



LATIHAN PENGGUNAAN PERSIDANGAN VIDEO APLIKASI - WEBEX



upm.webex.com

16 APRIL 2020 | Khamis
3.00 PM - 4.00 PM

SCAN QR CODE
UNTUK MENDAFTAR



Prof. Madya Dr. Fatimah Sidi
Pengarah IDEC

PERTANYAAN? HUBUNGI

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En. Mohammad Rafizan - 0193861527

* LATIHAN DILAKSANAKAN ATAS TALIAN **1 JAM = 1 MATA CPD**

Anjuran : Pejabat Pendaftaran dan Pusat Pembangunan Maklumat dan Komunikasi (IDEC)

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LATIHAN PENGGUNAAN PERSIDANGAN VIDEO APLIKASI - WEBEX

Objektif Latihan Persidang Video

Latihan Persidangan bertujuan untuk memberi pendedahan kepada staf UPM untuk memahami konsep pengendalian mesyuarat dan perbincangan jabatan secara online menggunakan perisian Video Conferencing (VC) semasa duduk rumah dibawah perintah PKP CV19, khususnya untuk Produk Webex.

Latihan ini juga akan menjadi titik tolak kepada Seksyen Latihan Pejabat pendaftar untuk menjalankan Latihan yang telah dirancang untuk menggunakan teknologi VC sepenuhnya.

Diharapkan melalui latihan VC produk Webex akan membolehkan urusan pentadbiran termasuk pengendalian latihan semua jabatan UPM boleh terus dilaksanakan walaupun semasa PKP CV19

Garis Panduan Keselamatan Persidangan Video UPM



GARIS PANDUAN KESELAMATAN PERSIDANGAN VIDEO

Bagi penggunaan aplikasi persidangan video untuk tujuan mengendalikan mesyuarat atau perbincangan rasmi UPM, pengguna dimohon untuk mematuhi Garis Panduan Keselamatan berikut:



- 1 Gunakan **aplikasi persidangan** video yang bereputasi baik
- 2 Gunakan **sambungan internet** yang dipercayai dan selamat
- 3 Muat turun aplikasi persidangan video dari laman web rasmi atau **sumber yang sah** seperti Google Play dan Apple Store
- 4 **Imbas aplikasi** yang dimuat turun dengan menggunakan perisian **antivirus**



- 5 Pastikan **ejaan URL** adalah sah
 - 6 Elakkan **jemputan** dengan menggunakan **pautan**
 - 7 Kongsi **meeting ID** dan **Password** kepada ahli yang ingin dijemput sahaja
 - 8 Jangan **kongsi pautan** mesyuarat tertutup kepada pihak yang tidak berkenaan
- WEBEX : upm.webex.com
ZOOM : zoom.us
GOOGLE MEET : meet.google.com
MICROSOFT TEAMS : teams.microsoft.com



- 9 Pantau sesi persidangan video dan pastikan **peserta** adalah yang dijemput sahaja
- 10 Elakkan berbilang **perkara sensitif dan sulit** semasa persidangan video bagi mengelakkan kebocoran maklumat
- 11 Elakkan **perkongsian dokumen sulit** melalui aplikasi persidangan video
- 12 Elakkan daripada **pautan mencurigakan** semasa sesi berlangsung
- 13 Elakkan dari **merekod persidangan video** kecuali untuk tujuan pembelajaran dan hendaklah direkod oleh host sahaja serta jangan disimpan di storan cloud
- 14 Kawal kebenaran **perkongsian skrin** serta penggunaan **mikrofon** bagi mengelakkan disalah guna

Untuk maklumat lanjut layari:
<https://www.upm.edu.my/vcguide>

powered by
IDEC

facebook.com/IDECuniputra

<https://idec.upm.edu.my>

instagram.com/idec_upm

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BERILMU BERBAKTI
BUTUH KUALITI DAN ETIKA

175-
#UNSDG
#UNSDGUPM
#SDGUPM

Etika Persidangan Video UPM



ETIKA PERSIDANGAN VIDEO RASMI

PERSEDIAAN SESI

1 Jaga **penampilan diri** dan memakai pakaian yang sesuai

2 Guna **nama** sebenar atau nama panggilan yang dikenali

3 Tetapkan **mikrofon** dalam keadaan **mute** ketika **join** mesyuarat



SESI SIDANG VIDEO



4 Pengerusi **menerangkan etika** persidangan video ketika **memulakan mesyuarat**



5 **Unmute** mikrofon apabila ingin bercakap sahaja



6 Dapatkan **kebenaran** dari **host** atau pengerusi mesyuarat untuk **bercakap**



7 Minta **kebenaran** sekiranya ingin **berkongsi skrin**



8 Pastikan **skrin** yang dikongsi tidak mengandungi **perkara sensitif**

9 Elakkan dari berkongsi perkara sensitif dan **rahsia**



10 Dapatkan **kebenaran** dari semua ahli sekiranya ingin **merakam** sesi mesyuarat



11 Pastikan **KELUAR** apabila tamat sesi sidang video untuk mengelak serangan virus atau penggunaan ID oleh pihak tidak berkeajaan

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<https://idec.upm.edu.my>

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VIDEO CONFERENCING TRAINING :

Webex.com

Video Conferencing (VC) :

- Videoconferencing implies the use of this technology for a group or organizational meeting rather than for individuals.
- Comprises the technologies for the reception and transmission of audio-video signals by users at different locations, for communication between people in real time
- Where the goal is to create the illusion that remote participants are in the same room.

VIDEO CONFERENCING TRAINING :

Webex.com



Webex Training for Education

Introduction

Webex is an optimal solution for smartworking and distance learning.

This document takes into account two main scenarios that are addressed by specific Webex applications for each scenario:

Distance lesson (virtual class)

Focus on real-time collaboration between teacher and students or host and participants with audio/video, application sharing, multimedia content, annotation and polls: Webex Meetings.

In this scenario, students/participants can join the lesson in guest mode, that is, without having to create a Webex account.

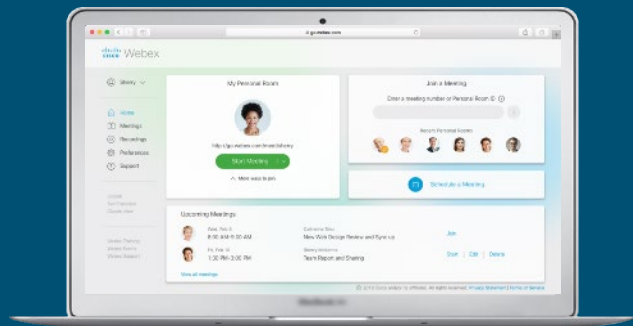
Collaboration between teachers/host and staff/participants of the School Institute

Advanced document chat and sharing capabilities in a more structured environment in addition to audio/video collaboration and screen sharing: Webex Teams.

Optimized for the way you work

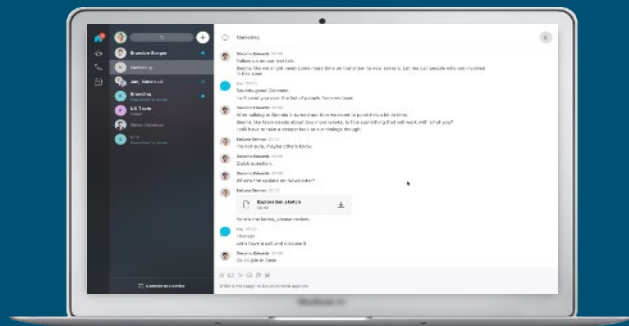
Two ways to participate, designed to suit your workstyle

Cisco Webex Meetings



Simple, modern,
video-first meetings
Industry-standard way to meet,
Industry-leading experiences

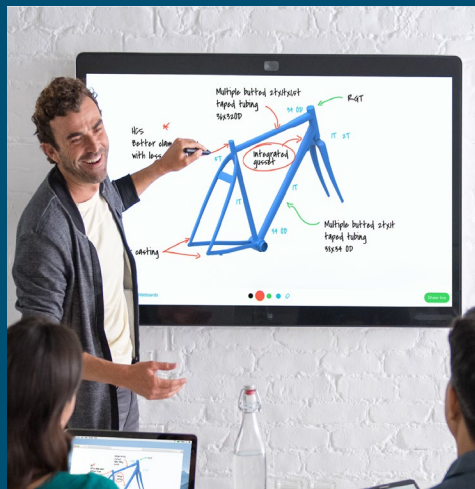
Cisco Webex Teams



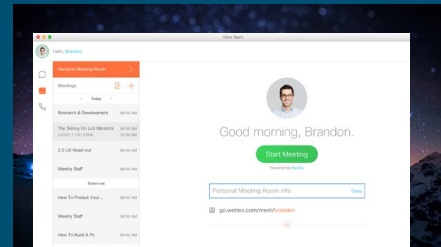
Meetings as part of a
team's continuous workflow
A new evolutionary approach,
reflecting how teams work together

