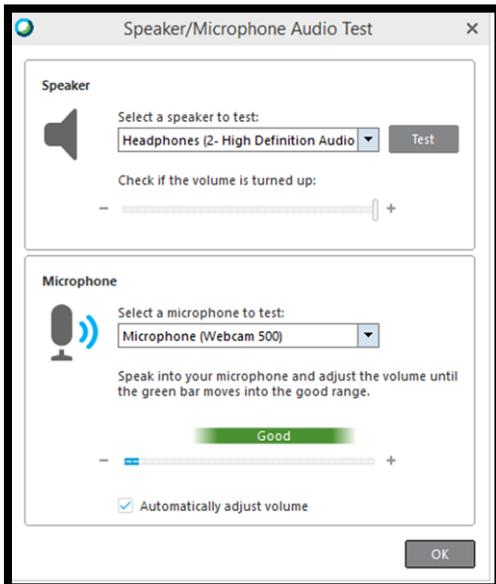
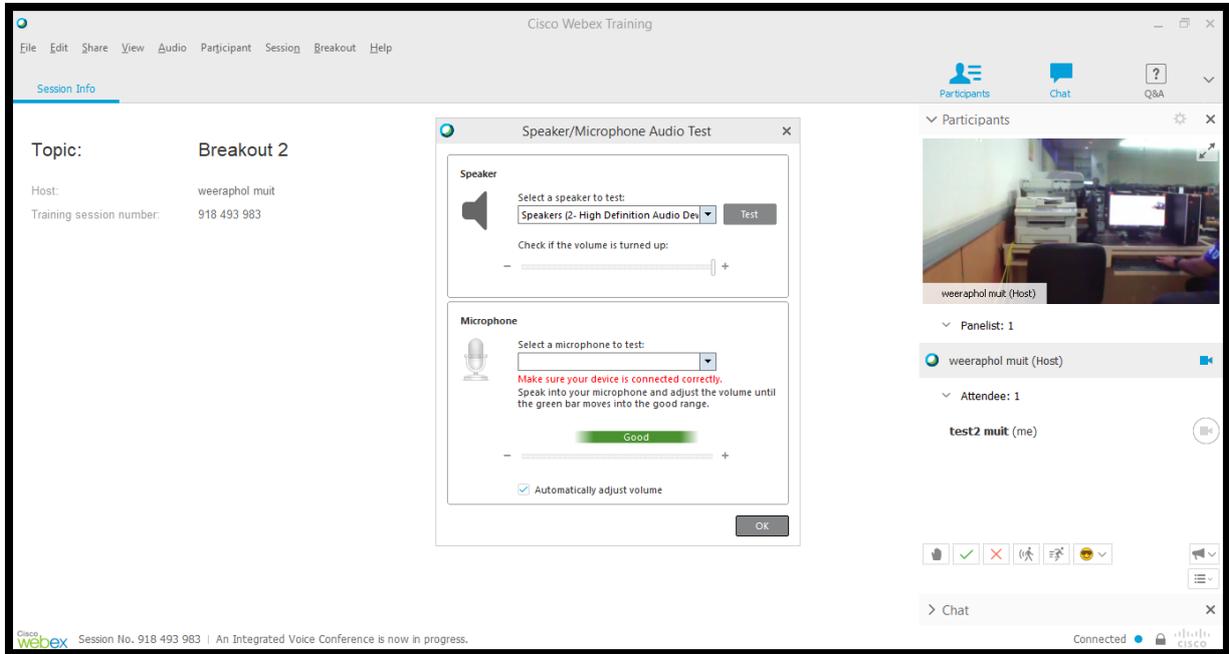
13. There is the Cisco Webex Training programme with video of host training, and window “Join This Integrated Voice Conference”

Click “Yes”



# Cisco Webex Training – Basic Usage

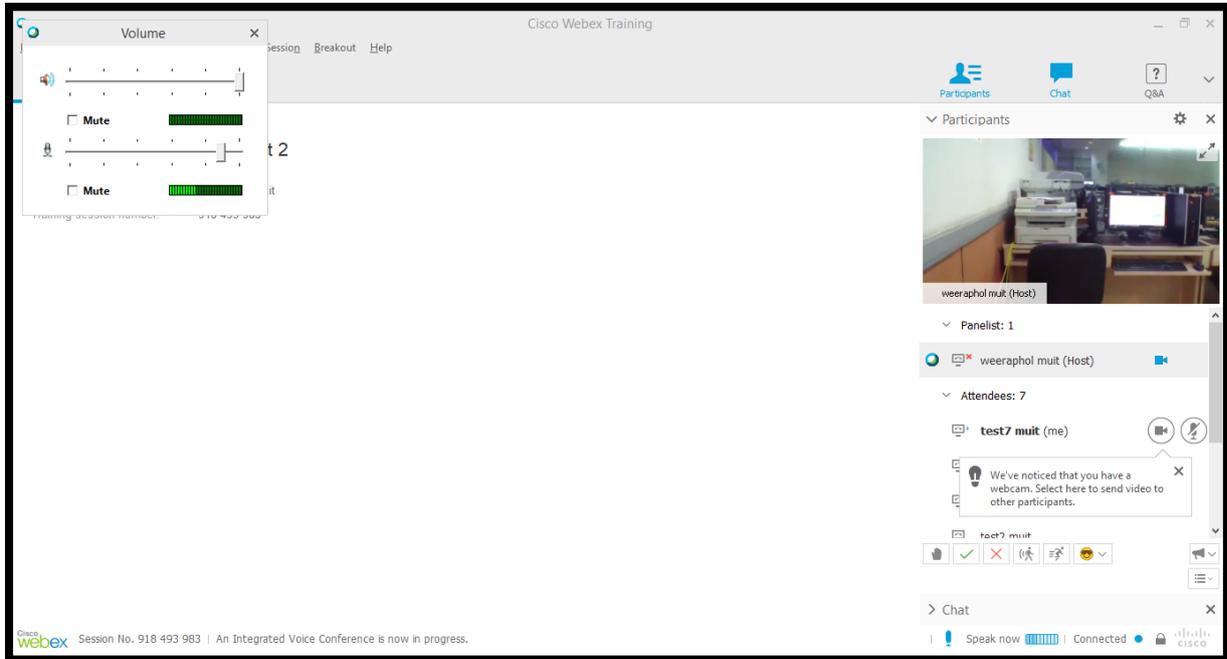
14. Window “Speaker/Microphone Audio Test” shall occur.  
 click on “OK”



## Cisco Webex Training – Basic Usage

15. Volume's window shall occur. When you say something to the microphone, the sound's scale will work.

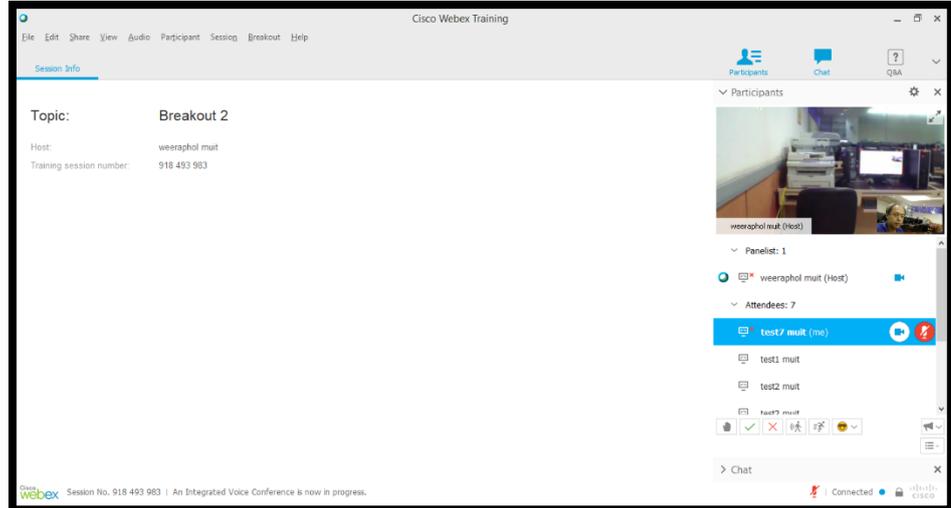
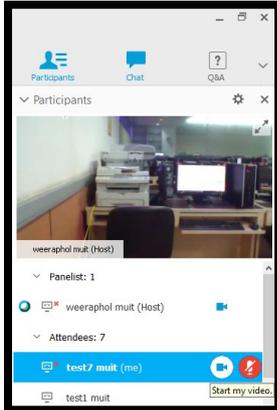
click "x" to close it.



## Cisco Webex Training – Basic Usage

16. Participants > Attendees, there are attendees' name with symbols of video and microphone.

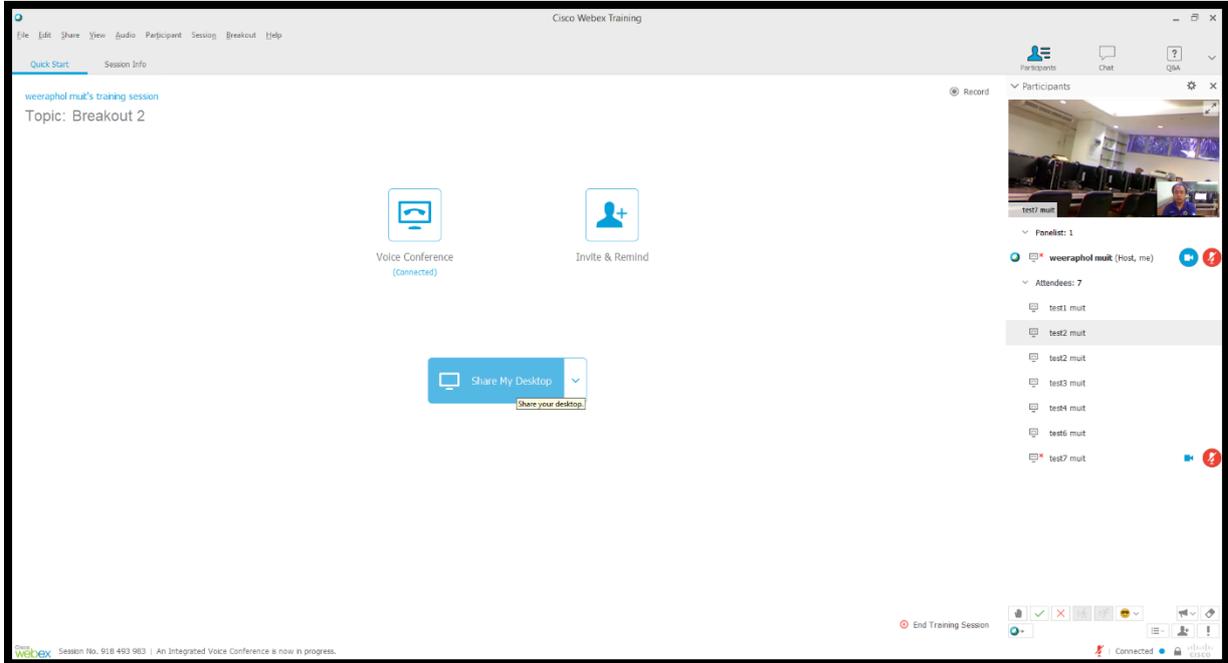
If you click on **video's symbol**, the attendees' video will show.



## Cisco Webex Training – Basic Usage

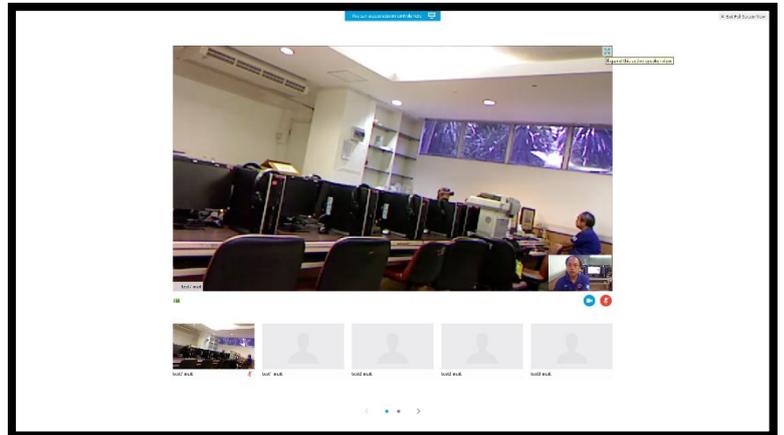
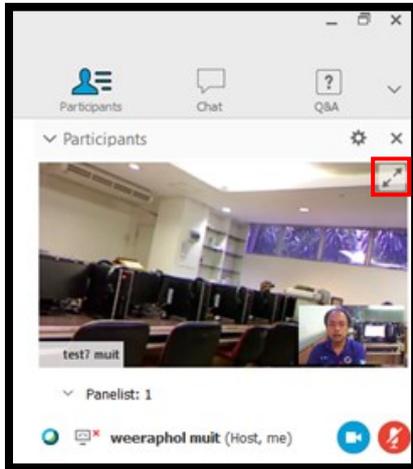
17. Host's training computer,

Start the training online, when attendees attend the training, or there is on appointment time.



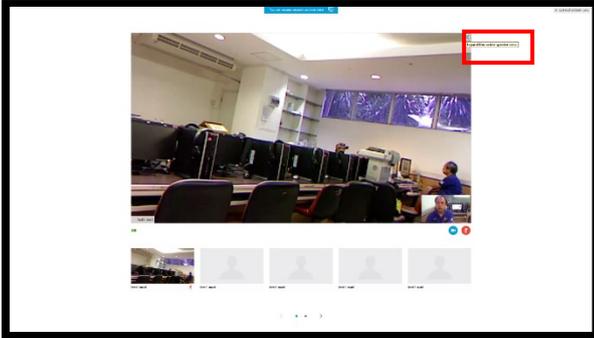
## Cisco Webex Training – Basic Usage

18. Click on “extension button” on the top right of attendee’s video to extend the video’s screen size.



## Cisco Webex Training – Basic Usage

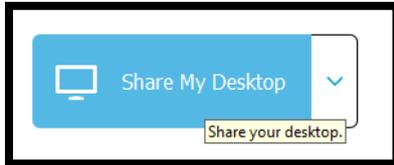
19. If you click at the button extend video's screen again.  
The video's screen of attendee shall extend to full screen mode.



## Cisco Webex Training – Basic Usage

20. The sharing methods are follows

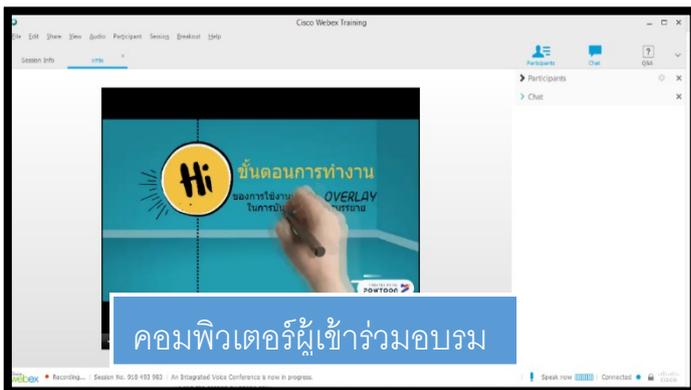
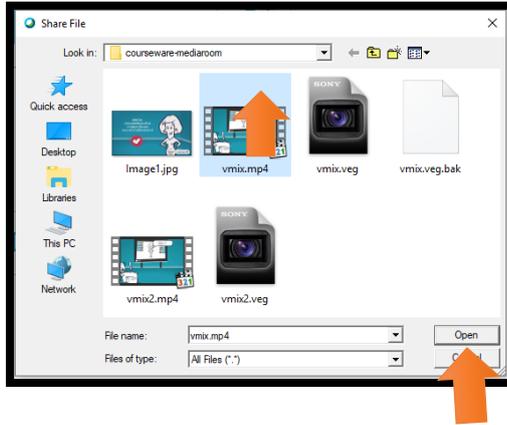
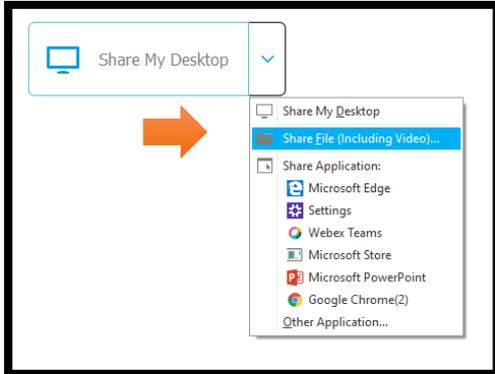
### 1. Screen sharing



# Cisco Webex Training – Basic Usage

21. The sharing methods are follows

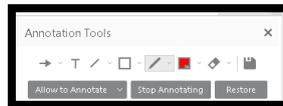
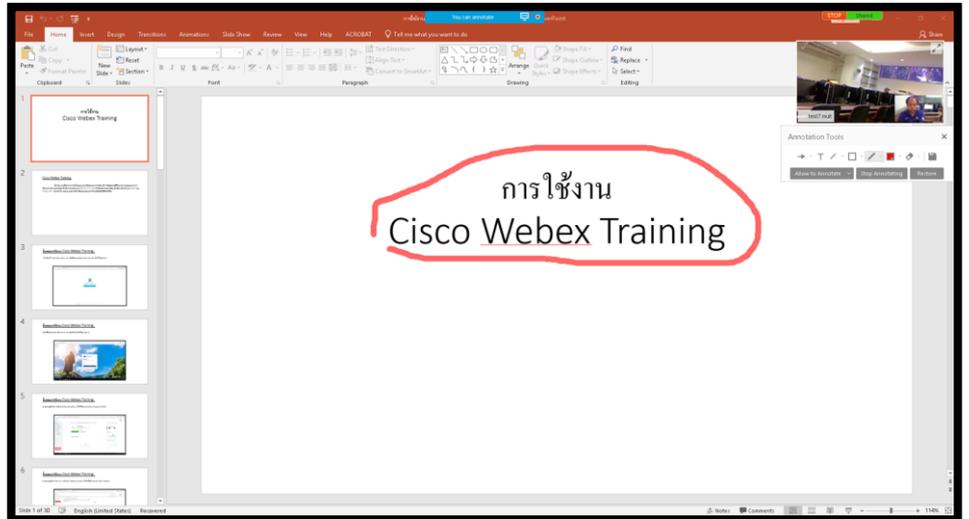
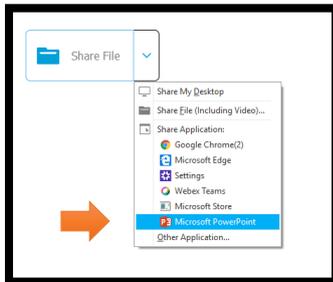
## 2. Video's file sharing



## Cisco Webex Training – Basic Usage

22. The sharing methods are follows

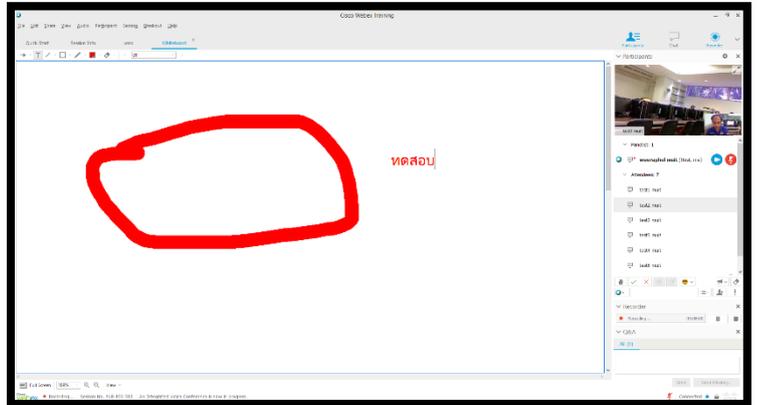
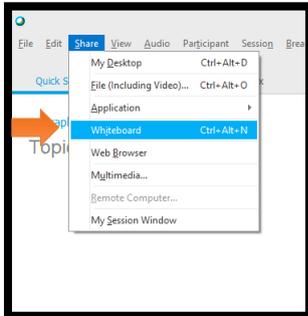
3. Programme sharing is able to use Annotation equipment to draw and write the message.



## Cisco Webex Training – Basic Usage

23. The sharing methods are follows

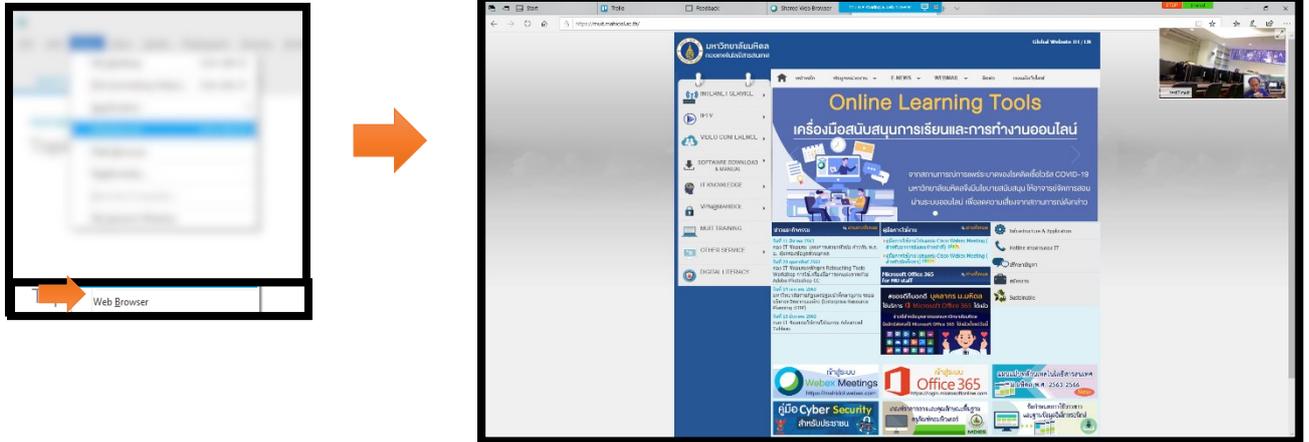
### 4. White board sharing



## Cisco Webex Training – Basic Usage

24. The sharing methods are follows

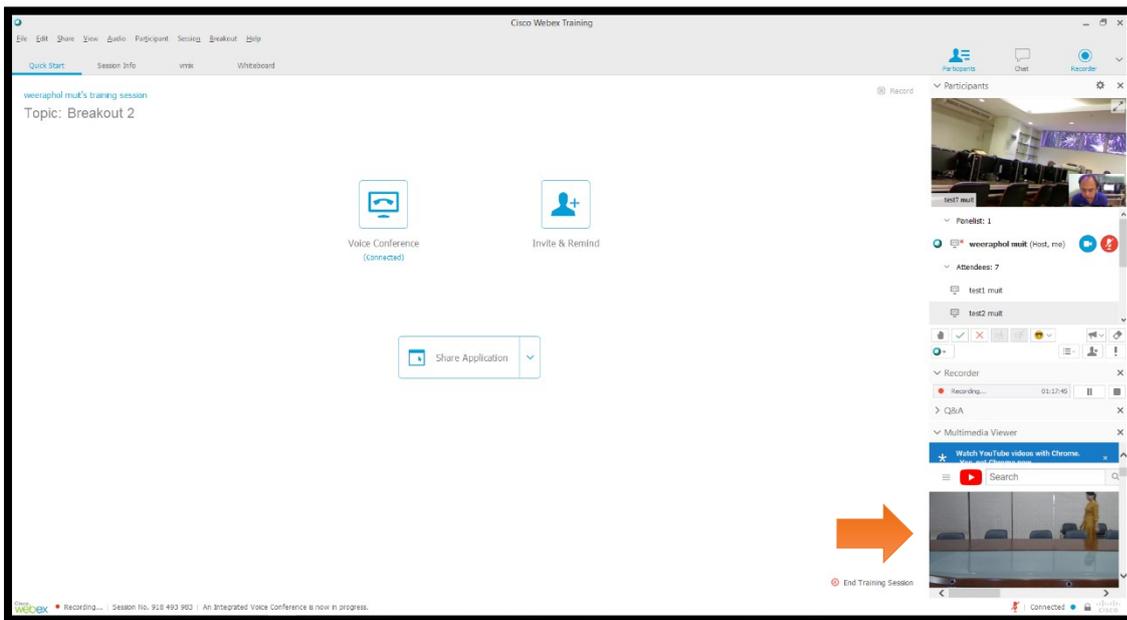
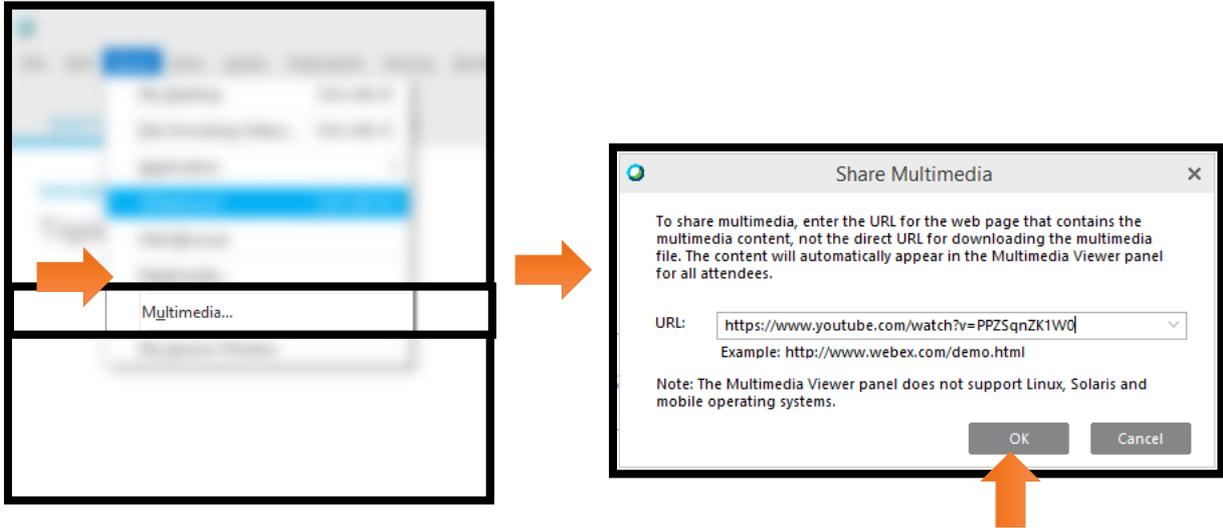
### 5. Web browser sharing



