WEB CONFERENCING GUIDE

FIND AND ACCESS YOUR WEB CONFERENCING CLASS

1. From online.odu.edu, select Student Access, and then Class Access.

2. In the Web Conference Courses box, click the link to the current semester’s Web Conference Class Launch Pages.

3. Scroll down and browse to find your class, or type in the name of the class in the course search box. The course list will update as you type.

4. Click on the Course link to open the launch page.

5. Under Live Web Conference on the right, click the login button, and enter your MIDAS ID and password. Now you should see buttons to access a live class and archives of previous class meetings.

6. To connect to your class, choose Click to Join under Live Web Conference.

7. Fill in your full name and ODU email address. If you hover over the down arrow on the green button, you can pick between using the desktop or web application.

8. Click Join Meeting.

The quickest way to connect is by using the web application. However, if you need to share your screen or want more layout options, choose the desktop application.

Access to the web conference begins 15 minutes before the scheduled start time of class.

If you need help with ODU's web conference classes, contact ODU ITS:

itshelp@odu.edu   |  1-877-348-6503