Fall 2013
Virtual Advising

Through Cisco WebEx, interactive online advising is available for those with schedules not conducive to the general main campus population. View and share documents as well as communicate with an Advisor at your convenience!

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Virtual Advising Schedule

Virtual Advising appointments can be scheduled by a student as needed.

Virtual Advising is perfect for students that are studying abroad and/or participating in an external program (i.e. Disney).

To make a virtual advising appointment, contact an STHM Academic Advisor (click here).

Those interested can also visit the appointment system (click here) to see if a virtual session is already available and ready for booking.
Guidelines, Set One

Virtual Advising Guidelines:

SESSION DURATION
A maximum of 30 minutes!

THE SESSION ENVIRONMENT
Students using Virtual Advising are expected to be in an environment that is quiet, appropriate for a one-on-one dialogue, and professional.

FERPA
Students with guests being a part of the advising session should proceed with a Family Educational Rights and Privacy Act (FERPA) waiver. Details about FERPA waivers can be found in the “ALL NEW STHM UNDERGRADUATE COMMUNITY” in Blackboard.
Guidelines, Set Two

Virtual Advising Guidelines:

**CANCELATIONS**
You can make an appointment for Virtual Advising via the STHM appointment system when the slots become available. Appointments not booked **WILL BE CANCELLED** two days prior to the actual appointment.

**MISCELLANEOUS**
The Host (Advisor) can control all mute/unmute options.

**TECHNICAL PROBLEMS?**
If connection issues do not allow for the virtual advising session to take place, a follow-up conversation should take place via e-mail or phone immediately.
Desktop Users

Step-by-Step Instructions:


2. Expect an e-mail not only from the STHM Advising Appointment System, confirming your booking, but also from Cisco WebEx (the virtual system to be used). It’s an invitation to the WebEx meeting.

3. When you receive an e-mail from Cisco WebEx, you will then see important information, specifically about “access information” and your “audio connection.” Click on “join” and simply enter your first and last name and TU e-mail address. Other e-mail addresses will not work.

4. No Cisco WebEx account is needed, just your first and last name and TU e-mail address.

5. You will then see a screen, with a spinning green and blue ball, that says “just a moment, we are setting up your meeting.” Shortly after, you will be prompted to test your audio conference; speakers and/or microphone.
i-Pad and Tablet Users

Step-by-Step Instructions:

1. **Download** the Cisco WebEx application. It’s free *(see image one)*!

2. **Open your Cisco WebEx application** and click “join by meeting number *(see image two)*.”

3. **Type in your meeting number** from the e-mail you received from Cisco WebEx *(see image three)*. Click on “join meeting” shortly after.

4. **You will then see a screen notifying you that you are connecting to the meeting** *(see image four)*.

5. **Click on “connect using internet** *(see image five)*.”

6. **The parties involved with the session will appear** at the bottom of the screen *(see image six)*.
i-Pad and Tablet Users
(continuation from page 7)

Step-by-Step Instructions:

7. Referring the guidelines outlined on the left-hand side of this document, you will notice the ability to mute/unmute (see image seven).

8. You will see notification that someone has spoken via text messaging (see image eight).

9. The person icon will let you know who the participants are (host and others) as well as who is using a camera and/or microphone (see image nine).

10. There is a “chat with everyone” option (see image ten).

11. There is an option for a conference/group meeting as well (see image eleven).

12. That’s it! Enjoy being advised virtually!
FOR I-PAD AND TABLET USERS – IMAGE ONE (1)

***Disregard the “H Careers” in the search engine within the image below***
FOR I-PAD AND TABLET USERS – IMAGE TWO (2)
FOR I-PAD AND TABLET USERS – IMAGE THREE (3)
Cisco WebEx

Connecting to the meeting...
FOR I-PAD AND TABLET USERS – IMAGE FIVE (5)

No content is being shared.
No content is being shared.
FOR I-PAD AND TABLET USERS – IMAGE SEVEN (7)

No content is being shared.
FOR i-PAD AND TABLET USERS – IMAGE EIGHT (8)
FOR I-PAD AND TABLET USERS – IMAGE NINE (9)
FOR I-PAD AND TABLET USERS – IMAGE TEN (10)
No content is being shared.