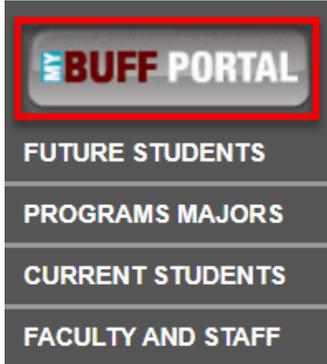# USING WEBEX IN YOUR COURSE

WHERE TO ACCESS WEBEX

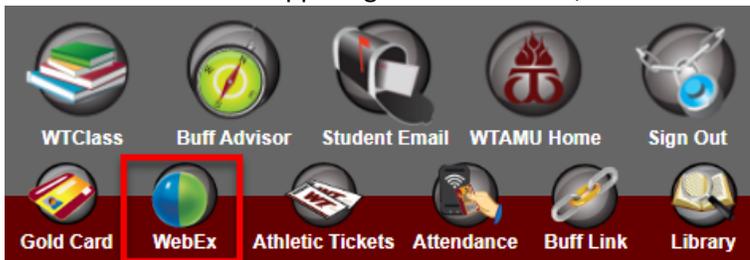1. Go to the WTAMU homepage at www.wtamu.edu and click on the My**Buff Portal** link.

2. Login to CAS using your **academic credentials.** (If you are already logged into the CAS system you will be sent through to the Buff Portal menu page). You will be prompted to DUO.
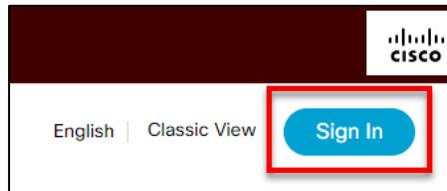

3. From the menu in the upper right – hand corner, click on the **WebEx** icon.
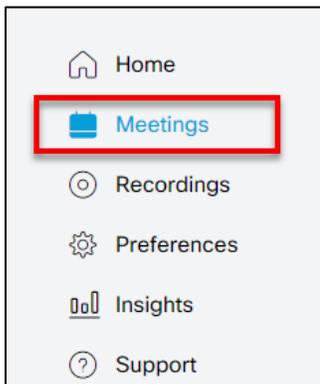
HOW TO LOGIN FROM THE WEBEX PAGE

You will not automatically be logged in to WebEx. To sign in and see the full WebEx menu options, click on **Sign in** in the upper right – hand corner (You may be sent through or it may prompt you to type in your academic credentials).
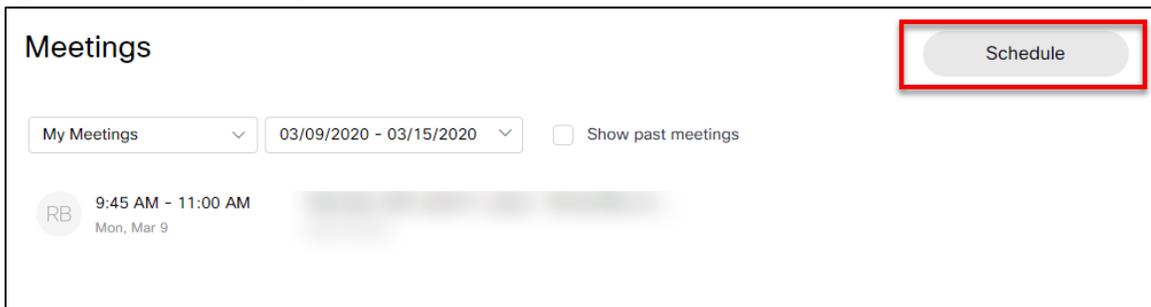

SCHEDULING A WEBEX MEETING

1. From the menu on the left hand side of the page, click on **Meetings.**

2. Here will you see any upcoming meetings you may be a part of as well as past meetings. To the right of the main meetings area, click on the **Schedule** button.

