



SCJB Webex Events

Guide for General Public

Virtual Court

August 12, 2020

South Carolina Judicial Branch Office of Information Technology

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www.sccourts.org



Introduction

This guide will specifically cover the procedures in **Webex Events** that will enable the general public to:

- **Enter and Exit a Virtual Court Session**
 - Joining a Court Session
 - Leaving the Court Session
- **Attendee Functions**
 - How to Raise/Lower Your Hand
 - How to Communicate with Participants

Joining a Virtual Court Session

A virtual court session does not start automatically at the scheduled time. It must be started by the Host (Judge). Each judge has his/her own virtual courtroom. No one can enter a judge's virtual courtroom until the judge has started the session.

The general public accesses a judge's virtual courtroom via SCJB's monthly calendar page.

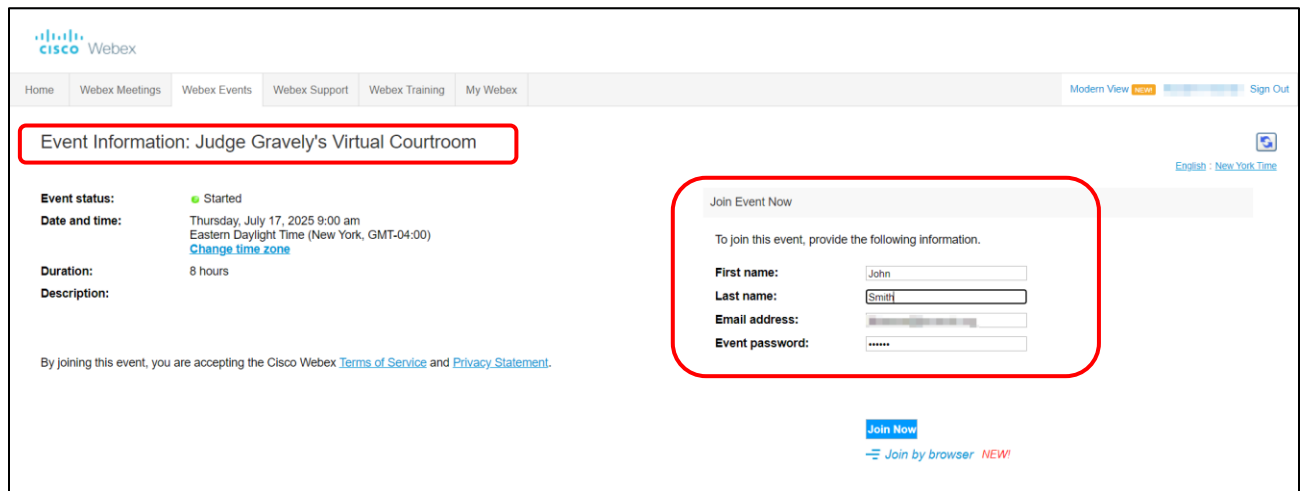
1. Open a **Chrome** browser and type <https://www.sccourts.org> in the address bar.
2. When the **SCJB** home page appears, select **Calendar>>Monthly View**.
3. The current month's calendar appears.
4. Find the date for the court session.
5. Click on the appropriate link: **Circuit** or **Family**
6. In this example, we will use the **Circuit** link.
7. The Circuit Court Judges' daily schedules appear. Click on the **Virtual Court** link appearing beneath the "End Date" or "Court Reporter(s)" for a specific judge.



Common Pleas Non-Jury/General Sessions Non-Jury
Judge: Gravely, Perry H.
Circuit No: 13
Start Date: 07-27-2020
End Date: 07-31-2020
[Virtual Court Link](#)

