



## Schedule Online Class & Meetings

## FOR FACULTY & STAFF USE

### Cisco WebEx Service

#### Schedule Online Class / Meetings Options

1. Cisco WebEx Personal Room
2. Cisco WebEx Meeting Center
3. Cisco WebEx Event Center

#### Network and Telecommunication section

#### Information Technology Services

Version: 2.0

## 1. Online Class Using WebEx Personal Room URL – Easy Option

### Why Personal Room URL Option / Available Features

- **Unique known** link for each Faculty & Staff members – **Max 100** Students
- Easy to Inform / Notify Students, Everyone Knows it.
- Easy Audio / Video / Sharing Content Capabilities to Anyone – By Default
- **Less Internet Speed** / bandwidth consumption with additional Settings require during online class / meeting – **Participant, Meeting Options** – Please See 3<sup>rd</sup> Step (Start of Online Class / Meeting)
  - To avoid Private Chat, Share Content or Remote Control,
  - Disable Video capabilities

### Missing Features

- Anyone can join the Online Class.
- Difficult to track and identify participants / students
- No Attendance Report / No Student Attention Tracking

### Detailed Steps

1. Each Faculty / Staff has Unique Personal Room as follows. They can share it with students (paste in Blackboard course or email) or other colleagues with Email

<https://qu-edu.webex.com/join/UserID>

**For Example**

<https://qu-edu.webex.com/join/shuja>

2. Faculty / Staff can Start the Class using WebEx Meetings App Installed in 1<sup>st</sup> Step. And students can join with

## 2. Online Class / Meeting Using WebEx Meeting Center (MS Outlook)

### Why Meeting Center & Available Features

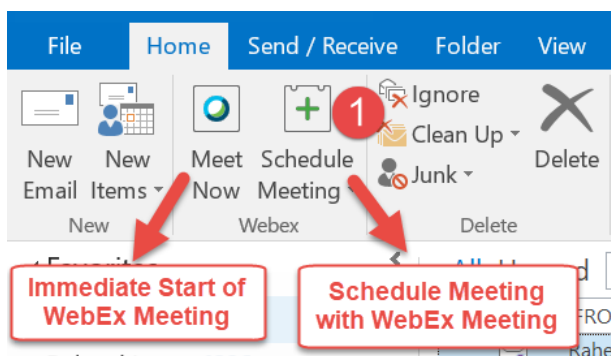
- **One meeting with Unique link – Max 100** Students' per Class
- Easy to Inform / Notify Students of Each Class Separately
- Easy Audio / Video / Sharing Content Capabilities to Anyone – By Default
- **Less Internet Speed** / bandwidth consumption with additional Settings require during online class / meeting – **Participant, Meeting Options** – Please See 3<sup>rd</sup> Step (Start of Online Class / Meeting)
  - To avoid Private Chat, Share Content or Remote Control,
  - Disable Video capabilities

