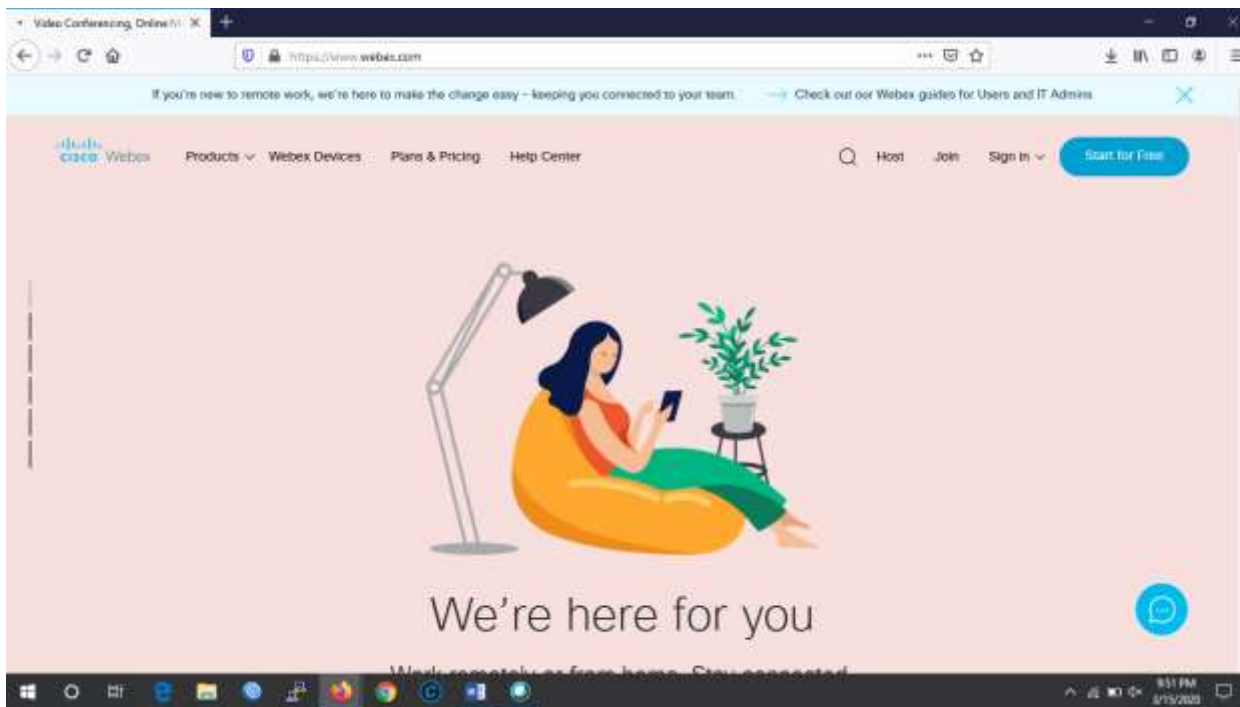
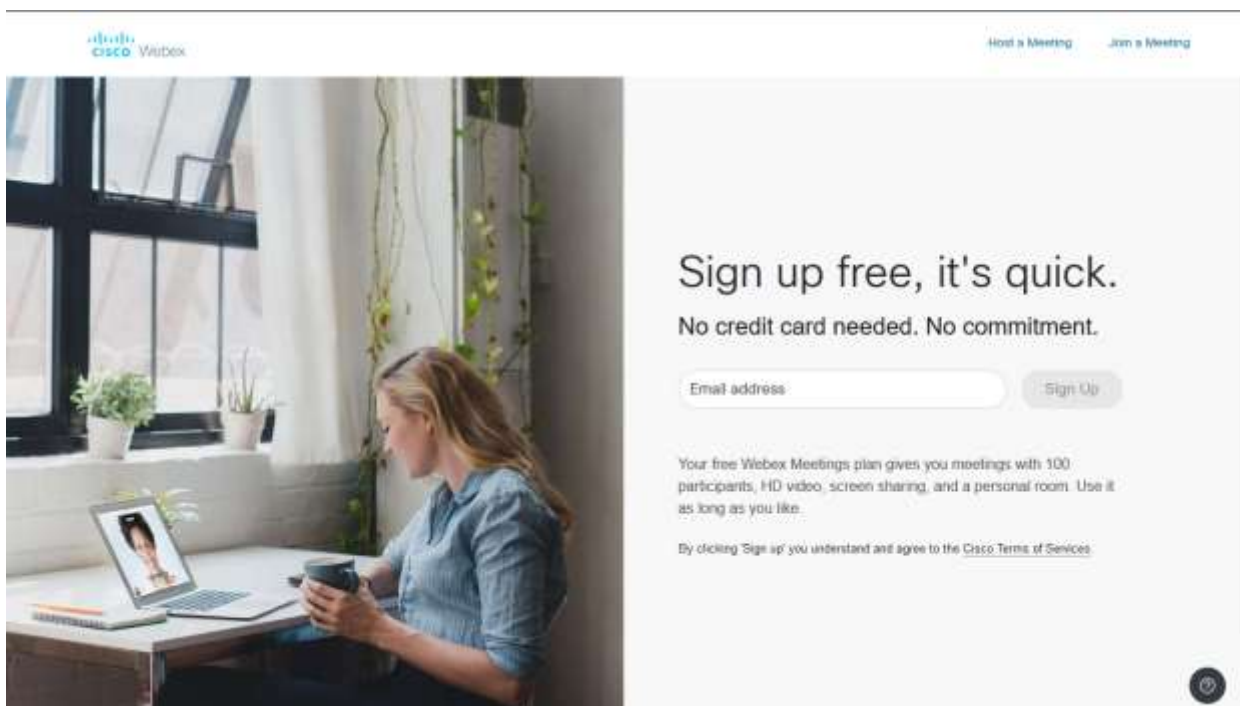