## Cisco Webex Training – Basic Usage

25. The sharing methods are follows

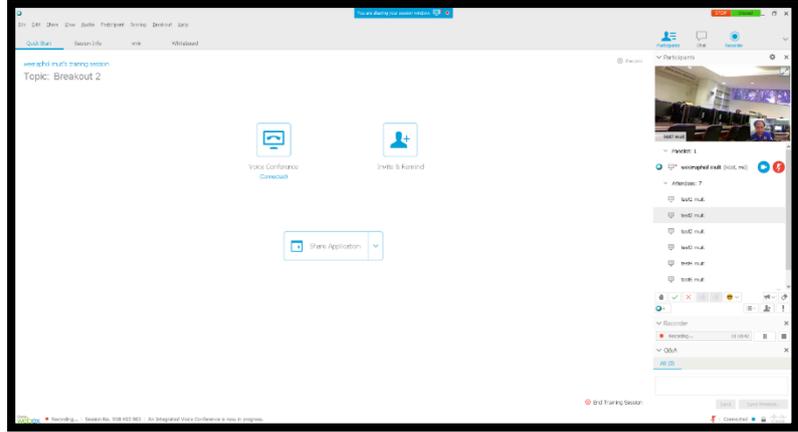
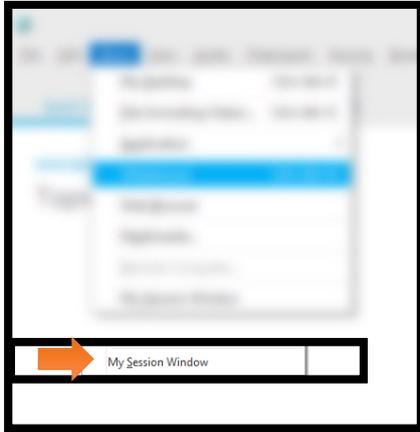
6. Multimedia sharing (use Youtube' s URL to test sharing)



## Cisco Webex Training – Basic Usage

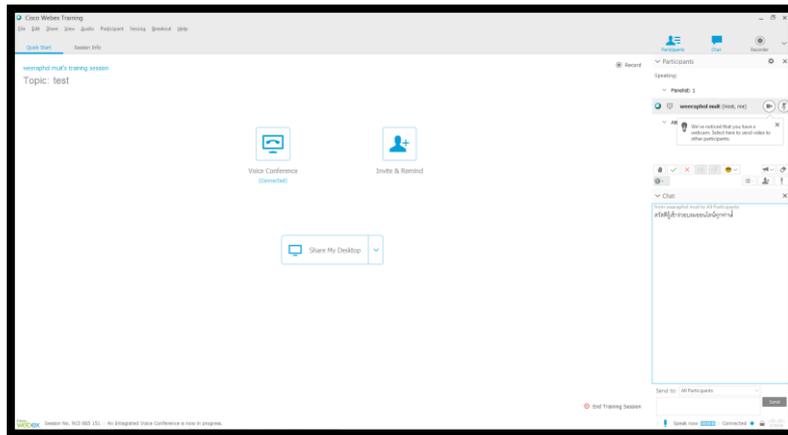
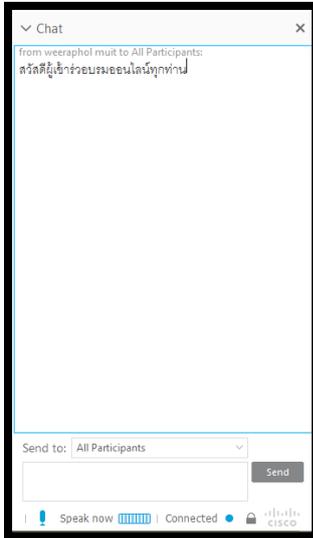
26. The sharing methods are follows

### 7. My Session Window sharing



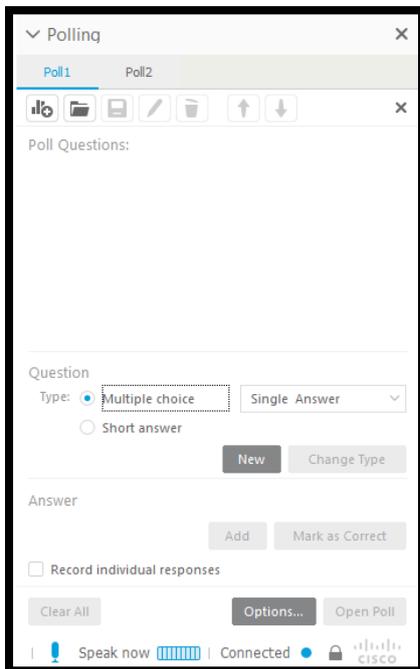
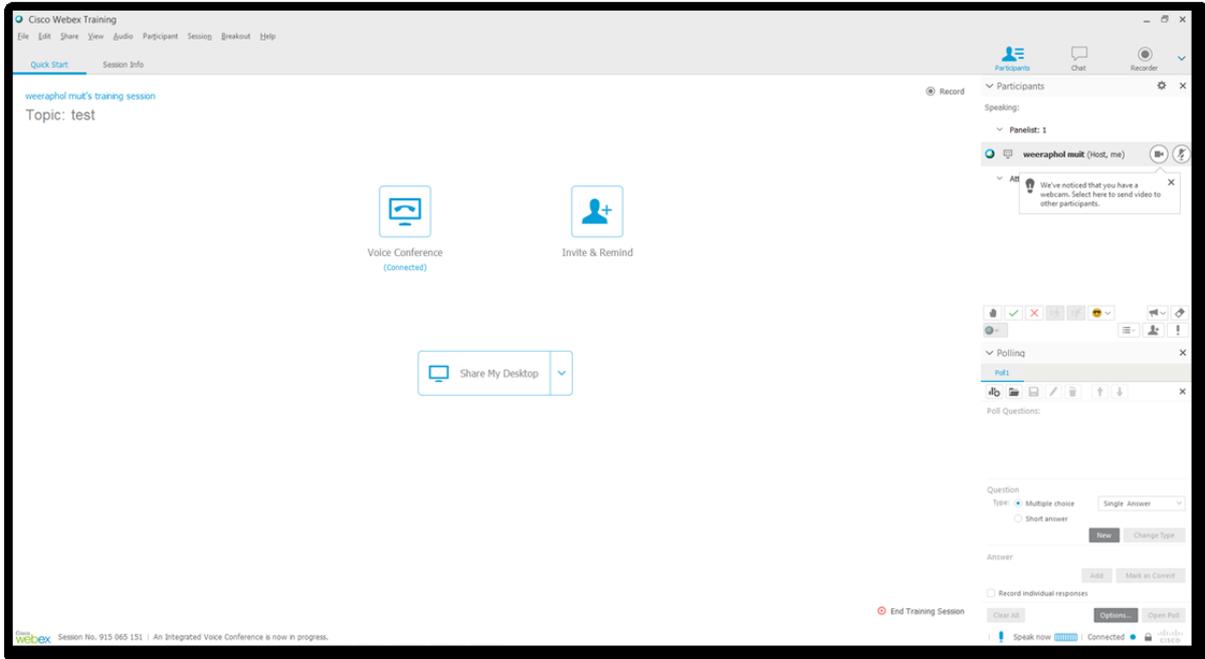
## Cisco Webex Training – Basic Usage

27. “Chat equipment” is able to send the message to the whole group, or to specific person.



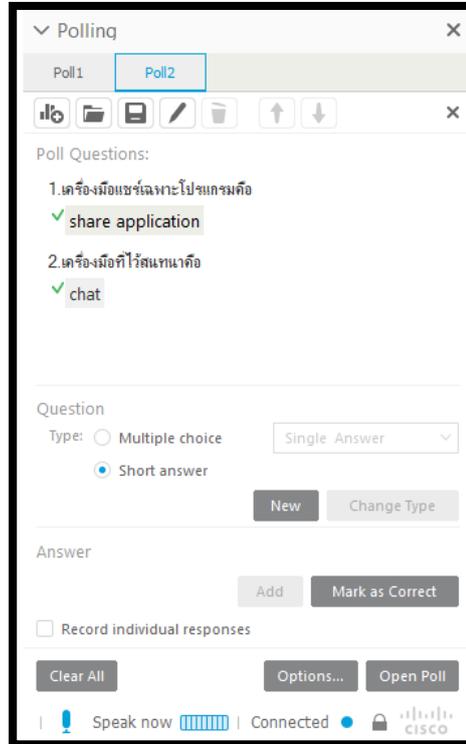
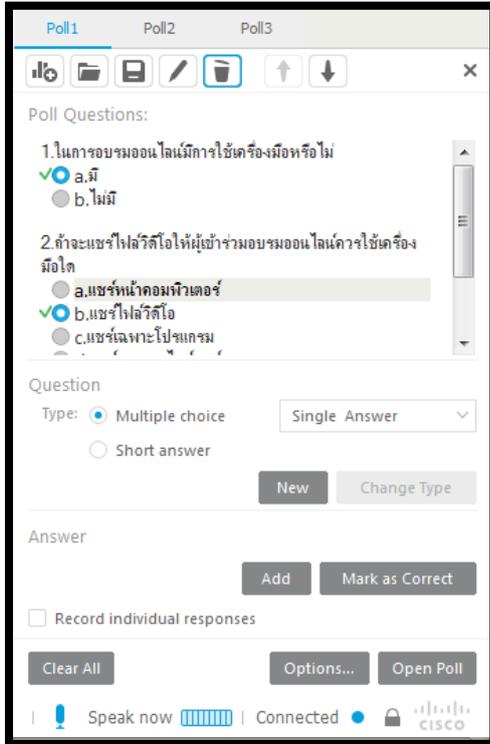
## Cisco Webex Training – Basic Usage

28. “Polling equipment” is able to create the polls, and send the questions to attendees to answer.



## Cisco Webex Training – Basic Usage

29. “Polling equipment” is able to create polls, or questions, before sending to all attendees.



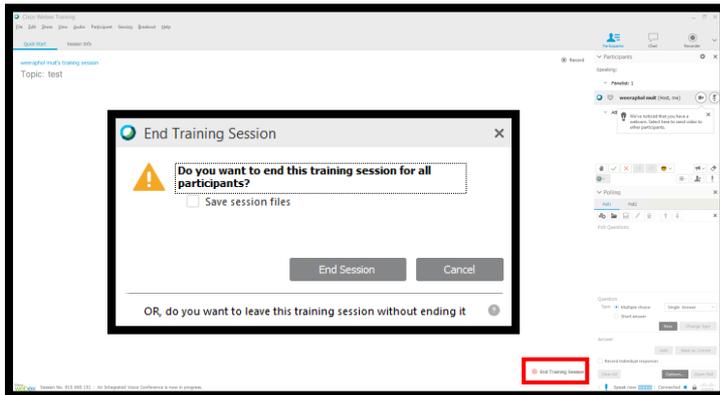
## Cisco Webex Training – Basic Usage

### 30. “End Training Session”

After finishing training online

Click on message “End Training Session”

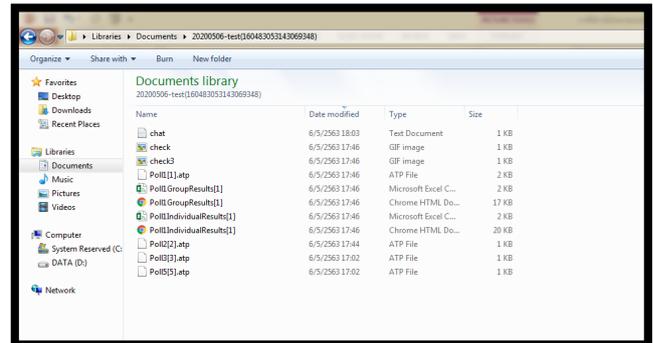
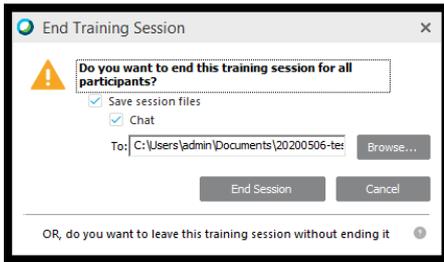
Window “End Training Session” shall occur.



## Cisco Webex Training – Basic Usage

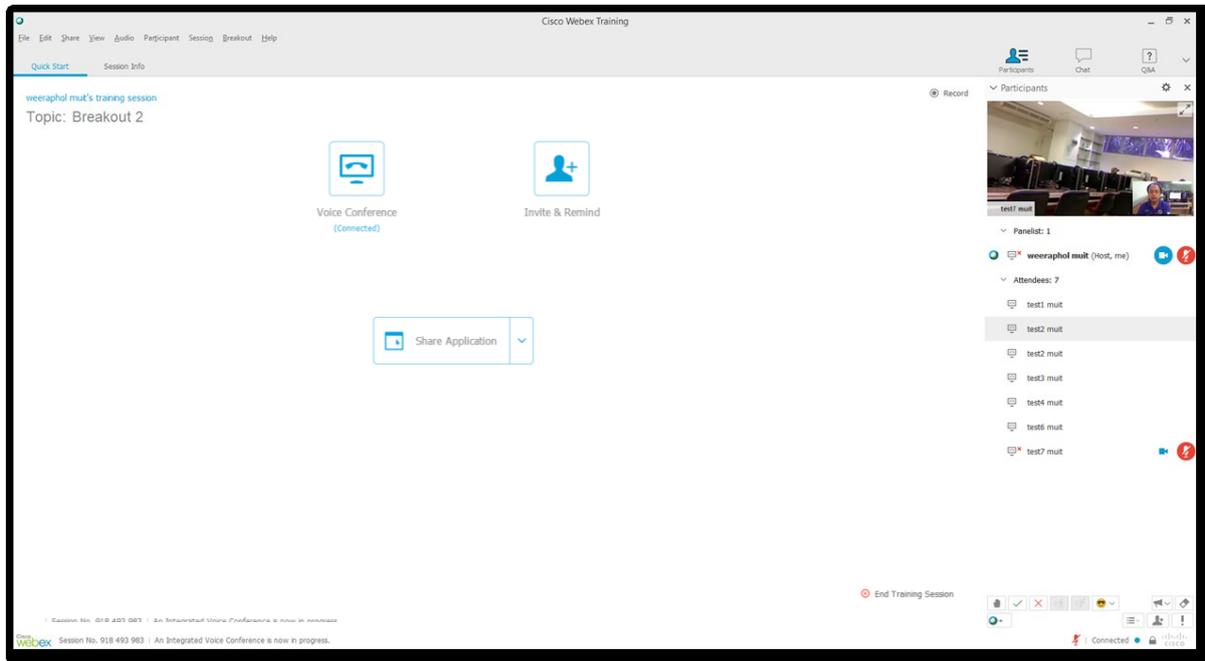
31. If you would like to keep training history, such as conversation. You have to click on the message **“Save Session files”**. The information details, and location to save window will occur.

click on **“End Session”**



## Cisco Webex Training Handbook – Breakout Sessions

1. When you would like to divide the attendees in training online into small groups.  
You can use the function “Breakout Session” to make it.



## Cisco Webex Training Handbook – Breakout Sessions

2. There are two methods for breakout Sessions.

1. Automatically

2. Manually

**Breakout Session Assignment** [X]

Create breakout sessions and assign attendees:

Automatically  Manually

---

To create breakout sessions automatically, provide the following information:

Set the number of breakout sessions: 4 [▲] [▼]

Set the number of attendees in each breakout session: 20 [▲] [▼]

[OK] [Cancel]

**Breakout Session Assignment** [X]

Create breakout sessions and assign attendees:

Automatically  Manually

---

To create breakout sessions manually, manage your assignment below:

**Not Assigned:**

Search [Q]

- Panelists
  - weeraphol muit (Host)
- Attendees
  - test1 muit
  - test2 muit
  - test2 muit
  - test3 muit
  - test4 muit
  - test6 muit
  - test7 muit

[>>] [ << ]

**Assigned:**

[Add Session] [Delete Session] [Delete All Sessions]

[Add Session]

[<] [>] Options for: [ ]

Allow attendees to create breakout sessions

[OK] [Cancel]

## Cisco Webex Training Handbook – Breakout Sessions

### 3. When you will use “Breakout Session Assignment”

#### Automatically setting is default

To setting Breakout Session

- the number of breakout Session: 4 (you can edit the number of session)
- the number of attendees in breakout Session: 20 (to set the number of attendees)

#### To test

Choose Set the number of breakout Session: 4 (to test for 7 groups) click on “OK”

\* When you click on “OK”, programme shall divide group immediately, and when you use Breakout Session again.

Programme shall use the last setting.

**Breakout Session Assignment** [X]

Create breakout sessions and assign attendees:

Automatically  Manually

---

To create breakout sessions automatically, provide the following information:

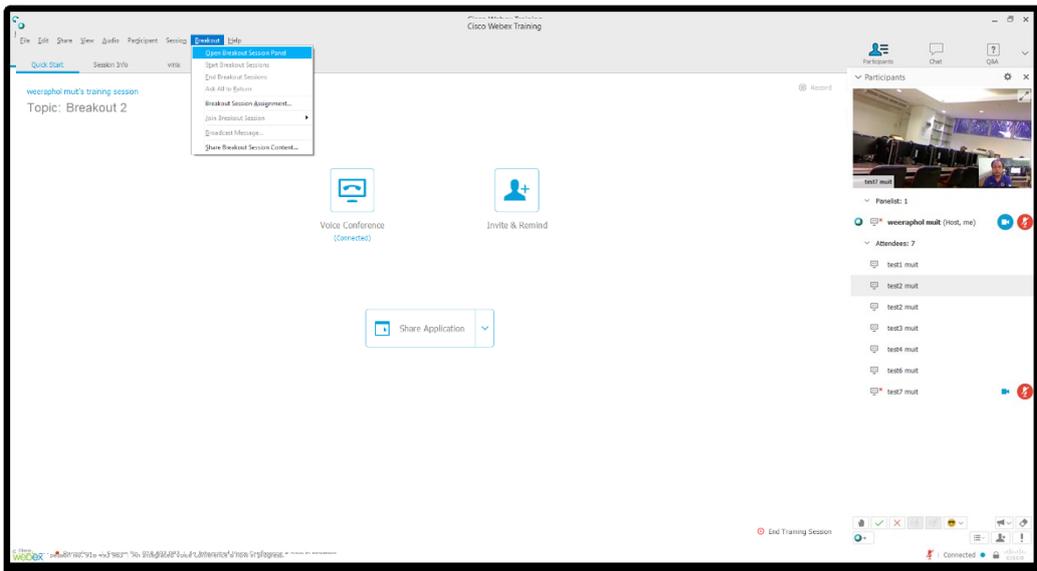
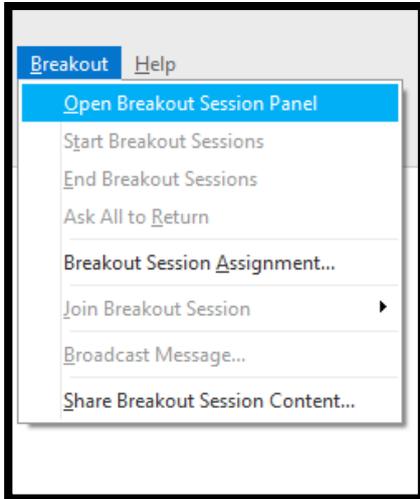
Set the number of breakout sessions: 4 [▲] [▼]

Set the number of attendees in each breakout session: 20 [▲] [▼]

OK Cancel

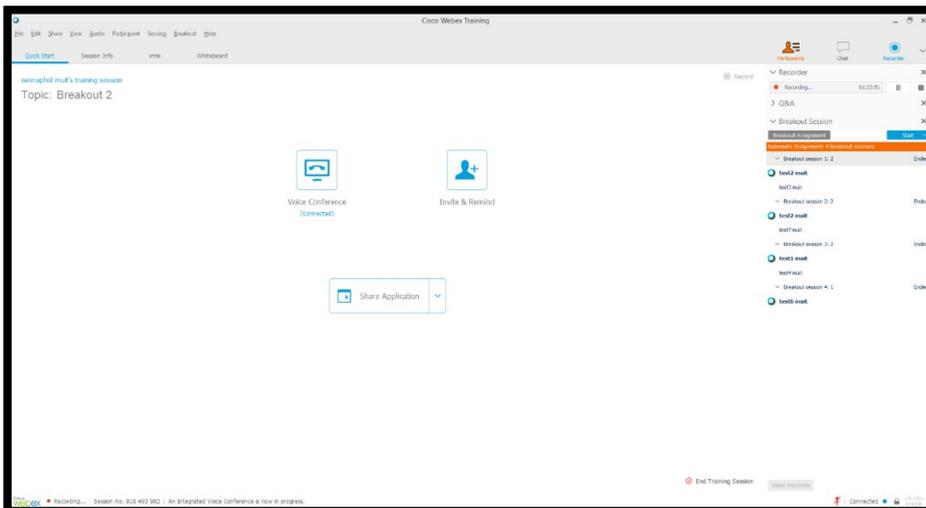
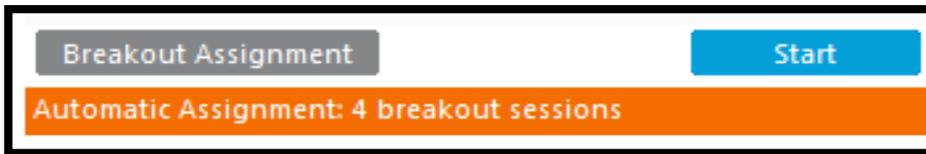
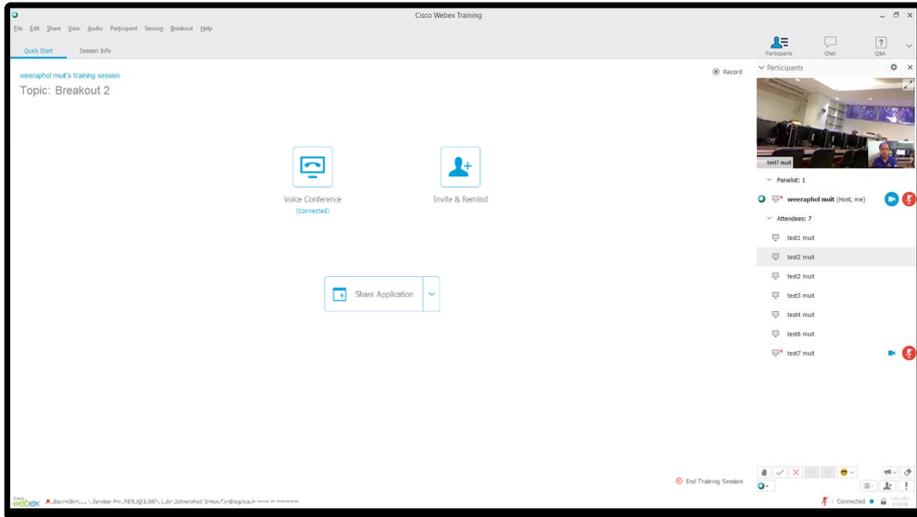
## Cisco Webex Training Handbook – Breakout Sessions