One meeting experience

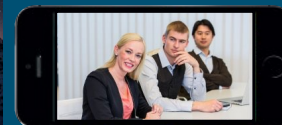
No matter which device is used



Webex Board/
Meeting room



Desktop



Mobile



Integration with 3rd Party

From your calendar

From where you learn

From your car

 Google Calendar

 Office 365

 canvas

 moodle



Enable the best meeting experience from third-party tools

1) Preliminary setup

Description of the setup process (preliminary)

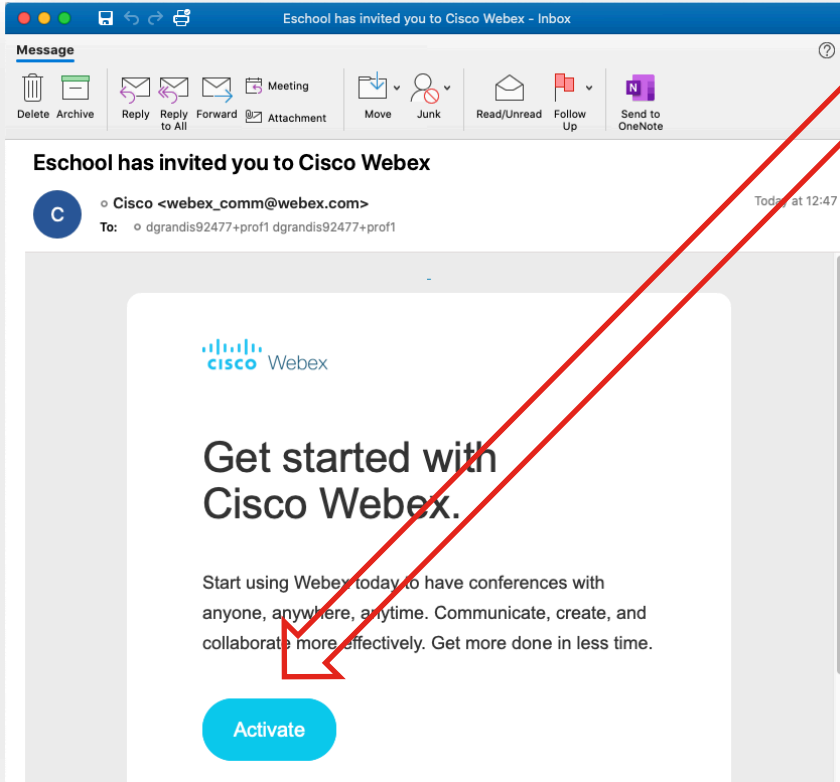
Teacher/Host

The teacher receives the welcome email -> click to set the password and install the Webex Meetings app

Student/Participants

The student installs Cisco Webex Meetings on their iPad/tablet without having to create a Webex account

Setup for the teacher/host (1/2)



Click "activate" in the welcome email

The browser opens, allowing the teacher/host to enforce their password

The screenshot shows the password creation page. At the top is the Cisco Webex logo. Below it is the heading "Create a new password". There are two input fields: "New password" and "Confirm new password". A blue "Save & Sign In" button is positioned below the input fields. To the right of the form is a "Password Requirements" section. A red arrow points from the "Activate" button in the email to the "Create a new password" heading.

Password Requirements

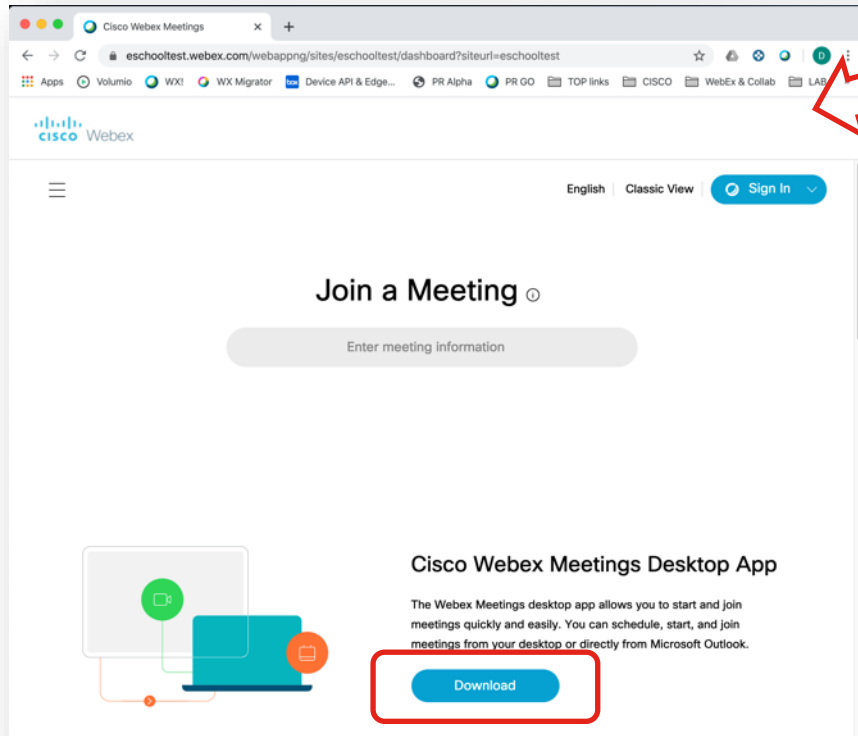
Must contain

- At least 8 characters
- At most 256 characters
- At least 1 lowercase alphabetical character (a, b, c...)
- At least 1 uppercase alphabetical character (A, B, C...)
- At least 1 number (1, 2, 3...)
- At least 1 special character (-!@#\$\$%^&*()-_+=[]{}|;:.,<>/?)

Must not contain

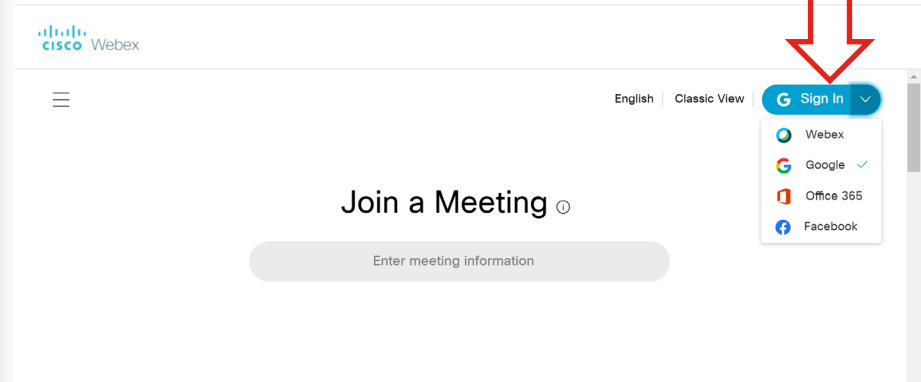
- Your name or email address

Setup for the teacher/host (2/2)



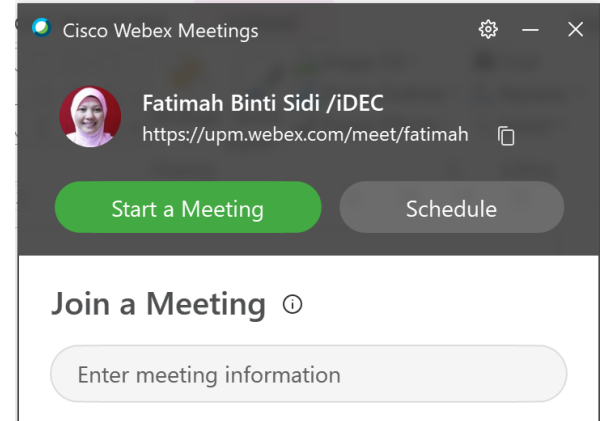
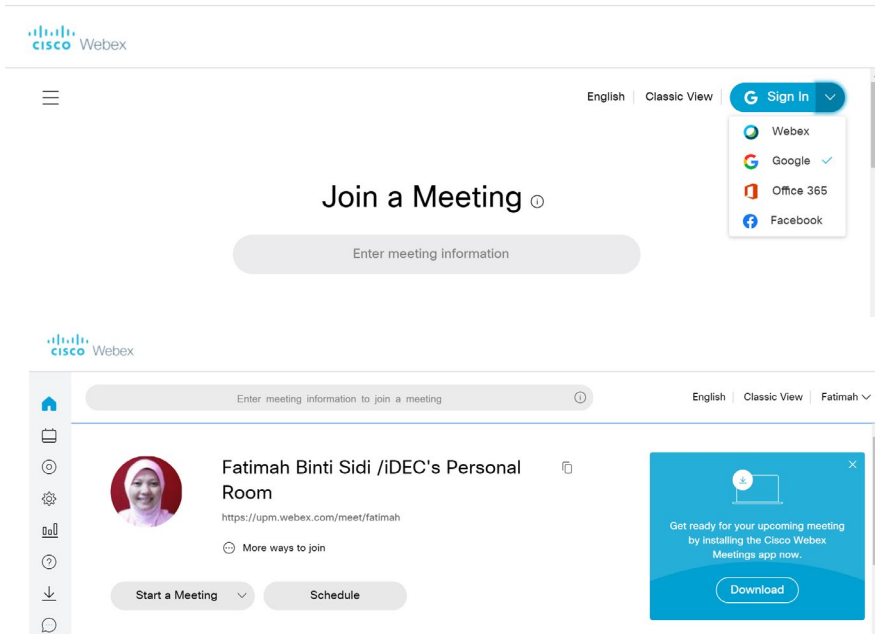
The Webex page loads in the browser

