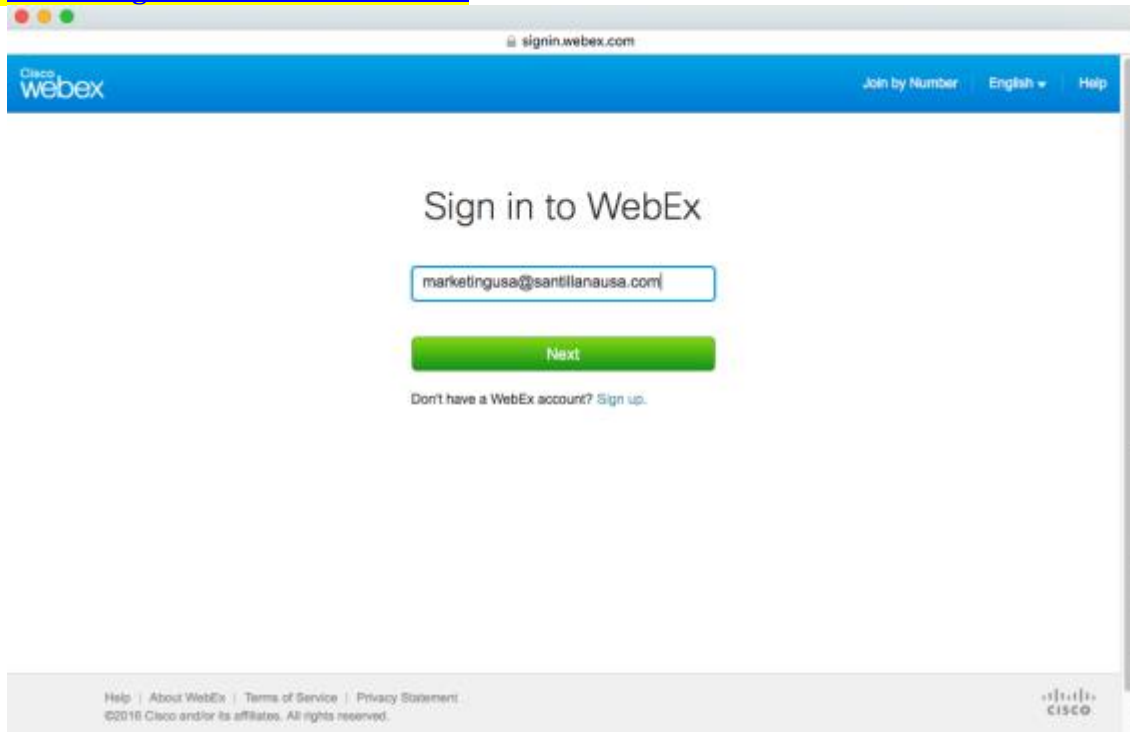


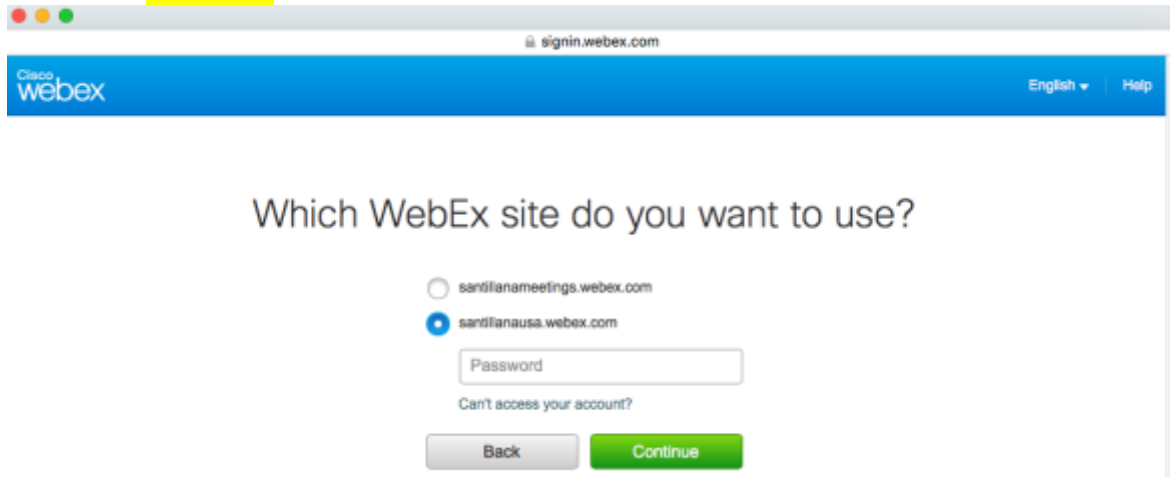
Instructions to plan and host a Santillana USA Webex