### Missing Features

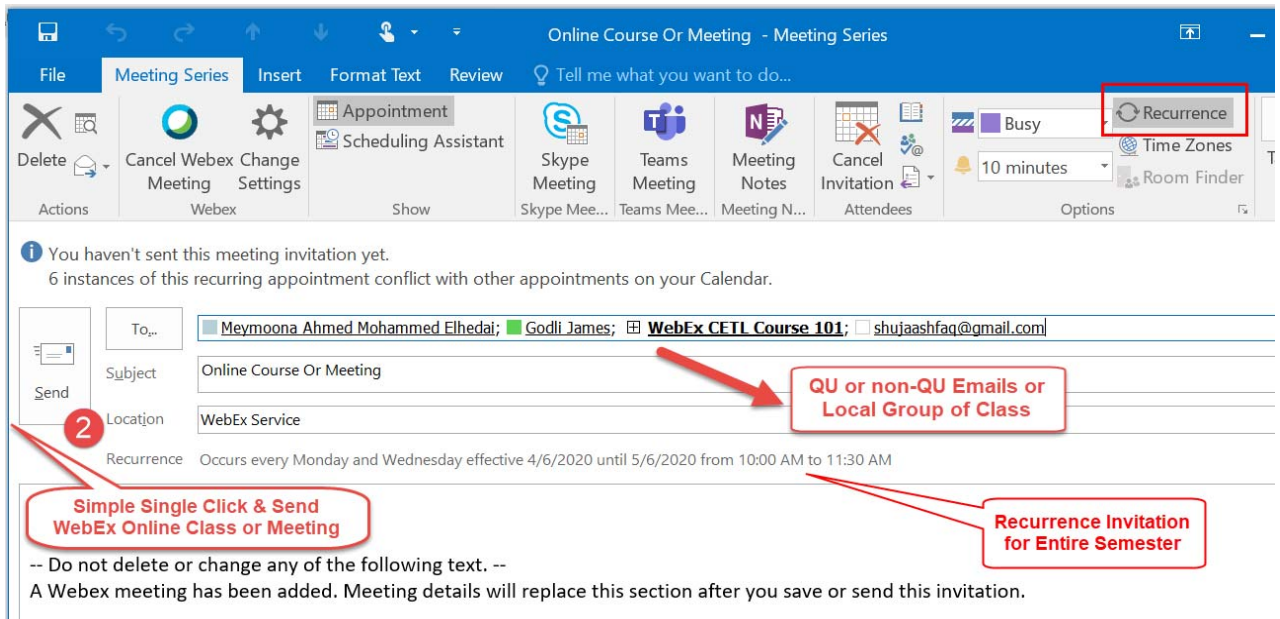
- If anyone knows the link, can still join the Online Class, unless inform just before the class time, max 100 Students
- Difficult to track and identify participants / students
- No Attendance Report / No Student Attention Tracking

### Detailed Steps

1. After 1<sup>st</sup> Step, Faculty members will have WebEx Icons in Outlook Inbox as shown below: Instant Online Course / Meeting can be started or Schedule WebEx Meeting with Given options – URL <https://qu-edu.webex.com>

