

Instructions for using OCLC WebEx training

OCLC offers many online courses using WebEx. WebEx courses use a combination of demo on your computer, plus audio from your phone to deliver "live" remote training. Listed below are instructions for registering and "attending" a WebEx course.

1. Review the course catalog online, and determine the session(s) you want to attend.
2. Email or talk to your supervisor and obtain permission to sign up. Once you have supervisor's approval, register online by clicking on the link for the course, then filling out the online registration form. More than one person can register together, but each is charged the registration fee. Your affiliation with OCLC is OCLC Western.
3. Most online courses cost \$25, which is deducted from our prepaid OCLC budget. Email Tami after you register and let her know the course name and the fee so she can verify it on our billing statement.
4. You will receive email from OCLC confirming your registration, and giving you instructions for preparing your computer. Make sure to follow OCLC's instructions to check on software several days before the actual session. This way, if you need help with installing software, there is time to contact Michael or another CCG member and get everything set up.
5. If you are taking a course with other people in the department, consider reserving the Technical Services Conference Room and the PolyCom phone so you can share a group set up. Tami, Shirley, or Michael can show you how to set this up.
6. If you are taking a course on your own, Tami has a phone headset that may be borrowed so that you don't have to hold the phone up to your ear for two hours. She has purchased individual foam covers for the ear and microphone pieces, so each person may have his or her own set (no sharing germs!)
7. On the day of the class, follow the link on the confirmation email from OCLC to get into the course a few minutes ahead of the start time. Also call in to the course on your phone. Once OCLC answers, you will be able to hear the instructor as well as the other students.