

**WEBEX TRAINING**  
**GET STARTED TRAINING NOTES**

Prepared by  
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(Vol 1 : April 2020)

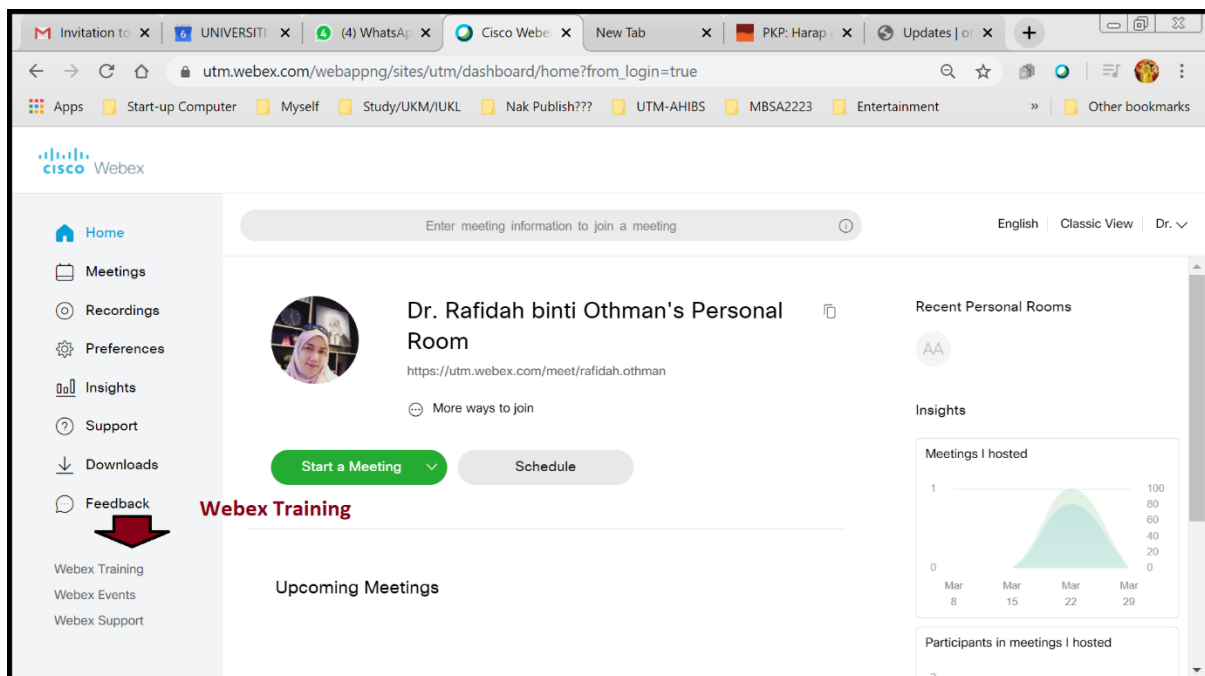
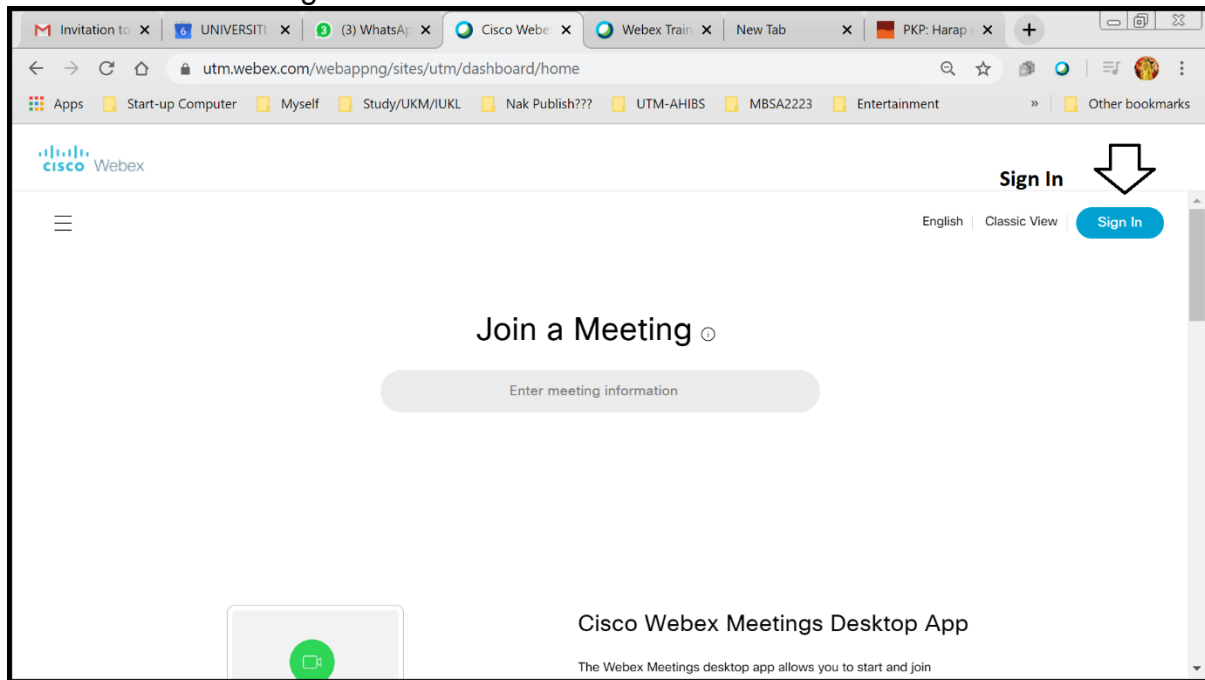
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# 1 Login to WebEx Training

utm.webex.com to sign in



Invitation x UNIVER x (4) What x Cisco We x Webex Tr x New Tab x PKP: Har x Updates x

utm.webex.com/mw3300/mywebex/default.do?siteurl=utm&service=7

Apps Start-up Computer Myself Study/UKM/IUKL Nak Publish??? UTM-AHIBS MBSA2223 Entertainment Other bookmarks

Webex For

Home Webex Meetings Webex Events Webex Support Webex Training My Webex Modern View **NEW** Dr. Rafidah binti Othm... Sign Out

[New User Reference](#)  
[Attend a Session](#)

▼ Host a Session  
[Schedule Training](#)  
[Instant Session](#)  
[Hands-On Lab](#)  
[Test Library](#)  
[My Training Recordings](#)

▼ Set Up  
[Webex Training](#)  
[Preferences](#)  
[My Profile](#)

▼ Support  
[Help](#)  
[MyResources](#)  
[Downloads](#)

## Join an Unlisted Training Session

To join an unlisted training session, type the session number that your host gave to you, then click **Join Now**.

Session Number:

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javascript:parent.toggleFolder('support')

## 2 Schedule Training

### 2.1 Setting Training Session

**Schedule Training Session**

Set options using template: [Webex Training Default]

**Session and Access Information**

Topic: [Empty field]

Set session password: JmCaWEwq372

☐ This session will have over 500 attendees

☒ Automatically delete session after it ends

☐ Send a copy of the attendee invitation to me

**Audio Conference Settings**

Select conference type: Webex Audio

☒ Display global call-in numbers (Global call-in numbers are displayed at meeting start.)

☐ Mute attendees upon entry

Entry and exit tone: Beep

**Date and Time**

Starting time: April 9, 2020 9:00 am

Time zone: Singapore (Singapore Time, GMT+08:00)

Occurrence: ☒ Single-session class

☐ Recurring single-session class (attendees register for one session)

☐ Multiple-session course (attendee register for entire sequence)

☐ Schedule irregular sessions (each session may be edited separately later)

Estimated duration: 1 hour

**Registration**

You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

You must enable registration if you want to charge attendees a fee.

Attendee Registration: ☐ Require attendee registration [Customize form](#)

☐ Automatically approve all registration requests (If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

### 2.2 Registration

Enable registration if you want to charge attendees a training fee. (tips: uncheck if for lecture or unpaid training)

**Registration**

You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

You must enable registration if you want to charge attendees a fee.

Attendee Registration: ☐ Require attendee registration [Customize form](#)

☐ Automatically approve all registration requests (If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

**Attendees**

Invited attendees: [Empty list]

[Invite Attendees...](#)

Security: ☐ Exclude password from emails sent to attendees

☐ Attendees must have an account on this service to attend session

**Presenters**

Invited presenters: [Empty list]

[Invite Presenters...](#)

**Session Options**

Available features: Chat, Poll, Video, View video thumbnails, Number of attendees, Send, etc.

## 2.3 Send invitation via email

**Registration**

You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

- You must enable registration if you want to charge attendees a fee.

Attendee Registration:

- ☒ Require attendee registration [Customize form](#)
- ☐ Automatically approve all registration requests

(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

**Attendees**

Invited attendees:

Invite Attendees...

Security:

- ☐ Exclude password from emails sent to attendees
- ☐ Attendees must have an account on this service to attend session

**Presenters**

Invited presenters:

Invite Presenters...

**Session Options**

Available features:

Chat, Poll, Video, View video thumbnails, Number of attendees, Send ...

## 2.4 Add contact list

**Invite Attendees**

Provide new attendee information here or select contacts from your address book.

Attendees to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

Select Contacts... OK Cancel

**New Attendee**

\* Required field

Full name: Dr Kamal Ali\*\*

Email address: kamal@utm.my

Phone number: 1

Time Zone: Singapore (Singapore Time, GMT+08:00)

Language: English

Locale: U.S.

☒ Add new attendee in my address book

☐ Invite as alternate host

1. Add to contact list

to invite as alternate host

Add Attendee

to add to attendee's list

## 2.5 Assign presenter upon scheduling the training

The screenshot shows the Cisco Webex interface for scheduling a training session. The 'Presenters' section is highlighted with a black box. The page includes navigation tabs (Home, Webex Meetings, Webex Events, Webex Support, Webex Training, My Webex), a sidebar with options like 'Host a Session' and 'Set Up', and a main content area with 'Registration' and 'Attendees' sections. The 'Presenters' section has a text input for 'Invited presenters' and an 'Invite Presenters...' button.

## 2.6 Add Presenter

The screenshot shows the 'Invite Presenters' form in a Google Chrome browser. The form is titled 'Invite Presenters' and includes a table for 'Presenters to Invite'. Below the table is a 'New Presenter' section with fields for 'Full name', 'Email address', 'Phone number', 'Time Zone', 'Language', and 'Locale'. There are also checkboxes for 'Add presenter as attendee in my address book' and 'Invite as alternate host'. A black arrow points to the 'Full name' field, and another black arrow points to the 'Add Presenter' button. The text '1. Add new presenter' and '2. add presenter' are written next to the arrows.



## 2.7 Session option setup

Session Options

Available features: Chat, Poll, Video, View video thumbnails, Number of attendees, Send video, Attendee List, File Transfer, Presentation, App

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

Breakout Session Assignments Settings

In-session assignments (automatic or manual attendee assignments during the session) are always available. Participants on some mobile devices cannot join breakout sessions.

Options:

- ☐ Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the session)
  - ☒ Automatically assign attendees during the session
    - Set the number of breakout sessions: 4
    - Set the number of attendees in each breakout session: 20
  - ☐ Manually assign registered attendees to breakout sessions (requires attendee registration to be enabled)

Email Options

You can select the types of email messages that you want to send by clicking Edit Email Options.

[Edit Email Options...](#)

Session Information

Agenda: ☒ Plain text ☐ HTML

## 2.8 Edit Session options

Session Options

**Training session options**

Select options that you want participants to have when a training session begins.

☒ Chat ☒ Video

☒ File transfer ☒ View video thumbnails

**Attendee Privileges**

Select the attendee privileges that you want all attendees to have when a training session begins.