4. To start, click on **Breakout > Open Breakout Session Panel**



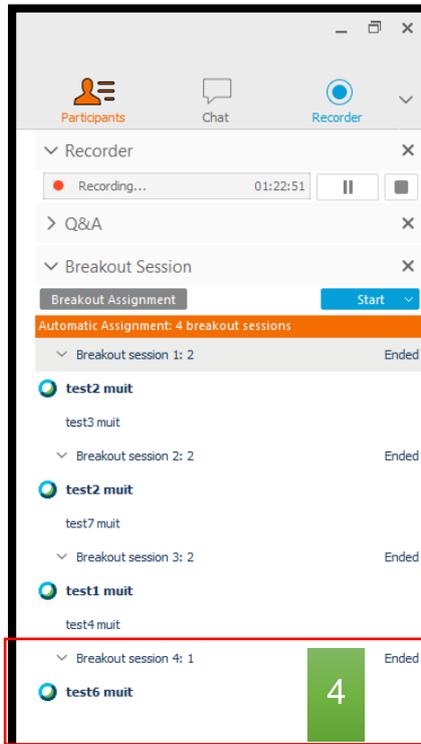
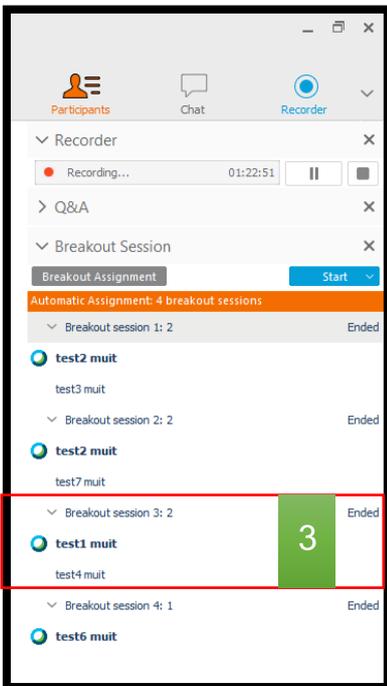
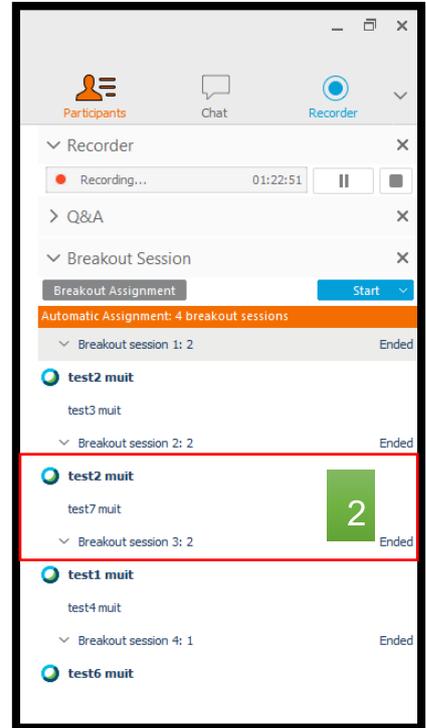
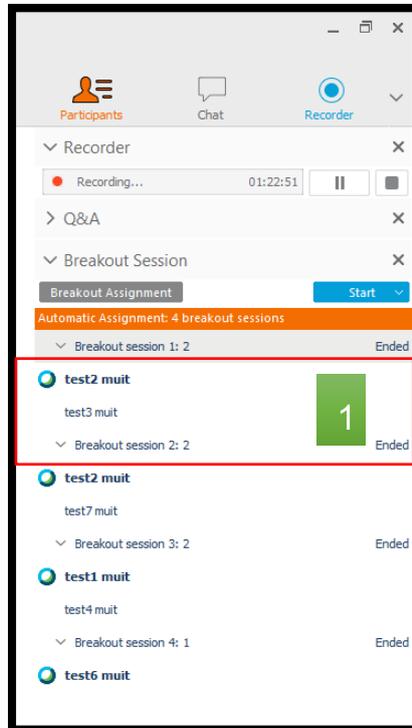
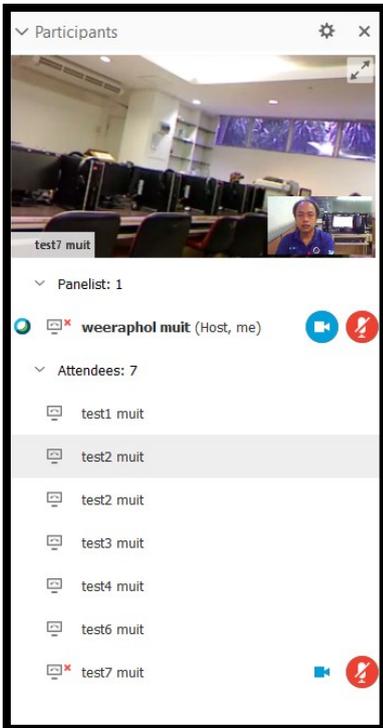
## Cisco Webex Training Handbook – Breakout Sessions

5. Breakout Assignment Box shall occur with message “Automatic Assignment”.
4. breakout sessions, and click button “start” to start



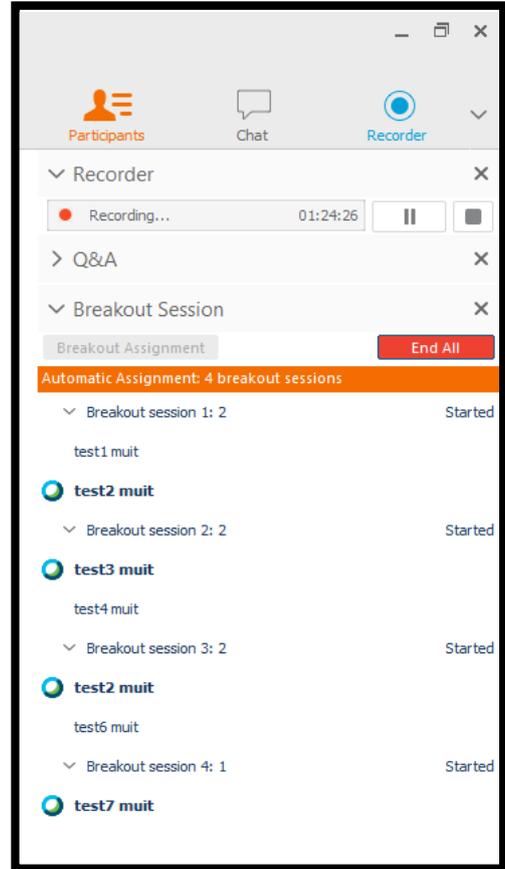
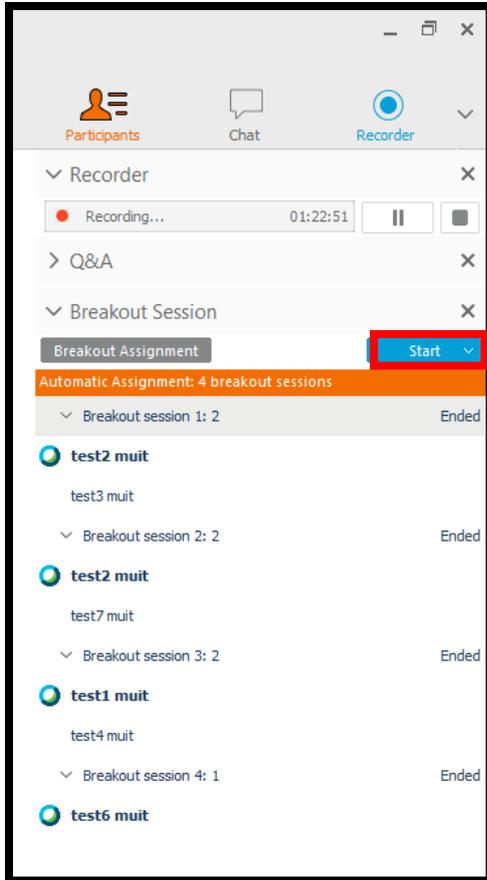
## Cisco Webex Training Handbook – Breakout Sessions

6. When you use “Open Breakout Session Panel” function, programme shall use **Automatically method**, and divide group automatically.



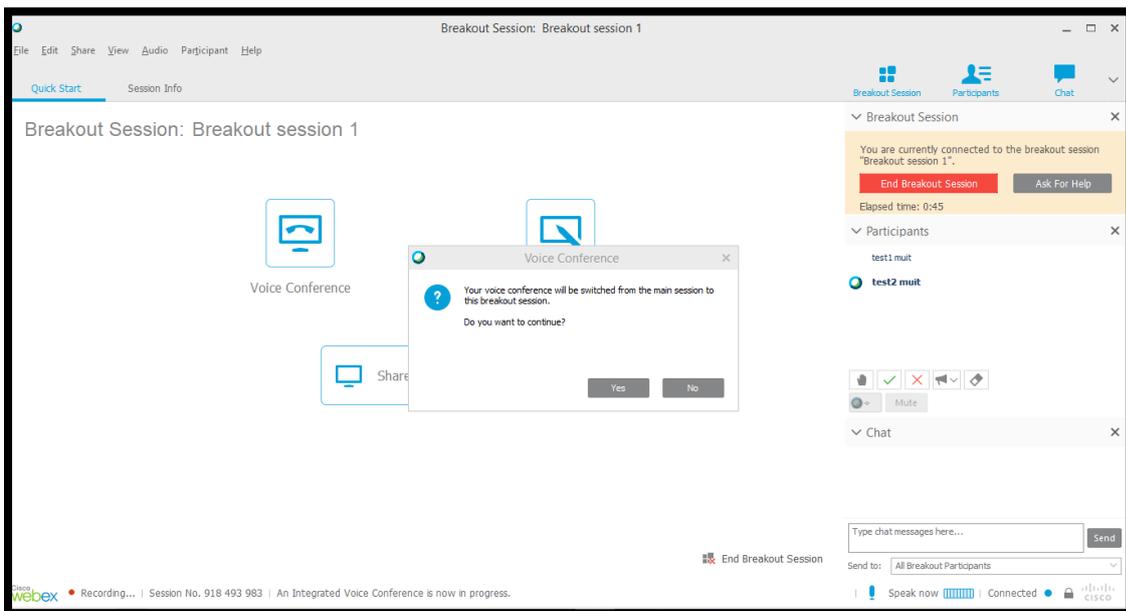
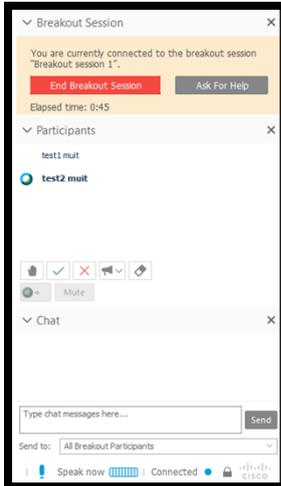
## Cisco Webex Training Handbook – Breakout Sessions

7. Click on “Start” button to start “Open Breakout Session”



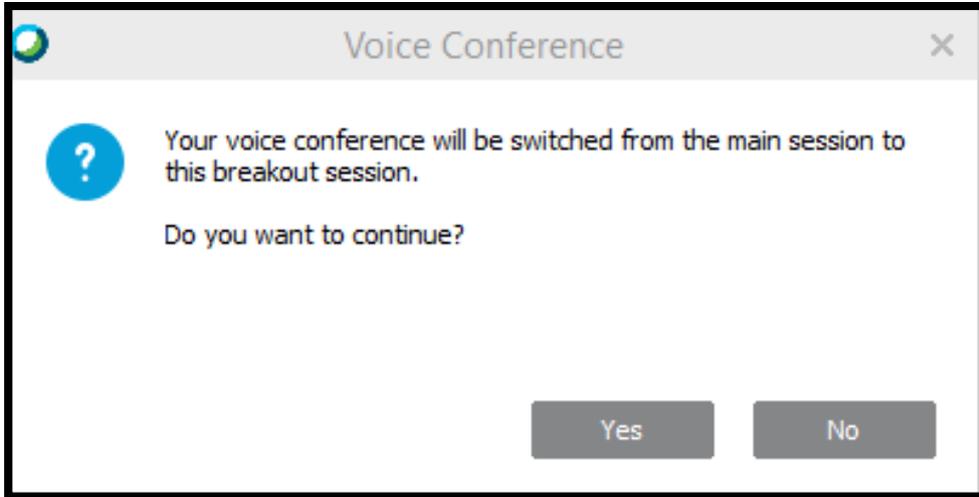
## Cisco Webex Training Handbook – Breakout Sessions

8. For attendee who nominate to be presenter. Computer screen of attendee shall has message “you are currently connected to the Breakout Session “Breakout Session...” with button “End Breakout Session”, and button “Ask for Help”.



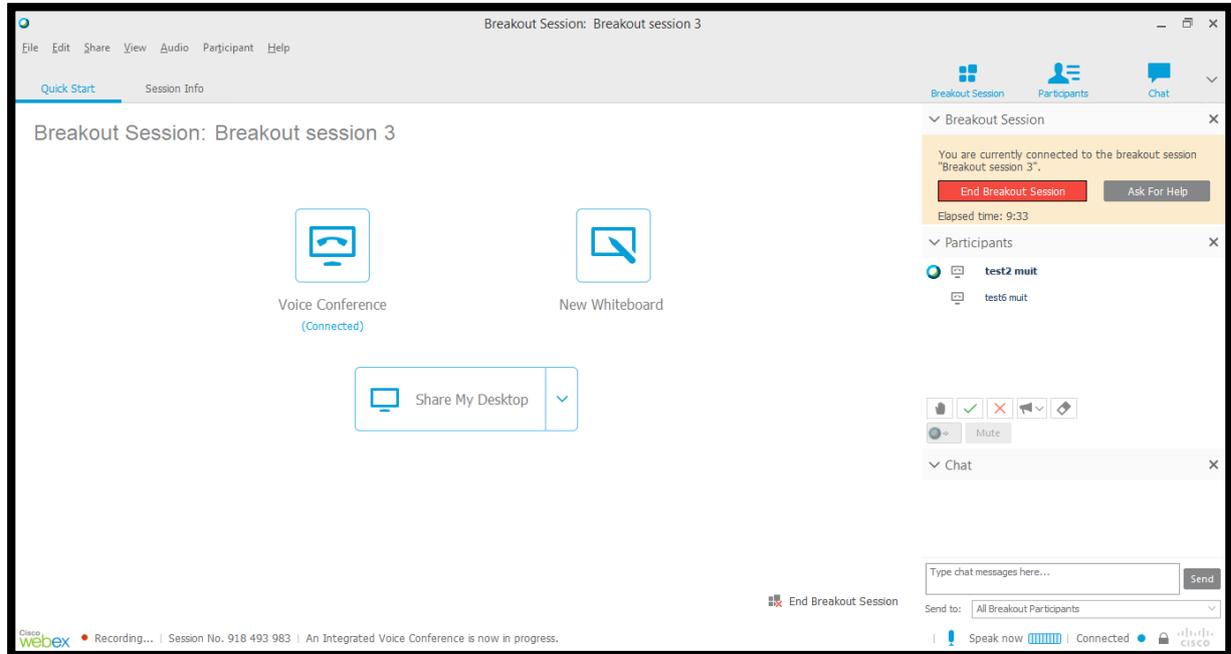
## Cisco Webex Training Handbook - Breakout Sessions

9. Voice Conference window, click on "Yes"



## Cisco Webex Training Handbook – Breakout Sessions

10. For attendee who nominate to be a presenter is able to use computer screen sharing, white board sharing, and programme sharing.



## Cisco Webex Training Handbook – Breakout Sessions

11. At the computer of attendee who attend in breakout session shall have message

“you are currently connected to the Breakout Session “Breakout Session.. ”

There are “End Breakout Session” button, “Ask for Help” button, name of session member, and name of presenter.

Following this, click on “Yes” on Voice Conference Window.

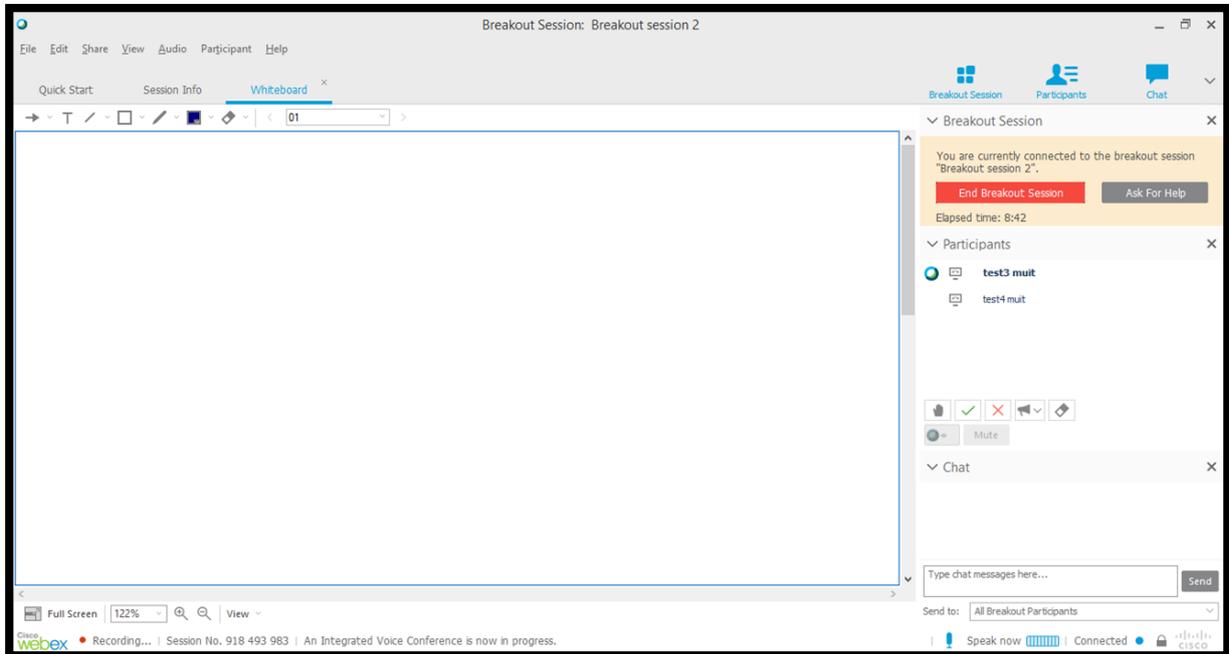
The screenshot displays the Cisco Webex Breakout Session interface for "Breakout session 2". The main content area shows an "Introduction to Breakout Session" section with text explaining that a breakout session is a private session for sharing documents, whiteboards, applications, or desktops with a smaller group of participants. It also notes that the current presenter can choose a sharing option on the Share menu.

A "Voice Conference" dialog box is overlaid in the center, asking: "Your voice conference will be switched from the main session to this breakout session. Do you want to continue?" with "Yes" and "No" buttons.

On the right side, a notification banner states: "You are currently connected to the breakout session 'Breakout session 2'." Below this, there are buttons for "Leave Breakout Session" and "Ask For Help". The "Participants" list shows "test3 muted" and "test4 muted". At the bottom, there is a chat area with a "Send" button and a status bar indicating "Recording...", "Session No. 918 493 983", and "An Integrated Voice Conference is now in progress."

## Cisco Webex Training Handbook – Breakout Sessions

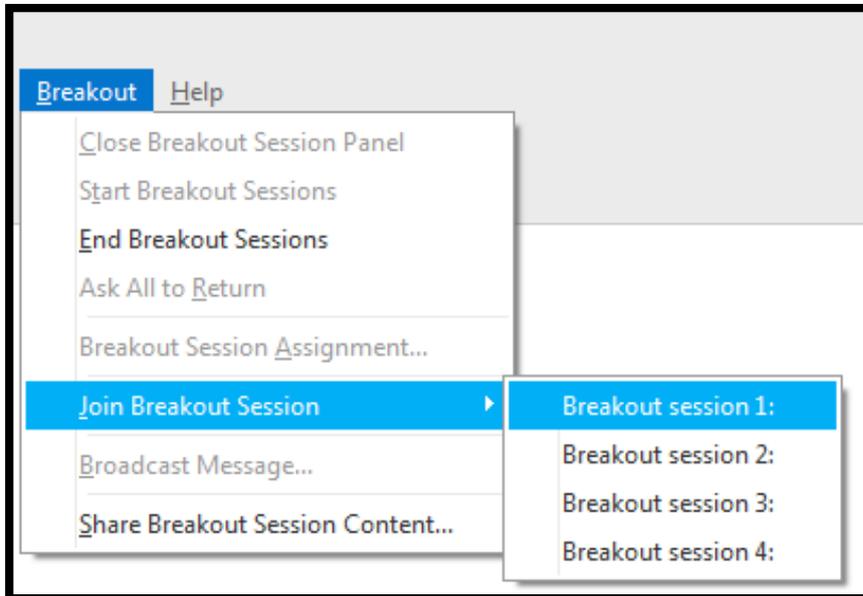
12. During the breakout session, presenter is able to use present’s equipment for example when you click at “New Whiteboard”. White board shall happen for presenter to use.



## Cisco Webex Training Handbook – Breakout Sessions

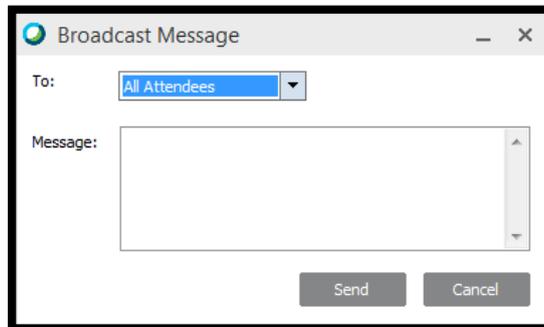
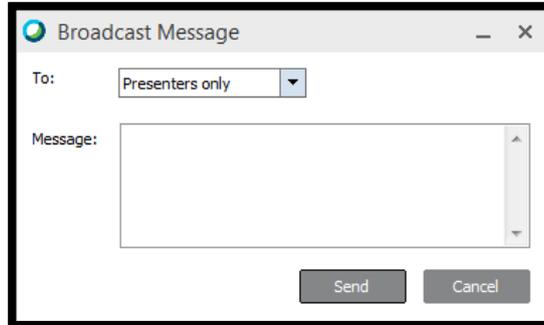
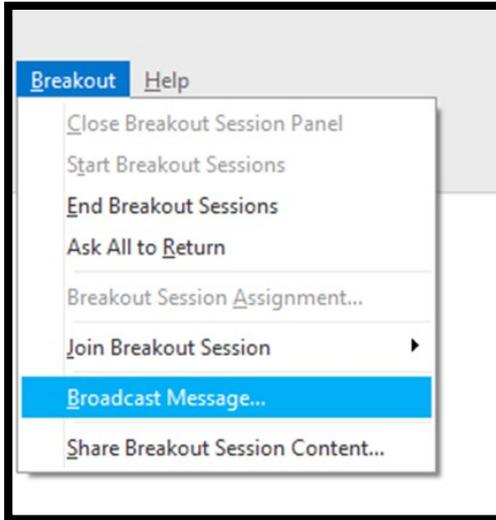
13. During the breakout session, the host training is able to join breakout session.

Click on **Breakout > Join Breakout Session > Breakout Session**, which you would like to join.



## Cisco Webex Training Handbook – Breakout Sessions

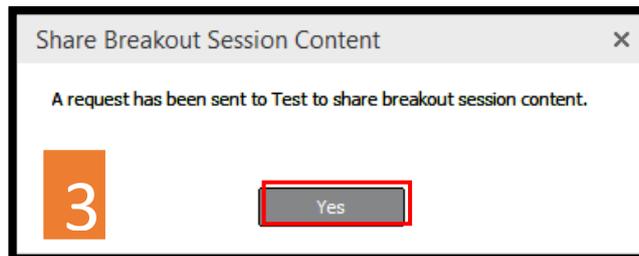
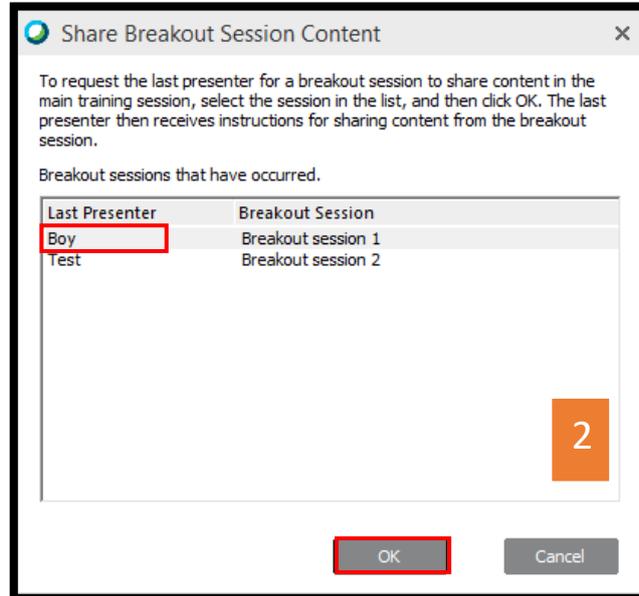
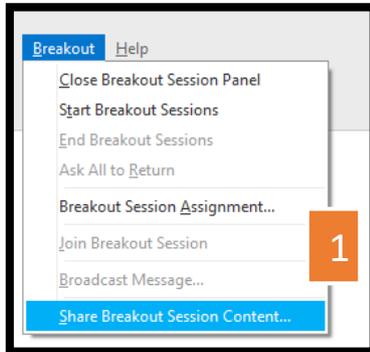
14. During the breakout session, the host training is able to communicate with presenter or attendees in each breakout sessions.



## Cisco Webex Training Handbook – Breakout Sessions

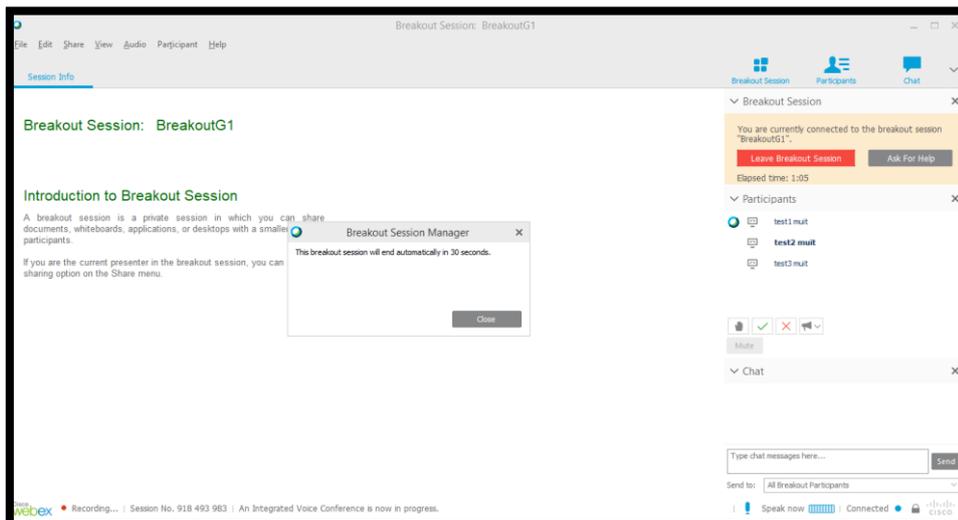
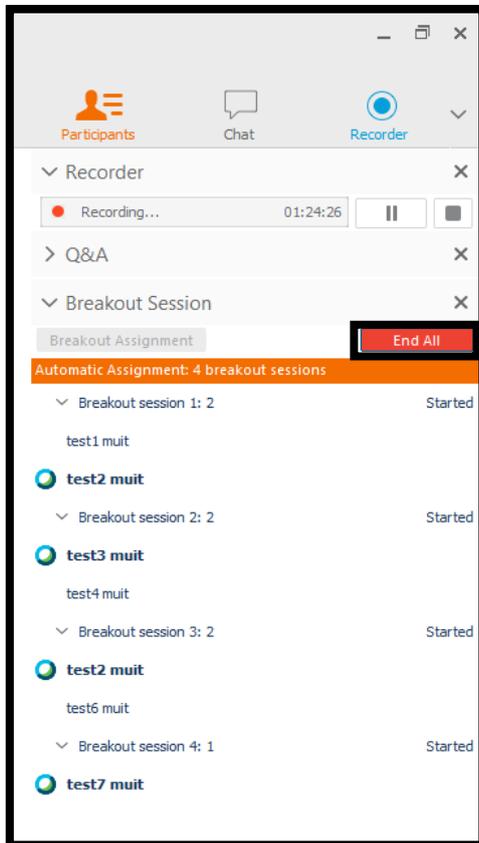
15. During the breakout session, the host training is able to give the right to last presenter.

