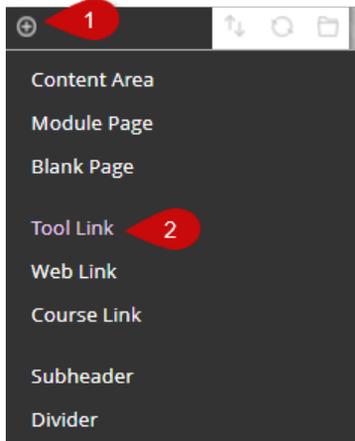


Blackboard – Webex – Setting up Webex in Blackboard

Webex is a conferencing tool that has been integrated with Blackboard to provide synchronous and asynchronous communications with students. Follow the steps below to setup Webex in a Blackboard course.

Create a Webex Tool Link

1. In the course menu, select the Add Menu Item button.
2. Select **Tool Link**.



3. In the *Name* field enter “**Webex**”.
4. Select the *Type* drop-down and choose **Webex** from the list.
5. Select the “**Available to Users**” checkbox to allow students to join Webex sessions.

A screenshot of the 'Add Tool Link' form. The form has three main sections: 'Name' with a text input field containing 'Webex' and a red callout '3'; 'Type' with a dropdown menu showing 'WebEx' and a red callout '4'; and 'Available to Users' with a checked checkbox and a red callout '5'. At the bottom right are 'Cancel' and 'Submit' buttons.

6. Select **Submit**.

Setting up Webex

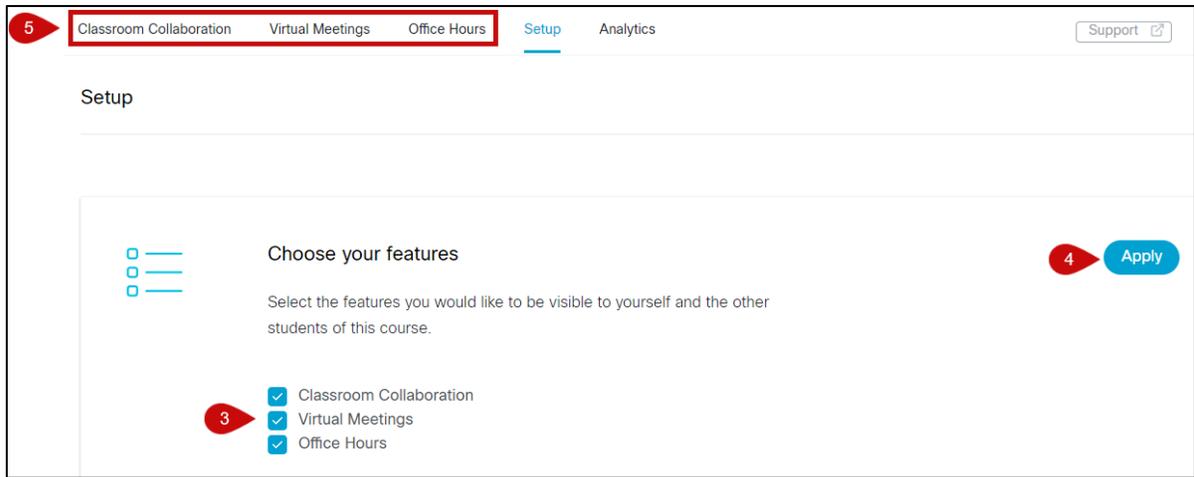
The following instructions describe how to setup the Webex preferences for a Blackboard course.

Enable Webex Features

1. Access Webex from within Blackboard.
2. Verify the **Setup** tab is selected at the top of the page.

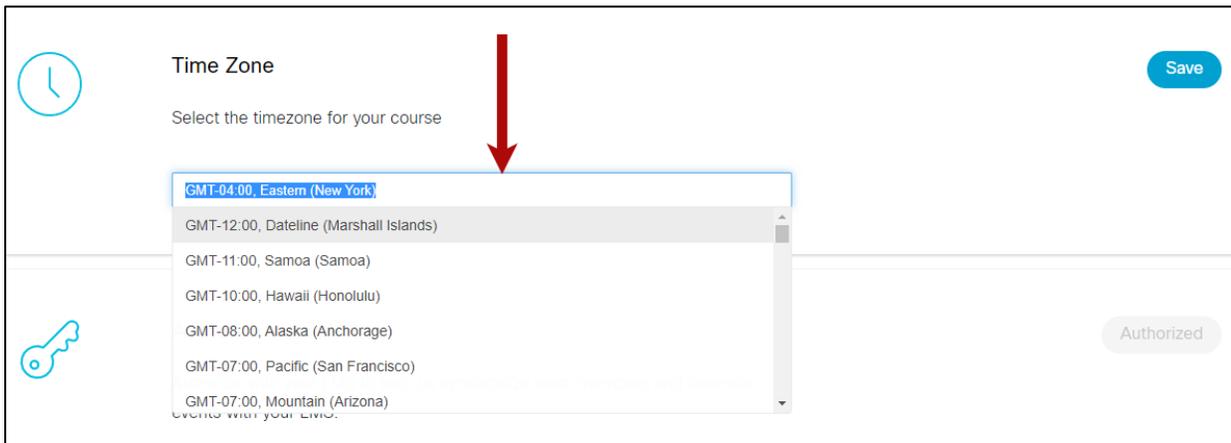


3. Choose the features you would like to enable by selecting the checkboxes.
 - a. Classroom Collaboration
 - b. Virtual Meetings
 - c. Office Hours
4. Select the **Apply** button to the right.
5. The features selected should appear at the top of the page.



