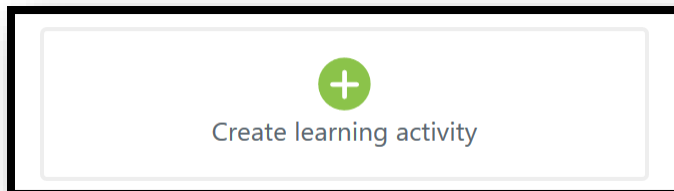


Schedule a WebEx Meeting from Moodle

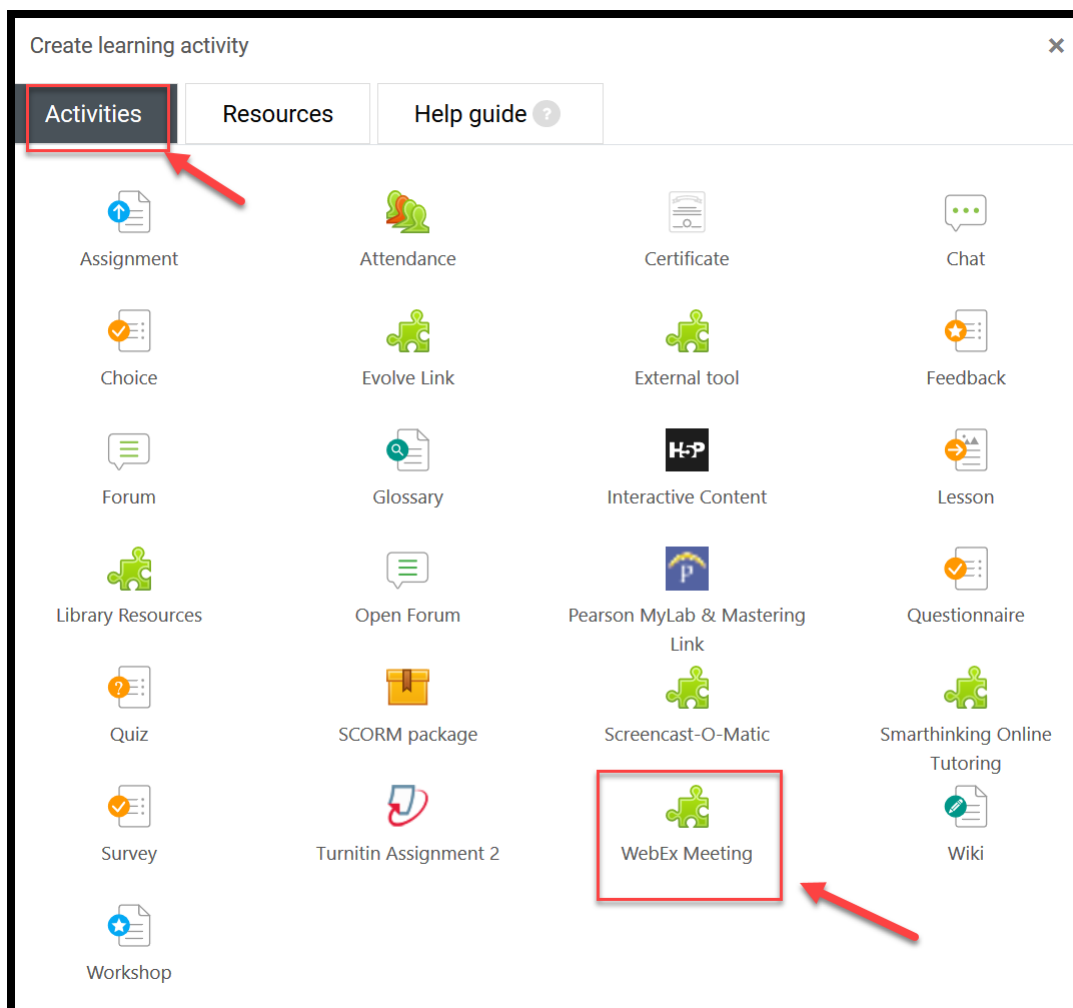
WebEx is a web conference system that allows students and teachers to synchronously collaborate. It transmits real-time audio and video, and includes tools such as whiteboard, chat, and screen sharing.

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

 a

Activity description Advanced

Paragraph
B
I
List
Table
Image
Link

Font family Font size

Path: p

c

d

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... f

Visibility Show on course page ?

Privacy ▼

Grade e ?

