Creating a Training Center Learning Event in The Learning Exchange

Prerequisite: Establish a Training Center account AND an audio account with Vanderbilt ITS by completing the request form https://sitemason.vanderbilt.edu/form/lnR65G, a V-Net long distance code is required. To establish a V-Net code visit https://its.vanderbilt.edu/voice/services_longdistance

Estimated Time to Complete: 15 minutes

1. Navigate to the Vanderbilt We-Ex site https://vanderbilt.webex.com and select “host log in”

2. Enter your credentials, starting with your VUNet ID and the password that you received in your account creation email. You will be prompted to change your password on your first log-in attempt.

3. You may be prompted to set up Web-Ex productivity tools, these are optional and you can remove the notification.
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4. To create a Training Center event, select “Training Center” from the Menu Bar, you may have a “More Services” drop down on the toolbar., if so Training Center is located underneath it.

5. Current sessions will display on the following page, to schedule your new event select “Schedule Training” from the menu on the left hand side.

![Vanderbilt webpage](image)

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Live Sessions

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

Today Upcoming Daily Weekly Monthly

9:23 a.m., Tuesday, January 25, 2011

- Show past sessions
- Show only sessions that require registration

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No sessions scheduled.

Scheduled
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6. Complete the Schedule Training Session page by first entering your event name in the “Topic” field. You will also need to create a session password for each event. Passwords must contain at least four characters.

7. Continue down the page and complete the audio section for your event. This is how your learners will hear the audio portion of your event so it is critical that your numbers are accurate. Call back functionality allows learners to click a button on-screen and receive a phone call back at their location that will join them directly to the web conference. This is the ideal connection.
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8. Continuing down the page complete the start time of your event. For additional details and definitions on this section, click on the “?” in the top right corner.

9. Continue down the page, if you plan to require attendees to register for your event in the Learning Exchange, do not edit the registration information section. Once you complete the full “Schedule Training Session” page you will need to create your LMS event separately.
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10. Continue down the page, if you plan to require attendees to register for your event in the Learning Exchange, do not edit the attendees or presenters information section. Once you complete the full “Schedule Training Session” page you will need to create your LMS event separately. You can activate presenters once your presenters join the session.

<table>
<thead>
<tr>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invited attendees:</td>
</tr>
<tr>
<td>Invite Attendees...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invited presenters:</td>
</tr>
<tr>
<td>Invite Presenters...</td>
</tr>
</tbody>
</table>

11. Continue down the page, your default features will populate, if you would like to edit the available features for your session click on “Edit Options”.

<table>
<thead>
<tr>
<th>Session Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available features: Chat, Poll, Video (Multimodal), Attendee List, File Transfer, Presentation, App Sharing, Desktop Sharing, Web tour, App Sharing</td>
</tr>
<tr>
<td>Edit Options...</td>
</tr>
<tr>
<td>Destination address (URL) after session:</td>
</tr>
<tr>
<td>Entry and exit tone: Beep</td>
</tr>
<tr>
<td>Greeting message: Customize greeting message when attendee joins</td>
</tr>
</tbody>
</table>
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12. Inside the session options you have several options to choose from, We recommend activating the options highlighted below in yellow. Click “Save” when you have completed your selections.

**Session Options**

**Attendee Privileges**
Select the attendee privileges that you want all attendees to have when a training session begins.

- Documents:
  - Save
  - Print
  - Annotate

- View:
  - Attendee list
  - Video
    - Single-point
    - Multi-point
  - Thumbnails
  - Next or previous page

- Other:
  - Chat
  - File transfer
  - Recording

**Security**
- Exclude password from emails sent to attendees
- Attendees must have an account on this service to attend session

**Universal Communication Format (UCF)**
UCF allows you to share rich media objects such as audio, video, Flash, etc.
- Allow attendees to share UCF objects (host can always share UCF objects)

**Other Options**
- Mute attendees upon entry

[Save] [Cancel]
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13. Continue down the page. If you plan to use breakout sessions during your event you must complete the breakout session assignment settings. Additional information regarding breakout session functionality can be found by clicking on the “?” . Using breakout sessions requires multiple panelists and proven practice navigating between the breakout sessions. Training can be obtained by attending “Cisco WebEx Training Center Interactive Features”.

Email options do not require editing, accepting the default with take care of all of your notifications.

14. Continue down the page. Complete the session information. This information is optional and will not transfer to the Learning Exchange.
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15. Continue down the page. You may attach course materials to your session, we do not recommend adding a Test in Web-Ex. Testing is best conducted using the assessment tool in the Learning Exchange. This will ensure learners have access to their results on their transcript. Finally, click “schedule”.