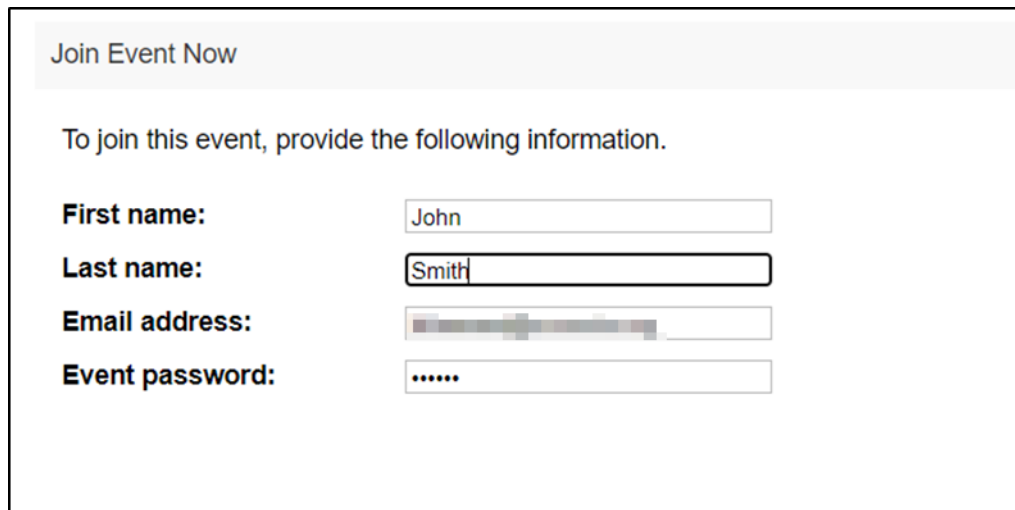


8. The **Webex Events** “Event Information” screen appears.



9. Check the “Event Information” to confirm you have accessed the correct judge’s virtual courtroom prior to joining the session.

10. Join the court session by completing the “Join Event Now” section on the right side of the screen. Enter your first name, last name, and email address.



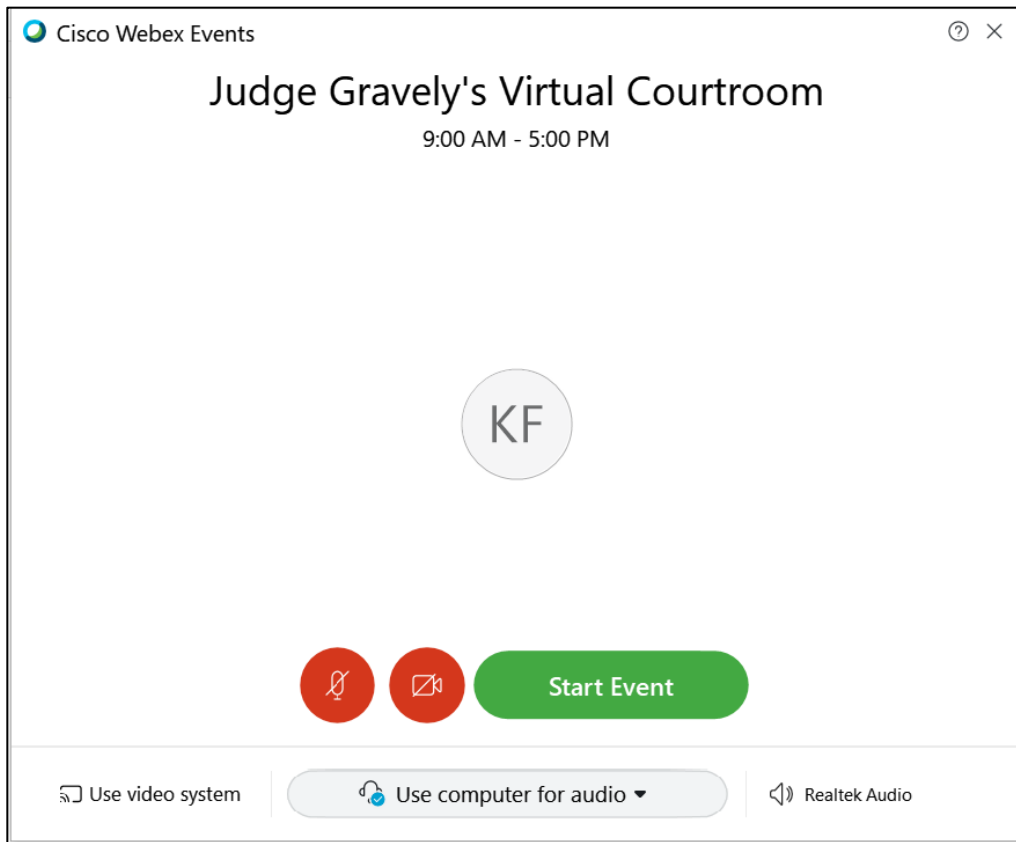
11. An event password has already been provided for you.

