

Best practices for hosting a Personal Room – Teacher’s Edition

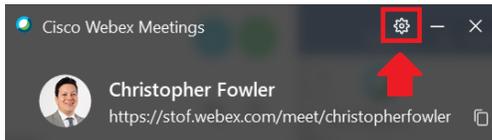
In this document, we will walk through the following actions related to Webex Personal Rooms:

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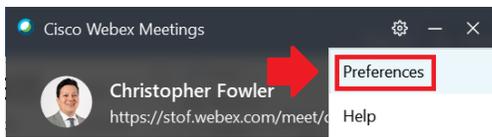
How to change your Personal Room settings using the desktop app

These settings are semi-permanent and will remain in effect unless you change them.

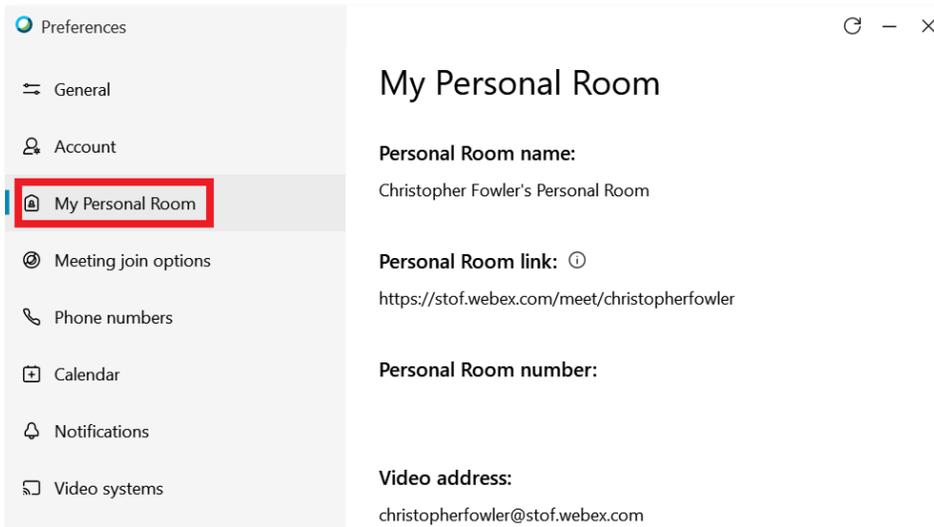
Step 1: Click the gear icon in the top right corner of Webex Meetings app



Step 2: Click **Preferences**



Step 3: In preferences, click **My Personal Room** as shown below:



Step 4: Click the link at the bottom of the page:

[Edit my Personal Room on the Webex site](#)

This will display your preferences including the Personal Room link and Host PIN.

Step 5: **Ensure that the Automatic Lock option is enabled for “0” Minutes and that the Alternate Host option is deselected.**

Search for meetings and recordings

General **My Personal Room** Audio and Video Scheduling Recording

Personal Room link <https://stof.webex.com/meet/christopherfowler>

Host PIN: ⓘ

⊗ Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock: ⓘ Automatically lock my room minutes after meeting starts so people can't enter until I admit them

Notification: ⓘ Notify me by email when someone enters my Personal Room lobby while I am away

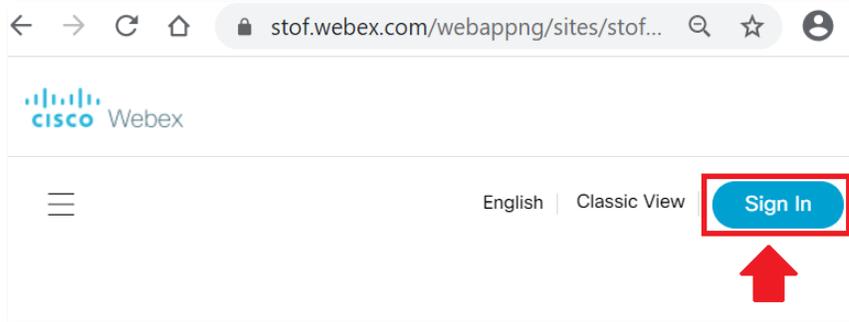
Alternate host: Let others host my Personal Room meetings without me

If you make changes, remember to click **SAVE**.

