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 Person 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

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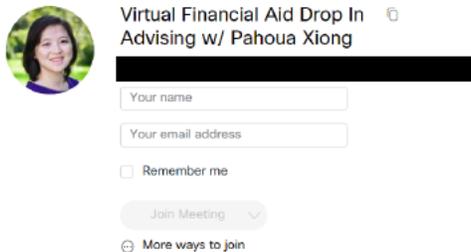
Launching Webex Personal Room

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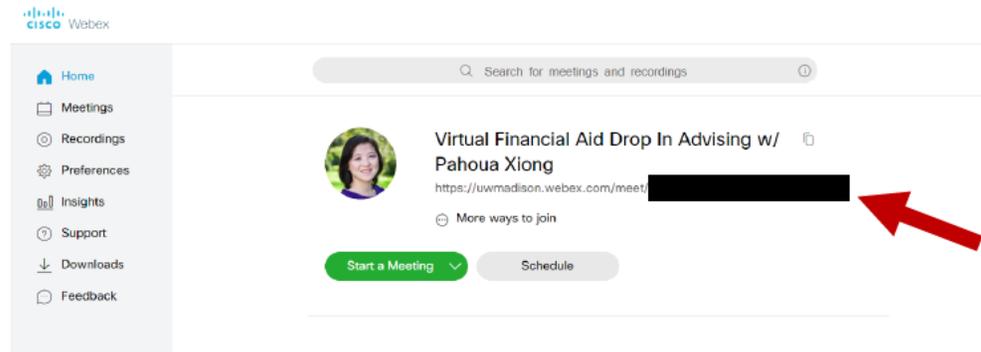
Simply click on the **Start a Meeting** button to launch your Personal Room. The following set of screenshots show what you and your student will see in the Personal Room during a drop-in advising session.

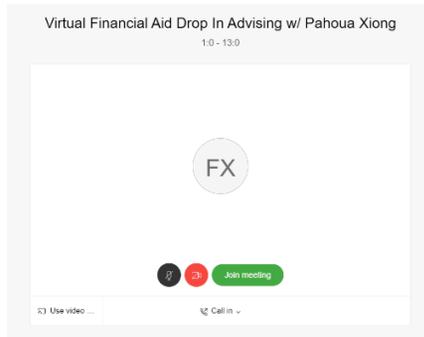| Student View	Advisor View
What students see when they click on your Person Room URL.	

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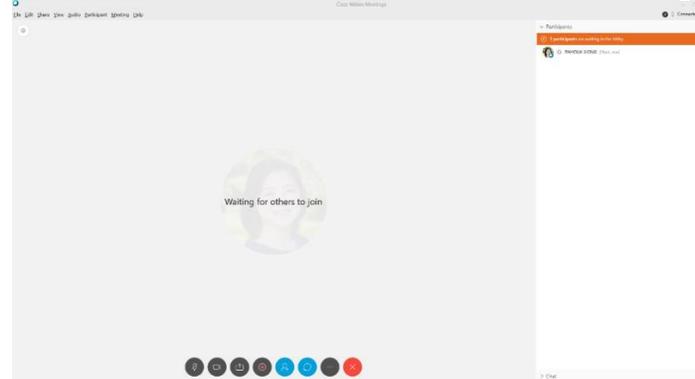|	
After logging in, students are prompted to configure the setting for audio and camera connection. Virtual Financial Aid Drop In Advising w/ Pahoua Xiong 1:0 - 13:0 FX Join meeting Use video ... Call in	
After "joining meeting" students receive this message as they wait in the virtual Lobby. PAHOUA 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. Waiting for others to join The Participants is highlighted in bright orange color. 0 Connected ∨ Participants × 3 participants are waiting in the lobby. × PAHOUA XIONG (Host, me)
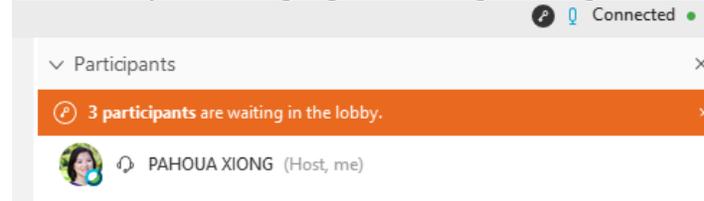
Once you open the window to view participants, the color will turn gray like this. You can click on the Participants to expand the area and see the students' name.
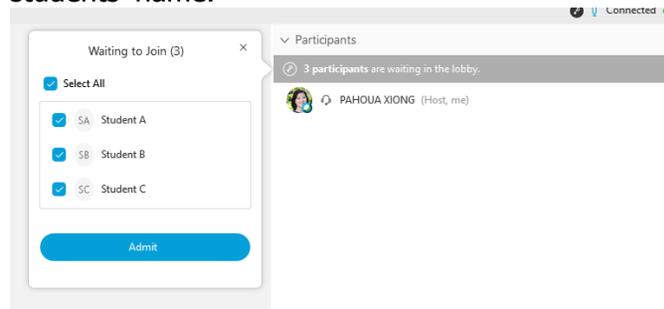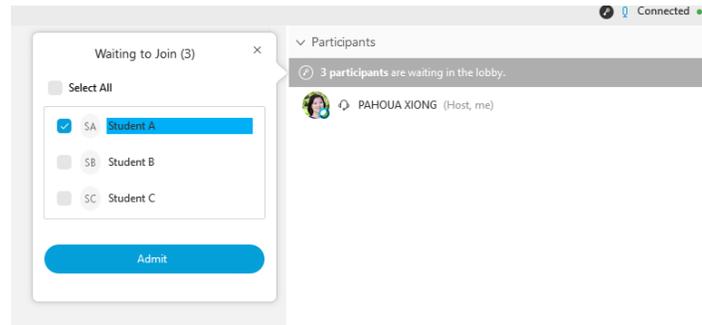

