# Blackboard – Webex – Virtual Meetings

Webex Virtual Meetings allow instructors to schedule either one-time meetings or recurring, with students. Follow the instructions below to schedule a meeting, add the meeting to a calendar, record meetings and view analytics.

Schedule a Meeting

1. In Blackboard, access a course, then open Webex. **NOTE**: If you haven't already added Webex to a course, view the handout "Webex – Blackboard – Setting up Webex in Blackboard".
2. Select the **Virtual Meetings** tab at the top of the page.
3. Select the **New Meeting** button in the top-right corner.
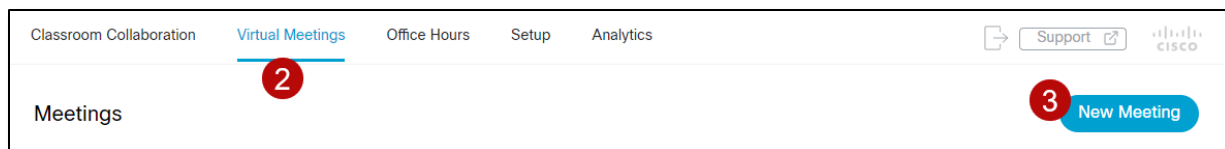
4. Enter the following information:
    a. **Name** – Enter a descriptive name for the meeting.
    b. **Meeting Date** – Enter the date and time when the meeting will take place.
    c. **Duration** – Choose how long the meeting will last from the hours and minutes drop-down lists.
    d. **Choose session type** – Select if the session is a Meeting, Training, or Event.
    e. **Recurrence** – If the session will recur, choose how often it should repeat – Daily, Weekly or Monthly. Once selected, choose the details of the recurrence and the End Date.

5. Select **Show advanced options** to expand the section.
   a. **Unlocked Meetings** – Determine if guests outside of the organization can join unlocked meetings.
   b. **Automatic lock** – This option is set by default and cannot be changed.
   c. **Automatic recording** - This option is set by default and cannot be changed.

6. Select **Create Meeting**. After meetings are created, they appear in the *Upcoming* tab. Everyone enrolled in the course can see them. Instructors can edit or delete individual meetings and recurring series of meetings.

NOTE: If there are multiple instructors in a course, they can only start, edit, and delete the meetings they created, not those created by others.

7. To start a meeting, find the meeting you would like to begin and select the **Start** button.

Add Virtual Meetings to an Outlook Calendar

After creating a meeting in Blackboard Webex, it can be added to a calendar in Outlook. Keep in mind that Webex is not Blackboard, it's an outside provider. The following instructions explain how to add meetings created in Blackboard Webex to the instructor's calendar. There are two options.
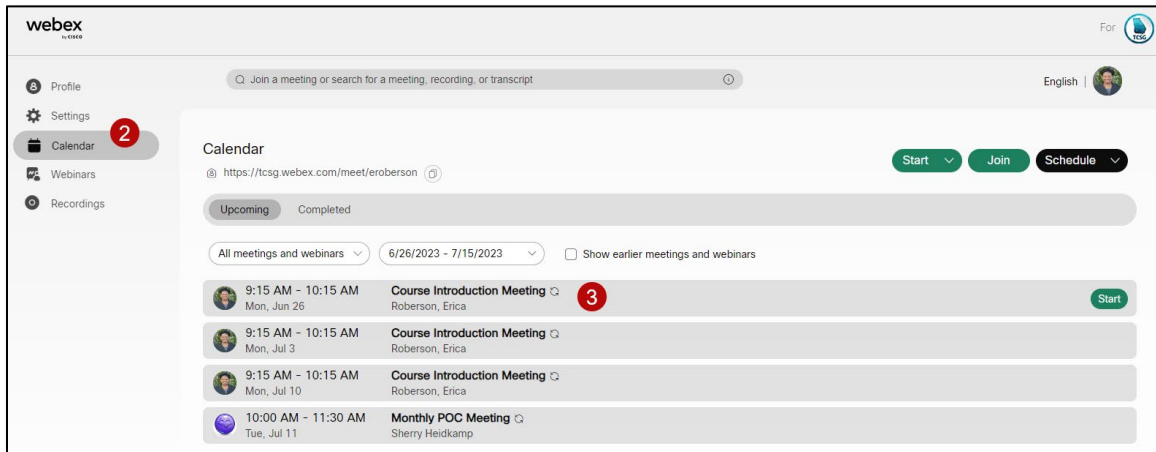
Option 1

1. The instructor who created the meetings will get an email. Locate the email via Outlook.
2. Within the email will be an **Add to Calendar** button. Select it to add the meeting to the calendar.
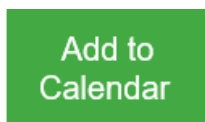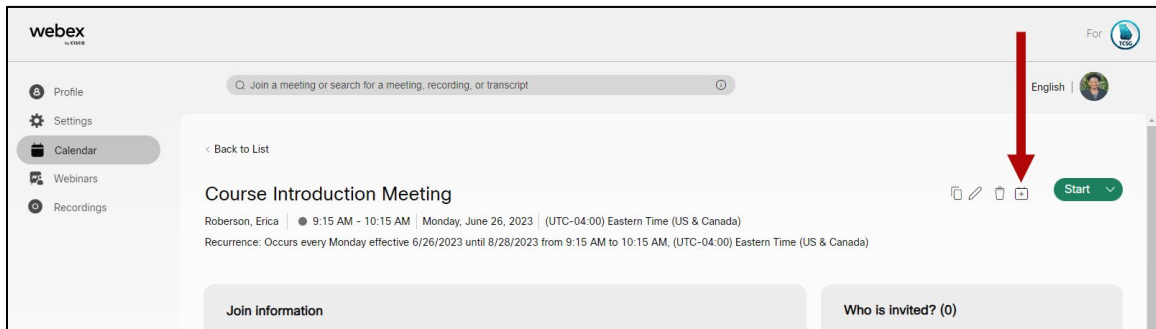
Option 2

