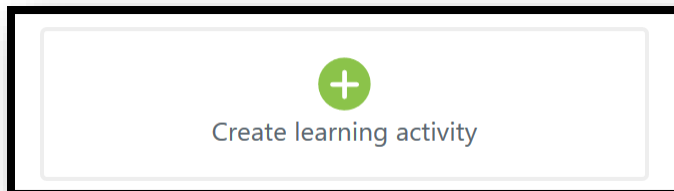


## Schedule a WebEx Meeting from Moodle

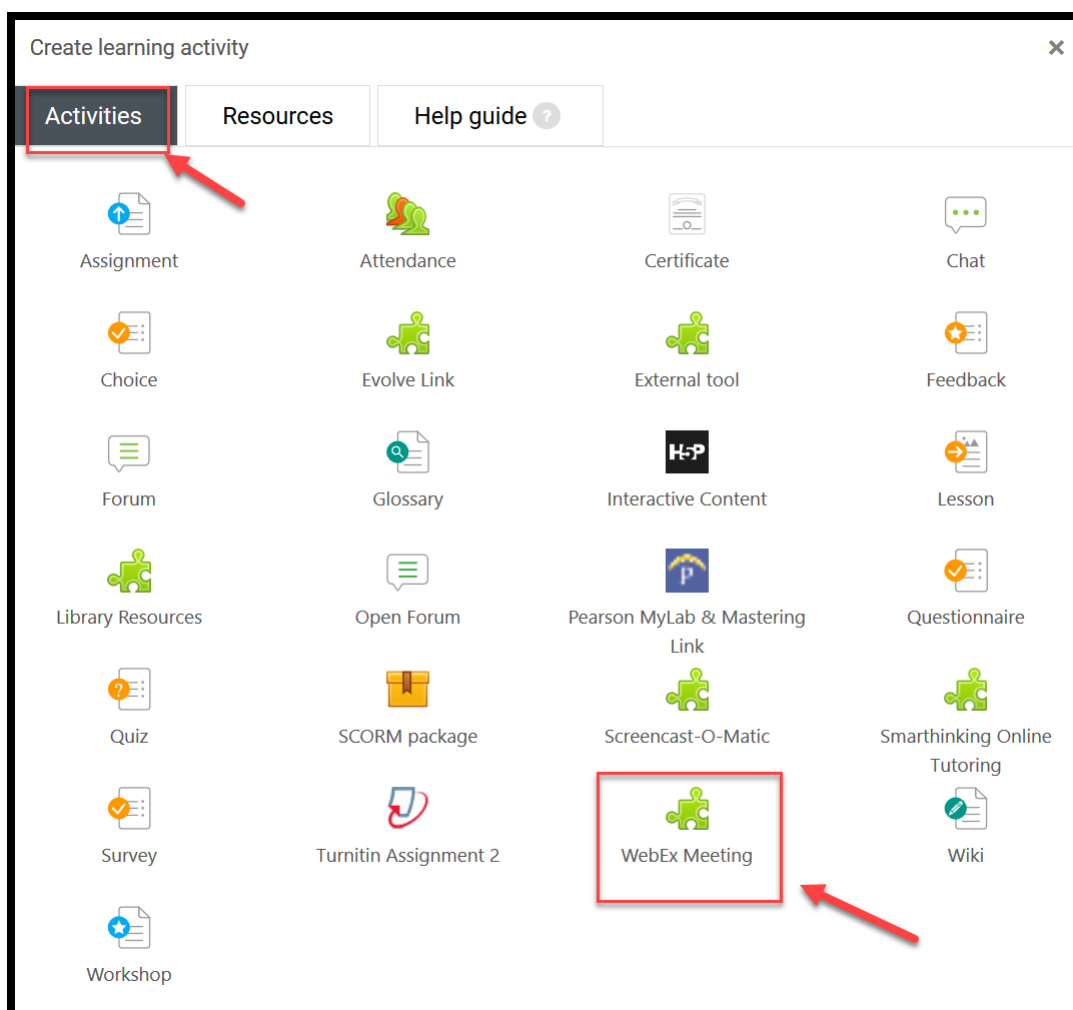
**WebEx** is a web conference system that allows students and teachers to synchronously collaborate. It transmits real-time audio and video, and includes tools such as whiteboard, chat, and screen sharing.

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
+
x

**Tool URL**

[Show more...](#)

**Visibility** Show on course page ?

**Privacy** v

**Grade** v

**Common module settings** v

**Restrict access** v

**Activity completion** v

**Tags** v

**Competencies** v

4.

