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.

<table>
<thead>
<tr>
<th>Start</th>
<th>Date and Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture 1</td>
<td>Wed, Sep 3rd, 2014 2:50 PM BST</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>(121:105)</td>
<td>Thu, Sep 4th, 2014 2:55 PM BST</td>
<td>1 hour 30 minutes</td>
</tr>
</tbody>
</table>

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

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

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.

Guest Access URL: [https://napier.meets.cinetlive.com/pages?guest.exe?meets_action=viewEvent&meets_eventId=49842298&meets_accessKey=](https://napier.meets.cinetlive.com/pages?guest.exe?meets_action=viewEvent&meets_eventId=49842298&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.