# WEBEX TRAINING GET STARTED TRAINING NOTES

Prepared by Dr Rafidah Othman Azman Hashim International Business School Universiti Teknologi Malaysia (Vol 1 : April 2020)

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#### 1 Login to WebEx Training

#### utm.webex.com to sign in





M Invitation X	UNIVERS 🗙 🛛 🙆 (4) Whata 🗄	🗙 🛛 🥥 Cisco We 🗙	🔾 Webex Tr 🗙 New T	ab 🗙 🛛 🧧 PKP: Har	ra 🗙 🛛 🚱 Updates 🗙	+ 68 %			
← → C △ ▲ utm.webex.com/mw3300/mywebex/default.do?siteurl=utm&service=7 Q ☆ Ø ○   = 7 (%)									
👖 Apps 📃 Start-up C	🗱 Apps 📴 Start-up Computer 🔄 Myself 📮 Study/UKM/IUKL 📮 Nak Publish??? 📮 UTM-AHIBS 📑 MBSA2223 📑 Entertainment 👘 🍯 Other bookm								
cisco Webex						For			
Home Webex Meetings	Webex Events Webex Support	Webex Training My We	bex		Modern View	Ewe 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	Join an Unlist To join an unlisted traini Session Number:	ed Training Sessi ng session, type the sessio	ON	e to you, then click Join Now Join Now	<b>v.</b> ind/or its affiliates. All rights reserved	Privacy Statement   Terms of Service			
Support     Help     MyResources     Downloads									
javascript:parent.toggleFolde	er('support')					•			

#### 2 Schedule Training

#### 2.1 Setting Training Session

aha cisc	o Webex					For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webe	x Modern View new Dr. Rafidah binti Othm Sign (
New L Attend	Jser Reference d a Session	Sched	ule Trainin	g Session		Set options using template: [Webex Training Default] <b>v</b>
	Session	Session	and Access Infor	mation	Topic:	(Dequired) Conv from
Sched Instant Hands Test Li	ule Training Session -On Lab brary			Set session pass	sword:	mCaWEwq372 (Required) Sady Italia This session will have over 500 attendees 4 Automatically delete session after it ends r send a copy or me attendee invitation to me
My Tra	ining Recordings					Start Session
🔻 Set Up	D	Audio Co	onference Setting	s		
Webex Prefere My Pro	x Training ences ofile			Select conferenc	ce type:	Vebex Audio ▼ Ø Display global call-in numbers (Global call-in numbers are displayed at meeting start.) ■ Mute attendees upon entry
- Suppo	ort			Entry and ex	kit tone:	Seep 🔻
Help		Date and	Time			
MyRes Downle	oads			Startin	ng time:	xpril ▼ 6 ▼ 2020 ▼ ▼ 00 ▼  @ am  @ pm Plan session time zones
				Time	e zone:	Singapore (Singapore Time, GMT+08:00)
				Occu	irrence:	<ul> <li>Single-session class</li> <li>Recurring single-session class (attendees register for one session)</li> <li>Multiple-session course (attendee register for entire sequence)</li> <li>Schedule irregular sessions (each session may be edited separately later)</li> </ul>
				Estimated du	uration:	hour 🔻 🔻
		Registrat	tion			
		🏵 Vou e	an recuire attende	es to register for a	training see	sion before they can join it. When their registration requests are approved, attendees will receive a unique registration

#### 2.2 Registration

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

alia cisc	o Webex	-			For	r
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	g My Webex Modern View texes Dr. Relidah binti Othm Sign	Out
New User Reference Attend a Session Host a Session Schedule Training Instant Session Hands-On Lab		Registrat You c ID in t You	tion an require attendee their email. Attende u must enable regis	es to register for a l es must use this IE tration if you want Attendee Regist	a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration s ID to join the session. and to charge attendees a fee. gistration: Require attendee registration <u>Customize form</u> • • Automatically approve all registration requests (If you select not to automatically approve registration requests, you	•
My Tra	ining Recordings	Attendee	es.		must manually approve each attendee's registration request before they can join the session)	
Webex Prefere My Pro	s Training ences bille brt			Invited atter	ttendees: Invite Attendees Security: Exclude password from emails sent to attendees	ļ
MyRes	ources	Presente	re		Attendees must have an account on this service to attend session	
Downlo	oads	riesente		Invited prese	esenters:	
		Session	Options		Invite Presenters	
				Available fea	features: Chat,Poll,Video,View video A thumbonails ,Number of attendees,Send	Ŧ

### 2.3 Send invitation via email

alta cisc	Webex					For	
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webe	Modern View New Dr. Refidah binti Othm Sign C	Out
New	User Reference				·····	· · · · · · · · · · · · · · · · · · ·	
Atten	d a Session	Registra	tion				
	a Session	You c ID in t	an require attendee heir email. Attende	es to register for a les must use this II stration if you want	training ses to join the	sion before they can join it. When their registration requests are approved, attendees will receive a unique registration session.	
Instan	t Saesion	- 10	a musi enable regis	stration in you want	to charge a		
Hande	-On Lab			Attendee Regist	ration:	Automatically approve all registration requests	
Tost L	ibrany					(If you select not to automatically approve registration requests, you	
My Tra	aining Recordings					must manually approve each attendee's registration request before they can join the session)	
🕶 Set U	р	Attendee	s				
Webe	x Training			Invited atte	ndees:		
Prefer	ences						
My Pro	ofile						
	ort					Invite Attendees	
Help				Se	ecurity:	Exclude password from emails sent to attendees	
MyRes	sources				L.	Attendees must have an account on this service to attend session	
Downl	loads	Presente	rs				
				Invited prese	enters:	Invite Presenters	
		Session	Options				
				Available fea	atures: c t a	hat,Poll,Video,View video Aumonails ,Number of Lendees,Send	•

#### 2.4 Add contact list

Selected Contacts - Google C	hrome				- 0
utm.webex.com/tc3300	D/trainingcenter/sched	luler/invitation/frame	/inviteattendees	.do?actionFlag	=listInvited
Invite Attendees Provide new attendee informat	ion here or select contacts	from your address book.			
Attendees to Invite					Select Contacts
Name E	mail address	Phone number	Language	Time Zone	Locale
NO CONTACIS Selected.					OK Cancel
New Attendee					
	De Konsel Albert				* Required field
Full name     Fmail address	: Dr Kamal All**				
Entail double	Country/Region Number (with a	rea/city code)			
Phone number	: 1				
Time Zone	Singapore (Singapore Tim	e, GMT+08:00)	•		
Language	English	'			
Locale	€ U.S. ▼				
	Add new attendee in r	my address book	<b></b> 1. A	dd to cont	actlist
	Invite as alternate host	st			
		to invite as alt	ernate host	t	
					Add Attendee
					^
					U
					to add to
				-	ttendee's l
				c	ittenuee s i

