

# **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. (<u>Select this link</u> to see system requirements as stated by Cisco WebEx.)

### Steps to Set Up WebEx:

#### STEP 1:

<u>Download WebEx Meetings:</u> select the download appropriate for your device. link  $\rightarrow$  <u>https://www.webex.com/downloads.html/</u>

### STEP 2:

<u>Test device compatibility:</u> Will it work with your device? link  $\rightarrow$  <u>https://www.webex.com/test-meeting.html</u>

#### STEP 3:

Run the following to check your internet speed rates - click here  $\rightarrow$  <u>internet speed</u> (or search <u>Internet speed test</u>). It will provide a summary at the end, which looks something like this:

Internet speed test		×
82.4	11.2 Mbps upload	
Latency: 31 ms Server: Chicago, IL		
Your Internet speed is very	fast	
Your Internet connection sh multiple devices streaming conferencing, and gaming a	HD videos, video	9
LEARN	MORE TEST AG	AIN

#### STEP 4:

Write down your results. When asked, provide it along with the <u>type of device that the</u> <u>user will use.</u> (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 <u>download Adobe Reader</u>. [Be sure to deselect the optional offers, or you will get promotional products installed on your computer, some may have a price attached.]

Install Acrobat for Google Chrome	Install McAfee Security Scan Plus	Install McAfee Safe Connect
Install the Acrobat extension for Google Chrome to view PDFs and use Acrobat	Install the free utility to check the status of my PC security. It will not modify existing	Install the software to keep my online activities and personal info private and s
tools right in Chrome.	antivirus program or PC settings.	with a single tap.
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- 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.

## 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