Click on Breakout > Share Breakout Session Content > Last Presenter



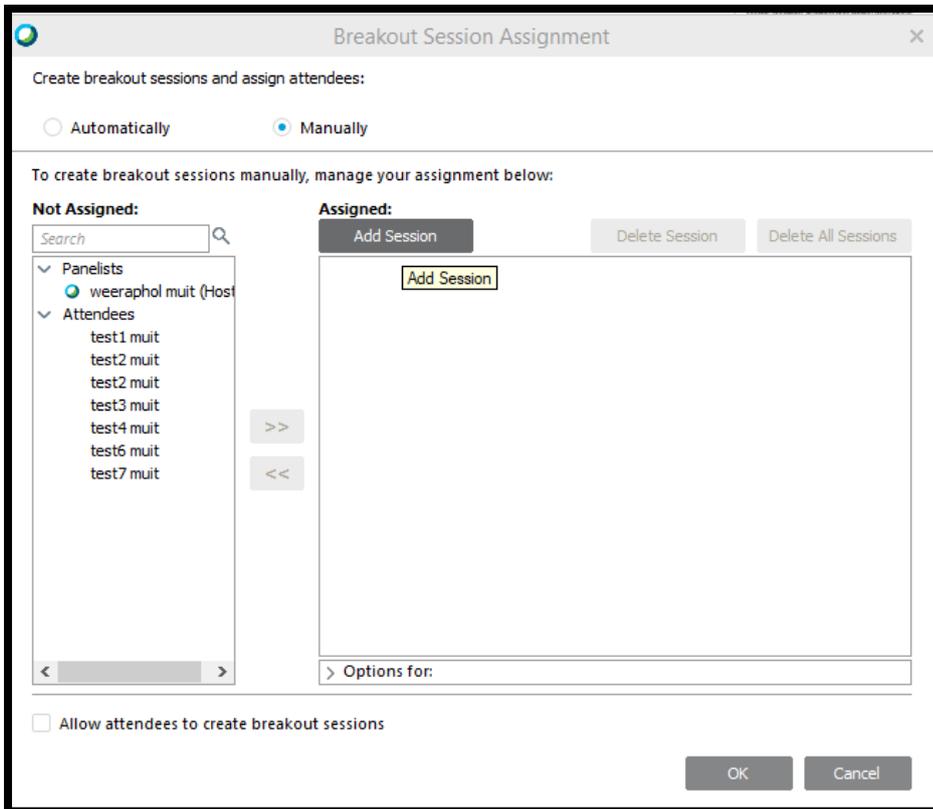
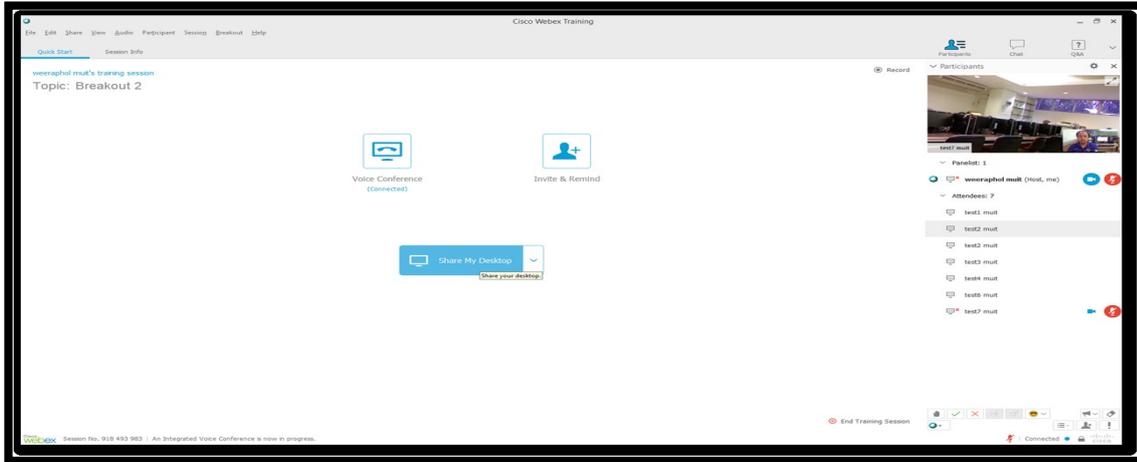
## Cisco Webex Training Handbook – Breakout Sessions

16. To end meeting breakout session, click on “End All” to end function “Open Breakout Session”, and in breakout session room, “Breakout Session Manager” window shall occur.



# Cisco Webex Training Handbook – Breakout Sessions

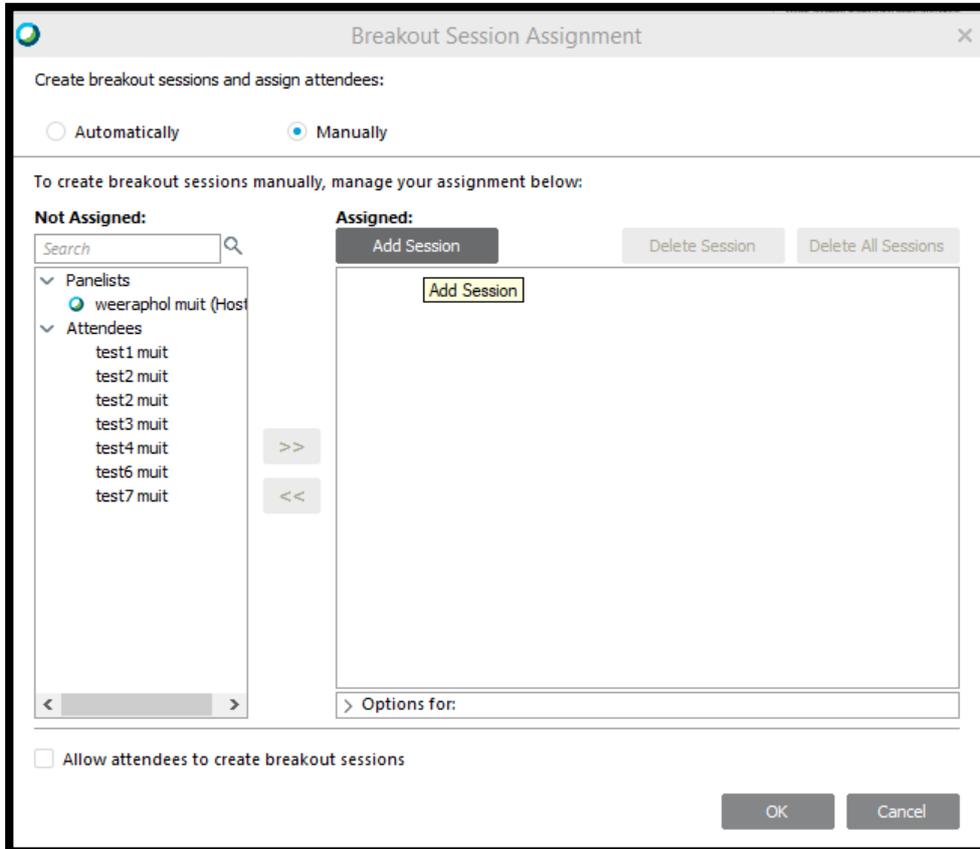
## 17. To use Breakout Session Assignment (Manually)



## Cisco Webex Training Handbook – Breakout Sessions

18. When you use Breakout Session Assignment (Manually), to set the setting  
Click on [Breakout Session Assignment > Manually](#).

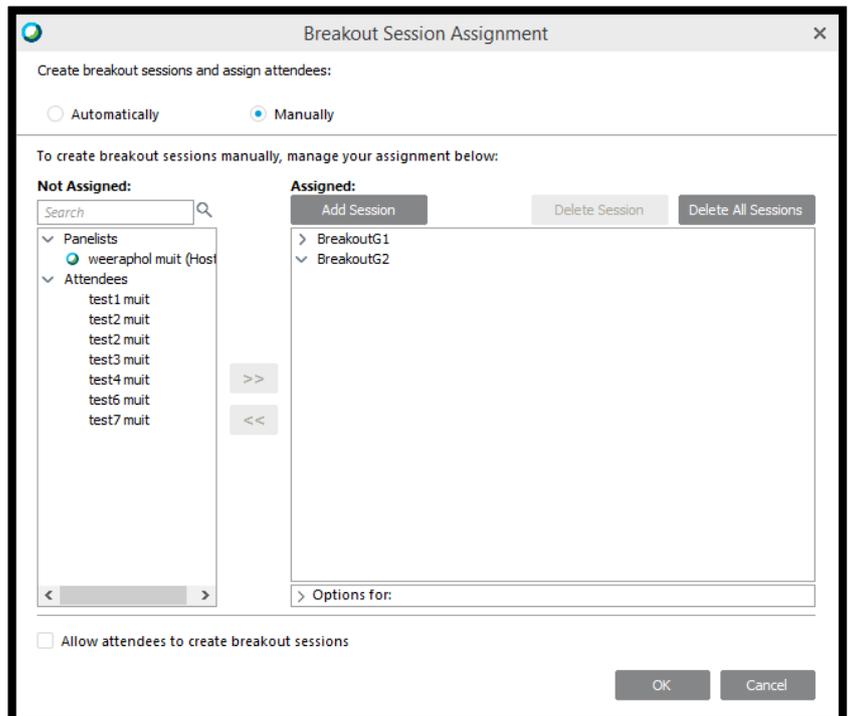
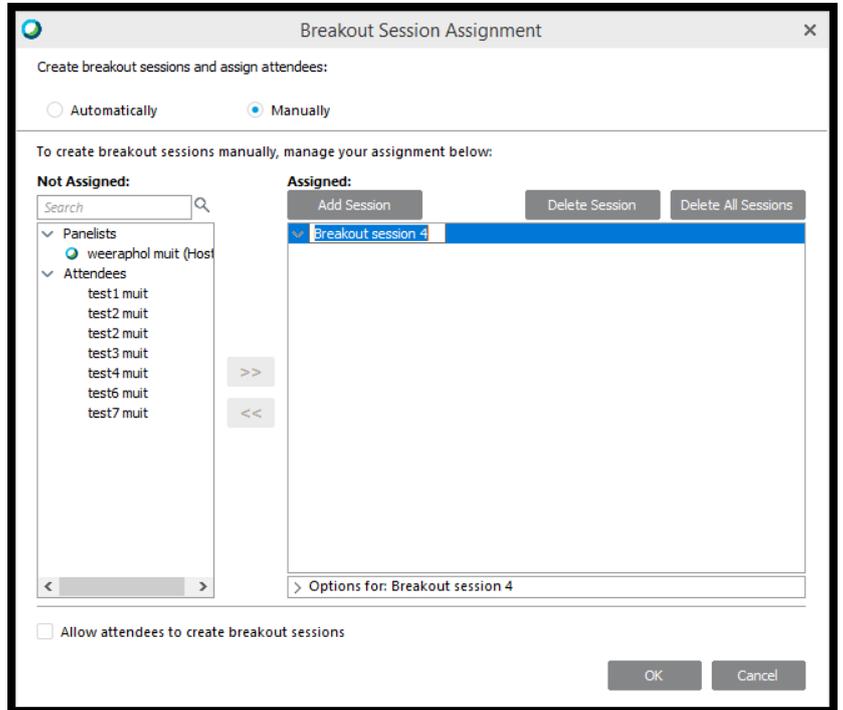
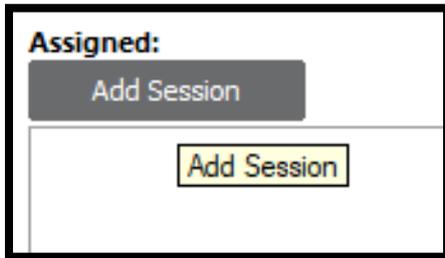
There is Breakout Session Assignment window to show all attendees' names.



## Cisco Webex Training Handbook – Breakout Sessions

### 19. “Assigned”

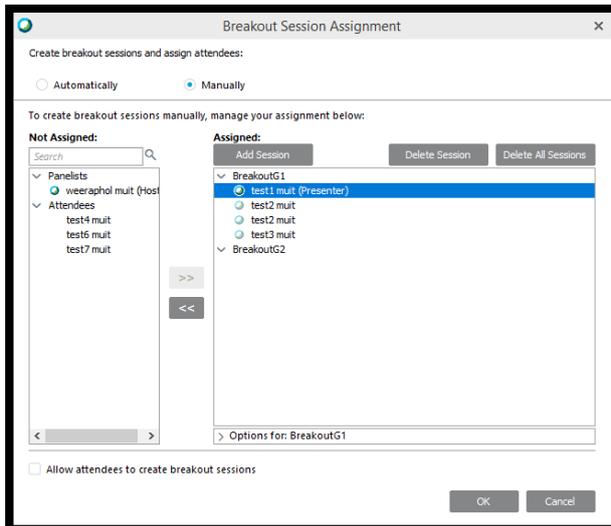
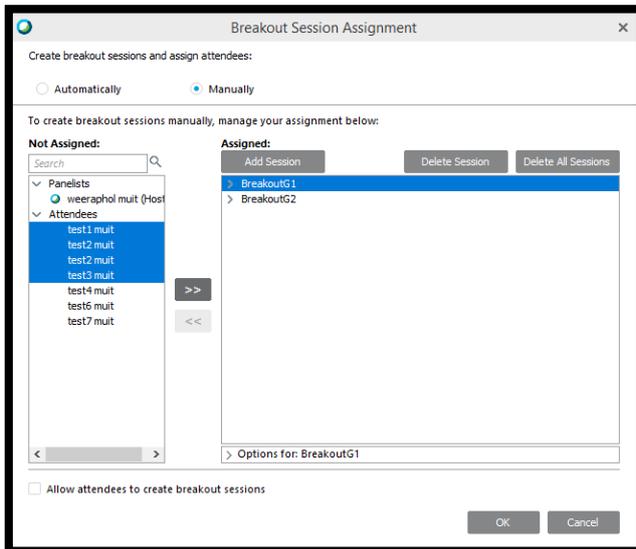
click on “Add Session to create breakout session”, which you are able to control the number of the groups and, to set the names.



## Cisco Webex Training Handbook – Breakout Sessions

20. Name list box on the left side. Choose name of attendees, then click at name of breakout session, then click on >> button. The name, which you chose shall occur in assigned box.

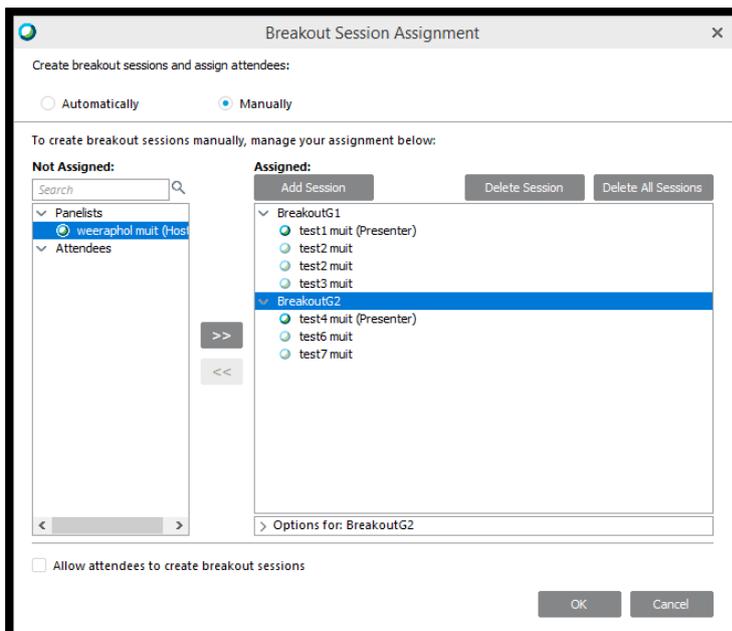
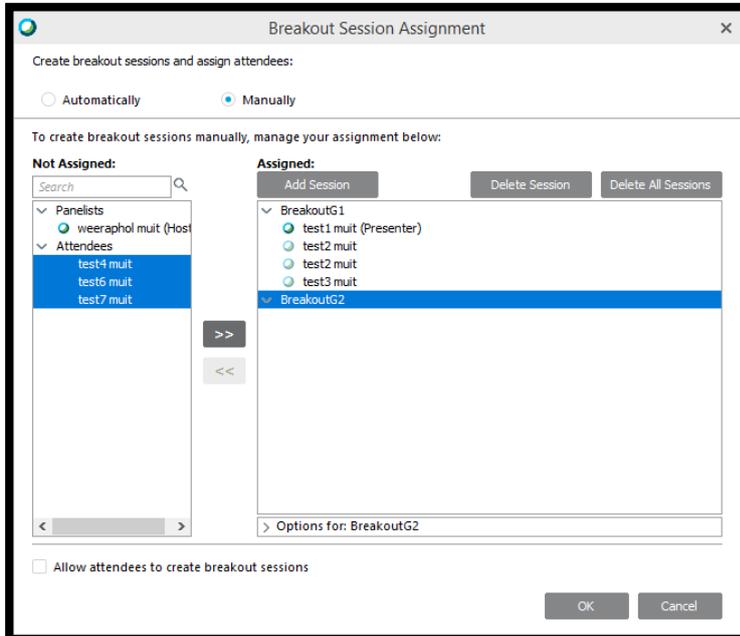
The first name in the list shall have the right to be presenter.



## Cisco Webex Training Handbook – Breakout Sessions

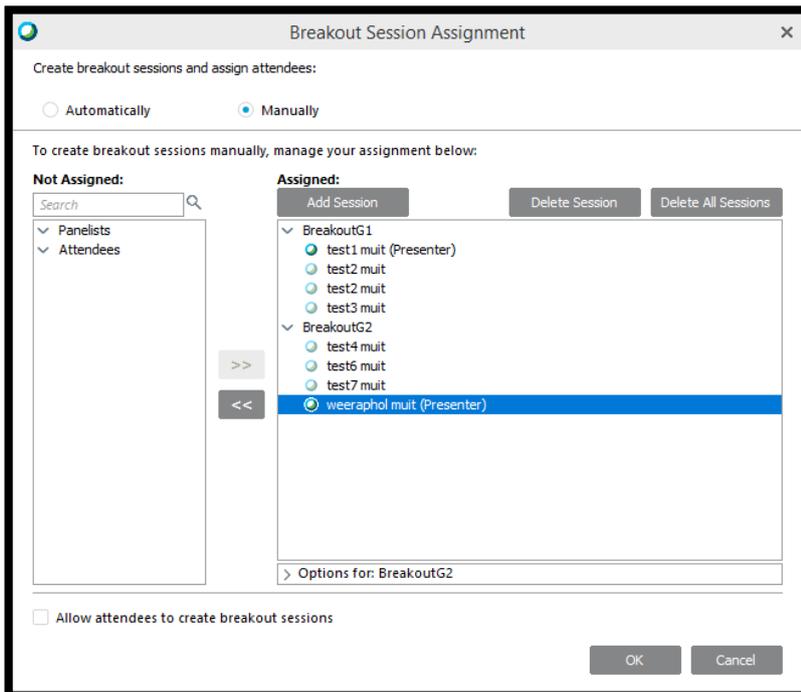
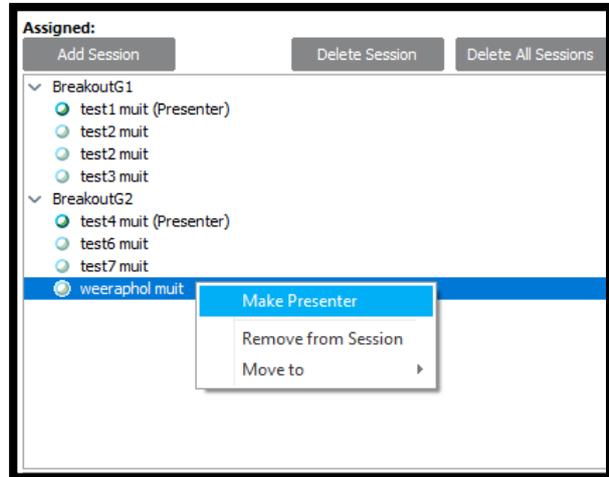
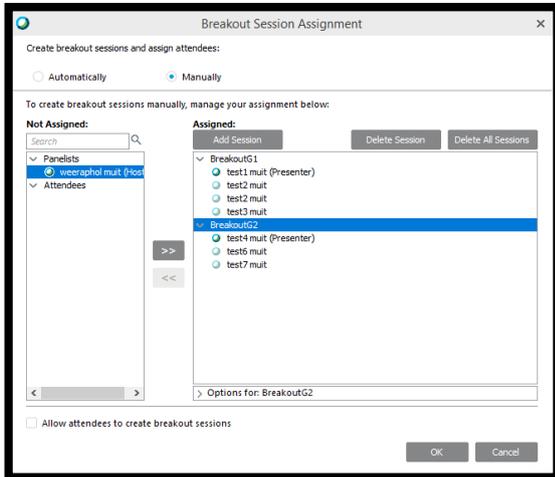
21. Name list box on the left side. Choose name of attendees, then click at name of breakout session, then click on >> button. The name, which you chose shall occur in assigned box.

The first name in the list shall has the right to be presenter.



## Cisco Webex Training Handbook – Breakout Sessions

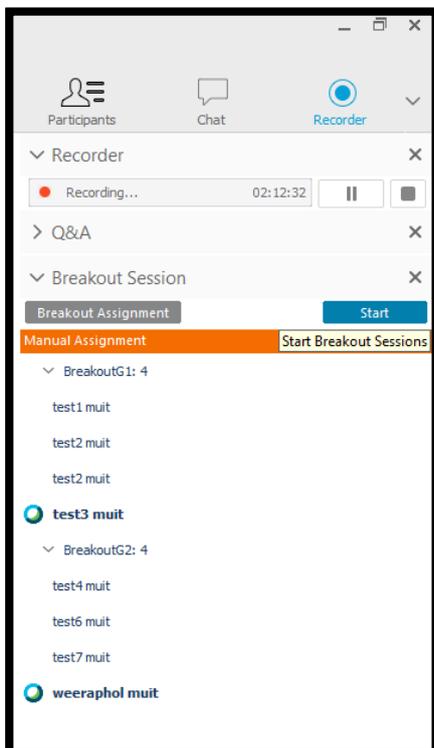
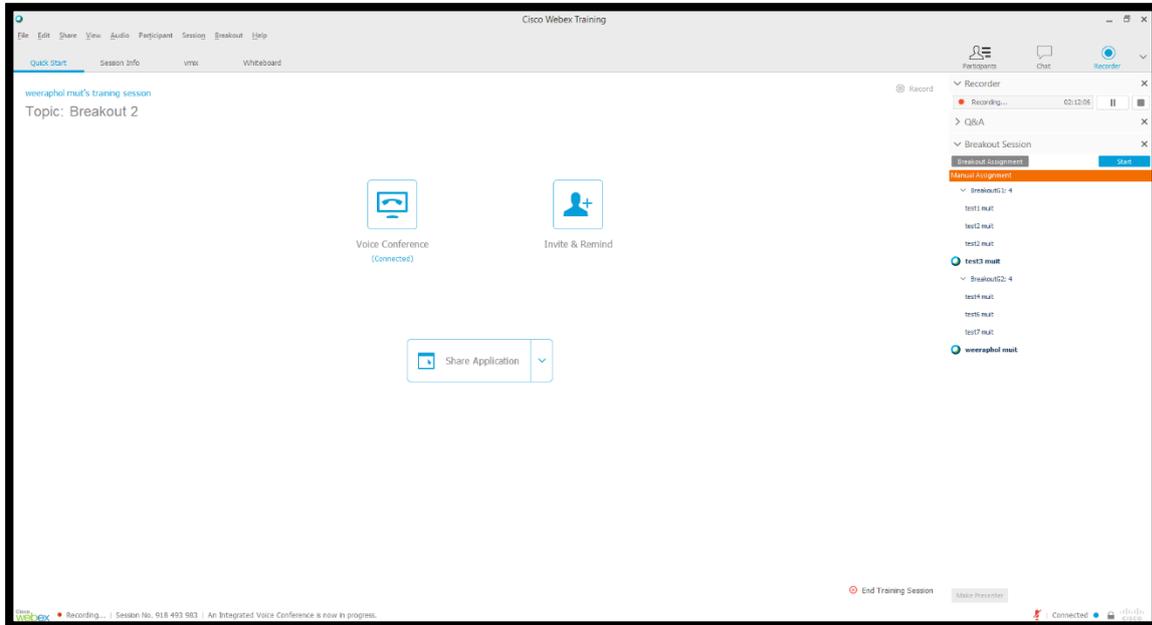
22. If host training would like to attend a breakout session. You have to choose host training on Panelists, and click on a breakout session which you would like to attend, then click “OK”.