**Sessions:**

☐ Recording ☒ Number of attendees

☒ Send video ☒ Attendee list

**Documents:**

☐ Save ☐ Annotate ☐ Next or previous page

☐ Print ☐ Thumbnails

[Save](#) [Cancel](#)

## 2.9 Breakout session setting upon scheduling the training

The screenshot shows the Cisco Webex interface for scheduling a session. The left sidebar contains navigation links: New User Reference, Attend a Session, Host a Session (with sub-links for Schedule Training, Instant Session, Hands-On Lab, Test Library, and My Training Recordings), Set Up (with sub-links for Webex Training, Preferences, and My Profile), and Support (with sub-links for Help, MyResources, and Downloads). The main content area is titled 'Session Options' and includes an 'Invite Presenters...' button. Below this, there are sections for 'Available features' (a list of features like Chat, Poll, Video, etc.), 'Destination address (URL) after session:', and 'Greeting message:'. A red box highlights the 'Breakout Session Assignments Settings' section, which contains a message about in-session assignments and three options: 'Enable Pre-Session Assignment' (selected), 'Automatically assign attendees during the session' (with sub-options for number of sessions and attendees), and 'Manually assign registered attendees to breakout sessions'. Below this is the 'Email Options' section with a message about selecting email types and an 'Edit Email Options...' button. The 'Session Information' section at the bottom includes an 'Agenda' field with 'Plain text' and 'HTML' radio buttons.

## 2.10 Email option

The screenshot shows the Cisco Webex interface for scheduling a session, focusing on the 'Email Options' section. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Email Options' section highlighted with a red box, containing a message about selecting email types and an 'Edit Email Options...' button. Below this is the 'Session Information' section, which includes 'Agenda' and 'Description' fields, each with 'Plain text' and 'HTML' radio buttons. The 'Graphics' section has 'Import Picture...' and 'Remove Picture' buttons. The 'Course Material' section has a message about downloading course material and an 'Add Course Material...' button. The 'Tests' section has a message about adding tests and an 'Add Test' button.

## 2.11 Session Information

The screenshot shows the Cisco Webex interface for editing a session. The left sidebar contains navigation links: New User Reference, Attend a Session, Host a Session (with sub-links for Schedule Training, Instant Session, Hands-On Lab, Test Library, and My Training Recordings), Set Up (with sub-links for Webex Training, Preferences, and My Profile), Support, Help, MyResources, and Downloads. The main content area has tabs for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. The 'Session Information' section is highlighted with a red box and contains the following fields:

- Email Options:** A message stating "You can select the types of email messages that you want to send by clicking Edit Email Options." with an "Edit Email Options..." button.
- Session Information:**
  - Agenda:** Radio buttons for "Plain text" (selected) and "HTML", followed by a text area and a help icon (?).
  - Description:** Radio buttons for "Plain text" (selected) and "HTML", followed by a text area and a help icon (?).
  - Graphics:** "Import Picture..." and "Remove Picture" buttons.
- Course Material:** A message stating "Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously." followed by "(No file specified yet.)" and an "Add Course Material..." button.
- Tests:** A message stating "You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session." followed by "(No test yet.)".

## 2.12 Add Course Material

Course material specified can be downloaded by participants before the session starts. Upload new files or select ones you have uploaded previously.

This screenshot is identical to the one above, showing the same Cisco Webex interface. However, the 'Course Material' section is highlighted with a red box. This section contains the following information:

- Course Material:** A message stating "Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously." followed by "(No file specified yet.)" and an "Add Course Material..." button.

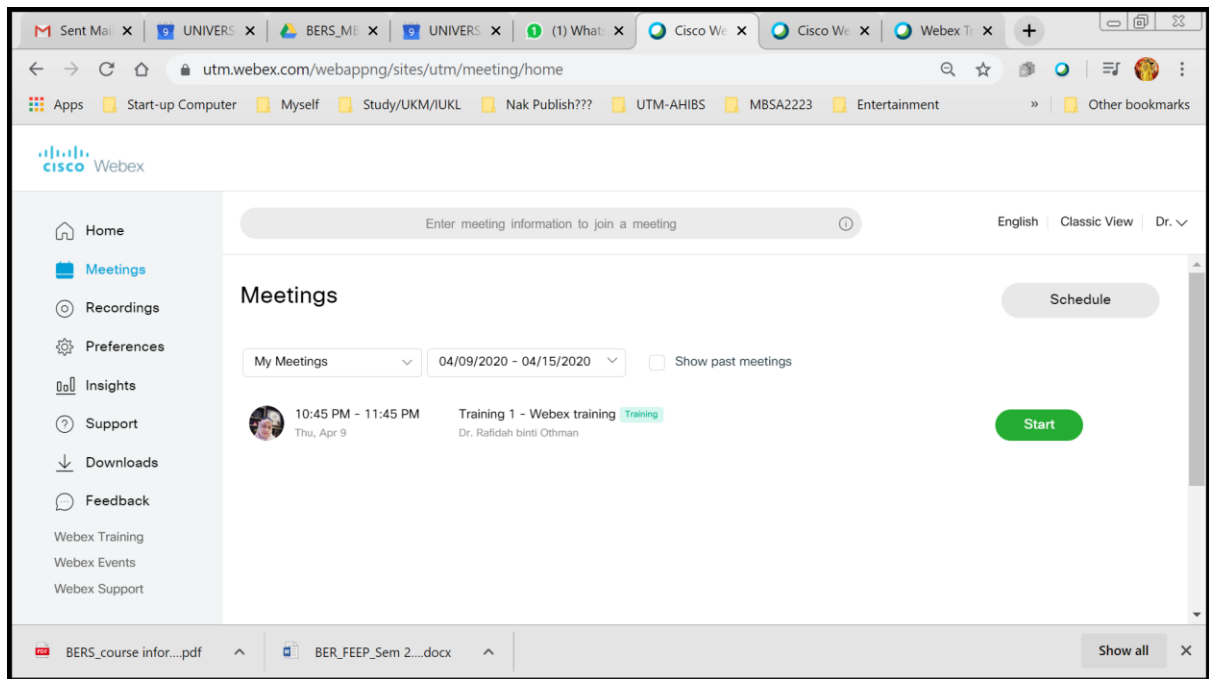
## 2.13 Test

You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session.

The screenshot shows the Cisco Webex 'Schedule Training' page. The left sidebar contains navigation links: New User Reference, Attend a Session, Host a Session (with sub-links: Schedule Training, Instant Session, Hands-On Lab, Test Library, My Training Recordings), Set Up (with sub-links: Webex Training, Preferences, My Profile), and Support (with sub-links: Help, MyResources, Downloads). The main content area has a 'Description' field with radio buttons for 'Plain text' and 'HTML', and a 'Graphics' section with 'Import Picture...' and 'Remove Picture' buttons. Below these are sections for 'Course Material' and 'Tests'. The 'Tests' section is highlighted with a red box and contains the following text: 'You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session.' Below this text is an 'Add Test...' button. At the bottom of the page, there are buttons for 'Save As Template', 'Schedule', 'Start Session', and 'Cancel'. The footer includes the copyright notice '© 2020 Cisco and/or its affiliates. All rights reserved.' and links to 'Privacy Statement' and 'Terms of Service'.

## 2.14 Save the schedule

This screenshot is identical to the one in 2.13, but with additional annotations. A red box highlights the 'Save As Template' button at the bottom left. Another red box highlights the 'Schedule', 'Start Session', and 'Cancel' buttons at the bottom right. A text box between these two boxes contains the text: 'Save as template to allow using the same training format in future'. The rest of the page content, including the sidebar, main content area, and footer, is the same as in the previous screenshot.



Your scheduled training will appear in your meeting folder in webEx account

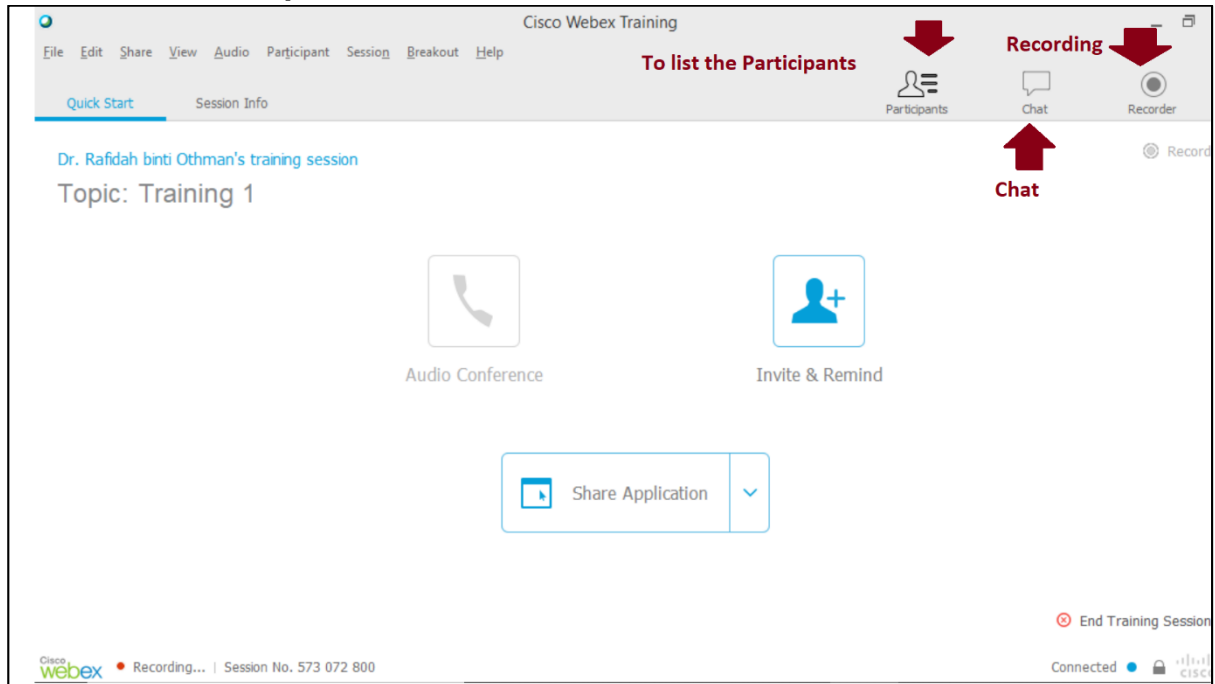
### 3 Start Training session

The screenshot shows the Cisco Webex Meetings interface. On the left is a sidebar with navigation options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below the sidebar are links for Webex Training, Webex Events, and Webex Support. The main area is titled 'Meetings' and includes a search bar, filters for 'My Meetings' and dates '04/09/2020 - 04/15/2020', and a 'Show past meetings' checkbox. A list of meetings is displayed, with one entry highlighted: 'Training 1 - Webex training' by Dr. Rafidah binti Othman, scheduled for 10:45 PM - 11:45 PM on Thursday, April 9. A green 'Start' button is visible to the right of the highlighted meeting. An arrow points from the text 'To indicate this is WebEx training' to the 'Training' tag on the meeting entry. Another arrow points from the highlighted meeting entry to the 'Start' button.