## Panduan Kelas Online Menggunakan Webex

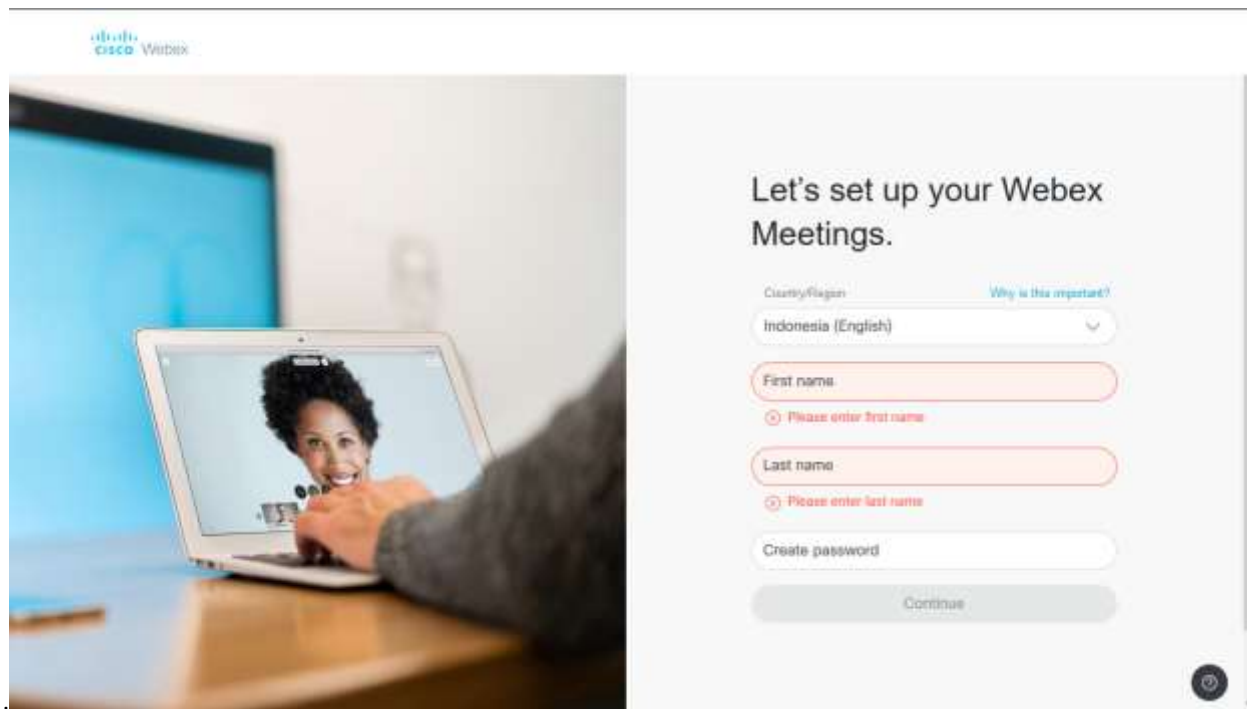
Kunjungi halaman URL berikut : <https://www.webex.com/>, klik start for free untuk mendaftar akun



Selanjutnya ,masukkan alamat email yang ingin didaftarkan



Setelah klik sign up, cek email anda untuk konfirmasi kode. Setelah aktif silahkan isi nama dan password untuk akun anda. Kemudian klik continue



**Let's set up your Webex Meetings.**

Country/Region [Why is this important?](#)  
Indonesia (English)