Click "Download" to download the Webex Meetings App and install it



Teacher/Host login

Launch the Webex Meetings app on your PC and log in using your Webex credentials (email address and password) or by URL upm.webex.com



Virtual lesson

The virtual lesson takes place in a virtual classroom represented by the so-called "Personal Room" or personal room of the teacher.

This room represents the physical class of the school and the Personal Room provides digital tools that allow an advanced collaboration between teacher and students. Teachers can share their PC screen, show documents, applications, and even multimedia content.

The Personal Room is run by the teacher. The teacher initiates the lesson by allowing the students to participate. The teacher can also mute or even expel one or more students and can record the lesson itself, to allow students who are absent to enjoy it later. The teacher can lock (equivalent to locking the classroom door) to prevent other students from connecting and finally, it is always the teacher who has the power to finish the lesson, closing the Personal Room.

How to use:

The professor organizes the video conference for the class using the link to Webex

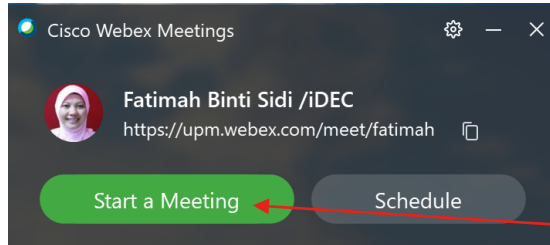
The professor copies the Webex link of his/her Personal Room from the Webex app

The professor shares the link with the class through the most appropriate tool (electronic register, email etc)

At the indicated time, the professor starts the meeting; students participate by clicking on the received link

Students who connect in advance (before the professor starts the meeting) are waiting. They are equally waiting when the professor locks the meeting.

Meeting links and lesson start



to copy the meeting link

to start the lesson

Join a Meeting ⓘ

Enter meeting information

Upcoming Meetings

Thursday, 16 April 2020 📅

2:45 PM | Latihan Penggunaan Persidang...
3:45 PM | Fatimah Binti Sidi /iDEC

Start

Friday, 17 April 2020

2:50 PM | Mesyuarat Jabatan Sains Komp...
4:50 PM | Noor Baizura Abdul Rahim / FSKTM

👤

5:30 PM | FYP 2020 Discussion Second VC
7:30 PM | Fatimah Binti Sidi /iDEC

Start

Meeting link (example):

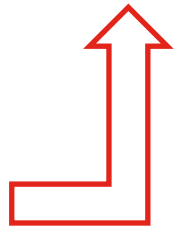
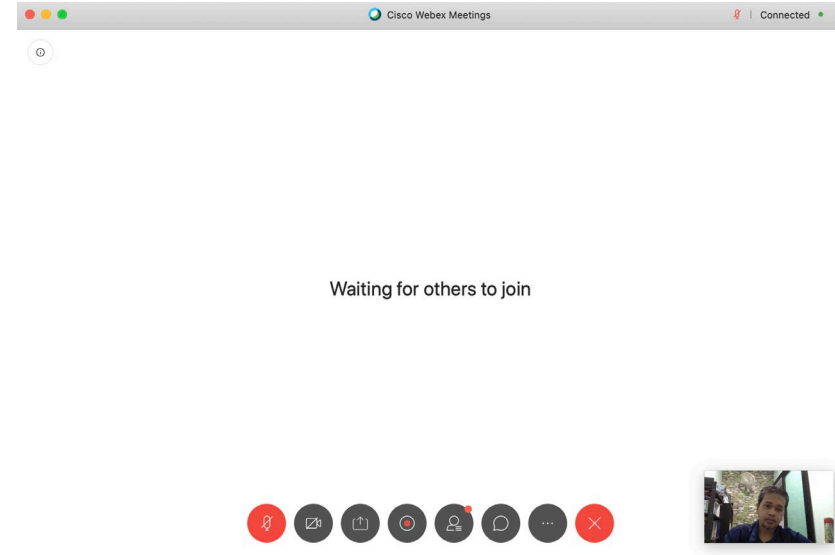
<https://upm.webex.com/meet/fatimah>

Lesson/meeting in progress... (teacher/host side)

... clicking on "Start Meeting" (see slide above)
starts the video preview to allow the teacher/host
to verify that his video is ok



... clicking again on "Start Meeting" starts the
actual lesson/meeting, with audio and video. As
long as no student/participant has connected
Webex shows the screen displayed above, with
the teacher's video at the bottom of the dx



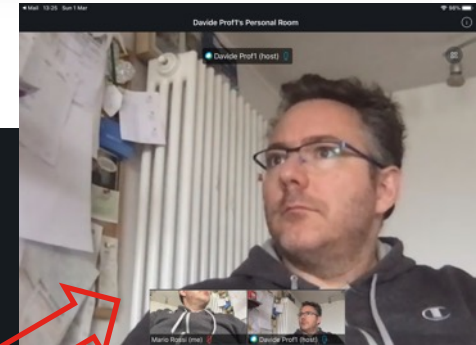
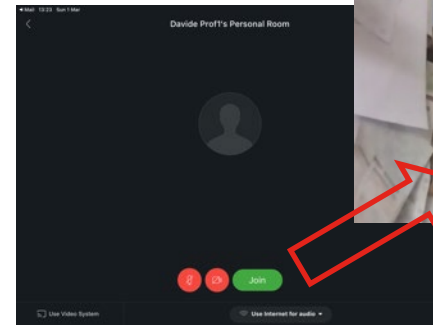
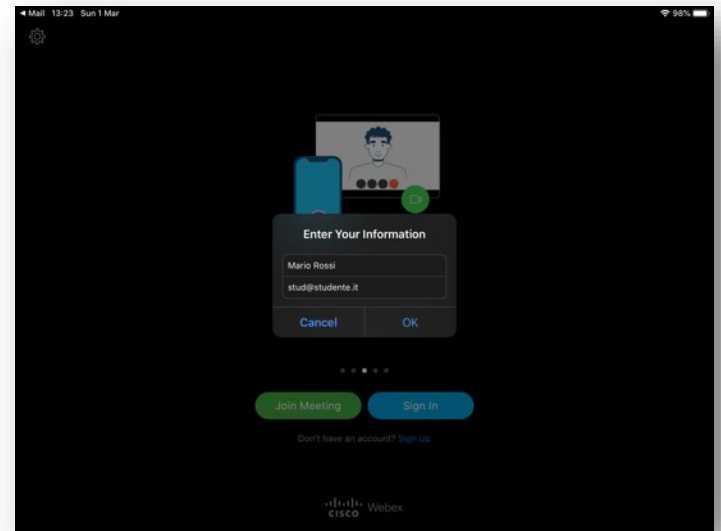
Student Participation

Premise: The student installed the Webex Meetings app and received, by email for example, the link to the lesson (link of the Personal Room)

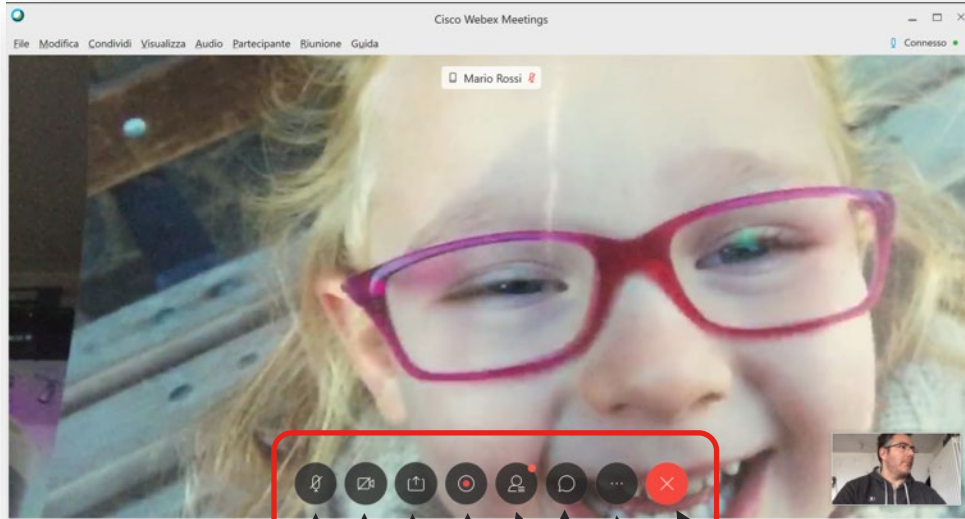
Clicking on the link launches the Webex app
The student enters their first and last name and an email address -> click on "join meeting"
(note: Webex account is not required, so no password is needed, and the email is purely informative)

The preview starts -> click "Join" to enter the virtual class

Note: With a non-standard browser, you may need to open the Webex Meetings app and insert the link to the lesson.