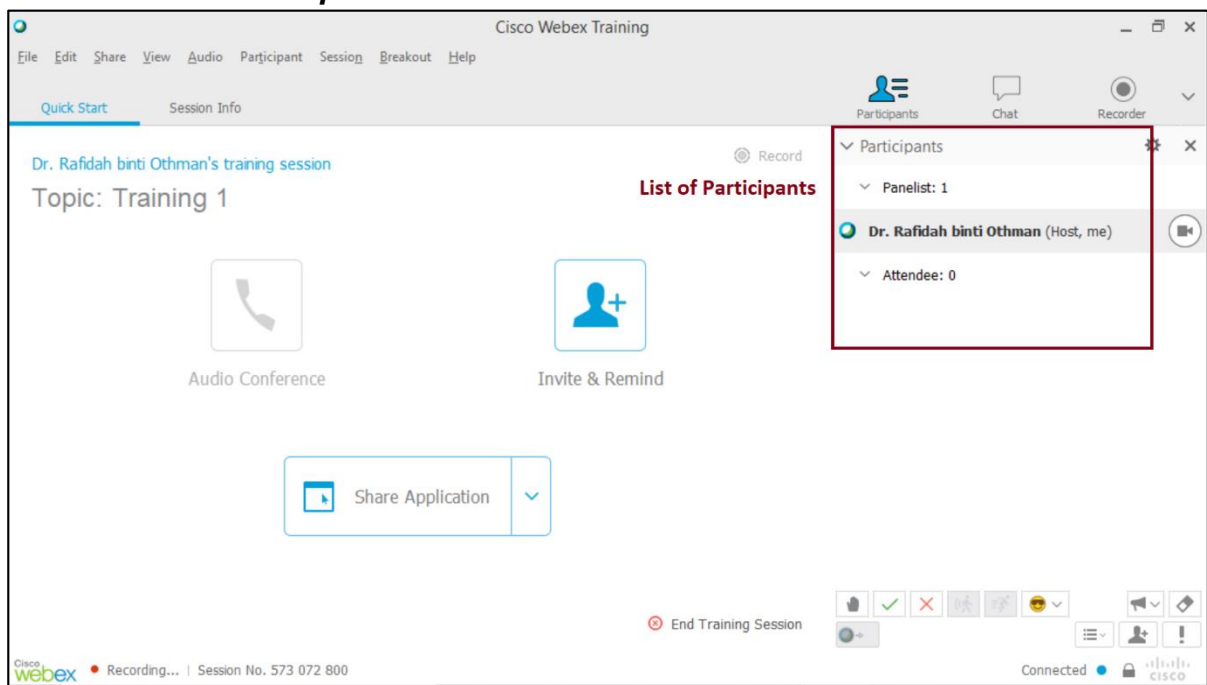
Or

The screenshot shows the Cisco Webex Training interface. The top navigation bar includes Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. The main area is titled 'Session Information: Training 1 - Webex training'. The session status is 'Not Started'. The session date is Thursday, April 9, 2020. The starting time is 10:45 pm, Singapore Time (Singapore, GMT+08:00). The duration is 1 hour. The presenter is Dr. Rafidah binti Othman. The agenda includes session number, password, host key, and audio conference details. The host's name is Dr. Rafidah binti Othman, and the host's email is rafidah.othman@utm.my. The SCORM data is SCORM1.2 and SCORM 2004. The course material is (none). There is an 'Add Test' button. A 'Start Session Now' button is highlighted with a box. Text 'To start session' is below the button. Text 'Meeting information to copy' is to the right. Text 'To edit, delete ans add to calender' is at the bottom. Buttons for 'Edit', 'Delete', 'Add to My Calendar', and 'Go Back' are at the bottom.

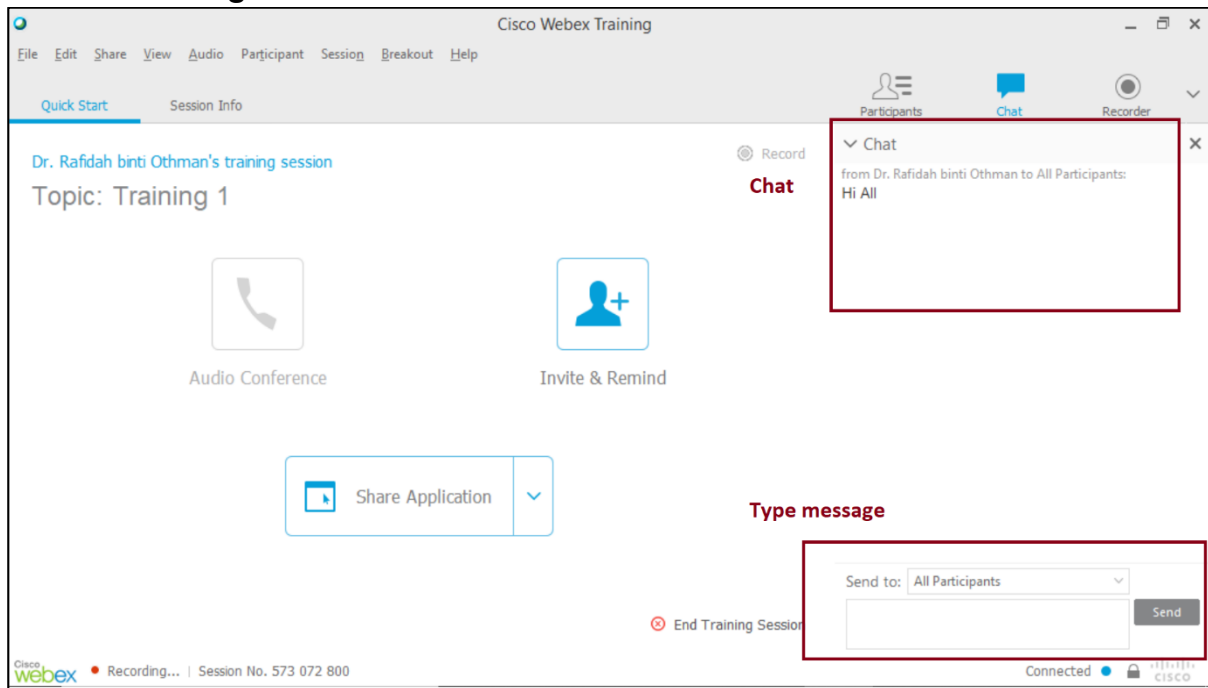
### 3.1 Function/Option button



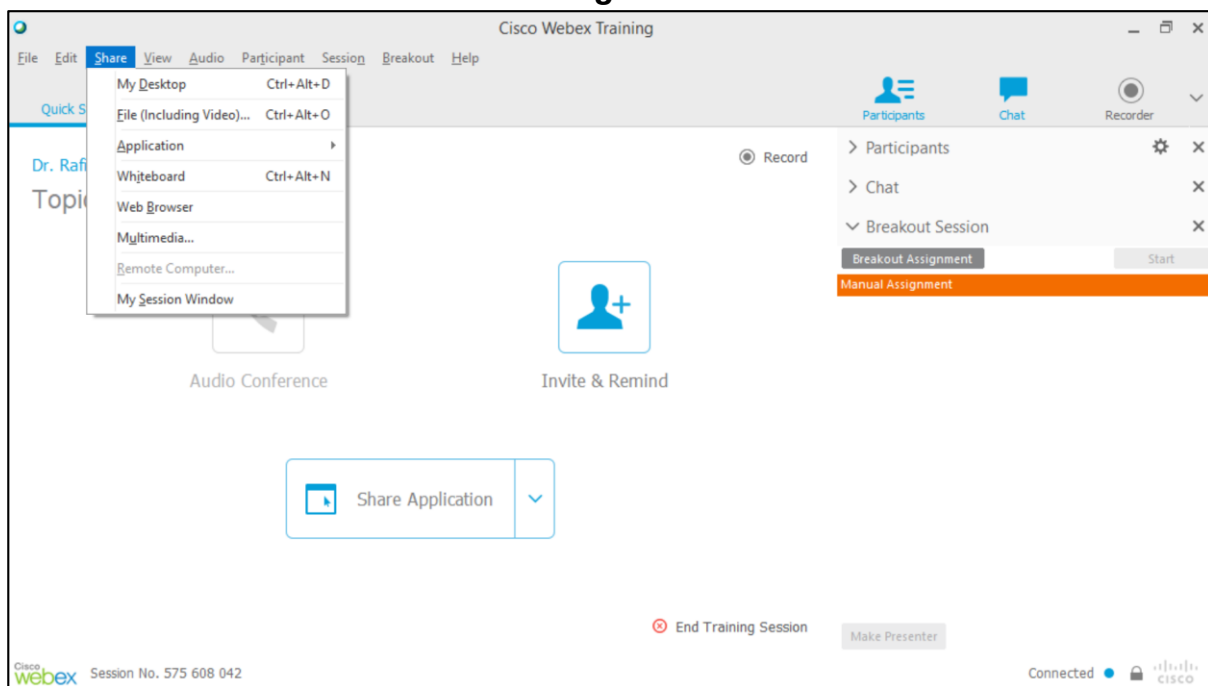
### 3.2 List of Participant



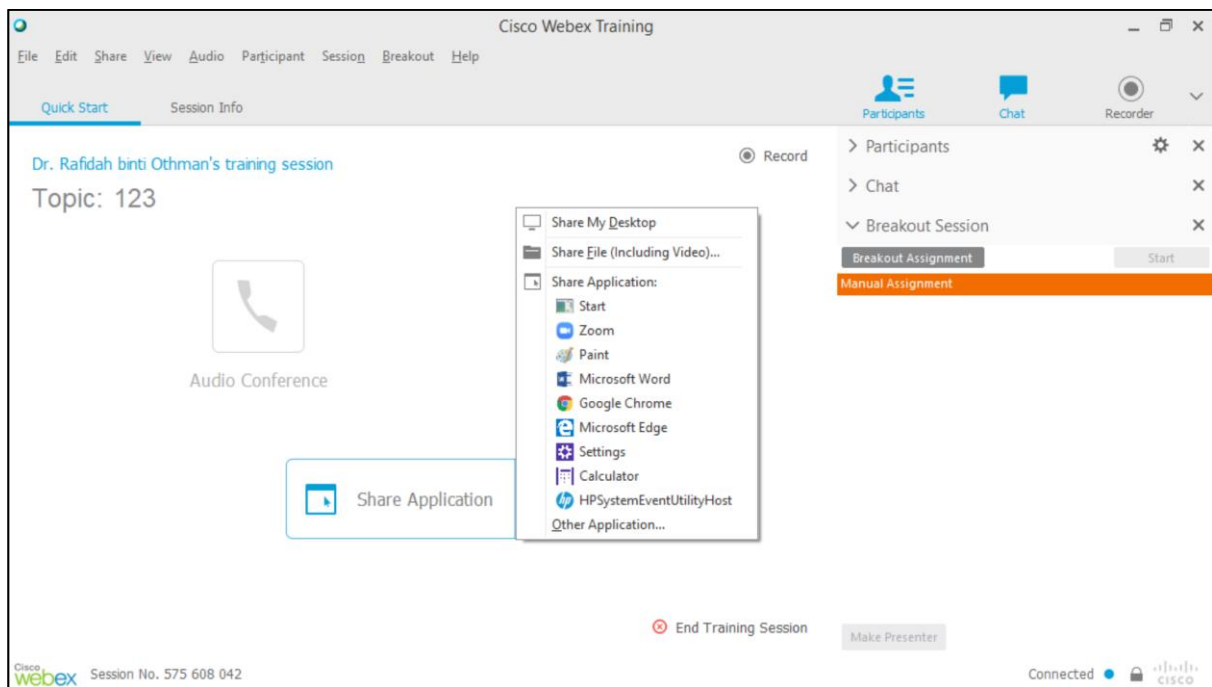
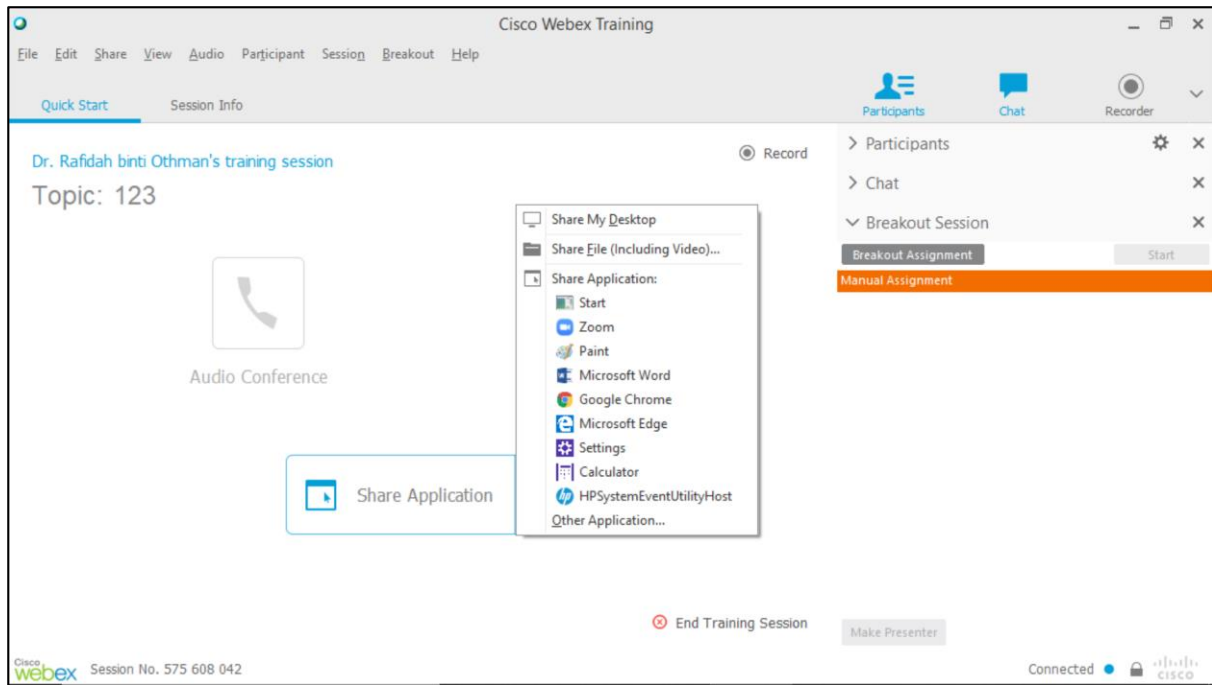
### 3.3 Chatting