Type ▼

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 ▼

Expand all

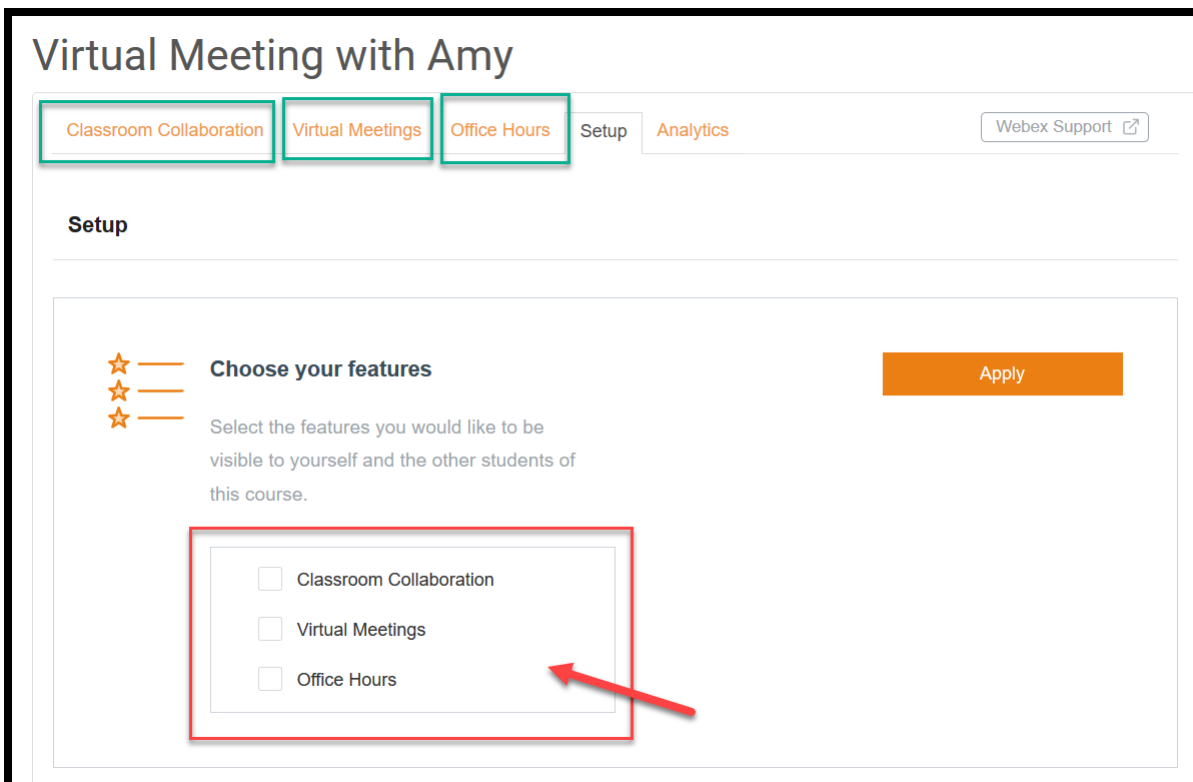
- (a) Fill in the “**Activity Name**”.
- (b) Fill in the “**Activity Description**” (optional).
- (c) Check the box if you want the description displayed on the course page.
- (d) Check the box if you want the description displayed when the meeting is launched.
- (e) Fill in the grade setting if you 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. Check the box for the type of the meeting (red box below)
– Classroom Collaboration (WebEx Teams), Virtual Meetings or Office Hours?

Once you picked the meeting type, a tab will be added on the top (green box):



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

The screenshot shows two settings cards. The first card is for 'Webex Meetings Attendance Grading' with an icon of three stacked squares. It includes a 'Turn on' button and text: 'Set up grading for Webex Meeting Attendance for the selected course. To begin, you need to turn on Webex Meetings Attendance Grading.' The second card is for 'Reminder Bot' with a speech bubble icon. It includes a 'Turn On' button and text: 'The Reminder Bot posts a message into the Webex Teams space before a Webex meeting is about to start for that class.'

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

For example, if you pick “**Virtual Meetings**”, then click on “**+ New Meeting**”

The screenshot shows the 'Virtual Meeting with Amy' interface. At the top, there are navigation tabs: 'Classroom Collaboration', 'Virtual Meetings' (highlighted with a red circle '1'), 'Office Hours', 'Setup', and 'Analytics'. A 'Webex Support' link is on the right. Below the tabs is a 'Meetings' section with a '+ New Meeting' button (highlighted with a red circle '2') and a 'Logout' button. There are also 'Upcoming' and 'Past Meetings' tabs, and a 'Filters' dropdown. At the bottom, a table header is visible with columns: Name, Host, Host Type, Duration, Date, and Action.

