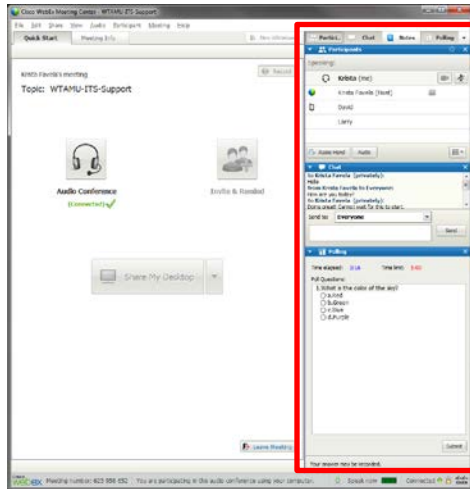# The Participant Toolbar

On the right side of the main WebEx screen will be the Participants toolbar.

The toolbar consist of the:

1. Participants area
2. Chat area
3. Polling area (if your instructor has enabled this area)

1

Participants

Speaking:

Krista (me)

Krista Favela (Host)   CC

Larry

Raise Hand   Audio

2

Chat

to Krista Favela (privately):
Hello
from Krista Favela to Everyone:
How are you today?
to Krista Favela (privately):
Doing great! Cannot wait for this to start.
from Larry (privately):

Send to: Everyone

Send

3

Polling

Time elapsed: 0:21   Time limit: 5:00

Poll Questions:

1. What is the color of the sky?
   ○ a. Red
   ○ b. Green
   ○ c. Blue
   ○ d. Purple

Submit

Your answer may be recorded.

Participants Area

The Participants area lists everyone who has entered the WebEx session.
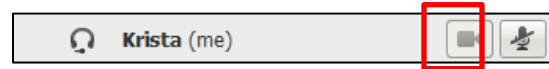
Microphone

Mute your microphone/phone upon entry until you are ready to speak to ensure that extraneous noise is reduced by clicking on the microphone icon to the right of your name.
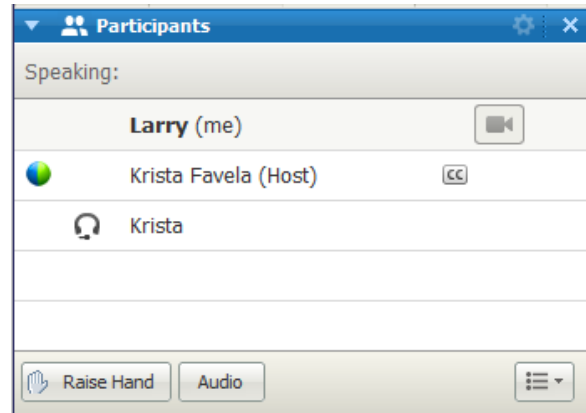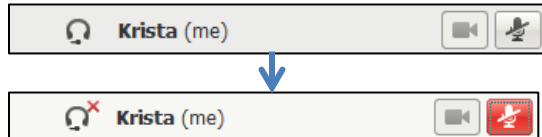
Webcam

To begin broadcasting your webcam (if you have one connected to your computer) select the webcam icon.
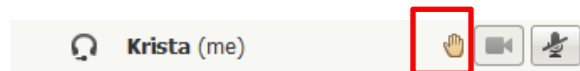
To use the webcam, you must have:

- A webcam capable of producing high-quality video
- Access to a computer with at least 1 GB of RAM and a dual-core processor
- A fast network connection

Raising Your Hand

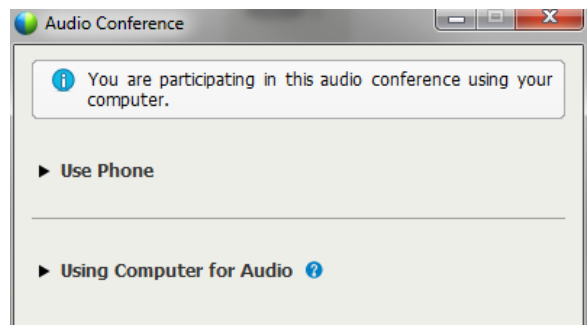To raise your hand (just like in a face to face class), select the Raise Hand button.

A hand will appear next to your name so that the instructor knows that you have something to say. This hand will remain raised until you select the Lower Hand button.

Audio

Selecting the Audio button will open the Audio Conference setup window.

Chat Area

The Chat area shows all text chat that has occurred during the WebEx session.

To send a **chat** message to everyone in the WebEx session, ensure that "Everyone" is selected in the dropdown menu.