## Cisco Webex Training Handbook – Breakout Sessions

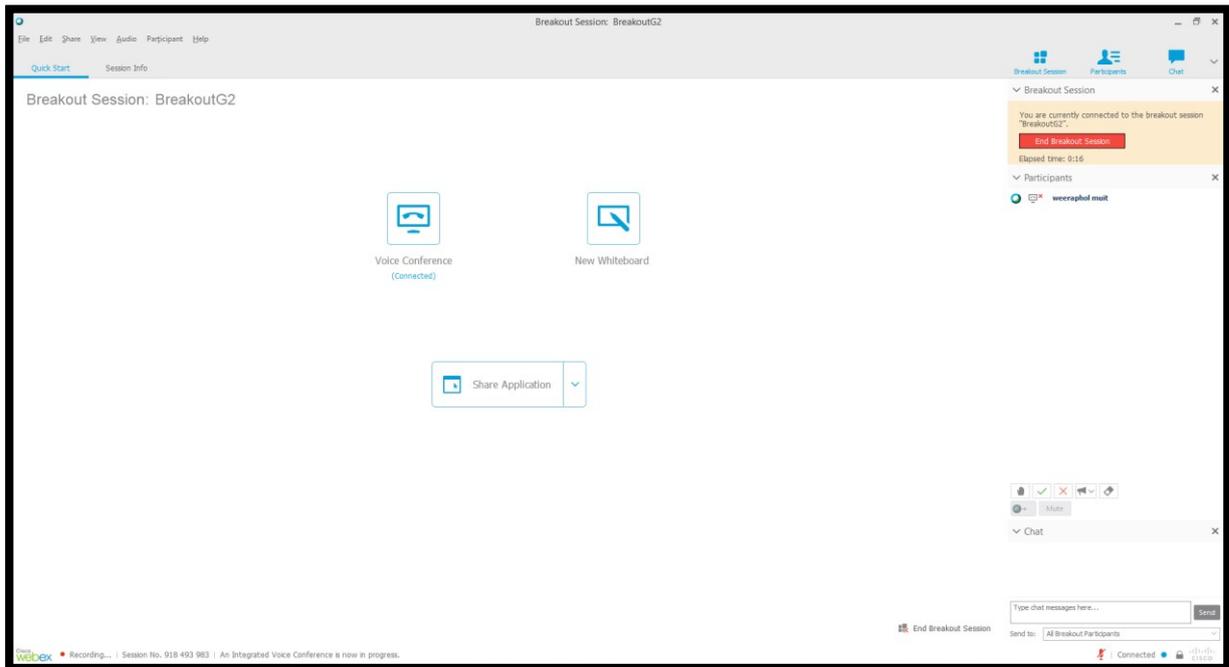
23. Box of Breakout Assignment shall occur with message “Manually Assignment”.

There is a “start” button. The screen will show the attendees’ name, and breakout session which they attend.



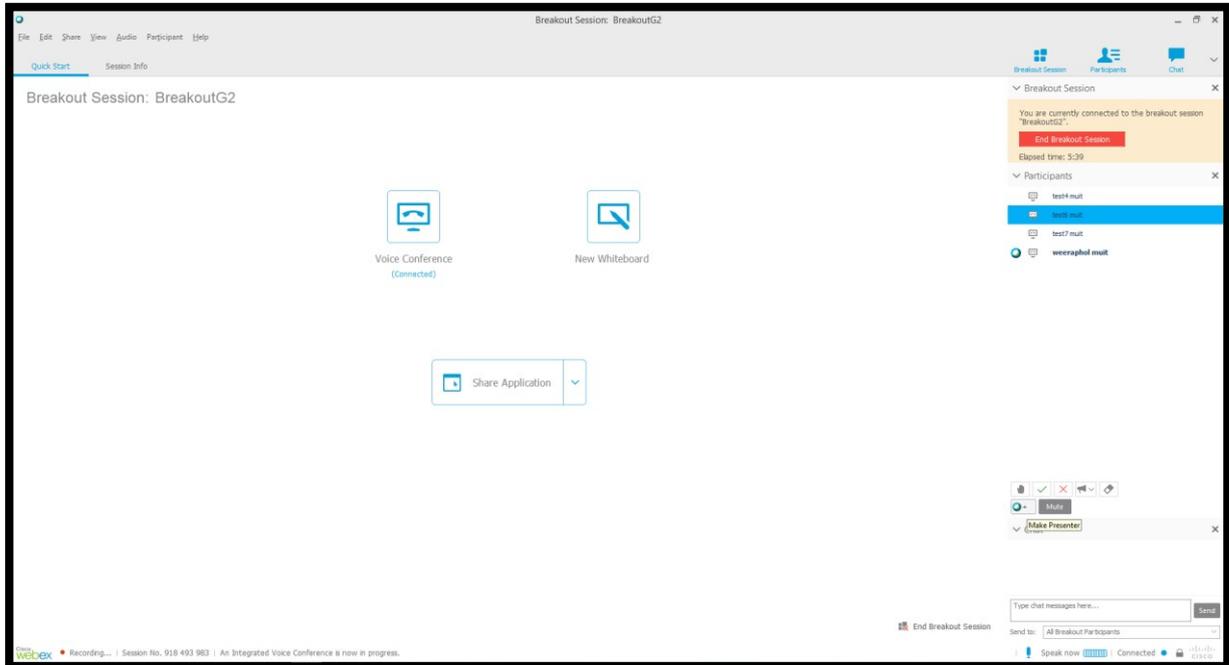
## Cisco Webex Training Handbook – Breakout Sessions

24. Computer of host's training shall has message “You are currently connected to the Breakout Session “Breakout Session...” with button “End Breakout Session”, and presenter symbol.



## Cisco Webex Training Handbook – Breakout Sessions

25. When attendees already attended the training online. The attendees' names will show in the participants.

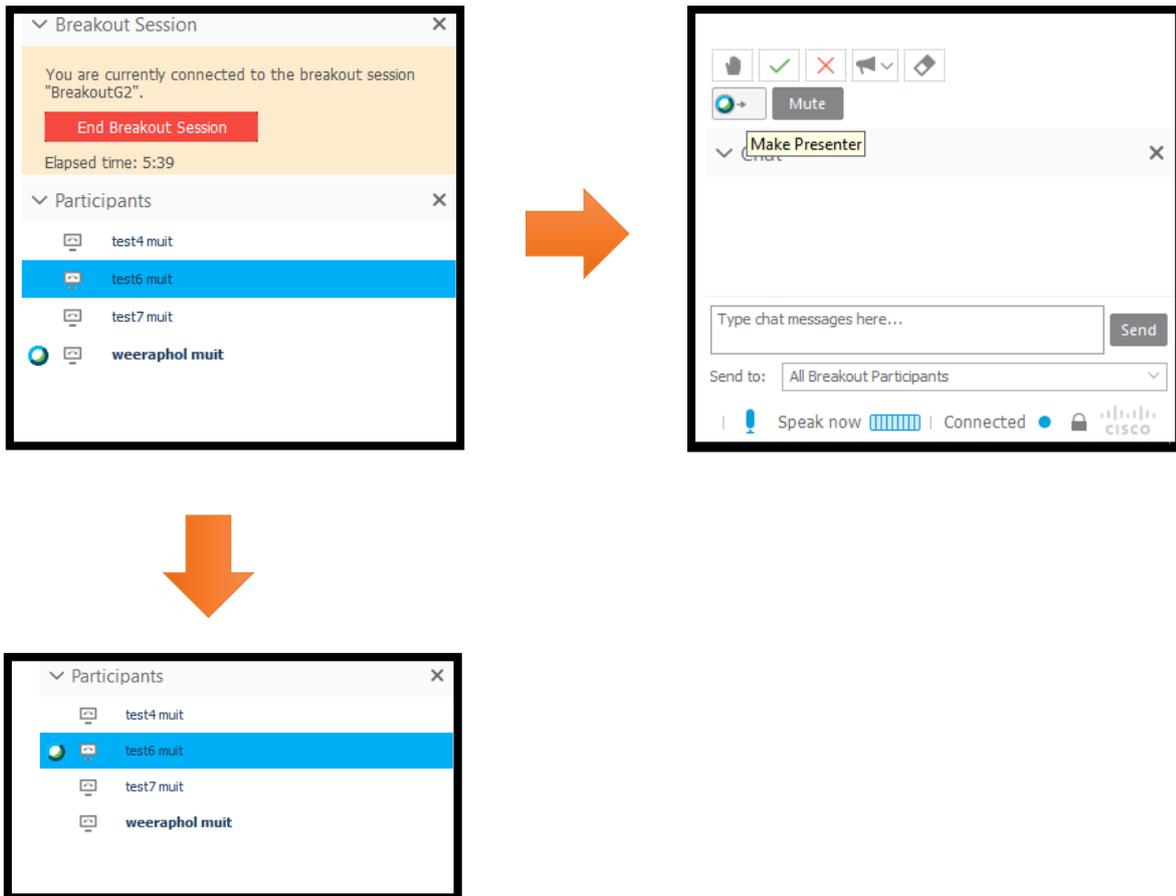


## Cisco Webex Training Handbook – Breakout Sessions

26. Presenter is able to transfer Presenter rights to another attendee.

Choose the next presenter's name

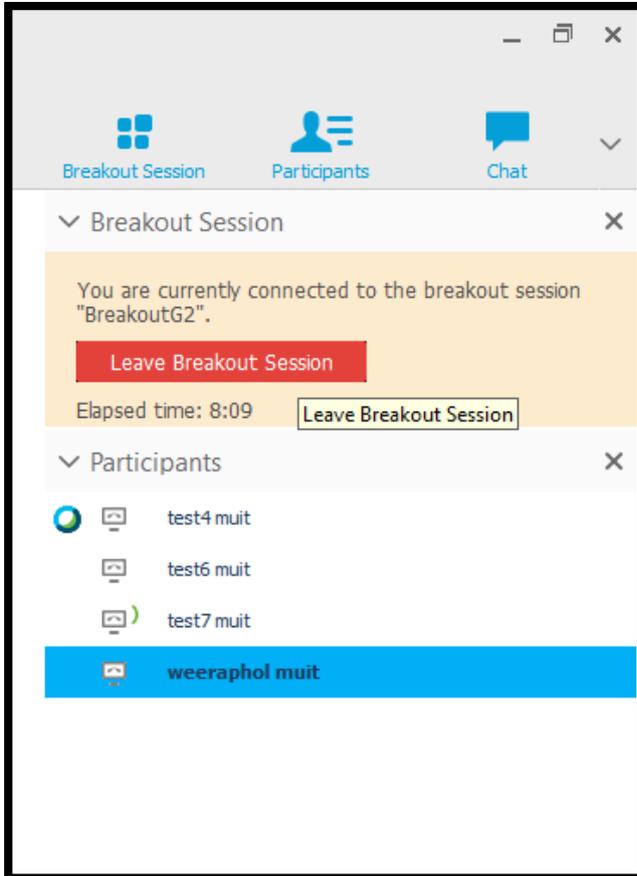
Click on “Make Presenter”



## Cisco Webex Training Handbook – Breakout Sessions

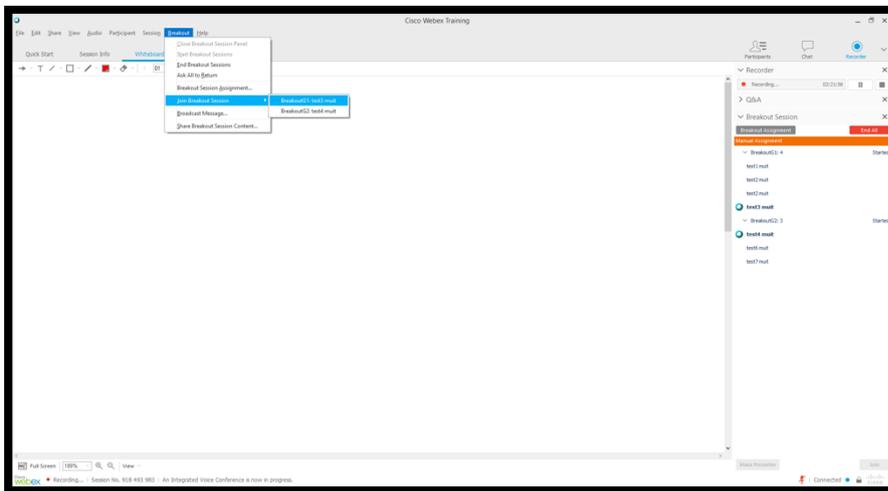
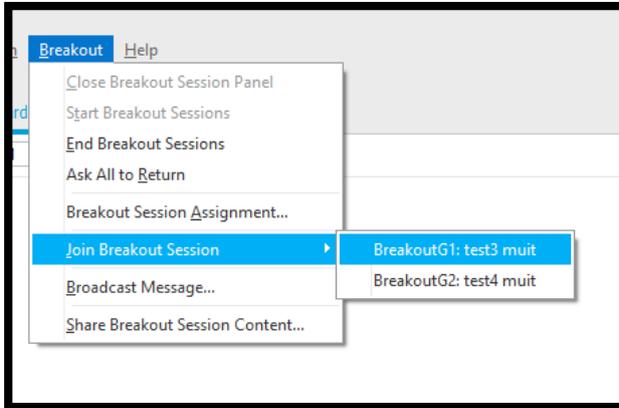
27. When host training would like to leave one breakout session to join another.

Click on “Leave Breakout Session”



## Cisco Webex Training Handbook – Breakout Sessions

28. Click on **Breakout > Join Breakout Session >.....** choose session, which you would like to attend.



# Cisco Webex Training Handbook – Breakout Sessions

29. The name of host training shall occur in breakout session.

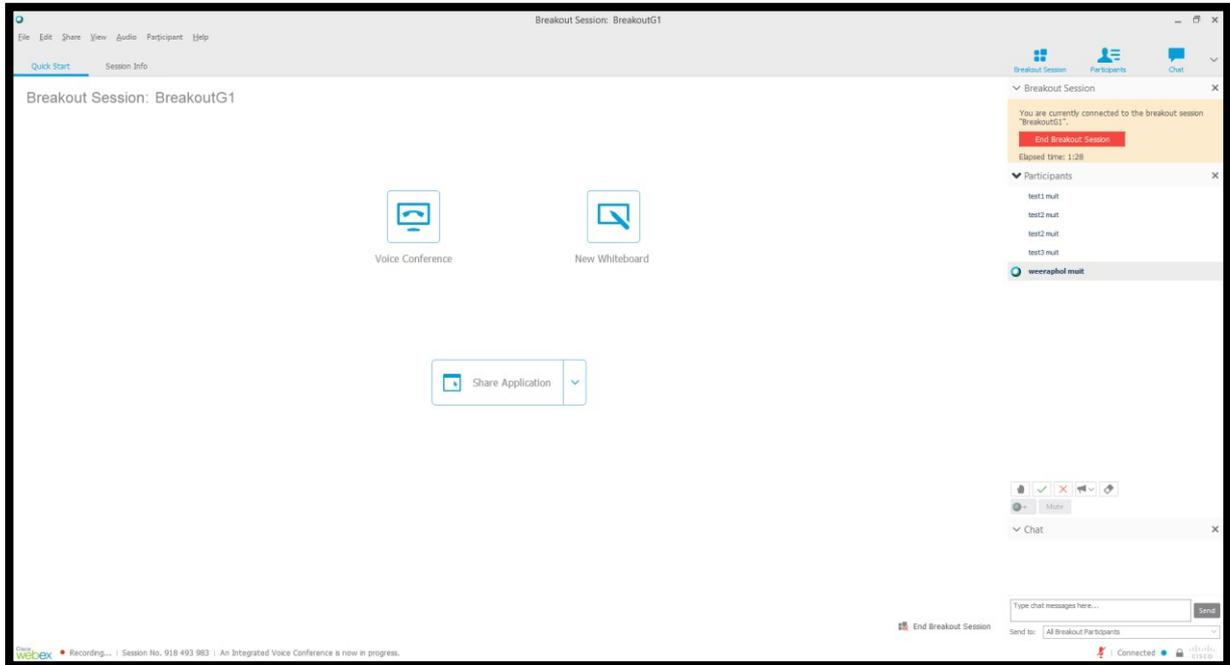


## Cisco Webex Training Handbook – Breakout Sessions

30. The host training is able to transfer rights of presenter to themselves.

Choose their name

Click on “**Make Presenter**”



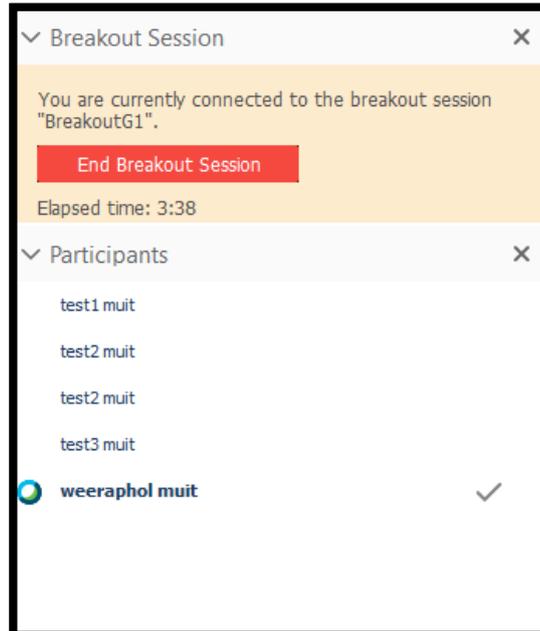
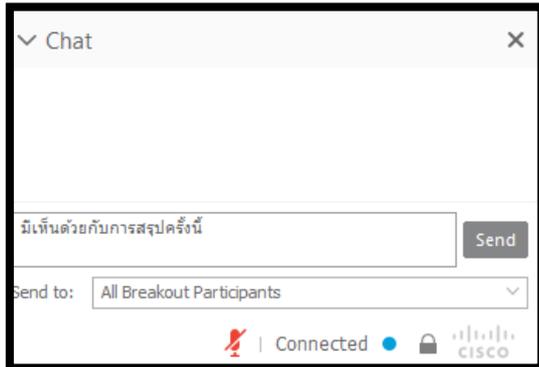
## Cisco Webex Training Handbook – Breakout Sessions

31. During the breakout session, presenter is able to communicate with attendees for example,

Do you see my message?

If you can see, choose check mark.

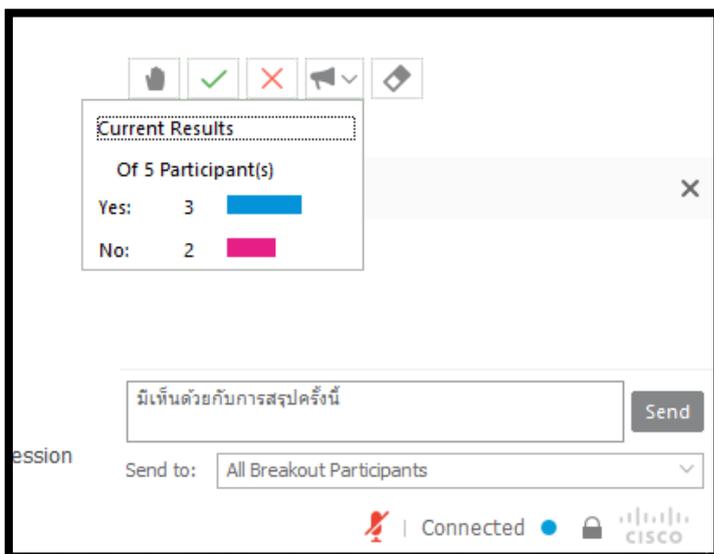
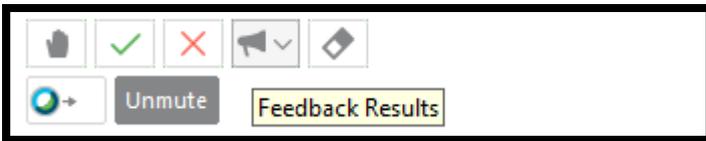
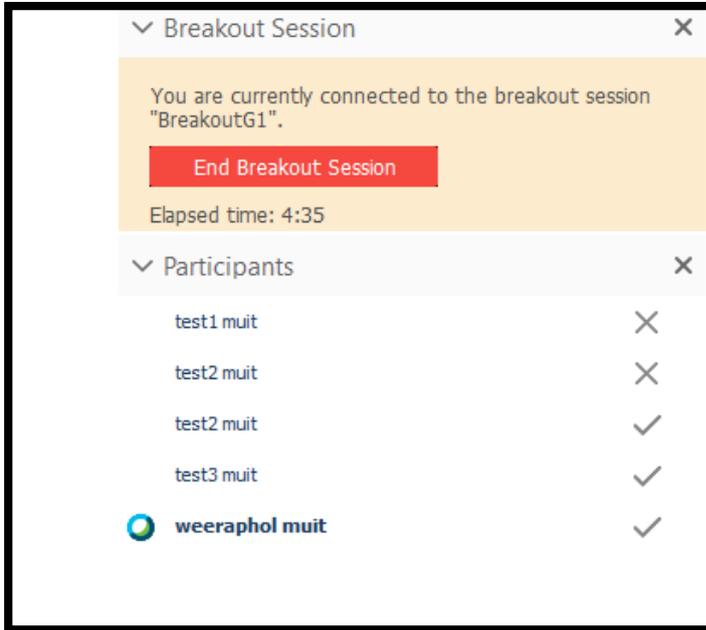
If you cannot see, choose cross mark.



## Cisco Webex Training Handbook - Breakout Sessions

32. When every attendees have already given the feedback.

Click on “Feedback Results” to show the results.

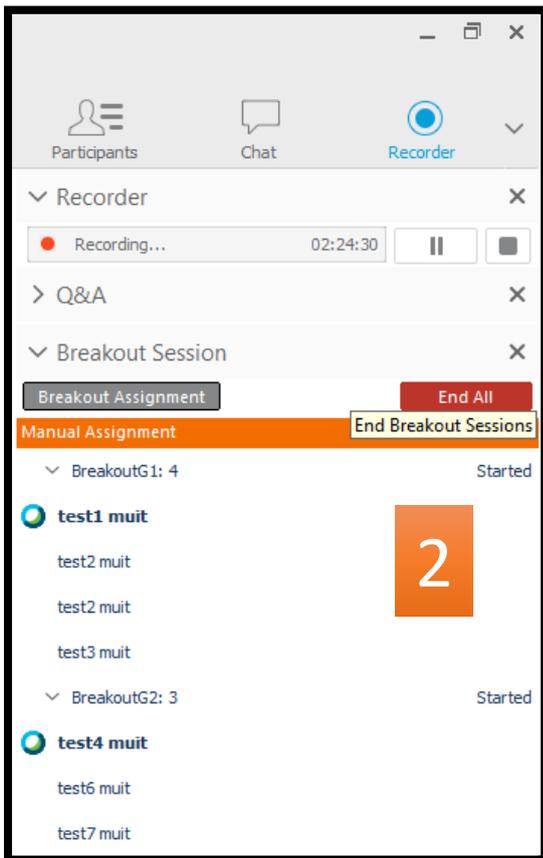
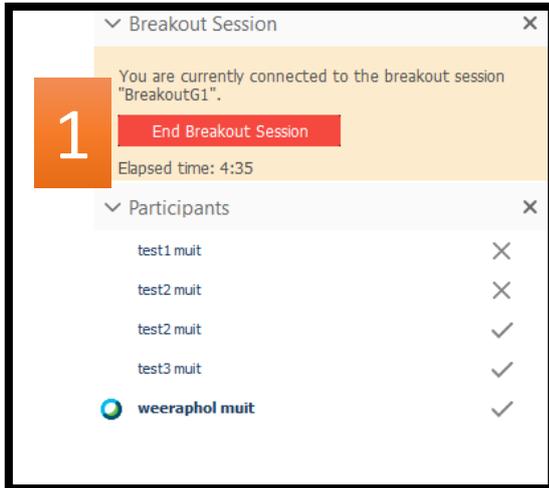


## Cisco Webex Training Handbook – Breakout Sessions

33. When host training would like to end breakout session.

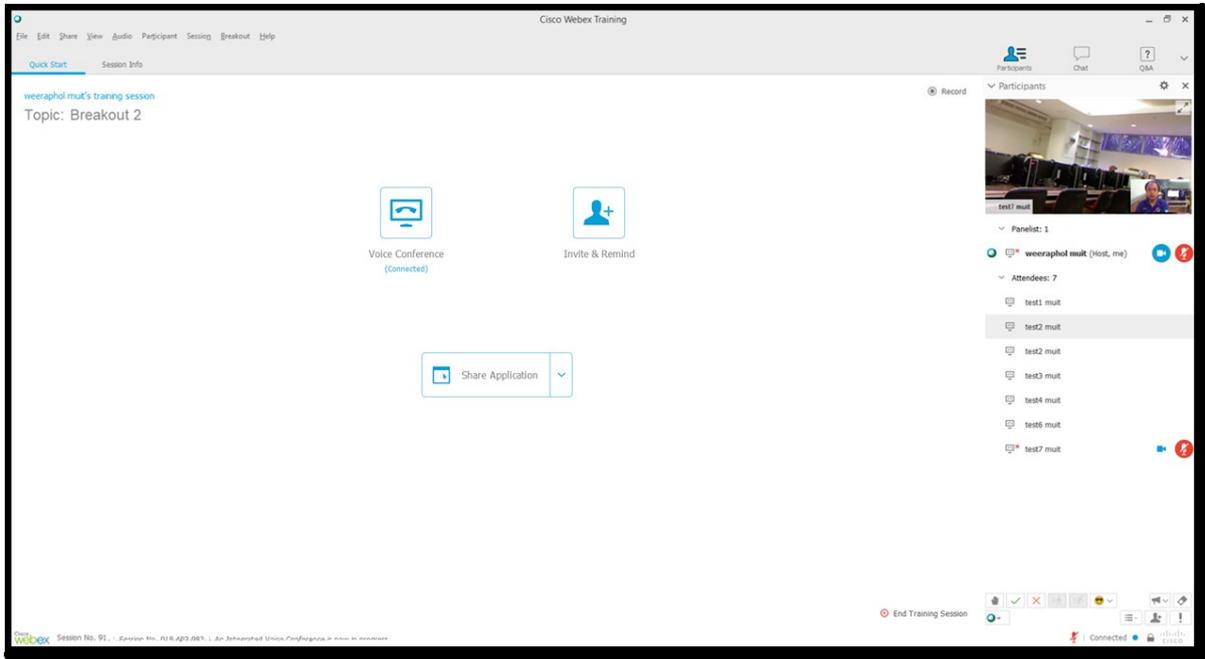
Click on “**Leave Breakout Session**” to leave that breakout session.

