

Instructions for Using Webex Personal Room for Virtual Drop-in Advising

The instruction in this document is for individuals that are interested in using the Personal Room in Webex for their virtual drop-in advising. This platform is most optimal for advising offices/departments with a smaller student population and/or have lower traffic during drop-in advising hours.

What is Webex? Learn more at <https://it.wisc.edu/learn/guides/getting-started-with-webex-meetings/>

You can learn more about the Webex Personal Rooms at <https://help.webex.com/en-us/nul0wut/Cisco-Webex-Personal-Rooms-in-Cisco-Webex-Meetings>

Setting up Webex Personal Room

Automatically lock your Personal Room so that you can control who is allowed in the space, change the name of your Personal Room and set your default notification.

- a. Navigate to uwmadison.webex.com and sign in
- b. Go to My Webex→Preferences→My Personal Room

The screenshot shows the Webex interface with a sidebar on the left containing navigation options: Home, Meetings, Recordings, Preferences (highlighted), Insights, Support, Downloads, and Feedback. The main content area is titled 'Preferences' and has tabs for General, My Personal Room (selected), Audio and Video, Scheduling, and Recording. The 'My Personal Room' tab contains several settings:

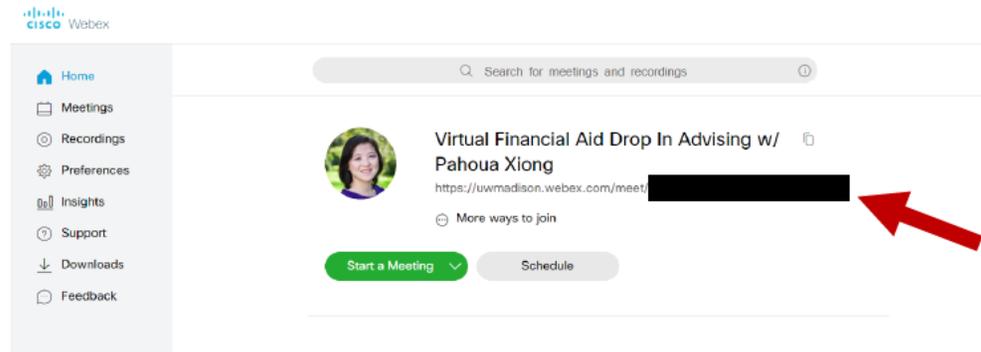
- Personal Room name:** A text input field containing 'Virtual Financial Aid Drop In Advising w/ Pahoua Xiong'. Below it, a note states: 'Your Personal Room name must be between 1 and 128 characters'.
- Personal Room link:** A text input field containing 'https://uwmadison.webex.com/meet/' followed by a redacted black box.
- Host PIN:** A text input field containing a redacted black box. Below it, a note states: '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:** A checkbox is checked, and a red arrow points to it. The text reads: 'Automatically lock my room 0 minutes after meeting starts so people can't enter until I admit them'. The '0' is in a dropdown menu.
- Notification:** A checkbox is checked, and a red arrow points to it. The text reads: 'Notify me by email when someone enters my Personal Room lobby while I am away'.
- Alternate host:** An unchecked checkbox with the text: 'Let others host my Personal Room meetings without me'.

At the top right of the interface, there are links for 'English', 'Classic View', and 'PAH...'.

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Launching Webex Personal Room

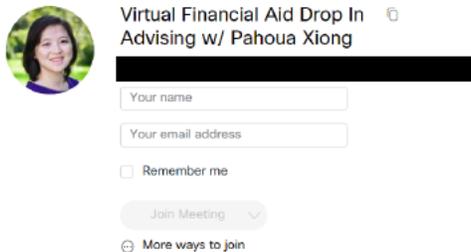
Invite students to your Personal Room for drop-in advising by sharing your unique URL. On the Home page, you will see your Personal Room and the unique URL.



Simply click on the **Start a Meeting** button to launch your Personal Room. The following set of screenshots show what you and your student will see in the Personal Room during a drop-in advising session.

Student View

What students see when they click on your Personal Room URL.

