

UPSTATE *Nursing*

Welcome to the Virtual Council Meeting Toolkit

All Nursing Shared Governance Council meetings will meet virtually using Webex.

Council cochairs are responsible for scheduling each meeting and forwarding meeting details to their council, coach, and Meg Stevens. Details will also be updated on the monthly schedule posted to the web.

TOOLKIT CONTENTS

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Slide 8. Scheduling a Webex subcommittee meeting (cochairs, coaches)

Slide 9. Email subcommittee meeting details (cochairs, coaches)

[CLICK HERE TO WATCH A 38 MINUTE VIDEO TUTORIAL](#)

Use password –SharedGov2020

TESTING ACCESS FROM HOME

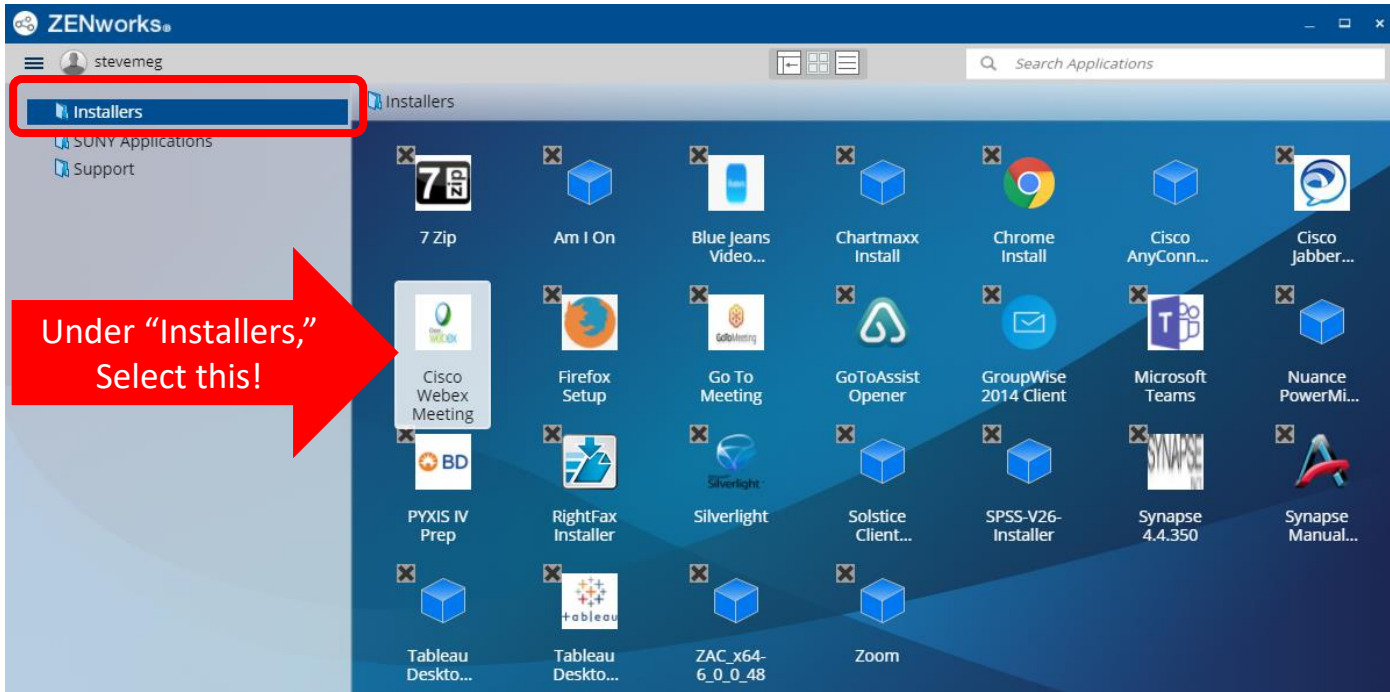
In order to telecommute or sign in to council meetings from home or alternative location, please test your access by following these steps. We want you to have the resources needed to successfully connect from any alternate location.