3. Here you will enter in all of the information needed for your course. Pertinent information is bordered in red.
   *Under the **Date and Time** option, if you plan to meet via WebEx on your university scheduled class days and times, select **recurrence** and fill out the information needed. Be sure to select an

end date.

Schedule a Meeting

* Meeting topic

WebEx Test

* Meeting password

xT2jpKVpn46

Date and time

Tuesday, Mar 10, 2020 9:00 am   Duration: 1 hour

(UTC-05:00) Central Time (US & Canada)

☑ Recurrence

Recurrence pattern   Weekly

Recurrence on   Every   1   week(s)

☐ Sun   ☐ Mon   ☑ Tue   ☐ Wed   ☐ Thu   ☐ Fri   ☐ Sat

Ending

◉ No end date
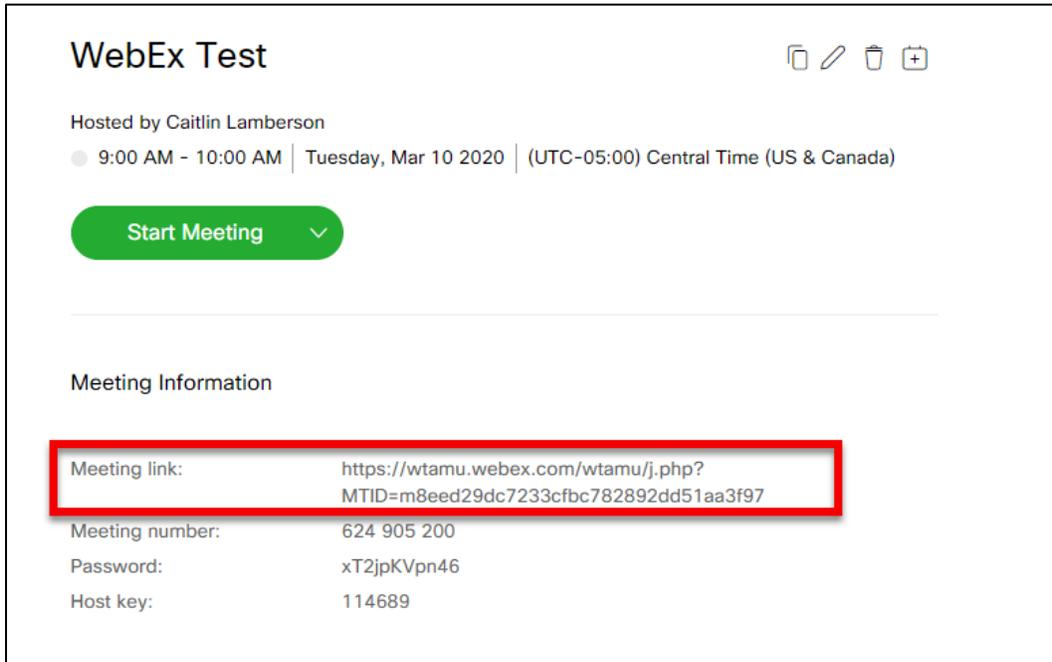
○ Ending   03/10/2020

○ After   10   meetings

Attendees   Separate email addresses with a comma or semicolon

4. Once you have entered in all of your information, click **Schedule.**

Cancel   **Schedule**

HOW TO GET THE MEETING LINK TO YOUR STUDENTS

After finalizing your meeting and clicking schedule, you should see your meeting name and time at the top of the page. In the **meeting information section** you should see your meeting link. Copy this link.

Then click on the **MyBuff Portal tab** that is still open on your browser. Go to WTClass and click on the course you are wanting to post the WebEx link in.