**Activity name** \* Required

**Activity description** Advanced

Paragraph
B
I
U
S
X<sub>2</sub>
X<sup>2</sup>

Font family
Font size
<
>
A
Z
U
B
E
P
L
O
Ω
☰

Path: p

Display description on course page Advanced ?

Display activity name when launched Advanced ?

Display activity description when launched Advanced ?

**Preconfigured tool**

WebEx Meetings
+
x

**Tool URL**

**Secure tool URL** Advanced ?

**Launch container** Advanced ?

Default
v

**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** v

**Grade** v

**Grade** ?

Type Point v

Scale

0 - 200 point scale
v

Maximum grade

100

**Grade category** ?

Not categorized
v

**Grade to pass** ?

0.00

**Common module settings** v

**Restrict access** v

**Activity completion** v

**Tags** v

**Competencies** v

Expand all

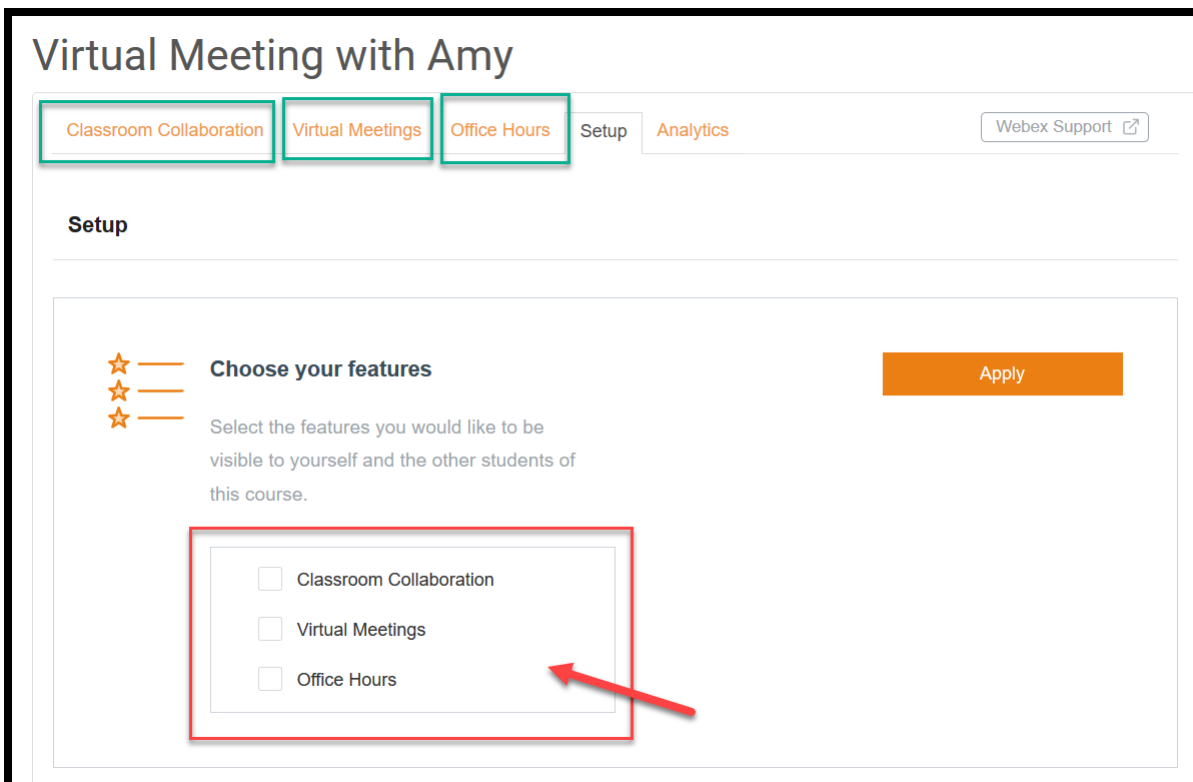
- (a) Fill in the “**Activity Name**”.
- (b) Fill in the “**Activity Description**” (optional).
- (c) Check the box if you want the description displayed on the course page.
- (d) Check the box if you want the description displayed when the meeting is launched.
- (e) Fill in the grade setting if you 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, titled 'Webex Meetings Attendance Grading', features an icon of three stacked orange squares. Below the title is a 'Turn on' button. The text below the button reads: '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, titled 'Reminder Bot', features an icon of a speech bubble with a clock. Below the title is a 'Turn On' button. The text below the button reads: '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 visible in the top right. Below the tabs, the 'Meetings' section is displayed. It includes a '+ New Meeting' button (highlighted with a red circle '2') and a 'Logout' button. There are also tabs for 'Upcoming' and 'Past Meetings', and a 'Filters' dropdown menu. Below this is a table with the following 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 [↗](#)

