

Adding Webex to your Module - Step 1

Turn on edit mode (top-right of your module page).

At the top section of your module, click on 'Add an Activity or resource'.

From the list of activities, select 'External Tool'

LS000718 - Test

Dashboard > My courses > LS000718

⚙️ + 📄 [Announcements](#) ✎️ Edit 👤

General news and announcements will be posted here (students can't reply) and you will also receive an email notification.

+ Add an activity or resource

🧩 External tool

Adding Webex to your Module - Step 2

Activity name ! **I**

Preconfigured tool ? Edinburgh Napier Webex + ⚙ ×

Tool URL ?

[Show more...](#)

- ▶ Privacy
- ▶ Grade
- ▶ Common module settings
- ▶ Restrict access
- ▶ Activity completion
- ▶ Tags

Now click on the Moodle link to continue setup

▶ Open all ▼ Close all

▼ Webex Meetings

 Webex Meeting



Sessions can be single events or recurrent daily/weekly events. Select yourself as 'Host' and select the 'Webex meetings' account.

Event Calendar | Appointment Booking | Event Recordings | Event Attendance

Schedule new event

Name*:
LS000718 - Test Event

Description:

Repeat*:
Single | Daily | Weekly

Time Zone*:
+01:00 Europe/London

Date*:
Mon, Jun 8, 2020

Time*:
11 : 35 AM

Duration*:
1 hours, 30 minutes

Hosted By*:
Jim Daly (5796)

Conferencing Account*:
Please Select:
Please Select:
Webex Meetings (J.Daly@napier.ac.uk)

Time Zone Settings

Schedule Quick Launch

Mon, Jun 8, 2020

Date	Time	Events
Mon 6/8	8:42 am - 10:42 am	Quick Launch Event (11794)
	11:28 am - 1:00 pm	LS000718 - Test Event (1000000)
	1:00 pm - 2:00 pm	LS000718 - Test Event (11794)
Tue 6/9		
Wed 6/10		
Thu 6/11		
Fri 6/12		
Sat 6/13		
Sun 6/14		

You can change the host of the meeting to another colleague if this is necessary...(they must be enrolled as teachers on the module and visited the module page at least once for this to work).

Description:
Management Research Seminar

Time Zone*:
+01:00 Europe/London

Date*:
Tue, Sep 29, 2020

Time*:
03 : 30 PM

Duration*:
2 hours, 0 minutes

Hosted By*:
Maura Sheehan (1247)

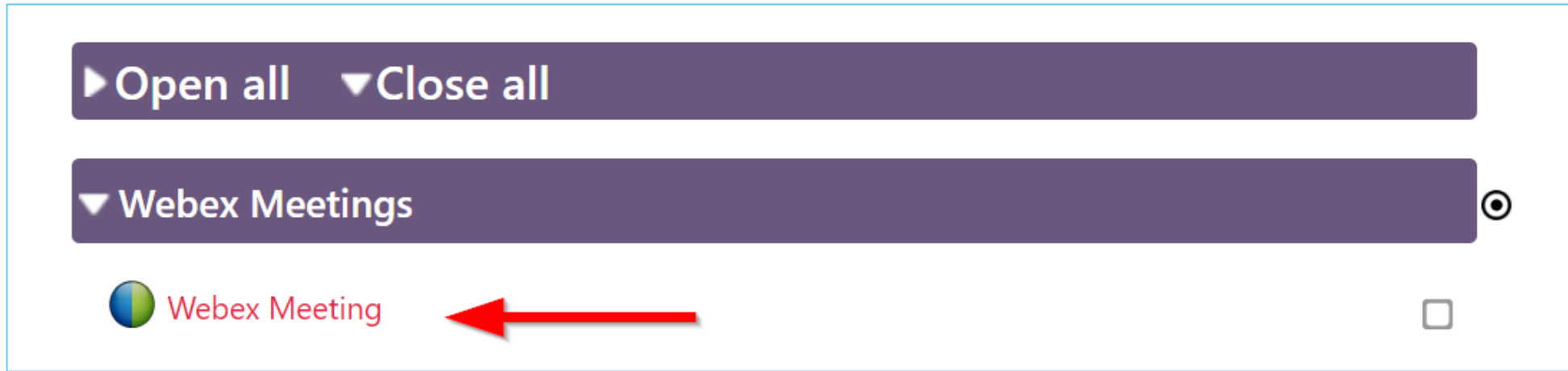
Conferencing Account*:
Webex Meetings (M.Sheehan@napier.ac.uk)