### 2.5 Assign presenter upon scheduling the training

ciso	o Webex					For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex Modern View www Dr. Refidah b	pinti Othm Sign Out
New I Attend Host a Sched	Jser Reference d a Session a Session ule Training	Registrat Vou ca ID in t Vou	<b>ion</b> an require attendee heir email. Attende ı must enable regis	es to register for a t es must use this ID tration if you want	aining session before they can join it. When their registration requests are approved, attendees will receive a uniqu to join the assesion.	▲ e registration
Instan Hands Test L My Tra	: Session -On Lab brary lining Recordings			Attendee Regist	ation: 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)	- 1
✓ Set Up Weber Prefer My Prefer	o « Training ences ofile	Attendee	S	Invited atter	Jees:	
✓ Suppo Help MyRes	ort			Se	Invite Attendees urity: Exclude password from emails sent to attendees Attendees must have an account on this service to attend session	
Downl	oads	Presente	Options	Invited prese	Iters:	
		00331011	-p	Available fea	UIGS: Chat,Poll,Video,View video thumbnails ,Number of attendees,Send	

### 2.6 Add Presenter

Selected Contacts - Google Chr	rome				- 🛛 ×
utm.webex.com/tc3300/	trainingcenter/scheduler/invitation/frame/invit	eattendees.do?actionFla	ag=listInvitedAttendees8	&siteurl=utm&servicesType=	tc&confID=1580 Q
Invite Presenters Provide new presenter information	on here or select contacts from your address book.		or select pr	esenter form contac	t 🕂
Presenters to Invite Name No contacts selected.	Email address	Phone number	Language	Time Zone	Select Contacts
New Presenter					OK Cancel
• 1	<ul> <li>Full name: Kamise Tun</li> <li>Email address: Kamisetun@utm.my</li> </ul>		1. Add	new presenter	* Required field
F	CountryRegion         Number (with areakity code)           Phone number:         1           Time Zone:         Singapore (Singapore Time, GMT+08:00)			2	add presenter
	Language: English   Locale: U.S.  Add presenter as attendee in my addre  Invite as alternate host	ass book			₽
					Add Presenter

### 2.7 Session option setup

cisc	Webex		For
Home	Webex Meetings	Webex Events Webex Support Webex Training My Webex Modern View 📷 Dr. Rafidah binti	Othm Sign Out
New l	User Reference		-
Attend	d a Session	Invite Presenters	
	a Session	Session Options	
Sched Instant Hands	lule Training t Session :On Lab	Available features: Chat,Poll,Video,View video A thumbnails Number of attendees,Send video,Attendee List,File	
Tost Li	ibrany	Transfer, Presentation, App	
My Tra	aining Recordings	Edit Options	
✓ Set Up	p	Destination address (URL) after session:	
Webe	x Training	Greeting message: <u>Customize greeting message when attendee joins</u>	
Prefer	ences	Breakout Session Assignments Settings	
My Pro	ofile	In-session assignments (automatic or manual attendee assignments during the session) are always available. Participants on some mobile devices cannot join breakout sessions.	i
<ul> <li>Support</li> </ul>	ort	Options: 📃 Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the se	assion)
Help		<ul> <li>Automatically assign attendees during the session</li> </ul>	
MyRes	sources	<ul> <li>Set the number of strendes in acch brackout session: 20</li> </ul>	
Downl	loads	<ul> <li>Manually assign registered attendees to breakout sessions (requires attendee registration to be enable</li> </ul>	ed)
		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

Edit Session Options - Google Chrome									
utm.webex.com/tc3300	)/trainingcenter/schedule	er/sessionOptions.do?siteurl=utm							
Session Options									
Training session options Select options that you want pa ✔ Chat ✔ File transfer	rticipants to have when a train	ing session begins. s							
Attendee Privileges Select the attendee privileges th begins. Sessions: Recording	■ Number of attendees	ave when a training session							
Documents: Save Print	<ul> <li>Annotate</li> <li>Thumbnails</li> </ul>	Next or previous page							
		Save Cancel							

### 2.9 Breakout session setting upon scheduling the training

ciso	Webex								For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webe			Modern View Dr. Rafidah binti Othn	n Sign Out
New I Atten	User Reference d a Session					Invite Presenters			•
	a Session	Session	Options						
Sched Instan Hands	lule Training t Session s-On Lab			Available fea	atures: c t a v	<pre>st,Poll,Video,View video mbnails ,Number of endees,Send leo,Attendee List,File msfer,Presentation,App</pre>			
Test L	ibrary					Edit Options			
My Tra	aining Recordings					tination address (LIPL) after session			
🕶 Set U	p					sunation address (ORL) alter session.			
Webe	x Training			Greeting me	ssage: C	stomize greeting message when attendee joins			
Prefer	ences	Breakout	Session Assignm	nents Settings					
My Pr	ofile	In-ses Partic	ssion assignments pipants on some mo	(automatic or man obile devices canno	ual attende ot join brea	assignments during the session) are always available ut sessions.	le.		
- Supp	ort			0	ptions:	Enable Pre-Session Assignment (specify automatic o	or manual attendee a	assignments before starting the sessio	n)
Help						<ul> <li>Automatically assign attendees during the sessio</li> </ul>	on		
MyRe	sources					Set the number of breakout sessions: 4	t session: 20		
Down	loads					<ul> <li>Manually assign registered attendees to breakout</li> </ul>	at sessions (requires	attendee registration to be enabled)	
		Email Op	tions						_
		You	can select the type	es of email messad	ies that voi	vant to send by clicking Edit Email Options			
		Edit Emai	l Options	of of official filocody	joo that you	tan to cone by orioning Ear Ernar options.			
		Session	Information						
		500000		۵	-shner	Plain text 🦳 HTMI			
				Λ(	Jonud.	FRANKGAL © TITIVIL	?		•

## 2.10 Email option

ciso	• Webex													For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webe	(						Modern View New	Dr. Rafidah binti Othm.	Sign O
New	User Reference	Email Op	tions											
Atten	d a Session	😵 You	You can select the types of email messages that you want to send by clicking Edit Email Options.											
🕶 Host a	a Session	Edit Email Options												
Sched	tule Training	Session	Information											
Instan	t Session			A	genda:	Plain text 0	HTML							
Hands	-On Lab									?	]			
Test L	ibrary													
My Tra	aining Recordings													
▼ Set U	p			Desc	ription:	Plain text	нтмі							
Webe	x Training			0030	npuon.	- Tidin toxt -	TTTWL.			?	1			
Prefer	ences													
My Pr	ofile													
👻 Supp	ort													
Help				Gra	aphics:	mport Picture	. Remove	Picture						
MyRes	sources	Course N	laterial											
Down	loads	Cours uploa	e material specifie ded previously.	d can be download	ded by part	cipants before	the session s	starts. To ad	dd course n	material, yo	u can either	upload new files or	select ones you have	e
		(No file spe	ecified yet.)											
		Add Cours	se Material											
		Tests												
		You ca create Session	an add a test to this a test, or to import on Information page	s session for delive t from your polling e later to add or eo	ery before, questionna lit a test aft	luring, or after f re, schedule th er you have sch	this session. his session fir heduled this	. To add a te irst. On the c session.	est that you confirmation	i have alrea in page that	dy created a appears, se	and saved in the Te elect Add a Test. Yo	st Library, click Add Te u can also go to the	əst. To
		(No test yet	)											