Setting up a Webex meeting:

1. Go to www.webex.com
2. Click the HOST button on the top right
3. Type the access email and click NEXT:
 - a. marketingusa@santillanausa.com



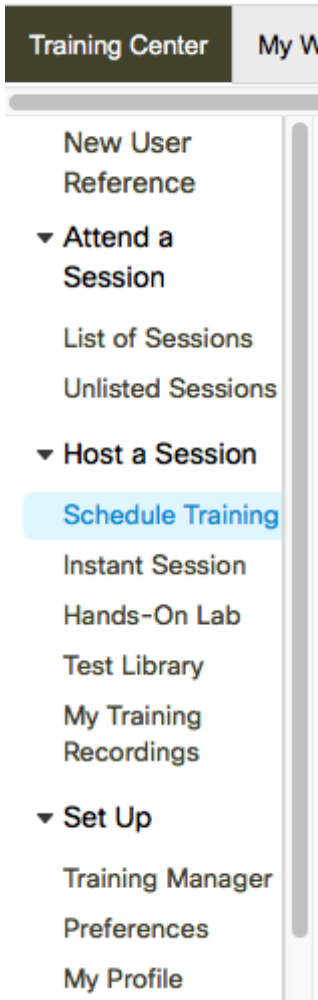
- b. Choose the **SECOND WEBEX OPTION** santillanausa.webex.com, type in password, and Continue: **Santi16!**



NOTE: FIRST OPTION of “santillanameetings.webex.com” is ONLY used as an alternative, especially when a time slot has already been taken for another meeting and you have to schedule a last-minute meeting.

PLEASE ASK YOUR MANAGER FOR LOGIN AND INSTRUCTIONS DOCUMENT TO THE “MEETING CENTER”.

4. Click on the “Schedule Training” button on the Host a session menu on the left:



5. Fill out the following fields:

a. **Topic**: Title of the Webex

Schedule Training Session

Session and Access Information

Topic: (Required) [Copy from...](#)

Set session password: (Optional)

Confirm password:

This training session is:

- Listed for all
- Listed for authorized users only
- Unlisted
- This session will have over 500 attendees
- Automatically delete session after it ends
- Send a copy of the attendee invitation to me

b. **Set session password**: If you want attendees to log in with a password, **we recommend not using this option unless is necessary**

- Leave the “Listed on public calendar” tab selected

c. **Audio conference Settings**: Pick “WebEx Audio”. Always check the “Display toll-free number”. Entry and exit tone can be set to your personal preference.

Select conference type: WebEx Audio

Display toll-free number [Show toll-free dialing restrictions](#)
(Toll number is always displayed.)

Mute attendees upon entry

Entry and exit tone: Beep
 Announce Name
 No Tone

- d. **Date and Time**: Set a date and time, make sure to choose the correct time zone you need, leave it checked for “Attendees can join 5 minutes before the start time”, keep the single session class clicked, and select the estimated duration.

Date and Time

Starting time: January 16, 2017 12:15 pm [Plan session time zones...](#)

Time zone: New York (Eastern Standard Time, GMT-05:00)

Attendees can join 5 minutes before the start time

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)

Estimated duration: 1 hour

- e. **Registration**: **Avoid this step unless is absolutely necessary**
- f. **Attendees**: Click on the “invite attendees” Button.
- i. You can select previously saved contacts (Santillana USA users) using the “select contacts” button on the top right –

santillanausa.webex.com

Invite Attendees

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

Attendees to Invite Select Contacts...

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

OK Cancel

Pick a letter and select a desired name, click on the “Add Attendees” button on the button on “each” letter to add them to the invites list.