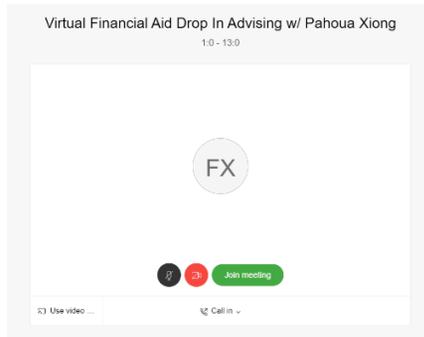


Advisor View



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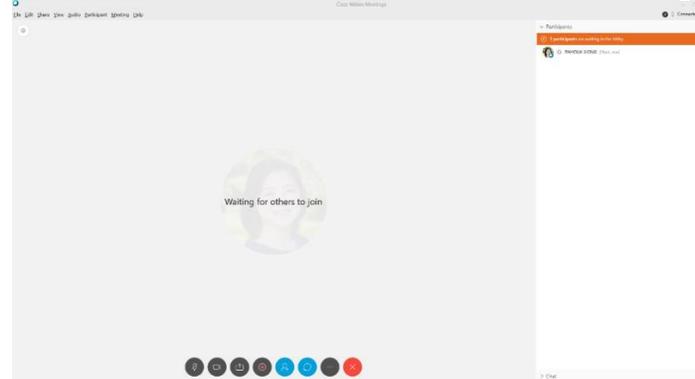
After logging in, students are prompted to configure the setting for audio and camera connection.



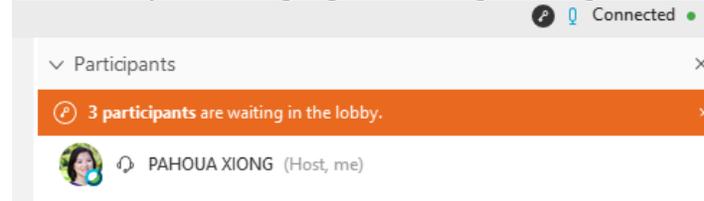
After "joining meeting" students receive this message as they wait in the virtual Lobby.

PAHOUA XIONG's Personal Room
You can join the meeting after the host admits you.

You will receive notification that students are waiting in the Lobby.

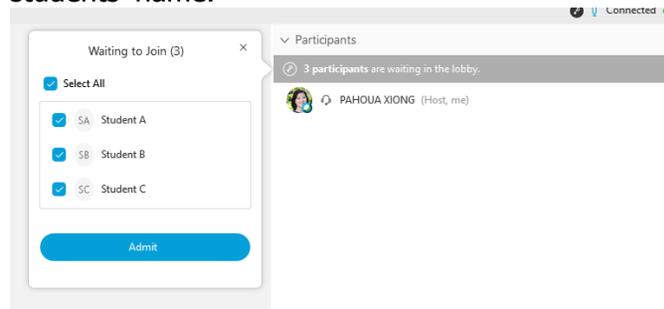


The Participants is highlighted in bright orange color.

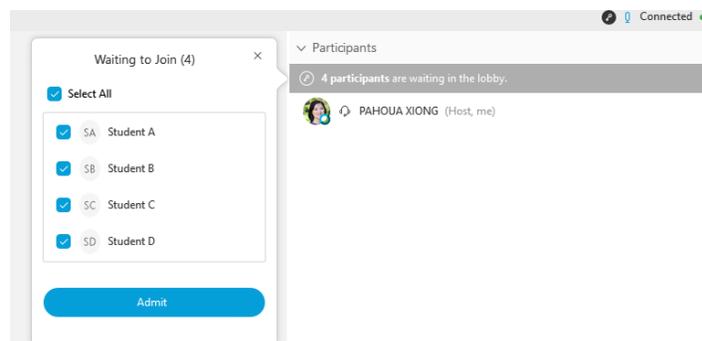
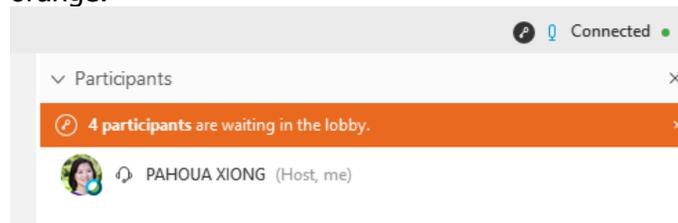


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Once you open the window to view participants, the color will turn gray like this. You can click on the Participants to expand the area and see the students' name.

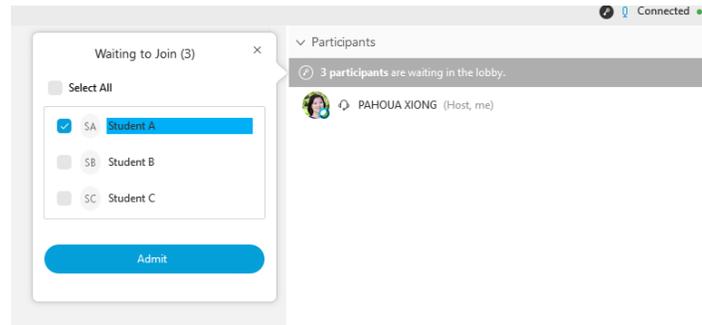


When new students enter the Lobby, the Participants list will change back to orange.