### 2.11 Session Information

ciso	o Webex													For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Web	x						Modern View New	Dr. Rafidah binti Othm.	Sign O
New l	Jser Reference	Email Op	tions											
Atten	d a Session	😵 You	can select the type	es of email message	es that yo	want to send	d by clicking	Edit Email O	Options.					
✓ Host a Session Edit Email Options														
Sched	lule Training	Session	Information								1			
Instant Hands	t Session On Lab			Ag	enda:	🖲 Plain text	O HTML			?				
My Tra	aining Recordings													
🔻 Set U	p			Descri	ption:	Plain text	HTML							
Webe	x Training									?				
Prefer My Pro	ences ofile													
👻 Suppo	ort													
Help				Gra	phics:	Import Picture.	e Remove	e Picture						
MyRes	sources	Course N	laterial											
Downl	oads	Cours uploa	e material specifie ded previously.	d can be downloade	ed by par	cipants before	e the session	n starts. To a	add course i	material, you can e	either u	upload new files or	select ones you have	
		(No file sp	ecified yet.)											
		Add Cour	se Material											
		Tests												
		You ca create Session	an add a test to this a test, or to import on Information page	s session for deliver t from your polling o e later to add or edi	y before, juestionn t a test af	during, or after ire, schedule t er you have so	er this session this session scheduled this	n. To add a t first. On the is session.	test that you confirmation	have already creation page that appear	ated ar ars, sel	nd saved in the Tes lect Add a Test. You	t Library, click Add Te a can also go to the	st. To
		(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.

	VVEDEX												For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Web	x					Modern View NEW	Dr. Rafidah binti Othm.	Sign
New Us	ser Reference	Email Op	tions										
Attend	a Session	😵 You	You can select the types of email messages that you want to send by clicking Edit Email Options.										
🕈 Host a S	Session	Edit Emai	Options										
Schedul	le Training	Session	Information										
Instant S Hands-( Test Lib	Session On Lab prary			A	genda:	● Plain text   ● I	ITML			?			
My Train	ning Recordings			Desc	ription:	🖲 Plain text 🔍 I	HTML			14			
Preferen My Profi	nces file									?			
- Support	rt												
Help				Gra	aphics:	mport Picture	Remove Pi	cture					
MyReso	ources	Course N	laterial										
Downloa	ads	Cours uploa	e material specifie ded previously.	d can be download	ded by part	cipants before t	he session sta	arts. To add o	course materi	al, you can either	r upload new files or	select ones you have	•
		(No file sp	ecified yet.)										
		Add Cour	se Material										
		Tests											-
		You ca create Session	an add a test to this a test, or to import on Information page	s session for delive t from your polling a later to add or eo	ery before, questionna dit a test af	luring, or after ti ire, schedule thi er you have sch	nis session. To s session first eduled this se	o add a test t t. On the con assion.	that you have Ifirmation pag	already created e that appears, s	and saved in the Te elect Add a Test. Yo	st Library, click Add Te u can also go to the	est. To
		(No test yel	.)										

#### 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.

New Webex Meetings Webex Support Webex Support Webex Training My Webex Training   Instant Seasoin   - Host a Session   - Host a Session   Secture Training   Instant Seasoin   - Set Up   Webex Training   Preferences   My Profile   - Support   Heip   MyResources   Downloads               Ourse Material   Test Up   Webex Meering   My Profile   - Support   Heip   MyResources   Downloads   MyResources   Downloads                  MyResources   Ourse Material <th>cisco Webex</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>For</th>	cisco Webex						For
New User Reference   Attend a Session   • Host a Session   Stedude Training   Instant Session   Rands-On Lab   Test Ubray   My Training Recordings   • Set Up   Webes Training   Preferences   My Profile   • Support   Heip   MyResources   Downloads	Home Webex Meetings V	Nebex Events Webex Support	Webex Training	My Webex		Modern View New Dr. Rafidah binti Othm	Sign Out
© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement   Terms of Service	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	Course Material Course material specifie uploaded previously. (No file specified yet.) Add Course Material You can add a test to thi create a test, or to impor Session Information pag (No test yet.) Add Test Save As Template	Descr Gra ed can be download s session for delive t from your polling e later to add or ed	ry before, d uestionnaii it a test afte	Plain text HTML  Plain text HTML  mport Picture Remove Picture  ipants before the session starts. To add course material, you can either u  ring, or after this session. To add a test that you have already created are to you have scheduled this session.	upload new files or select ones you have nd saved in the Test Library, click Add Tet lect Add a Test. You can also go to the Schedule Start Session Ca	st. To

#### 2.14 Save the schedule

cisco Webex											For
Home Webex Meetin	gs 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 Recording Set Up	s		Desci	iption:	Plain text   H	TML Remove Picture		2			
Webex Training Preferences My Profile	Course I	Material se material specifie	d can be download	ed by partic	ipants before the	e session starts.	To add course materia	al, you can either u	pload new files or	select ones you have	
<ul> <li>✓ Support</li> <li>Help</li> </ul>	(No file sp Add Cour	ecified yet.) se Material									
MyResources Downloads	Vou c verate Sessi	Tests  Vou 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 neonfirmation page that appears, select Add a Test. You can also go to the session lofter and the set of the session.									
	(No test ye Add Test.	t.)	Save as	templa o traini	ite to allo	w using			-		
	Save As	Template	future	e traini	ing torma	it (f)	© 2020 Cisco and,	/or its affiliates. All righ	ts reserved. Privacy Sta	atement   Terms of Service	incel

