

## Online Technology Verification Steps

The Reading Center uses Cisco WebEx for online testing, conferencing, tutoring, and Orton-Gillingham training. This page contains helpful links to test any device to be used for any of the above purposes.

### Devices:

It is a requirement that the device is either a laptop or desktop computer with a camera (built-in or USB attachable). Windows and Apple computer operating systems are compatible.

iPads, iPhones, Android phones, and Chromebooks are not fully supported by the WebEx platform and are **not appropriate** for testing, tutoring, or training. ([Select this link](#) to see system requirements as stated by Cisco WebEx.)

### Steps to Set Up WebEx:

#### STEP 1:

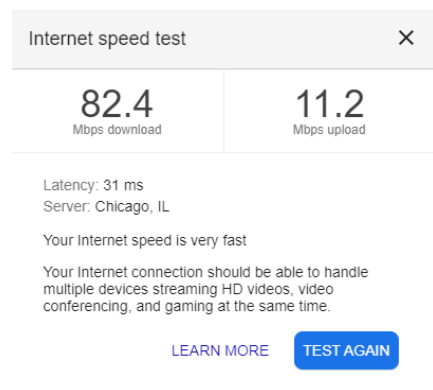
[Download WebEx Meetings](#): select the download appropriate for your device.  
link → <https://www.webex.com/downloads.html/>

#### STEP 2:

[Test device compatibility](#): Will it work with your device?  
link → <https://www.webex.com/test-meeting.html>

#### STEP 3:

Run the following to check your internet speed rates - click here → [internet speed](#) (or search [Internet speed test](#)). It will provide a summary at the end, which looks something like this:



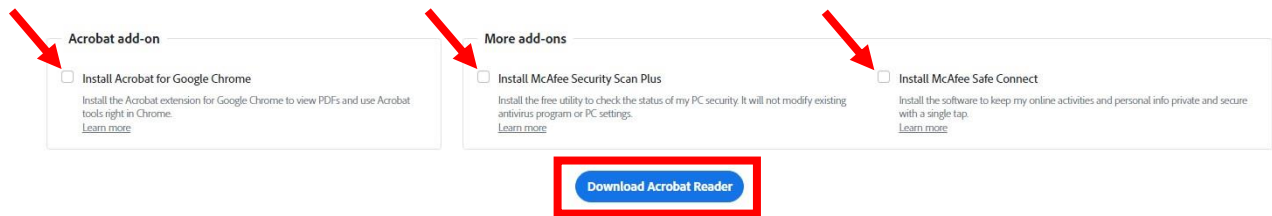
#### STEP 4:

Write down your results. When asked, provide it along with the [type of device that the user will use](#). (Good verification step.)

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### Other Aspects to Consider:

1. **Printing from WebEx (Install Adobe Acrobat Reader):** Documents will be in PDF form.
  - Most computers already have Adobe Reader installed. If yours does not, you might have to download it. Here is the link to [download Adobe Reader](#). **[Be sure to deselect the optional offers, or you will get promotional products installed on your computer, some may have a price attached.]**



2. **Work at a table or desk (required)** – The user will need enough surrounding space for writing, notebook and paper placement, and pens/pencils.
3. **Quiet space for the user to concentrate.**

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### Recommended: (For tutoring)

- **Headset with microphone** – improves auditory input for learning to read and spell well.
- **Digital graphics pen/tablet** – needed to aid writing on the WebEx platform.
- **Printer** – for printing off contents for the student binder
- **Three-hole punch capabilities:** Ability to three-hole punch printed documents so they can be filed in the student's binder.

#### Please help to ensure students have the following items ready each session.

- Pen (felt tips work best in darker colors)
- Lined paper
- A table or desk on which to work (required)
- Headsets – necessary if not in a quiet space