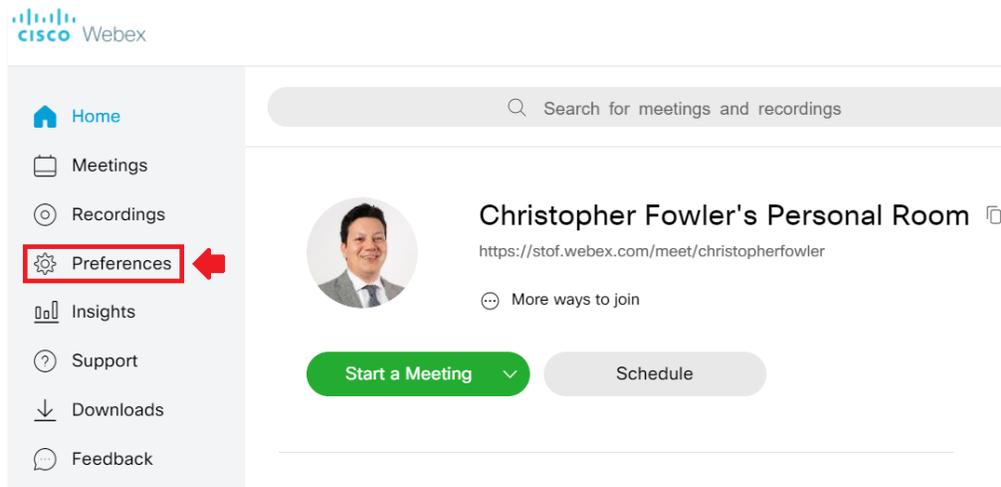
How to change your Personal Room settings using a web browser

You can still get to the personal room settings outlined above if you do not have the app installed yet.

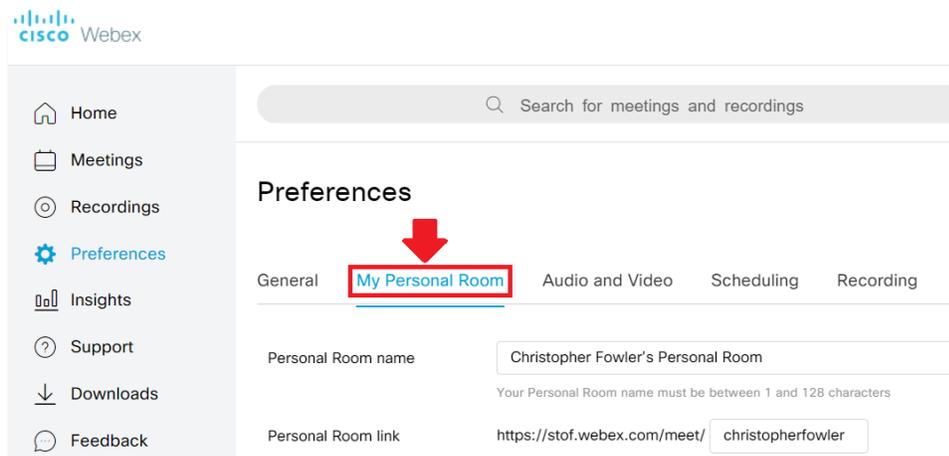
Step 1: Go to <https://stof.webex.com> and sign in with your Semtribe credentials.



Step 2: Then click **Preferences**.



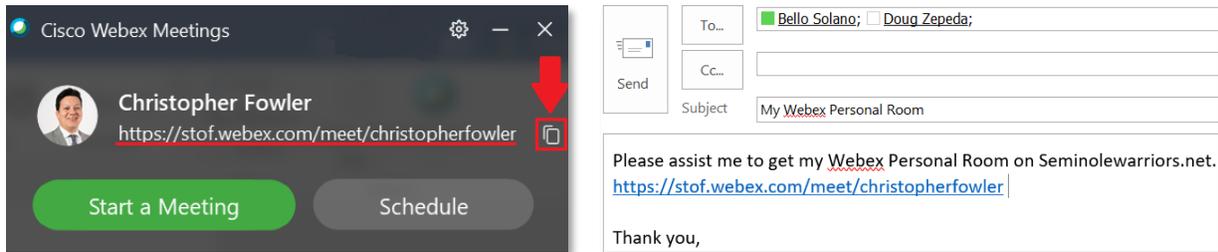
Step 3: Your Personal Room settings are located on the second tab as shown:



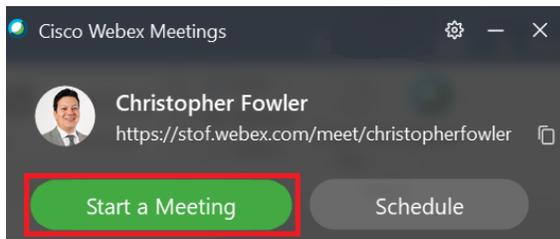
How to begin your Personal Room session using the desktop app

Remember: It is always a good practice to start the Personal Room a few minutes before your participants arrive.