M Sent Mai 🗙 🛛 🤨 UNIVER	RS 🗙 🛛 🕹 BERS_ME 🗙 🛛 💇 UNIVERS 🗙 🗍 🕥 (1) What: X 📿 Cisco We X 📿 Cisco We X	× +	
$\leftarrow$ $\rightarrow$ C $\triangle$ utm	n.webex.com/webappng/sites/utm/meeting/home	☆ 🕫	o   =1 🚯 :
👯 Apps 📙 Start-up Comput	er 🧧 Myself 📃 Study/UKM/IUKL 📑 Nak Publish??? 📮 UTM-AHIBS 📃 MBSA2223 📮 Entertainment	*	G Other bookmarks
cisco Webex			
🗇 Home	Enter meeting information to join a meeting	English	Classic View $Dr. \checkmark$
i Meetings			A
<ul> <li>Recordings</li> </ul>	Meetings		Schedule
	My Meetings		
000 Insights			
③ Support	10:45 PM - 11:45 PM         Training 1 - Webex training         Training           Thu, Apr 9         Dr. Rafidah binti Othman         Dr. Rafidah binti Othman	Sta	n
$\downarrow$ Downloads			
- Feedback			
Webex Training			
Webex Events Webex Support			
			-
BERS_course inforpdf	BER_FEEP_Sem 2docx		Show all X

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

#### 3 Start Training session

cisco Webex		
Home	Enter meeting information to join a meeting	English Classic View Dr. V
Meetings	To indicate	e this is WebEx training
Recordings	Meetings	Schedule
<ා Preferences	My Meetings V 04/09/2020 - 04/15/2020 V Show past meetings	
00 Insights		
⑦ Support	10:45 PM - 11:45 PM         Training 1 - Webex training         Training           Thu, Apr 9         Dr. Rafidah binti Othman         Training	Start
$\downarrow$ Downloads		
- Feedback		
Webex Training		
Webex Support		

Or



### 3.1 Function/Option button



#### 3.2 List of Participant

0	Cisco Webex Training			_ 🗇 X
<u>File Edit Share View Audio Participant Session B</u> reakout <u>H</u> elp				
Quick Start Session Info		Participants	Chat	Recorder
Dr. Rafidah hinti Othman's training session	Record	✓ Participants		4≥ ×
Topic: Training 1	List of Participants	✓ Panelist: 1		
		Or. Rafidah bin	<b>ti Othman</b> (Host, r	me)
		✓ Attendee: 0		
	<b>*</b>			
Audio Conference	Invite & Remind			
Share Application	1 <b>~</b>			
	End Training Section		13 😇 🗸	<b>M</b> ~ <b>\$</b>
	Circle Halling Session	•		- <b>k</b> !
Webex • Recording   Session No. 573 072 800			Connected	

## 3.3 Chatting

0	Cisco Webex Training	_ 🗆 ×
<u>F</u> ile <u>E</u> dit <u>S</u> hare <u>V</u> iew <u>A</u> udio Par <u>t</u> icipant Sessio <u>n</u> <u>B</u> reakout <u>H</u> elp		
Quick Chest Costing Tafa		
Quick Start Session Into		Participants Chat Recorder
Dr. Rafidah binti Othman's training session	Reco	rd Chat X
Topic: Training 1	Chat	from Dr. Rafidah binti Othman to All Participants: Hi All
Topic. Training T		
	•	
Audio Conference	Invite & Remind	
Share Application	Туре	e message
		Send to: All Participants
		Send
	🙂 End Fraining Sessi	
Webex • Recording   Session No. 573 072 800		Connected • 🔒 distribution

### 3.4 Share Content in WebEx training

0		Cisco Webex Training		_ 0 ×
<u>F</u> ile <u>E</u> dit <u>S</u>	<mark>hare ⊻</mark> iew <u>A</u> udio Par <u>t</u> icipant Sessio <u>n</u> <u>B</u> reakou	Help		
Outeb C	My <u>D</u> esktop Ctrl+Alt+D		💶 🚛 💻 💻	• •
QUICK S	Eile (Including Video) Ctrl+Alt+O		Participants Chat	Recorder
Dr. Pof	Application >	Record	> Participants	⇔ ×
	Whiteboard Ctrl+Alt+N		> Chat	×
lopi	Web <u>B</u> rowser			
	M <u>u</u> ltimedia		Sreakout Session	×
	Remote Computer		Breakout Assignment	Start
	My Session Window	<b>Q</b> +	Manual Assignment	
	Audio Conference	Invite & Remind		
	Share Ap	lication 🗸		
		S End Training Session	Make Drazantar	
Webex Se	ession No. 575 608 042		Connect	ted 🔹 🔒 🖓 🖓 🖓

• Ci	isco Webex Training		_ Ə ×
Eile Edit Share View Audio Parţicipant Sessio <u>n</u> Breakout Help Quick Start Session Info		Participants Cha	Recorder
Dr. Rafidah binti Othman's training session	Record	<ul><li>&gt; Participants</li><li>&gt; Chat</li></ul>	\$ × ×
Topic. 125	Share My Desktop Share Eile (Including Video)	✓ Breakout Session Reakout Assignment	Start
Audio Conference	<ul> <li>Share Application:</li> <li>Start</li> <li>Zoom</li> <li>Paint</li> <li>Microsoft Word</li> <li>Google Chrome</li> <li>Microsoft Edge</li> <li>Settings</li> <li>Calculator</li> <li>HPSystemEventUtilityHost</li> <li>Qther Application</li> </ul>	Manual Assignment	
	End Training Session	Make Presenter	
Session No. 575 608 042			Connected

0	Cisco Webex Training	_ 0 ×
Eile Edit Share ⊻iew Audio Participant Session Breakout Help Quick Start Session Info	Participants C	hat Recorder
Dr. Rafidah binti Othman's training session	<ul> <li>Record</li> <li>Participants</li> <li>Chat</li> </ul>	☆ × ×
Audio Conference Share Application	<ul> <li>Share My Desktop</li> <li>Share Eile (Including Video)</li> <li>Share Application:</li> <li>Start</li> <li>Zoom</li> <li>Paint</li> <li>Google Chrome</li> <li>Microsoft Word</li> <li>Google Chrome</li> <li>Microsoft Edge</li> <li>Settings</li> <li>Calculator</li> <li>HPSystemEventUtilityHost</li> <li>Qther Application</li> </ul>	X Start
Cisco Dex Session No. 575 608 042	O End Training Session Make Presenter	Connected

3.5 Invite/remina during session	
• Cisco Webex Trai	ining _ 🗖 ×
Eile         Edit         Sense         Yew         Audio         Participant         Session         Breakout         Help           Quick Start         Session Info         Session Info	Derticinante Chat Decorder
Dr. Rafidah binti Othman's training session Topic: 123	Invite and Remind _ ×
Audio Conference Invite & R	Copy OKL to Share     Invite with: your local email     Session URL: https://utm.webex.com/utm/k2/e.php?MTID=t06dd77f3fa83dfca Copy     End Training Session     Make Presenter
Webex Session No. 575 608 042	Connected • 🔒 👘