Discard Save

Time Zone Settings




Tue 9/29	3:30 pm – 5:30 pm	SOE11148 2020-1 TR1 001 - Management Research Event (31651) Management Research Seminar	<p>Prepare (as host)</p> <p>Starts in: 22 hours 46 minutes Duration: 2 hours Hosted By: Maura Sheehan (1247) Using: Webex Meetings</p> <p>More Details</p>
	3:30 pm – 5:30 pm	? SOE11148 2020-1 TR1 001 - Management Research Event (31651, Unsaved)	<p>3. Change host to teacher who is presenting</p>
Wed 9/30	11:30 am – 1:30 pm	SOE11148 2020-1 TR1 001 - Management Research Event (31693) Management Research Event (31716)	
Thu 10/1	11:30 am – 1:30 pm	SOE11148 2020-1 TR1 001 - Management Research Event (28869)	
Fri 10/2			
Sat 10/3			
Sun 10/4			

Once sessions are set up, students click on the Moodle link...



The screenshot shows a Moodle interface with a dark purple header bar containing the text "▶ Open all" and "▼ Close all". Below this is another dark purple bar with "▼ Webex Meetings" and a circular icon on the right. Underneath, a list item is visible: a small globe icon followed by the text "Webex Meeting" in red. A red arrow points to this text. To the right of the list item is a small square checkbox.

The calendar will display and they can join events at the appropriate time.

 Event Calendar
 Appointment Booking
 Event Recordings

Upcoming Events

Tutorial Hour (16793)
Our focus will be on...

Starts: Sun, Jun 7, 12:30 PM
Ends: Sun, Jun 7, 2:00 PM

Join

Tutorial Hour (16794)
Our focus will be on...

Starts: Sun, Jun 14, 12:30 PM
Ends: Sun, Jun 14, 2:00 PM

Date	Time
Sun 6/7	12:30 pm – 2:00 pm
Mon 6/8	
Tue 6/9	
Wed 6/10	
Thu 6/11	
Fri 6/12	
Sat 6/13	

Test link - useful to get students ready

- ▶ <https://www.webex.com/test-meeting.html>
- ▶ Allows students to download Webex software and test their devices ahead of the real meeting, so that they have time to troubleshoot issues and resolve them.
- ▶ In general, desktops and laptops, provided they are relatively modern, are more likely to offer trouble-free access and the full participation experience than Chromebooks, low-end tablets and mobiles.

Illustration of the Test Meeting

<https://www.webex.com/test-meeting.html>

The screenshot shows the Cisco Webex Meetings interface. The top menu bar includes File, Edit, Share, View, Audio & Video, Participant, Meeting, and Help. The 'View' menu is open, showing options like 'Switch Audio...', 'Speaker and Microphone Settings...' (highlighted with a red box), 'Music Mode', 'Unmute Temporarily by Holding Spacebar', 'Camera...', and 'Change Virtual Background...'. A red arrow points from the 'View' menu to the 'Speaker and Microphone Settings...' option.

The 'Settings' dialog box is open, showing 'Speaker and microphone' and 'Camera' tabs. The 'Speaker' section includes a dropdown menu for 'Use System Setting (Realtek(R) ...)', a 'Test' button, 'Output level' and 'Output volume' sliders. The 'Microphone' section includes a dropdown menu for 'Use System Setting (Realtek(R) ...)', a 'Test' button, 'Input level' and 'Input volume' sliders, and checkboxes for 'Automatically adjust volume', 'Remove background noise', 'Sync mute button status on microphone device', and 'Music mode'. Red arrows point from the 'Test' buttons to the yellow callout boxes.

