**Agenda for WebEx Training**

**UMB**

**Faculty training:** One hour

**Time: Friday, March 29, 2019 @ 9 a.m.**

**Location: Pharmacy Hall, 20 N. Pine St. Room N103**

Brief Intro

Benefits of Digital Learning – 5 mins

* Removes geographic boundaries
* Anytime, anywhere communication
* Bridge between live classroom
* Build relationships with students
* Encourages class participation
* Record every lecture

Differences between Webex Meetings and Webex Teams – 15 minutes

Live Virtual Classroom: Webex Meeting - 20 mins

* Audio/Video
* Recording
* Sharing
* Managing Questions
* Polling

Collaborative bridge between live classroom: Webex Teams – 20 mins

* Spaces to facilitate project-based learning. Share media-rich digital learning materials, all-in-one instant messaging, video calling, digital whiteboards, annotation.
* Teams to organize and keep track of your student’s assignments and provide assistance.

**Agenda for WebEx Training**

**UMB**

**Students training:** One hour

**Time: Thursday, March 28, 2019 @ 2 p.m.**

**Location: Pharmacy Hall, 20 N. Pine St. Room N103**

Brief Intro

Benefits of Digital Learning – 5 minutes

* Removes geographic boundaries
* Anytime, anywhere communication
* Bridge between live classroom
* Build relationships with each other
* Watch recorded lecture

Differences between Webex Meetings and Webex Teams – 15 minutes

Live Virtual Classroom: Webex Meeting - 20 minutes

* Audio/Video
* Sharing
* Asking questions

Collaborative bridge between live classroom: Webex Teams – 20 minutes

* Spaces to collaborate on projects. Share media-rich digital learning materials, all-in-one instant messaging, video calling, digital whiteboards, annotation, recordings.
* Teams to organize and keep track of your assignments and get assistance.
* Collaborate with class members off campus.
* Watch recordings.

**Agenda for WebEx Training**

**UMB**

**Staff training:** One hour

**Time: Thursday, March 28, 2019 @ 10 a.m.**

**Location: Pharmacy Hall, 20 N. Pine St. Room N103**

Brief Intro

Benefits of Digital Learning – 5 minutes

* Removes geographic boundaries
* Anytime, anywhere communication
* Bridge between live classroom
* Build relationships with each other
* Watch recorded lecture

Differences between Webex Meetings and Webex Teams – 15 minutes

How to Use Umaryland.webex.com : Webex Meeting - 10 minutes

* Audio/Video
* Sharing
* Asking questions

Collaborative bridge between staff members: Webex Teams – 20 minutes

* Spaces to collaborate on projects. Share media-rich digital learning materials, all-in-one instant messaging, video calling, digital whiteboards, annotation, recordings.
* Teams to organize and keep track of your assignments and get assistance.
* Collaborate with class members off campus.
* Watch recordings.

Outlook Integration: 10 minutes

* Discussion - Personal Room and Calendar Features
	+ Scheduling a Meetings