Lesson features for the teacher



audio mute

video mute

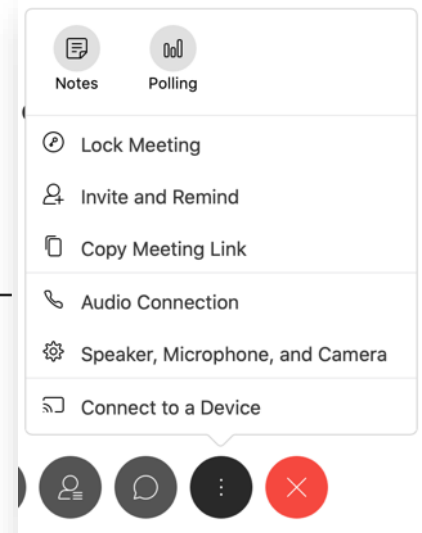
screen/app sharing

recording

partecipanti list

chat

close the lesson



Screen sharing (media) or applications

Share Content

Optimize for text and images

Screen 1

Screen 2

Cisco Webex Meetings

Microsoft PowerPoint

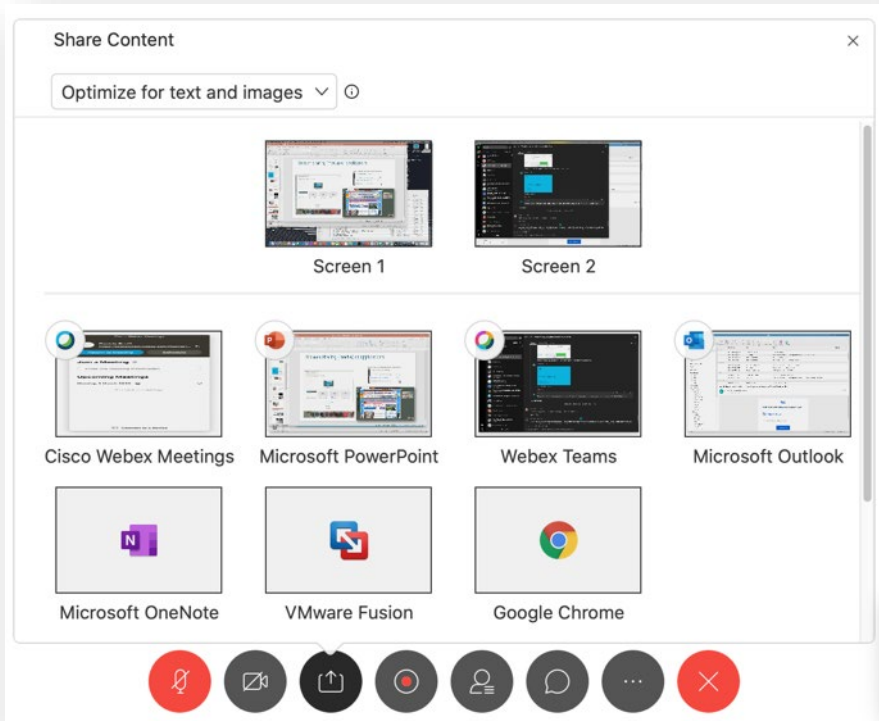
Webex Teams

Microsoft Outlook

Microsoft OneNote

VMware Fusion

Google Chrome



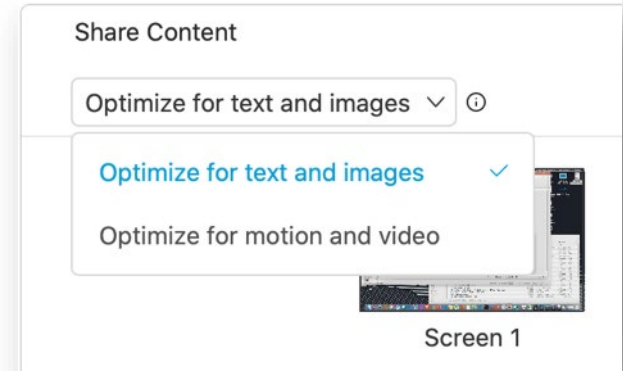
Share Content

Optimize for text and images

Optimize for text and images

Optimize for motion and video

Screen 1



Didattica a distanza al tempo del Coronavirus, un esempio pratico. Ne parliamo con il dirigente Iaconianni

CONCORSO STRAORDINARIO
24.000 posti
Sel stato ESCLUSO?
Hai diritto di partecipare anche tu!

CONCORSO STRAORDINARIO
24.000 posti
Sel stato ESCLUSO?
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CONCORSO STRAORDINARIO
24.000 posti
Sel stato ESCLUSO?
Hai diritto di partecipare anche tu!

Lesson features: screen sharing with annotation

Student view:

The screenshot shows a Zoom meeting interface. At the top, it says "Application sharing" and "16:26 Sun 1 Mar". There are two video thumbnails: "Mario Rossi (me)" and "Davide Prof1 (host)". The main content is a PDF document titled "Contents" for a Raspberry Pi project book. The document has a large "Contents" title and a blue circle that says "GET STARTED WITH RASPBERRY PI". Below this is a "Projects" section with a list of items. Item 16, "MEET THE MAKERS", is circled in green. To the right of the list are three project images: a chessboard (60), a Raspberry Pi board (64), and a red car (64). The bottom of the screen shows a footer: "© 2018 Cisco and/or its affiliates. All rights reserved. Cisco Confidential".

Application sharing

Mario Rossi (me) Davide Prof1 (host)

Contents

GET STARTED WITH RASPBERRY PI
Learn everything you need to know to become a pro with your Raspberry Pi
PAGE 06

Projects

- 16 **MEET THE MAKERS**
The Raspberry Pi is inspiring a new generation to learn how to hack
- 20 **LEGO-LUTION OF PI**
The history of the Pi in the form of a Lego diorama
- 22 **RASPBERRY PI CLUSTER**
A computer cluster built from 40 Raspberry Pis
- 24 **IDATA TRUCK**
The Pi-powered lorry that tweets back to base
- 26 **SNES DI CASE**

60

64

64

54 **MCMASTER FORMULA HYBRID**
Raspberry Pi provides the telemetry for this smart racing car

57 **PROJECT AQUARIUS**
A Pi paludarium to recreate the Amazon

64 **PIPLATEBOT**
Unique mini-robot built in an off-the-shelf Pi case

66 **COFFEE TABLE PI**
An arcade cocktail table for authentic

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Lesson features: screen sharing with annotation

The student can also write down (with the permission of the teacher):

Annotation Request

Mario Rossi is requesting to annotate the shared content.

During annotation, you cannot control the shared content until you stop annotating.

Decline Approve

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An arcade cocktail table for authentic

16:30 Sun 1 Mar

Application sharing

Mario Rossi (me)

Annotation Request

We sent your request to the presenter. Waiting for the presenter's approval...