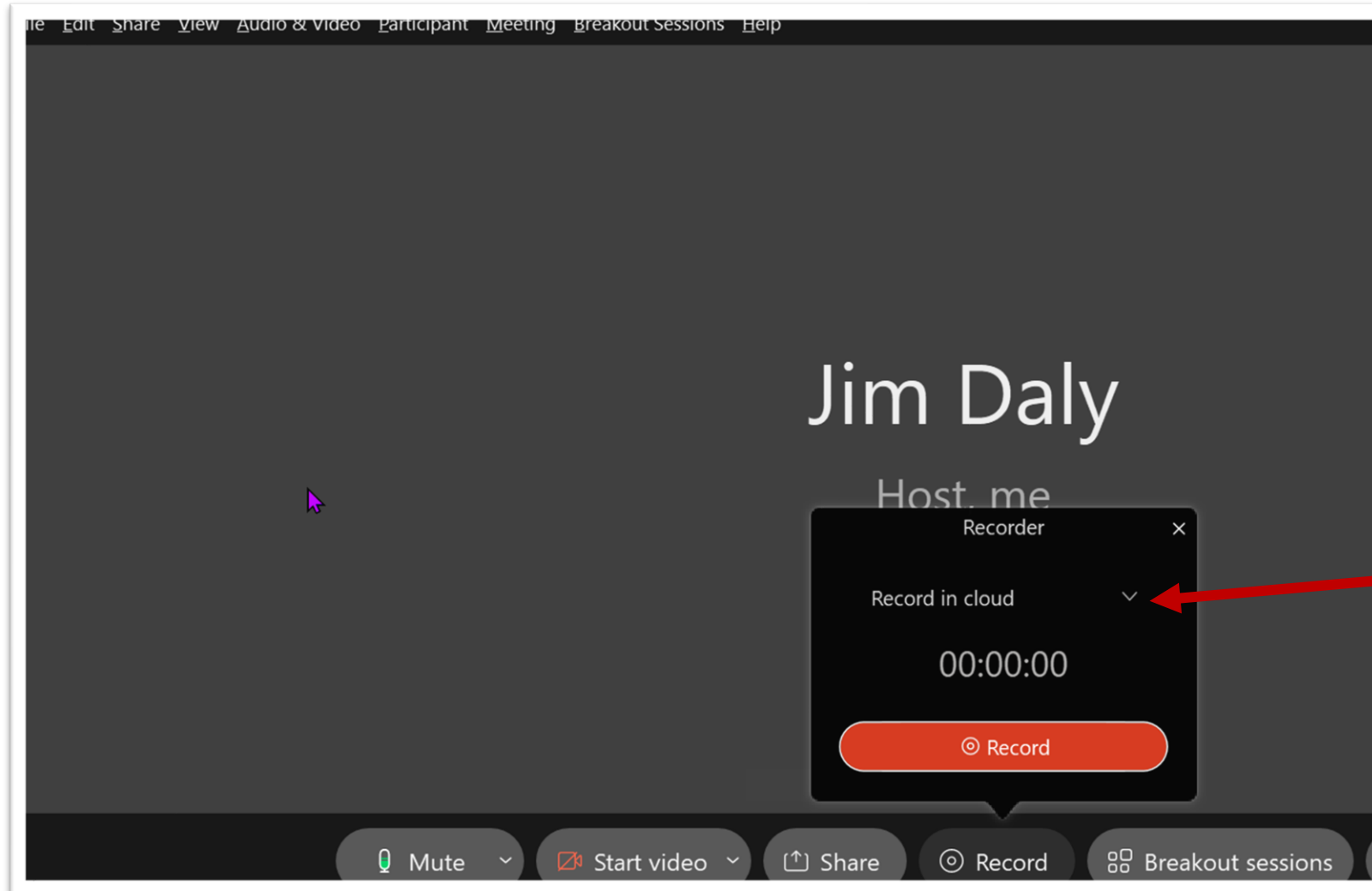
Yellow callout boxes provide instructions:

- Test your audio and camera.** (Points to the 'Settings' dialog)
- Use this to test you can hear audio as you wish to in meetings** (Points to the 'Speaker' 'Test' button)
- Check microphone device is the right one. Speak into the microphone and check that you are registering several bars indicating good voice input** (Points to the 'Microphone' 'Test' button)

