

Faculty Quick Start: Webex Meetings: Scheduling a Meeting

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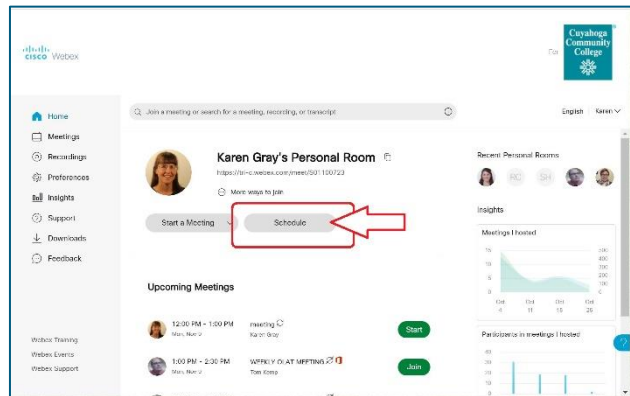
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There are two ways for faculty to schedule a Webex meeting:

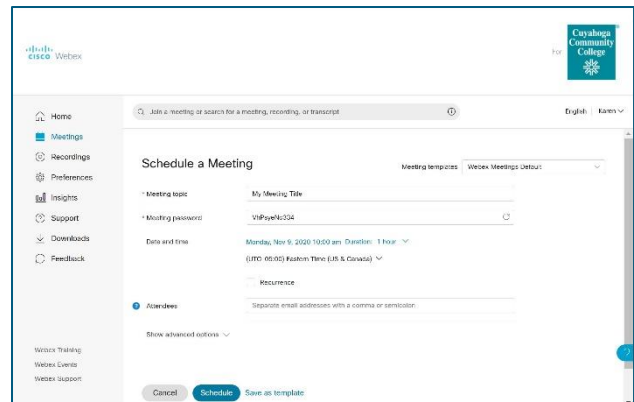
1. Schedule a meeting from your Tri-C Webex Account
2. Schedule a meeting from a Blackboard Course Site

01 Schedule a Meeting from Webex Account Page

1. Go to <https://tri-c.webex.com>
2. Log in using your S Number and Tri-C password.
3. Select “Schedule”



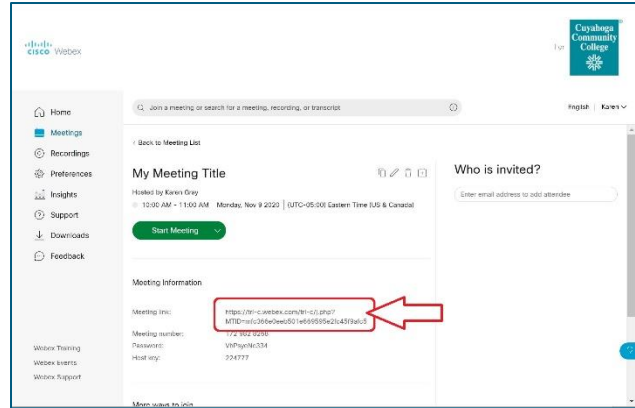
4. Complete the required information
5. Attendees: add emails of known attendees (optional).
6. Select “Show advanced options” for more choices.
7. When Done Select “Schedule” at the bottom.



- If attendee email addresses were not included in step 5, copy the meeting link to send to participants or add link to a Blackboard Course site

Resource:

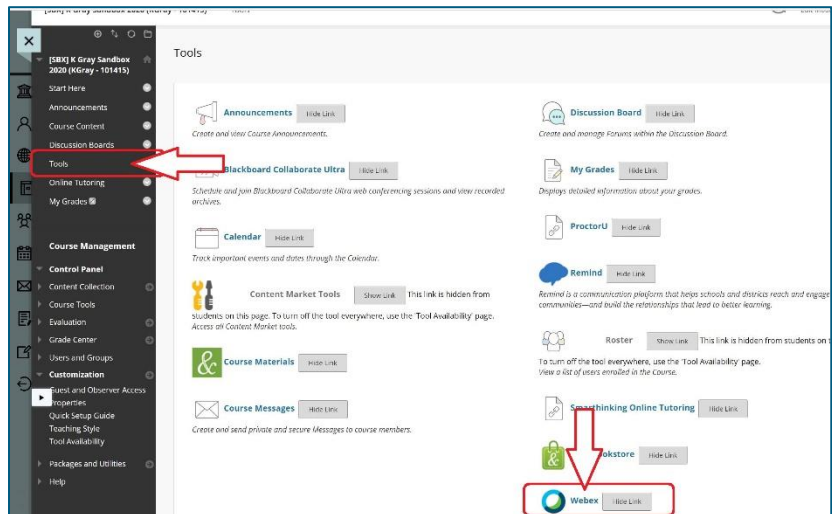
[Schedule a Cisco Webex Meeting](#)



