

WebEx Tutorial

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WebEx is a tool that allows the faculty member and up to 24 students to engage in a synchronous meeting and speak to each other in real time as well as see the same documents or computer screen at the same time.

This allows for a class to hold a virtual class session and interact with each other without being in the same physical space.


1. Go to SC Connect and enter the portal
2. Click on the forms link on the left hand side of the page



3. Then find the form to request the WebEx class or WebEx session. If you have a current formal class, you can request the session for your class and the helpdesk will automatically pull the names of the enrolled students and their email addresses to make things easier for the instructor.

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Request a WebEx online meeting for your Class

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4. Then complete the chosen form and submit it to the helpdesk. Try and give them 24 hours before you wish to use the classroom.

Simpson College has one 25-seat classroom so one group can be using the tool at a time.