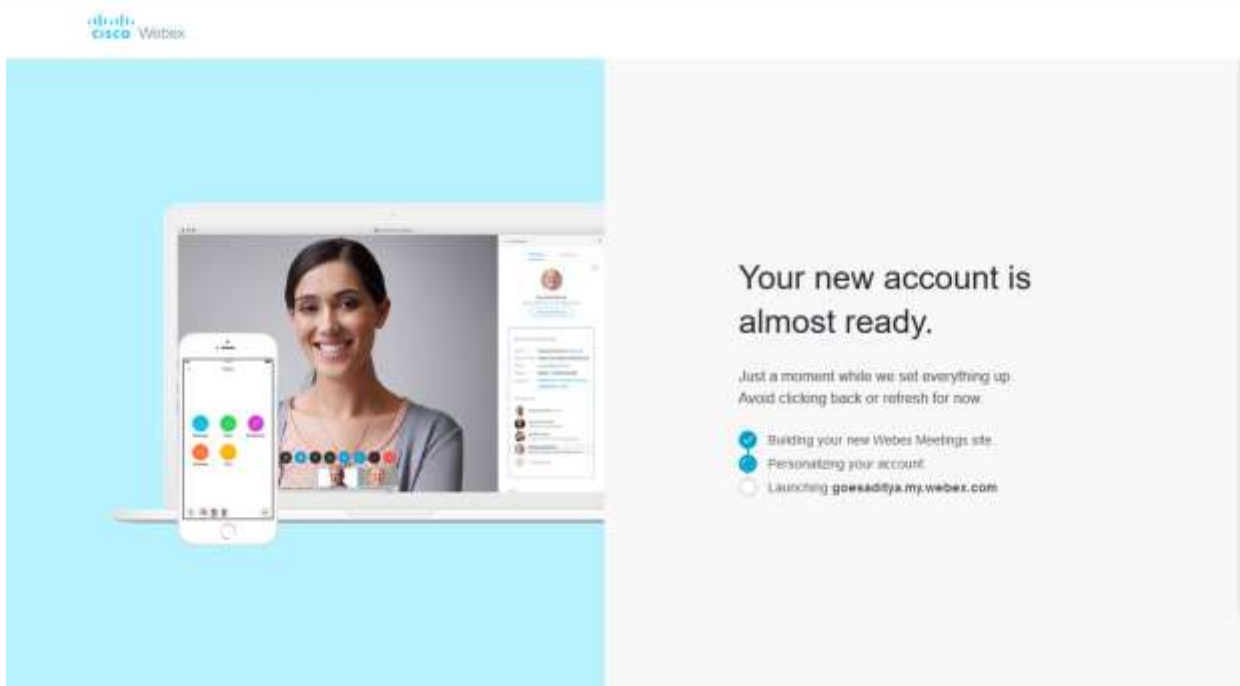
First name  
Please enter first name

Last name  
Please enter last name

Create password

Continue

Tunggu sampai beberapa saat, sampai akun anda siap

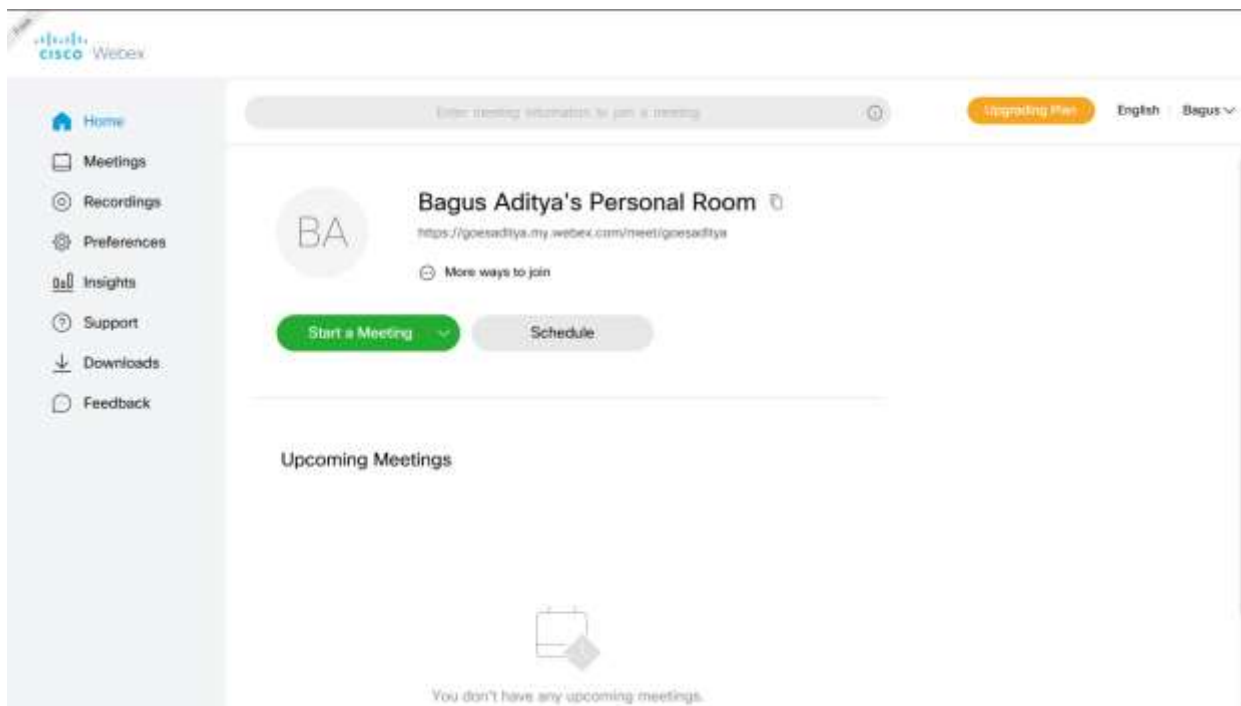


**Your new account is almost ready.**

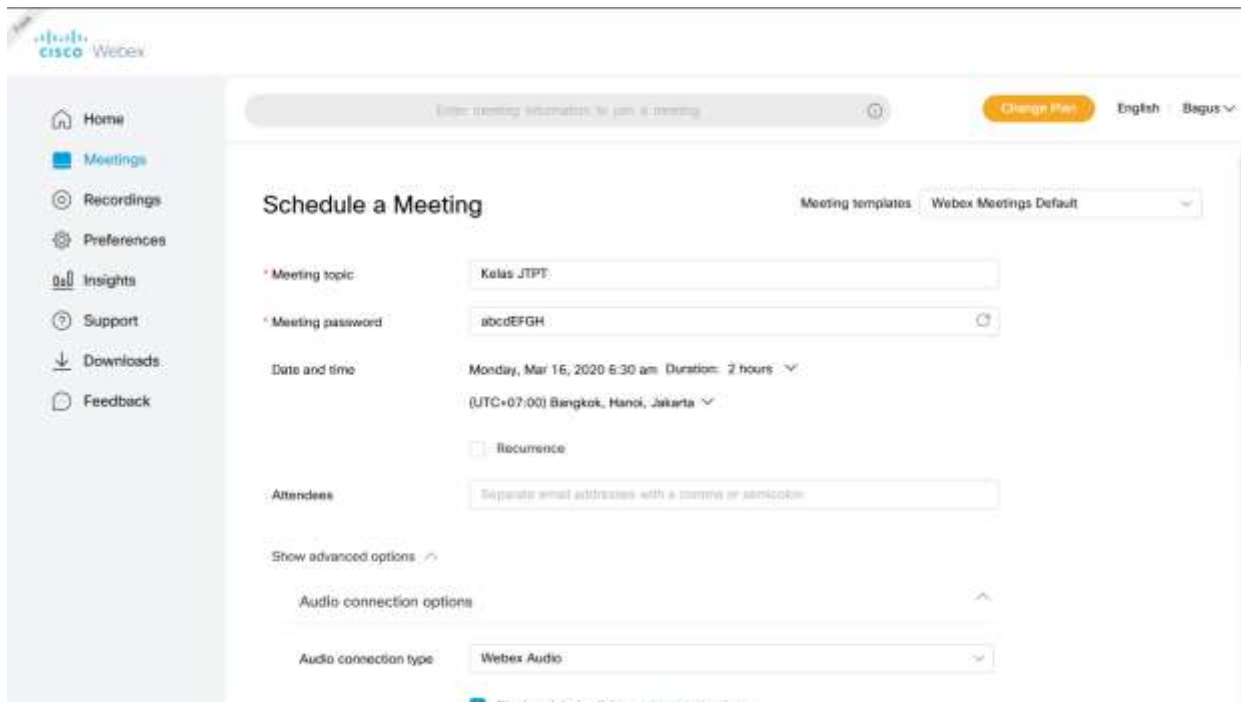
Just a moment while we set everything up.  
Avoid clicking back or refresh for now.

- Building your new Webex Meetings site
- Personalizing your account
- Launching [gowsaditya.my.webex.com](#)

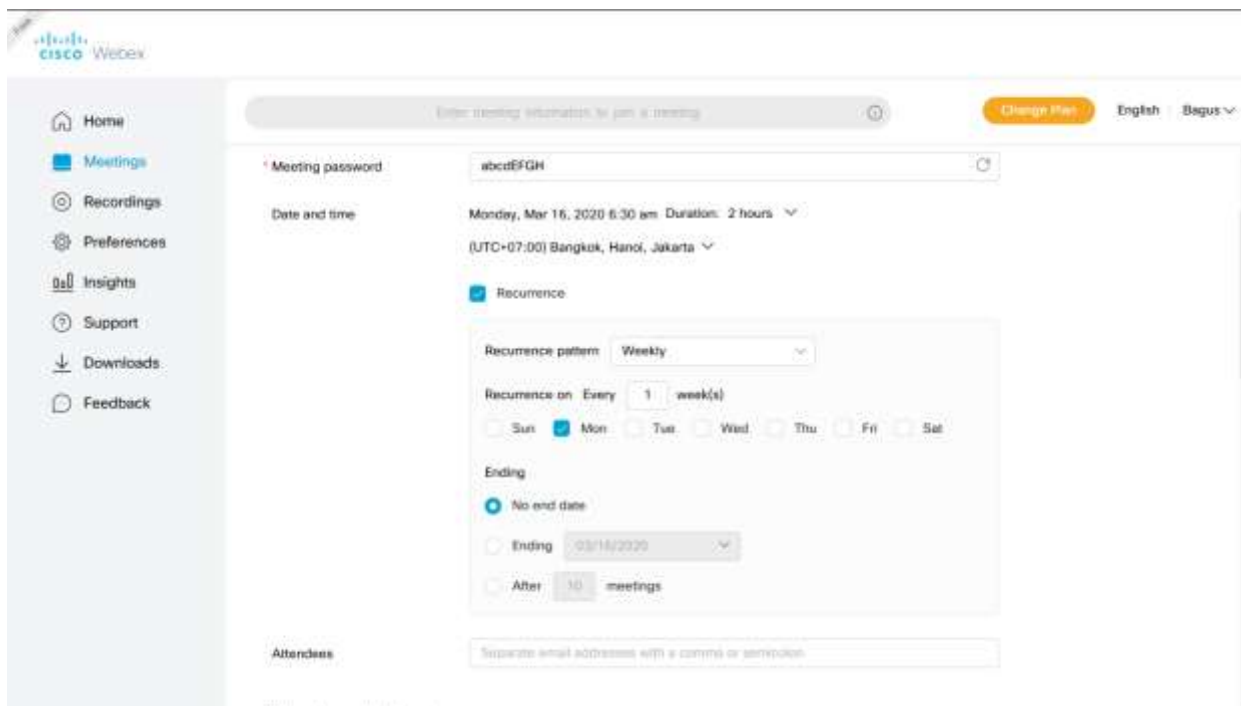
Jika akun telah siap, anda akan melihat tampilan di bawah ini. Anda dapat memulai kelas sekarang (Start Meeting) atau buat kelas terjadwal (Schedule)



