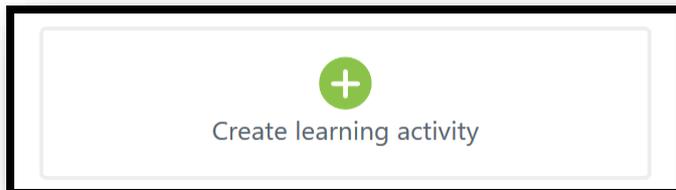


## Schedule a WebEx Meeting from Moodle

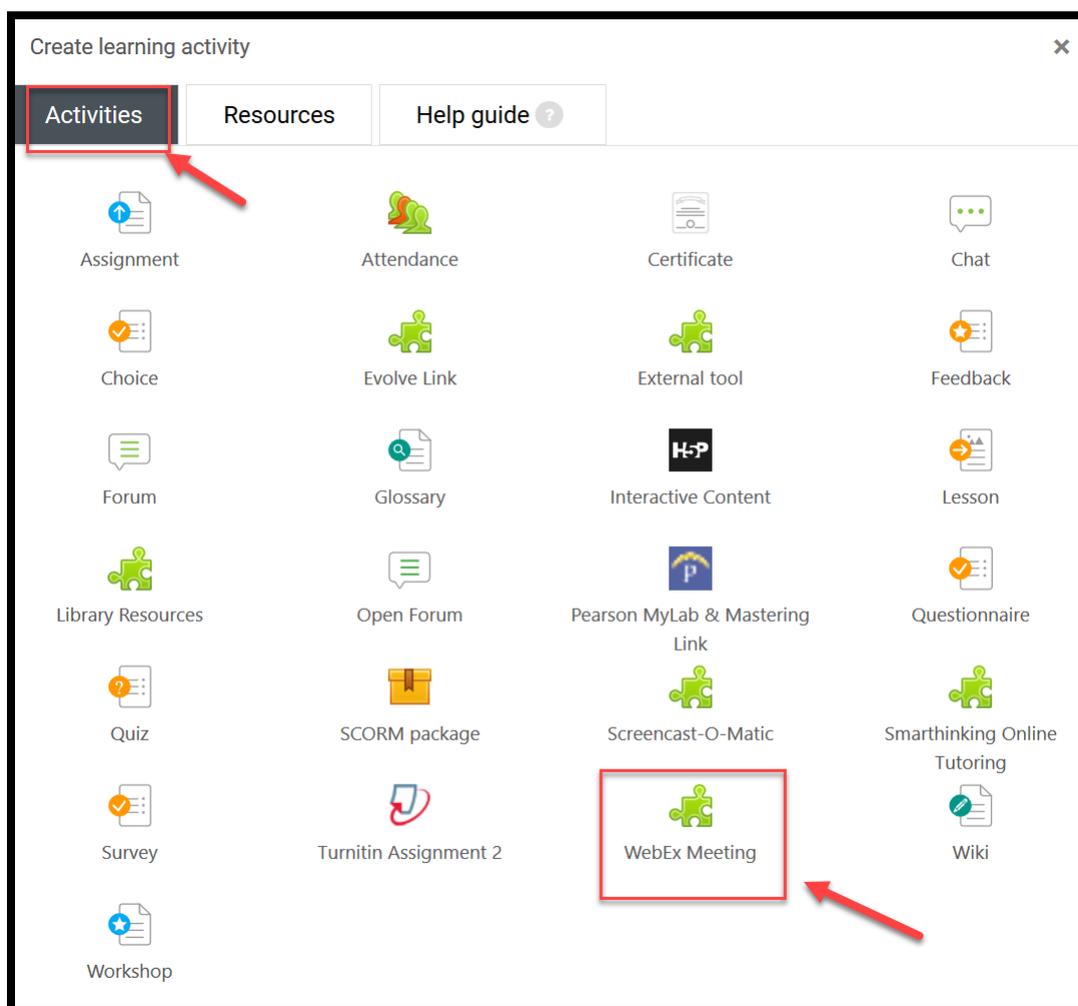
**WebEx** is a web conference system that allows students and teachers to synchronously collaborate. It transmits real-time audio and video, and includes tools such as whiteboard, chat, and screen sharing.

