

Faculty Quick Start: Webex Meetings: Scheduling a Meeting

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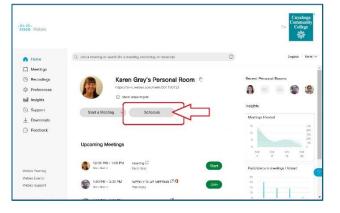
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There are two ways for faculty to schedule a Webex meeting:

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

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.

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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
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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>

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			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)

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Virt	ual Meetings Office Hours	Setup Analytics	Support [2]) diali- cisco
<u>а</u> м	eetings		New Meeting
•	Upcoming Past Meetings	Recordings	Filters 🗸
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- 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.