To send a **private** message to a select person, select his/her name from the dropdown window. "(privately)" will appear next to his/her name to allow the person to know that the comment was made directly to the selected person.
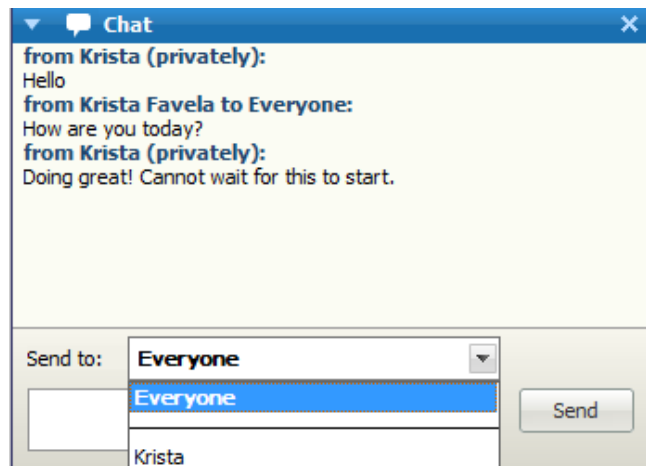
Polling Area

The Polling area allows your instructor to ask questions during a WebEx session for you to answer. Answers can be recorded and the percentage for each answer can be shown back to students

When a polling question (or set of questions) appears on your screen, select the appropriate circle to the left of your choice for the question(s), and then click the Submit button.
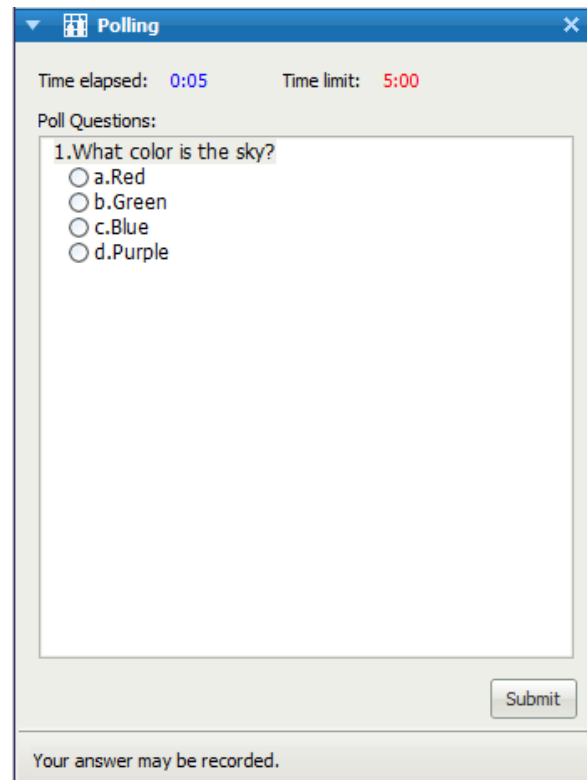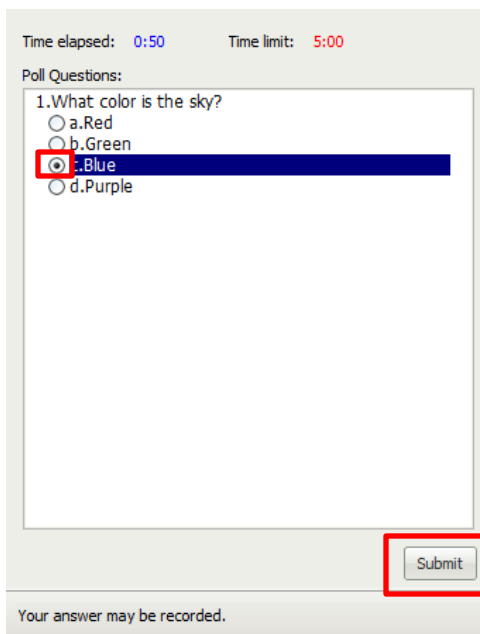
Once you have submitted the poll, your selected answer(s) will be highlighted in blue, and the Submit button will no longer be able to be selected.

Remaining time: 3:55   Time limit: 5:00

Poll Questions:

1.What color is the sky?
- ○ a.Red
- ○ b.Green
- ◉ c.Blue
- ○ d.Purple

Submit

Your poll has been submitted.

If your instructor decides to release the results back to participants, you will see which answers were selected

Remaining time: 3:55   Time limit: 5:00

Poll results:

Questions	Results	Bar Graph
1.What color is the sky?		
○ a. Red	1/2 (50%)	▮
○ b. Green	0/2 (0%)	
◉ c. Blue	1/2 (50%)	▮
○ d. Purple	0/2 (0%)	
No Answer	0/2 (0%)	

Submit

The poll has ended.