Select Contacts ◀ Page 1 of 6 ▶

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

View: Personal Contacts ▾

Search for:

Index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # All

Name	Email address	Phone number	Language	Time Zone	Loca
<input type="checkbox"/> Consultants					
<input type="checkbox"/> SALES TEAM					
<input type="checkbox"/> Alrene Melchor	irene_melchor@hotmail.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Ada Ricardo	aricardo@santillanausa.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Adrian Sandoval	adrian@theschooltechpeople.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Adrian Sandoval	adrian@theschoolbookpeople.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Ana Anton	aaanton@edi.santillanausa.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Ana Bishop	abishop1@nyc.rr.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Ana Bishop	anabishop5@yahoo.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Andrea Kruger	akruger@ndpma.org	1-	English	New York Time	U.S.
<input type="checkbox"/> Andrea Kruger	akruger@ndpma.org	1-	English	New York Time	U.S.
<input type="checkbox"/> Andrea Roberson	aroberson@edi.santillanausa.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Andy Buckley	abuckley@santillanausa.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Anne Smieszny	asmieszny@edi.santillanausa.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Anne Williamson	awilliamson@micds.org	1-	English	New York Time	U.S.
<input type="checkbox"/> Annie Nguyen	annie@theschooltechpeople.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Arlene Mickley	edtbooks@aol.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Arnhilda Badia	arnhilda@bellsouth.net	1-	English	New York Time	U.S.
<input type="checkbox"/> Arturo Castillon	acastillon@santillanausa.com	1-	English	New York Time	U.S.
<input type="checkbox"/> Asia Girardello	agirardello@santillanausa.com	1-	English	New York Time	U.S.

After the list is complete click on the “Invite” button beneath the list of names

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"/> Nicolas Posada	nposada@santillanausa.com	1-	English	New York Time	U.S.

- ii. For new attendees, write the name and email for each one, and click on the add attendee button. They will be listed on the top list, once the list is done, click on the “Invite” beneath the list of names

New Attendee

* Full name:

* Email address:

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

Phone number:

Time Zone: New York (Eastern Standard Time, GMT-05:00) ▾

Language: English ▾

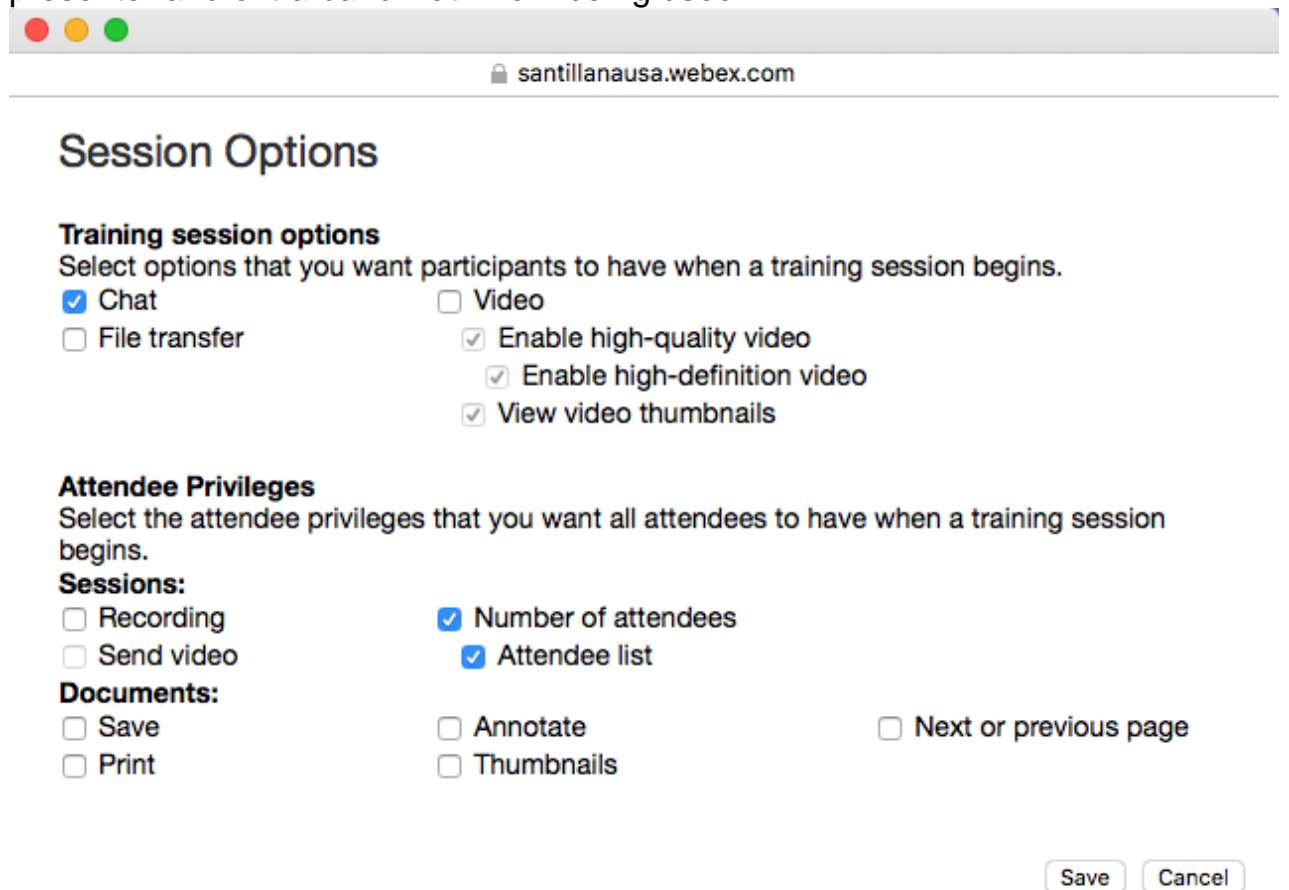
Locale: U.S. ▾

Add new attendee in my address book

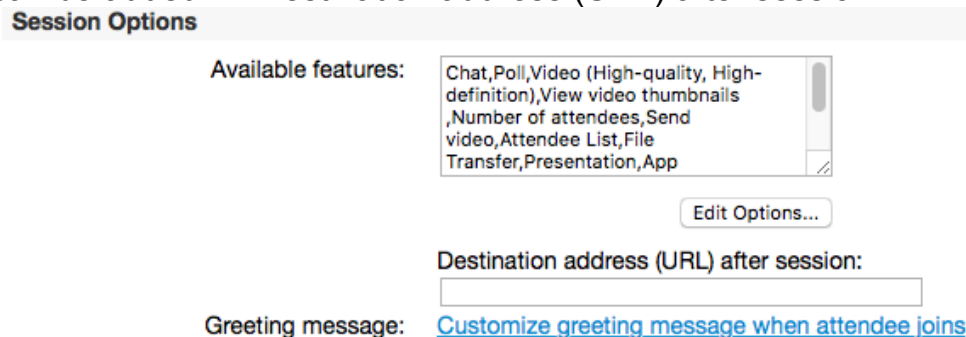
Invite as alternate host

- iii. **For eLearning Center Product Webinars ONLY** (Marketing Specialist responsibility): Invite yourself as the attendee to receive the link of the WebEx. This link will be used to put in the email blast to be send to emails that registered through the ES/DES landing pages forms.
 - iv. Presenters: Follow the same process as in step “fi.” and invite yourself as a Presenter. [Note: The presenter has the ability to control the Webex even if he/she is not hosting the session](#)
- g. **Session Options: Leave as is, unless you are hosting an eLearning Center Webinar for ES/DES:**

Click on “Edit Options”, and UNCHECK “File transfer” and “Video” and click Save. This way, participants do not send any files by mistake, and their video webcam does not pop up showing them. We want to prevent interruptions to the presenter and extra bandwidth from being used.