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...”.

 Updating External tool

**Activity name** \* Required

**Preconfigured tool**

WebEx Meetings

**Tool URL**

Show more...

**Visibility** Show on course page

---

Privacy

---

Grade

---

Common module settings

---

Restrict access

---

Activity completion

---

Tags

---

Competencies

4.

**Activity name** \* Required

**Activity description** Advanced

Paragraph

B I

Font family Font size

Path: p

Display description on course page Advanced

Display activity name when launched Advanced

Display activity description when launched Advanced

**Preconfigured tool**

WebEx Meetings

**Tool URL**

**Secure tool URL** Advanced

**Launch container** Advanced

Default

**Consumer key** Advanced

**Shared secret** Advanced Click to enter text

**Custom parameters** Advanced

**Icon URL** Advanced

**Secure icon URL** Advanced

Show less...

**Visibility** Show on course page

---

Privacy

---

**Grade**

**Grade**

Type Point

Scale

0 - 200 point scale

Maximum grade

100

**Grade category**

Not categorized

**Grade to pass**

0.00

---

Common module settings

---

Restrict access

---

Activity completion

---

Tags

---

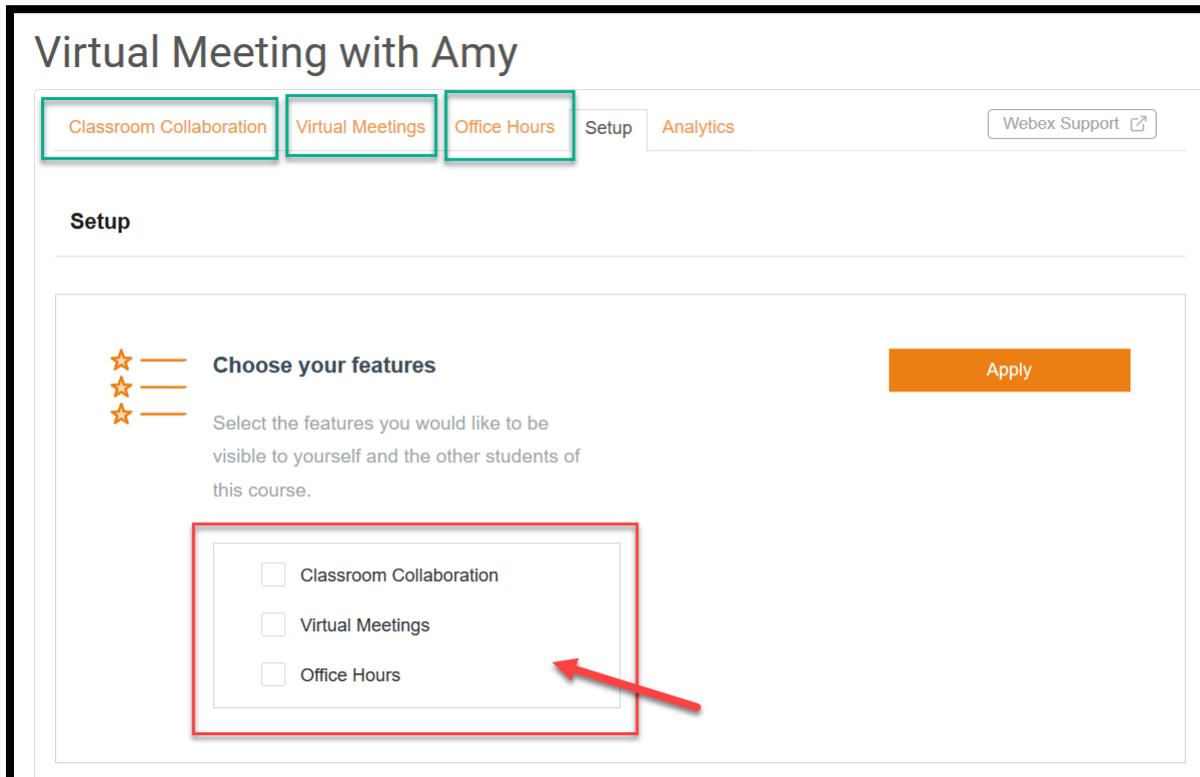
Competencies

- (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:

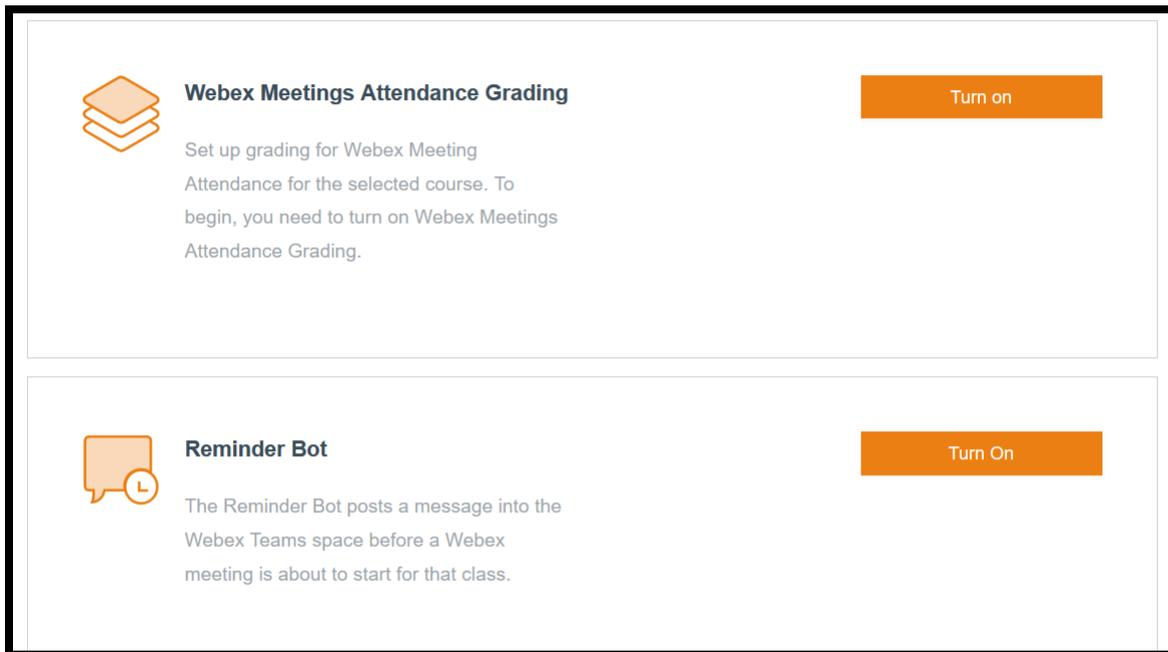


6. Choose your features: Classroom Collaboration, Virtual Meetings, and Office Hours are all disabled by default. Check the features that you want to be available for your course and select **Apply**. Then, each feature you selected appears as its own tab (green box as shown below).



You can also turn on the “**WebEx Meetings Attendance Grading**” and/or “**Reminder Bot**”:

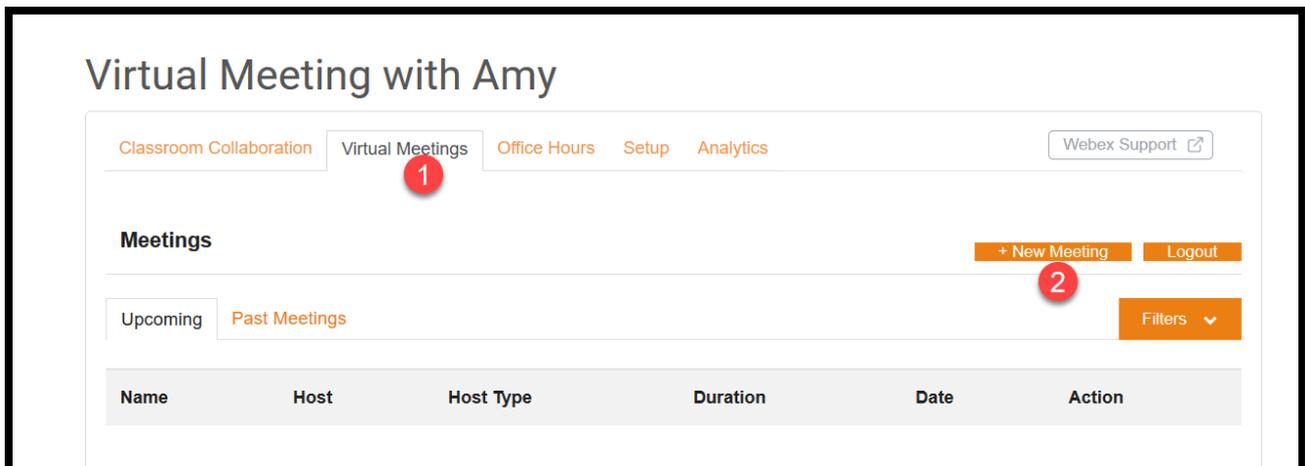
- **WebEx Meetings Attendance Grading:** You can award participation points to students automatically when they attend a meeting or class using the WebEx link in Moodle. Turn on attendance grading by selecting Turn on.
- **Reminder Bot:** The Reminder Bot posts a message into the WebEx Teams space before 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.