Click “**End All**” to end breakout session.



# Cisco Webex Training Handbook – Breakout Sessions

34. Host training shall get back to main page again.

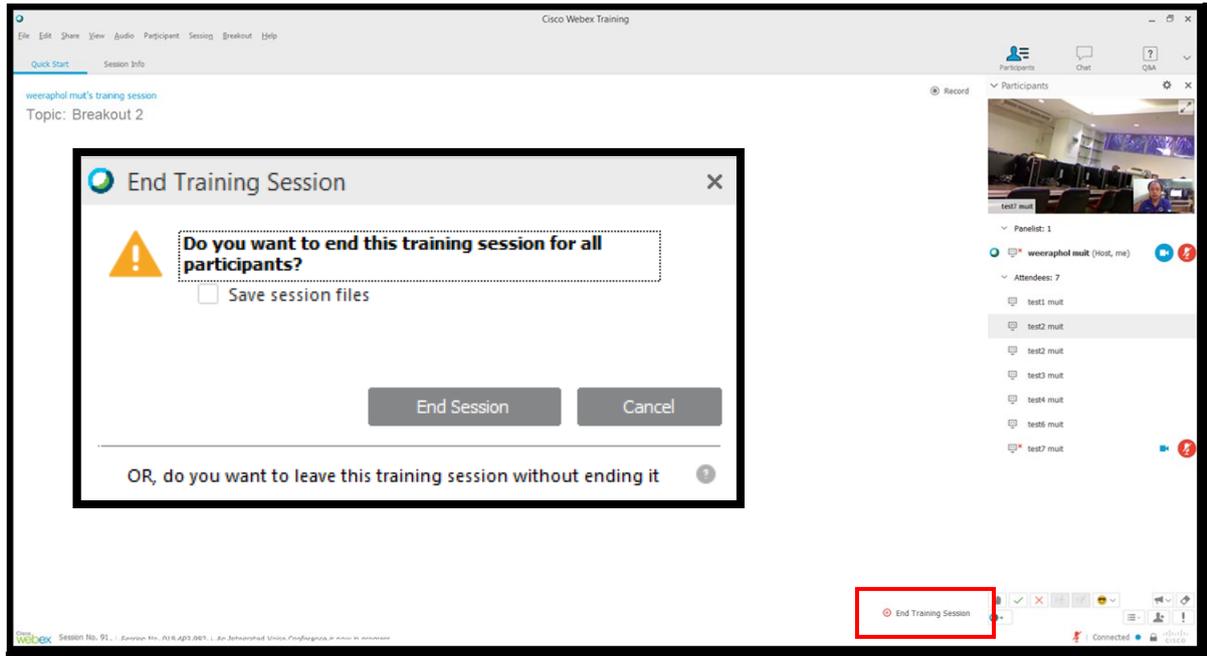


## Cisco Webex Training Handbook – Breakout Sessions

35. When you would like to end training online.

Click on “End Training Sesstion”

The window “End Training Sesstion” shall occur.



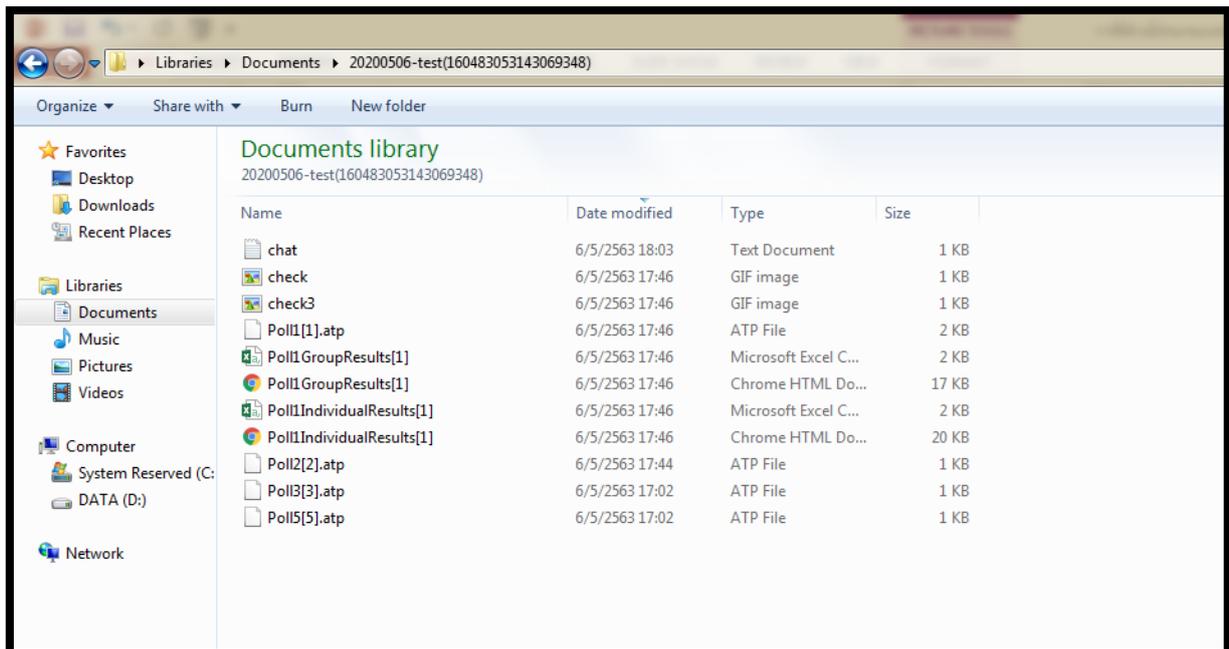
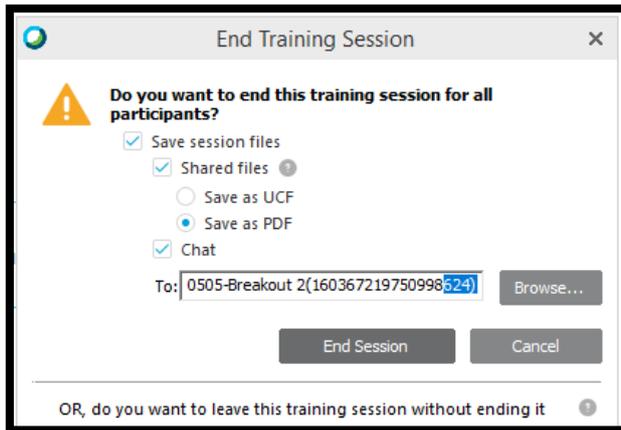
## Cisco Webex Training Handbook – Breakout Sessions

36. If you would like keep chat history, such as conversation.

Click on “Save Session files”

The files’ type and saving location window shall occur.

Click on “End Session”



## Cisco Webex Training Handbook – Hands on Lab

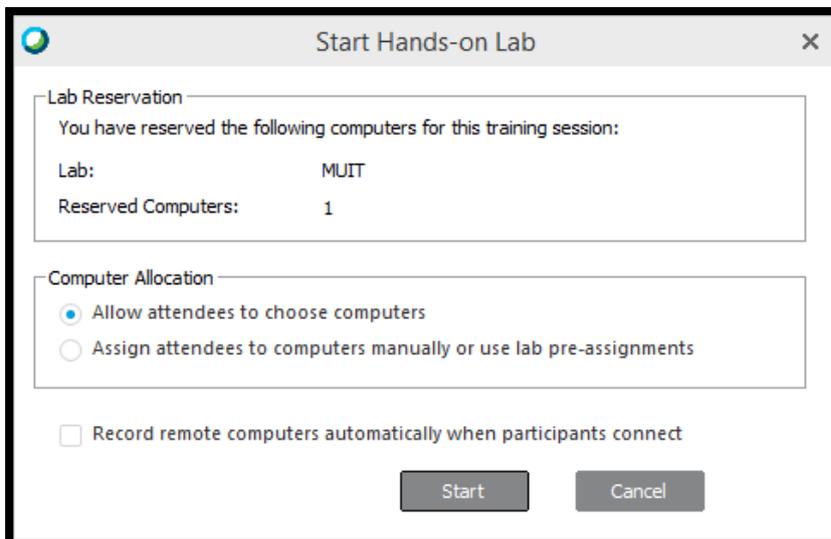
1. When host training would like attendees are able to remote control to exam computers. Host training shall use function Hands-on Lab. This function can apply for specific attendee, or a group.

\* Host training must turn on this function, and create their Hands-on Lab before, using this function on Webex Training

There are two methods as follows,

1. Allow attendees to choose computers

2. Assign attendees to computer manually or use lab pre-assignments

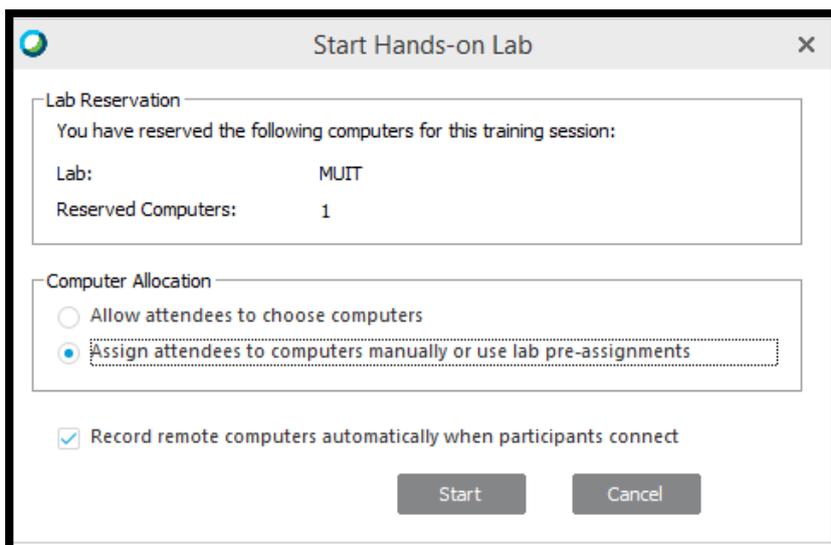


The screenshot shows the 'Start Hands-on Lab' dialog box. It has a title bar with a close button (X) and a refresh icon. The dialog is divided into sections:

- Lab Reservation:** A box containing the text 'You have reserved the following computers for this training session:' followed by a table:

Lab:	MUIT
Reserved Computers:	1
- Computer Allocation:** A box containing two radio button options:
  - Allow attendees to choose computers
  - Assign attendees to computers manually or use lab pre-assignments
- Record remote computers automatically when participants connect

At the bottom, there are two buttons: 'Start' and 'Cancel'.



The screenshot shows the 'Start Hands-on Lab' dialog box, similar to the one above, but with different settings:

- Lab Reservation:** Identical to the first screenshot, showing 'Lab: MUIT' and 'Reserved Computers: 1'.
- Computer Allocation:** The radio button for 'Assign attendees to computers manually or use lab pre-assignments' is selected and highlighted with a dashed border.
- Record remote computers automatically when participants connect

At the bottom, there are two buttons: 'Start' and 'Cancel'.

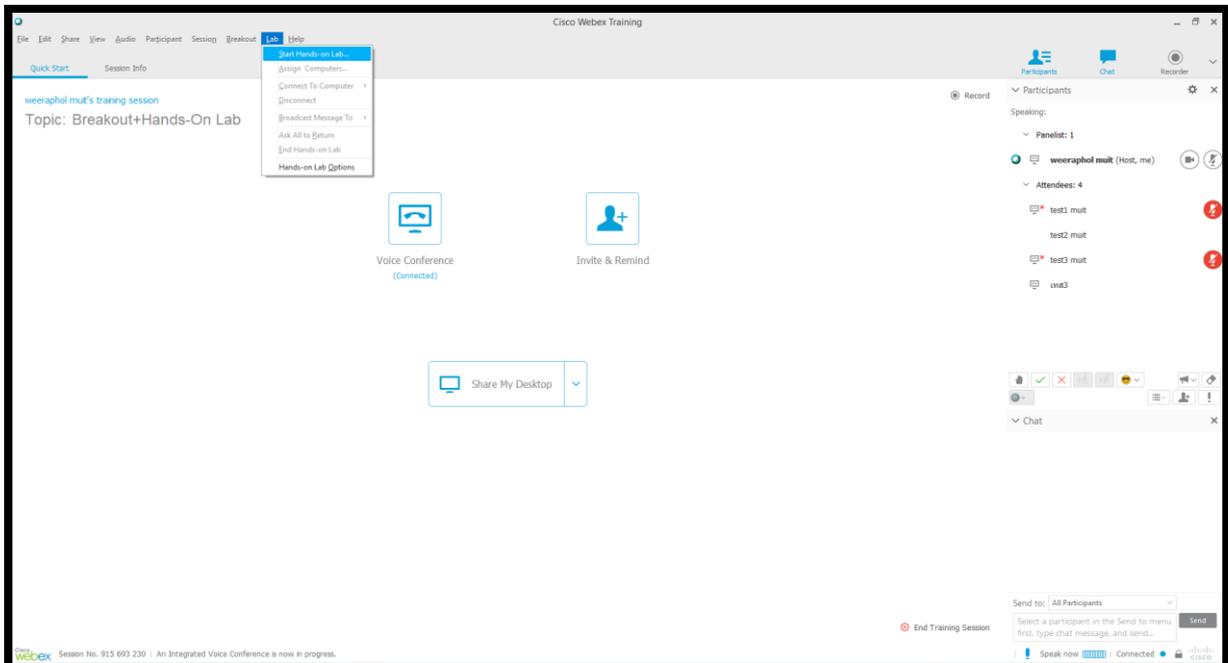
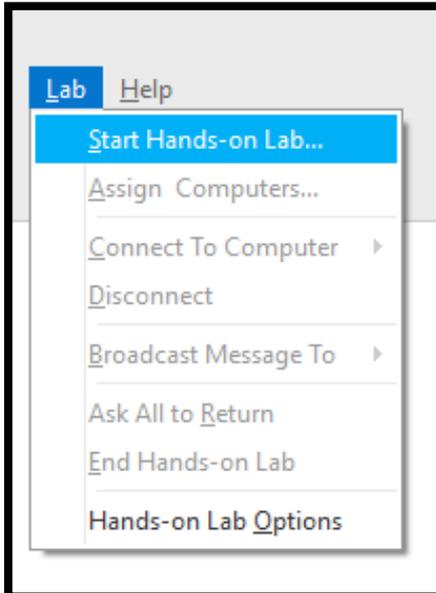
# Cisco Webex Training Handbook – Hands on Lab

## 2. Hands-on lab Usage

### 1. Allow attendees to choose computers

When attendees are ready to start the training.

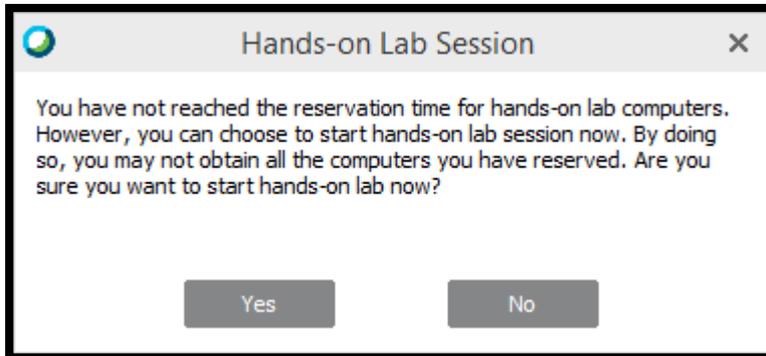
Click on menu **Lab > Start Hands-on Lab**



## Cisco Webex Training Handbook – Hands on Lab

3. The window “Hands-on Lab Session” shall occur.

Click on “Yes”



## Cisco Webex Training Handbook – Hands on Lab

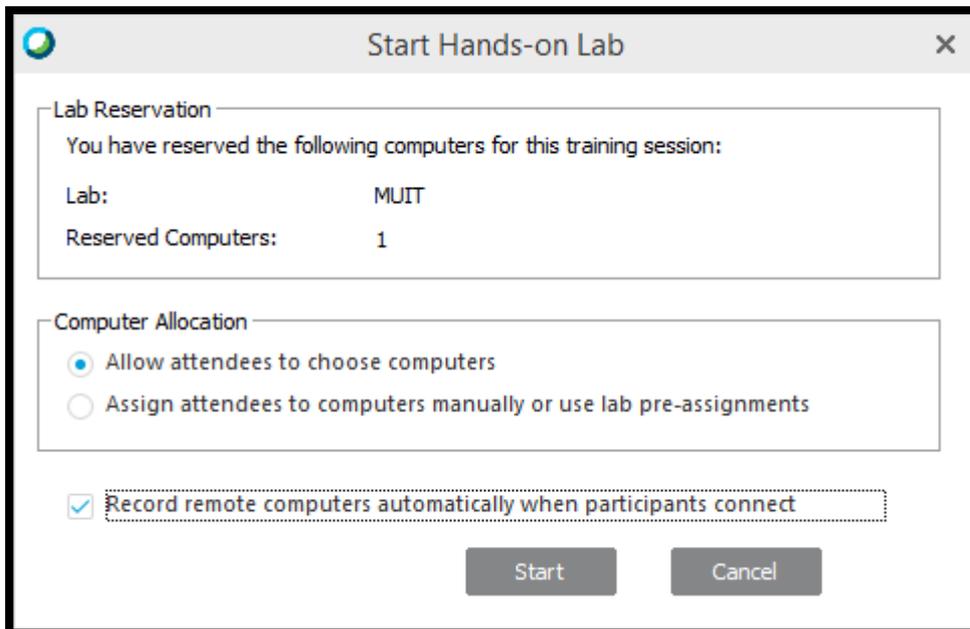
4. Start Hands-on Lab window show lab detail, and number of computers which are booked to use.

Click on the message “Computer Allocation”

Choose [Akkow attendees to choose computers](#)

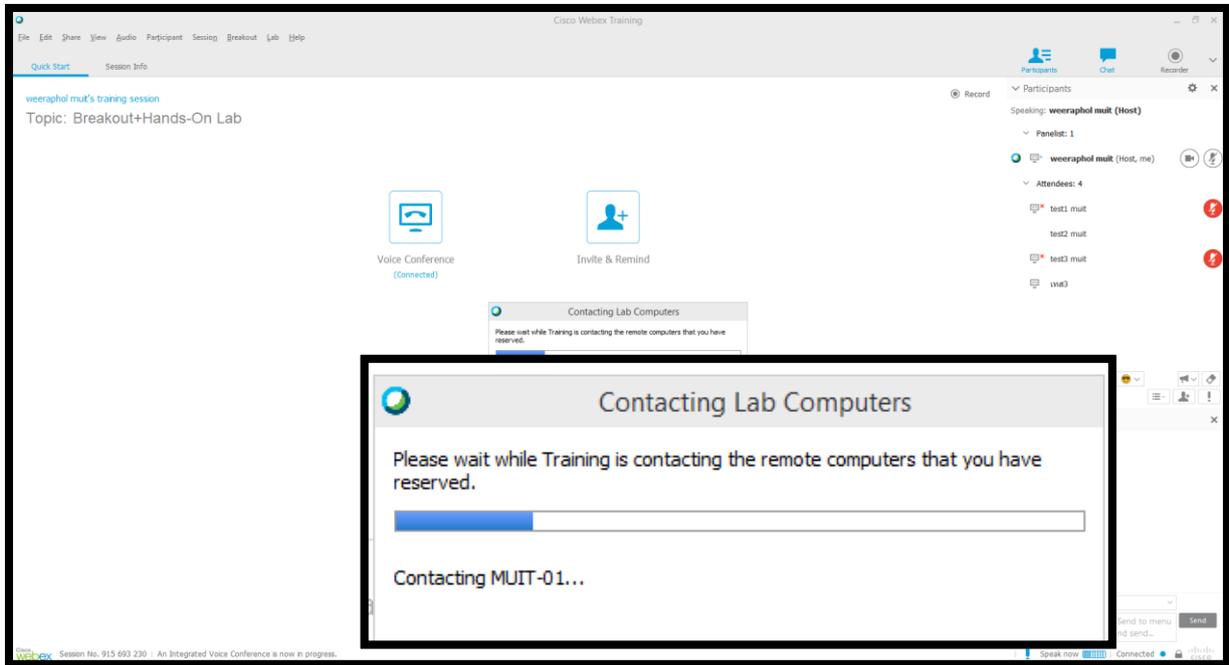
Click on the message “Record remote computers automatically when participants connect”

Click on the message “Start”



# Cisco Webex Training Handbook – Hands on Lab

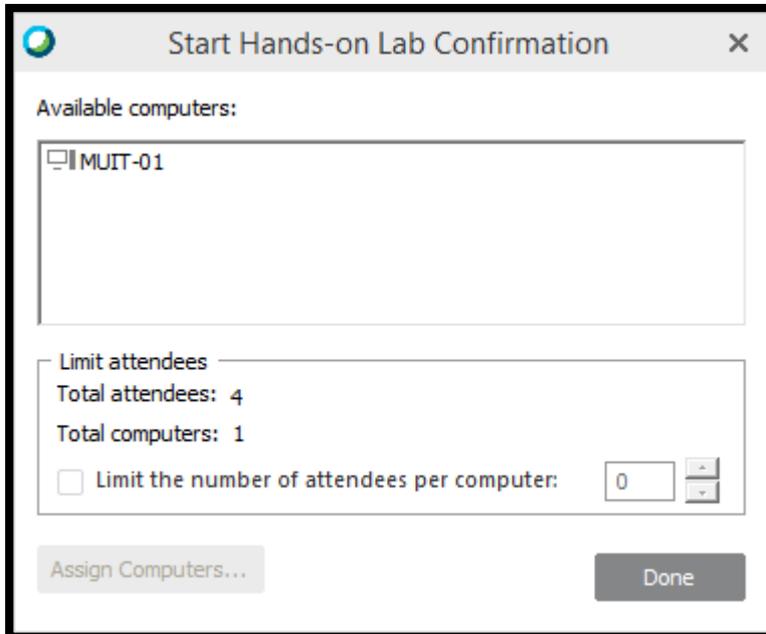
5. The window “Contacting Lab Computers” shall occur.



## Cisco Webex Training Handbook - Hands on Lab

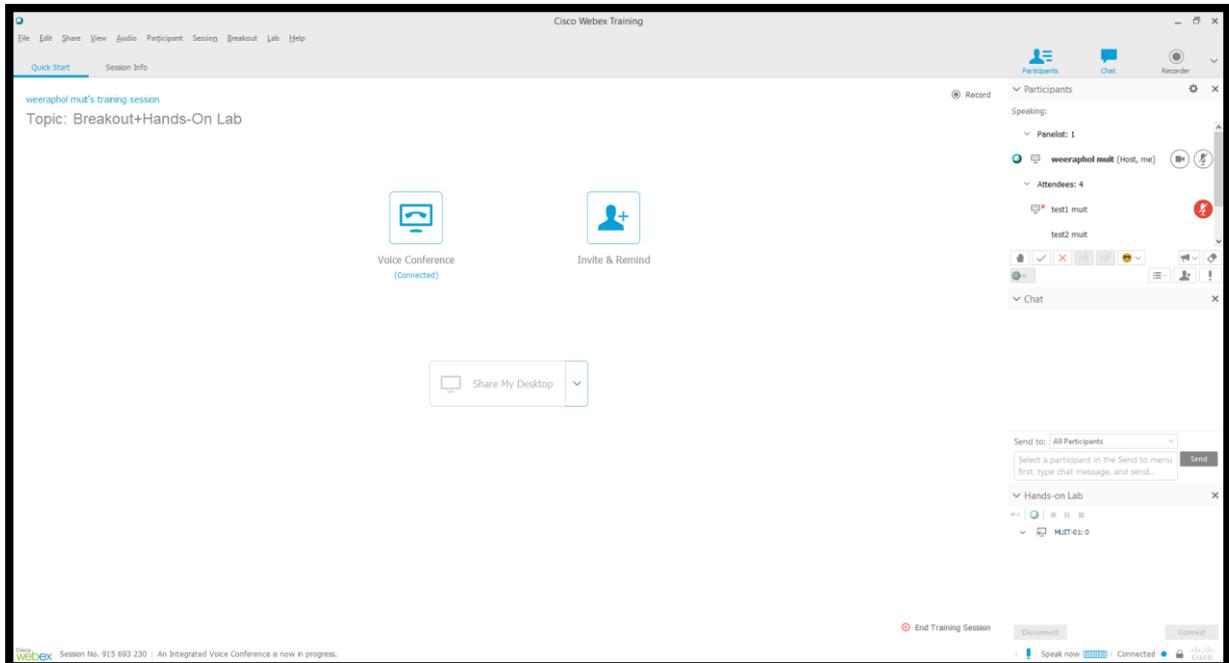
6. The window “Start Hands-on Lab Confirmation” shall occur.