- i. For Marketing Specialist ONLY – Links to surveys after webinar sessions can be added in “Destination address (URL) after session:

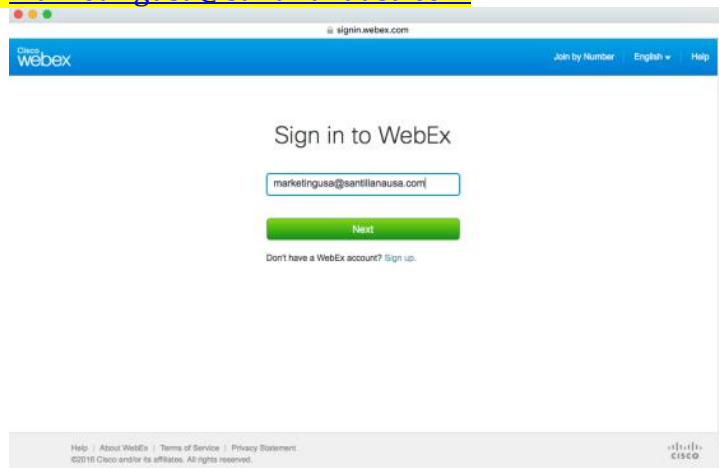


- h. **Breakout Session Assignment Setting**: Ignore these fields
 - i. **Email options**: You can select the types of emails (reminders and updates) the attendees will receive, try not to touch these feature as its currently preset for reminders to be sent automatically 24 hours before the session start
 - j. **Session information**: You can type the agenda and additional description for the session, leave the plain text options always
 - k. **Course material**: Documents can be uploaded for participants to download before the session start. Note: This doesn't mean they will receive the document on the invitation, but they have a download option when joining the session
 - l. **Tests**: You can add a test to this session for delivery before, during, or after this session
6. Click on the Schedule button on the lower right to schedule session, the session will then appear on the session calendar, or to start right away click on the "Start session" button

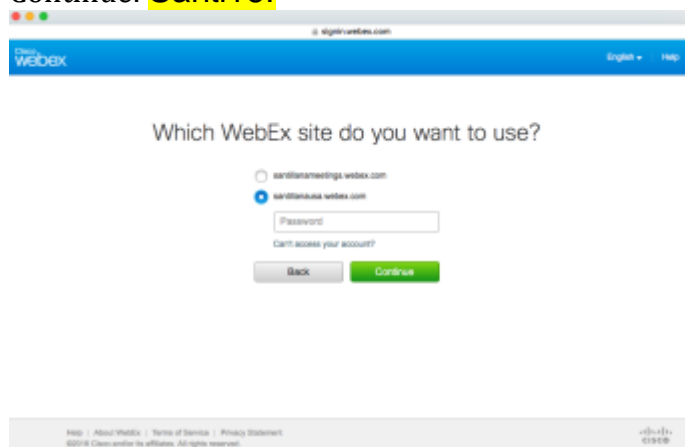
Hosting of a WebEx meeting:

1. Go to www.webex.com
2. Click the HOST button on the top right
3. Type the access email and click NEXT:

a. marketingusa@santillanausa.com



- b. Choose the **SECOND WEBEX OPTION** santillanausa.webex.com, type in password, and Continue: **Santi16!**



4. On the Live Sessions page look for the previously scheduled session either in the “Today” or “Upcoming” tabs. Click on the desired session

Live Sessions

Search for sessions by presenter, topic, or words in the agenda:

Today

Upcoming

Daily

Weekly

Monthly

12:54 p.m., Tuesday, June 18, 2013

Show past sessions Show only sessions that require registration

[Time](#)

[Topic](#)

In Progress

No sessions scheduled.

Scheduled

12:15 pm

[test1](#)

= More session dates are available

= Multiple-session course

5. Editing a session: Click on the “Edit” button, this allows you to change any of the fields of the step 6 of the sett up a Webex process (Invites, Presenter, time, title, etc.), when done click on the “Update” button. Note: After clicking “Update” the system will ask you if you want to notify changes to all participants, to no one or to only the ones added to the list, select the appropriate option, to all: if it’s a time or subject change and only to the added participants if nothing else has changed.

