

## Using WebEx in Smart Classrooms

WebEx can be used to bring remote speakers into the classroom via SmartPodium PCs or personal laptops, however there are some limitations.

### Audio

Most smart classrooms do not have microphones installed to pick up room sound. This can cause issues getting audio out of the room, from the audience, to a remote speaker (i.e. for students asking questions). There are three ways to get communication out of the classroom:

1. Use the external Revolabs microphone (if provided). If using the PC, direct communications coming from the classroom audience to the remote speaker through this external microphone in order to be heard by the remote speaker.
2. A personal laptop computer may be used to get audio from inside the classroom to the remote speaker if it is equipped with its own internal microphone in order.
3. The WebEx chat feature may be used to dictate simple instructions or questions from the classroom to the remote speaker

NOTE: Whether using a laptop with a built-in mic or the dedicated PC with a Revolabs microphone, these microphones will often not be effective for picking up questions from the audience on the classroom floor due to the distance between the students and the microphone. If this is the case, it is best for the teacher to act as a “moderator”, repeating the questions into the microphone as necessary, or having students come up to the podium to ask their questions.

### Video Output

While incoming video will be shown on the room display, classrooms are not equipped with a camera and will not be able to transmit outgoing video from the classroom to the remote site.

However, if you are using a personal laptop computer with a built-in webcam it would be possible to face the camera towards the class, but the experience/view would be limited from the remote speaker’s perspective.

### To use WebEx in a classroom:

1. Log into personal WebEx account from SmartPodium PC or a personal laptop.
2. Turn on projector and connect Laptop (if necessary).
3. Start meeting.  
Select either the PC or laptop to send to the display (if it does not automatically do so).

For instructions on using WebEx please visit <http://www.montana.edu/webex>.

For assistance using WebEx please contact the IT Service Desk (994-1777).

For help on how to operate a SmartPodium please contact Instructional Technology Support (994-7266).

The following rooms are fully equipped with video conferencing systems and sound would come through the speaker system and video camera would capture the classroom space. Please contact the owner of each room to schedule.

- Byker Auditorium - Doreen Brown, [dbrown@montana.edu](mailto:dbrown@montana.edu)
- Leon Johnson 346 - Registrar, 994-6650 | [courscheduling@montana.edu](mailto:courscheduling@montana.edu)
- Burns Technology Center (multiple rooms) - 994-6550 | [btc@montana.edu](mailto:btc@montana.edu)  
Burns also offers on-site support at no cost.