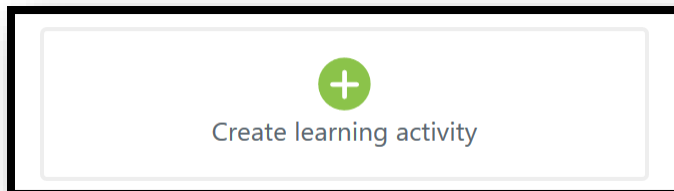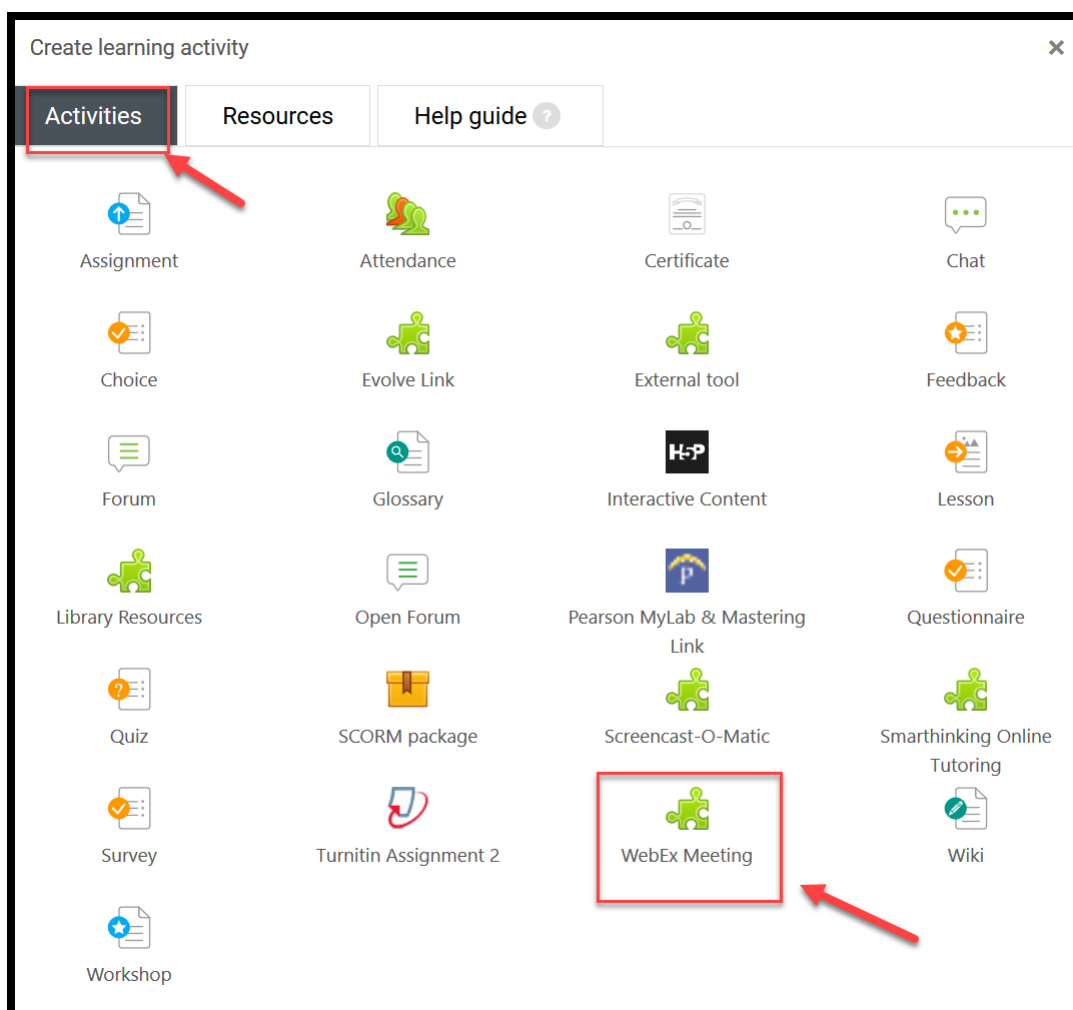# Schedule a WebEx Meeting from Moodle

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.
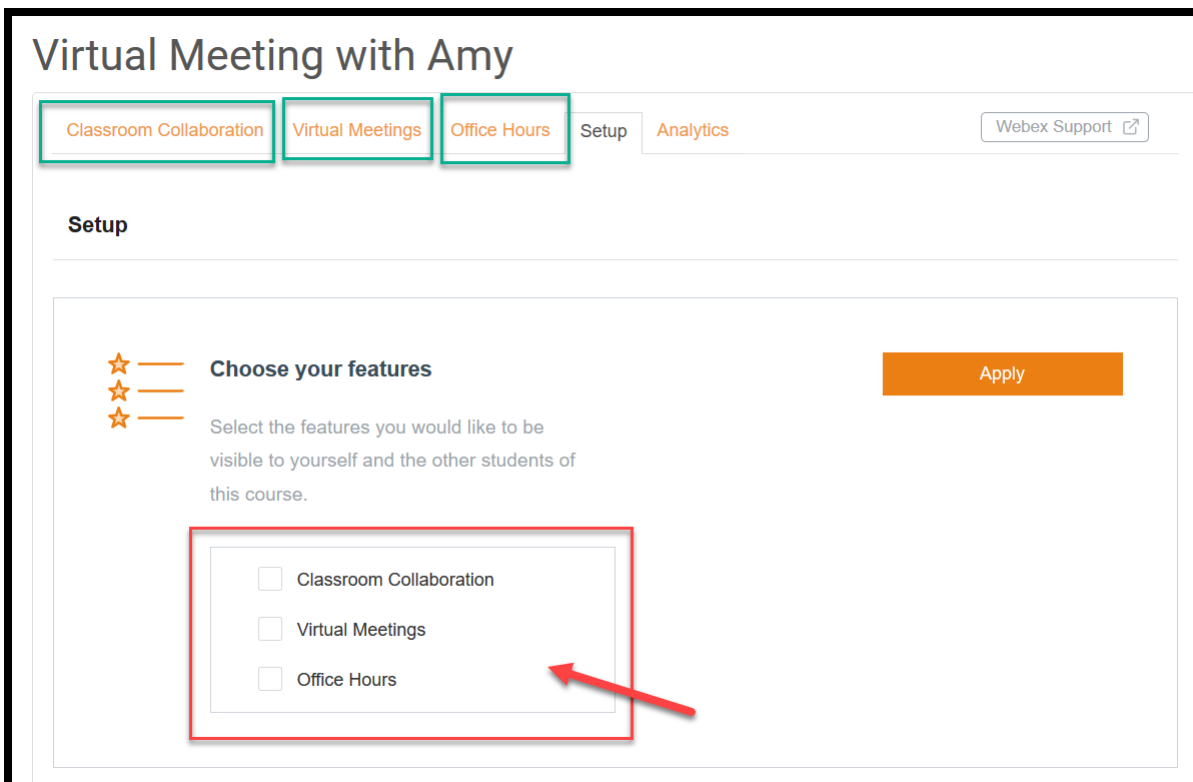
3. Click on "**Show more…**".