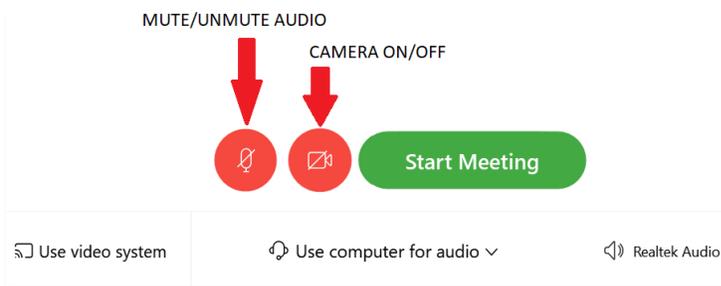
Step 1: Make sure your intended participants have the link for your Personal Meeting Room. Highlight & copy the underlined link shown or press the button shown to **Copy URL** to your clipboard. Paste this link into an email to Bello Solano & Doug Zepeda to add this link to your webpage on seminolewarriors.net.



Step 2: Click **Start a Meeting**.



Step 3: The meeting window which opens gives you an opportunity to check the status of your mic and camera before starting the meeting.

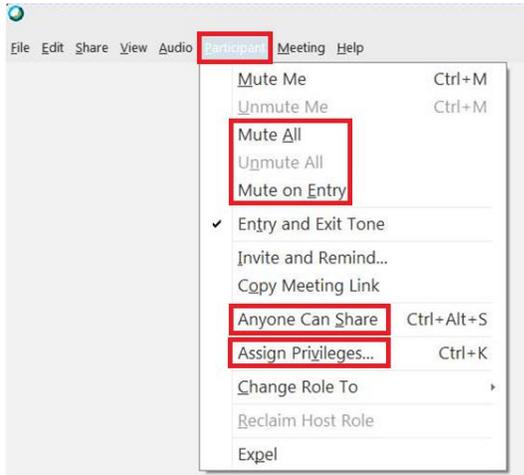


Click **Start Meeting** when ready. This opens your Personal Meeting Room.

Host Tools and Best Practices

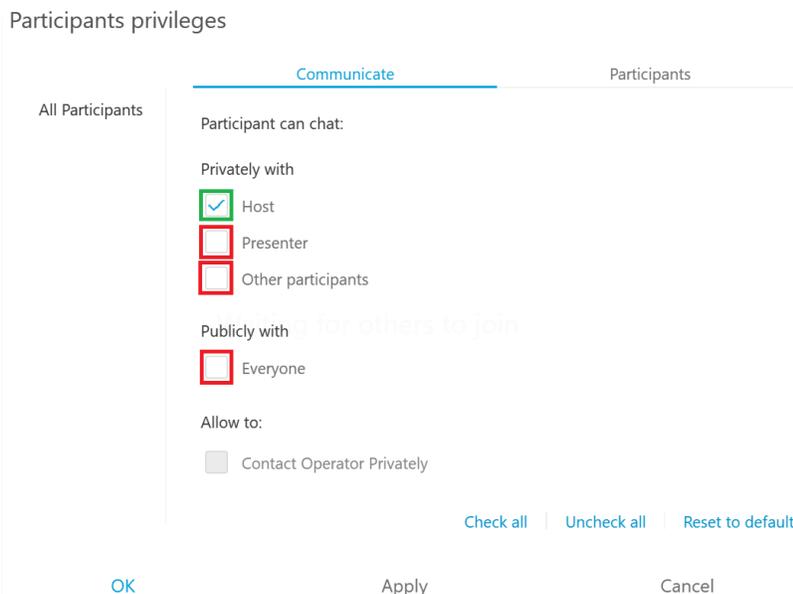
Please note: These settings remain in place as long as the Personal Room is active and will reset when you end your meeting.