1. Follow page 2 & 3 to schedule a test meeting starting in 5-10 min.
2. Join the meeting from the computer and also call in from a mobile.
3. Make sure you have access to either a computer or phone with microphone OR a computer and a phone to call in. A Camera is nice but not required.
4. Contact Meg Stevens if you would like to schedule a test or walk through any of the steps in the toolkit.

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SIGNING INTO A WEBEX MEETING

1. Go to upstate.webex.com or open Upstate Applications



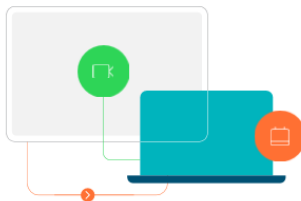
2. SIGN IN using your Upstate EMAIL and Password



English | Classic View | [Sign In](#)

Join a Meeting

Enter meeting information



Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

[Download](#)

You may be prompted to install Cisco Webex Meetings Desktop App – this application is now located in the “Upstate Applications” folder on the desktop of Windows 10 PC users. If you are not on the Upstate campus, you can download the application to your computer or device.

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JOIN YOUR COUNCIL MEETING (MEMBERS)

1. Refer to the Shared Gov Schedule or your email for meeting details. https://www.upstate.edu/nursing/documents/intra/shared_gov_schedule.pdf



Shared Governance Day
Virtual Meeting Schedule



July 1, 2020

Welcome to virtual shared governance! Login to WEBEX at [upstate.webex.com](https://www.upstate.edu/webex) (Call 1-415-655-0001 if device does not have audio/mic). Enter meeting number and password. Type your name/ID into chat at start of meeting

Start Time	Council	Meeting Number	Meeting Password
0730	Falls and Safe Patient Handling Committee	160 055 2620	SharedGov2020
	Family Birth Center Specialty Council	160 171 7767	SharedGov2020
	Holistic and Integrative Care Specialty Council	160 445 9765	SharedGov2020
0800	Pediatrics Specialty Council	160 242 3129	SharedGov2020

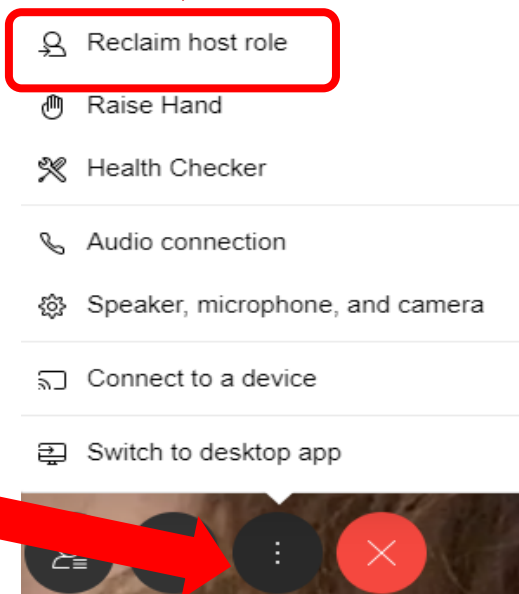
2. Click on the link on the schedule to join meeting no sooner than 10 minutes before meeting is scheduled to start.
3. If prompted, click “ALLOW” to allow redirection to webex.
4. Follow prompts to join by browser or app.
5. Always join with a computer, tablet, or smart phone so you can view any shared details on the screen. If you do not have a microphone to connect by voice to participate, use the chat and also call in to the meeting by dialing 1-415-655-0001 and enter the meeting details from the schedule.

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Claiming Host (Cochairs)

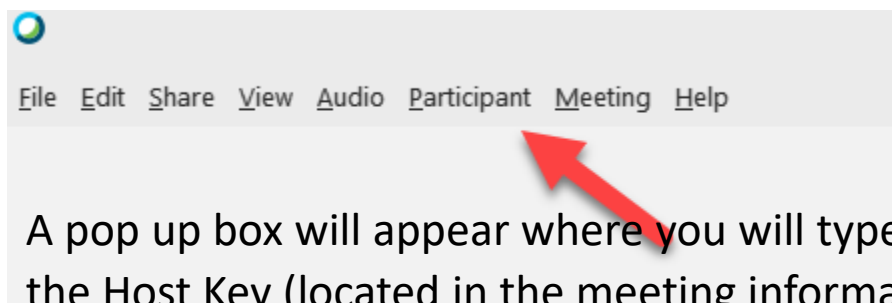
Note: All shared gov meetings that are centrally scheduled are set up to allow anyone to host. Usually the first person to join will automatically be host. For cochairs, to claim host follow these steps:

- select the icon with three dots
- select “Reclaim host role”



If NEEDED: Claiming Host if you Host Does NOT Join

Note: In order for this to work, the person scheduling the meeting should set the “start before host joins” time to either 5, 10, or 15 minutes. The Participant will join the meeting (if possible) early and then...Click on the “Participant” in upper left-hand corner of the webex meeting



1. A pop up box will appear where you will type in the Host Key (located in the meeting information from when the meeting was created).
2. Click ok.
3. You are now the Host.

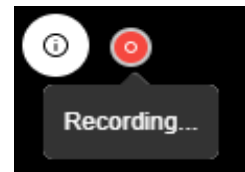
<https://help.webex.com/en-us/WBX78283/Can-a-Host-Start-a-Meeting-without-Logging-into-the-Webex-Website>

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HOSTING YOUR COUNCIL MEETING (COCHAIRS)

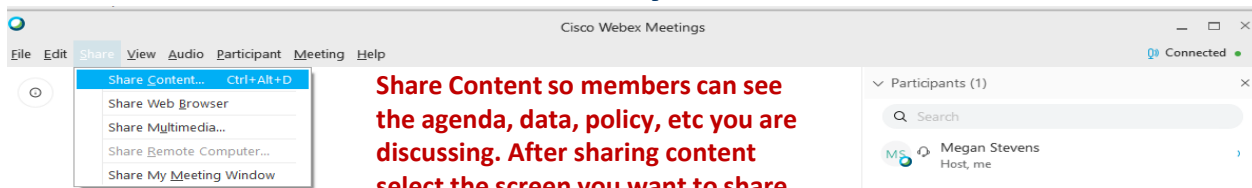
1. Begin meeting with intro:

Thank you for joining. As you sign in please enter your name, credentials, and unit into the chat. If applicable, please identify if the council you cochair. ____ and ____ will be running the meeting today. To speak, please unmute. We ask all to stay muted while others speak. If possible, please have your video image on. We will (or will not) be sharing information on the screen during this meeting. You can click on the person icon to see participants or the comment box icon to view the chat. If anyone is joining us by phone only, we will be sending meeting minutes which will have a record of the chat that may have helpful information that you will miss if you dial in only. If possible please log-in to upstate.webex.com via a computer, tablet, or smart phone to view meeting info and participate in the chat. This meeting is being recorded. For anyone now joining, please enter your name, credentials, and unit into the chat for your participation to be recorded in the minutes. Any ideas or suggestions you want to see in the minutes should also be added to the chat during the meeting.



Note all meetings scheduled to begin recording when the first person joins. Recording will be kept to help with minutes.

2. Select “Share Content” to share your screen.



Share Content so members can see the agenda, data, policy, etc you are discussing. After sharing content select the screen you want to share.

You can also share content by clicking the icon below

Waiting for others to join



Use these icons to adjust you view

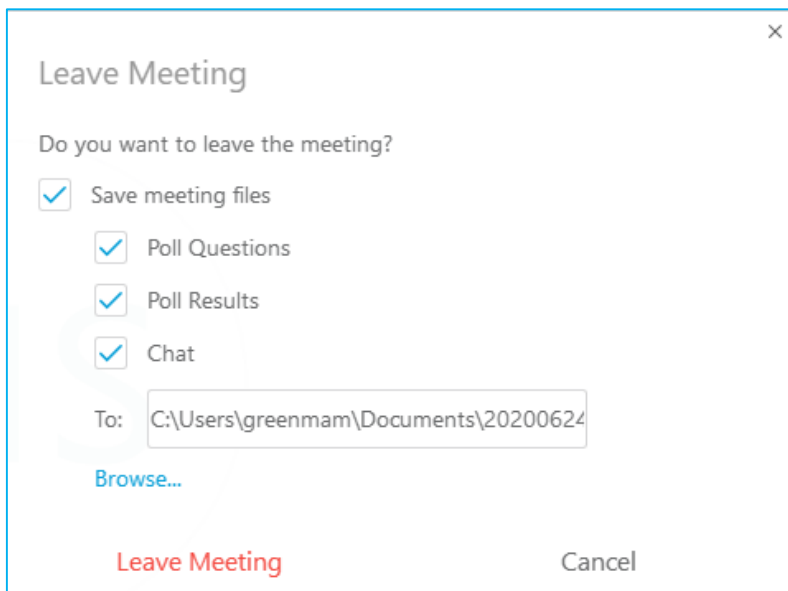


View participants to help you complete the roster.