### 3.4 Share Content in WebEx training







### 3.5 Invite/remind during session

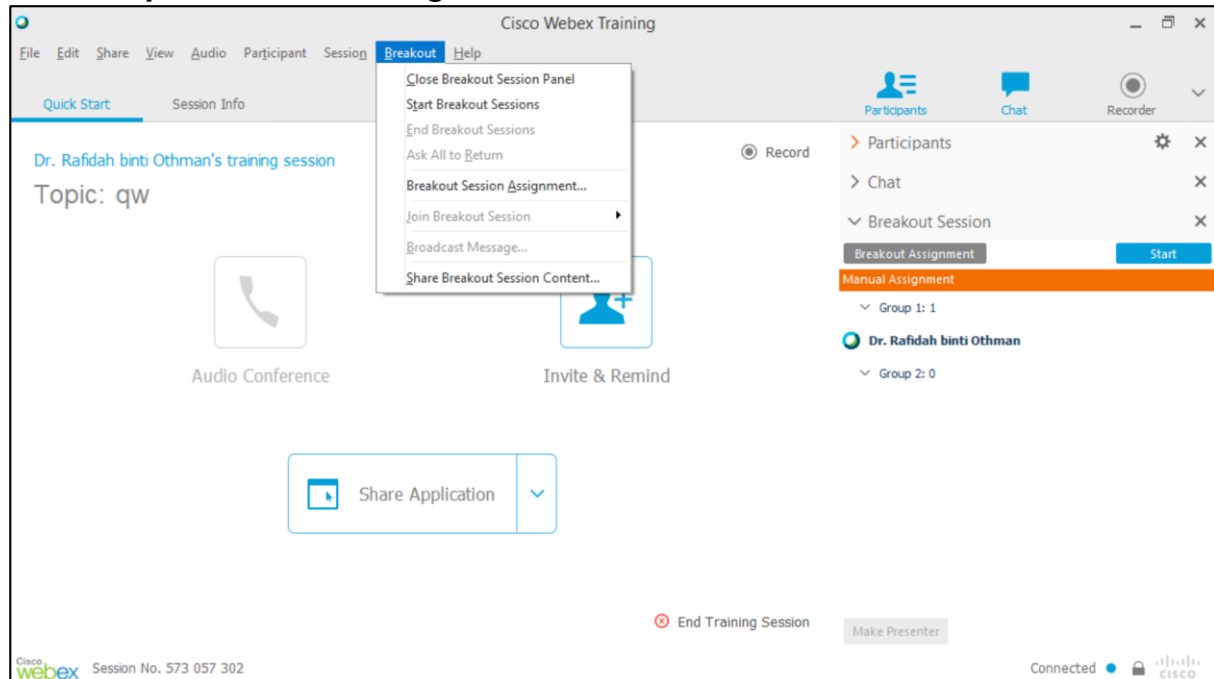
The screenshot shows the Cisco Webex Training interface during a session. The main window displays 'Dr. Rafidah binti Othman's training session' with 'Topic: 123'. Below the session title are icons for 'Audio Conference' and 'Invite & Remind'. A blue arrow points from the 'Invite & Remind' icon to a modal dialog box titled 'Invite and Remind'. The dialog box has tabs for 'Email', 'Phone', 'SMS', and 'Remind'. The 'Email' tab is active, showing a text input field for 'Invitees' with a placeholder 'Separate addresses with commas or semicolons'. Below this is a 'Send' button. At the bottom of the dialog, there is a 'Session URL' field with a 'Copy' button. A text box labeled 'Write' points to the 'Invitees' field, and another text box labeled 'Copy URL to share' points to the 'Copy' button. The main window also features a 'Share Application' button and a status bar at the bottom with 'Session No. 575 608 042' and 'Connected' status.

### 3.6 End Breakout Session

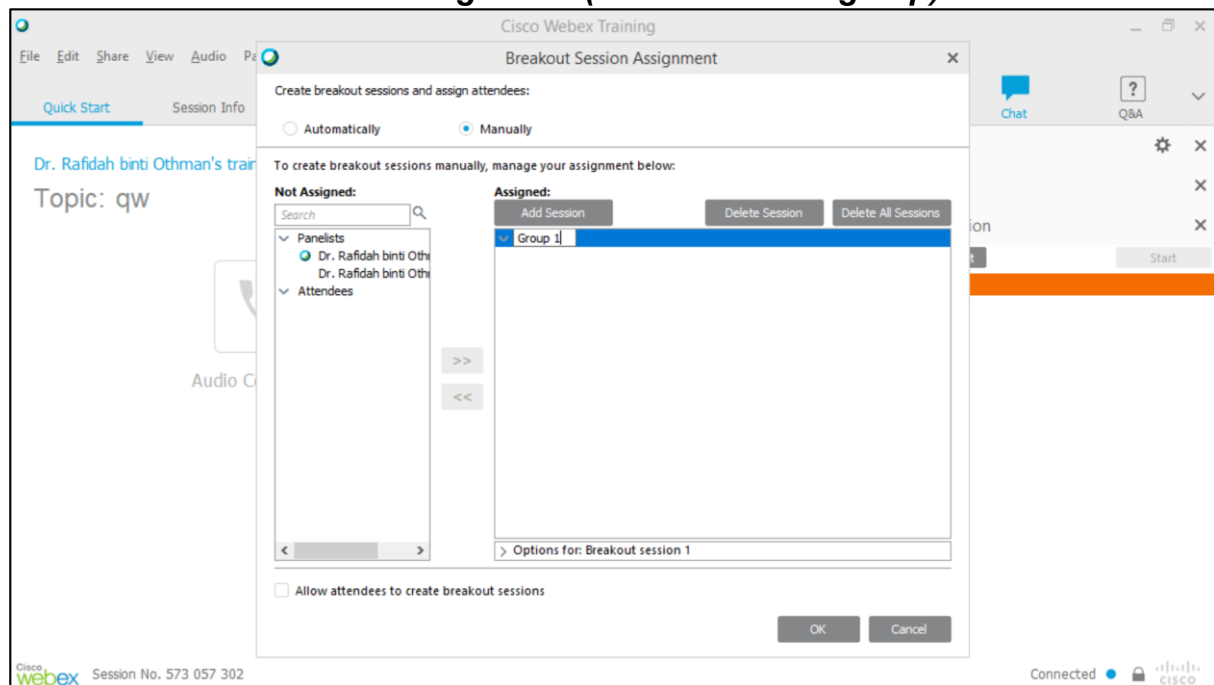
The screenshot shows the Cisco Webex Training interface during a session. The main window displays 'Dr. Rafidah binti Othman's training session' with 'Topic: 123'. Below the session title are icons for 'Audio Conference' and 'Invite & Remind'. A blue arrow points from the 'Invite & Remind' icon to a modal dialog box titled 'End Training Session'. The dialog box has a warning icon and the text 'Do you want to end this training session for all participants?'. Below this text are 'End Session' and 'Cancel' buttons. At the bottom of the dialog, there is a text box with the text 'OR, do you want to leave this training session without ending it'. The main window also features a 'Share Application' button and a status bar at the bottom with 'Session No. 575 608 042' and 'Connected' status.