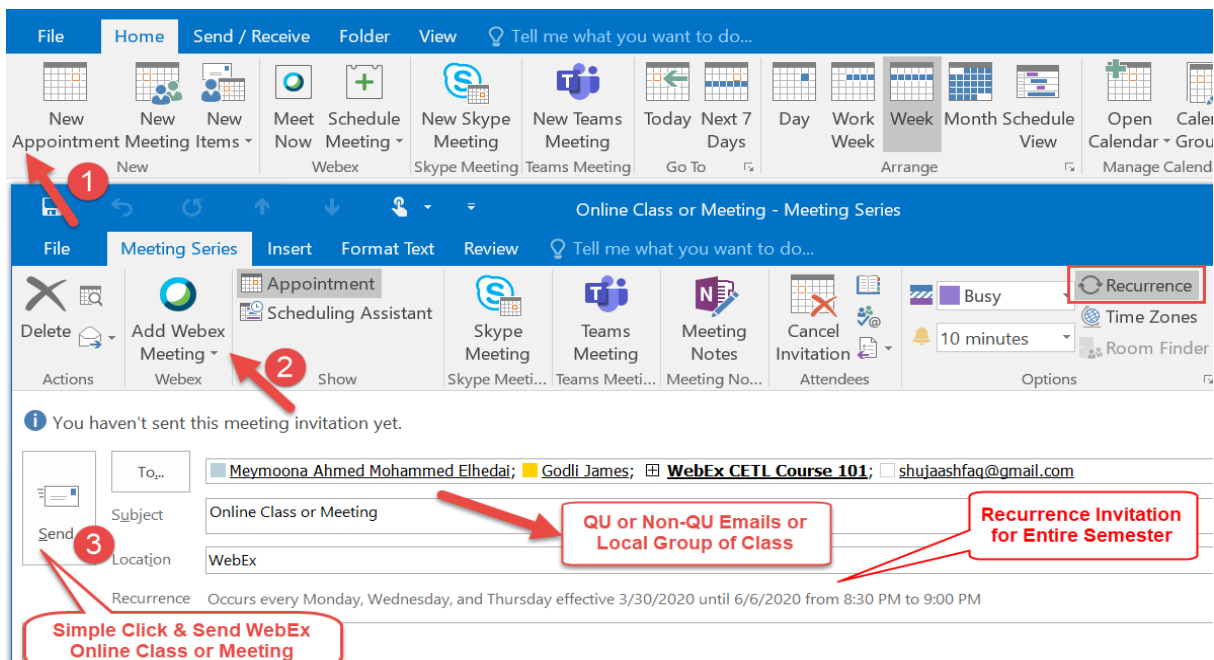


2. In MS Outlook Inbox, click above '**Schedule Meeting**', and like any regular meeting, Faculty / Staff Schedule Online Class or Meeting, using either individuals' emails (Students, QU / Non-QU Invitees) or Create **Local Group** of all Students for each course and send recurring single invitation as per schedule for entire term. OR Copy Meeting Link and paste in BB course.



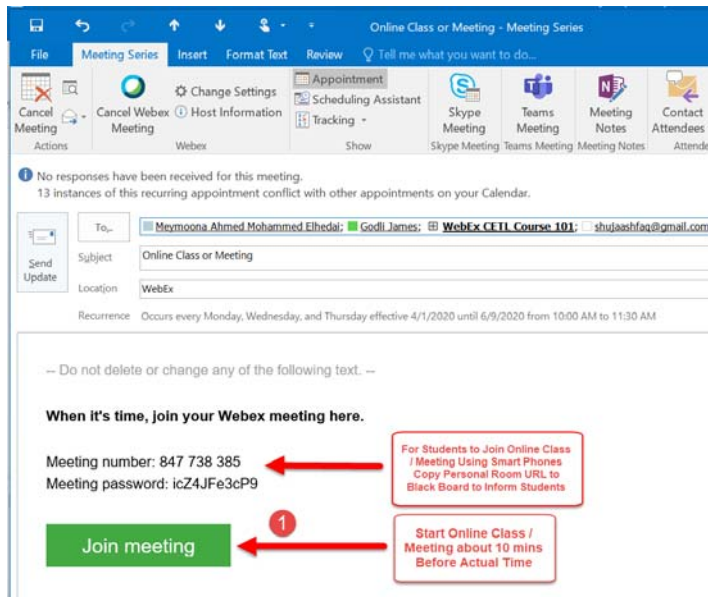
The screenshot shows the 'Meeting Series' window in MS Outlook. The 'Recurrence' button in the top right is highlighted with a red box. The 'To...' field contains 'Meymoona Ahmed Mohammed Elhedai; Godli James; WebEx CETL Course 101; shujaashfaq@gmail.com'. The 'Subject' is 'Online Course Or Meeting' and the 'Location' is 'WebEx Service'. A red arrow points from the 'To...' field to a callout box that says 'QU or non-QU Emails or Local Group of Class'. Another red arrow points from the 'Recurrence' button to a callout box that says 'Recurrence Invitation for Entire Semester'. A red circle with the number '2' is next to the 'Send' button, with a callout box that says 'Simple Single Click & Send WebEx Online Class or Meeting'. Below the meeting details, there is a warning message: 'You haven't sent this meeting invitation yet. 6 instances of this recurring appointment conflict with other appointments on your Calendar.' and a note: '-- Do not delete or change any of the following text. -- A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.'