Berikut ini adalah tampilan kelas yang terjadwal. Anda dapat memberikan nama kelas, password untuk bergabung dengan kelas, waktu dan durasi kelas. Untuk kemudahan, bagian Attendees bisa dikosongkan terlebih dahulu, nanti setelah kelas telah dibuat, mahasiswa yang ingin bergabung bisa dengan klik link join yang telah dibuat.

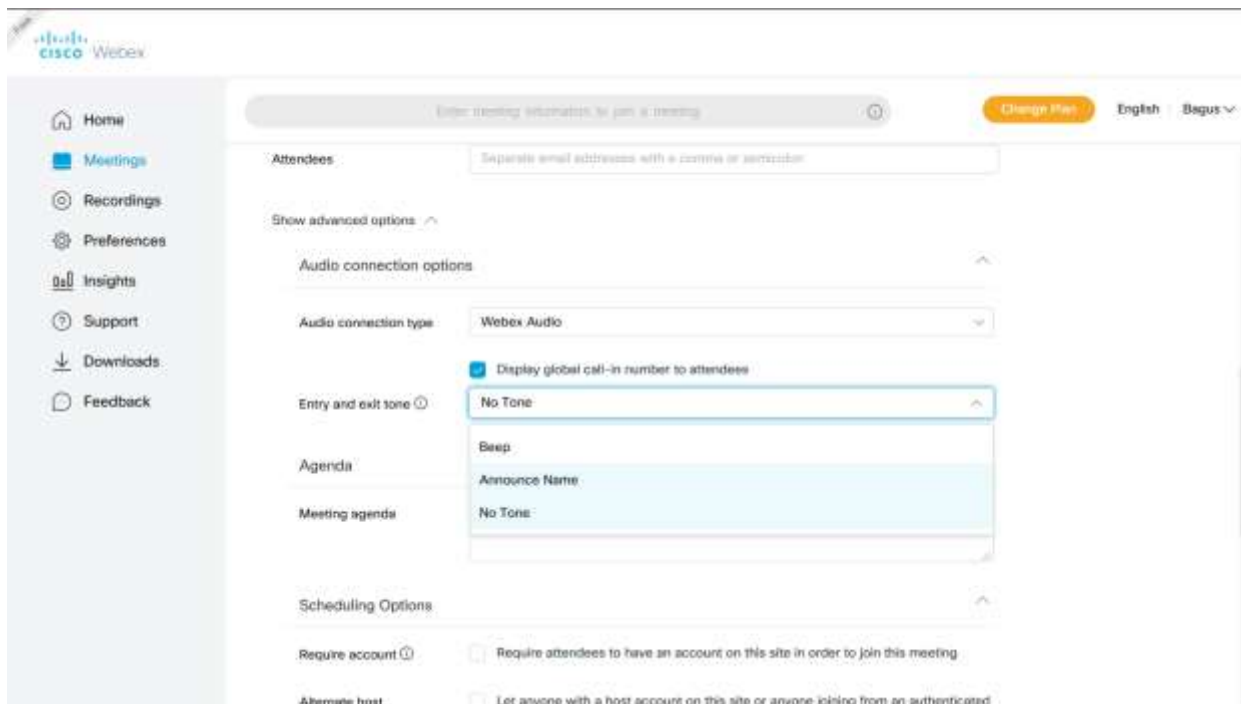


Kelas online terjadwal ini dapat dilakukan sekali maupun diulang. Pilih bagian Recurrence untuk melakukan perulangan per minggu, bulan, dst.

