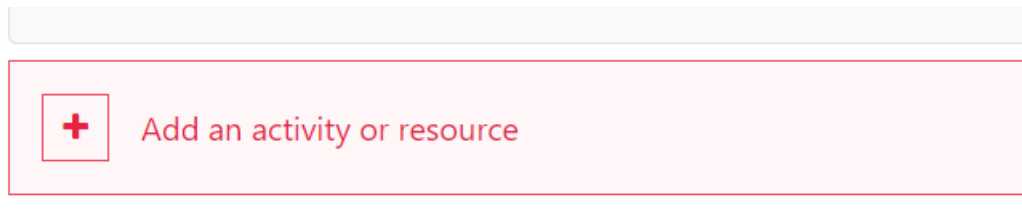
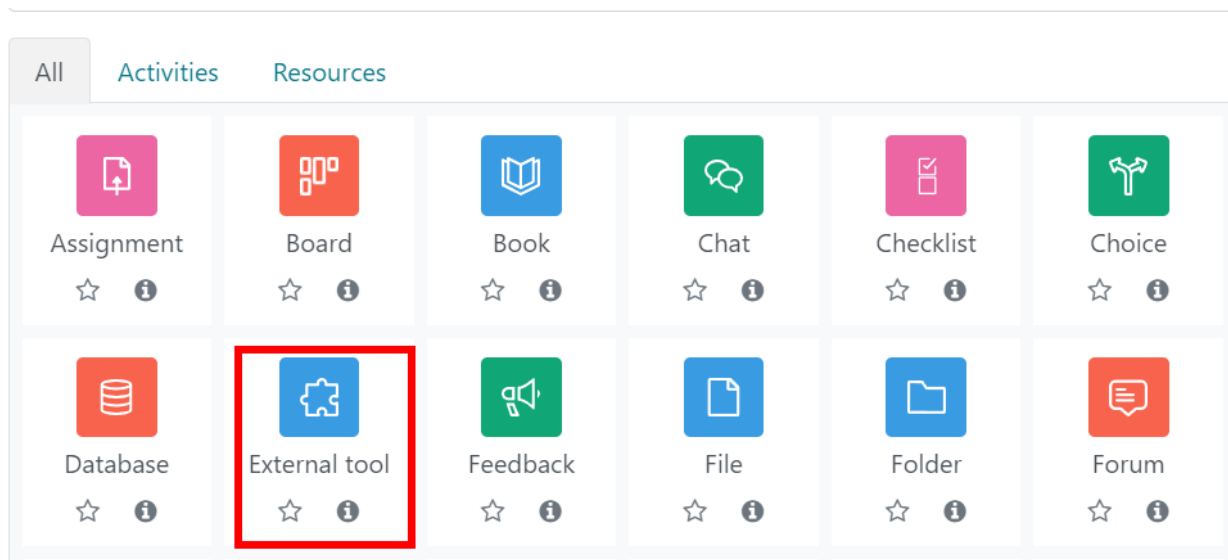


Setting up Your Webex Online Lecture

Turn editing on (top-right) and click on 'Add and activity or resource' in the section where you wish to place the link (this is usually near the top of the page).



Select 'External Tool'



Type in an appropriate name for the link and Select 'Edinburgh Napier Webex' as your external tool. You may wish to set the activity to open in a new window (under 'Show More' link) and to set 'Grade' to 'None' (as this is seldom a graded activity). The other settings can be safely left as per defaults. Scroll to the bottom and click on 'Save and return to course'.

Activity name !

Preconfigured tool ? Edinburgh Napier Webex + ⚙ ×
Select content

Tool URL ?

[Show more...](#)

- ▶ [Privacy](#)
- ▶ [Grade](#)
- ▶ [Common module settings](#)
- ▶ [Restrict access](#)
- ▶ [Activity completion](#)
- ▶ [Tags](#)

Save and return to course Save and display Cancel

To continue set up, click on the link you have now set up on your course.

 EXTERNAL TOOL
[Online Lectures](#) 

Schedule your meeting. The meeting can be a single event or a daily or weekly recurring event. Select your personal id from the dropdown list and make sure you have selected 'Webex Meetings'. Save your changes.

Schedule new event

Name*:
Online Lectures

Description:

Repeat*:
Single Daily Weekly

Time Zone*:
+01:00 Europe/London

Date*:
Mon, Jul 8, 2024

Time*:
09 :00 AM

Duration*:
1 hours, 30 minutes

Hosted By*:
Jim Daly (5796)

Conferencing Account*:
Webex Meetings (j.daly@napier.ac.uk)

Discard Save

Your Webex online meeting is ready to go, but should you need to change the host from yourself to another lecturer, you can do so following the steps below. (Note that the substitute lecturer must have visited the module at least once for their name to be selectable from the dropdown list).