Use chat as needed.

3. Select the X or “Leave Meeting” BEFORE meeting time ends. (Meetings are purposely scheduled longer than the planned meeting time so webex does not end the meeting before you download the chat.)

4. Check “Save meeting files” and BROWSE to select location to save meeting files (like your U-drive or network drive).



*** In order to save meeting files you must be use the Webex application NOT the browser.**

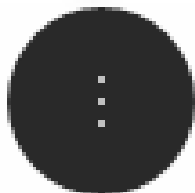
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TROUBLESHOOTING TIPS FOR WEBEX



Muting Participants

- To mute everyone as they join the meeting, select Participant > Mute on Entry
- To mute or unmute everyone but you, select Participant > Mute All
- To mute someone specifically, select Participant > Mute (or Unmute)



Locking Meeting Access

- Select Meeting < Lock Meeting. This option prevents anyone from joining the meeting, including those who were invited but haven't joined yet
- To unlock meeting access, select Meeting > Unlock Meeting



To Remove a Participant From the Meeting

- Right-click the name in the Participants list & select Expel

To Rename a Call-In User

- Right-click the name in the Participants list & select Rename

To Turn Off Participant Entry/Exit Beeps

- Select Participant > Entry & Exit Tone

TROUBLESHOOTING TIPS FOR WEBEX MOBILE APP



To Blur/Change Background

- Feature is only available when using mobile app platform for iPhone 7 or later or iPad Pro
- Tap the Video icon, then Virtual Background
- To blur surroundings while remaining in focus, tap Blur
- To use a default virtual background, tap the one you want
- Select apply (WebEx will remember your selection for your next meeting)


Mobile Settings/Features:

- Hold the iPhone in portrait position to view the speaker, or landscape position to view yourself, the speaker & all participants
- Click the 3 dots icon
 - Can turn off speaker
 - Can record meeting
 - Can share content
 - Can change to audio-only mode
- Click the microphone icon to mute/unmute
- To view participants, click the person icon in the top right corner



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Using Polling to Vote

1. Select  then "Polling"
2. Select "New Poll"
3. In the Question section, select the type of question from dropdown and select "New."
4. Then type in the Poll question and select enter.
5. Go down to the answer section and select, "ADD". Type in your answers: Favor, Oppose, Abstain. Select enter after each answer.
6. Select "Open Poll". Direct voting members to their polling section to vote and select submit.
7. Close the poll and check the box that shares results with the council.



▼ Polling

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Poll Questions:

Question

Type: Multiple choice - Single Answer

New

Change Type

Answer

Add

Record individual responses

Clear All

Options...

Open Poll

Polling status

0 of 0 attendee has responded

Remaining time: 4:42 Time limit: 5:00

Share with attendees

Poll results

Individual results

8. Add poll results as an addendum to your minutes

Individual Poll Results

Meeting:

Topic: Shared Gov Test
 Host: Megan Stevens
 Number of attendees: 1

Poll:

Type: Individual results
 Date: Wednesday, June 24, 2020
 Starting time: 11:20 AM
 Actual Duration: 3 minutes 8 seconds
 Time limit: 5 minutes 0 seconds

Q1.Motion to approve use of recording for all minutes

	Answers	Results	%
A	Favor	0/1	0
B	Opposed	0/1	0
C	Abstain	0/1	0
	No Answer	1/1	100

