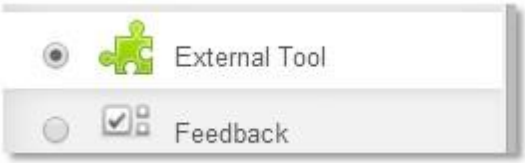
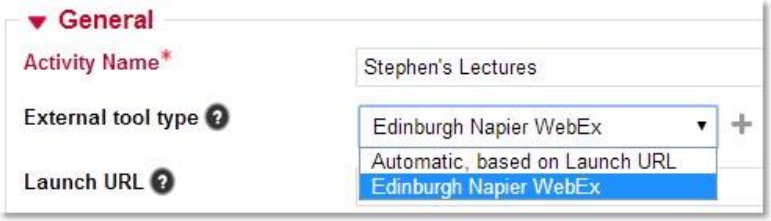
Schedule a WebEx meeting from Moodle

WebEx is available as a Moodle plug-in which means that any user with Teacher permissions in a module is able to schedule meetings.

1. Turnitin editing on and select the **External Tool** activity.

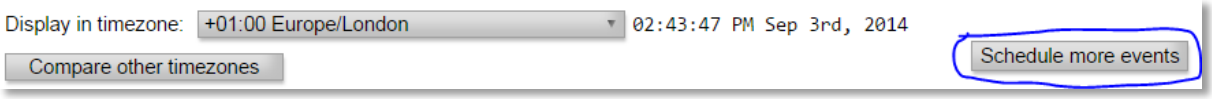


2. Select **Edinburgh Napier WebEx** from the drop menu and enter a name for the activity.

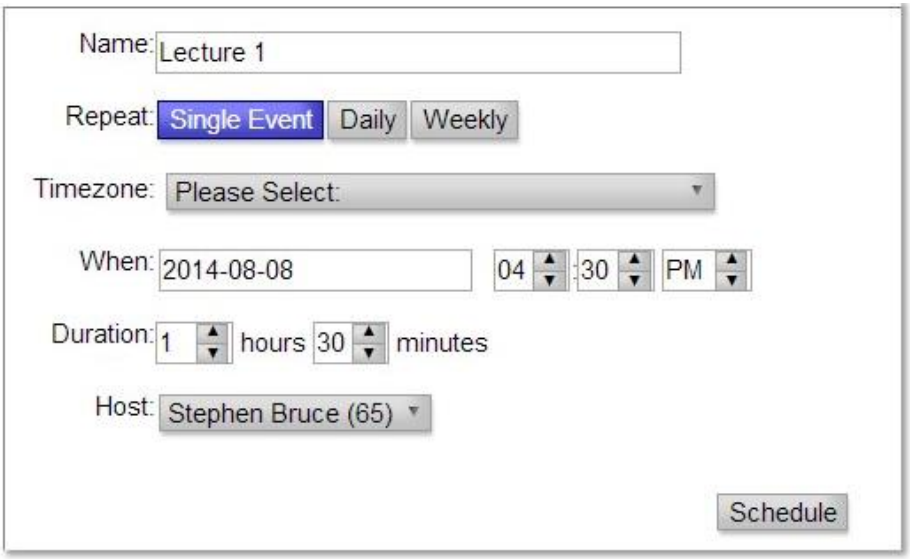


3. Save the settings and the activity is available on the Moodle course page. Note that you only need to add this tool once. All meetings are created from this single link as shown below.

4. Click the icon to access the events scheduler, and click **Schedule more events**.



5. Events can be one-off or a repeating schedule. Enter a name and select a time zone.



6. Click **schedule** and the details are displayed. Meetings that have started are accessed by the **Host** button. Future meetings are accessed using the **Prepare** button.

			Start	Date and Time	Duration
	Lecture 1 (121:105)	Host	Currently in progress	Wed, Sep 3rd, 2014 2:50 PM BST*	1 hour 30 minutes
	Lecture 2 (123:107)	Prepare	1 day	Thu, Sep 4th, 2014 2:55 PM BST*	1 hour 30 minutes

7. Users who are not hosts (eg. students) access a live meeting from the **Join** button.

		Start	Date and Time	Duration
Lecture 1 (121:105)	Join	1 minute 17 seconds	Wed, Sep 3rd, 2014 2:50 PM UTC+01:00	1 hour 30 minutes

8. A participant who does not have access to Moodle can join a meeting from the **Invite Guests** option.

Name		
Invite Guests Delete	bEx Demonstration Event (4984:2298)	Host

Click **Generate Link** and copy the URL into an email.

