Schedule a WebEx Meeting from Moodle

WebEx is a web conference system that allows students and teachers to synchronously collaborate. It transmits real-time audio and video, and includes tools such as whiteboard, chat, and screen sharing.

1. Go to your course in Moodle and click on “Create learning activity”.

2. Choose “WebEx Meeting” under “Activities”.

The WebEx Meeting activity allows instructors to schedule meetings into the WebEx web conferencing system.
3. Click on “Show more…”.

4.
(a) Fill in the “Activity Name”.  
(b) Fill in the “Activity Description” (optional).  
(c) Check the box if you want the description displayed on the course page.  
(d) Check the box if you want the description displayed when the meeting is launched.  
(e) Fill in the grade setting if you want the meeting to be graded.  
(f) Choose “Save and return to course”.  

5. When you are taken back to the course page, you will see the meeting link created. Click on the link:

6. Choose your features: Classroom Collaboration, Virtual Meetings, and Office Hours are all disabled by default. Check the features that you want to be available for your course and select Apply. Then, each feature you selected appears as its own tab (green box as shown below).
You can also turn on the “WebEx Meetings Attendance Grading” and/or “Reminder Bot”:

- **WebEx Meetings Attendance Grading**: You can award participation points to students automatically when they attend a meeting or class using the WebEx link in Moodle. Turn on attendance grading by selecting Turn on.

- **Reminder Bot**: The Reminder Bot posts a message into the WebEx Teams space before a WebEx meeting is about to start for that class or meeting. Select Turn On and select the amount of time before your class you’d like the reminder to be sent.

7. Click on the tab on the top to fill in more details for the activity.

**Virtual Meetings**

You can schedule a recurring or one-time meeting with your students. First, click on the tab “Virtual Meetings”, then “+ New Meeting”
• Choose Meeting, Training, or Event.
• Enter a descriptive Name for the meeting.
• Select the Meeting Date, Duration, and Recurrence.
• Select Create Meeting.

After you create a meeting, it will show up in your “Upcoming tab”. You can view, start, edit, or delete a meeting from there.

After you’ve hosted a meeting, you can view your past meetings and any recordings in the “Past Meetings” tab.

Participants (enrolled students) are then able to enter the WebEx meeting by clicking on a “Join” link under the activity in Moodle (instructors will see a link that says “Host”).
If the meeting is recorded, students will be able to view the recording in Moodle after the meeting is over.

When hosting the meeting, in the “WebEx Meetings” window, press the “Record” button on the bottom and choose “Record in cloud”:

When the recording link is ready, it will automatically show up in your Moodle course for students to view (it might take hours for the link to be ready):
Office Hours

You can schedule and host office hours using WebEx in Moodle. The dates and times are available under the Office Hours tab. You can select a time where your students can meet with you.

- Set the meeting duration. Go to the drop-down under Availability and select 15 mins increments, 30 mins increments, 45 mins increments, or 60 mins increments.
- Set the appointment buffer. Go to the drop-down under Block Off Extra Time and select 15 mins before & after, 30 mins before & after, 45 mins before & after, or No buffer.
- An appointment buffer is there in case meetings run over or you need breaks between meetings.

- Select the days of the week and the times you want to host office hours. The blocks of time are then highlighted.
- Scroll down and select Save.
- Your students can then select a time to meet with you. You get an email with the meeting link and see the meeting in your Upcoming Meetings list. When a student selects a time to attend office hours, that appointment isn't available to anyone else.
Classroom Collaboration

Classroom collaboration is an easy way to message a classmate or student, chat with a group, and share files you're collaborating on. Learn how it works here:

Create a Team

In WebEx Teams, teams help you keep everything organized by categorizing multiple spaces under a common theme. For example, you may have a team for a large project.

- The first time you go to the Classroom Collaboration tab from the WebEx Education Connector in your course, sign in using your WebEx Teams credentials.
- Select Create Team.

Create a Space

In WebEx Teams, all your work takes place in spaces where you can send messages, make calls, have video meetings, whiteboard, and share files. Spaces work best for a group of people collaborating on a specific topic or single project. A General space with all the members of your team is available by default. You can create new spaces with multiple people or message someone directly.

- The first time you go to the WebEx Teams tab from the WebEx Education Connector in your course, sign in using your WebEx Teams credentials.
- Select Create Space to create the first space.
- To make additional spaces, under the “Spaces” tab, select “+ Create New Space”, enter a name for the space, and select Create Space.
Send a Message

When you send a message to a person for the first time in WebEx Teams, you create a conversation just between the two of you. The next time you message that person, your conversation picks up right where you've left it. When you send a message to a space, all the members of that space can see your message.

- Under the “Spaces” tab, select the space or the person you want to send a message to.
- Write your message and press enter.

Share a File

Easily and quickly share a file, like a lecture notes or a group project, using Classroom Collaboration. You have a few different options for sharing files.

- Drag and drop the file into the message area or click on the ‘chain’ icon in the message area and select a file.
- Select Share to send the file.
Analytics in the WebEx Education Connector

On the Analytics page, you can see how many WebEx Team Spaces have been created, the total number of Meetings that have been scheduled, and the total Office Hours booked.

If you need any further help setting up WebEx meetings in Moodle, please contact

**eLearning Office**
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elearning@helenacollege.edu

If you need to get a WebEx license or have questions about your WebEx account, please contact

**IT Department**
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