### 3.6 End Breakout Session

0	Cisco Webex Tra	aining				_ 0	×
<u>F</u> ile <u>E</u> dit <u>S</u> hare <u>V</u> iew <u>A</u> udio Par <u>t</u> icipant Sessio <u>n</u> <u>B</u> reakout <u>H</u> elp							
Quick Start Session Info				Participants	Chat	Recorder	$\sim$
Dr. Rafidah hinti Othman's training session			Record	> Participants		¢	×
Tonic: 123				> Chat			×
Topic. 120				✓ Breakout Session			×
				Breakout Assignment		Start	t
		+		Manual Assignment			
Audio Conference	Tavita 0.1	Domind					
Audio Conference	Invite & I	Remind					
		•	End Traini	ng Session	×		
		Do you w participa	ant to end this nts?	training session for all			
Share Application	~			End Session C	ancel		
		OR. do vou want	to leave this trai	ning session without endin	a it 🔘		
				•			
		🙁 End Train	ing Session	Make Presenter			
Webex Session No. 575 608 042					Conne	ected • 🔒 🔐	sco

#### Invito/romind during cossion 25

#### 4 Breakout Session Assignment (Host)



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

0	Cisco Webex Training			_ 0	×
<u>File Edit Share View Audio Pa</u>	Breakout Session Assignment ×				
Quick Start Session Info	Create breakout sessions and assign attendees:	Chat		<b>?</b> Q&A	$\sim$
	Automatically     Manually			¢	×
Dr. Rafidah binti Othman's trair	To create breakout sessions manually, manage your assignment below:				~
Topic: qw	Not Assigned: Assigned:				^
	Panelists     Group 1	ion			×
	Dr. Rafidah binti Oth     Dr. Rafidah binti Oth	t		Star	rt
	✓ Attendees				
	>>				
Audio Ci	<<				
	< >> Options for: Breakout session 1				
	Allow attendees to create breakout sessions				
	OK Cancel				
Webex Session No. 573 057 302		C	Connected 😐		1.1 1. ISCO

#### 4.3 Host assign member

0	Cisco Webex Training		_ 0	$\times$
<u>File Edit Share View Audio Pa</u>	Breakout Session Assignment ×			
Quick Start Session Info	Create breakout sessions and assign attendees:	Chat	<b>?</b> Q&A	$\sim$
	Automatically   Manually		\$	×
Dr. Rafidah binti Othman's trair	To create breakout sessions manually, manage your assignment below:			~
Topic: qw	Not Assigned:         Assigned:           Search         Q         Add Session         Delete Session         Delete All Sessions <ul></ul>	on		×
	Dr. Rafidah binti Oth     Dr. Rafidah binti Oth	t	Start	_
Audio G	Attendees     Attendees     Soptions for: Group 1      Allow attendees to create breakout sessions      CK Cancel			d.
Webex Session No. 573 057 302		Connected		0

#### 4.4 Attendee assign member



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

Cisco Webex Training			_	. 🗇 🗙
<u>Eile Edit Share View Audio Participant Session B</u> reakout <u>H</u> elp			_	_
Quick Start Session Info		Participants	Chat QS/	
Dr. Bafidah hinti Othman's training session	Record	> Participants	Start brea	ak-out
		> Chat	session	×
		✓ Breakout Session		×
		Breakout Assignment		Start
+		<ul> <li>Group 1: 1</li> </ul>		
		🔾 Dr. Rafidah binti Othi	man	
Audio Conference Invite & Remind		✓ Group 2: 1		
		🥥 Dr. Rafidah binti Othi	man	
Share Application 🗸				
Cisco Dex Session No. 573 057 302	aining Session	Make Presenter	Connected 🔹 🔒	ahaha cisco

#### 4.6 Start Breakout session

0	Cisco Webex Train	ing		_ @ ×
<u>F</u> ile <u>E</u> dit <u>S</u> hare <u>V</u> iew <u>A</u> udio Par <u>t</u> icipant Sessio <u>n</u>	<u>Breakout</u> Elp			
	Close Breakout Session Panel		1= 💻	• •
Quick Start Session Info	Start Breakout Sessions		Participants Chat	Recorder
	End Breakout Sessions	Record	> Participants	<b>☆</b> ×
Dr. Rafidah binti Othman's training session	Ask All to <u>R</u> eturn	( Record	) Chat	
Topic: qw	Breakout Session Assignment		> Chat	
	Join Breakout Session		✓ Breakout Session	×
	<u>B</u> roadcast Message	_	Breakout Assignment	Start
	Share Breakout Session Content		Manual Assignment	
			✓ Group 1: 1	
			🥥 Dr. Rafidah binti Othman	
Audio Conference	Invite & Rer	mind	✓ Group 2: 0	
Sha	are Application			
		End Training Session	Make Presenter	
Session No. 573 057 302				Connected

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

•	Cisc	o Webex Training				_ 0	×	
Eile Edit Share ⊻iew Audio Participant Session Bre Quick Start Session Info	akout <u>H</u> elp			Participants	Chat Rec	order	~	
Dr. Rafidah binti Othman's training session Topic: qw			Record	<ul> <li>Participants</li> <li>Chat</li> <li>Breakout Session</li> </ul>			× × ×	
	0	Breakout Session	×	Manual Assignment		LIIU AII		
	You have been assign want to start the ses	You have been assigned as a presenter for a breakout session. Do you want to start the session now?			<ul><li>Group 1: 1</li><li>Dr. Rafidah binti Othman</li></ul>			
Audio Conference		Yes No		✓ Group 2: 0				
Share								
Cisco Lancer Castion No. 572.057.202		⊗ End	Training Session	Make Presenter	Connected	Joir	n 1 11	

### 4.8 Breakout Session in Group (Presenter view)

0	Breakout Session: Group 2		_ 🗇 X
<u>File Edit Share View Audio Participant H</u> elp			
Quick Start Session Info		Breakout Session Participants	Chat 🗸
Breakout Session: Group 2		✓ Breakout Session	×
		You are currently connected to the brea "Group 2". End Breakout Session	ikout session
		Elapsed time: 0:22	
		> Participants	×
Audio Conference	New Whiteboard	∽ Chat	×
Share Applicat	tion ~		
	載 End Breakout Session	Type chat messages here Send to: All Breakout Participants	Send
Session No. 573 057 302		Connected	

### 4.9 Presenter's Privileges

Breakout Session: Group 2	2			-	0	×
<u>Eile Edit Share View Audio Participant H</u> elp						
Quick Start Session Info		Breakout Session	Participant	s Cha	t	~
Brookaut Soppion: Crown 2		✓ Breakout	Session			×
		You are curre "Group 2". End Brea Elapsed time:	ently connected kout Session 0:22	to the breakout s	session	
		> Participan	ts			×
Audio Conference New Whiteboard		✓ Chat				×
Share Application						
		Type chat messa	ges here		s	end
18	End Breakout Session	Send to: All Bre	akout Participants			~
Session No. 573 057 302			C	onnected 🔹 🔒	- ilis	ilin co