Attendees	A	B	C
Megan Stevens			

✓ Correct Answer

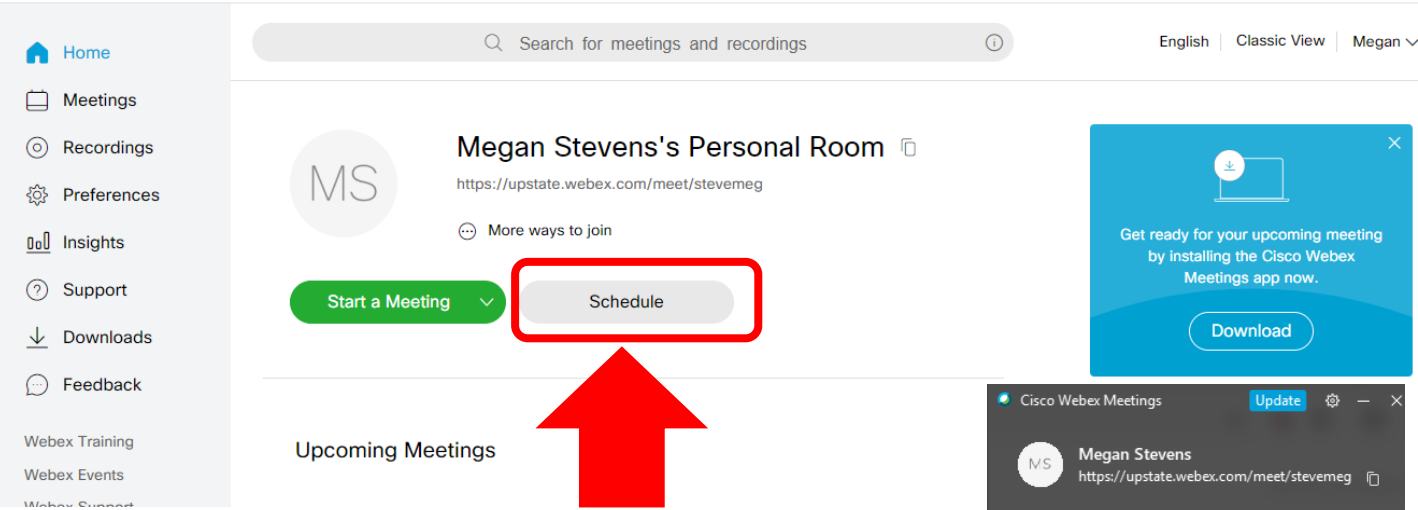
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SCHEDULING A WEBEX MEETING for Subcommittees