Session Information: test1

Session status: Not Started
Session date: Tuesday, June 18, 2013
Starting time: 12:15 pm, Eastern Daylight Time (New York, GMT-04:00)
Duration: 1 hour
Presenters: Santillana Usa
Description:
Agenda:
Session number: 797 051 170
Password: (This session does not require a password.)
Host key: 977407
Audio conference: None

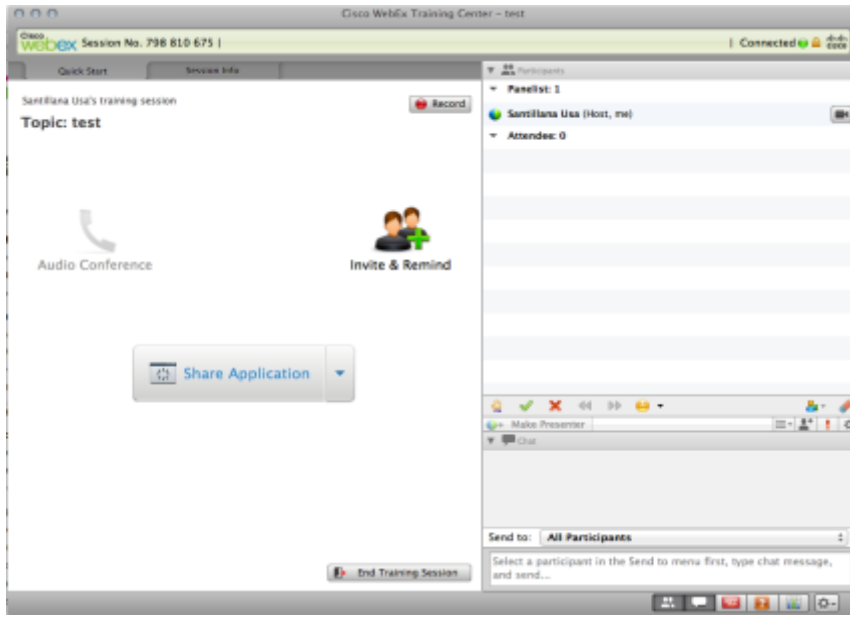
Host's name: Santillana Usa
Host's email: imelchor@santillanausa.com
SCORM data: [SCORM1.2](#) [SCORM 2004](#)
Course material: (none)
Test:

By joining this session, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

[Start Session Now](#)

You can start your training session by clicking [Start](#)

6. Starting a Session: Click on the blue “Start now” button on the top right after selecting the desired session.
 - a. A “session in progress” message will appear on the same browser page, after a few seconds, the Cisco Webex application will auto launch. Note: If you or any of the participants does not have the Webex software installed, the system will redirect to the installation process (sometimes an update is required), after this is done just re start the hosting process, if the training center still doesn't launch, restart the browser or use a different browser



- b. The Webex training Center window opens
- c. Select the Audio option: Call Using Computer

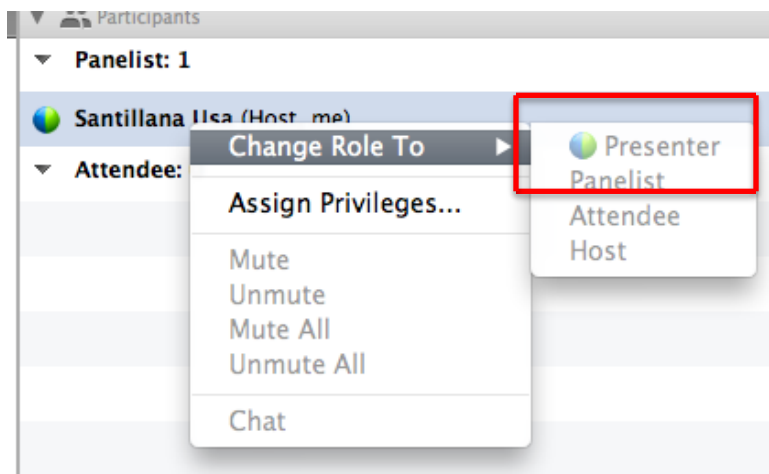


7. Webex training Center features:
 - a. Share applications, file or desktop: Click on the button in the middle of the page, the system allows you to share your whole desktop (not recommended as its heavier), a particular application like Power point or a web browser or ideally a