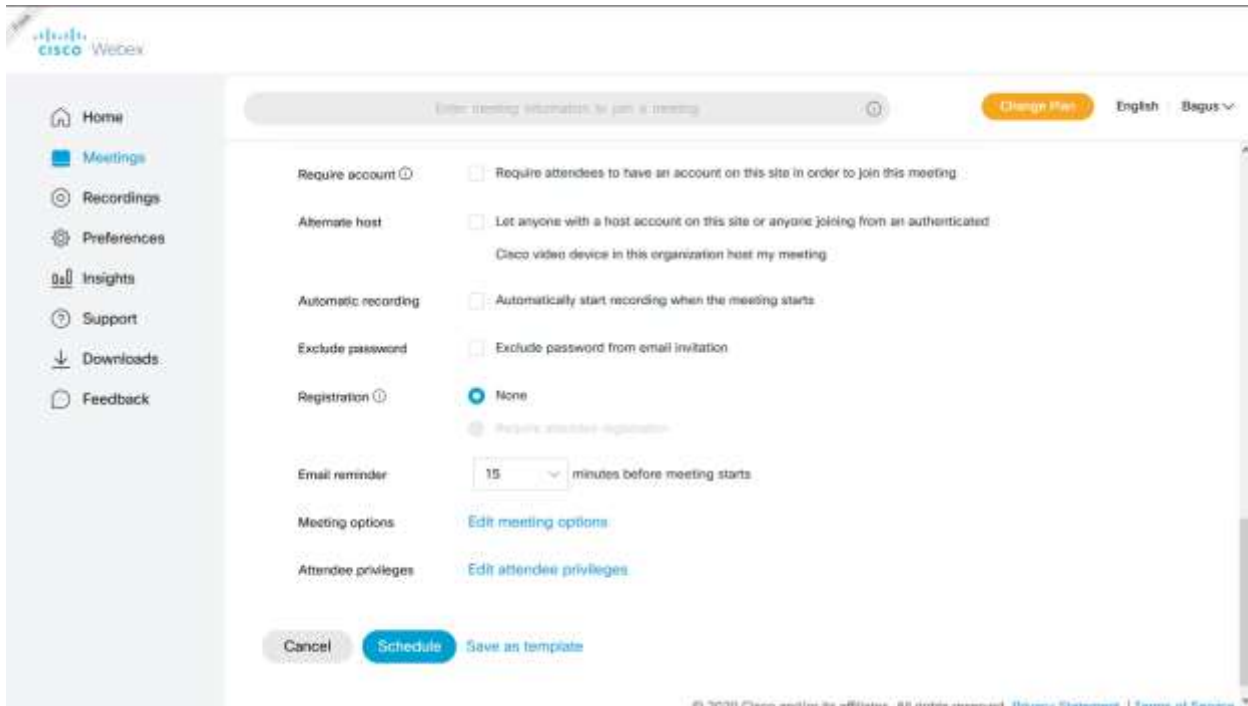


The screenshot shows the Cisco Webex meeting creation interface. The left sidebar contains navigation options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled "Enter meeting information to join a meeting" and includes a "Change Plan" button, language selection (English, Bahasa), and a meeting password field containing "abcdEFGH". The "Date and time" section is set to "Monday, Mar 16, 2020 6:30 am" with a duration of "2 hours" and a time zone of "(UTC+07:00) Bangkok, Hanoi, Jakarta". The "Recurrence" section is expanded, showing a "Recurrence pattern" of "Weekly" and "Recurrence on" set to "Every 1 week(s)". The days of the week are listed with radio buttons: Sun, Mon (selected), Tue, Wed, Thu, Fri, Sat. The "Ending" section has three options: "No end date" (selected), "Ending" (set to 03/16/2020), and "After" (set to 10 meetings). The "Attendees" field is empty with a placeholder "Separate email addresses with a comma or semicolon".

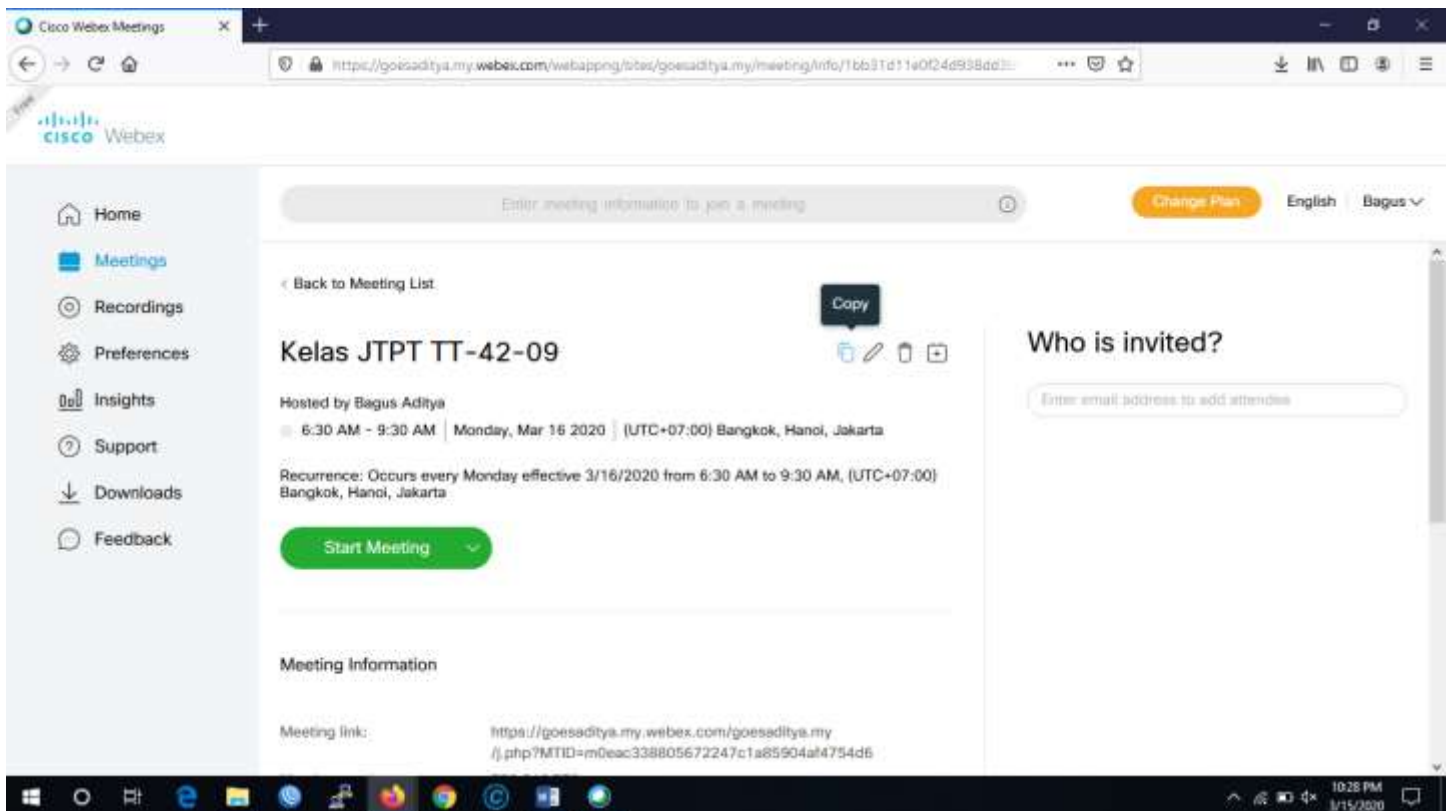
Untuk selanjutnya, klik Panah Show Advanced Options. Silahkan sesuka anda mengisi opsi-opsi lain sesuai keinginan.

