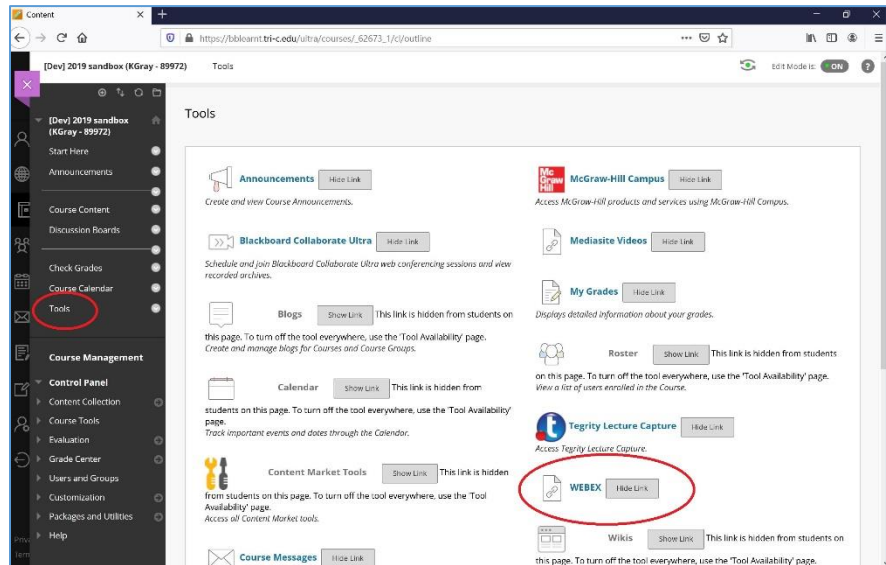


To Access Webex Meetings in Blackboard:

Select the course that you would like to have Webex enabled in.

Select "Tools" on the left navigation pane

Select "Webex"

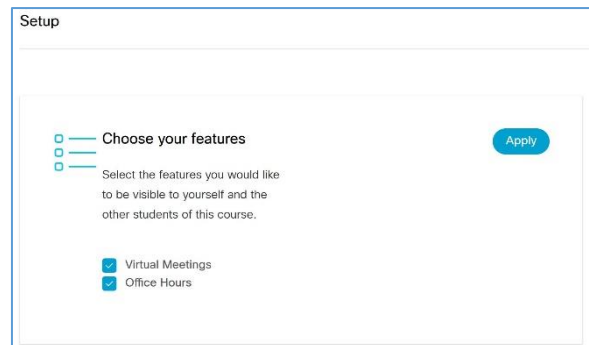


When you first open Webex, you will be instructed to complete the Setup:

1. Choose your features

Select options that need to be in place in the course, Virtual Meetings and/or Office Hours.

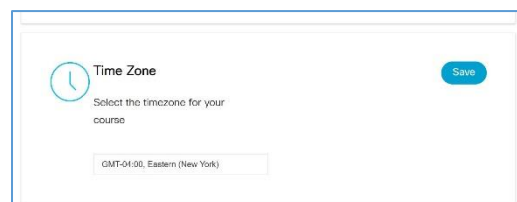
"Apply"



2. Time Zone

Verify the time zone

"Save"



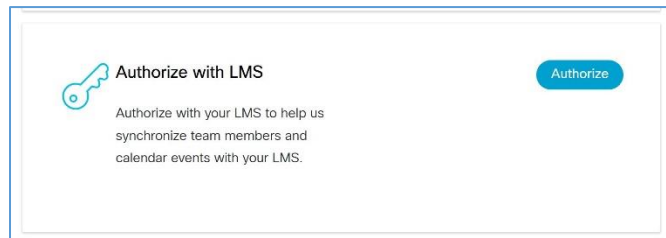


3. Authorize with LMS.

SKIP THIS STEP

Authorization of available Webex options is already completed by the administrator.

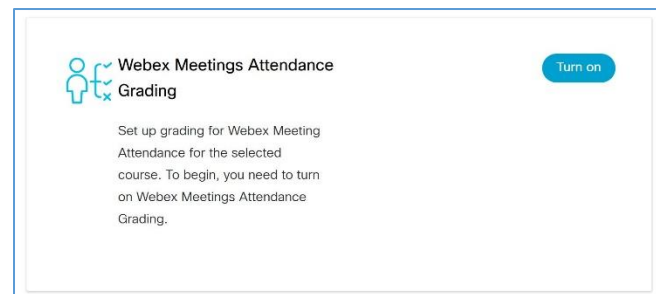
If you select Authorize, you will receive a message relating to the administrator, this can be ignored.



4. Webex Meetings Attendance Grading

This option is not currently available.

SKIP THIS STEP

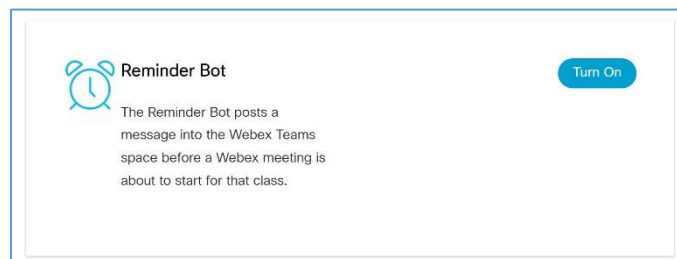


5. Reminder Bot

This option is not currently available.

SKIP THIS STEP

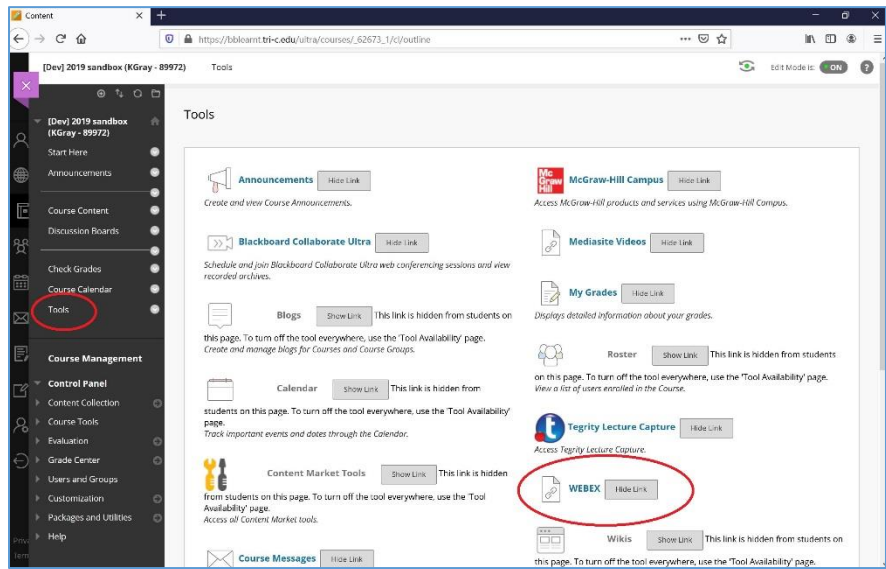
You will receive an email reminder 15 minutes prior to your session even if this option is turned off.



Once the settings are set, close out of Webex and repeat the first steps:

Select "Tools" on the left navigation pane

Select "Webex"



You will then have 4 tabs at the top:

1. Virtual Meetings
2. Office hours
3. Setup
4. Analytics