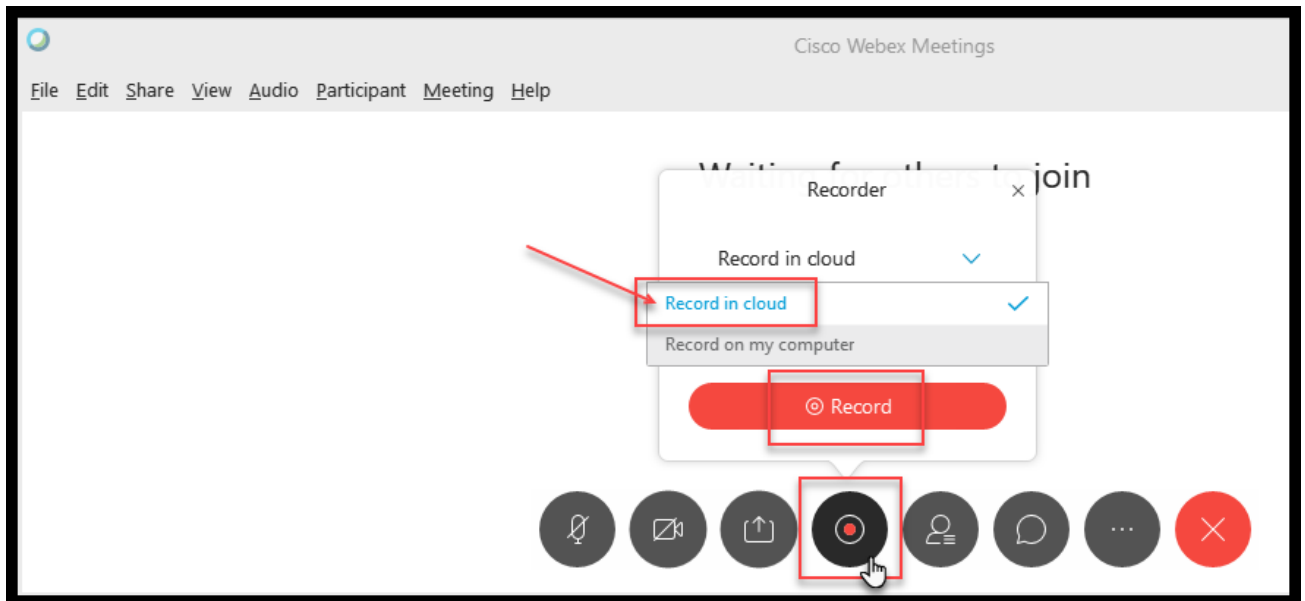
### Meetings

+ New Meeting

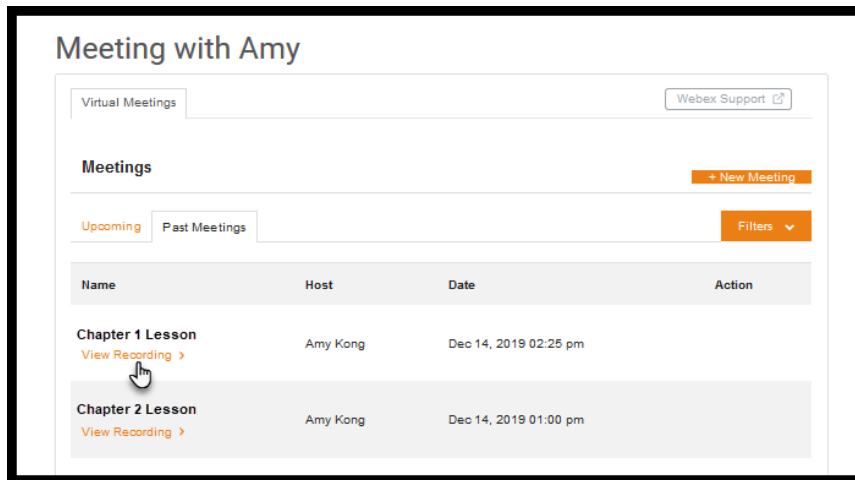
Upcoming
Past Meetings
Filters ▼

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](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)