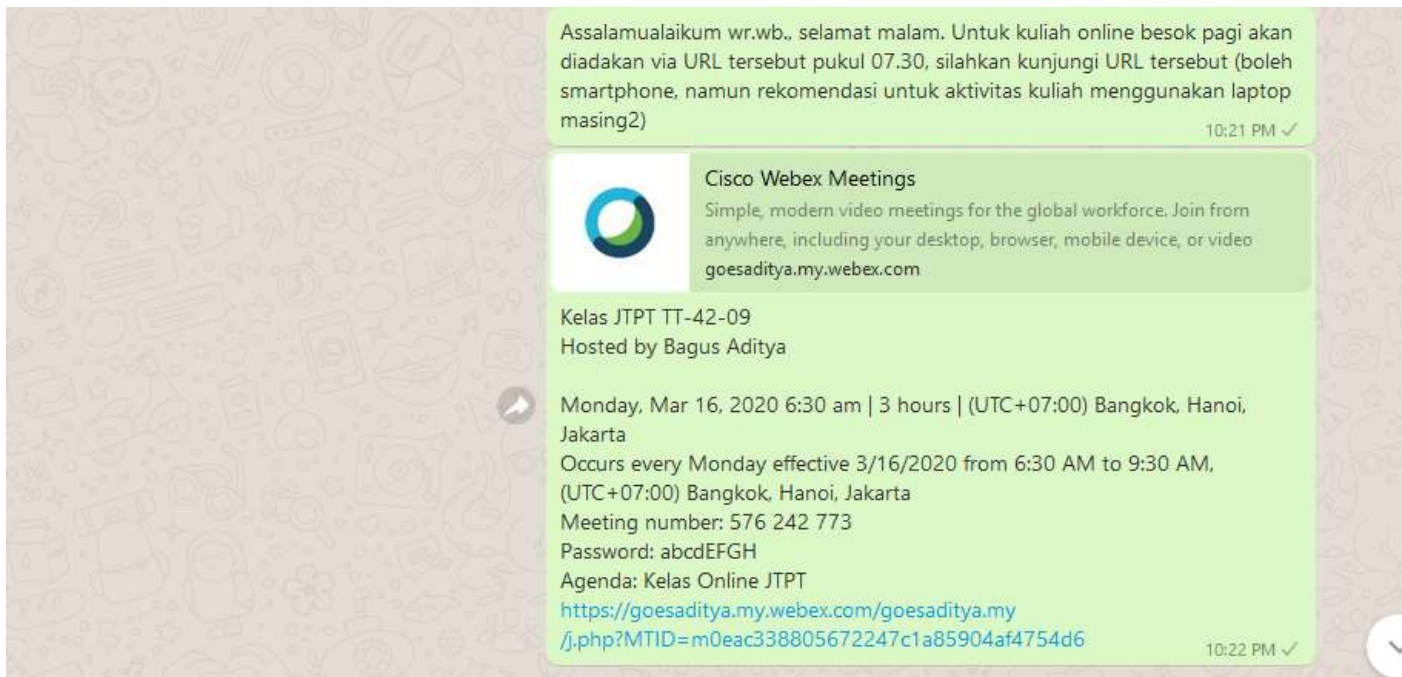


The screenshot shows the Cisco Webex meeting creation interface with the "Show advanced options" section expanded. The "Attendees" field is empty with a placeholder "Separate email addresses with a comma or semicolon". The "Audio connection options" section is expanded, showing "Audio connection type" set to "Webex Audio" and "Display global call-in number to attendees" checked. The "Entry and exit tone" dropdown menu is open, showing options: "No Tone" (selected), "Beep", and "Announce Name". The "Meeting agenda" field is empty with a placeholder "No Tone". The "Scheduling Options" section is expanded, showing "Require account" (unchecked) and "Alternate host" (unchecked).



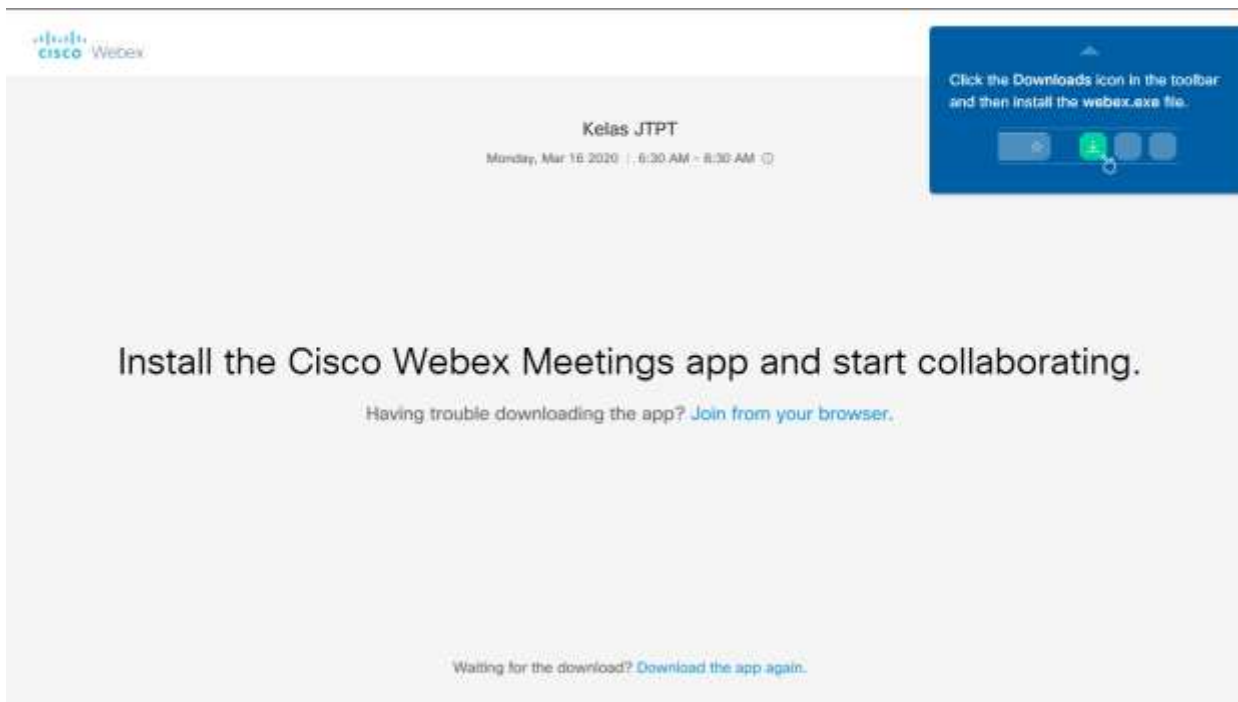
Setelah selesai, bisa klik schedule untuk menjadwalkan kelas ini. Cara mahasiswa bergabung dengan meeting ini dapat melalui Meeting Link atau icon copy yang dapat dibagikan melalui media social maupun pesan pribadi.