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

• Ci	isco Webex Training				- 🗆 ×
<u>File Edit Share View Audio Participant Session Breakout H</u> elp			-	_	
Quick Start Session Info			Participants	Chat Re	ecorder
Dr. Rafidah hinti Othman's training session		Record	✓ Participants		¢ ×
Topic: test			✓ Panelist: 1		
			🥥 Dr. Rafidah bint	<b>i Othman</b> (Host, me)	
			✓ Attendee: 0		
		0	End Training Session	ı	×
Audio Conference	Invite & Remind	Do you war participant	nt to end this training ses s?	sion for all	
			End Session	Cancel	
Chara Application		OR, do you want to	o leave this training session	without ending it	Ð
Share Application		<u> </u>			
			<ul> <li>▲ × 味</li> </ul>		<b>M</b> ~
		₩	•	:=~	F i
	8	End Training Session	> Chat		×
Webex Session No. 586 507 639				Connected •	■ <sup>1  1  1 </sup> cisco

### 6 <u>Create test</u>

cisco Webex					For
Home Webex Meetings	Webex Events Webex Suppor	t Webex Training My	Webex		Modern View III 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	Session Upda You have successfully upor To start your session Shortly before your session 1. Go to My Webex. 2. Click the Start link next To add a test Add a test Add a test to this training Session Information Topic: Training Host: Dr. Rafi Date: Friday, / Time: 10:45 pr Location: https://u	Ated lated the following session n's starting time, click the to your session. session now. You can also 1 - Webex training dah binti Othman April 10, 2020 n, Singapore Time (Singa) tm.webex.com/utm	s. Start link for your session on the I o go to the <u>Session Information pa</u> pore, GMT+08:00)	Wy Webex page. gg: to add a test later on.	OK Update My Calendar Edit
Downloads	Webex Events Webex Suppor	t Webex Training My	Webex	@ 2020 Cisco and/or its affiliates. All ri	ights reserved. <u>Privacy Statement   Terms of Service</u> For Modern View <b>Scor</b> Dr. Rafidah binti Othm Sign Out
New User Reference Attend a Session Host a Session	Test Library			Welc	ome, Dr. Rafidah binti Othman
Schedule Training Instant Session Hands-On Lab Test Library My Training Recordings	Private Tests Title Test 02		Description Testing for TEST	<b>Author</b> Dr. Rafidah binti Othman E	Last Modified Monday, April 6, 2020 11:28 am
Set Up     Webex Training     Preferences     My Profile     Support     Hein	Shared Tests Title Test 02		Description Testing for TEST	Author TP DDA	Last Modified Monday, April 6, 2020 11:28 am Duplicate Copy to Private Delete
MyResources Downloads				You may import fr test bank	Import Create New Test
				© 2020 Cisco and/or its affiliates. All ri	ights reserved. <u>Privacy Statement</u>   <u>Terms of Service</u>

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

alia cisc	o Webex									Â
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex				Modern View NEW!	Dr. Rafidah binti
4										•
New L	Jser Reference	Oree	ta Taat							-
Attend	a Session	Crea	le Test							
🕶 Host a	Session									
Sched	ule Training		Test Title: Te	ot 1						
Instant	Session	т								
Hands	-On Lab		fi	ne quiz is to te: inance	st your know	ledge in				
Test Li	brary									
My Tra	ining Recordings							Test in	formation	
	0									
Webex	Training					1				
Prefere	ences		Author: Dr	. Rafidah binti Othr	man			Gr	ading	
My Pro	ofile	N	laximum score: Ma	aximum possible s	core is: 0 poin	ts (calculated b	ased on tl	ne assigned sco	res in the test)	
- Suppo	ort			Limit the maxi	mum score the	at an attendee c	an receiv	e: 60 point	s	
1 July			Grades: 🗹	Assign a grade a	ccording to the	e score of the st	udent <u>(Sp</u>	ecify Grades)		
нер		וס	splay question: 🖲	All questions in o	ne page					
MyRes	ources			One question per	rpage	Form	at			
Downlo	oads									
									Save	ancei

### Grading

Specify Grades - (	Google Chrom	ne	- 0	$\times$
🔒 utm.webex.c	om/tc3300/	trainingcenter/tes	ting/addTestingAction.do?actionFlag=SpecifyGrades&conflD=0&testID=956252&siteurl=utm&rand=0.3988135114822422	Ð
Specif Please spe	fy Gra ecify the g	des grades for the	various ranges of scores:	
		Score	Grade	
	50	to 60	A	
	40	to 49	В	
	20	to 39	C	
	10	to 19		
	0	to 9	F	
		to		
			Save Cancel	

#### Test format and insert question

cisco	Webex											For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex					Modern View New	Dr. Rafidah binti Othm	Sign Out
New Us Attend Host a	ser Reference a Session Session	Create	e Test									
Instant	Session		Test Test	Title: Test 1								- 1
Hands-	On Lab		lest beschip	in the 4 p	s to test y rincipals o	our understand f finance	ing					- 1
Test Lib	rary											
My Trai	ning Recordings											
🕶 Set Up												
Webex	Training											
Prefere	nces		Au	thor: Dr. Rafidah I	ointi Othman							
My Prof	ile		Maximum se	core: Maximum po	ssible score	is: 0 points (calc	culated b	based on the assigned	d scores in the test)			
- Suppor	t		Gra	ades: 🗹 Assign a	grade accor	ding to the score	of the st	tudent (Specify Grad	es)	Inse	rt question/	S
Help			Display ques	tion:   All quest	ions in one p	age	1_	(				- 1
MyReso	ources			One que	stion per pag	je	Foi	rmat of the t	test			
Downio	aus											
											Insert Question	
											Save Cancel	- 1
								© 2020 Cis	co and/or its affiliates. All right	ts reserved. Privacy State	ment   Terms of Service	,

### 6.2 Insert question/s

Add Question - Google Chrome						_		$\times$
utm.webex.com/tc3300/train	ingcenter/testing/qu	uestionActi	on.do?a	ctionFlag=	DisplayAddQ	uestionFor	m&co	Q
Add Question Question Type: Question: Answers:	Multiple Choice (select on Please type the quest: Please enter the answers	e answer) ion here.	▼ ion, then s	specify the co	rrect answer)			
	Answer:	Correct?						
	Option 1	۲						
						Sa	ve Cano	cel

Types of questions available

- a. Essay
- b. Fill in the blanks
- c. Instructions
- d. Multiple choice (select one answer)
- e. Multiple response (select multiple answers)
- f. True/False

