

Faculty Quick Start: Webex Meetings: Scheduling a Meeting

Contents

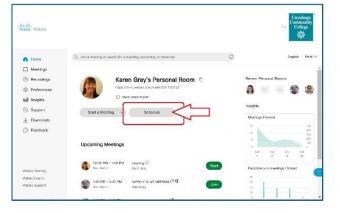
| Schedule a Meeting from Webex Account Page | 1 |
|---|---|
| Schedule a meeting from Blackboard | 2 |
| Comparison: Webex in Blackboard vs Tri-C Webex Account page | 3 |
| Creating Webex meeting from within Blackboard Parameters: | 4 |
| Pre-created Breakout Sessions | 4 |

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

o1 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.

| Isco Webex | | | | | Cuyahoga Community College <u>S년문</u> |
|---|---------------------------------|--|--------------------|------------------------|--|
| 🔐 Home | Q. Join a meeting or search for | a meeting, recording, or transcript | Ō | | English Karen |
| Meetings | Schedule a Meet | ing | Meeting tempicies | Webex Meetings Default | v |
| tof Insights | " Meeting topic | My Meeting Tide | | | |
| Support | * Meating password | VhPsye4s334 | | C | |
| ⊻ Downloads ⊖ Feedback | Data and time | Monday, Nov 9, 2020 10:00 am Dureth (UTO 00:00) Restem Time (US & Canac Resurrence | | | |
| | Attendees | Separate email addresses with a corr | ma or semicolori : | | |
| Webex Training Webex Events Webex Support | Show advanced extens ~ | Save as template | | | |

8. 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

| cisco Webex | | | Cuyahoga Community College |
|------------------------------|---|----------------------------|----------------------------------|
| 🕞 Home | $Q_{\rm c}$ Join a meeting or search for a meeting, recording, or transcript | 0 | English Karen∨ |
| Recordings | < Back to Meeting List | | |
| Preferences | My Meeting Title 00000 | Who is invited? | |
| <u>tel</u> Insights | Hosted by Karen Grey 10:00 AM - 11:00 AM Monday, Nov 9 2020 (UTC-05:00) Eastern Time IUS & Canadal | Enter email address to add | atterdee |
| ③ Support | | | |
| $\underline{\Psi}$ Downloads | Start Meeting | | |
| 🕞 Feedback | | | |
| | Meeting Information | | |
| | Meeting Inc: https://mi-c.webex.com/bi-c/j.pho? MID==r(c)66e9bee0601e669585e21c45()alois | 1 | |
| Webex Teitning | Meeting number: 172 162 6280 Pisaword: VbPayoNc334 | | |
| Webex Intering | Host way: 224777 | | C |
| Webex Support | | | |
| | More want to leas | | - |

O2 Schedule a meeting from Blackboard

- 1. Open a Blackboard Course site
- 2. Select "Tools" in the left navigation bar
- 3. Scroll down and select "Webex"
- 4. The first time follow the setup in this video:

Video: <u>Webex in Blackboard</u> <u>Video 1: Set Up</u>

| × | [SBX] K Gray Sandbox | iols | |
|---|--|--|---|
| | Label provide interests of a second provide and the second | Annuncement Tut La | Original Description Description the Discussion Road Contrast and energy Ensures within the Discussion Road Original Description Description Description Original Description Original Description Contrast and the Road Description Original Desc |
| | | | Webex Hise Link |

- 5. Be sure you are on the tab "Virtual Meetings" (see image)
- 6. Select "New Meeting" at the right side of the page (see image)

| | 3X] K Gray Sandbox 2020 (KGray - | 01415) Webex | ۵ ا |
|------------|----------------------------------|-----------------|------------------------------|
| Virt | ual Meetings Office Hours | Setup Analytics | Support [2]) diali- cisco |
| <u>а</u> м | eetings | | New Meeting |
| • | Upcoming Past Meetings | Recordings | Filters 🗸 |
| ¥ | | | |

- 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"

| Virtual Meetings Office Hours Setup Analytic | Support 2 |
|--|--------------------------------|
| New Meeting | Ca |
| Name | Choose Session Type |
| Meeting date | Recurrence |
| November 6, 2020 2:00 PM (GMT-05:00)~ | No Repeat Delly Weekly Monthly |
| Duration | Monthly |
| 1 hrs - 0 mins - | |
| 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 | Webex account | Notes |
|-------------|----------------------|---------------------------------------|----------------------------|
| | Blackboard | (https://tri-c.webex.com/) | |
| Create | Yes | Yes | |
| Meeting | with limited options | with advanced options | |
| | Tools > Webex | | |
| Link in Bb | Yes | Add link to course site. If added | |
| course site | Automatically in | to announcement, participants must | |
| | course | right click on the link and open in a | |
| | | new window. | |
| Create | Yes | Yes | Modifying or deleting |
| recurring | | | specific instances of |
| meeting | | | recurring meetings is not |
| | | | supported with Blackboard |
| | | | integration |
| Advanced | No | Yes | Most advanced settings set |
| settings | | | 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 <u>Tri-C Webex account</u>
- Any scheduling changes must be made from within Blackboard, i.e. if you change the time of the meeting from your <u>Tri-C Webex account</u> it will not change the time in Blackboard.
- Most advanced options from <u>Tri-C Webex account</u> will be included in the meeting, i.e.:
 - Can set automatic recording,
 - Canlock room,
- You can add a co-host at your <u>Tri-C Webex account</u>, 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 <u>Tri-C Webex account</u> it will **NOT** delete in Blackboard.
- Recording settings made in your <u>Tri-C Webex account</u> 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 <u>Tri-C Webex account</u> 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.