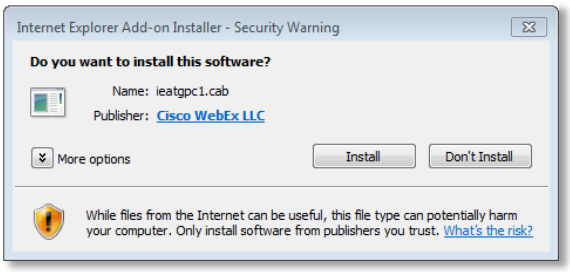
Invite Guests to LS000519 - WebEx Demonstration Event (Fri, Jan 20th, 2017 10:00 AM UTC)

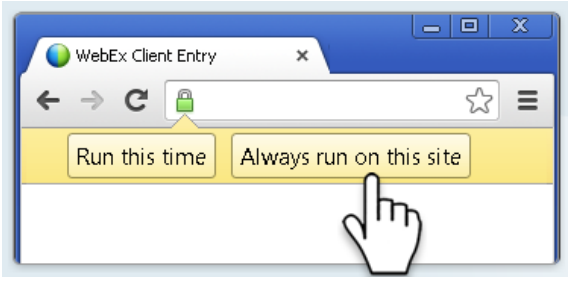
Note: These controls allow you to invite guests as attendees. To allow an invited guest to host the event, have the primary host transfer host rights to the guest after they have joined the session.

Generate Link

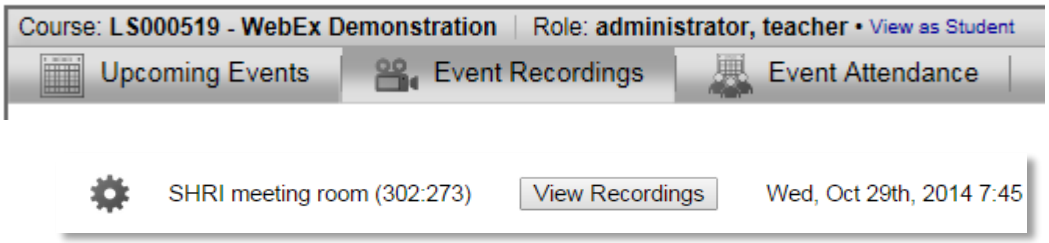
Guest Access URL: https://napier.meets.cirqlive.com/pages/guest.exe?meets_action=viewEvent&meets_eventId=4984&meets_accessKey

9. All University computers are 'WebEx ready' and will work with the networked versions of Internet Explorer and Firefox. When running WebEx for the first time on an off-campus or Mac computer you will be prompted to install the WebEx meeting application software and to enable appropriate browser plugin.

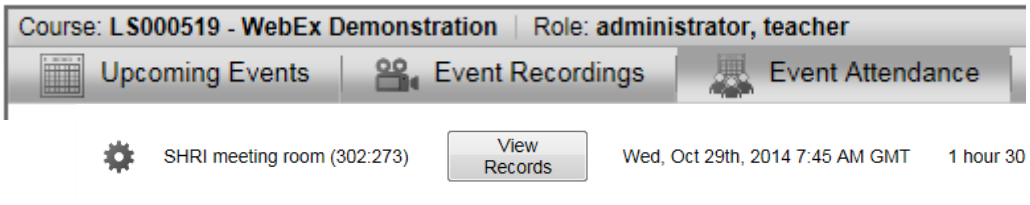




10. To playback recorded meeting click the **Event Recordings** tab. Recordings can be viewed online (streaming) or downloaded.



11. To check the meeting attendance records click the **Event Attendance** tab. Attendance records can be viewed online or downloaded.



Attendance Records for SHRI meeting room

Host	Name	Email	IP Address	Browser	Joined	Left	Present for
*	Stephen Bruce	S.Bruce@napier.ac.uk	42.60.247.250	WINDOWS,Chrome	Wed, Oct 29th, 2014 7:42:08 AM GMT	Wed, Oct 29th, 2014 8:14:40 AM GMT	32 minutes 32 seconds
*	Stephen Bruce	S.Bruce@napier.ac.uk	42.60.247.250	WINDOWS,Chrome	Wed, Oct 29th, 2014 8:17:04 AM GMT	Wed, Oct 29th, 2014 8:18:53 AM GMT	1 minute 49 seconds
	keith	k.walker@napier.ac.uk	42.60.247.250	IPHONE,Standalone App	Wed, Oct 29th, 2014 7:44:06 AM GMT	Wed, Oct 29th, 2014 8:14:51 AM GMT	30 minutes 45 seconds
	Test User1 (56)	bbbwst01@live.napier.ac.uk	42.60.247.250	WINDOWS,IE	Wed, Oct 29th, 2014 7:59:37 AM GMT	Wed, Oct 29th, 2014 8:25:08 AM GMT	25 minutes 31 seconds
	Test User1 (56)	bbbwst01@live.napier.ac.uk	42.60.247.250	WINDOWS,IE	Wed, Oct 29th, 2014 8:17:44 AM GMT	Wed, Oct 29th, 2014 8:19:11 AM GMT	1 minute 27 seconds

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