Below are the different routes for posting the WebEx link in your course:
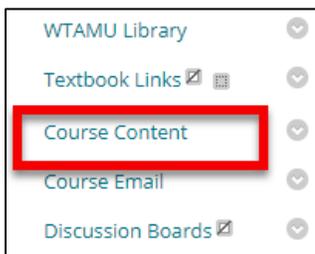
1. Create a Web Link in the course content area (This is the recommended route in posting your Meeting Link).
2. Send the link in a course message
3. Send the link in an email
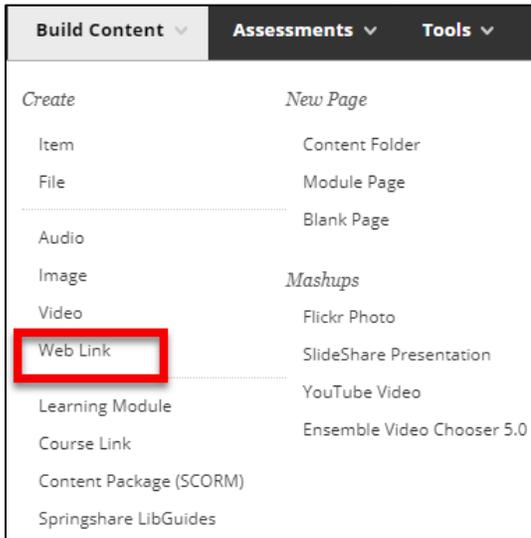4. Post the link in your announcements.

HOW TO CREATE A WEB LINK

1. From the menu on the left – hand side, choose **Course Content.**

2. Then from the Build Content drop – down, choose **Create Web Link.**

3. To create the Web Link field, fill out the **Name** portion with the specific name, dates, and times of the WebEx meeting.
   *If the WebEx is **reoccurring**, be sure to make note of this in the name.

4. Paste the **WebEx url** that we copied earlier in this process into the URL portion.

5. If you would like to provide more information to your students about the WebEx meeting, you can do so in the **Description** portion.

6. When you are finished editing your Web link information, click **Submit**. You can then send your students a course message or an email to give them additional notice about the meeting.
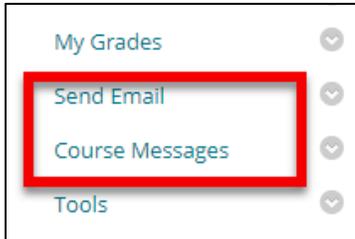
HOW TO SEND THE WEBEX LINK VIA COURSE MESSAGES OR EMAIL

To send the WebEx link to your students:

1. Click on either **Course Messages** or **Send Email** from the meu on the left – hand side.

   My Grades
   Send Email
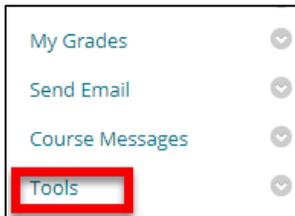   **Course Messages**
   Tools

2. Once you have either tool open and ready to provide information in the **message/body** portion, you will then paste the **WebEx link** from earlier in the setup process (If you are adding this information at a separate time, you can always log back into WebEx and copy the link from the my meetings tab). Provide any additional information you deem necessary in the message portion and then send when you are ready.
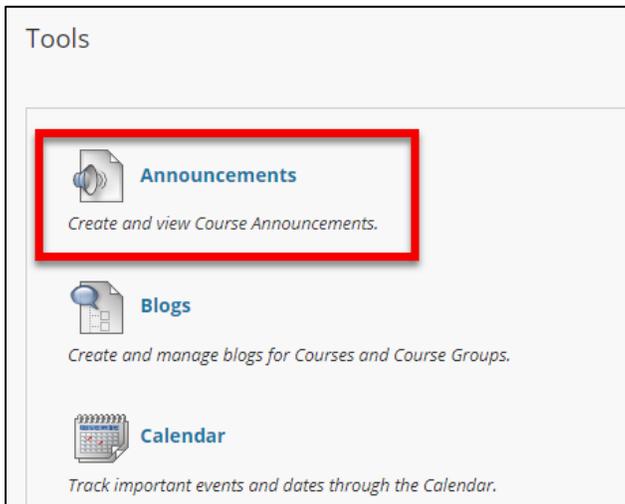
HOW TO POST THE WEBEX LINK IN YOUR ANNOUNCMENTS

1. From the menu on the left- hand side, select **Tools**.

   My Grades
   Send Email
   Course Messages
   Tools

2. From the main tools menu, you will select **Announcements**.

   Tools

   Announcements
   Create and view Course Announcements.