Close

Contents

GET STARTED WITH RASPBERRY PI

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PAGE 06

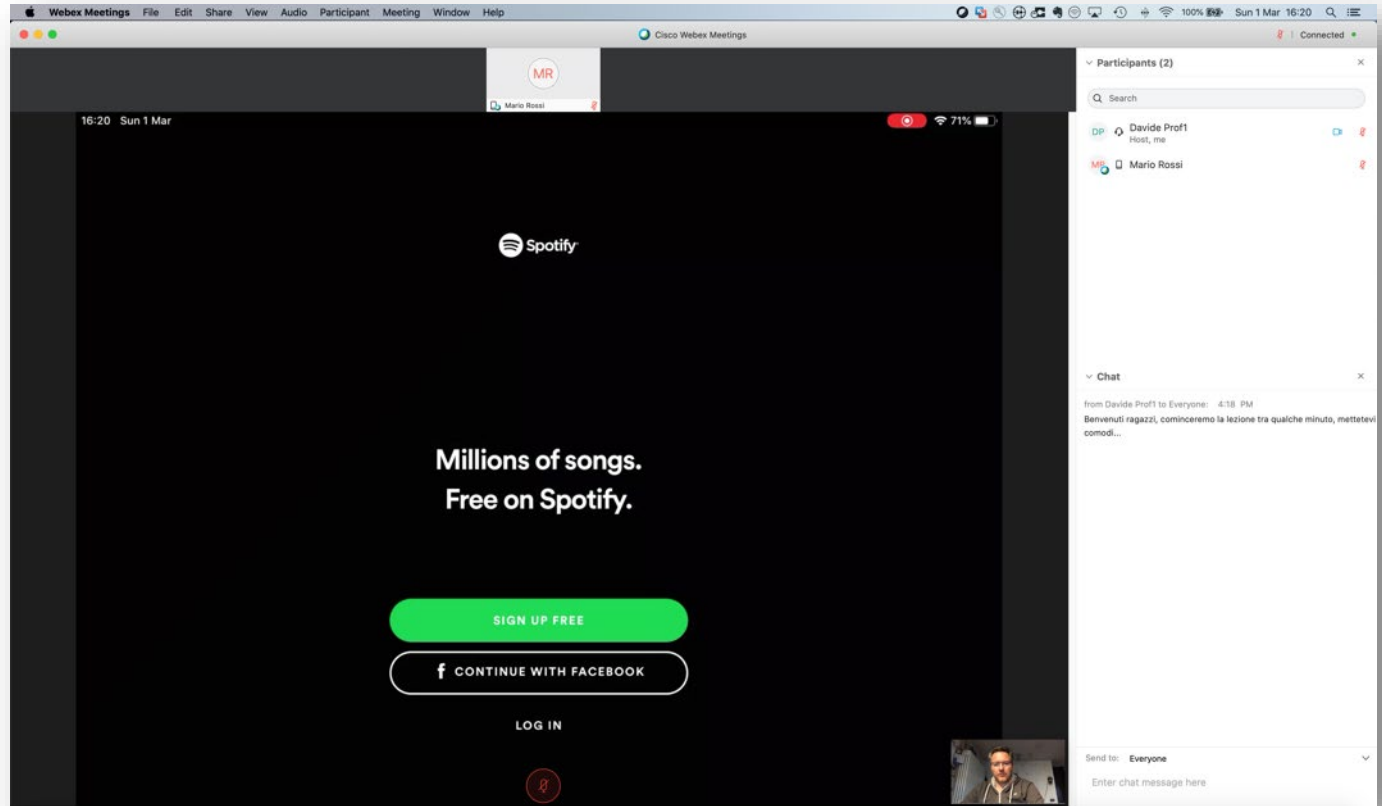
Projects

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Lesson features: screen sharing with annotation

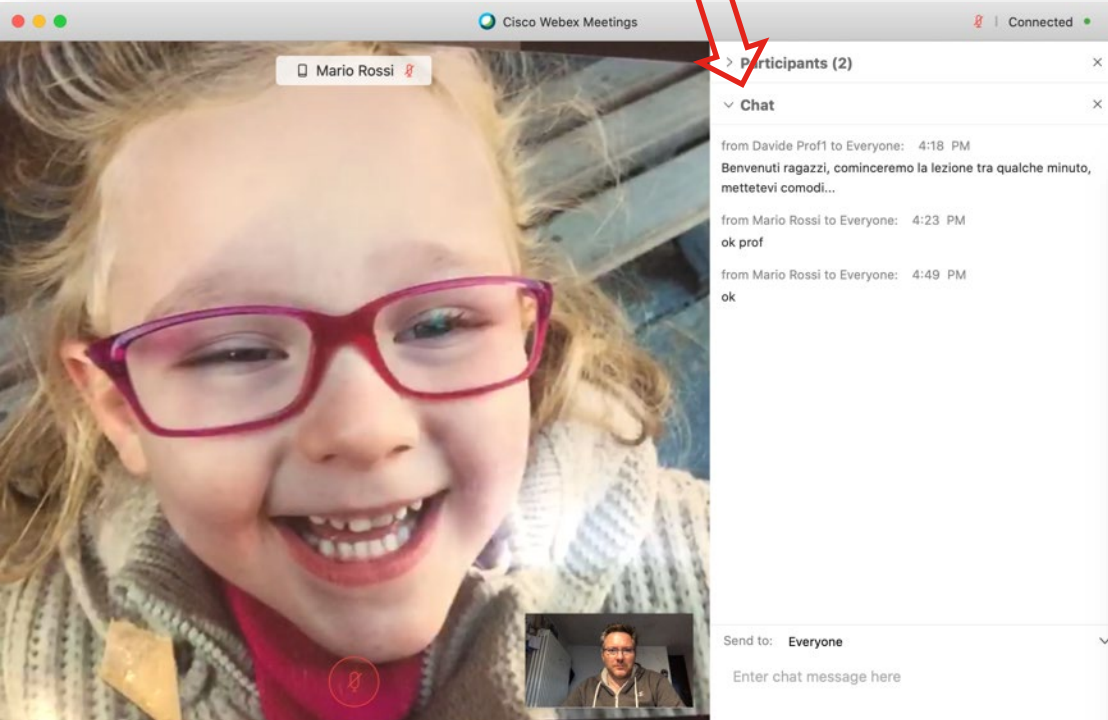
The student can also share their screen:

Teacher view



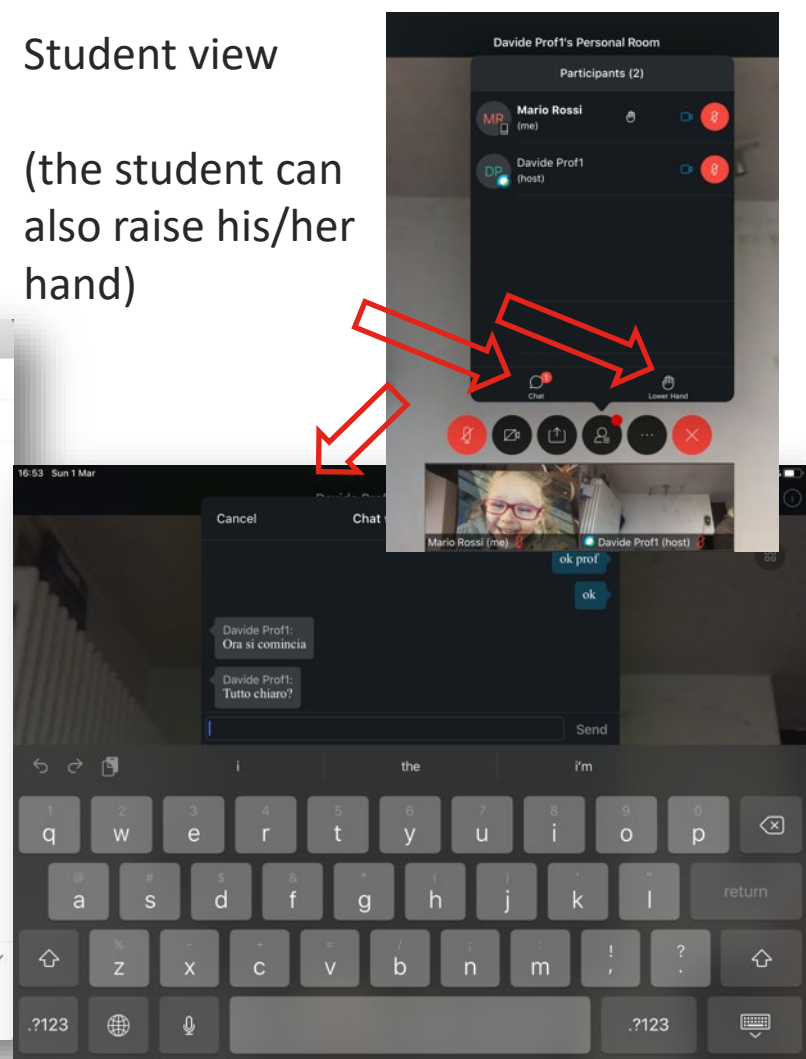
Chat

Teacher view



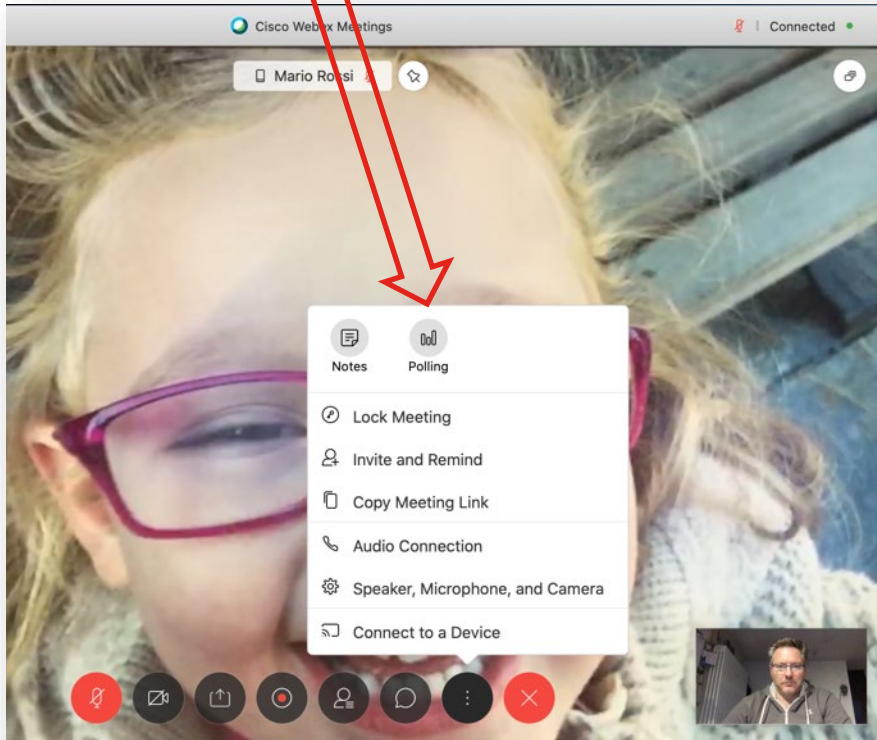
Student view

(the student can also raise his/her hand)



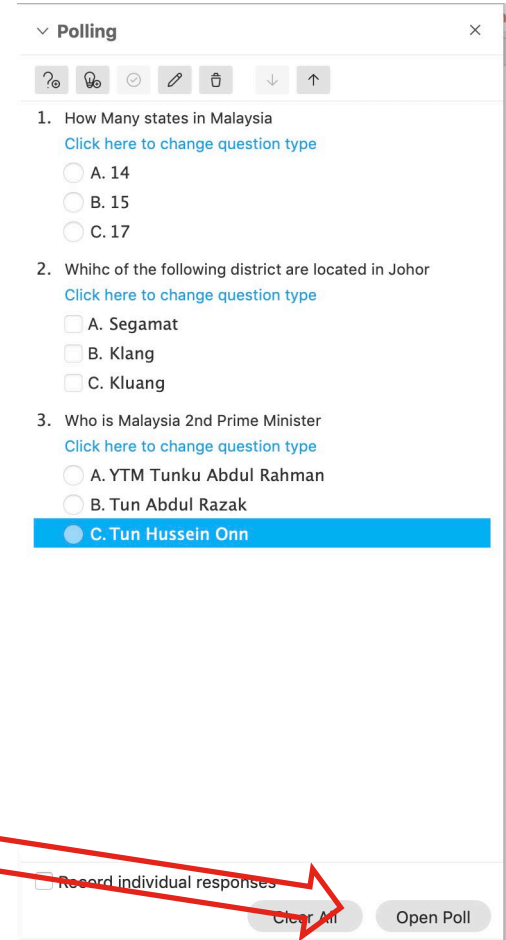
Polling

The teacher can launch a poll



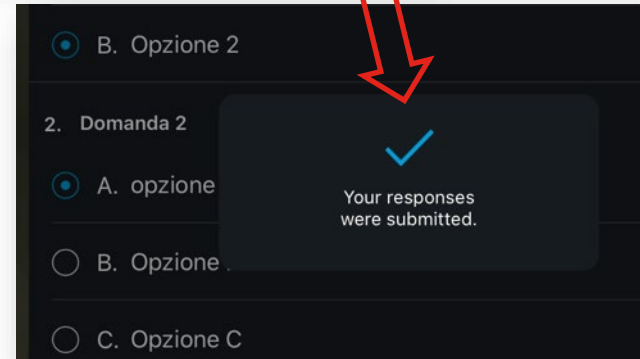
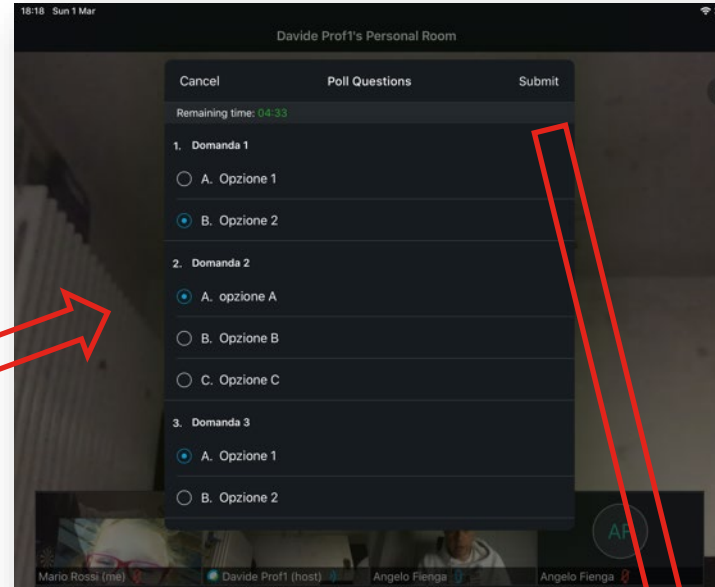
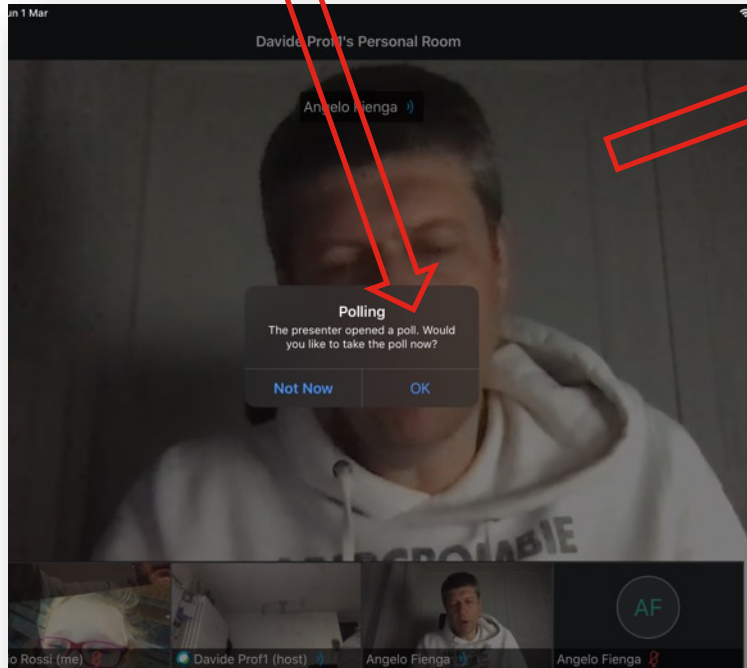
Define a series of questions and answers

... then click "Open Poll"



Polling

Student view:



Polling

... and can share them with students

The teacher sees the results

Questions	Results	Bar Graph
1. Domanda 1		
A. Opzione 1	2/3	67%
B. Opzione 2	1/3	33%
No Answer	0/3	0%
2. Domanda 2		
A. opzione A	2/3	67%
B. Opzione B	1/3	33%
C. Opzione C	0/3	0%
No Answer	0/3	0%
3. Domanda 3		
A. Opzione 1	1/3	33%
B. Opzione 2	2/3	67%
No Answer	0/3	0%