## 4 Breakout Session Assignment (Host)

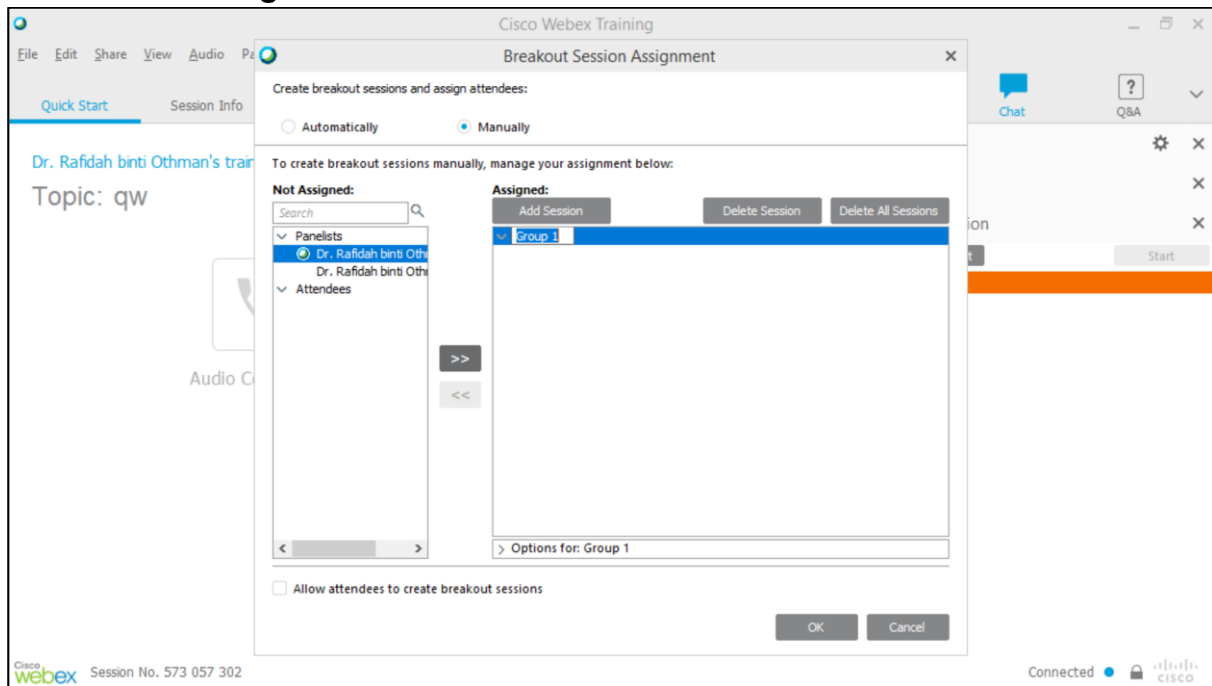
### 4.1 Open Breakout Assignment



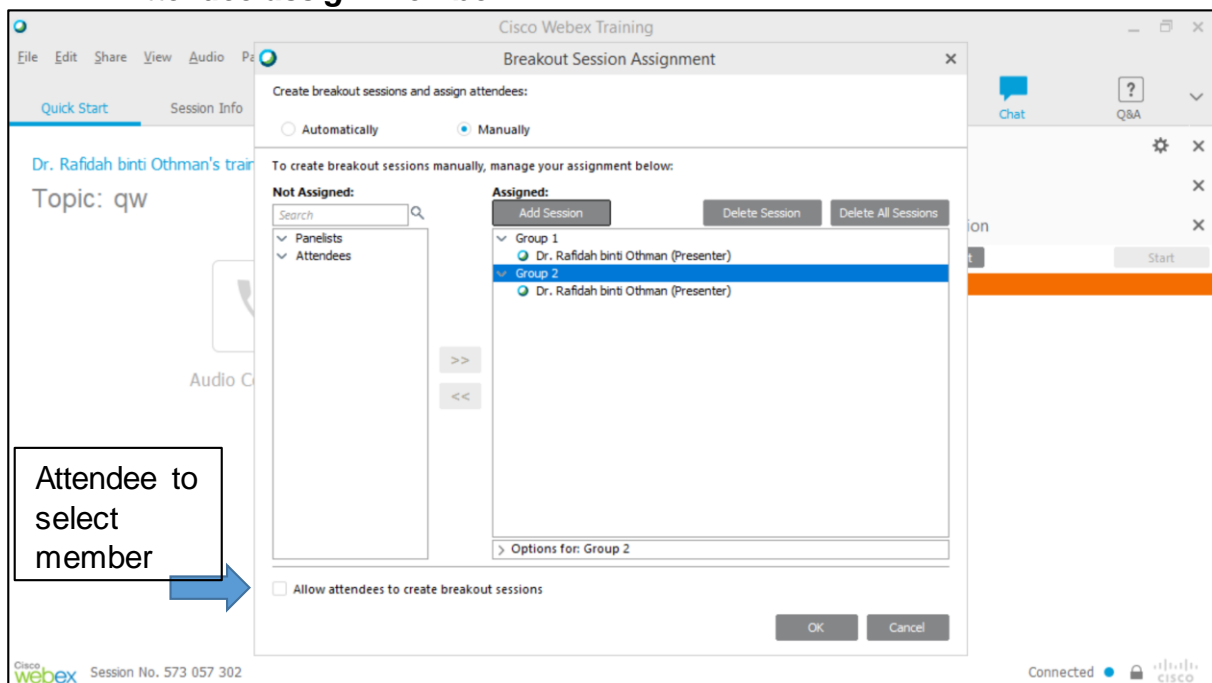
### 4.2 Breakout session assignment (Add Session or group)