   Blogs
   Create and manage blogs for Courses and Course Groups.

   Calendar
   Track important events and dates through the Calendar.

3. Click on **Create Announcement.**

4. Paste the WebEx url in the messages portion. Then fill out the remaining necessary portions including the date restrictions and email announcement options. When you are finished, click

Submit in the bottom right – hand corner.

HOW TO START YOUR WEBEX MEETING

There are two ways to access your WebEx meeting:

1. From your outlook
2. From WebEx in your meetings section

Either option works great in getting your meeting started. Click on the **Start Meeting** button from either source.
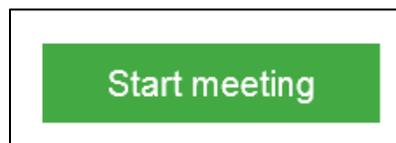
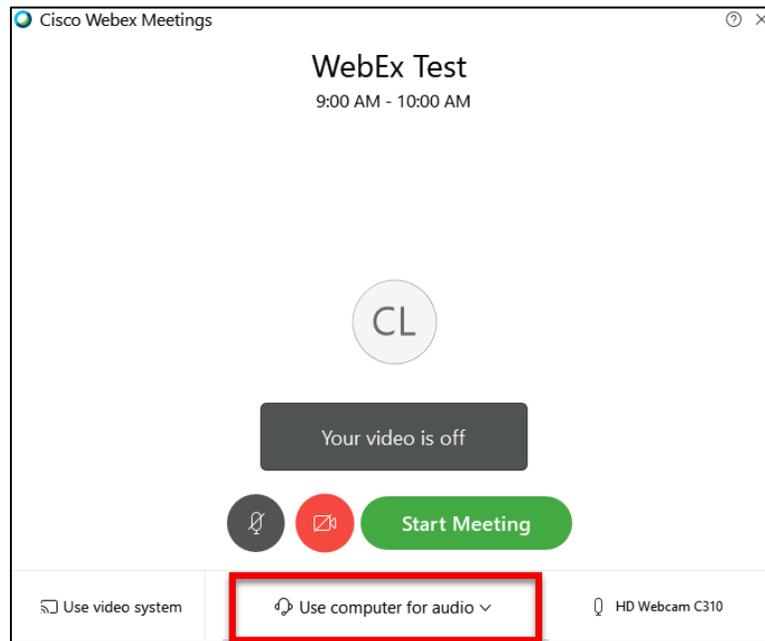❖ If you have not used Webex before it will ask you to download a temporary file. Once the file downloads open the file and it will open the Webex menu.

A separate WebEx window will open. Before officially starting the meeting, choose your audio and video sources by clicking on the drop – down at the bottom of the pop-up window. Then choose **Start Meeting.**


Your WebEx meeting menu is located at the bottom of the screen. This is where you will control the meeting.
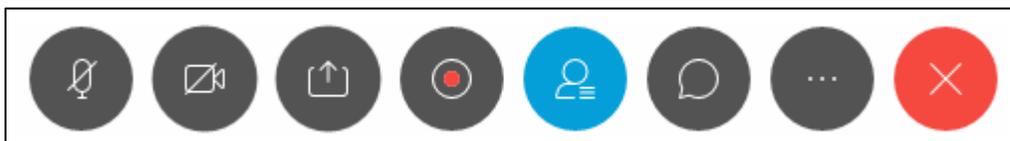
To ensure that your audio is unmuted and your video is on, ensure that the mic and video icons are not red. If both icons are red instead of grey, they are turned off.