Time Zone

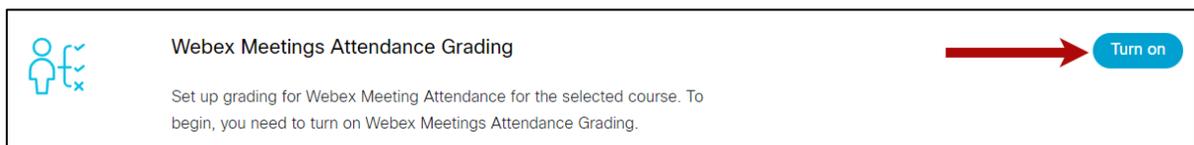
In the timezone section, select the drop-down menu to enter a *timezone* for the course, and choose **Save**.



Webex Meetings Attendance Grading

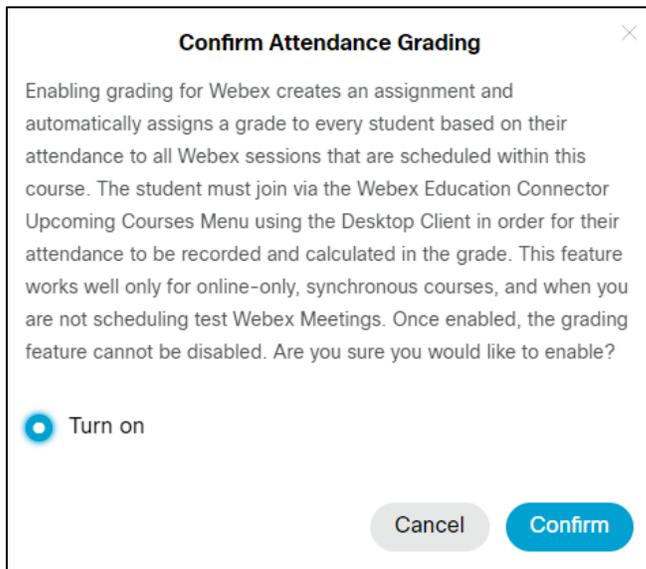
Set up the grading for attendance in Webex meetings for a course. **NOTE: Once grading is enabled, it cannot be disabled.**

1. If you would like to grade the attendance for Webex meetings, select the **Turn on** button in the *Webex Meetings Attendance Grading* section.



2. A message will appear asking to confirm that you would like to turn on **Attendance Grading**. Read the message carefully.

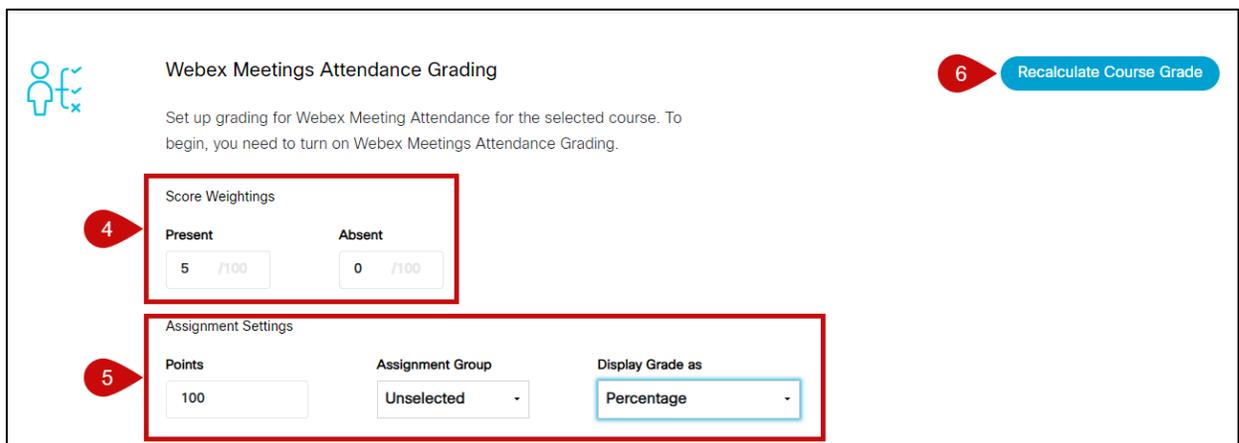
- To continue, select the **Turn On** checkbox and choose **Confirm**, otherwise choose **Cancel**.



- Enter the *Score Weightings* for **Present** and **Absent**.

- Enter the remaining grade *Assignment Settings*.

Select the **Recalculate Course Grade** button. **NOTE:** When grading is enabled, an assignment will appear in the gradebook called *Webex Meetings Attendance Assignment*.



NOTE: Students must join meetings from the Virtual Meetings tab in Blackboard Webex to record their attendance.

Reminder Bot

The Reminder Bot posts messages before meetings start in the Webex space for a class or meeting. Select **Turn on** to enable this feature.



Once enabled, choose a **Reminder Time**.

Reminder Time

15 mins before

30 mins before

45 mins before

Custom (in mins)