

ICFAI University Jharkhand

Procedure to join Virtual Interactive Classes using WebEx Software

1. Download Cisco WebEx software well in advance
2. To join the session just click on the given link of desired program.
3. Please attend the session from a relatively peaceful / clam room, without external disturbances like Road Side Noise, TV, Children etc
4. It is preferable to use Laptop / Desktop PC for the WebEx Session. Unstable Internet connection to be avoided
5. Please join only the session, as per the online classes time table (for the program/batch /course)
6. Please join the session at least 5 minutes before the schedule of your class
7. The meeting room closes automatically 10 minutes after the scheduled start of the session, for security. So all participants have to join the meeting at the scheduled time.
8. Enter the password XXXX sent to you, if it requires.
9. On logging-in for the first time, Audio / Video Options are to be activated (Buttons are there at the bottom of the screen).
10. It is preferable to switch off your video, if your internet connection is not stable or having low bandwidth. WebEx checks the quality of your internet connection and may switch off Video automatically
11. Do not change the background or any other set up parameters of WebEx software
12. You may use “Chat” to send any message to your faculty that is conducting the session. Please do not misuse this facility by sending messages to your class mates. Your faculty has the right to ban your usage of Chat, if you are found to be misusing it.
13. Microphone should be kept in “Mute” condition, during the session, except when you interact with your faculty member.
14. You can use “Raise Hand” feature to ask questions or interact with the host/faculty, or may use the chat button.
15. **Basic Objective of the WebEx Session is to clarify your doubts in the Swaadhyay Study Material or Assignment given to you or discuss difficult concepts. So, you are expected to come prepared to the class, after going through the study material. It is equally important that you should actively participate in the session.**