16. Once complete your session confirmation will display on the screen. Click “Ok”.

**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 MyWebEx
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**

<table>
<thead>
<tr>
<th>Topic:</th>
<th>Introduction to Training Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host:</td>
<td>AnneMarie Danko</td>
</tr>
<tr>
<td>Date:</td>
<td>Tuesday, January 25, 2011</td>
</tr>
<tr>
<td>Time:</td>
<td>3:45 pm, Central Standard Time (Chicago, GMT-06:00)</td>
</tr>
<tr>
<td>Location:</td>
<td><a href="https://vanderbilt.webex.com/vanderbilt">https://vanderbilt.webex.com/vanderbilt</a></td>
</tr>
</tbody>
</table>
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17. You will notice that you received an email notification from messenger@webex.com containing your event information. Open this message and copy the highlighted sections to paste into the Learning Exchange Event under “additional learning event text”. This is the ONLY WAY your learners will be able to join your Training Center session. You do not need to share your “leader pin” with the attendees, this is the number you will enter to start your session.

---

From: messenger@webex.com
Sent: Tuesday, January 25, 2011 3:29 PM
To: Banko, Anne Marie
Subject: Training session scheduled: Introduction to Training Center

Hello Anne Marie Banko,

You scheduled the following training session:

**Topic:** Introduction to Training Center  
**Host:** Anne Marie Banko  
**Date:** Tuesday, January 25, 2011  
**Time:** 3:45 pm, Central Standard Time (Chicago, GMT-06:00)  
**Session Number:** 598 218 626  
**Session Password:** Train  
**Host Key:** 955749

While you are setting up the session, please follow the steps below:

2. Log in to your account.  
3. Click “Start Now”.

Copy the highlighted sections and paste them into the “additional learning event” text box in your Learning Exchange Learning Event. Please do not paste the entire email into the box in the LMS.

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**Teleconference information**

To receive a call back, provide your phone number when you join the training session. Alternatively, you can call one of the following numbers and enter the access code:

- Call-in toll-free number: 1-(866) 544-1221 (US)
- Leader PIN: [redacted]
- Conference Code: 935 509 5024

For assistance:

1. Go to [https://vanderbilt.webex.com/vandwebk2](https://vanderbilt.webex.com/vandwebk2)
2. On the left navigation bar, click “Support”.

To add this session to your calendar program (for example Microsoft Outlook), click this link: [https://vanderbilt.webex.com/vandwebk2/1.php?AT=152171952&FF=1&XUID=42025410785432=H6u6LDФI+IEZI2J0CaBUZ280H07ABz2jIF7MIripju%3D](https://vanderbilt.webex.com/vandwebk2/1.php?AT=152171952&FF=1&XUID=42025410785432=H6u6LDФI+IEZI2J0CaBUZ280H07ABz2jIF7MIripju%3D)

[http://www.webex.com](http://www.webex.com)
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18. To schedule your newly created event in the Learning Exchange, create a regular learning event. The steps are outlined below for your convenience. From the Learning Event Home Page select “New”

19. Choose the “Select Course” Icon to choose the course you are planning a Training Center Learning Event for:
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20. Type your course name into the search field and select “search”

21. Select your “course” from the search results
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22. Returning to the Learning Event Information to select your location by choosing the “select location” icon.

23. In the location search screen search for “Web-Ex Training Center” as your location.
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24. Returning to the Learning Event Information Page choose “Maintain Contacts” to select your name as the contact person.

25. Enter your name on the contact search screen and choose search.
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26. Your Learning Event Information Page should now be populated with your course name, and training center as both the “location” and your name as the “contact”.

![Image of Learning Event Information Page]

27. Continue to the Schedule selections on the Learning Event information page and complete your date/time and instructor.

![Image of Schedule Selections]

Lead Instructor: Danko, AnneMarie
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28. Continue to the Event Details selections and complete the Learning Event XID using the approved Vanderbilt format (job aid) and the event size. You may also complete any of the optional features that are available in this section.

29. Paste the connection information from your email (step 17) into the “additional learning event text” box.
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30. Scroll to the bottom of the page and select update. Confirm that your event saved by scrolling back up to the top of the page and look for your name in the “modified by” date/time slot.

31. Finally, add your event to the catalog by choosing “Catalog Groups” from the Learning Event menu on the right hand side. Select the catalog “Resources for All Learners” and hit “select”. This will make your event visible to learners so they may enroll from the learner view.
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32. On the day of your event access the direct link or return to the Vanderbilt Web-Ex website https://vanderbilt.webex.com. Enter your log-in credentials and click on “Start Session”.

33. Once the session loads you will be listed as the host and your participants will be joined to the session. To end your session click on the “X” in the top right hand corner.