

Changing the Webex Host in Moodle

Modules with shared teaching often have Webex meetings scheduled in advance without knowing who will host the meeting. Only the named Host can start the Webex audio in a meeting. Another Teacher on the module can change the named Host by editing the meeting details, but only before the meeting start time. The named Host cannot be changed after the meeting start time and therefore another meeting must be scheduled with a new Host.

Before the meeting start time

Expand the meeting details, click the edit icon and select yourself or a colleague from the *Hosted By* menu. Note that there is no *Join* button available until 15 minutes before the meeting start time.

The screenshot shows the 'Upcoming Event' page for 'Tutorial 1 (36855)'. The event is scheduled for Thursday, November 19, 2020, from 11:45 AM to 1:15 PM. The 'Hosted By' field is set to Stephen Bruce (7405). A red box highlights the edit icon in the 'Events' column. A modal window is open, allowing the user to change the 'Time*', 'Duration*', and 'Hosted By*' fields. The 'Hosted By*' dropdown menu is open, showing 'Stephen Bruce (7405)' and 'Test Bruce (26279)'. A red arrow points from the edit icon to the modal window.

Note that the *Join* button is available from 15 minutes before the meeting start time, and the Host can still be changed as above.

The screenshot shows the 'Upcoming Event' page for 'Tutorial 1 (36855)'. The event is scheduled for Thursday, November 19, 2020, from 11:30 AM to 1:00 PM. The 'Hosted By' field is set to Stephen Bruce (7405). A red box highlights the edit icon in the 'Events' column. A yellow 'Join' button is visible below the event details.

After the meeting start time

There is no option to change the named Host after the meeting start time. A new meeting must be scheduled with a new Host.

The screenshot shows the 'Edit event' page for 'Tutorial 1 (36855)'. The event is scheduled for Thursday, November 19, 2020, from 11:45 AM to 1:15 PM. The 'Hosted By' field is set to Stephen Bruce (7405). A red box highlights the 'Schedule' tab. The 'Name*' field is set to 'Tutorial 1'. The 'Description' field is empty. A yellow 'Join' button is visible below the event details.