**New Meeting**

---

Choose Host Center

Meeting
  Training
  Event

Name

Meeting date

December 12, 2019 4:00 PM -07:00 ▼

Duration

1 hrs ▼ 0 mins ▼

Recurrence

No Repeat
  Daily  
 Weekly
  Monthly

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*”).

**Meeting with Amy**

Virtual Meetings Webex Support 

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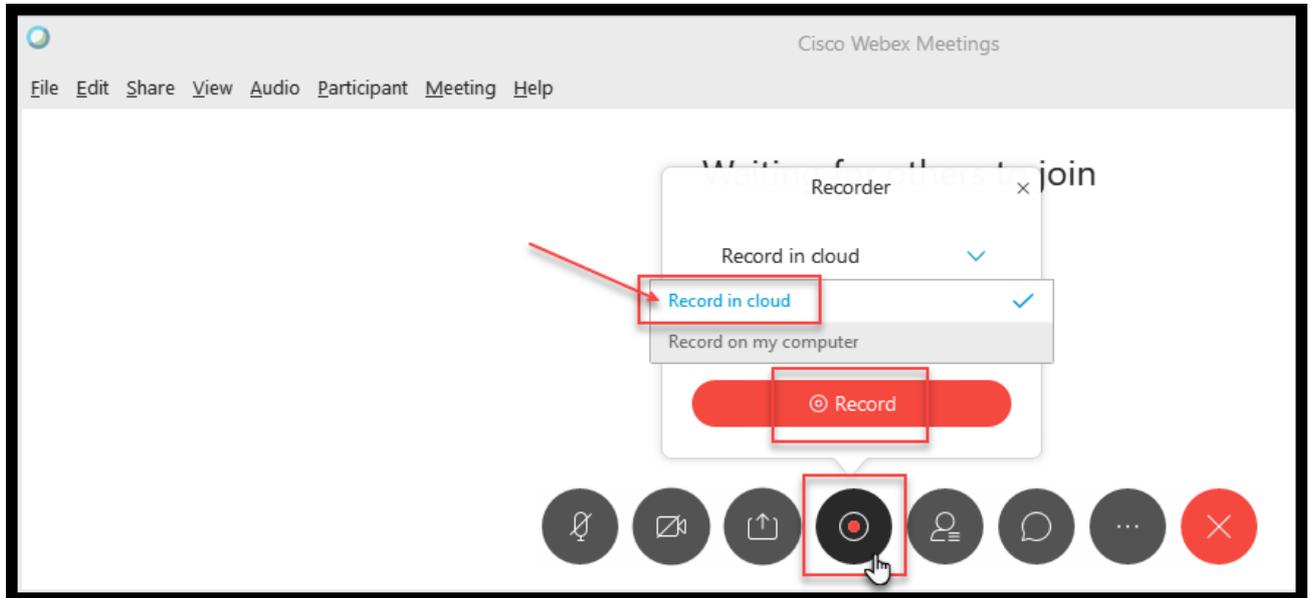
**Meetings** + New Meeting

