

Hands-on Training on Cisco WebEx 13th September, 2021

Total No. of Participants: 19

Handout:https://docs.google.com/presentation/d/1KTnqsvKFWcoOUQmDPwaxB-IO6BWIfnri/edit?usp=sharing&ouid=117853172821516148205&rtpof=true&sd=true

About the Training Programme:

The Department of commerce conducted a hands-on training on Cisco WebEx for all the faculty members in the department. The main objective of the program is to educate and to provide a hands-on learning experience on using the Online Video Conferencing Platform "CISCO WEBEX". The Cisco Webex Trainer of the department Dr D. John Benedict, Assistant Professor, was given the role of enlightening all the faculty members with Cisco WeBex with being assisted by Prof. D. J. Joyci Christi. All the faculty members of the Department of Commerce showed active participation towards learning and understanding the nuances of the CISCO WEBEX.

The trainer provided demo on following:

- **Logging in** Signing in to Cisco WebEx using credentials.
- **Scheduling** Scheduling a meeting for a class by giving inputs to the following items:
 - Meeting topic;
 - Meeting passwords;
 - Date and time of Meeting;
 - > Audio connection options to be enables before joining meeting;
 - > automatic meeting lock settings, and so on.
- **Template** Fixing and using the pre-determined options as a Template for creation of future meetings.
- **Recording a Meet / Event** Enabling the recording option in the WebEx meeting.



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- **Options during call** Enabling to co-host option, presenter, polling option, question & answers etc. during the WebEx call.
- Lock Meeting To lock the meeting to avoid students entering after the beginning of the class.
- **Sharing / Presenting** Sharing the screen by application or system during the WebEx call.
- Attendance Checking the student's attendance after the WebEx call.
- **Reports Download** Downloading the participant list in MS excel format.
- Accessing Recording Checking the video recorded in the cloud.
- Adding Students / Guests inputting all the mail ids of the students for easy access by the students.

Outcomes of the training program:

Prof. Joyci Christi assisted the staff members during the hand-on training and also ensured that they were able to login the webex platform, scheduling a class, enabling the options like recording, screen sharing etc. Simultaneously, the staff members learnt about scheduling classes with different options, enabling recording the call, sharing the screen & download the students list who are attended the class. They all cherished about the hand-on training program. The Resource person has clarified the doubts of the professors and it came to end at 6.15 pm.

J. Prosans Kune.

Signature of the Coordinator.



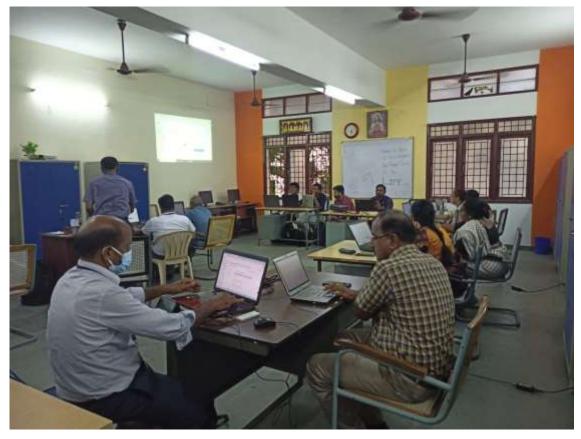
PHOTOS OF THE TRAINING PROGRAM



Dr D John Benedict demonstrating on the use of Cisco WeBex







The Professors are experiencing the Cisco Webex during the Training Program



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ATTENDANCE

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CISCO WEBEX TRAINING - 13TH SEPT, 2021 @ 5:00 P.M.

S.No.	Name of the Professor	Signature
1	Dr S. Prasanna Kumar – Coordinator.	IPresanchan.
2	Prof. Charles Jail Singh	- AAA-
3	Prof. R. Amala Priya	Alin
4	Dr K. C. Mini Mathew	N200012021
5	Prof. Hermina Corera	Alaren 2/12/2021
6	Dr K. T. Manivannan	(algin
7	Dr M. Siva Kumar	agent morell
8	Dr P. V. Saravanan	Non
9	Prof. Alexander. Y.	thomas a
10	Dr D. John Benedict	Lus, 1
11	Prof. J. S. Sivaprakash	46-24 -249124
1Z	Dr L. Sherley Mary	P. Hurling Harry 1519/2021
13	Prof. D. J. Joyci Christi	Lare Church
14	Dr C. Stalin Shelly	01A.
15	Prof. S. Emaldarani	Aug 19121
16	Prof. Nishanth Arul Dominic	Nort Islan
17	Prof. Delphine Valarina	dad . Vint and
18	Prof. F. Antony Pradeep.	I Palmer
19	Prof. R. M. Shankar Subbiah	PALINS.
20	Prof. P. S. Vaishaali	Teinhard'

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Dr S. Prasanna Kumar Coordinator.