# The Participant Toolbar

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

the Participants toolbar.	<ul> <li>Participants</li> </ul>	- 🌣 🗙
	Speaking:	
Oak Kitel         Descendent         Terretary         Difference         Difference <thdifference< th="">         Difference         Difference</thdifference<>	<b>O</b> Krista (me)	
Topic: WTAMU-ITS-Support	<ul> <li>Krista Favela (Host)</li> </ul>	cc
	Larry	
Audito-Conference Evolutio 6. Russiand Example of the second seco		
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Share Vy Deddog Y Share Vy Deddog Y O also O also O ded to O ded To O ded To O ded to O ded O ded to O ded O ded to O ded To O ded O ded To O ded O ded O ded O ded O ded O ded O ded O	Raise Hand     Audio	=
2	▼ 📮 Chat	×
	to Krista Favela (privately): Hello	
E sam horse (and )	from Krista Favela to Everyone: How are you today?	E
and an and a second and a second a second a second a second and a second and a second and a second a	to Krista Favela (privately): Doing great! Cannot wait for this to start.	
	from Larry (privately): Send to: Everyone	
/		Send
The toolbar consist of the:	▼ 🖬 Polling	×
1. Participants area	Time elapsed: 0:21 Time limit: 5:00	
2. Chat area	Poll Questions:	
3. Polling area (if your instructor has enabled	1.What is the color of the sky?	
this area)	O b.Green O c.Blue	
	O d.Purple	
		Submit
	Your answer may be recorded.	

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Polling 🔻

Notes

## **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.

<b>Q</b> Krista (me)	
<b>Arista</b> (me)	<b>I</b>

🔻 🚉 Pa	articipants	¢ ×
Speaking:	:	
	Larry (me)	
•	Krista Favela (Host)	CC
្	Krista	
Raise H	Hand Audio	

#### 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.

	🚯 Raise Hand	Audio 📰 🛪	<b>O</b> Krista (me)	Ð	
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Krista (me)

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.

Maise Hand Audio
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🔵 Aud	io Conference		
•	You are participating in this audio conference using your computer.		
► Us	se Phone		
► Us	► Using Computer for Audio 😯		

## **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.

🔻 📮 cł	at	×
Hello	a (privately): a Favela to Everyone:	
How are yo	u today? a (privately):	
	! Cannot wait for this to start.	
Send to:	Everyone 💌	
	Everyone	Send
	Krista	

### **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.

Time elapsed:	0:50	Time limit:	5:00	
Poll Questions: 1.What cold O a.Red D.Green O <b>:.Blue</b> O d.Purpl		?		
				Submit
Your answer ma	y be recorded	i.		

🔻 🚮 Polling				×
Time elapsed: Poll Questions:	0:05	Time limit:	5:00	
1.What cok				
				Submit
Your answer ma	y be recorded			

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.

nd the Submit ected.	<ul> <li>○ b.Green</li> <li>○ c.Blue</li> <li>○ d.Purple</li> </ul>
	Submit
	Your poll has been submitted.

Remaining time: 3:55

1.What color is the sky?

Poll Questions:

a.Red

Time limit: 5:00

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%)		
I c. Blue	1/2 ( 50%)		
O d. Purple	0/2 ( 0%)		
No Answer	0/2 ( 0%)		
	Submit		
The poll has ended.			