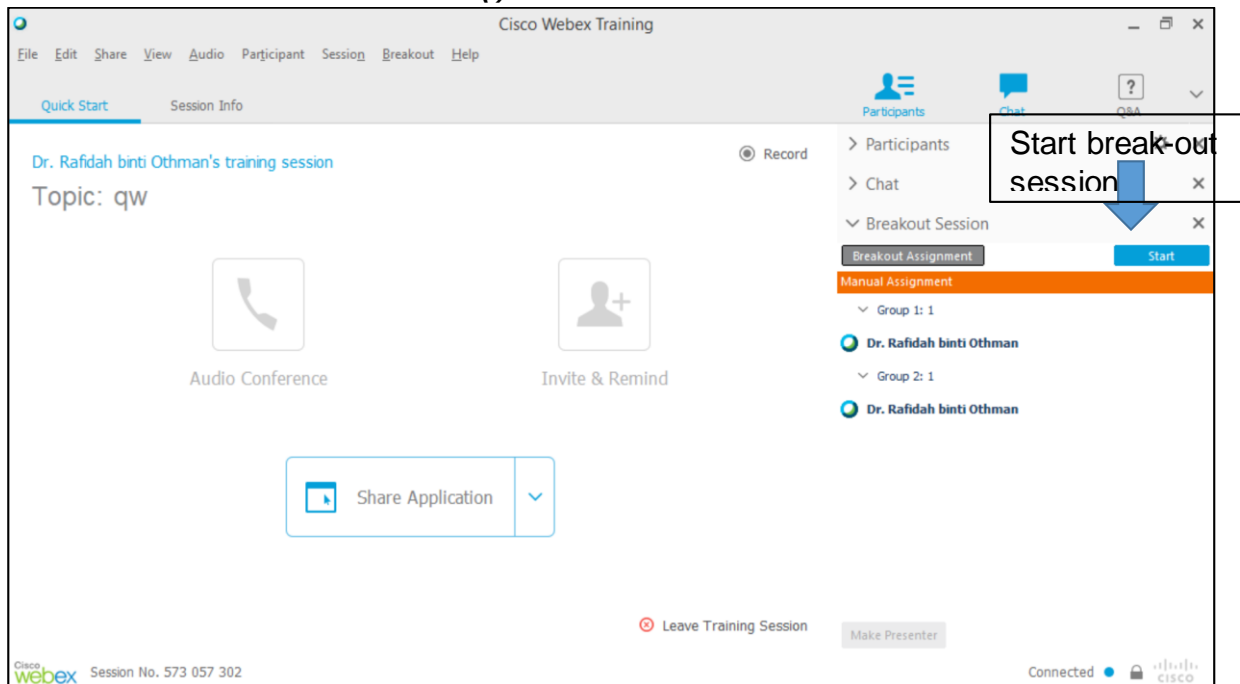
### 4.3 Host assign member



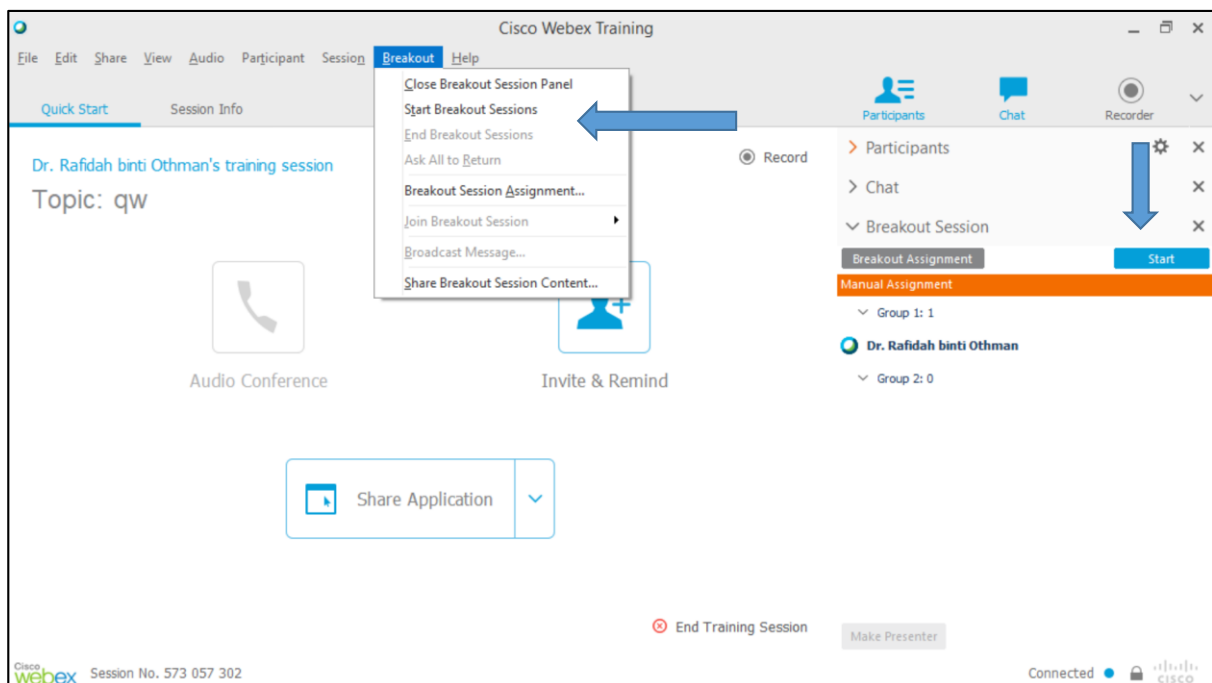
### 4.4 Attendee assign member



#### 4.5 Start Break-out Session(I)

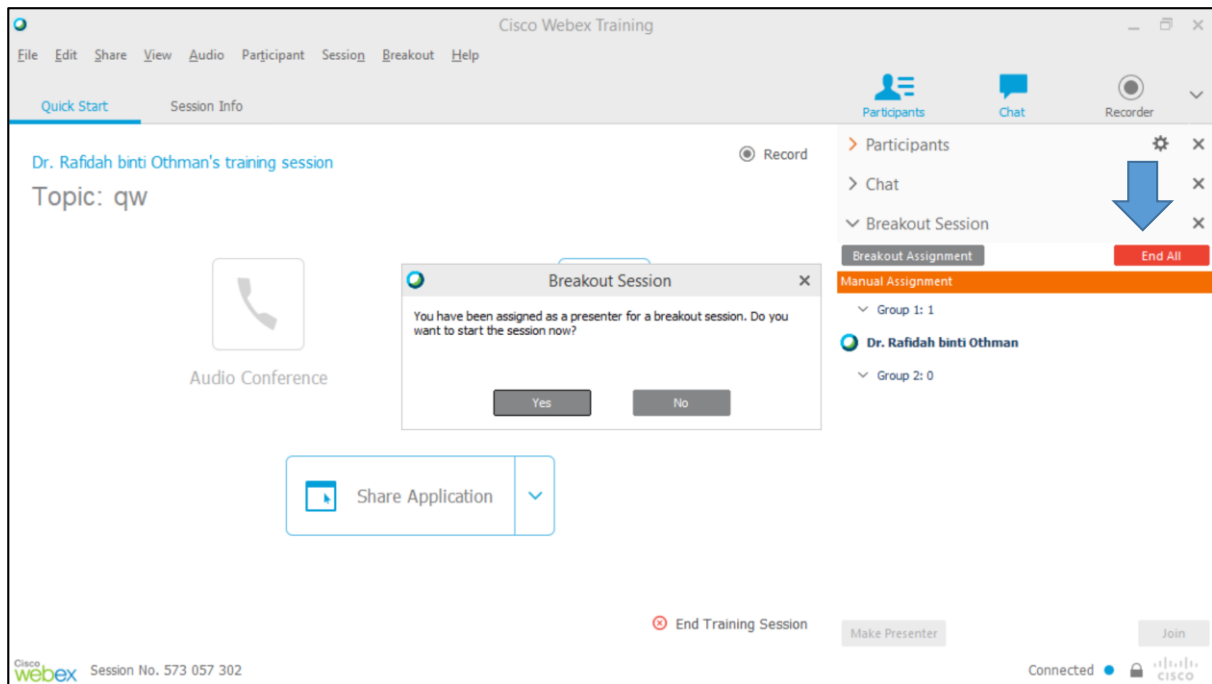


#### 4.6 Start Breakout session

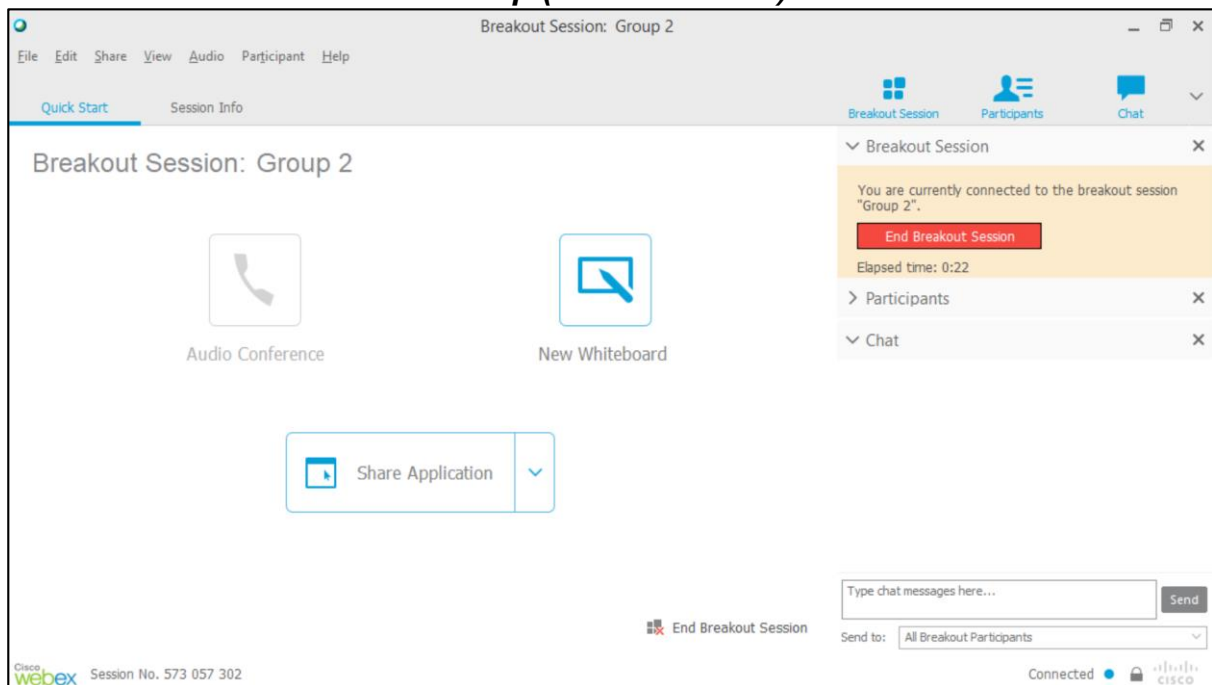


Host will set the duration of the breakout session. One the session ends, all attendees will automatically exit from the breakout room session and to the main training session.

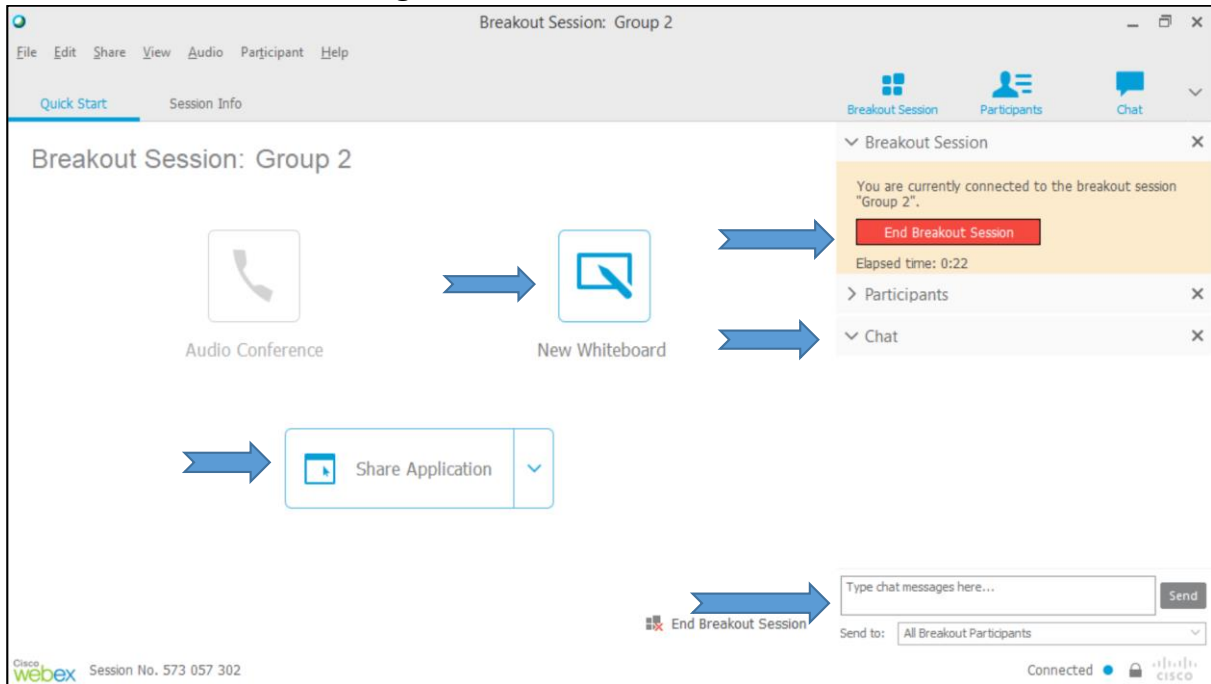
## 4.7 End Breakout session



## 4.8 Breakout Session in Group (Presenter view)

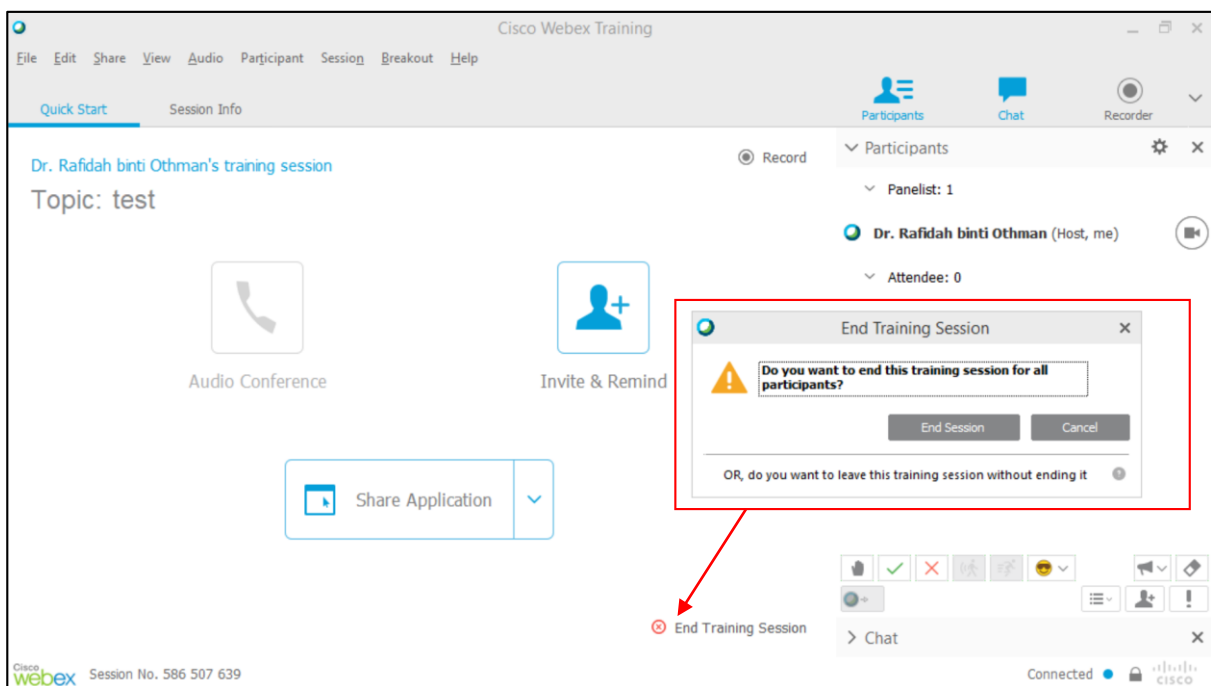


## 4.9 Presenter's Privileges



Presenter may assign another presenter to control over the session. Host may walk from one room to another to join the session to observe the discussion. Other session group member will not allow to enter into the breakout session where he/she is not assign to.

## 5 End Training Session



## 6 Create test

**Session Updated**

You have successfully updated the following session.

**To start your session**  
Shortly before your session's starting time, click the Start link for your session on the My Webex page.

1. Go to [My Webex](#).
2. Click the **Start** link next to your session.

**To add a test**

[Add a test](#) to this training session now. You can also go to the [Session Information](#) page to add a test later on.

**Session Information**

Topic:	Training 1 - Webex training
Host:	Dr. Rafidah binti Othman
Date:	Friday, April 10, 2020
Time:	10:45 pm, Singapore Time (Singapore, GMT+08:00)
Location:	<a href="https://utm.webex.com/utm">https://utm.webex.com/utm</a>

OK Update My Calendar Edit

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**Test Library**

Welcome, Dr. Rafidah binti Othman

**Private Tests**

Title	Description	Author	Last Modified
<input type="checkbox"/> Test 02	Testing for TEST	Dr. Rafidah binti Othman	Monday, April 6, 2020 11:28 am

Edit Duplicate... Copy to Shared Delete

**Shared Tests**

Title	Description	Author	Last Modified
<input type="checkbox"/> Test 02	Testing for TEST	TP DDA	Monday, April 6, 2020 11:28 am

Duplicate... Copy to Private Delete

**You may import from test bank** → **Import...** **Create New Test** → **New test**

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To import a Test and Poll questionnaire and convert it into a test, please select and upload a file with an \*.atp or \*.wxt file extension.



## 6.1 Create new test

**Test information**

Test Title: Test 1

Test Description: The quiz is to test your knowledge in finance

**Grading**

Author: Dr. Rafidah binti Othman

Maximum score: Maximum possible score is: 0 points (calculated based on the assigned scores in the test)  
☒ Limit the maximum score that an attendee can receive: 60 points

Grades: ☒ Assign a grade according to the score of the student ([Specify Grades...](#))

**Format**

Display question: ☒ All questions in one page  
☐ One question per page

Save Cancel

## Grading

Specify Grades

Please specify the grades for the various ranges of scores:

Score	Grade
50 to 60	A
40 to 49	B
20 to 39	C
10 to 19	D
0 to 9	F
to	
to	
to	
to	
to	

Save Cancel

## Test format and insert question

**Test Title:** Test 1

**Test Description:** The quiz is to test your understanding in the 4 principals of finance

**Author:** Dr. Rafidah binti Othman

**Maximum score:** Maximum possible score is: 0 points (calculated based on the assigned scores in the test)

**Grades:** ☒ Assign a grade according to the score of the student ([Specify Grades...](#))

**Display question:** ☒ All questions in one page ☐ One question per page

**Format of the test**

**Insert question/s**

[Insert Question](#) [Save](#) [Cancel](#)

### 6.2 Insert question/s

**Add Question**

**Question Type:** Multiple Choice (select one answer)

**Question:** Please type the question here.

**Answers:** (Please enter the answers to this question, then specify the correct answer)

Answer:	Correct?
Option 1	<input checked="" type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>

[Save](#) [Cancel](#)

#### Types of questions available

- Essay
- Fill in the blanks
- Instructions
- Multiple choice (select one answer)
- Multiple response (select multiple answers)
- True/False

## 6.3 *Essay*

Add Question - Google Chrome  
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do

### Add Question

**Question Type:** Essay

**Question:** Please write a short definition of the followings;  
a. Sole proprietorship (10 marks)  
b. Partnership (10 marks)  
c. Corporation (10 marks)

**Answer:** Limit answer to 5000 number of characters

Save Cancel

## 6.4 *Fill in the blanks*

utm.webex.com/tc3300/trainingcenter/testing/questionAction.do

### Add Question

**Question Type:** Fill in the blanks

**Question:** (Please use "[ ]" as a blank in your question and enclose the correct answer within the "[ ]". You can have more than one blank in the question.)

