



DEPARTMENT OF COMMERCE (SHIFT-II)
LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600034

Hands-on Training on Cisco WebEx
13th September, 2021

Total No. of Participants: 19

Handout: <https://docs.google.com/presentation/d/1KTnqsvKFWcoOUQmDPwaxB-IO6BWifnri/edit?usp=sharing&oid=117853172821516148205&rtpof=true&sd=true>

About the Training Programme:

The Department of commerce conducted a hands-on training on Cisco WebEx for all the faculty members in the department. The main objective of the program is to educate and to provide a hands-on learning experience on using the Online Video Conferencing Platform “CISCO WEBEX”. The Cisco Webex Trainer of the department Dr D. John Benedict, Assistant Professor, was given the role of enlightening all the faculty members with Cisco WeBex with being assisted by Prof. D. J. Joyci Christi. All the faculty members of the Department of Commerce showed active participation towards learning and understanding the nuances of the CISCO WEBEX.

The trainer provided demo on following:

- **Logging in** - Signing in to Cisco WebEx using credentials.
- **Scheduling** - Scheduling a meeting for a class by giving inputs to the following items:
 - Meeting topic;
 - Meeting passwords;
 - Date and time of Meeting;
 - Audio connection options to be enables before joining meeting;
 - automatic meeting lock settings, and so on.
- **Template** – Fixing and using the pre-determined options as a Template for creation of future meetings.
- **Recording a Meet / Event** - Enabling the recording option in the WebEx meeting.



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- **Options during call** - Enabling to co-host option, presenter, polling option, question & answers etc. during the WebEx call.
- **Lock Meeting** – To lock the meeting to avoid students entering after the beginning of the class.
- **Sharing / Presenting** - Sharing the screen by application or system during the WebEx call.
- **Attendance** - Checking the student's attendance after the WebEx call.
- **Reports Download** - Downloading the participant list in MS excel format.
- **Accessing Recording** – Checking the video recorded in the cloud.
- **Adding Students / Guests** – inputting all the mail ids of the students for easy access by the students.

Outcomes of the training program:

Prof. Joyci Christi assisted the staff members during the hand-on training and also ensured that they were able to login the webex platform, scheduling a class, enabling the options like recording, screen sharing etc. Simultaneously, the staff members learnt about scheduling classes with different options, enabling recording the call, sharing the screen & download the students list who are attended the class. They all cherished about the hand-on training program. The Resource person has clarified the doubts of the professors and it came to end at 6.15 pm.

J. Prasanna Kumar

Signature of the Coordinator.



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PHOTOS OF THE TRAINING PROGRAM



Dr D John Benedict demonstrating on the use of Cisco WeBex





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The Professors are experiencing the Cisco Webex during the Training Program



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ATTENDANCE

DEPARTMENT OF COMMERCE (SHIFT - II)
LOYOLA COLLEGE (AUTONOMOUS), CHENNAI - 600034.

CISCO WEBEX TRAINING - 13TH SEPT, 2021 @ 5:00 P.M.

S. No.	Name of the Professor	Signature
1	Dr S. Prasanna Kumar - Coordinator.	J. Prasanna Kumar
2	Prof. Charles Jail Singh	- AAA -
3	Prof. R. Amala Priya	R. Amala Priya
4	Dr K. C. Mini Mathew	13/9/2021 K. C. Mini Mathew
5	Prof. Hermina Corera	Hermina Corera 13/9/2021
6	Dr K. T. Manivannan	K. T. Manivannan 13/9/21
7	Dr M. Siva Kumar	M. Siva Kumar 13/9/21
8	Dr P. V. Saravanan	P. V. Saravanan
9	Prof. Alexander. Y.	Alexander Y.
10	Dr D. John Benedict	D. John Benedict
11	Prof. J. S. Sivaprakash	J. S. Sivaprakash 13/9/21
12	Dr L. Sherley Mary	L. Sherley Mary 13/9/21
13	Prof. D. J. Joyci Christi	Joyci Christi 13/9/2021
14	Dr C. Stalin Shelly	C. Stalin Shelly
15	Prof. S. Emaldarani	S. Emaldarani
16	Prof. Nishanth Arul Dominic	Nishanth Arul Dominic 13/9/21
17	Prof. Delphine Valarina	Delphine Valarina 13/9/21
18	Prof. F. Antony Pradeep.	F. Antony Pradeep
19	Prof. R. M. Shankar Subbiah	R. M. Shankar Subbiah
20	Prof. P. S. Vaishaali	P. S. Vaishaali

J. Prasanna Kumar
3/9/21
Dr S. Prasanna Kumar
Coordinator.