#### 6.3 Essay

	-	ø	$\times$
ng/questionAction.do			Ð
Essay 🔹			
Please write a short definition of the followings; a. Sole proprietorship (10 marks) b. Partnership (10 marks) c. Corporation (10 marks) Limit answer to 5000 number of characters			
Sav	e C	Cancel	
	mg/questionAction.do         Essay         Please write a short definition of the followings;         a. Sole proprietorship (10 marks)         b. Partnership (10 marks)         c. Corporation (10 marks)         Limit answer to 5000       number of characters		ng/questionAction.do  Essay  Please write a short definition of the followings; a. Sole proprietorship (10 marks) b. Partnership (10 marks) c. Corporation (10 marks) Limit answer to 5000 number of characters  Save Cancel

### 6.4 Fill in the blanks

utm.webex.com/tc3300/trainingcenter/testing/questionAction.do	Θ
Add Quastian	
Add Question	
Question Type: Fill in the blanks	
Question: (Please use "[]" as a blank in your question ar can have more than one blank in the question.	nd enclose the correct answer within the "[ ]". You .)
The goal of the financial manager is to []]shareholder wealth.	
	Save Cancel

#### 6.5 Instructions

Add Question - Google Chrome		-	٥	$\times$
utm.webex.com/tc3300/trainingcenter/testi	ng/questionAction.do			Q
utm.webex.com/tc3300/trainingcenter/testi Add Question Question Type: Instructions:	Instructions Please draw an ilustration of the link between Financial Markets, Institutions, and the Circle of Money			Q
		Save	Cancel	

#### 6.6 Multiple choice (select one answer)

itm webey com/tc3300/trainingcenter/tec	ting/questionAction do?actionE	lag=DisplayAddOur	estionForm&test	D=9562528conftD=0	8sortSequence=48siteurl-ut	m
annweber.com/ (cs500/ trainingcenter/ tes	ang/questionAction.do:action	lag-DisplayAddQdd	stionronnettestit	D=350252&connD=0	asonsequence-4asitedri-at	
Add Question						
Question Type:	Multiple Choice (select or	ne answer)	¥			
Question:	What is the value of	the bond that	t pays RM100			
	coupon annually which	h will mature	s in 15			
	The par value of the	bond is RM1.	n is 12%. 000.			
Anowers	(Please enter the ensure	ra ta thia quaati	on then energi	if the correct on	ower)	
Allswers.	(Flease enter the answe	is to this questi	on, then speci	ity the conect an	swer)	
	Answer:	Correct?				
	Answer: RM1,010	Correct?				
	Answer: RM1,010 RM1,080.61	Correct?				
	Answer: RM1,010 RM1,080.61 RM863.78	Correct?				
	Answer: RM1,010 RM1,080.61 RM863.78 RM806.13	Correct?				
	Answer: RM1,010 RM1,080.61 RM863.78 RM806.13 RM100	Correct?				
	Answer: RM1,010 RM1,080.61 RM863.78 RM806.13 RM100	Correct?				
	Answer: RM1,010 RM1,080.61 RM863.78 RM806.13 RM100	Correct?				
	Answer:           RM1,010           RM1,080.61           RM863.78           RM806.13           RM100	Correct?			Save Cance	

Add Question - Google Chrome	•	•	-	_	٥	×
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do						
Add Question						
Question Type:	Multiple Response (select m	ultiple answe	ers) ▼			
Question:	Factors to consider befo dividend (Dividend Payon	ore paying ut Policy)	a			
Answers:	Please enter the answers to	o this questi	on, then specify the correct answers)			
	Answer:	Correct?				
	Liquidity position					
	Source of financing	<ul> <li>Image: A set of the set of the</li></ul>				
	CEO appointment					
	Earning predictability	1				
	Business strategy					
				Save	Cance	

#### 6.7 *Multiple response (select multiple answers)*

#### 6.8 True/False

Add Question - Google Chrome	-	٥	$\times$
utm.webex.com/tc3300/trainingcenter/testing/questionAction.do			Ð
Add Question			
Question Type: True/False			
Question: Working capital management is crucial in maintaining a financial health of the company.			
Correct answer: 🖲 True 🔍 False			l
	Save	Cancel	



#### 6.10 Saving test

cisc	o Webex													For	
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex						Modern View New	Dr. Rafic	lah binti Othm.	Sign	Dut
New L Attence + Host a Sched Instant Hands Test L My Tra • Set Up Webee Prefere My Pro • Suppo Help MyRes Downle	User Reference i a Session I Session Use Training Session -On Lab brary ining Recordings o Training ences office int ources oads	Creat	e Test Test Descrip Au Maximum s Gra Display ques	Title: Test 1 ttion: The quiz 1 finance tthor: Dr. Rafidah I core: Maximum pr	s to test your k sinti Othman ssible score is: <b>O</b> p the maximum score grade according to ions in one page stion per page	nowledge in boints (calcul e that an atte the score of	ulated bi endee c	ased on th can receive udent ( <u>Spe</u>	e assigned score : 60 points cify Grades)	as in the test)		Save	Cancel		
		Question	n 1								Move Up - Move Dow	n , Inser	t Question		
			Please w a. Sole p b. Partne c. Corpo (Maximu	rrite a short definitior roprietorship (10 ma ership (10 marks) ration (10 marks) m 5000 characters)	n of the followings; rks)										

alta cisc	o Webex							For	
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex			Modern View NEW Dr. Rafidah binti Othm Sign Ot	ut
New User Reference         Test Library           Attend a Session         + Host a Session		brary				Wel	come, Dr. Rafidah binti Othman	4	
Instant Hands- Test Lik My Trai	Session On Lab orary ining Recordings	Title Test 02	2		Descriptio Testing for The quiz is knowledge	DI TEST s to test your e in finance	Author Dr. Rafidah binti O Dr. Rafidah binti O	Last Modified Monday, April 6, 2020 11:28 am Ithman Friday, April 10, 2020 1:50 am	
✓ Set Up Webex	Training	Shared Te	osts					Edit Duplicate Copy to Shared Delete	
My Pro	file	Title Test 02	2		Description Testing for	n TEST	Author TP DDA	Last Modified Monday, April 6, 2020 11:28 am	
✓ Suppo Help MyReso	rt purces							Duplicate Copy to Private Delete	
Downlo	bads							Import Create New Test	
						6 anna 6'	17 C. 1997 . AU		•

