

Adding the Webex Tool Link in Brightspace

General

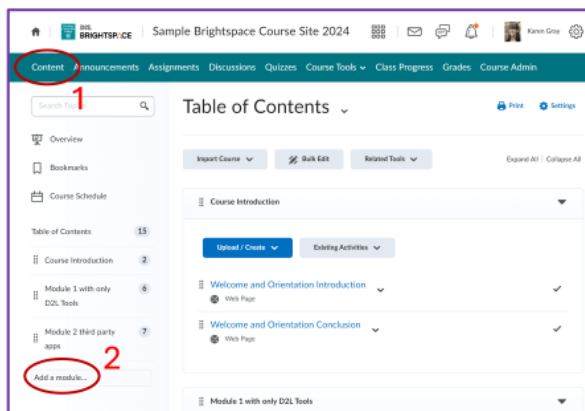
Webex is integrated into Brightspace for synchronous class meetings, office hours and classroom collaboration (Webex Teams). Instructors have the option to use all or specific options in their course.

Resource: OLAT's [Webex for Faculty](#) page

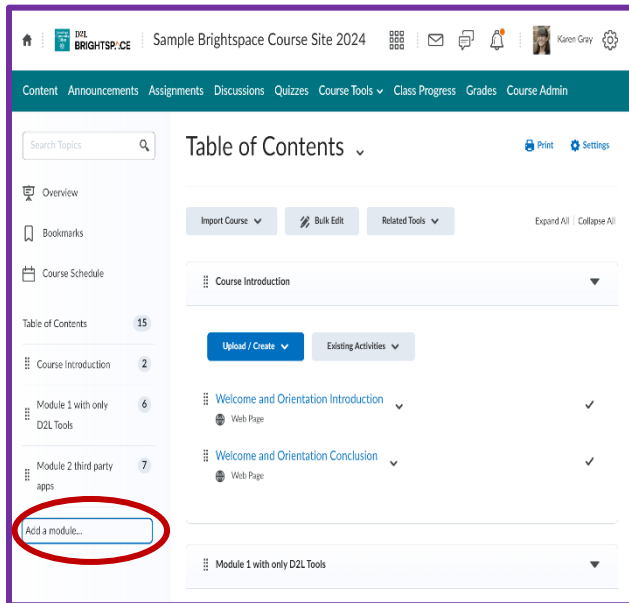
In these instructions, the Webex tool link is being added as a module with options for both class meetings and office hour scheduling. The Webex tool link can also be added to an existing module by following these instructions starting with Step 4.

Steps

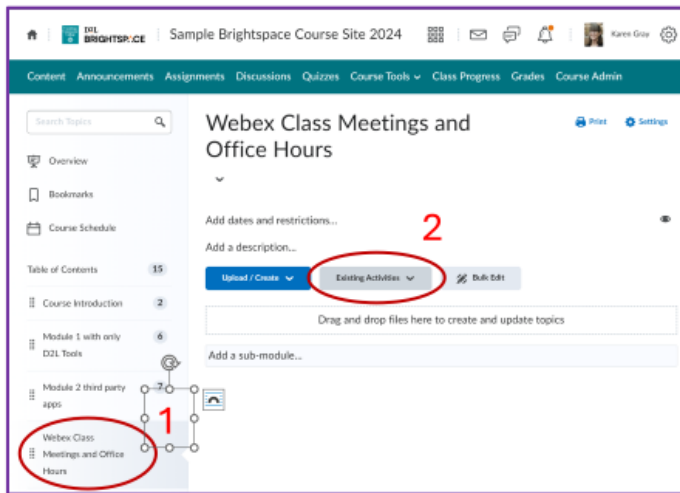
1. Login to Brightspace and select the course where Webex tool link is being added.
2. In the top course navigation bar select the Content tab, then in the left navigation bar at the bottom select Add a module.



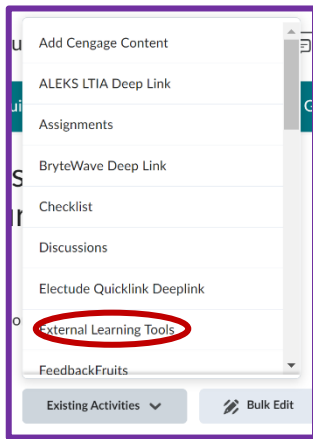
- In the Add a Module text box, type the desired name of the module and select the Enter key. For these instructions “Webex Class Meetings and Office Hours” will be used as the name of the module. Depending on what Webex applications are being used in the course another title might be more appropriate.