Click on “Done”



## Cisco Webex Training Handbook – Hands on Lab

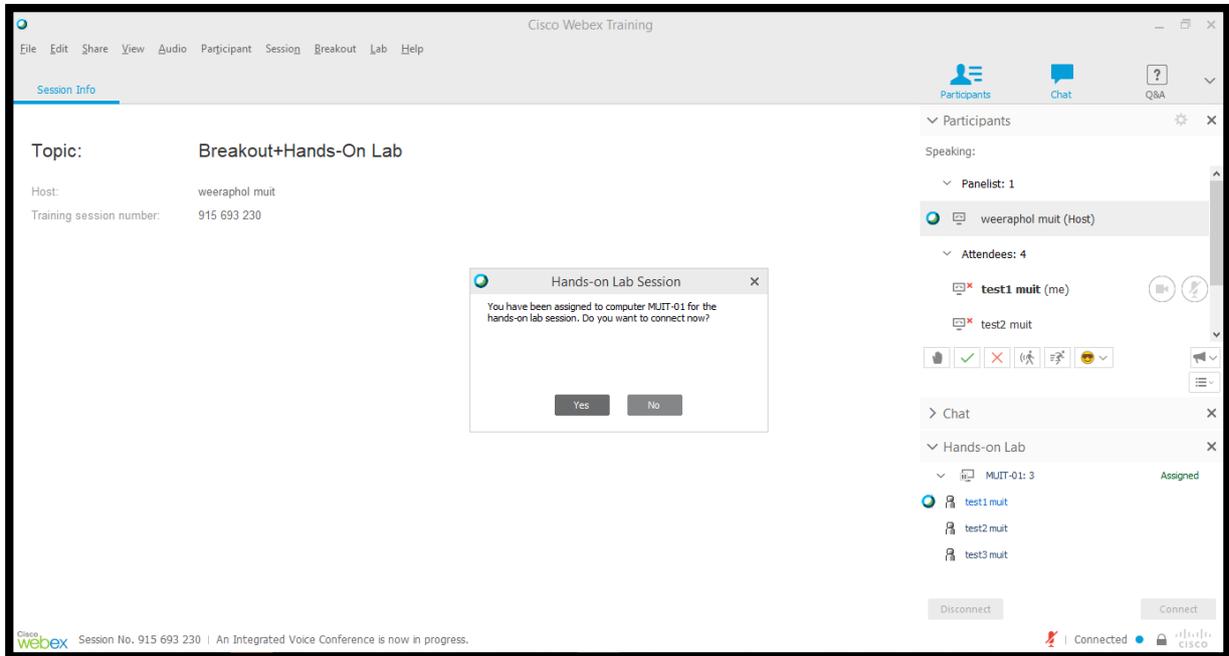
7. The box “Hands-on Lab” shall occur with the computers’ name, which will use in the exam.



## Cisco Webex Training Handbook – Hands on Lab

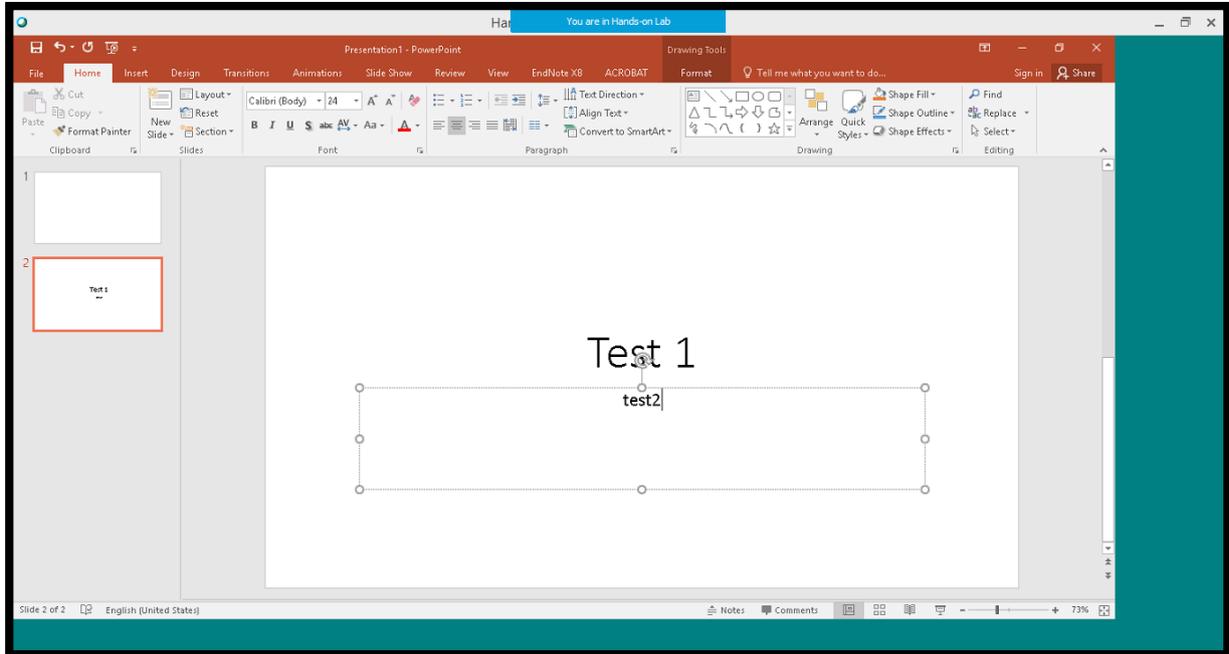
8. The window “Hands-on Lab Session” shall occur on computer of examinees.

Click on “Yes”



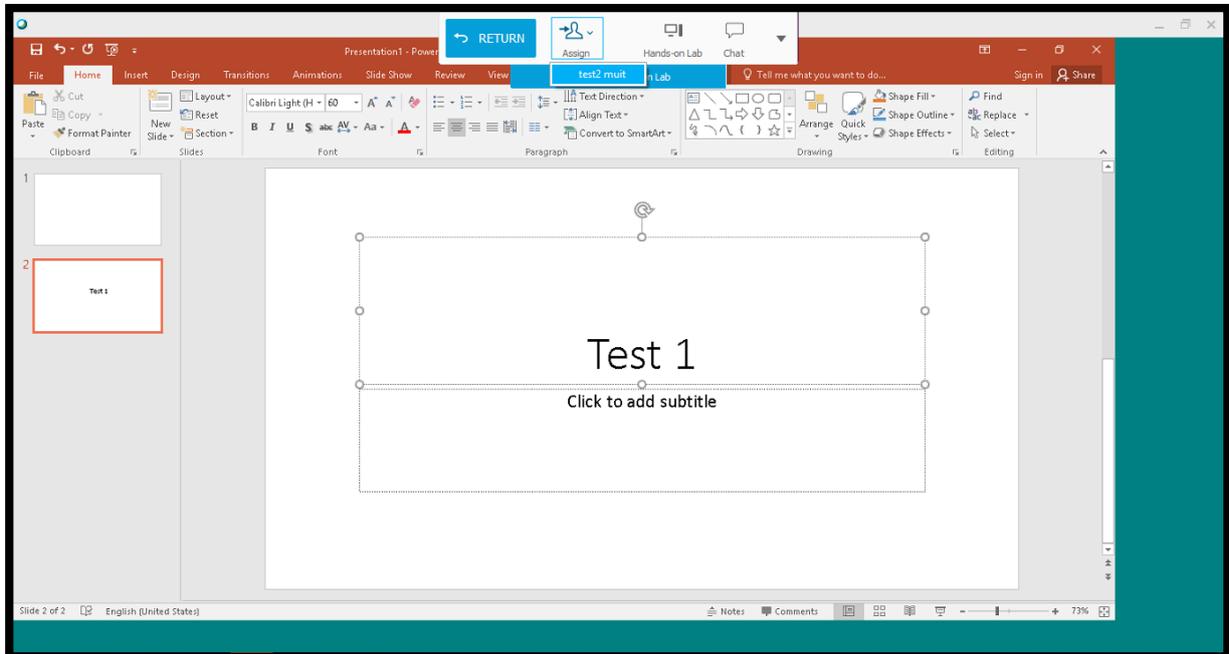
## Cisco Webex Training Handbook – Hands on Lab

9. The screen of Hands-on Lab computer shall show on examinees' computer. Subsequently, examinee follow assignment on their screens.



## Cisco Webex Training Handbook - Hands on Lab

10. Allow attendees to choose computers function shall allow everyone is able to control Hands-on Lab Computer, and able to transfer remote controlling rights to others.

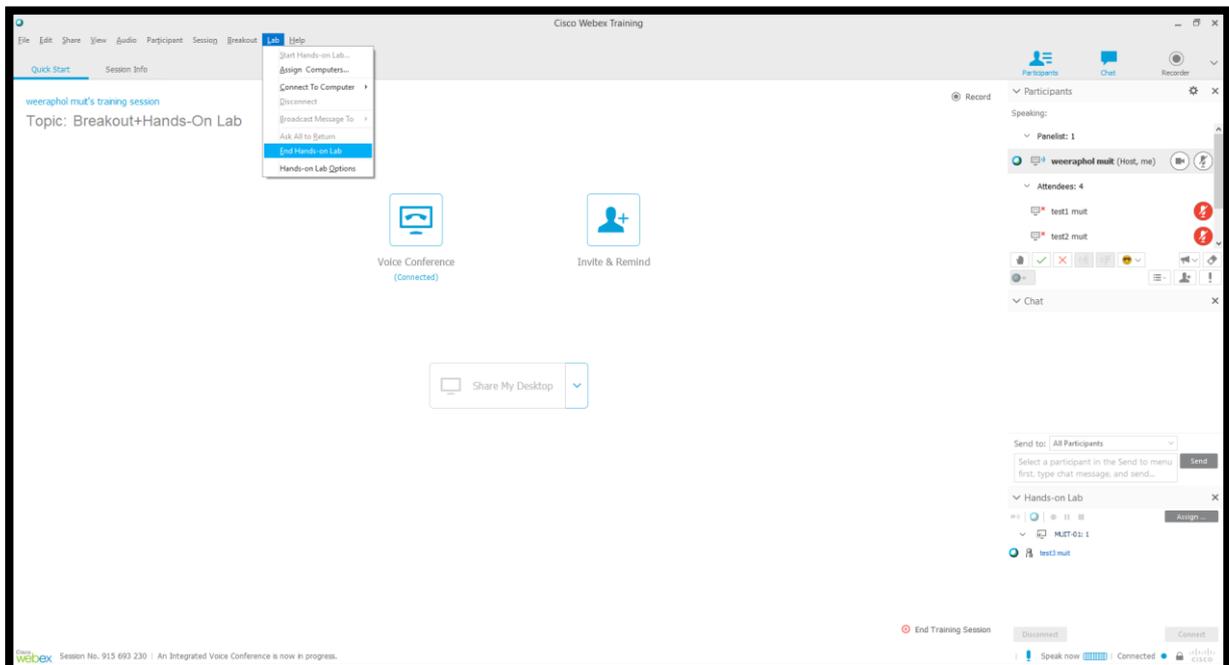
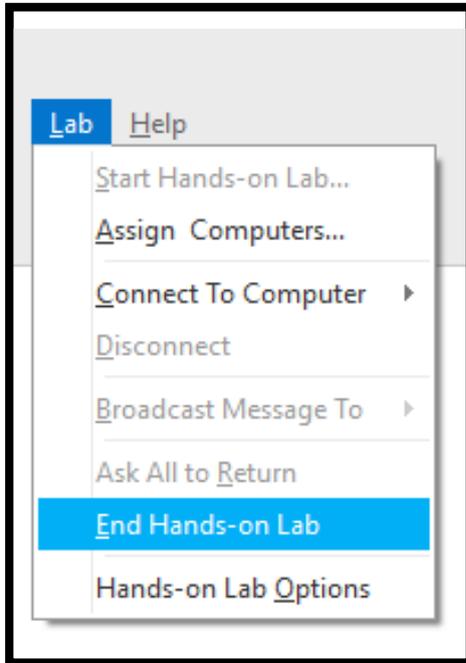


## Cisco Webex Training Handbook – Hands on Lab

### 11. Host's Computer,

If everyone has already finished the tests,

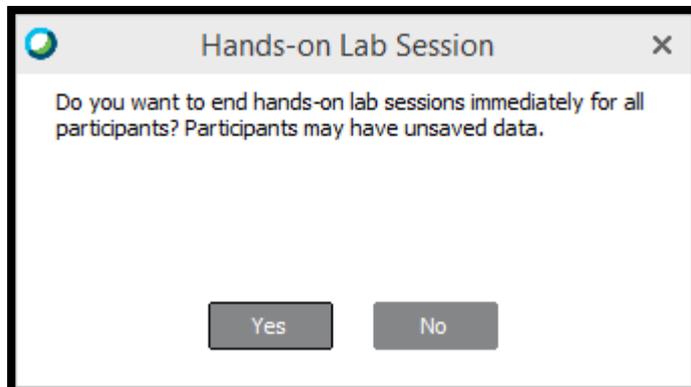
Click on menu [Lab > End Hands-on Lab](#)



## Cisco Webex Training Handbook - Hands on Lab

12. The window “Hands-on Lab Session” shall occur.

Click on “Yes”



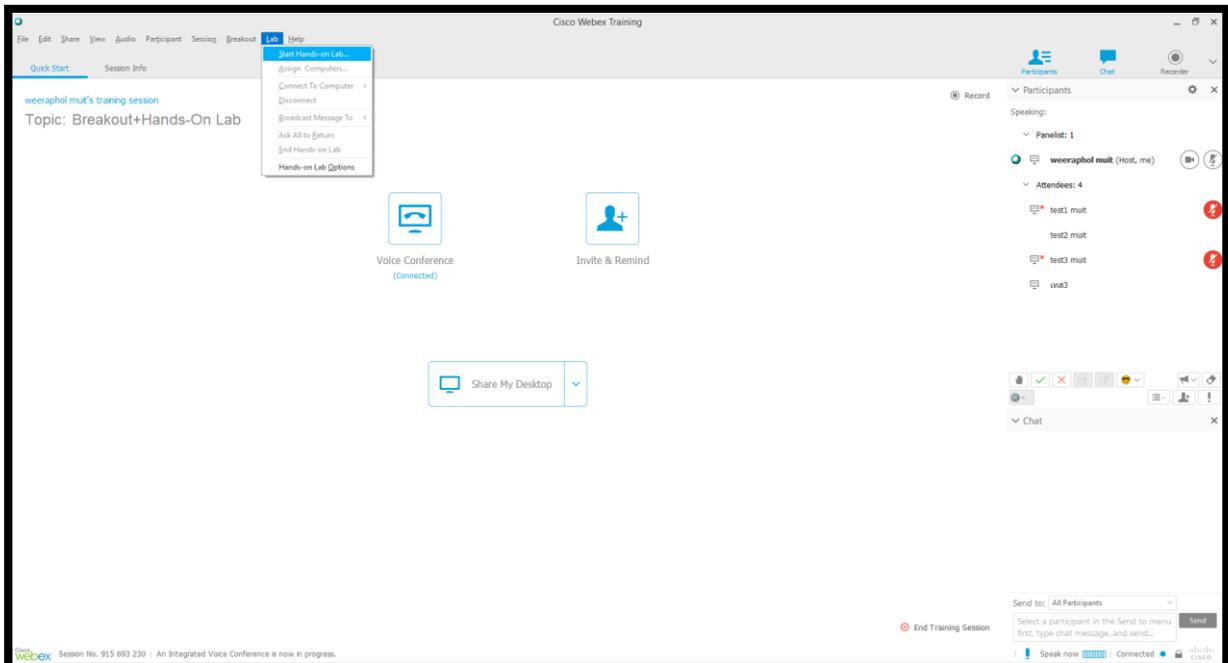
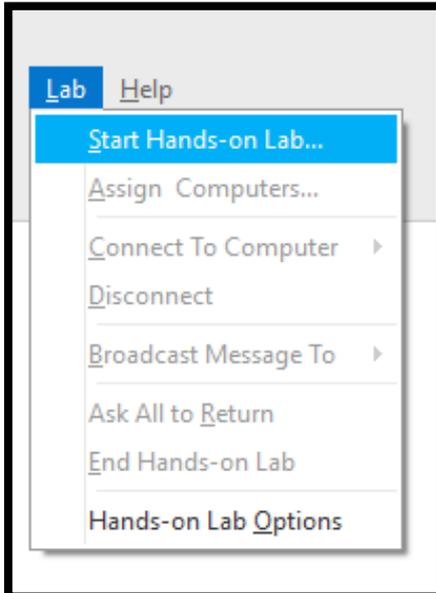
## Cisco Webex Training Handbook – Hands on Lab

### 13. Hands-on Lab Usage

#### 2. Assign attendees to each computer manually or use lab pre-assignments

When all examinees are ready.

Click on menu [Lab > Start Hands-on Lab](#)



## Cisco Webex Training Handbook – Hands on Lab

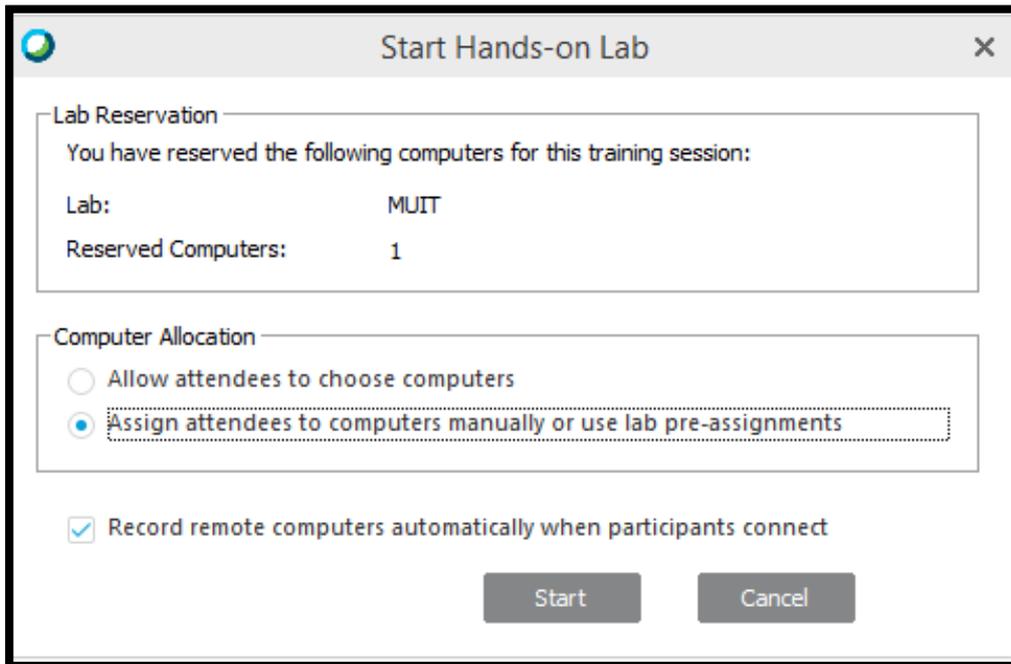
14. Start Hands-on Lab's window shall occur.

It shall show lab detail, and number of computers which were booked to use.

Choose the message “Assign attendees to computers manually or use lab pre-assignments”

Click on the message “Record remote computers automatically when participants connect”

Click on the button “Start”



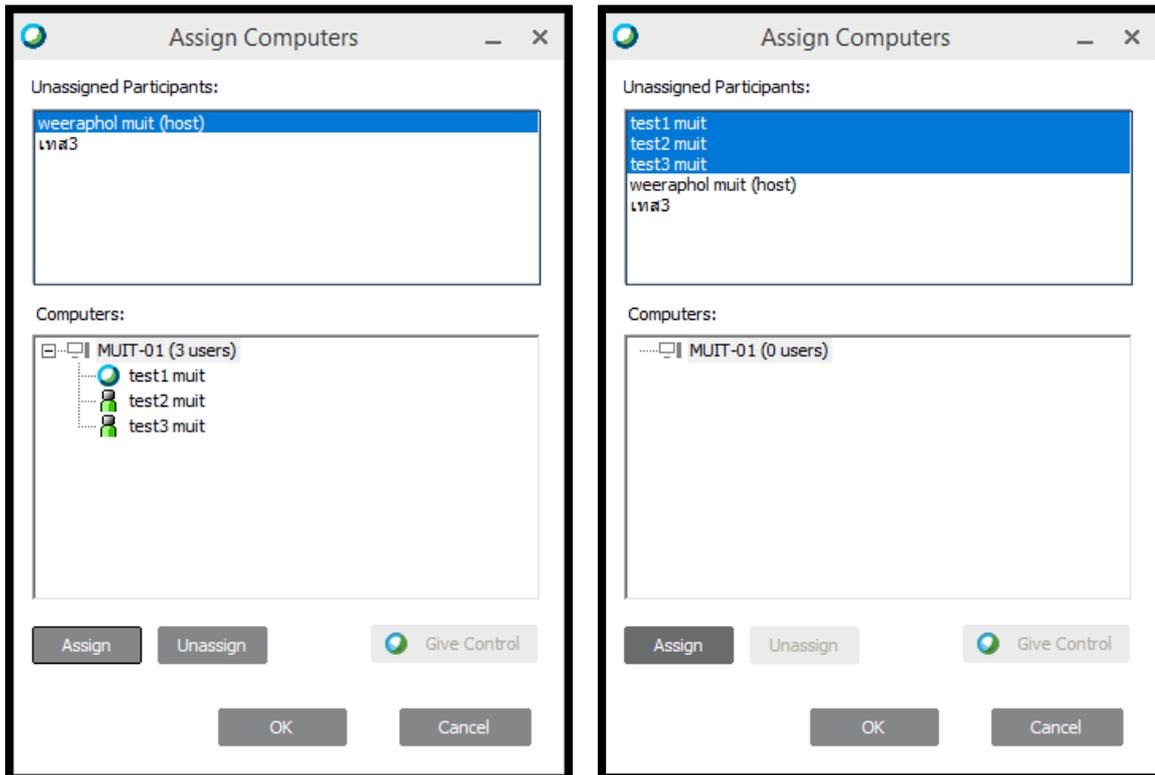
## Cisco Webex Training Handbook – Hands on Lab

15. The window “Assign Computers” shall occur.

In Unassigned Participants: click the group’s name for the group test.

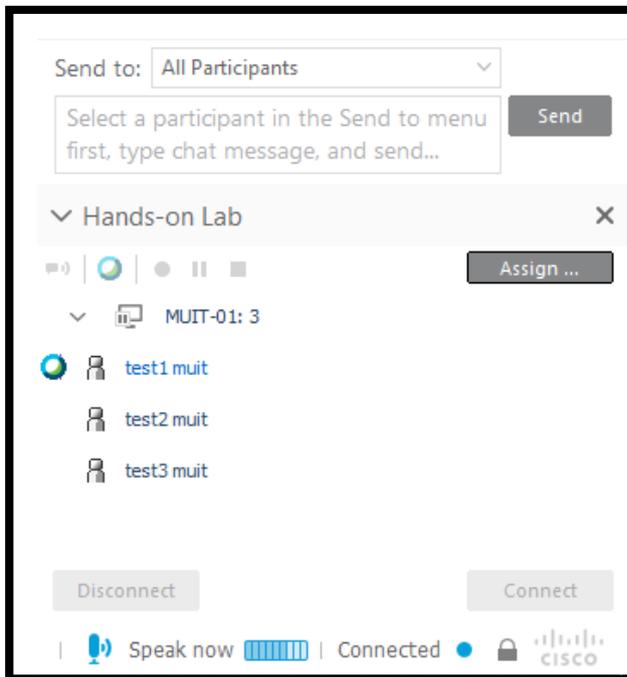
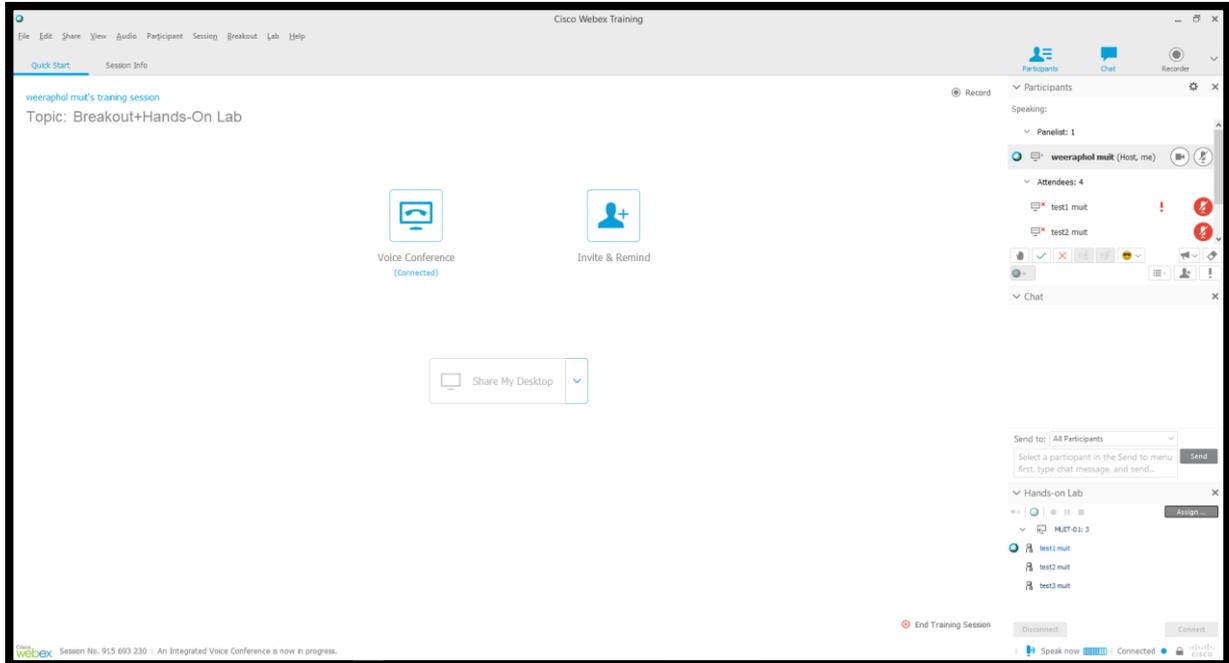
Click on “Assign” The choosing group’s name shall occur at Computers Box.