1. Log into your Webex account outside of Blackboard.
2. Select the **Calendar** tab on the left.
3. Locate the meeting and select it.

4. In the top-right next to the *Start* button, select the **Add to my calendar** icon.


5. The calendar invite will be downloaded to the computer. Access the computer downloads and locate the "Webex _Meeting" file.
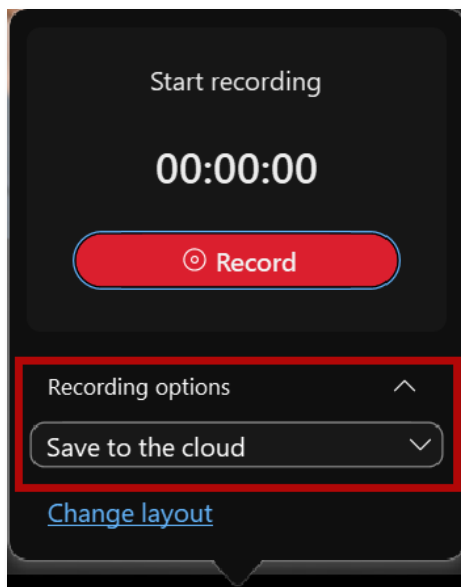6. Open the file and *Accept* the invitation.

Record a Meeting

Meetings must be scheduled and started from within Blackboard Webex for Virtual Meetings recordings to appear in the Blackboard Webex list.
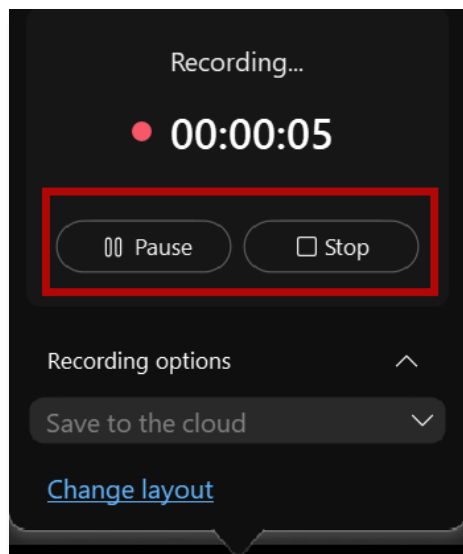
1. Start a Webex meeting in Blackboard.
2. Select **Record**.
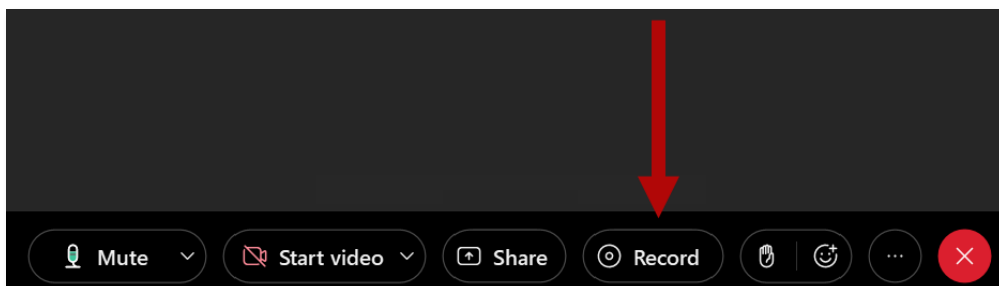
3. Under the *Recording options*, choose **Record in cloud**, and then select the **Record** button.

a. During the recording, choose the **Record** button to *Pause*, *Resume* and *Stop* the recording. **NOTE**: Selecting **Stop** will end the recording.

4. To view recordings, select the **Recordings** tab under *Virtual Meetings*. It can take up to 24 hours for a recording to appear depending on the file size and bandwith.
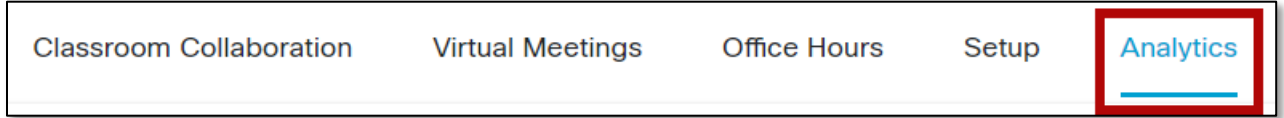
View Analytics

The Analytics page shows data on tasks completed in Webex. Follow the steps below to view the Analytics page.

1. Select the **Analytics** tab at the top of the Webex page.

2. The *Analytics* page will appear showing the data for how many spaces in Webex have been created by instructors and students, the total number of meetings scheduled (including meetings, events, and training sessions), and the total number of office hours booked.