

WebEx for Live Online Classes

Document Version 7.2: Thursday 19 March 2020

WebEx is an online, live presentation and collaboration tool that shares audio, video, and presentations in a virtual class or meeting room. Recordings can be made of sessions so they can be reviewed later.

Important note: Instructions before Thursday March 19, 2020 advised using the LEARN “widget” to add the virtual room for your meeting, but we have seen problems with students entering the virtual classroom with that method. **These instructions provide another method**, by creating a link to cut and paste into your course. **It is important to make this change.**

Sections in this document:

Section 1: Getting started with WebEx – necessary step if you have not gone to WebEx before.

Section 2: Edit your existing classroom – **necessary step for those who created a classroom through the LEARN widget**; will create a link for you to post in your course, to use instead of the LEARN widget.

Section 3: Create a new virtual room – if you have not previously created rooms with the widget, or want to create additional rooms, **this is the new recommended method.**

Section 4: Adding your WebEx links to LEARN – necessary step for your students to access the meeting.

Section 1. Getting started with WebEx

Before using WebEx for classes, you as a WebEx meeting host need to adjust a few settings on your WebEx account.

1. Go to: <https://uwaterloo.webex.com/> and click on the blue **Sign in** button on top right.
 - a. Use the same UW login as you would for LEARN (yourusername@uwaterloo.ca).
 - b. **Note:** If you see an error message (and are sure you’ve entered your login name and password correctly ... same as for LEARN), stop here and email rt-ist-itms-collab@rt.uwaterloo.ca with subject line: “WebEx account for LEARN” to request an account.
(Note: Undergrad and graduate students already have accounts.)
2. Click on **Preferences** in left panel.
3. Click on the **Audio and Video** tab in the middle of page.
4. Scroll down to **Default call-in number**, in the drop-down menu.
 - a. For the first number, select **Canada Toll free** and click the **Save** button at the bottom of the page.
5. To edit an existing virtual classroom (including those created using the LEARN widget) go to **Section 2. Edit your exiting classrooms**. To create a new virtual classroom, go to **Section 3. Create a new virtual room**.

Section 2. Edit your existing classrooms

1. Login to <https://uwaterloo.webex.com> with your UW credential (same as used for logging into LEARN, username@uwaterloo.ca)
2. To edit your exiting classroom continue to **Step 3**; to create a new classroom go to “**3. Create a new virtual room**”, below.

- On the landing page you should see your existing rooms. Click on the title of the room you want to edit.

Upcoming Meetings

KB	8:00 AM - 8:00 PM Wed, 18 Mar	For Meeting with ... Koorus Bookan	Start
KB	8:00 AM - 8:00 PM Thu, 19 Mar	For Meeting with ... Koorus Bookan	Start
KB	10:30 AM - 11:30 AM Thu, 19 Mar	Lectur 2 to by ko... Koorus Bookan	Start

- On the resulting page is summary information about the room; click on **Edit** button to edit details about the room.
 - We recommend changing the default password to something easy to remember. You will send this password to student later.
 - Check option for **Send a copy of the attendee invitation to me**
 - We recommend that you select **"Mute attendees upon entry"** (to avoid background noise and to avoid walking students through how to mute).
 - You also can change the timing of your class here, if needed.

(note, be carefully what you change here as it'll have effect on student access)

Webex Support | Webex Training | My Webex | Modern View | kbookan@uwaterloo.c

Topic: My classroom (Required) Copy from...

Set session password: W2020 (Required) Password Criteria

This session will have over 500 attendees

Automatically delete session after it ends

Send a copy of the attendee invitation to me

Select conference type: Use VoIP only

Mute attendees upon entry

Starting time: 18 March 2020 8:00 pm

Time zone: New York (Eastern Daylight Time, GMT-04:00)

Attendees can join 5 minutes before the start time

Occurrence: Recurring single-session class (attendees register for one session)