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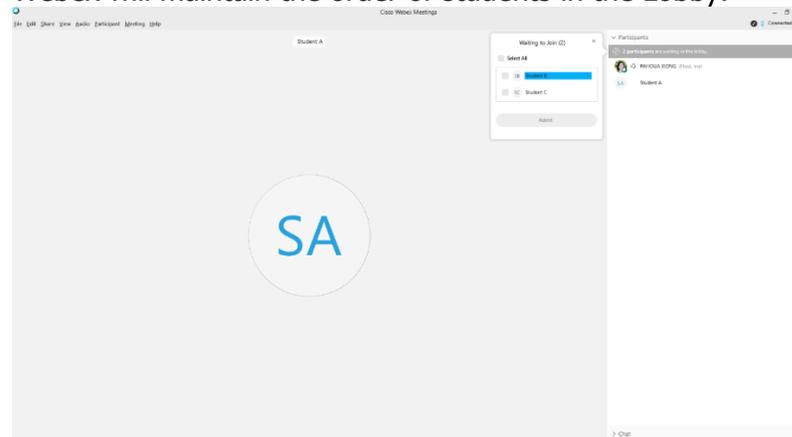
When you are ready, you can **Admit** one student at time. Example here is showing the admission of Student A.



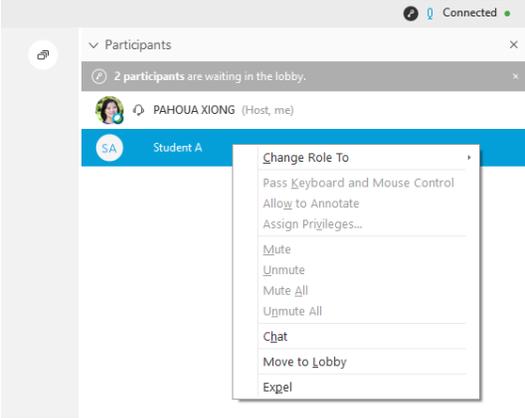
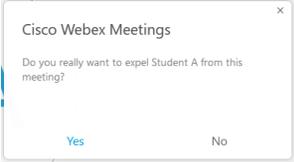
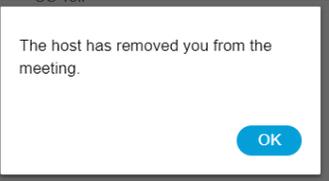
After being admitted, students' view will change to the Personal Room. Students can share their screens with you as well so you're able to help them.



Webex will maintain the order of students in the Lobby.



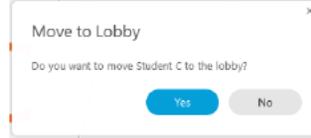
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	<p>When the drop-in advising is done, you can remove the student from the meeting space. Right-hand click on the student's name and choose Expel.</p>  <p>The screenshot shows the Webex interface. At the top right, it says 'Connected'. Below that is a 'Participants' list. A notification says '2 participants are waiting in the lobby.'. The host is 'PAHOUA XIONG (Host, me)'. A participant named 'Student A' is highlighted in blue. A context menu is open over 'Student A', showing options: 'Change Role To', 'Pass Keyboard and Mouse Control', 'Allow to Annotate', 'Assign Privileges...', 'Mute', 'Unmute', 'Mute All', 'Unmute All', 'Chat', 'Move to Lobby', and 'Expel'.</p>
	<p>You will get a confirmation notice. Click Yes.</p>  <p>The screenshot shows a confirmation dialog box titled 'Cisco Webex Meetings'. The text inside asks 'Do you really want to expel Student A from this meeting?'. There are two buttons: 'Yes' and 'No'.</p>
<p>Students will receive this notification that they've been removed.</p>  <p>The screenshot shows a notification box with the text 'The host has removed you from the meeting.' and an 'OK' button.</p>	

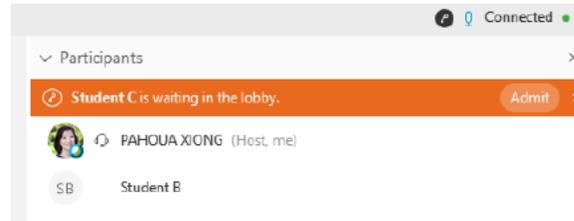
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Other Webex Personal Room Screenshots

If you accidentally admit more than one student, you can remove the students to the Lobby. Right-hand click on the students' name and choose **Move to Lobby**. You will get a notice to confirm your action.



The Participants list will change to bright orange to show that the student was successfully moved to the Lobby.



Students will see this message if they click on your Personal Room URL and you don't have the room open.



PAHOUA XIONG's Personal Room

Thanks for waiting. We'll start the meeting when the host joins. Do you want to let the host know you are waiting?

Notify host