Description:
Management Research Seminar

Time Zone*:
+01:00 Europe/London

Date*:
Tue, Sep 26, 2024

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

1. Click the '+' button

2. Click 'Update' (pencil icon)

3. Change host to teacher who is presenting

Prepare (as host)
Starts in: 22 hours 46 minutes
Duration: 2 hours
Hosted By: Maura Sheehan (1247)
Using: Webex Meetings
[More Details](#)

3:30 pm – 5:30 pm ? [SOE11148 2020-1 TR1 001 - Management Research Event \(31651, Unsaved\)](#)

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

Students Joining Your Online Meeting

The student can now join the meeting at the appropriate time from the Webex meeting link on Moodle and then by selecting 'Join' on the Webex event calendar.



[Online Lectures](#)



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

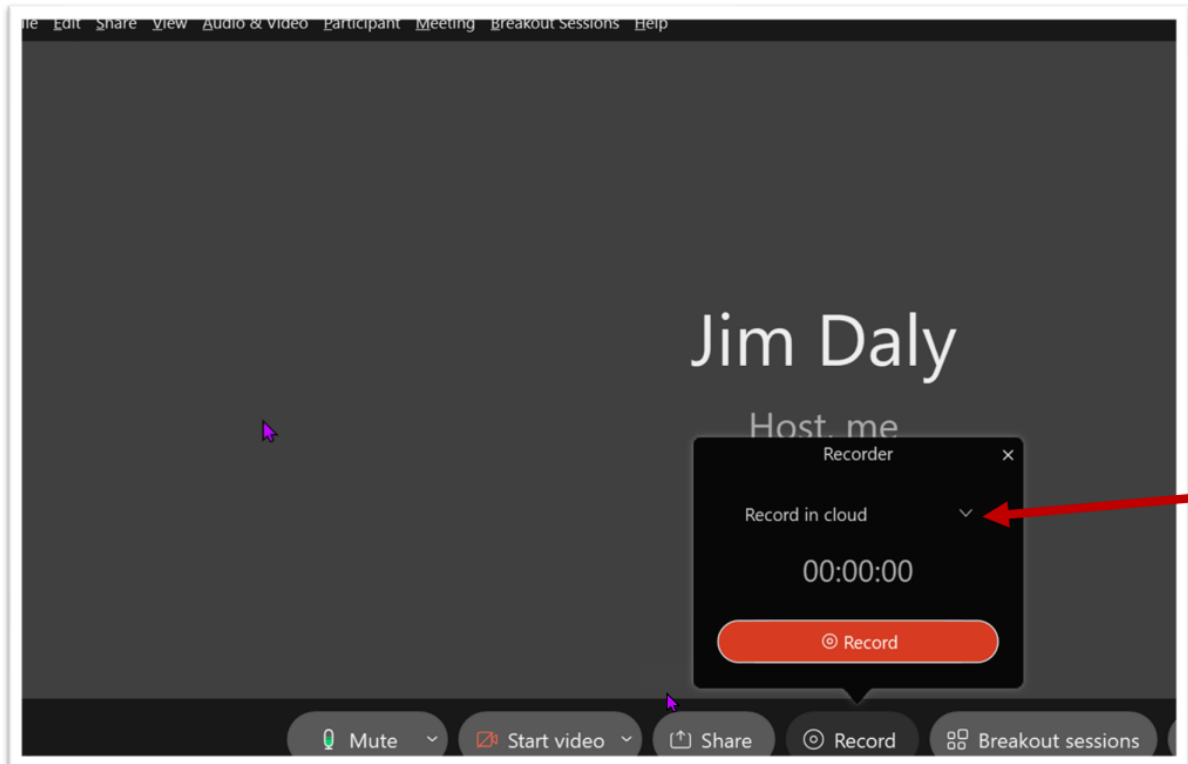
Date	Time
Sun 6/7	12:30 pm – 2:00 pm
Mon 6/8	
Tue 6/9	
Wed 6/10	
Thu 6/11	
Fri 6/12	
Sat 6/13	

Students should use PCs or laptops with a good Wifi connection where possible. Prior to the meeting it can be useful to send students the Webex Test Meeting link in a Moodle announcement, perhaps about a week before your very first Webex online lecture. It allows students to check they can use Webex on their device.

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

Recordings

Once your online meeting is underway, if you wish to record it, make sure you choose '**Record on the Cloud**'. If you record to your computer it could degrade the performance of your machine. You must also remember to click the recording 'Stop' button at the end. Your recording will not be saved if you do not remember to do this.



You will receive an email when the recording is available. You can inform the students via 'Announcements.' (Occasionally there is a lag between this email and actual online availability, so you may wish to inform the students the day after you receive the email).

Students can view the recording by clicking on the Moodle Webex meetings link and clicking the 'Event Recordings' tab. They should then select the 'Streaming' option for immediate playback rather than download.