Recurrence: Weekly

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

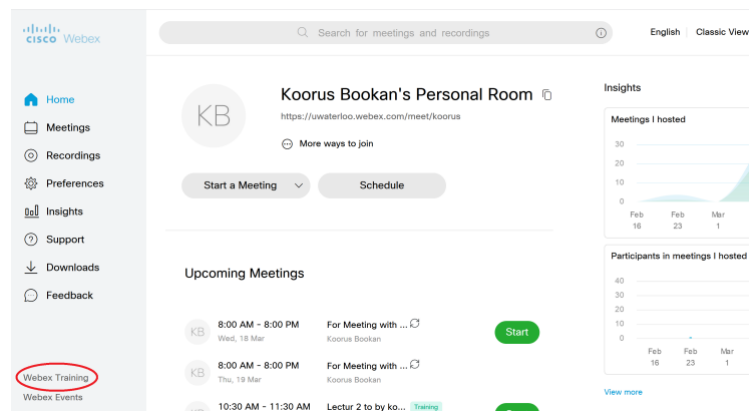
Ending: Ending 18 April 2020 5 sessions

Estimated duration: 1 hour

5. Scroll to bottom of the page and click on **Update**. You'll receive two confirmation emails in your University email box. **Save these emails for future reference.**
6. Go to section 4. **Post your virtual classroom link in LEARN**

Section 3. Create a new virtual room

1. To create a new room, from the default landing page of <https://uwaterloo.webex.com> (using the **Modern view** ... see upper right, and Modern view is showing, click it, otherwise you are already using Modern), go to left panel, at bottom left of the page, and click **WebEx Training**.



2. On the new page, under the **Host a Session** section on the left panel, click on **Schedule Training**. Fill in the form:
 - a. Make an appropriate **title** and an easy to remember **password** for the room.
 - b. Check option for **Send a copy of the attendee invitation to me**
 - c. We recommend that you select **"Mute attendees upon entry"** (to avoid background noise and to avoid walking students through how to mute).
 - d. Create schedule of your class under **Date and Time**.

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Topic: (Required) [Copy from...](#)

Set session password: (Required) [Password Criteria](#)

This session will have over 500 attendees

Automatically delete session after it ends

Send a copy of the attendee invitation to me

Settings

Select conference type:

To use VoIP, participants must have a working microphone and speaker on their computers.

Mute attendees upon entry

Starting time: am pm [Plan session time zones...](#)

Time zone:

Attendees can join minutes before the start time

Occurrence: Single-session class

Recurring single-session class (attendees register for one session)

Multiple-session course (attendee register for entire sequence)

Schedule irregular sessions (each session may be [edited](#) separately later)

Recurrence: Daily Weekly Monthly

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Ending: Ending After

sessions

Estimated duration:

7. Scroll to bottom of page and click **Schedule**. You will receive two confirmation emails in your University email box..
8. Go to your University email box, you should have received two emails. **Save both of them for future reference**. Got to **Section 4** below.

Section 4. Post your virtual classroom link on LEARN

1. Open the email labeled **Forward to attendees Invitation to training session**
 - a. Copy the link in that email labeled **1. Go to ...** and post that link in LEARN, as below.

There are two options to add your WebEx meeting link to your LEARN course.

2. First, by **adding an announcement** to your course including the meeting link and the password. This option is beneficial because all students who are subscribed to the announcements in your course will also receive an email containing the link and password and for those who have not subscribed, they will see the link when first entering the course.
 - a. To add an announcement to your LEARN course, enter your course and click on the announcement link on the course homepage. This will take you to the announcement tool where you can craft your message.
 - b. On the announcements page, click on the blue **"New Item"** button.
 - c. Enter the **"Headline"** or subject of your announcement. In this case, **"WebEx meeting"** may be most appropriate.
 - d. Scroll down to the Content section of the announcement and provide any information you would like to share with your students, paste the meeting link and password for the meeting.
3. The second option for adding the WebEx meeting link to your LEARN course is to **Create a File** in your course Content. Steps detailed below.
 - a. Enter your LEARN course and click **Content**.
 - b. On the Content page, click the Module where you want to add the link.

- c. Next, click the blue **“Upload/Create”** button and choose the **“Create a File”** from the dropdown list of options. **Note: we do not recommend using the Create a link option because there is nowhere to include the required password when using this option.**
- d. On the Create a File page, **enter a title** for your page and scroll down to the Content section of the page.
- e. In the Content section of the page, provide any information you would like to share with your students, paste the meeting link and the password for the meeting.
- f. Click **“Save and Close”**