You define the date and time of the meeting, as well as a number of other parameters (such as expected duration, recurrence, etc).

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

8. 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 after the meeting is over.


Meeting with Amy

Virtual Meetings
Webex Support [↗](#)

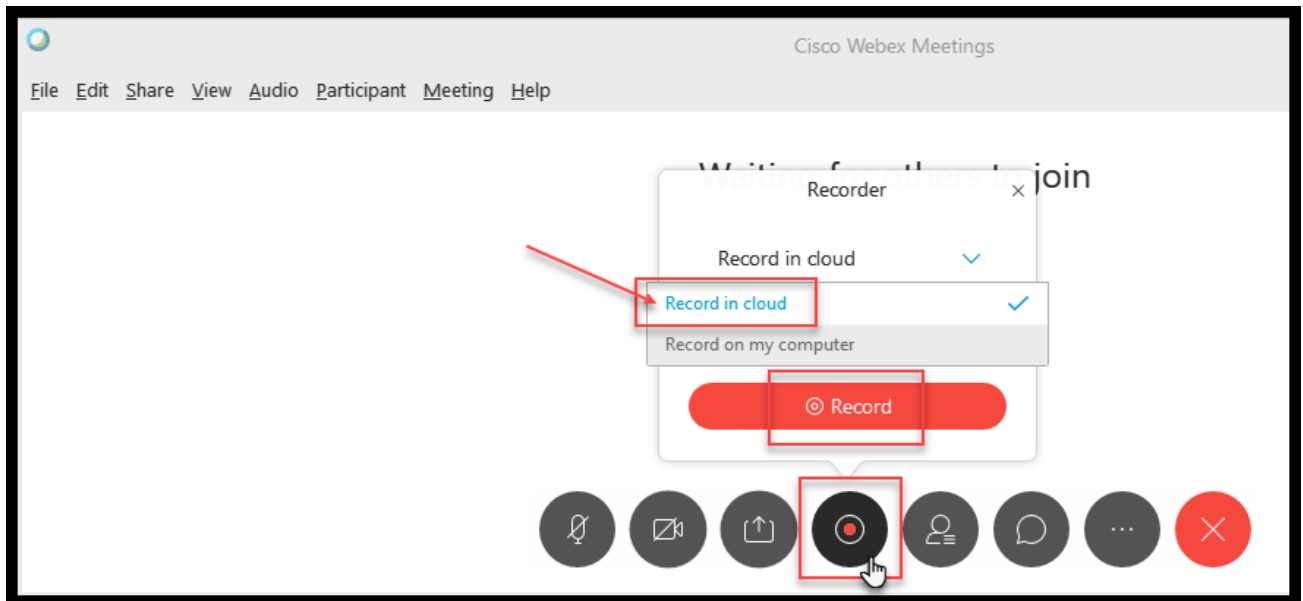
Meetings

+ New Meeting

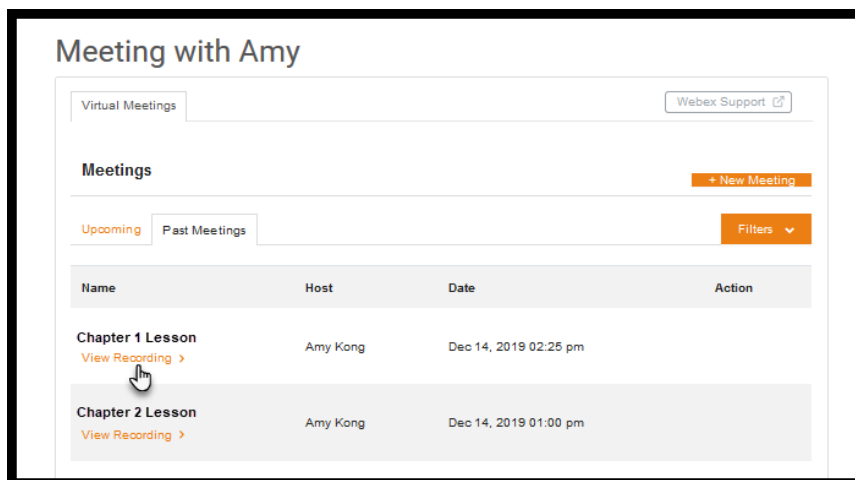
Upcoming
Past Meetings
Filters ▼

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 you want to record the meeting, 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):



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

eLearning Office
447-6364
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