Share with attendees:
 Poll results
 Individual results

3 of 3 attendees have responded
Remaining time: 04:11 Time limit: 05:00

Clear All Edit Questions

Cancel Poll Results

1. Domanda 1

A. Opzione 1 66,7%

B. Opzione 2 33,3%

No Answer 0,0%

My Answer: B

2. Domanda 2

A. opzione A 66,7%

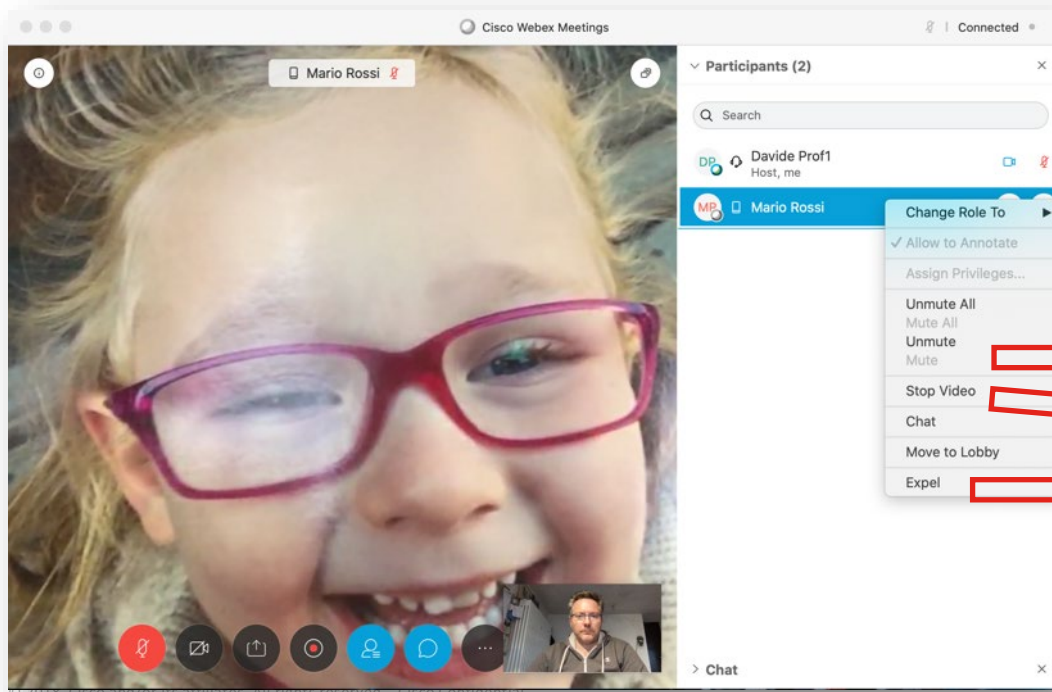
B. Opzione B 33,3%

C. Opzione C

Lesson control (for the
teacher/host)

Lesson control

The teacher/host can, through the list of participants, mute and possibly even expel the students individually



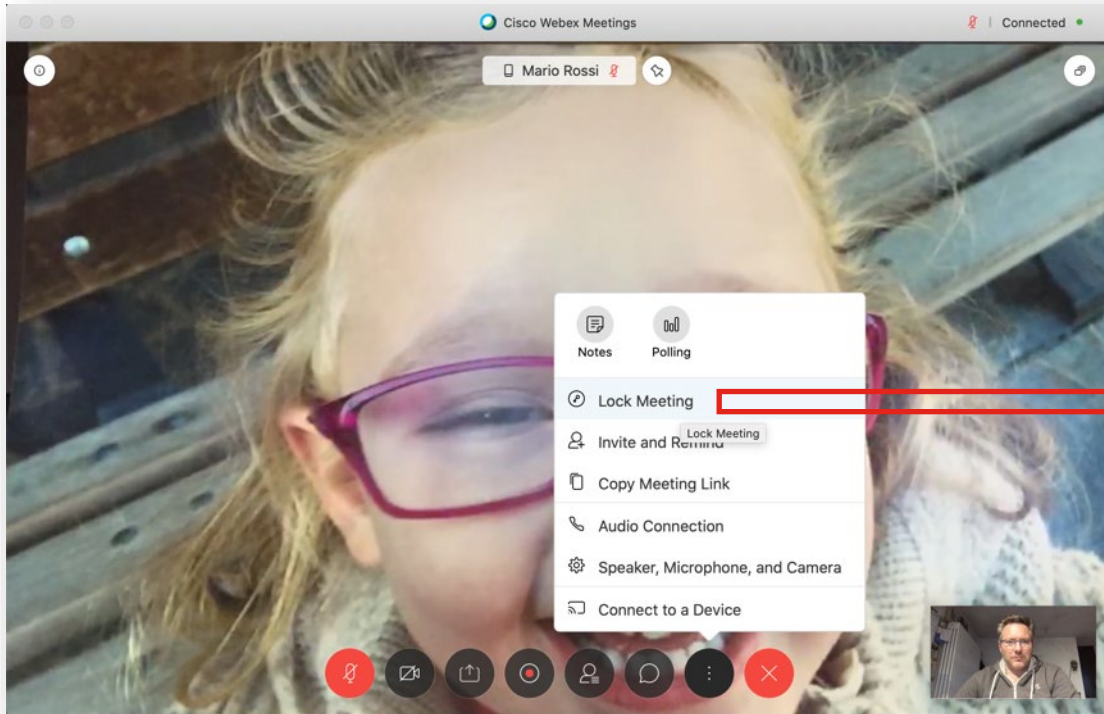
audio mute/unmute

video mute

expel

Locking the lesson (closing the "door")

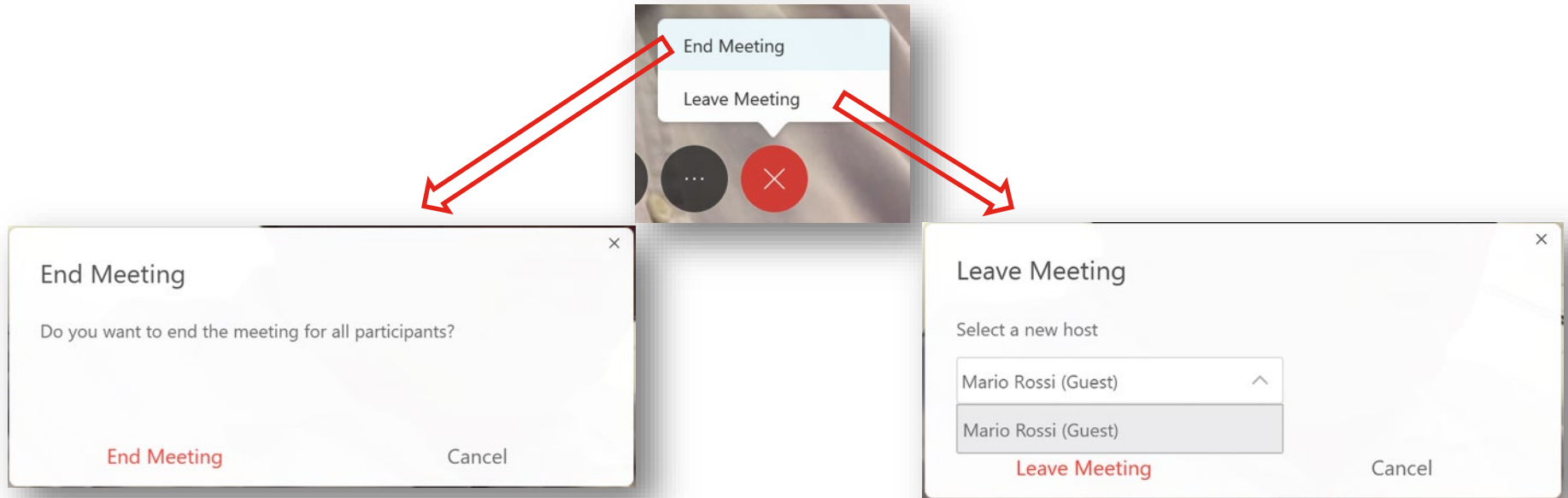
The teacher/host can, at any time, block access to the Personal Room by preventing additional participants (e.g. students of a different class) from entering. In the same way, the teacher/host can unlock it at any time.