Step 1: Once your Personal Room session has begun, in the menu bar at the top of the window, click on the **Participant** menu:



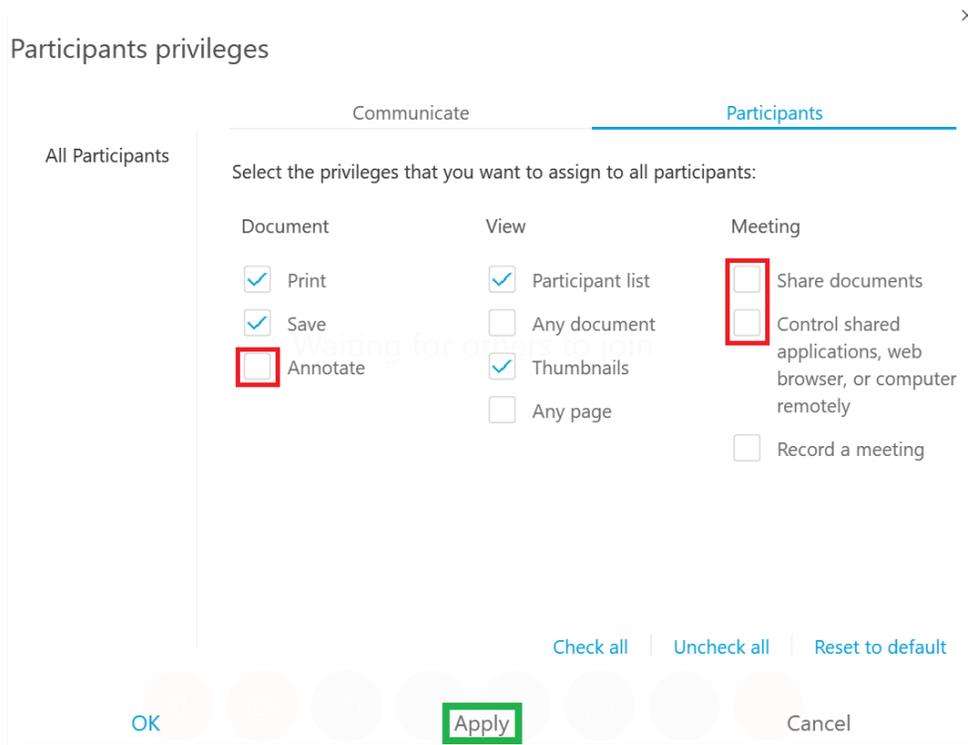
- Here you will find options to mute/unmute all participants (at any given point) or mute participants upon entry to the room.
- It is advised to **uncheck** “Anyone can share” to prevent disruptive students from sharing their screen or other media.

Step 2: To fine tune the options available to your attendees, click on **Assign Privileges**. On the **Communicate** tab, it is recommended to deselect all options except for “Host”.



This will prevent students from having distracting side conversations in the chat window.

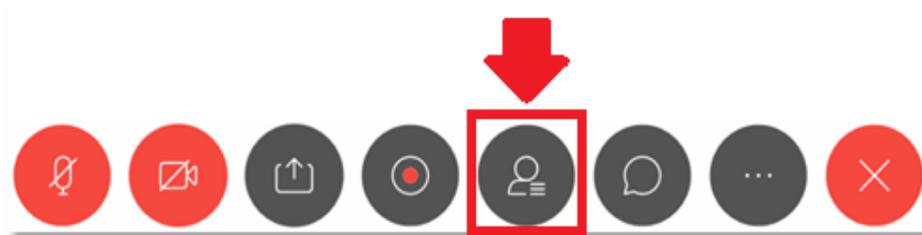
Step 3: On the **Participants** tab, the host can assign specific privileges to the participants:



- It is highly advisable to **uncheck the Annotate** option on this screen.
- Share Documents will be disabled if you unchecked “Anyone can share” in step 1.
- It is recommended to disable **Control shared applications** as well