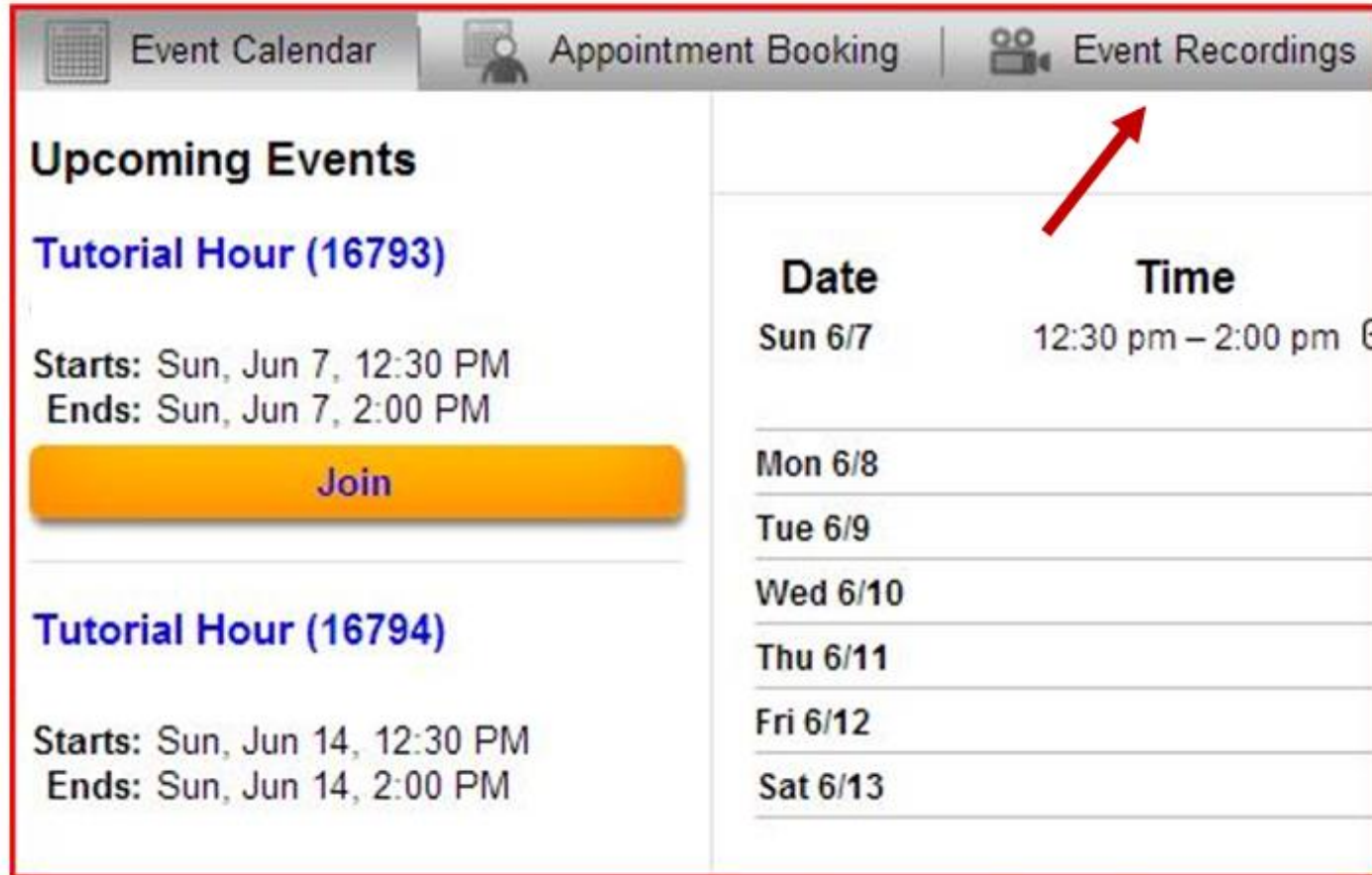
The bottom toolbar contains 'Mute', 'Start video', 'Share', and other icons. The 'Participants' list on the right shows one participant named 'Jim'.

Recordings

Select 'Record in the Cloud'



Recordings are accessed via the Webex meetings link.
Usually available in no more than 48 hours. Lecturer will receive an email notification when recording is available.



The screenshot shows a web interface with three tabs: 'Event Calendar', 'Appointment Booking', and 'Event Recordings'. The 'Event Recordings' tab is active and highlighted. A red arrow points to this tab. The interface is divided into two main sections. The left section, titled 'Upcoming Events', lists two 'Tutorial Hour' events. The first event, 'Tutorial Hour (16793)', is scheduled for Sun, Jun 7, from 12:30 PM to 2:00 PM, with a yellow 'Join' button below it. The second event, 'Tutorial Hour (16794)', is scheduled for Sun, Jun 14, from 12:30 PM to 2:00 PM. The right section is a table with two columns: 'Date' and 'Time'. The first row shows 'Sun 6/7' and '12:30 pm – 2:00 pm'. The following rows list dates from 'Mon 6/8' to 'Sat 6/13' without corresponding time slots.

Date	Time
Sun 6/7	12:30 pm – 2:00 pm
Mon 6/8	
Tue 6/9	
Wed 6/10	
Thu 6/11	
Fri 6/12	
Sat 6/13	