Upcoming Past Meetings Filters ▼

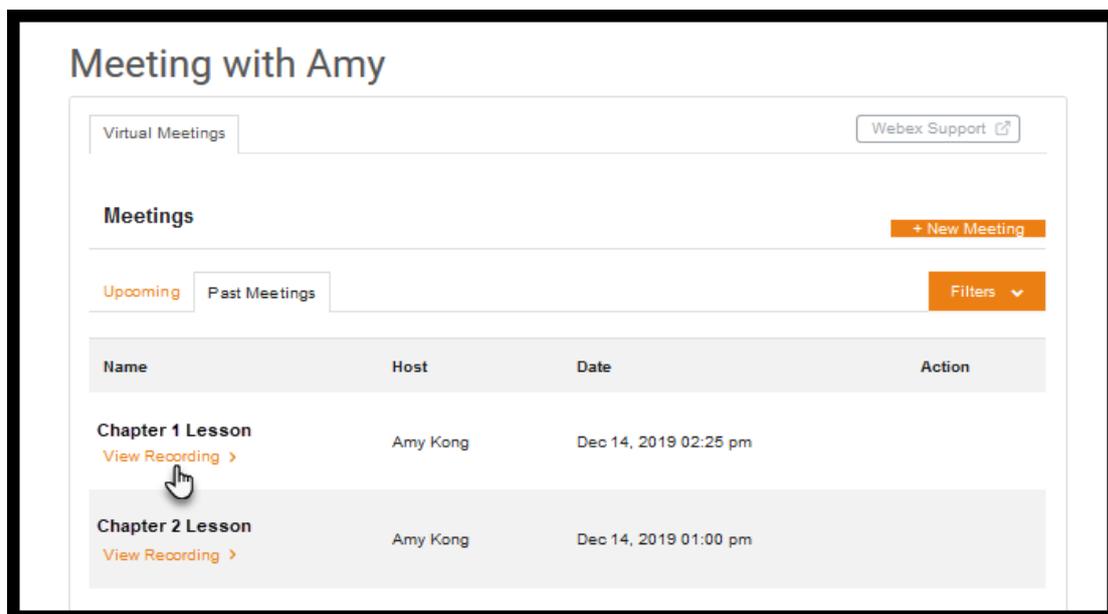
Name	Host	Host Type	Duration	Date	Action
Meeting with Amy	Amy Kong	Instructor	1 hour 0 min	Dec 12, 2019 04:00 pm	+ Join 

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**”:



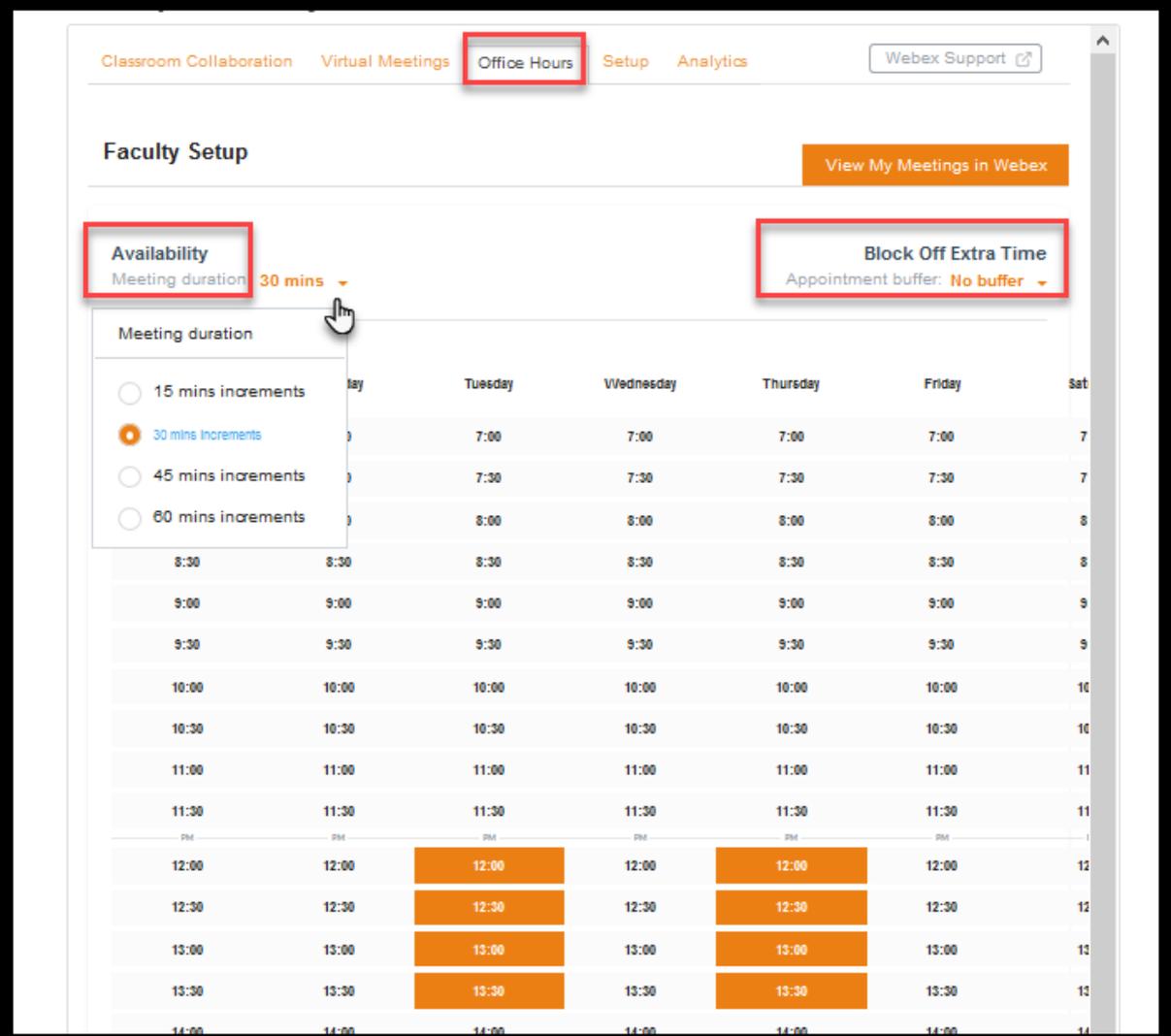
When the recording link is ready, it will automatically show up in your Moodle course for students to view (it might take hours for the link to be ready):



## 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.

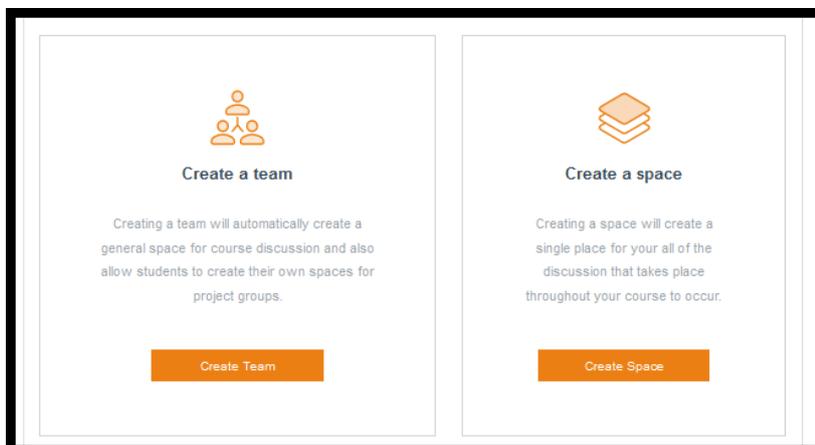


The screenshot shows the Moodle 'Office Hours' setup page. At the top, the navigation tabs are 'Classroom Collaboration', 'Virtual Meetings', 'Office Hours' (highlighted), 'Setup', and 'Analytics'. A 'Webex Support' link is in the top right. Below the tabs is the 'Faculty Setup' section with a 'View My Meetings in Webex' button. Two dropdown menus are highlighted with red boxes: 'Availability' (set to '30 mins') and 'Block Off Extra Time' (set to 'No buffer'). Below these is a calendar grid for the week of Tuesday to Saturday. The grid shows office hours scheduled for Tuesday, Wednesday, Thursday, and Friday from 12:00 to 13:30, indicated by orange highlighted cells.