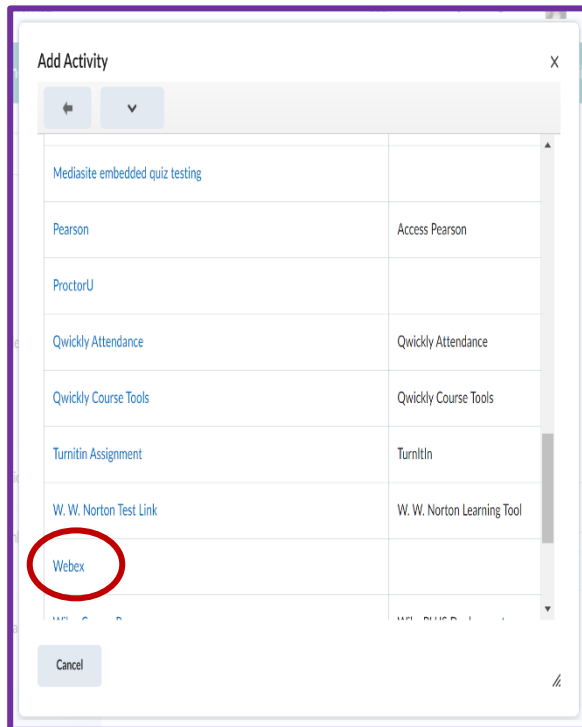
- Note: Once the module is created, it can be shifted up in the Table of Contents by holding down the mouse on the eight dots at the left of the title and moving the module to the appropriate location. To add the Webex link in the module, select the name of the module in the left navigation bar, then select the Existing Activities dropdown arrow.



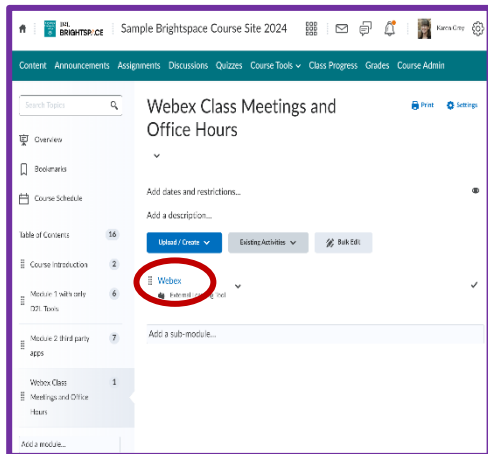
5. Select External Learning Tools in the popup.



6. Scroll down and select Webex.



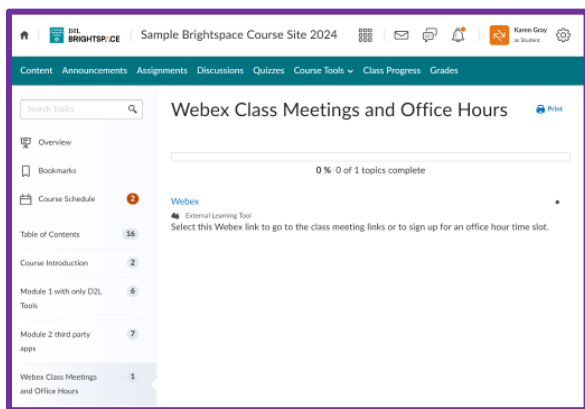
The Webex tool link is now in the module. Both instructors and students use that link to get to the Webex tool in Brightspace.



Next Steps

Adding a description in the module is recommended explaining to students that they select the Webex link to access class meeting links and/or office hour sign up. To add a description, select the dropdown arrow to the right of Webex and select Edit Properties in Place and then select Add a Description. Add the description and select Update.

Student view example showing added description:



Once the link is set up in the module, instructors can select that link and then set up class meetings and/or office hours.

Resources

Additional resources can be found at [Webex LTI for teachers](#). Please note the instructions in Webex LTI for teachers uses the Canvas LMS, but the information is the same for D2L's Brightspace.

Questions? Email OLAT@tri-c.edu.