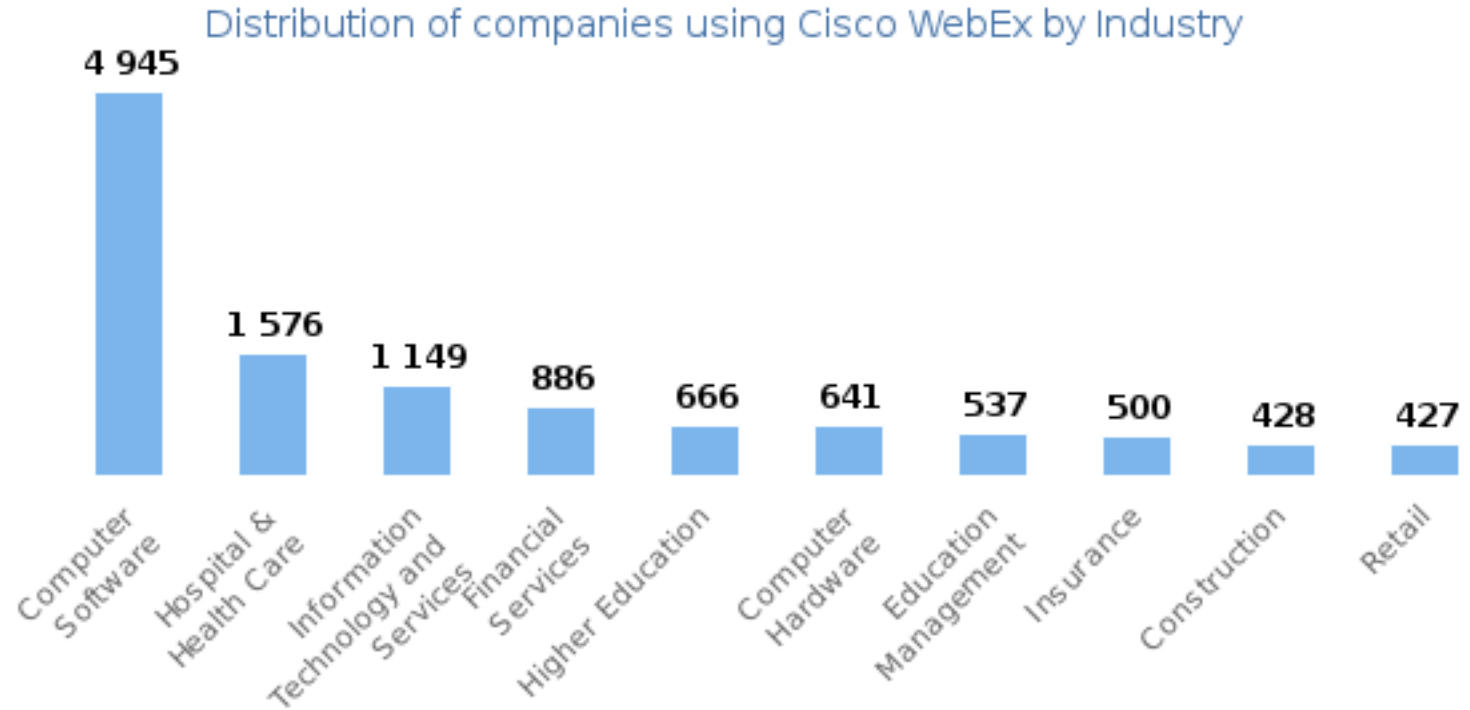
lock/unlock the lesson

End the lesson

- Only the teacher/host can finish the lesson.
- The teacher/host is also entitled to leave the Personal Room without the lecture ending, but in this case he will have to indicate another participant to take the lead on his/her behalf.

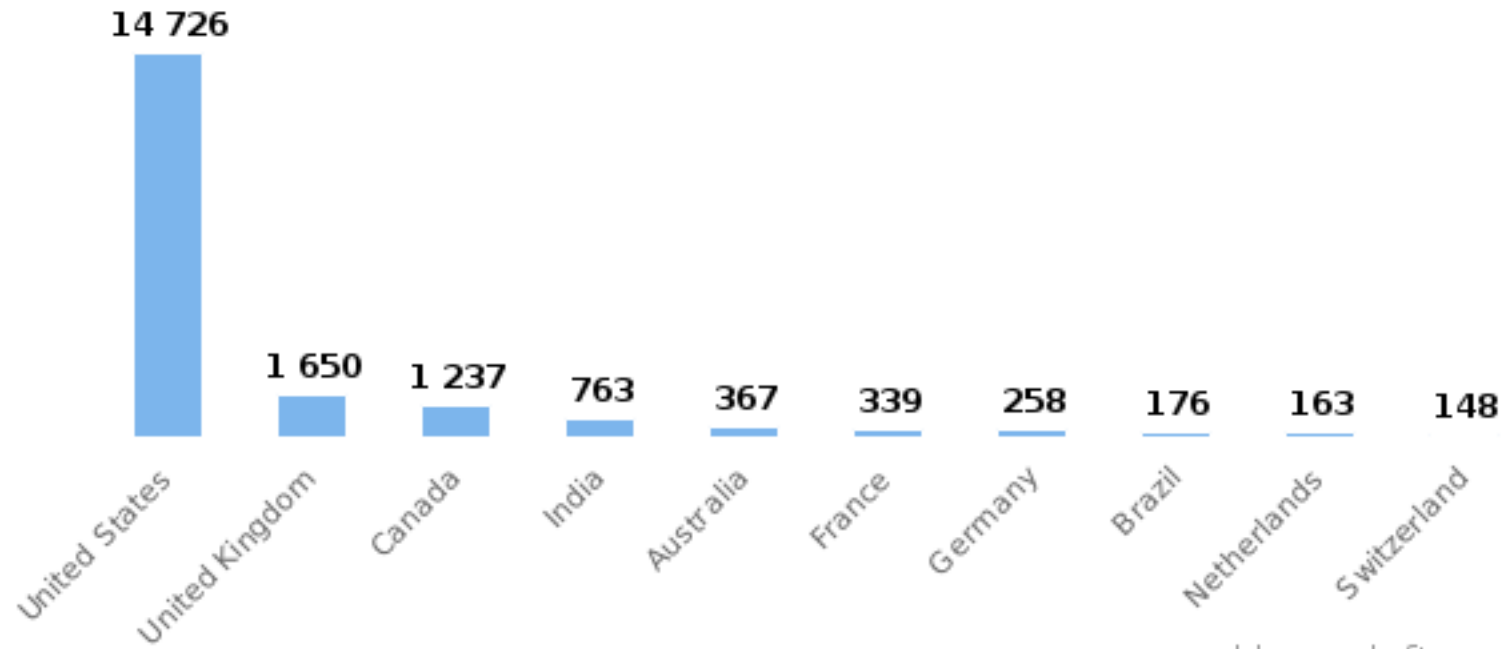


Webex Commonly Used By Company



Webex Commonly Used By Country

Distribution of companies using Cisco WebEx by Country



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Webex Advantage :

.....Most Secured VC

Why?

Next Slide

Webex : Top World Government Meeting



KKM :
CV19 Meeting

Webex : Top World Government Meeting



G20 Government Meeting

Webex : Top World Government Meeting



Panduan Tambahan Produk VC Lain

Panduan serta maklumat
Produk VC lain boleh
dirujuk di :

URL: upm.edu.my/vcguide

The image shows the cover of a video guide titled "VIDEO PANDUAN PENGGUNA VIDEO CONFERENCING /STREAMING". At the top is the UPM logo. Below the title are icons for Webex, Zoom, Blackboard, and WhatsApp. Two callout boxes provide URLs: a purple box for "www.upm.edu.my/vcguide" and a blue box for "[ptj].upm.edu.my/vcguide". A small box at the bottom right lists "idec.upm.edu.my/vcguide" and "agri.upm.edu.my/vcguide". The bottom of the cover features the "powered by IDEC" logo, social media icons for Facebook, YouTube, and Instagram, and the motto "PERTAMBAHAN • INOVASI • KEBERUSAHAAN" above the name "KUALA LUMPUR".

Garis Panduan Keselamatan Persidangan Video UPM



GARIS PANDUAN KESELAMATAN PERSIDANGAN VIDEO

Bagi penggunaan aplikasi persidangan video untuk tujuan mengendalikan mesyuarat atau perbincangan rasmi UPM, pengguna dimohon untuk mematuhi Garis Panduan Keselamatan berikut:



- 1 Gunakan **aplikasi persidangan** video yang bereputasi baik
- 2 Gunakan **sambungan internet** yang dipercayai dan selamat
- 3 Muat turun aplikasi persidangan video dari laman web rasmi atau **sumber yang sah** seperti Google Play dan Apple Store
- 4 **Imbas aplikasi** yang dimuat turun dengan menggunakan perisian **antivirus**



- 5 Pastikan **ejaan URL** adalah sah
 - 6 Elakkan **jemputan** dengan menggunakan **pautan**
 - 7 Kongsi **meeting ID** dan **Password** kepada ahli yang ingin dijemput sahaja
 - 8 Jangan **kongsi pautan** mesyuarat tertutup kepada pihak yang tidak berkenaan
- WEBEX : upm.webex.com
ZOOM : zoom.us
GOOGLE MEET : meet.google.com
MICROSOFT TEAMS : teams.microsoft.com



- 9 Pantau sesi persidangan video dan pastikan **peserta** adalah yang dijemput sahaja
- 10 Elakkan berbilang **perkara sensitif dan sulit** semasa persidangan video bagi mengelakkan kebocoran maklumat
- 11 Elakkan **perkongsian dokumen sulit** melalui aplikasi persidangan video
- 12 Elakkan daripada **pautan mencurigakan** semasa sesi berlangsung
- 13 Elakkan dari **merekod persidangan video** kecuali untuk tujuan pembelajaran dan hendaklah direkod oleh host sahaja serta jangan disimpan di storan cloud
- 14 Kawal kebenaran **perkongsian skrin** serta penggunaan **mikrofon** bagi mengelakkan disalah guna

Untuk maklumat lanjut layari:
<https://www.upm.edu.my/vcguide>

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BUTUH KUALITI DAN ETIKA

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Etika Persidangan Video UPM



GARIS PANDUAN KESELAMATAN PERSIDANGAN VIDEO

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Ade
Pertanyaan?

Terima Kasih

Sebarang Pertanyaan Webex

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