Meeting duration	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00		7:00	7:00	7:00	7:00	7:00
7:30		7:30	7:30	7:30	7:30	7:30
8:00		8:00	8:00	8:00	8:00	8:00
8:30		8:30	8:30	8:30	8:30	8:30
9:00		9:00	9:00	9:00	9:00	9:00
9:30		9:30	9:30	9:30	9:30	9:30
10:00		10:00	10:00	10:00	10:00	10:00
10:30		10:30	10:30	10:30	10:30	10:30
11:00		11:00	11:00	11:00	11:00	11:00
11:30		11:30	11:30	11:30	11:30	11:30
12:00		12:00	12:00	12:00	12:00	12:00
12:30		12:30	12:30	12:30	12:30	12:30
13:00		13:00	13:00	13:00	13:00	13:00
13:30		13:30	13:30	13:30	13:30	13:30
14:00		14:00	14:00	14:00	14:00	14:00

## 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

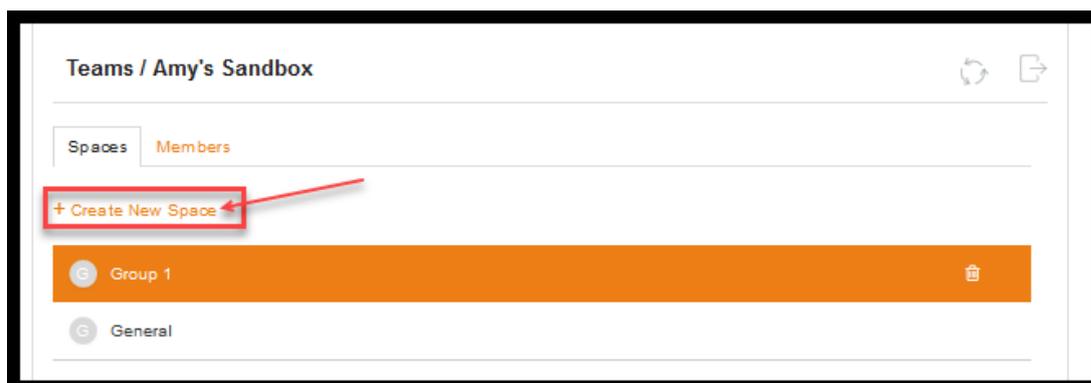
In WebEx Teams, teams help you keep everything organized by categorizing multiple spaces under a common theme. For example, you may have a team for a large project.

- 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

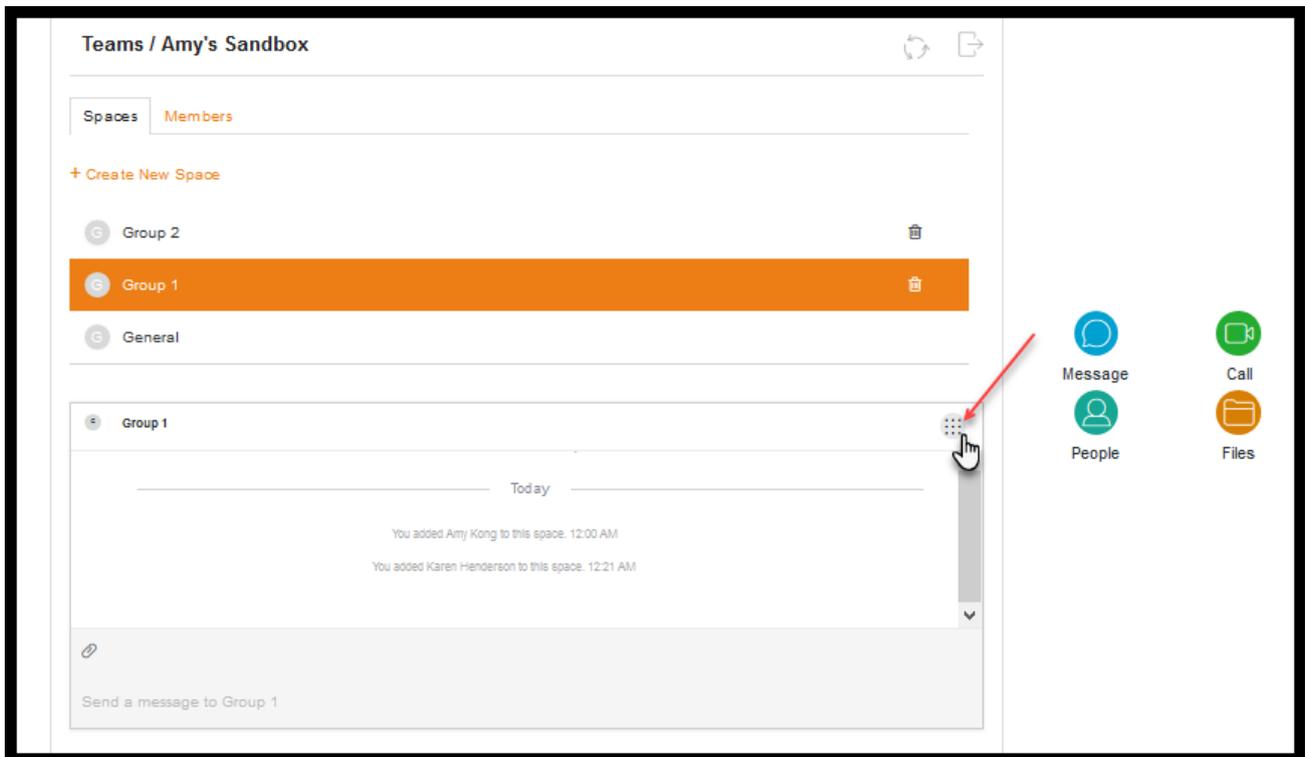
When you send a message to a person for the first time in WebEx Teams, you create a conversation just between the two of you. The next time you message that person, your conversation picks up right where you've left it. When you send a message to a space, all the members of that space can see your message.