12. Click the blue “Join Now” **Join Now** button at the bottom of the screen.

13. The judge’s virtual courtroom window appears.

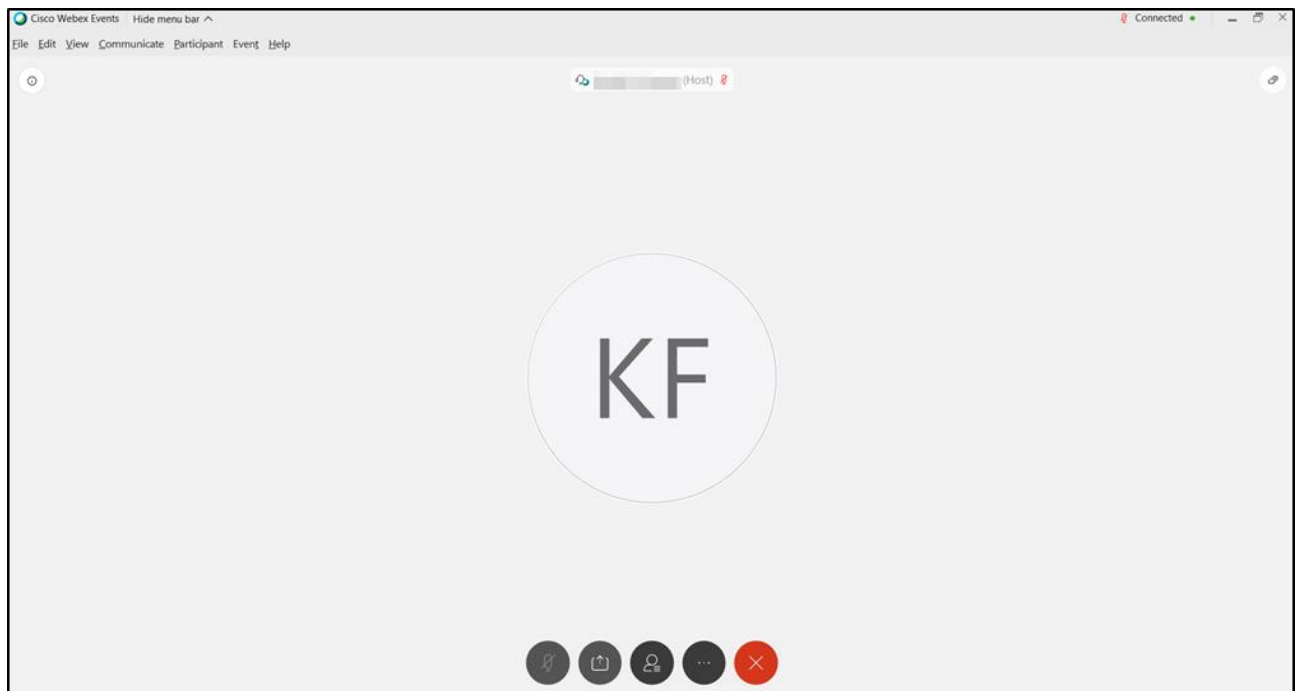


Cisco Webex Events: Virtual Court for General Public



14. Click the "Join Event" button.

15. You enter the virtual courtroom.

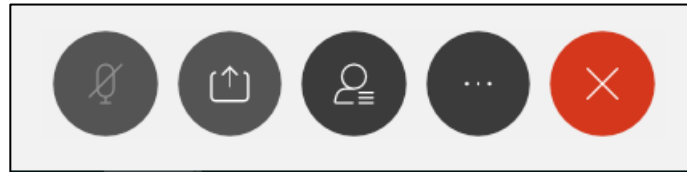


16. The name of the judge appears at the top of the screen as the Host. You have joined as an **Attendee**.

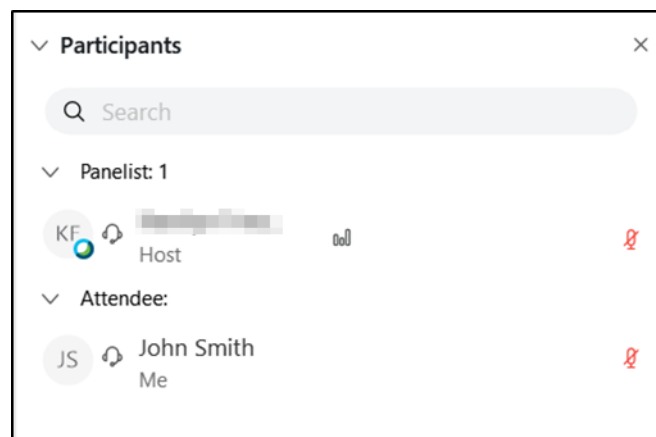


Attendee Functions

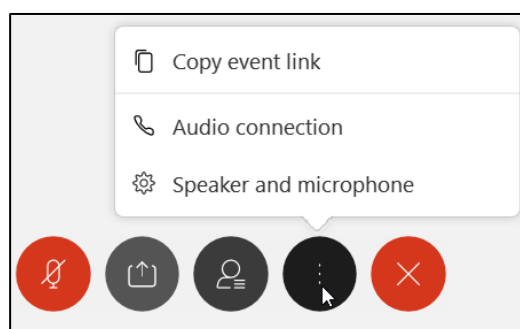
1. When you first enter the virtual courtroom your microphone will be muted. The microphones of all attendees have been muted by the **Judge** who may allow them to be unmuted at the appropriate time.
2. At the bottom of your screen are several icons.



3. The first icon allows you to mute or unmute your microphone (once the Judge has released control of the microphones).
4. The second icon, share content, is disabled for attendees.
5. The third icon allows you to view or hide the list of other participants in the session.