3. Select "Schedule" from the web page (upstate.webex.com).



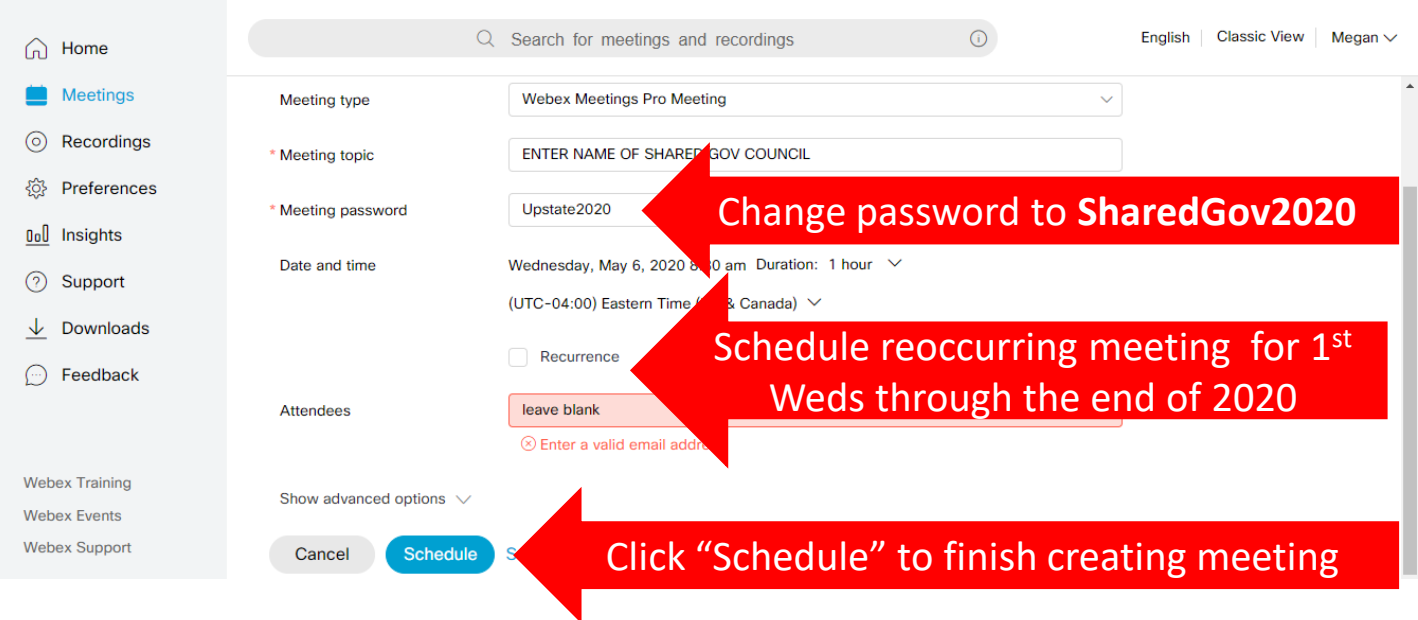
Service provided by



NOTE: You can not schedule a meeting from the app. You need to schedule the meeting from the website in internet browser.

This is what the app looks like.

4. Enter meeting details and schedule



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EMAIL SUBCOMMITTEE MEETING DETAILS

3. From the web page (upstate.webex.com), hover to discover and select the “Copy” icon to copy the meeting details.



The screenshot shows the Upstate Webex interface. On the left is a navigation menu with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area shows a search bar at the top with the text 'Search for meetings and recordings'. Below that is a 'Back to Meeting List' link. The meeting title is 'Nursing Congress Cochair Meeting', hosted by Megan Stevens. The meeting time is 8:30 AM - 9:20 AM on Wednesday, May 6, 2020, in (UTC-04:00) Eastern Time (US & Canada). A green 'Start Meeting' button is visible. A red box highlights the 'Copy' icon in the top right corner of the meeting details, with a red arrow pointing to it from below.

4. Open a new email message OR new appt in Groupwise. Right click and “paste” the meeting details into your email.

The screenshot shows a new email message in Groupwise. The 'To' field is 'House, Emery; Hurst, deborah;' and the 'Subject' is 'Nursing Congress Cochair Webex Meeting Details'. The body of the email contains the following text:
Nursing Congress Cochair Meeting
Hosted by Megan Stevens

Wednesday, May 6, 2020 8:30 am | 50 minutes | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 479 345 343
Password: [Sharedgov2020](https://upstate.webex.com/upstate/j.php?MTID=m8c31efa626849415a84b268a337b4c3e)
<https://upstate.webex.com/upstate/j.php?MTID=m8c31efa626849415a84b268a337b4c3e>

Join by video system
Dial 479345343@upstate.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-415-655-0001 US Toll
+1-415-655-0001 US Toll
Access code: 479 345 343

The screenshot shows a new appointment in Groupwise. The 'Appointment To' is 'Stevens, Megan; House, Emery; Hurst, deborah;'. The 'Subject' is 'Nursing Congress Cochair Meeting'. The 'Place' is 'Webex'. The 'Start date' is 5/6/2020 at 8:30 AM, with a duration of 45 minutes. The 'Recurrence' is set to 'None' and 'All Day Event' is unchecked. The 'Busy' status is set to 'Busy'. The body of the appointment contains the following text:
Hi Emory and Deborah,

See below details to join our virtual congress cochair meeting.

Nursing Congress Cochair Meeting
Hosted by Megan Stevens

Wednesday, May 6, 2020 8:30 am | 50 minutes | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 479 345 343
Password: [Sharedgov2020](https://upstate.webex.com/upstate/j.php?MTID=m8c31efa626849415a84b268a337b4c3e)
<https://upstate.webex.com/upstate/j.php?MTID=m8c31efa626849415a84b268a337b4c3e>

Join by video system
Dial 479345343@upstate.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-415-655-0001 US Toll
+1-415-655-0001 US Toll
Access code: 479 345 343