#### 7 Add test to scheduled training





You may also create and import test from "Add Test" screen

aha ciso	Webex									
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex			Mo	dern View <mark>[</mark>	NEWI
4										•
New l	Jser Reference	A								^
Atten	d a Session	Private Te	sts							
- Host a	Session	Title		Descrip	otion	Author	Last mod	ified		
Sched	a coordina 3	Test 02		Testing	for TEST	Dr. Rafidah binti Othma	an Monday, A 11:28 am	April 6,	2020	
Instant		• Test 1		The qui	z is to test your	Dr. Rafidah binti Othman Friday		ril 10,	2020	- 1
Hande				KHOWIEC	ige in mance		1.50 am			
Teet L		Shared Te	ete							- 1
Test L	ibi ai y	Title	313	Docorir	tion	Author	Last mod	ified		- 1
My Tra	aining Recordings	Test 02		Testing for TEST		TP DDA	Monday, A	ay, April 6, 2020		- 1
▼ Set U	р			Ū			11:28 am		4	
Webe	x Training								4	
Prefer	ences						< <back ne<="" td=""><td>ext&gt;&gt;</td><td>Cancel</td><td></td></back>	ext>>	Cancel	
My Pro	ofile									
🕶 Suppo	ort									
Help										
MyRes	sources			© 2020 Cis	co and/or its affilia	tes. All rights reserved. Privacy S	Statement   Ter	ms of S	ervice	
Downl	oads	-								-

cisco Webex								A
Home Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex			Modern View NEW	Dr. Rafidah binti
4								+
New User Reference Attend a Session	Edit Tes	st						Â
<ul> <li>Host a Session</li> </ul>								
Schedule Training		Test Title: Te	st 1(2)					
Instant Session	Test I	Description: Th	ne quiz is to tes	st your know:	ledge in	1		
Hands-On Lab		fi	inance	2	U			
Test Library								
My Training Recordings						You may e	dit the test accor	dingly
▼ Set Up						or click sav	e to end the pro	cess
Webex Training								
Preferences		Author: Dr.	. Rafidah binti Othr	nan				
My Profile	Maxi	mum score: Ma	aximum possible so	ore is: 40 poi	nts (calculated	based on the assign	ed scores in the test)	
✓ Support		_	Limit the maximum	mum score tha	at an attendee	can receive: 60	points	
Help		Grades: 🗹	Assign a grade ad	cording to the	score of the s	tudent (Specify Grad	<u>les)</u>	
MyResources	Displa	ay question:	All questions in or One question per	ne page page				
Downloads				1			5	
							Save C	ancel
						A.A. 11		

# 7.1 Test delivery option

olio cisc	o Webex												
Home	Webex Meetings	Webex Events	Webex Events Webex Support Webex Training My Webex										
New L Attend	Jser Reference a Session	ÎTe	st Delivery O	ptions				•					
➡ Host a													
Sched Instant Hands Test Li	ule Training Session -On Lab brary	·	Deliv     Time limit:     No ti     Atter	rer this test on the v me limit idees must finish th	s test on the website (pre-session and post-session test) nit must finish the test within 30 minutes								
My Tra	ining Recordings	Email a	Email attendees: Scoring and grading report										
🕶 Set Up	þ	Atte	Attempt limit:      Allow attendees to take the test 1 time(s)										
Webex	Training		No li	mit									
Prefere My Pro	ences ofile ort	•					Save Cancel						

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### 7.2 Manage test

altal cisco	• Webex									For
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex			Modern View NEW	Dr. Rafidah binti Othm	Sign Out
New U Attend	ser Reference a Session Session	Ma	nage Test:	Test 1(2)						*
		Tes	at Delivery							
Schedu Instant	le Training Session		De	Status: elivery Method:	Not started Presenter start	s the test within a live sessio	۱.			
Hands-	On Lab			Time limit:	(none)			optiona	al	
Test Lib	orary							-		
My Trai	ining Recordings							Change Delivery O	ptions	
🕶 Set Up	)	Tes	t Questions							
Webex	Training		Τ.	Test Title:	Test 1(2) The quiztie to t	at your knowledge in finance				
Prefere	nces		Ie	Author:	Dr. Rafidah bin	ti Othman	2			
My Prof	file		Number of all	owed attempts:	1					
roqqu2 🗸	rt		Numbe	or of questions:	5					
Hele			Dis	play questions:	All questions in	one page		optional		
MuDeer										
Downlo	ade						Copy	to Test Library Ed	it Test	
Downio	7003							7	Done	
										-

### 7.3 Updated test

alta cisc	o Webex												For	
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex						Modern View NEW	Dr. Rafidah binti Othm.	Sign Ou	JL
New U Attend	lser Reference l a Session Session	Se	ession Inforr	nation: Trair	ning 1 - W	Vebex trair	ning			Start Session N		English : Singapore	S. Time	•
Schedu Instant Hands- Test Lib	ule Training Session On Lab brary	Se St Du Pr De	ession date: arting time: uration: eserters: escription:	Friday, . 10:45 p 1 hour Dr. Rafi	April 10, 2020 m, Singapore dah binti Othr	Time (Singapor	e, GMT+08:	00)		You can start you Now.	r training session by Start Now	/ clicking Start		
My Trai Set Up Webex Prefere My Pro	ining Recordings Training ences	Se Pa Ho Au	ission number: issword: ost key: idio conference:	572 197 M8nvct 256710 Malaysi Malaysi	7 967 gkK82 a Toll:+60-3-9 a Toll 2:+60-3	212-7625 -20-585-339								
✓ Support Help MyReso	rt			Having Singapo Show a Access	trouble dialing ore Toll:+65-31 Il global call-in code: 572 197	in? Try these b 15-76442 Inumbers 7 967	ackup numi	You	r test is	]				
Downlo	bads		ost's name: ost's email: CORM data: ourse material: Test	Dr. Rafi rafidah. <u>SCORM</u> (none)	dah binti Othm othman@utm. <u>41.2 SCORN</u>	nan .my <u>4 2004</u>		succes	sfully addec					
			Title <u>Test 1(2)</u>		De In-	session	Managa	Score & Deport	Status Not started					
		By	joining this session, you	u are accepting the Cisc	o Webex <u>Terms o</u>	Edit	y Statement.	Add to My Cal	endar Go Back					

Your test is successfully added

## 7.4 Reference

cisco 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	Ses: You have : To start y Shortly be 1. Go to M 2. Click th To add a tes Session II Topic: Host: Date: Time: Location:	sion Updatu successfully updatu our session fore your session's y Wobox. 9 Start link next to est t to this training se aformation Training 1 Dr. Rafidal Friday, Apr 10:45 pm, https://utm	ed ad the following se starting time, click your session. ssion now. You car • Webex training bint Othman bint Othman 10. 2020 Singapore Time (5 .webex.com/utm	ssion. the Start link n also go to th	for your sessio e Session Infor T+08:00)	m on the My W	ebex page. • add a test later or • 2020 Cis	1. sco and/or its affiliates. All	OK U	odate My Calendar	Edit

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

~~THANK YOU~~