- 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

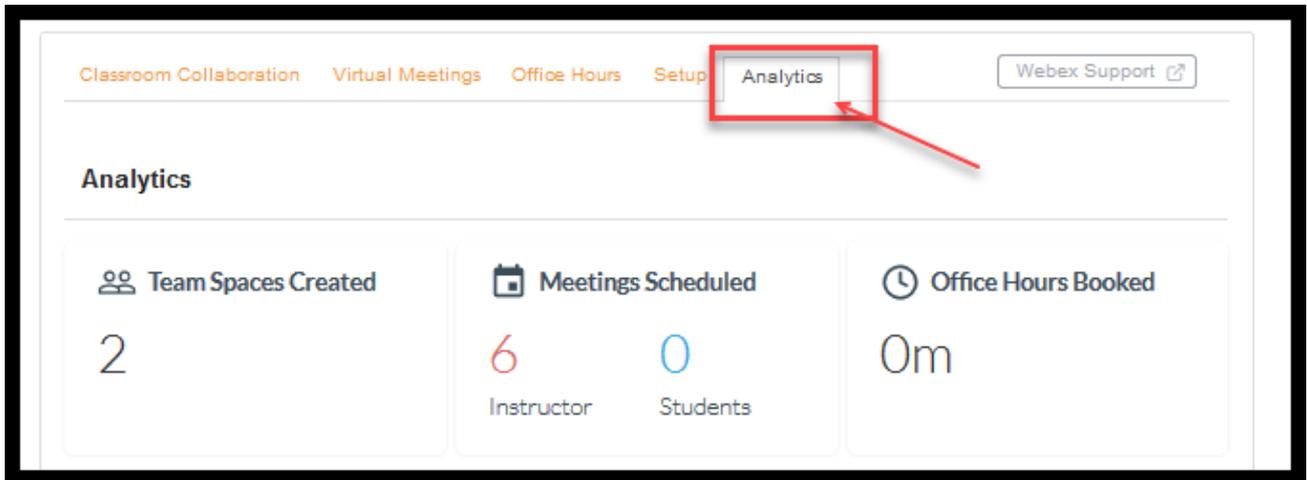
Easily and quickly share a file, like a lecture notes or a group project, using Classroom Collaboration. You have a few different options for sharing files.

- 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**  
447-6364  
[elearning@helenacollege.edu](mailto:elearning@helenacollege.edu)

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

**IT Department**  
447-6960  
[IT@helenacollege.edu](mailto:IT@helenacollege.edu)