→ The goal of the financial manager is to [ ] shareholder wealth.

Save Cancel

## 6.5 Instructions

Add Question - Google Chrome  
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do

### Add Question

**Question Type:** Instructions ▼

**Instructions:** Please draw an illustration of the link between Financial Markets, Institutions, and the Circle of Money

Save Cancel

## 6.6 Multiple choice (select one answer)

Add Question - Google Chrome  
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do?actionFlag=DisplayAddQuestionForm&testID=956252&confID=0&sortSequence=4&siteurl=utm

### Add Question

**Question Type:** Multiple Choice (select one answer) ▼

**Question:** What is the value of the bond that pays RM100 coupon annually which will matures in 15 years with expected rate of return is 12%. The par value of the bond is RM1,000.

**Answers:** (Please enter the answers to this question, then specify the correct answer)

Answer:	Correct?
RM1,010	<input type="radio"/>
RM1,080.61	<input type="radio"/>
RM863.78	<input checked="" type="radio"/>
RM806.13	<input type="radio"/>
RM100	<input type="radio"/>

Save Cancel

## 6.7 Multiple response (select multiple answers)

Add Question - Google Chrome  
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do

Add Question

Question Type: Multiple Response (select multiple answers) ▼

Question: Factors to consider before paying a dividend (Dividend Payout Policy)

Answers: (Please enter the answers to this question, then specify the correct answers)

Answer:	Correct?
Liquidity position	<input checked="" type="checkbox"/>
Source of financing	<input checked="" type="checkbox"/>
CEO appointment	<input type="checkbox"/>
Earning predictability	<input checked="" type="checkbox"/>
Business strategy	<input type="checkbox"/>

Save Cancel

## 6.8 True/False

Add Question - Google Chrome  
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do

Add Question

Question Type: True/False ▼

Question: Working capital management is crucial in maintaining a financial health of the company.

Correct answer: ☒ True ☐ False

Save Cancel

## 6.9 Scoring and tips for marking

The screenshot shows the Cisco Webex interface with a sidebar on the left containing navigation links like 'New User Reference', 'Attend a Session', 'Host a Session', 'Set Up', and 'Support'. The main content area displays two questions. Question 1 is a short definition question with a text input field and a 'Scoring Panel' showing 'Points: 30' and 'Scoring guidelines: Define and explain the answer (10 points each)'. Question 2 is a multiple-choice question with a 'Scoring Panel' showing 'Points: 2 per correct answer' and 'Scoring guidelines: Maximizing'. A callout box labeled 'Scoring and tips for marking' points to the 'Scoring Panel' of both questions. The interface also includes a top navigation bar with 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex', and a right sidebar with 'Modern View', 'Dr. Rafidah binti Othman', and 'Sign Out'.

## 6.10 Saving test

The screenshot shows the 'Create Test' form in the Cisco Webex interface. The form includes fields for 'Test Title' (Test 1), 'Test Description' (The quiz is to test your knowledge in finance), 'Author' (Dr. Rafidah binti Othman), 'Maximum score' (Maximum possible score is: 0 points), 'Grades' (Assign a grade according to the score of the student), and 'Display question' (All questions in one page). A large black arrow points to the 'Save' button. The interface also includes a sidebar on the left with navigation links and a top navigation bar with 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My Webex'. The right sidebar shows 'Modern View', 'Dr. Rafidah binti Othman', and 'Sign Out'.

For

[Home](#)
[Webex Meetings](#)
[Webex Events](#)
[Webex Support](#)
[Webex Training](#)
[My Webex](#)

[Modern View](#)
[NEW](#)

[Dr. Rafidah binti Othm...](#)
[Sign Out](#)

[New User Reference](#)
[Attend a Session](#)

[Host a Session](#)

[Schedule Training](#)
[Instant Session](#)
[Hands-On Lab](#)
[Test Library](#)
[My Training Recordings](#)

[Set Up](#)

[Webex Training](#)
[Preferences](#)
[My Profile](#)

[Support](#)

[Help](#)
[MyResources](#)
[Downloads](#)

Test Library

Welcome, Dr. Rafidah binti Othman

Private Tests

Title	Description	Author	Last Modified
<input type="checkbox"/> Test 02	Testing for TEST	Dr. Rafidah binti Othman	Monday, April 6, 2020 11:28 am
<input type="checkbox"/> Test 1	The quiz is to test your knowledge in finance	Dr. Rafidah binti Othman	Friday, April 10, 2020 1:50 am

[Edit](#)
[Duplicate...](#)
[Copy to Shared](#)
[Delete](#)

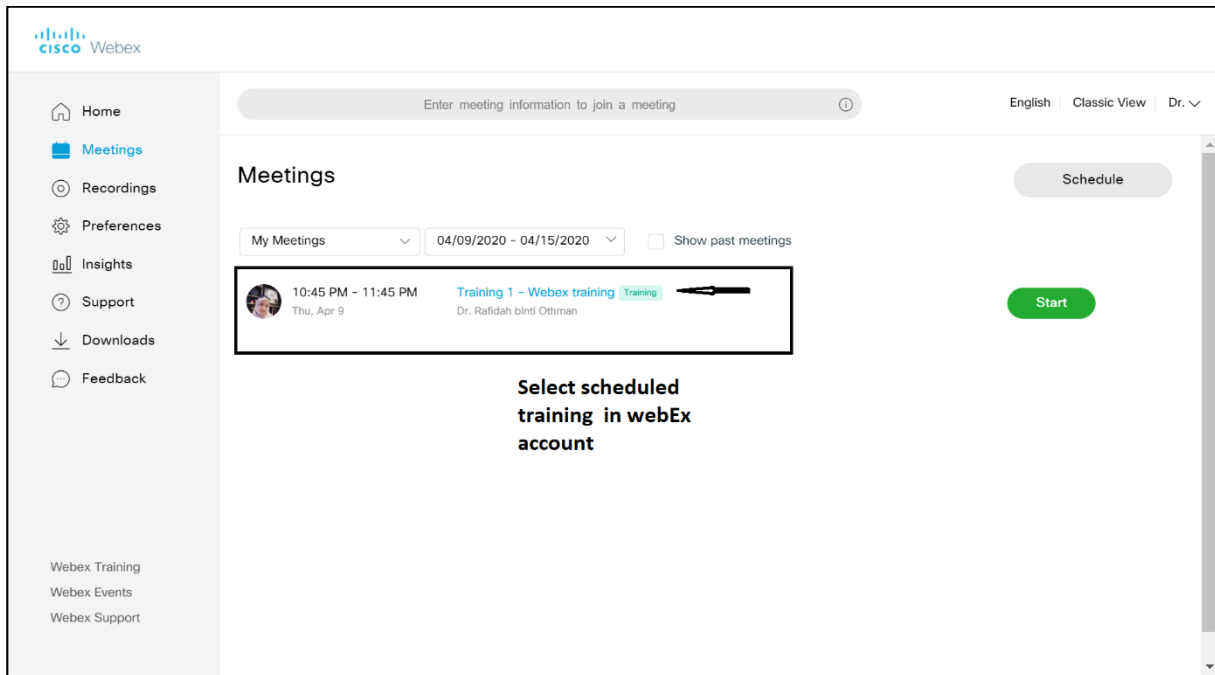
Shared Tests

Title	Description	Author	Last Modified
<input type="checkbox"/> Test 02	Testing for TEST	TP DDA	Monday, April 6, 2020 11:28 am

[Duplicate...](#)
[Copy to Private](#)
[Delete](#)

[Import...](#)
[Create New Test](#)

## 7 Add test to scheduled training



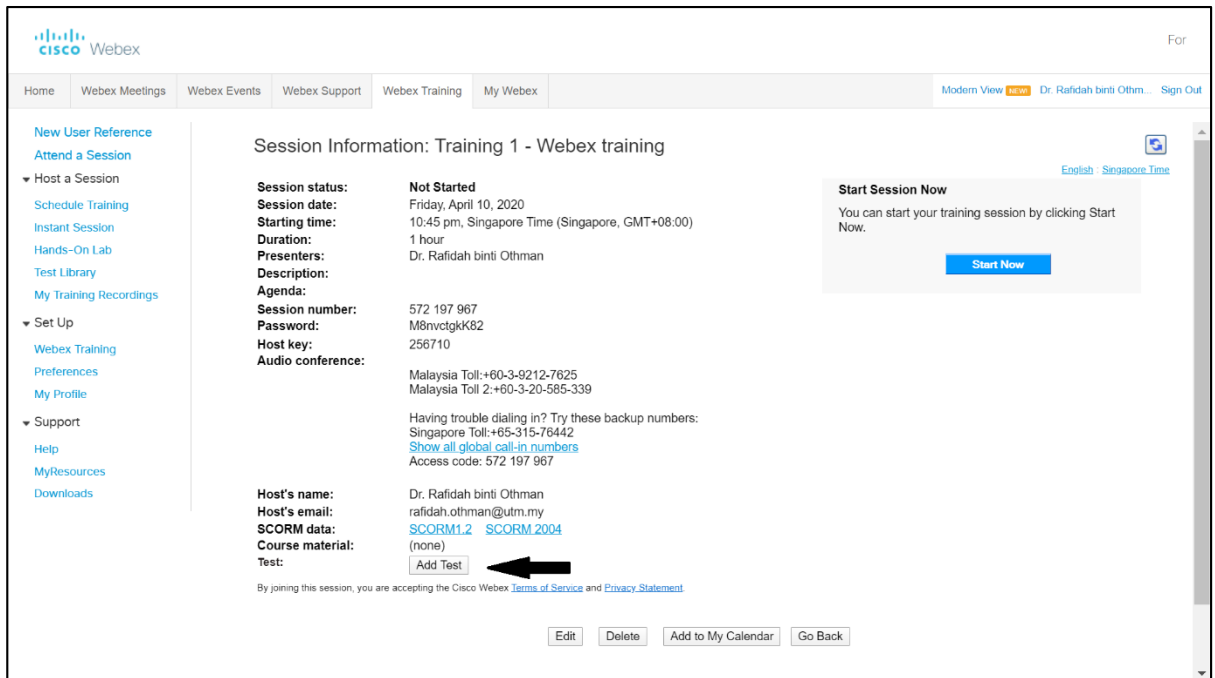
The screenshot shows the Cisco Webex Meetings interface. On the left is a sidebar with navigation options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below the sidebar are links for Webex Training, Webex Events, and Webex Support. The main area displays a list of meetings. The meeting 'Training 1 - Webex training' is highlighted with a red box. A red arrow points to the 'Add Test' button in the 'Course material' section of the meeting details.

**Meetings**

My Meetings 04/09/2020 - 04/15/2020 Show past meetings

10:45 PM - 11:45 PM Thu, Apr 9 Training 1 - Webex training Training Dr. Rafidah binti Othman

**Select scheduled training in webEx account**



The screenshot shows the 'Session Information' page for 'Training 1 - Webex training'. The page includes a sidebar with navigation options: New User Reference, Attend a Session, Host a Session, Set Up, and Support. The main area displays session details. A red arrow points to the 'Add Test' button in the 'Course material' section.