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. 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**":

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**"

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 ⤢ |

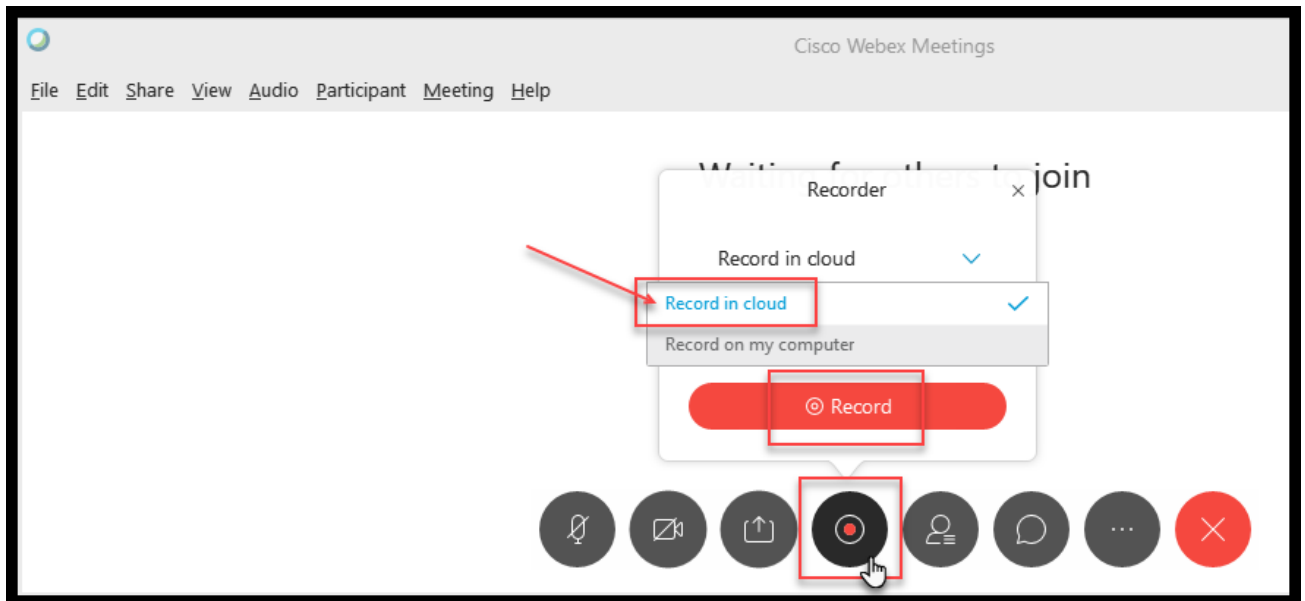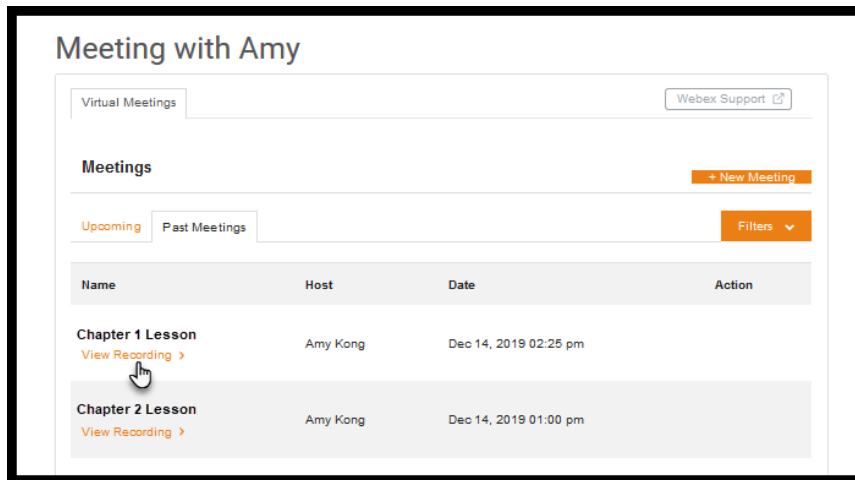**Meetings**

+ 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

<div align="center">

eLearning Office

447-6364

elearning@helenacollege.edu

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

<div align="center">

IT Department

447-6960

IT@helenacollege.edu

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