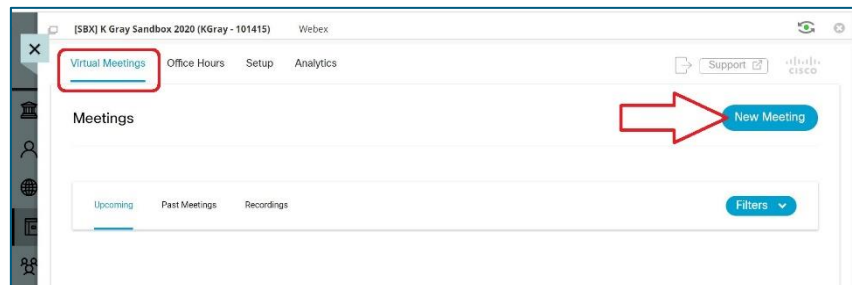
02 Schedule a meeting from Blackboard

- Open a Blackboard Course site
- Select “Tools” in the left navigation bar
- Scroll down and select “Webex”
- The first time follow the setup in this video:

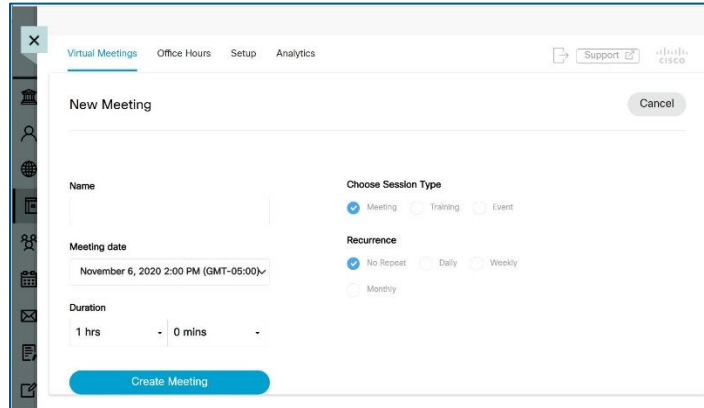
Video: [Webex in Blackboard Video 1: Set Up](#)



- Be sure you are on the tab “Virtual Meetings” (see image)
- Select “New Meeting” at the right side of the page (see image)



7. Complete the following:
 - a. Name
 - b. Meeting Date
 - c. Duration
 - d. Keep “Meeting: as Session Type
 - e. Select recurrence option if required
 - f. Select “Create Meeting”



Videos:

[Webex in Blackboard Video 2: Creating a Meeting](#)

[Webex in Blackboard Video 3: Add Webex Link to Content Area for Students](#)

03 Comparison: Webex in Blackboard vs Tri-C Webex Account page

	Webex in Blackboard	Webex account (https://tri-c.webex.com/)	Notes
Create Meeting	Yes with limited options Tools > Webex	Yes with advanced options	
Link in Bb course site	Yes Automatically in course	Add link to course site. If added to announcement, participants must right click on the link and open in a new window.	
Create recurring meeting	Yes	Yes	Modifying or deleting specific instances of recurring meetings is not supported with Blackboard integration
Advanced settings	No	Yes	Most advanced settings set in the Webex account will be transferred to a Webex in Blackboard meeting. Please test ahead of time.

Creating Webex meeting from within Blackboard Parameters:

- The meeting will show up in your [Tri-C Webex account](#)
- Any scheduling changes must be made from within Blackboard, i.e. if you change the time of the meeting from your [Tri-C Webex account](#) it will not change the time in Blackboard.
- Most advanced options from [Tri-C Webex account](#) will be included in the meeting, i.e.:
 - Can set automatic recording,
 - Can lock room,
- You can add a co-host at your [Tri-C Webex account](#), they will have access from their account.
- If you delete the meeting from Blackboard, it will delete in your [Tri-C Webex account](#)
- If you delete the meeting from your [Tri-C Webex account](#) it will **NOT** delete in Blackboard.
- Recording settings made in your [Tri-C Webex account](#) will be used, i.e., view when sharing and view when not sharing.

Pre-created Breakout Sessions

To create breakout groups prior to the session:

- Create the meeting in your [Tri-C Webex account](#) and not in Blackboard.
- Add all student/participant email addresses in the attendees box.
- Create the groups in the advanced options area under Scheduling Options.