**Session Information: Training 1 - Webex training**

**Session status:** Not Started

**Session date:** Friday, April 10, 2020

**Starting time:** 10:45 pm, Singapore Time (Singapore, GMT+08:00)

**Duration:** 1 hour

**Presenters:** Dr. Rafidah binti Othman

**Description:**

**Agenda:**

**Session number:** 572 197 967

**Password:** M8nvtgkK82

**Host key:** 256710

**Audio conference:** Malaysia Toll:+60-3-9212-7625  
Malaysia Toll 2:+60-3-20-585-339

Having trouble dialing in? Try these backup numbers:  
Singapore Toll:+65-315-76442  
[Show all global call-in numbers](#)  
Access code: 572 197 967

**Host's name:** Dr. Rafidah binti Othman

**Host's email:** rafidah.othman@ulm.my

**SCORM data:** SCORM 1.2 SCORM 2004

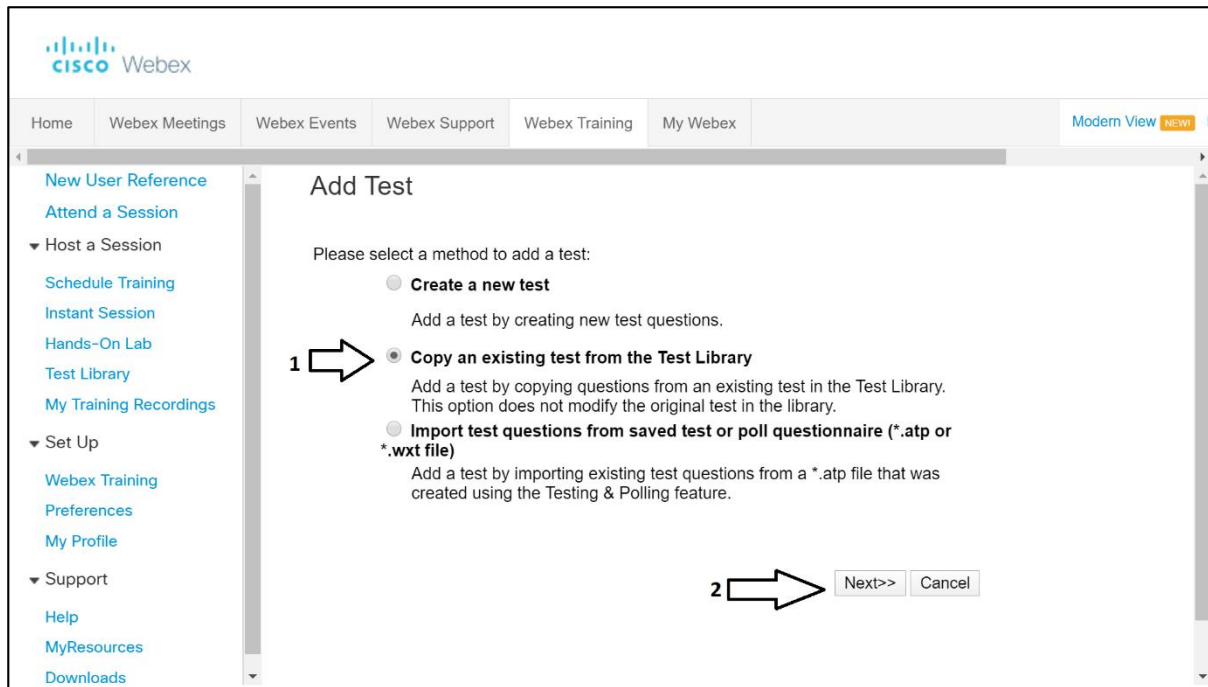
**Course material:** (none)

**Test:** Add Test

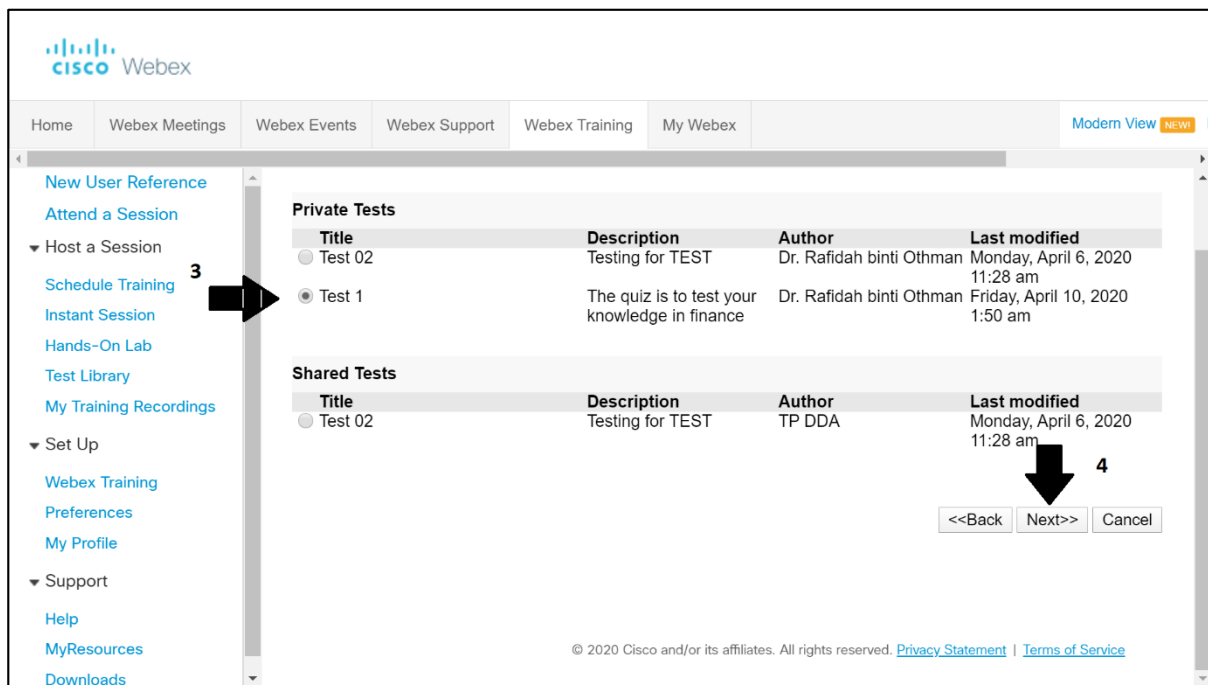
By joining this session, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#)

Edit Delete Add to My Calendar Go Back





You may also create and import test from “Add Test” screen



**Cisco Webex**

Home Webex Meetings Webex Events Webex Support Webex Training My Webex Modern View **NEW** Dr. Rafidah binti

New User Reference  
Attend a Session  
▼ Host a Session  
Schedule Training  
Instant Session  
Hands-On Lab  
Test Library  
My Training Recordings  
▼ Set Up  
Webex Training  
Preferences  
My Profile  
▼ Support  
Help  
MyResources  
Downloads

## Edit Test

**Test Title:** Test 1(2)

**Test Description:** The quiz is to test your knowledge in finance

**Author:** Dr. Rafidah binti Othman

**Maximum score:** Maximum possible score is: **40 points** (calculated based on the assigned scores in the test)  
☒ Limit the maximum score that an attendee can receive: 60 points

**Grades:** ☒ Assign a grade according to the score of the student ([Specify Grades...](#))

**Display question:** ☒ All questions in one page  
☐ One question per page

**5**

**You may edit the test accordingly or click save to end the process**

Save Cancel

## 7.1 Test delivery option

**Cisco Webex**

Home Webex Meetings Webex Events Webex Support Webex Training My Webex

New User Reference  
Attend a Session  
▼ Host a Session  
Schedule Training  
Instant Session  
Hands-On Lab  
Test Library  
My Training Recordings  
▼ Set Up  
Webex Training  
Preferences  
My Profile  
▼ Support

## Test Delivery Options

**Delivery method:** ☒ Start this test within a live session  
☐ Deliver this test on the website (pre-session and post-session test)

**Time limit:** ☒ No time limit  
☐ Attendees must finish the test within 30 minutes

**Email attendees:** ☒ Scoring and grading report

**Attempt limit:** ☒ Allow attendees to take the test 1 time(s)  
☐ No limit

**6** → Save Cancel

## 7.2 Manage test

The screenshot shows the 'Manage Test' page for 'Test 1(2)' in the Cisco Webex interface. The left sidebar contains navigation links: New User Reference, Attend a Session, Host a Session (with sub-links for Schedule Training, Instant Session, Hands-On Lab, Test Library, and My Training Recordings), Set Up (with sub-links for Webex Training, Preferences, and My Profile), and Support (with sub-links for Help, MyResources, and Downloads). The main content area is titled 'Manage Test: Test 1(2)'. It features two sections: 'Test Delivery' and 'Test Questions'. The 'Test Delivery' section shows 'Status: Not started', 'Delivery Method: Presenter starts the test within a live session.', and 'Time limit: (none)'. Below this is a button 'Change Delivery Options' labeled 'optional'. The 'Test Questions' section shows 'Test Title: Test 1(2)', 'Test Description: The quiz is to test your knowledge in finance', 'Author: Dr. Rafidah binti Othman', 'Number of allowed attempts: 1', 'Number of questions: 5', and 'Display questions: All questions in one page'. Below this is a button 'Copy to Test Library | Edit Test' labeled 'optional'. At the bottom right, there is a 'Done' button labeled '7'.

## 7.3 Updated test

The screenshot shows the 'Session Information' page for 'Training 1 - Webex training' in the Cisco Webex interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Session Information: Training 1 - Webex training'. It displays session details: 'Session status: Not Started', 'Session date: Friday, April 10, 2020', 'Starting time: 10:45 pm, Singapore Time (Singapore, GMT+08:00)', 'Duration: 1 hour', 'Presenters: Dr. Rafidah binti Othman', 'Description: (none)', 'Agenda: (none)', 'Session number: 572 197 967', 'Password: M8nvtgkK82', 'Host key: 256710', and 'Audio conference: Malaysia Toll: +60-3-9212-7625, Malaysia Toll 2: +60-3-20-585-339'. Below this, it says 'Having trouble dialing in? Try these backup numbers: Singapore Toll: +65-315-76442, Show all global call-in numbers, Access code: 572 197 967'. There is a 'Start Session Now' button with the text 'You can start your training session by clicking Start Now.' Below the session information, there is a table with columns 'Title', 'Delivery', and 'Status'. The table contains one row: 'Test 1(2)', 'In-session', and 'Not started'. Below the table are buttons: 'Add Test', 'Manage', 'Score & Report', 'Duplicate', and 'Delete'. At the bottom, there are buttons: 'Edit', 'Delete', 'Add to My Calendar', and 'Go Back'. A callout box with the text 'Your test is successfully added' points to the 'Test 1(2)' row in the table.

Your test is successfully added

## 7.4 Reference

Please refer to New User Reference for detail tutorial on WebEx training

The screenshot displays the Cisco Webex user interface. At the top, the Cisco Webex logo is on the left, and the user's name 'Dr. Rafidah binti Othman' is on the right. Below the header is a navigation bar with tabs: Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. The 'My Webex' tab is selected. On the left side, there is a sidebar menu with the following items: 'New User Reference' (highlighted), 'Attend a Session', 'Host a Session' (with a sub-menu: 'Schedule Training', 'Instant Session', 'Hands-On Lab', 'Test Library', 'My Training Recordings'), 'Set Up' (with a sub-menu: 'Webex Training', 'Preferences', 'My Profile'), and 'Support' (with a sub-menu: 'Help', 'MyResources', 'Downloads'). The main content area is titled 'Session Updated' and contains the following text: 'You have successfully updated the following session.' followed by 'To start your session' and 'Shortly before your session's starting time, click the Start link for your session on the My Webex page.' Below this, there are two numbered steps: '1. Go to [My Webex](#).' and '2. Click the **Start** link next to your session.' Then, it says 'To add a test' followed by 'Add a test to this training session now. You can also go to the [Session Information page](#) to add a test later on.' Below this is a 'Session Information' section with the following details: Topic: Training 1 - Webex training, Host: Dr. Rafidah binti Othman, Date: Friday, April 10, 2020, Time: 10:45 pm, Singapore Time (Singapore, GMT+08:00), and Location: <https://utm.webex.com/utm>. At the bottom right of the session information, there are three buttons: 'OK', 'Update My Calendar', and 'Edit'. At the very bottom of the page, there is a copyright notice: '© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)'.

~~THANK YOU~~