When new students enter the Lobby, the Participants list will change back to orange.
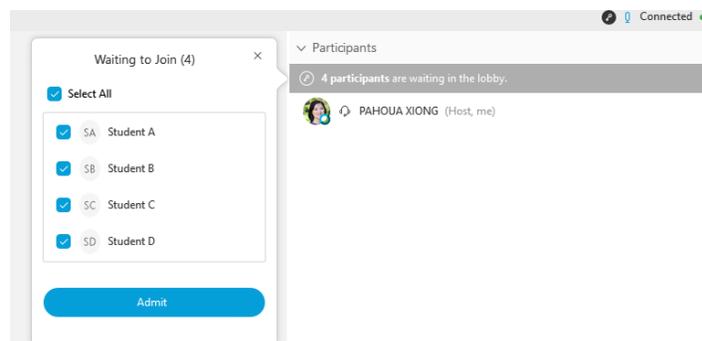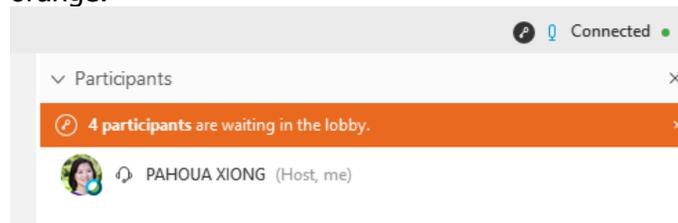
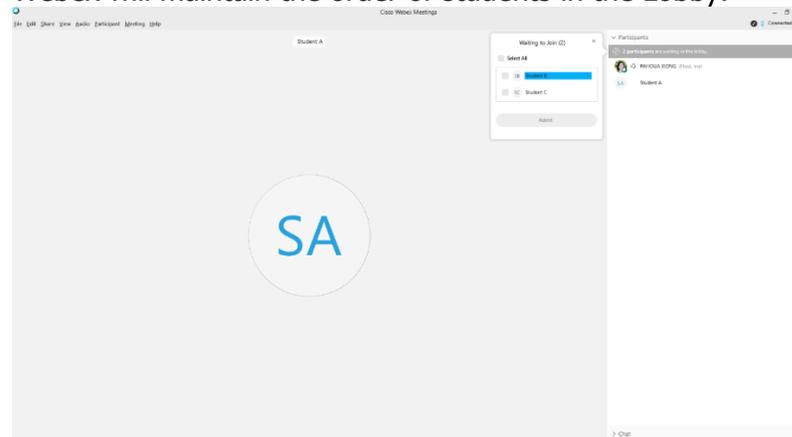# Instructions for Using Webex Personal Room for Virtual Drop-in Advising

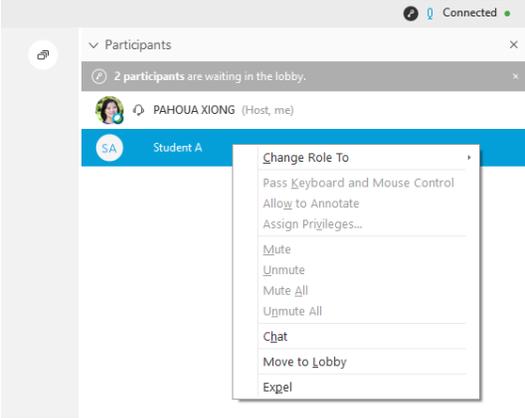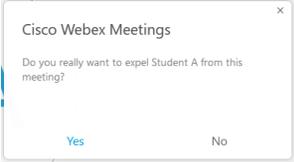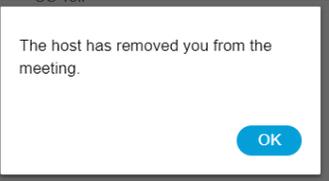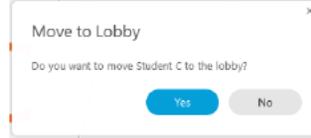|	When you are ready, you can **Admit** one student at time. Example here is showing the admission of Student A.
After being admitted, students' view will change to the Personal Room. Students can share their screens with you as well so you're able to help them.	Webex will maintain the order of students in the Lobby.

	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**.
	You will get a confirmation notice. Click **Yes**.
Students will receive this notification that they've been removed. 	

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Other Webex Personal Room Screenshots
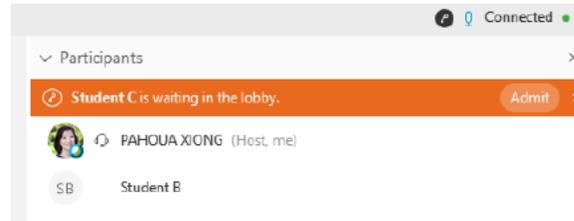
	If you accidently admit more than one student, you can remove the students to the Lobby. Right-hand click on the students' name and choose **Move to Lobby**. You will get a notice to confirm your action. **Move to Lobby** Do you want to move Student C to the lobby? Yes No The Participants list will change to bright orange to show that the student was successfully moved to the Lobby. Connected • Participants Student C is waiting in the lobby. Admit × PAHOUA XIONG (Host, me) SB Student B
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	