

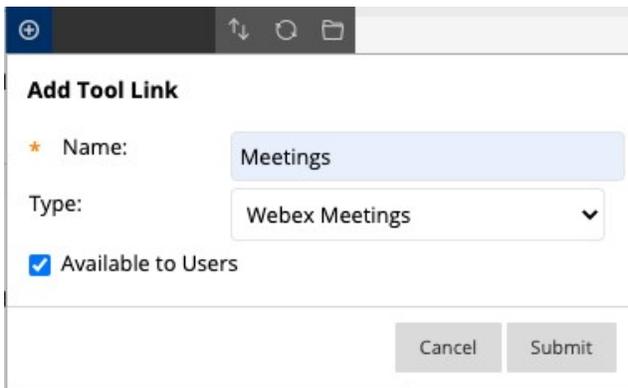
Webex Education Connector for Blackboard Learn

The CBU ITS department would like to announce the availability of a new Webex Meetings tool within Blackboard Learn.

Instructors are now able to schedule class meetings in Blackboard, create a virtual office hours sign up sheet, and provide recordings to students.

This can be added to either the course menu, or content areas in your course.

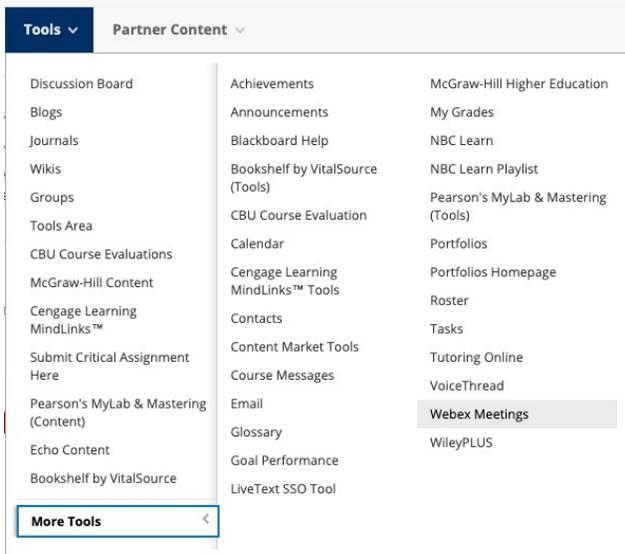
From the course menu, click the + icon in the upper left corner, then choose "Tool Link". After naming it, using the drop down menu to choose "Webex Meetings".



The screenshot shows a dialog box titled "Add Tool Link". It has a header bar with a plus icon and window controls. The main content area includes a "Name:" label with a star icon, a text input field containing "Meetings", a "Type:" label with a dropdown menu showing "Webex Meetings", and a checked checkbox labeled "Available to Users". At the bottom right, there are "Cancel" and "Submit" buttons.

OR

From any content area in Blackboard, click the "Tools" tab, choose "More Tools" at the bottom of the list, then choose "Webex Meetings"



1. At this time, we are limited to using the Virtual Meetings and Office Hours options only. Please select both of these and choose the blue “Apply” button to the right.

Setup



2. To schedule a meeting, go to the “Virtual Meetings” tab and click the blue “New Meeting” button in the upper right-hand corner.



3. You will be prompted to sign in, click the blue “Sign in with Webex Meetings” button, then enter your Webex username and password.



Please sign in with your Webex Meetings account to continue.

Sign in with Webex Meetings

4. Once you have signed in you can choose the meeting date, duration, and recurrence.

[Virtual Meetings](#) [Office Hours](#) [Setup](#) [Analytics](#)

New Meeting

Name

Blackboard 101

Meeting date

January 12, 2021 1:00 PM (GMT-08:00)

Duration

1 hrs

0 mins

Create Meeting

Choose Session Type

Meeting Training Event

Recurrence

No Repeat Daily Weekly Monthly

Every 1 week(s) on:

Sun Mon Tue Wed Thu Fri Sat

Ending

Ending date

April 16, 2021 1:00 PM (GMT-07:00)

After 10 meetings

1. To set up office hours, click on the "Office Hours" tab

Virtual Meetings **Office Hours** Setup Analytics Support

Availability View My Meetings in Webex

Availability (GMT-08:00, America/Los_Angeles) Block Off Extra Time
 Meeting duration: **30 mins** ▼ Appointment buffer: **30 mins** ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00	7:00	7:00	7:00	7:00	7:00	7:00
7:30	7:30	7:30	7:30	7:30	7:30	7:30
8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:30	8:30	8:30	8:30	8:30	8:30	8:30
9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:30	9:30	9:30	9:30	9:30	9:30	9:30
10:00	10:00	10:00	10:00	10:00	10:00	10:00
10:30	10:30	10:30	10:30	10:30	10:30	10:30
11:00	11:00	11:00	11:00	11:00	11:00	11:00
11:30	11:30	11:30	11:30	11:30	11:30	11:30
<small>PM</small>						

- By clicking on a time you can select which time slots to make available to students. You can also choose the duration of the meeting using the drop down on the left side above the chart, and add a buffer between meeting times on the right side. Click save at the bottom to save your availability.

Features that are not currently supported are Classroom Collaboration, Attendance Grading, and Reminder Bot.

For more information, please visit https://help.webex.com/en-us/ngd7brv/The-Cisco-Webex-Education-Connector-for-Teachers#id_86599

If any assistance is needed, please contact the ITS HelpDesk at helpdesk@calbaptist.edu or 951.343.4444