2. **OR** in MS Calendar Click '**New Appointment**' as regular meeting and click to '**Add WebEx Meeting**' and send the Recurring meeting for entire semester



The screenshot shows the 'Meeting Series' window in MS Outlook. The 'Recurrence' button in the top right is highlighted with a red box. The 'To...' field contains 'Meymoona Ahmed Mohammed Elhedai; Godli James; WebEx CETL Course 101; shujaashfaq@gmail.com'. The 'Subject' is 'Online Class or Meeting' and the 'Location' is 'WebEx'. A red arrow points from the 'To...' field to a callout box that says 'QU or Non-QU Emails or Local Group of Class'. Another red arrow points from the 'Recurrence' button to a callout box that says 'Recurrence Invitation for Entire Semester'. A red circle with the number '1' is next to the 'New Appointment' button in the 'Home' ribbon, and a red circle with the number '2' is next to the 'Add WebEx Meeting' button in the 'Meeting Series' ribbon. A red circle with the number '3' is next to the 'Send' button, with a callout box that says 'Simple Click & Send WebEx Online Class or Meeting'. Below the meeting details, there is a warning message: 'You haven't sent this meeting invitation yet.' and a note: 'Occurs every Monday, Wednesday, and Thursday effective 3/30/2020 until 6/6/2020 from 8:30 PM to 9:00 PM'.

3. MS Calendar will Look as follows for Online Course / Meeting by Cisco WebEx Meeting Center as follows:



### 3. Online Class / Meeting Using WebEx Event Center (MS Outlook)

#### Why Event Center & Available Features

- **Different Link** For Each Class, Max **1000** Students Class, Webinars
- **Student Attendance** and Attention Tracking Report
- **Least Internet Speed** / bandwidth consumption, Better Control, Oneway communication, all Audio / Video / Chat / Remote Control and Sharing Capabilities are disabled by Default. No additional Settings are required.
- Can be restricted for only Class students.
- Easy to Inform / Notify Students of Each Class Separately
- Can also be used for Webinar with Q&A and Panelists Options

#### Detailed Steps

Only One Additional Step to method-2 to convert Online Course / meeting Invitation from Meeting Center to Event Center. Select **Change Settings**, change meeting type to **Event Center**, keep **Simple Password**, Click on **Registration** and uncheck the **attendee registration** & click **OK** and **Send** to all students. Recurring Date Meeting not possible in Event Center.

**1** Send

**2** Select WebEx Event

**3** Keep Simple Password

**4** Registration

**5** UnCheck Registration

**6** OK

**7** Send the Schedule to all Students

-- Do not delete or change any of the A Webex meeting has been added.

It will communicate to Server, prepare the Link and send invitation to all Students in class as follows – Or Copy the Link and Instructions to BB in course

Shuja Ashfaq invites you to attend a Web seminar using Webex.

Event Number: 849 759 725

Event Password: 12345

Video Address: 849759725@qu-edu.webex.com

You can also dial 62.109.219.4 and enter your meeting number.