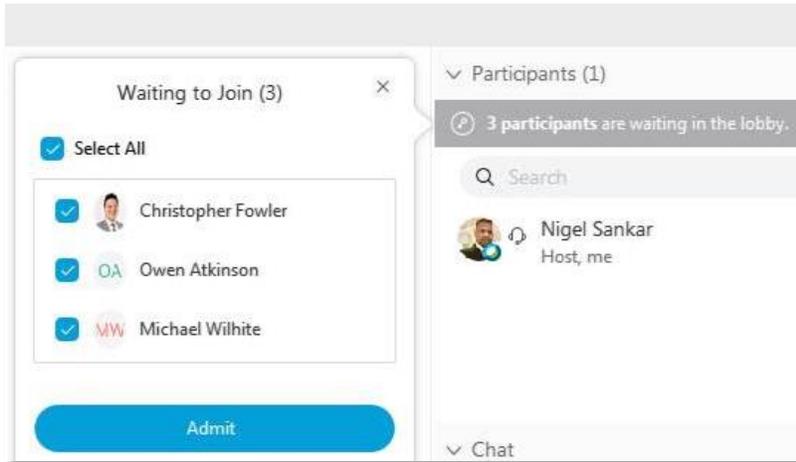
Click **Apply** if you have made changes.

Step 4: Returning to the meeting, click on the Participant icon in the tool bar at the bottom of the screen:



In the Participants panel, we will see the host’s waiting room.

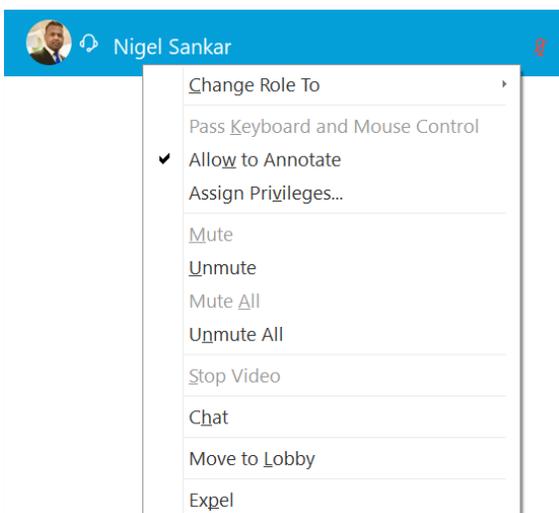
Step 5: Using the check boxes on the left, select the students to admit to the Personal Meeting Room.



Step 6: If you have a late attendee, you will see them as waiting in the lobby. You may choose to **admit** them to the room or **remove** them completely by clicking remove to lobby.



Step 7: Right clicking on a participant gives you the following options:



- Allow/disallow to annotate
- Assign privileges (to share)
- Mute/unmute an individual
- Stop an individual's video
- Open a chat with an individual
- Move an individual to the Lobby, which removes them from the meeting until you readmit them
- Expel the participant, which removes the individual from the meeting and waiting room entirely

Ending the Personal Room meeting

Please be advised that ending the Personal Room meeting will have two effects:

- Every participant will be removed from the meeting.
- All preferences outlined above with regards to participant privileges will be reset.

Keeping this in mind, a teacher with multiple classes back-to-back may choose to leave their room open for the entirety of their shift. This has the benefit of keeping all participant privileges the way you set them upon entry. If this method is used, here are some suggestions:

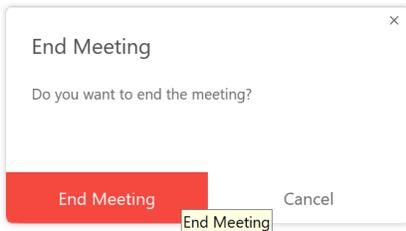
- review all privileges granted to individual participants
- move any lingering participants to the waiting room once class is ended
- review participants in the waiting room for next session to ensure the correct students are admitted

A teacher/administrator with few classes per day can instead choose to end their meeting at the end of each class session; bearing in mind that they will need to assign participant privileges again the next time they open their Personal Meeting Room.

When it is time to end the meeting, click on the End meeting icon:



You will be asked to confirm that you want to end the meeting. Click **End Meeting**.



Addendum A: Webex Meeting Toolbar

Here are the menu buttons which appear at the bottom of the meeting screen:



- A. Mute/Unmute your microphone
- B. Turn On/Off your camera
- C. Share content (such as your screen or a file)
- D. Record the meeting
- E. Show the list of meeting participants on the right side of the meeting window
- F. Open the Chat window for text conversation
- G. More options (includes: locking the meeting, inviting more participants, and audio settings)
- H. End meeting