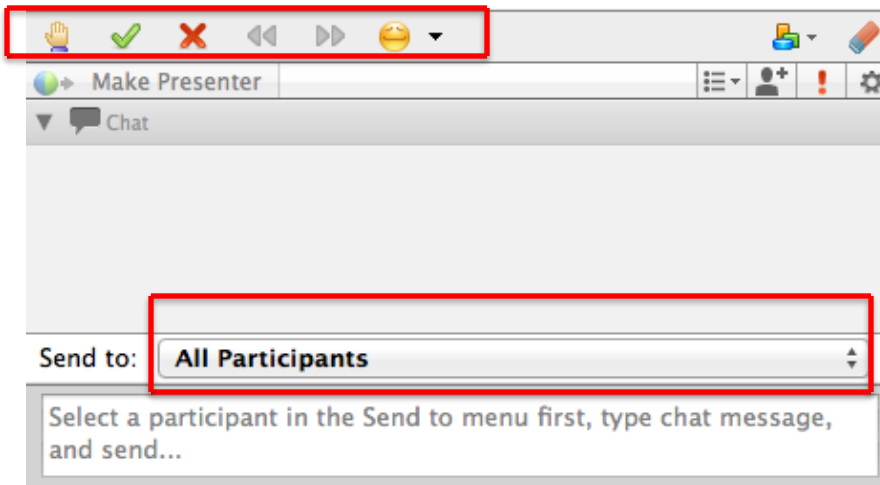
file like a power point presentation or Pdf. Note: try to log in early to upload the desired files previews to the starting time. [Note: These options are on the Quick start tab on the upper right; make sure you are not in the Session info tab.](#)



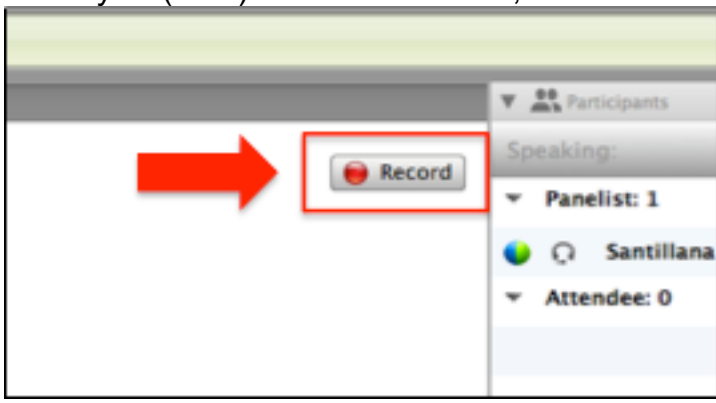
- b. Invite & Remind: Allows you to Invite new attendees or remind an attendee that hasn't logged in to the session.
- c. Pass Session control (Change Roll to): Right click over the presenter's name and hover over the "Change roll to" tab, and click the "presenter" option. This will give the control over the session to the selected attendee, now they can share documents or their desktop



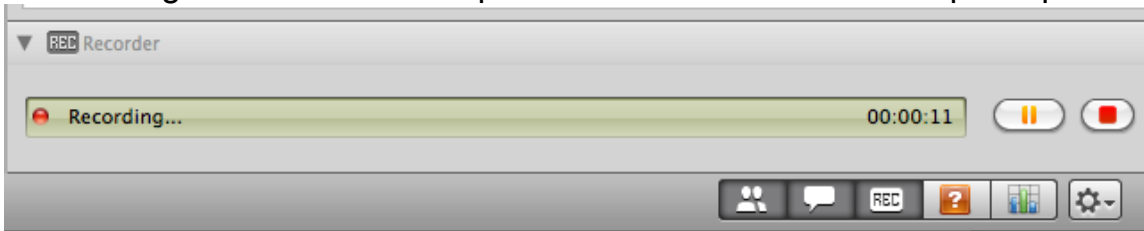
- d. Chat options and icons:
 - i. Icons: participants can raise their hands, check, X or use smiley icons that will appear next to their names, these tools are used on sessions were the presenter wants some feedback form their audience.
 - ii. Chat: On the "Send to" option, select who the message is directed to, check this always as messages not always are intended to "All participants", you can select any of the attendees on this list to write to.



8. Ending the session: After you are finished, just close the Webex training Center or click on the “End training Session” button on the lower section of the window. This will immediately close the session for everyone, so make sure the presentation has finished. After this is done a brief poll appears to rate the experience.
9. Recording a WebEx session:
Once you (host) start the session, click on the recording option on top of the screen.



A recording control menu will open at the bottom beneath the participant's list



Here you can pause, restart or stop as well as monitor the recording time.



Before the session ends you need to stop the recording. The recording will be available few minutes after the session ends.