Click on “OK”



## Cisco Webex Training Handbook – Hands on Lab

16. There is Hands-on Lab box with Assign Button, and name list and number of computer Hands-on Lab. Presenter in this group shall has Webex Training Symbol.

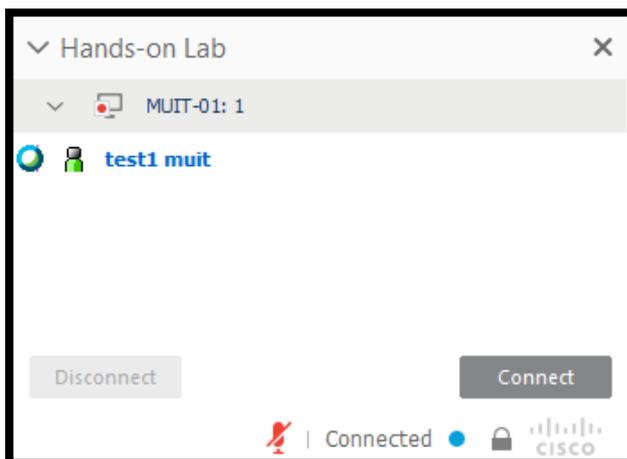
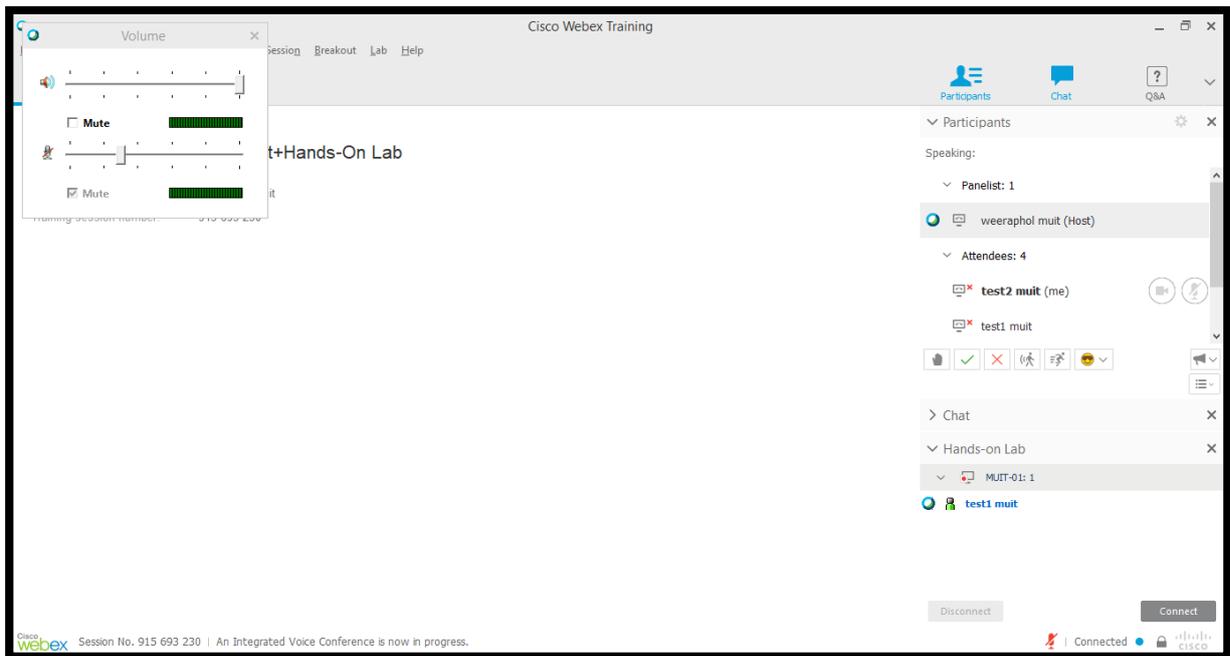


## Cisco Webex Training Handbook – Hands on Lab

17. Computers of examination’s attendees shall show Hands-on Lab box, and show name’s list of groups.

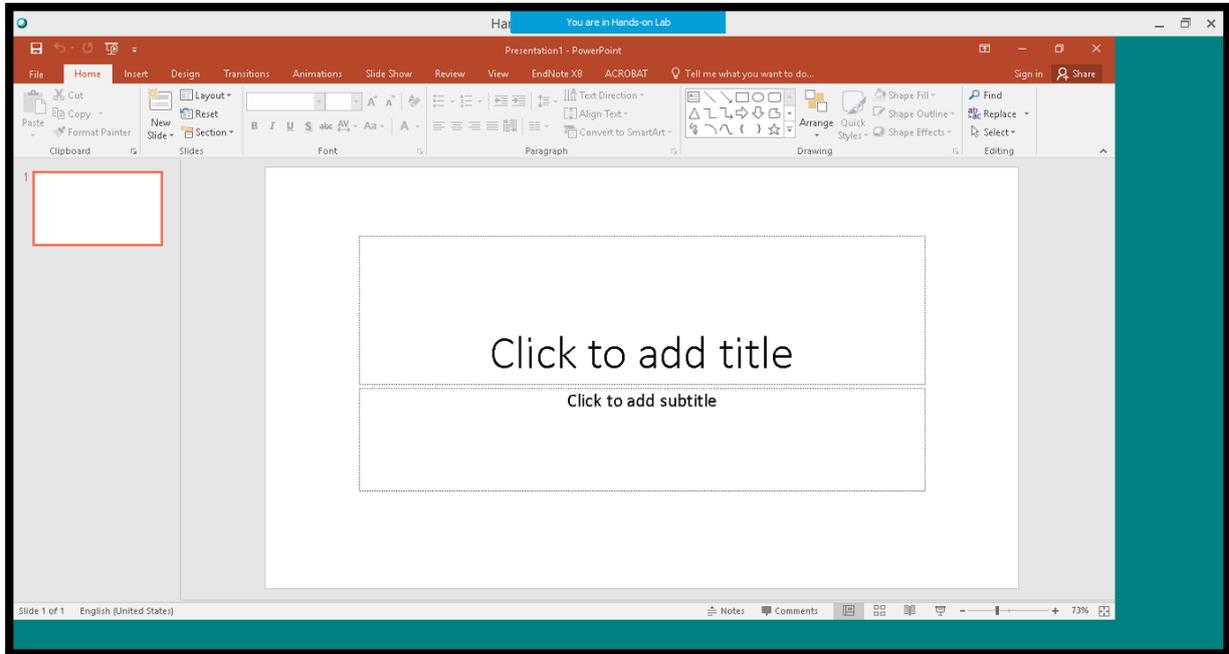
Computers of Exam’s attendees, who is presenter shall has Webex Training symbol occur.

Click on button “Connect”.



## Cisco Webex Training Handbook – Hands on Lab

18. The attendee's screen shall show Hands-on Lab computer's screen then, attendees just follow assignment from Hands-on Lab computer's screen.



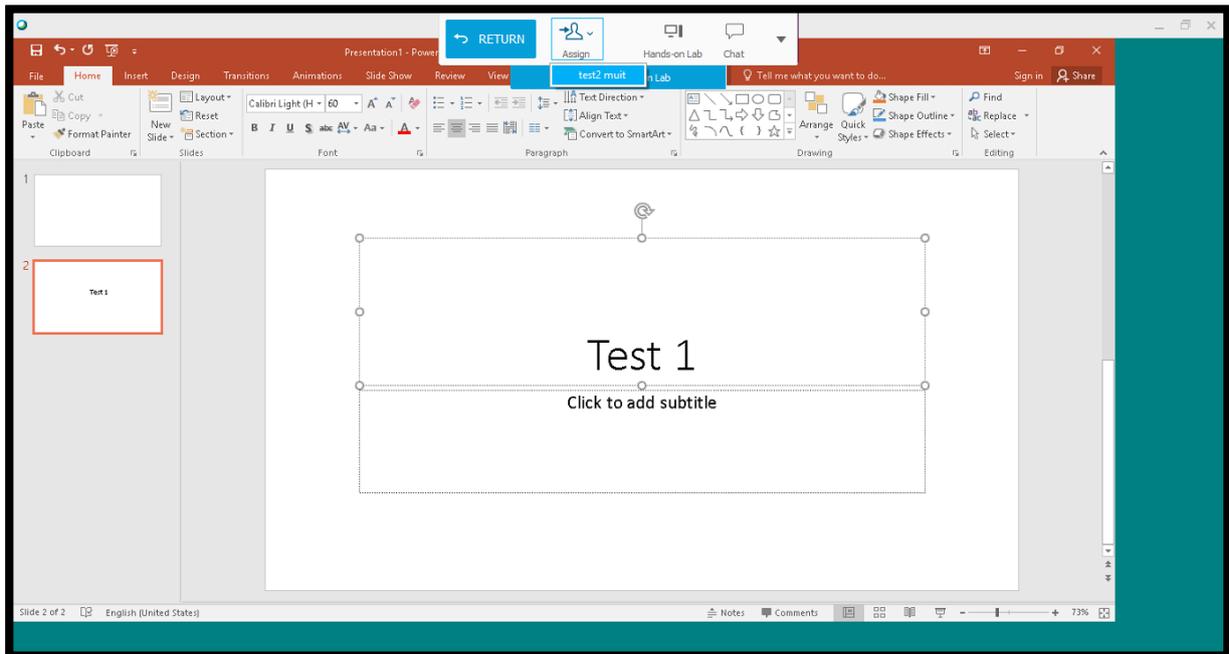
## Cisco Webex Training Handbook – Hands on Lab

19. Host is able to transfer rights of remote controlling to examinee.

Click on “Assign”

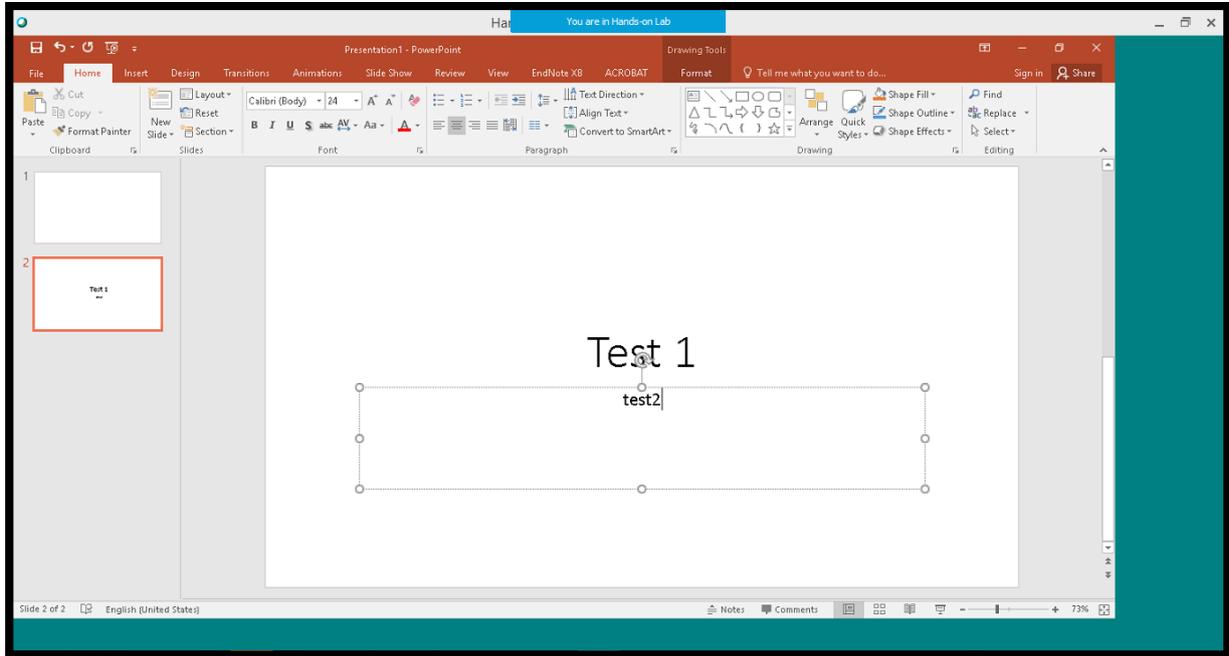
The examinees’ names will occur.

Click on the name of next host.



## Cisco Webex Training Handbook – Hands on Lab

20. The rights of remote controlling shall transfer to people who is chosen.



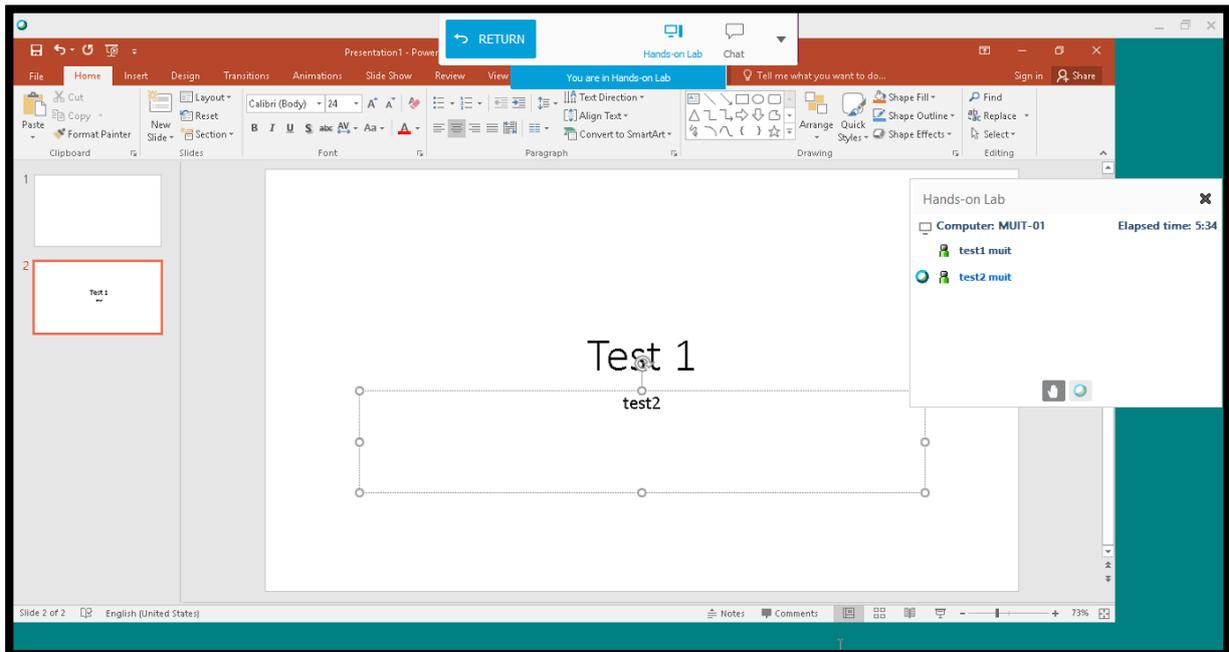
## Cisco Webex Training Handbook – Hands on Lab

### 21. During Hands on lab,

Host is able to see list of examinees' names in Hands-on Lab function.

Click on “Hands-on Lab”

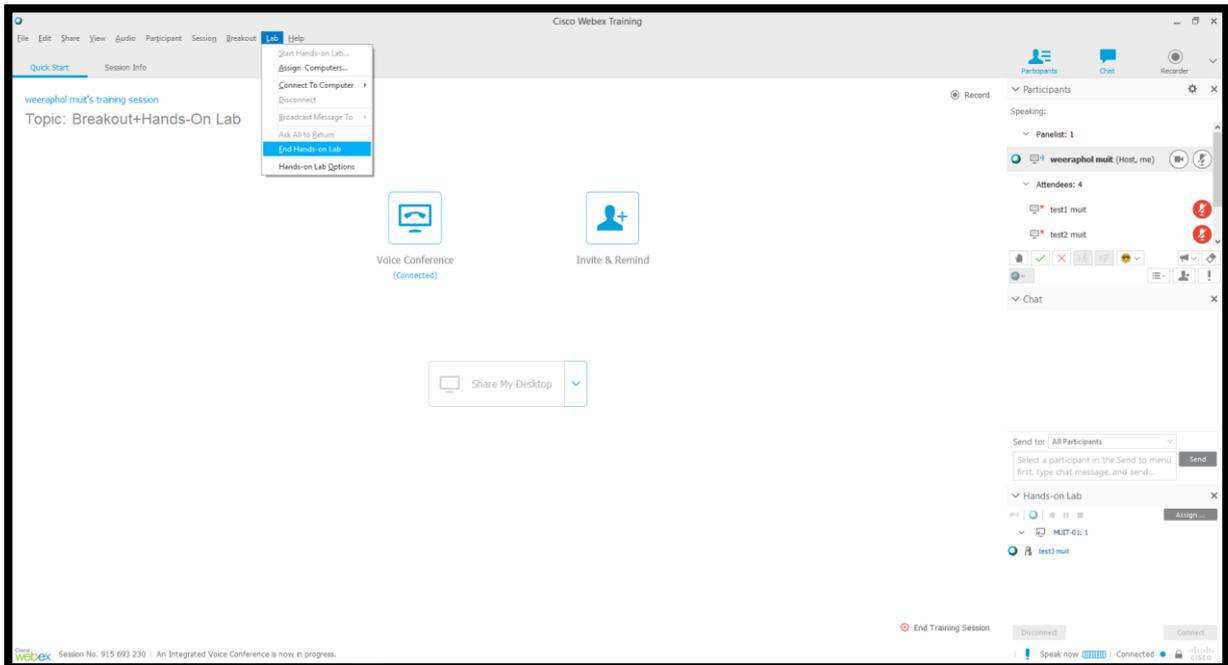
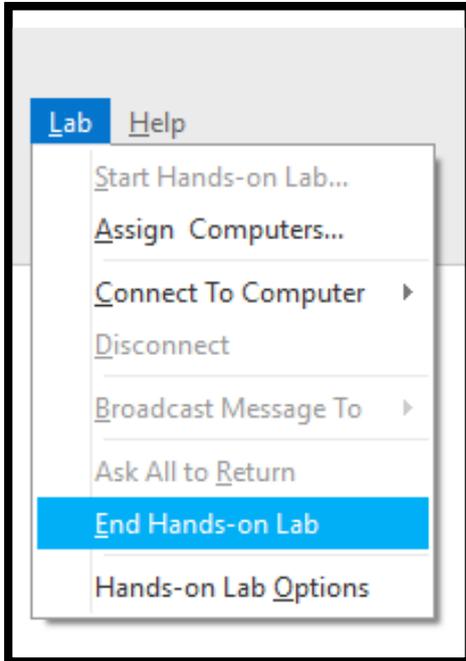
The window Hands-on Lab shall occur to show which examinees attend the exam.



## Cisco Webex Training Handbook – Hands on Lab

22. When all examinees have finished the test.

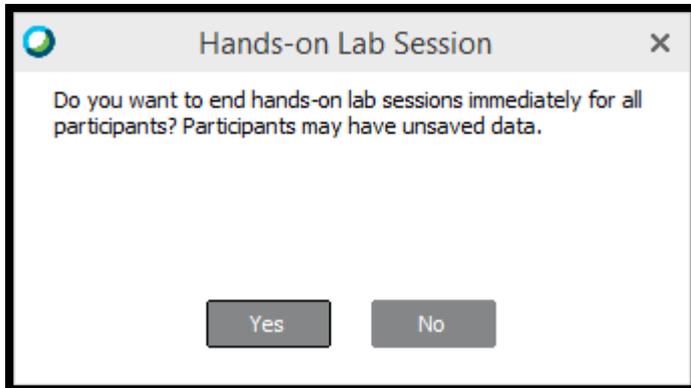
Click on menu **Lab > End Hands-on Lab**



## Cisco Webex Training Handbook - Hands on Lab

23. The window [Hands-on Lab Session](#) shall occur.

Click on "Yes"

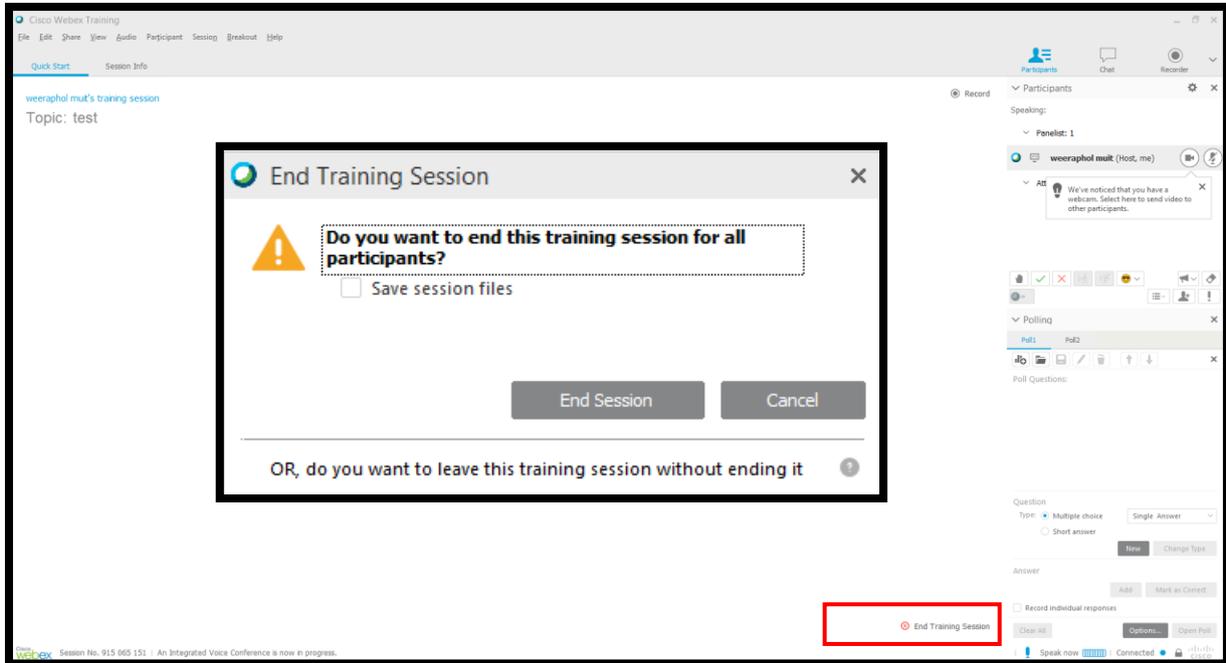


## Cisco Webex Training Handbook – Hands on Lab

24. When the training online has already finished.

Click on “End Training Session”

The window “End Training Session” shall occur.



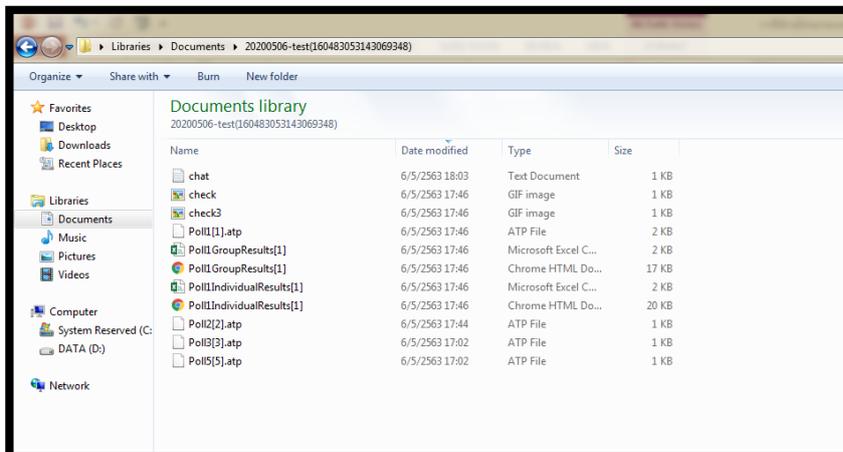
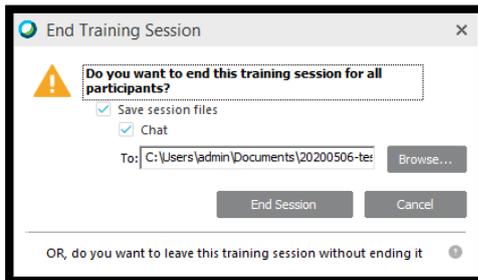
## Cisco Webex Training Handbook – Hands on Lab

25. If you would like to keep chat history such as, conversation.

Click on “Save Session files”

There are files’ type or location to save.

Click on “End session”



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