6. The fourth icon provides a few additional options to include: copy the event link, switch your audio connection from your computer to a phone, test your speaker and adjust the volume on your microphone.





7. The fifth icon allows you to leave the court session.



Three Video Views Available

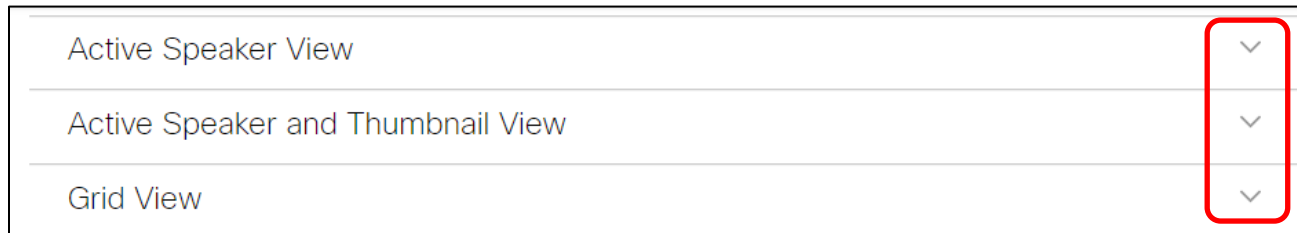
Webex Events offers 3 video views when more than two persons are in a session:

- **Active Speaker View**
 - Person speaking appears in full video
 - Convenient for small groups
 - Video-only layout for two person meetings
- **Active Speaker and Thumbnail View**
 - Person speaking appears in full video
 - Up to 5 other participants appear as thumbnails across the bottom of screen
 - Default video-only layout
- **Grid View**
 - Displays up to 25 participants at one time (5 across and 5 down)
 - Order of videos on the screen:
 - Host and Presenters appear first
 - Participants who spoke most recently appear next
 - Participants displaying a video are next

See examples of these at the following **Webex Event Help** link:

https://help.webex.com/en-us/nk20oui/Full-Screen-Video-Layouts-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events#concept_C0E25B039CA0CAB367B14DD17D1F5FE1

Click the down arrow next to each video view in the link above to see screen examples.





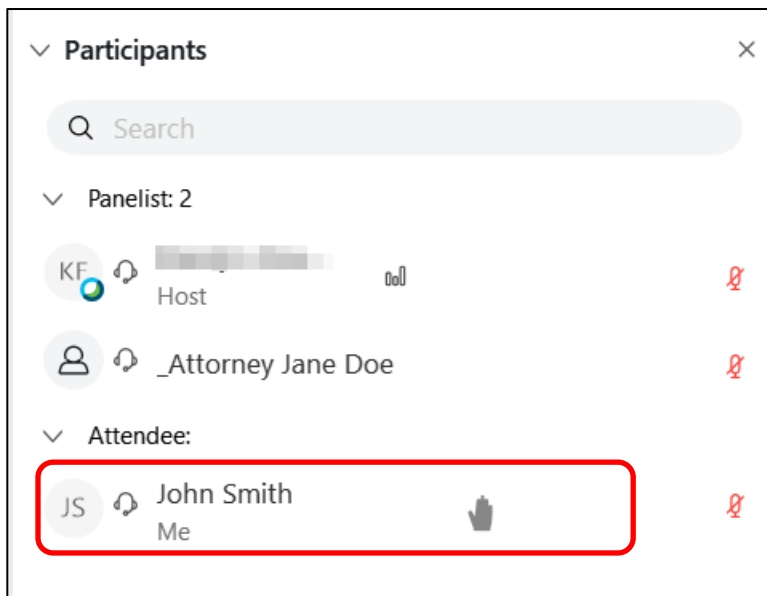
When **Attendees** enter a virtual courtroom, they have the **Active Speaker View**. If the Host (**Judge**) promotes them to a **Presenter** or **Panelist**, they will have the option of selecting any one of the 3 views. The view they select is unique to their screen. However, when there are only 2 participants in an event, only the **Active Speaker View** is available. Also, the Host can lock focus for everyone in the session on a particular participant in the **Active Speaker and Thumbnail View** if so desired.

How to Raise/Lower Your Hand

If asked to raise your hand by the **Judge**, click on the small hand icon located in the lower right-hand corner of the **Participants** panel.



As soon as you click the hand icon, a gray hand image appears next to your name in the "Participants" list. The **Judge** and all other participants can see this. To lower your hand, click the small hand icon at the bottom corner of the panel again. The gray hand image next to your name disappears. The hand icon acts as a "toggle switch" allowing you to raise or lower your hand.





Leaving the Courtroom Session

To leave the virtual courtroom session, click the red icon with the "X" at the bottom of your screen.



A confirmation window appears. If you are ready to leave the court session, click "Leave Event". If you did not mean to leave the session, click "Cancel".