Panelist numeric password: 951885

To join this online event

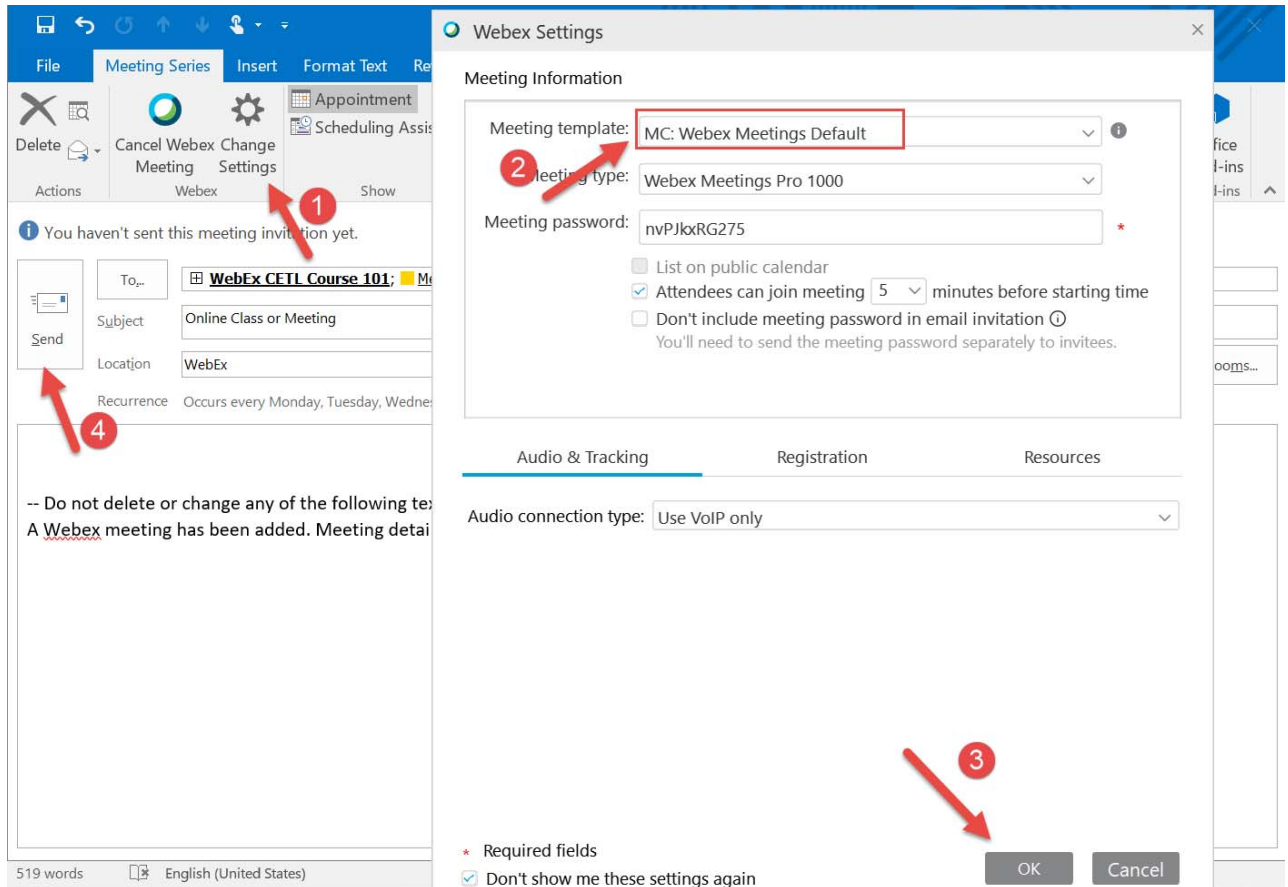
1. Go to <https://qu-edu.webex.com/qu-edu/j.php?MTID=e42ce740abf50c53a5b611c17450ff79f>

2. Enter the event password: 12345

3. Click "Join Now".

4. Follow the instructions that appear on your screen to join the teleconference.

Please Note – MS Outlook WebEx Default Setting will be Event Center for subsequent online classes or meetings, unless it's been changed to Meeting Center as follows:



The screenshot shows the MS Outlook interface with the Webex Settings dialog box open. The dialog box is titled "Webex Settings" and has several sections:

- Meeting Information:**
  - Meeting template: MC: Webex Meetings Default (highlighted with a red box and callout 2)
  - Meeting type: Webex Meetings Pro 1000
  - Meeting password: nvPJkxRG275
  - Options:
    - List on public calendar
    - Attendees can join meeting 5 minutes before starting time
    - Don't include meeting password in email invitation
- Audio & Tracking:**
  - Audio connection type: Use VoIP only

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". A red arrow with callout 3 points to the "OK" button. A red arrow with callout 4 points to the "Send" button in the Outlook interface. A red arrow with callout 1 points to the "Webex Settings" button in the Outlook ribbon. A red arrow with callout 2 points to the "Meeting template" dropdown menu.

At the bottom of the dialog box, there are two checkboxes:

- \* Required fields
- Don't show me these settings again