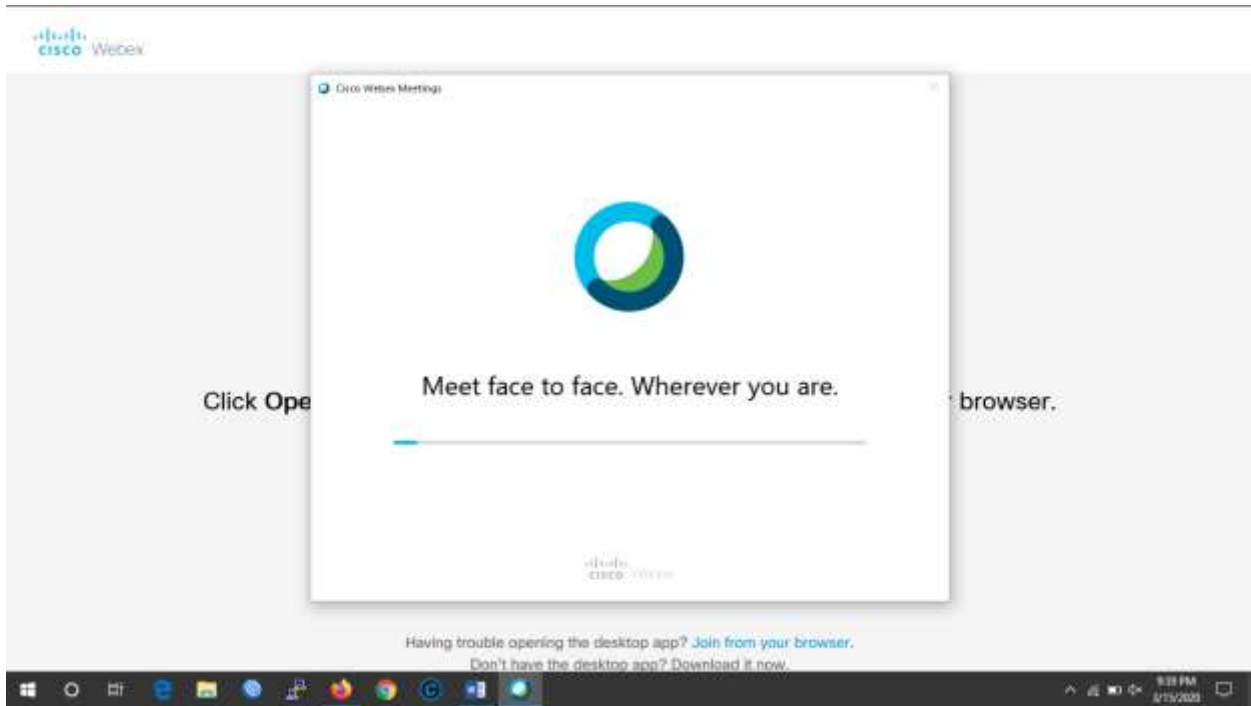


## Memulai Kelas

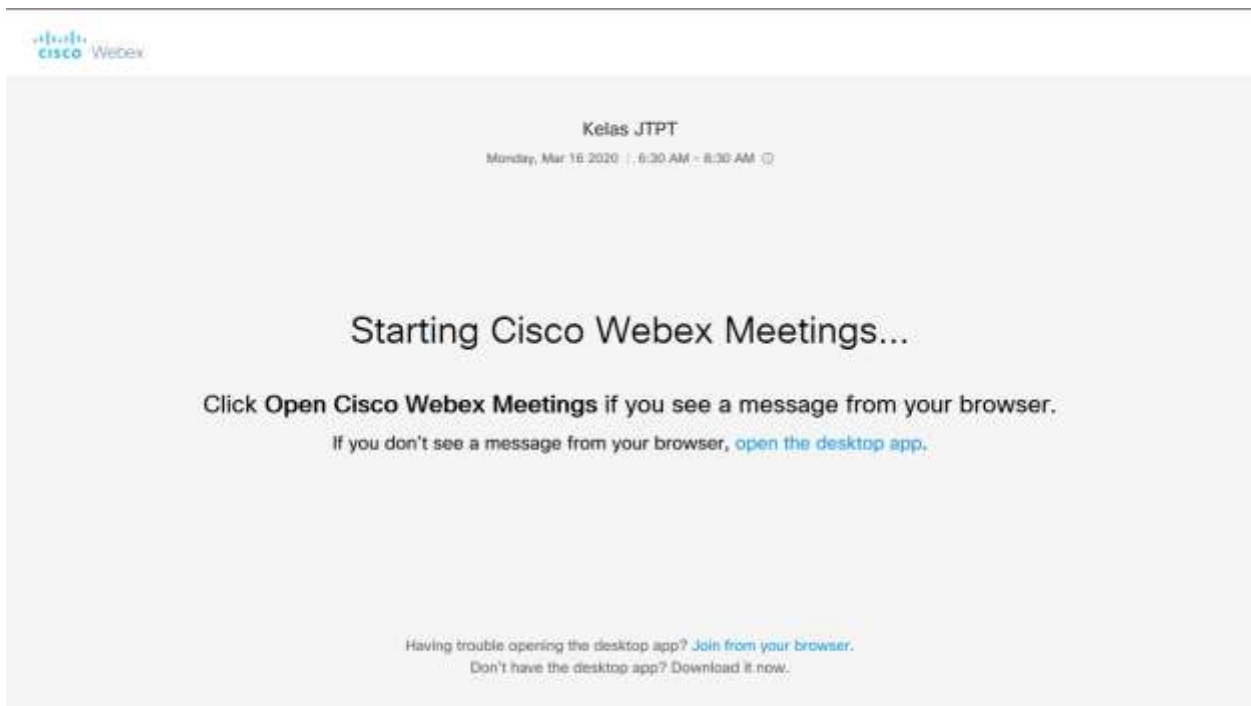
Jika Anda sudah siap untuk memulai kelas, Anda dapat klik Start Meeting pada gambar di atas, maka kemudian muncul tampilan seperti ini (pertama kali, jika aplikasi desktop belum terunduh, akan muncul unduhan otomatis)