HOW TO RECORD YOU WEBEX MEETING

To record the meeting, you will click the **fourth option** from the left. Then you will need to choose between your two recording options. Then click the **Record** button. You will then see the Recorder menu with stop and pause options any time you select the recording icon.
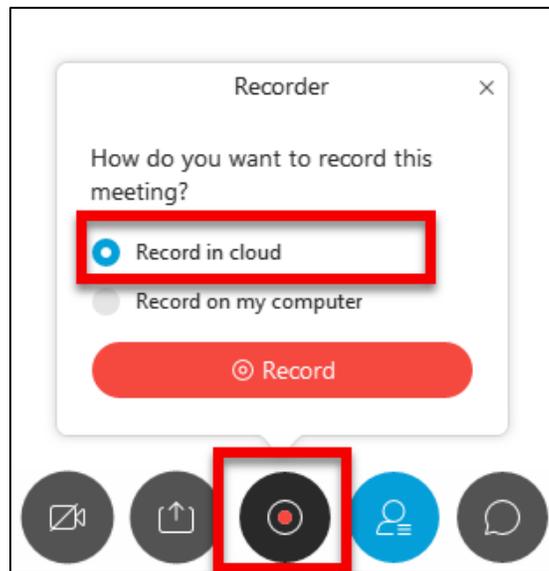
❖ Choose Record in cloud to get your video file from the WebEx site in the recordings section or for the link to be emailed to you. A red icon in the upper right – hand corner of the screen with a message will appear letting you know that because you are recording to the cloud, the recording link will be emailed to you.

When the meeting is over, click on the **recording icon** and select **stop** and then **stop recording** once the small window pops up.
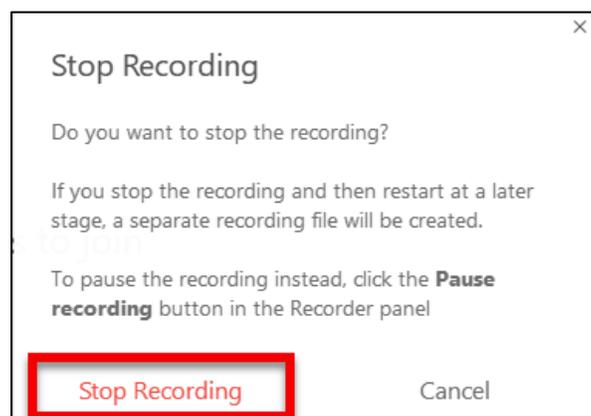
HOW TO SHARE YOUR SCREEN OR AN APPLICATION

