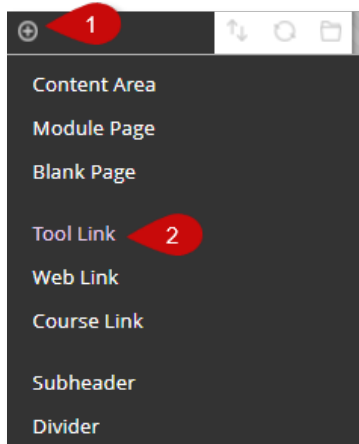


Blackboard – Webex – Setting up Webex in Blackboard

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. It has a title 'Add Tool Link' at the top. Below the title are three fields: a 'Name' field with the text 'Webex' (marked with a red circle and '3'), a 'Type' dropdown menu with 'WebEx' selected (marked with a red circle and '4'), and a checkbox labeled 'Available to Users' which is checked (marked with a red circle and '5'). At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

6. Select **Submit**.

Setting up Webex

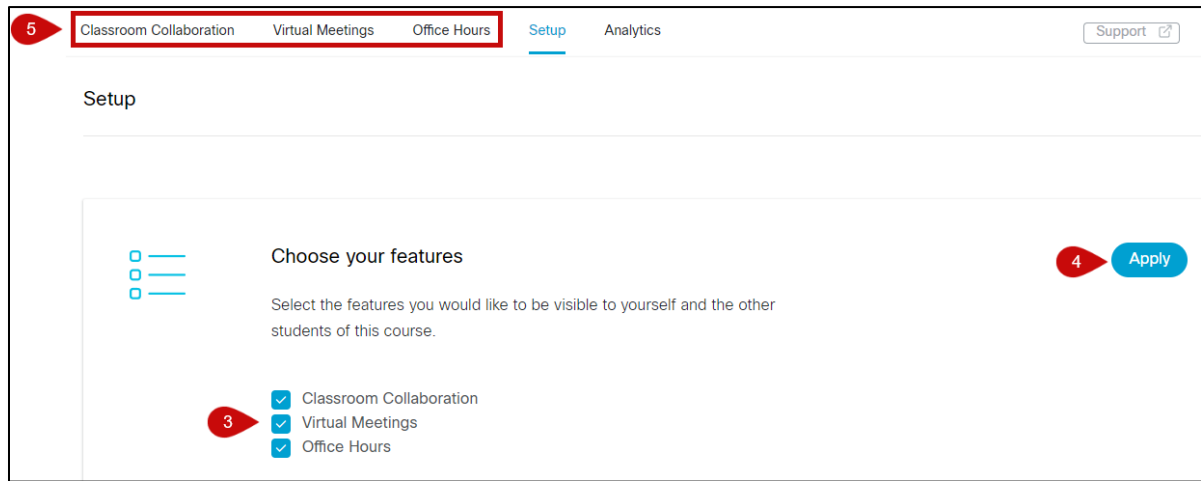
The following instructions describe how to setup the Webex preferences for a Blackboard course.

Enable Webex Features

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

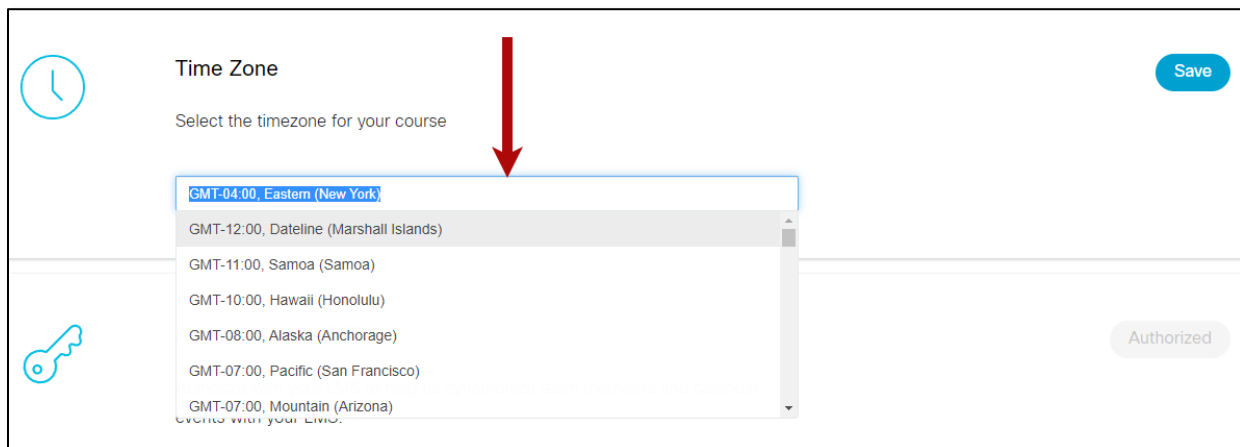


3. Choose the features you would like to enable by selecting the checkboxes.
 - a. Classroom Collaboration
 - b. Virtual Meetings
 - c. Office Hours
4. Select the **Apply** button to the right.
5. The features selected should appear at the top of the page.



Time Zone

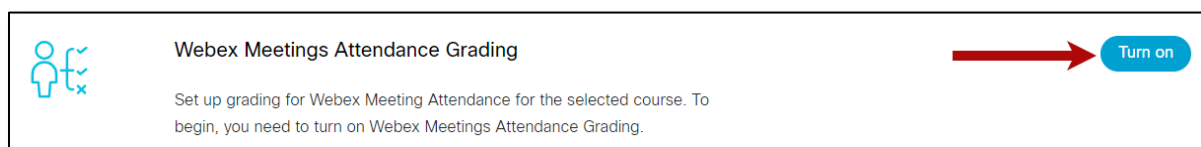
In the timezone section, select the drop-down menu to enter a *timezone* for the course, and choose **Save**.



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.

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

Confirm Attendance Grading

Enabling grading for Webex creates an assignment and automatically assigns a grade to every student based on their attendance to all Webex sessions that are scheduled within this course. The student must join via the Webex Education Connector Upcoming Courses Menu using the Desktop Client in order for their attendance to be recorded and calculated in the grade. This feature works well only for online-only, synchronous courses, and when you are not scheduling test Webex Meetings. Once enabled, the grading feature cannot be disabled. Are you sure you would like to enable?

☒ Turn on


Cancel

Confirm

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

5. 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*.

 Webex Meetings Attendance Grading

6

Recalculate Course Grade

Set up grading for Webex Meeting Attendance for the selected course. To begin, you need to turn on Webex Meetings Attendance Grading.

4

Score Weightings

Present

5 /100

Absent

0 /100

5

Assignment Settings

Points

100

Assignment Group

Unselected


Display Grade as

Percentage

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.

 Reminder Bot

Turn On

The Reminder Bot posts a message into the Webex Teams space before a Webex meeting is about to start for that class.

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

Reminder Time

☐ 15 mins before

☒ 30 mins before

☐ 45 mins before

☐ Custom (in mins)