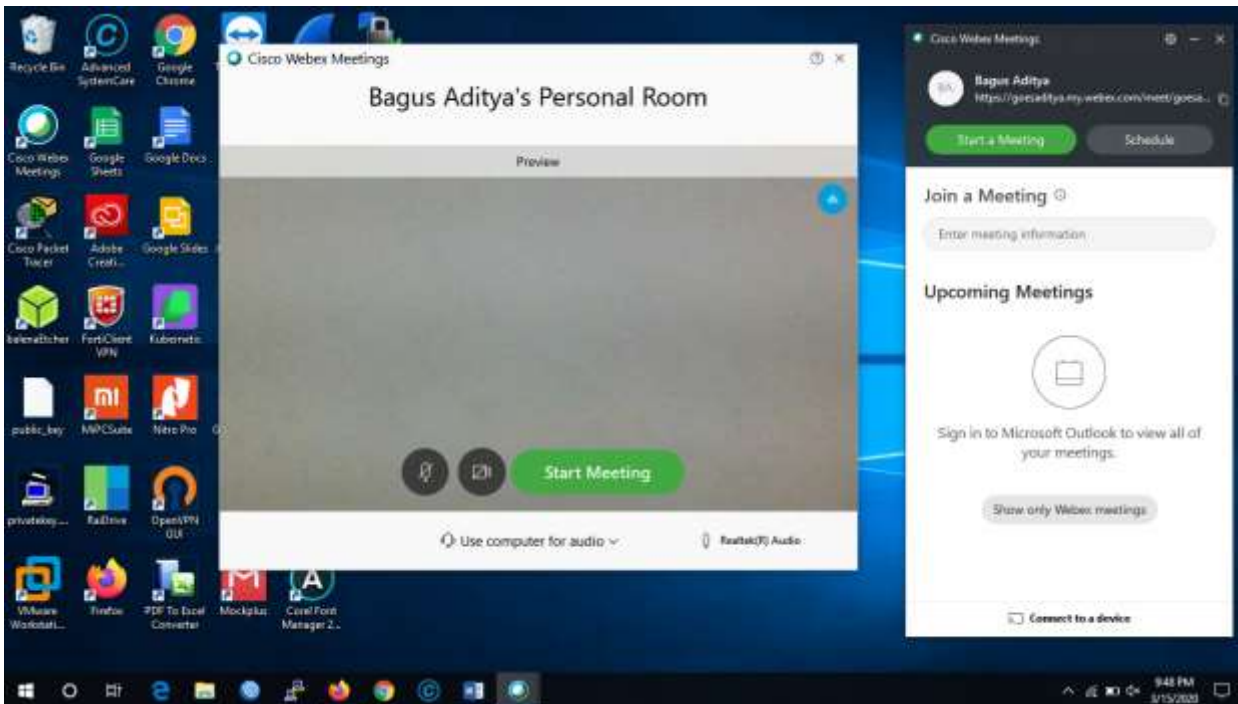
Setelah unduhan selesai, jalankan file unduhan tersebut dan muncul tampilan berikut :



Maka tampilan berikut yang akan muncul jika aplikasi desktop sudah sukses terbuka



Klik Start Meeting untuk memulai kelas



Berikut ini tampilan kelas online Anda, silahkan dicoba menu apa saja yang muncul di tampilan tersebut, seperti pesan pribadi ke masing-masing mahasiswa, tampilkan aktivitas layar, rekam meeting, dan lainnya.

Silahkan menunggu mahasiswa untuk bergabung sesuai link yang telah anda bagikan. Mahasiswa anda dapat bergabung dengan aplikasi smartphone maupun aplikasi webex desktop. Namun untuk perkuliahan direkomendasikan untuk aplikasi desktop.



Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

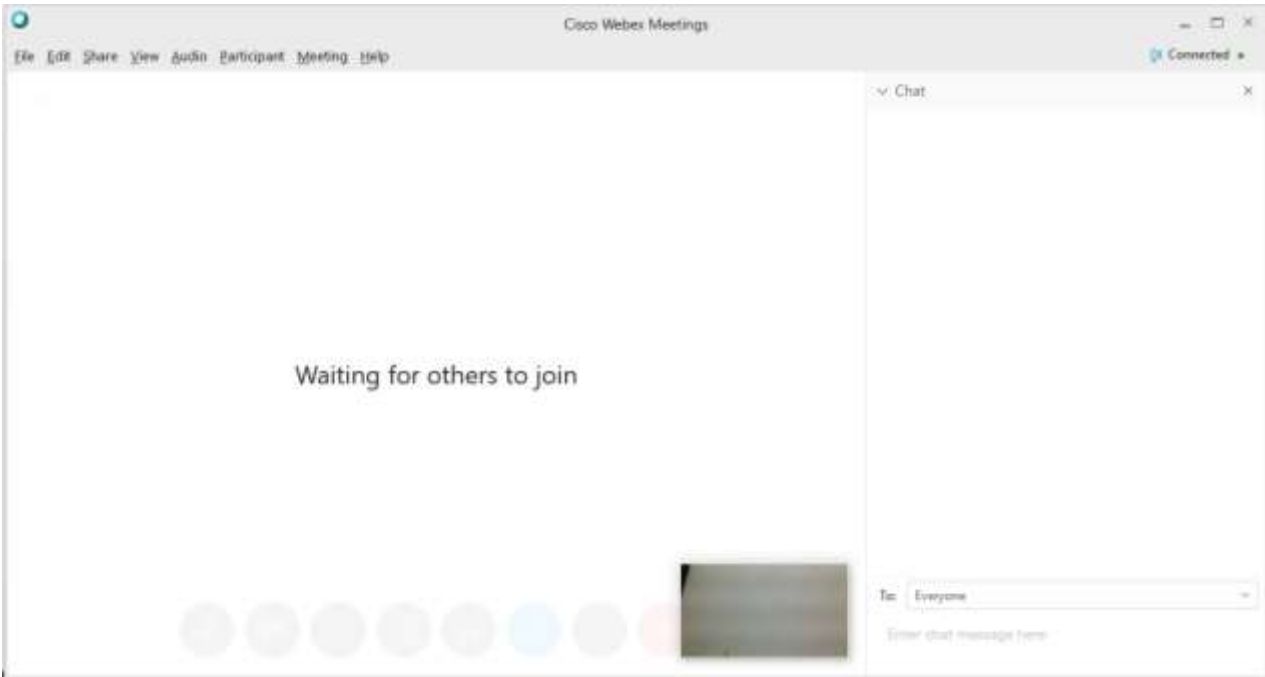
Connected

Chat

Waiting for others to join

To: Everyone

Enter chat message here

This screenshot shows the top portion of a Cisco Webex Meeting window. The title bar reads "Cisco Webex Meetings" and includes standard window controls. Below the title bar is a menu bar with "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". On the right side, there is a "Connected" status indicator. The main area of the window is mostly blank, with the text "Waiting for others to join" centered. At the bottom of this area, there is a row of seven circular icons representing participants, with the last one highlighted in blue. To the right of the main area is a chat panel titled "Chat" with a close button. It contains a "To:" dropdown menu set to "Everyone" and a text input field with the placeholder "Enter chat message here".

Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Connected

Share Content

Screen 1

This screenshot shows the bottom portion of a Cisco Webex Meeting window. The title bar and menu bar are identical to the first screenshot. The main area is mostly blank. A "Share Content" dialog box is open in the center, containing a small thumbnail of a document titled "Screen 1" and a large, faint watermark that reads "Screen 1". Below the dialog box is a toolbar with seven circular icons: a microphone, a video camera, a screen sharing icon, a red stop icon, a person icon, a speech bubble icon, and a red close icon. On the right side of the main area, there is a small video thumbnail of a participant.