During your WebEx meeting, you have the option to share your screen or any **open** application with your students. To share a PowerPoint presentation or a specific desktop application you can do so by clicking on the **third icon** from the left on the menu. Then select what you want to share.
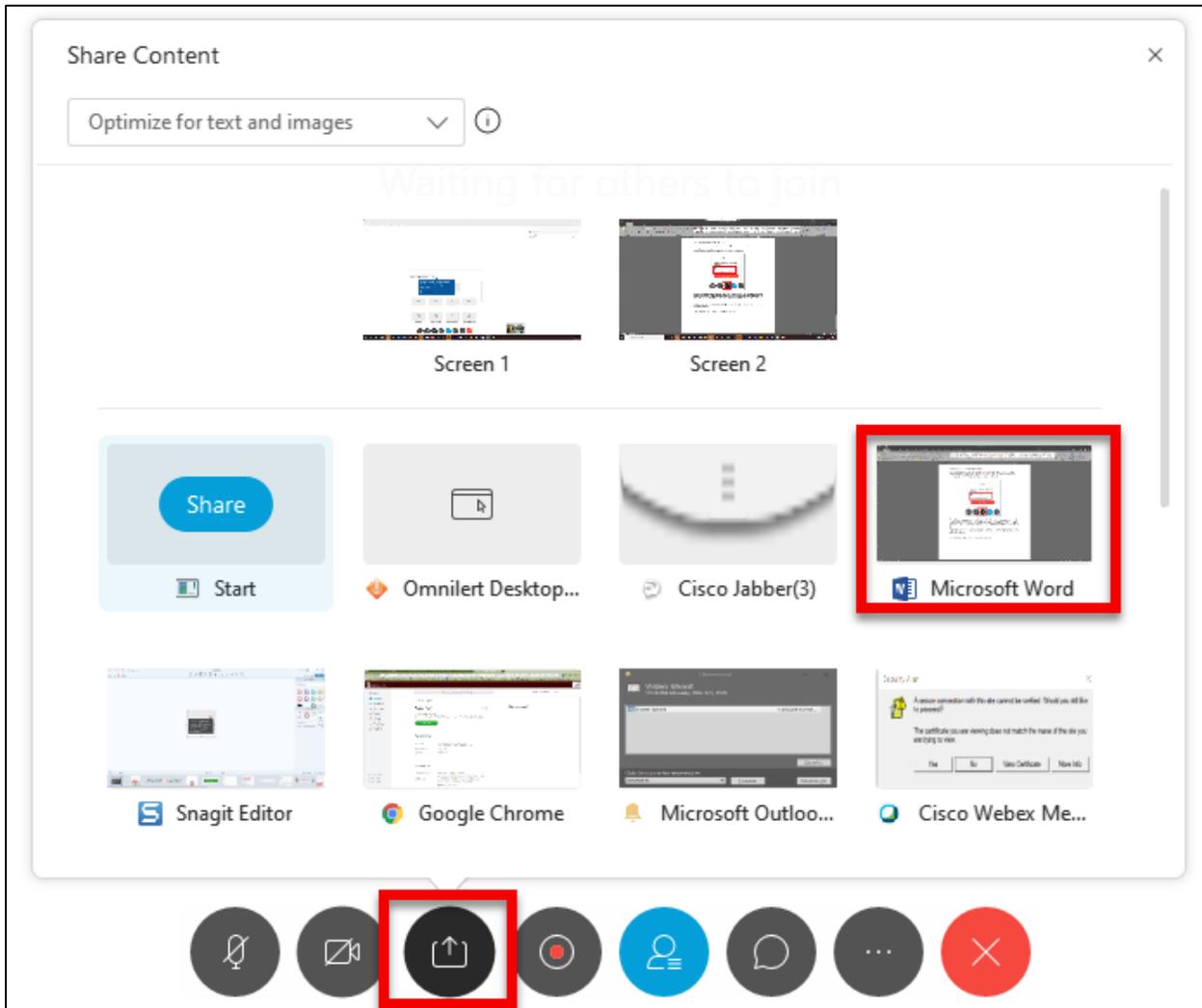
Once you select to share your screen or an application, the application you choose opens and the sharing menu will appear at the top. You can choose to stop sharing, open the chat window, annotate and more. Click stop sharing to return the main WebEx meeting window.
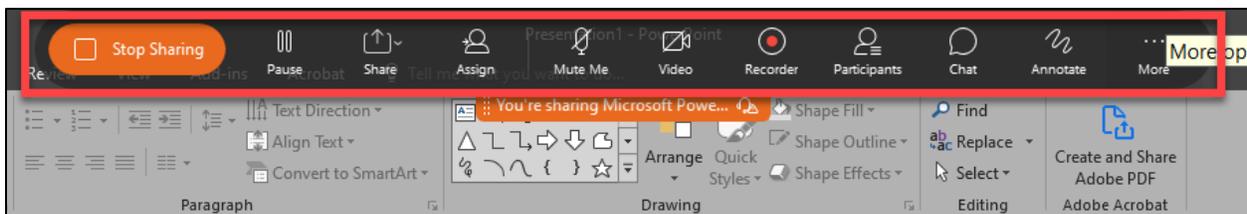
HOW TO RETRIEVE MY WEBEX VIDEO RECORDING

After you have exited your WebEx meeting the recording of your meeting will begin to render. This may take several hours depending on the duration of your meeting.

If you chose the Record in Cloud option:

❖ You will be emailed when your recording is ready. You will follow the **"How to access WebEx"** instructions (page 1) to get you back to your WebEx homepage and then login.
❖ From the menu on the left – hand side, click on Recordings.
❖ Your recording will be listed with available options to the right. Click on the download button and your file will begin to download.

If you chose the Record on my computer option:

❖ Your file is saved wherever you chose when prompted after hitting record.