

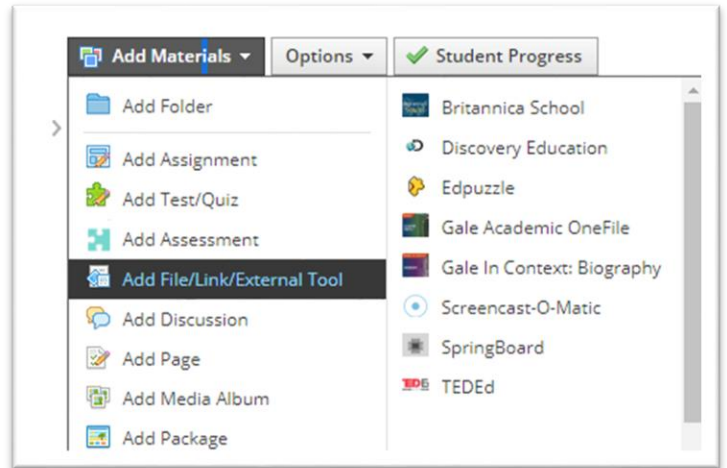
# Webex Education Connector

- Webex Tool is now **embedded in Schoology**
- Initial Setup will require login to Webex; future access should use cached credentials
- **Students will now use their D11 network login username (email) and password to log in to Webex.**

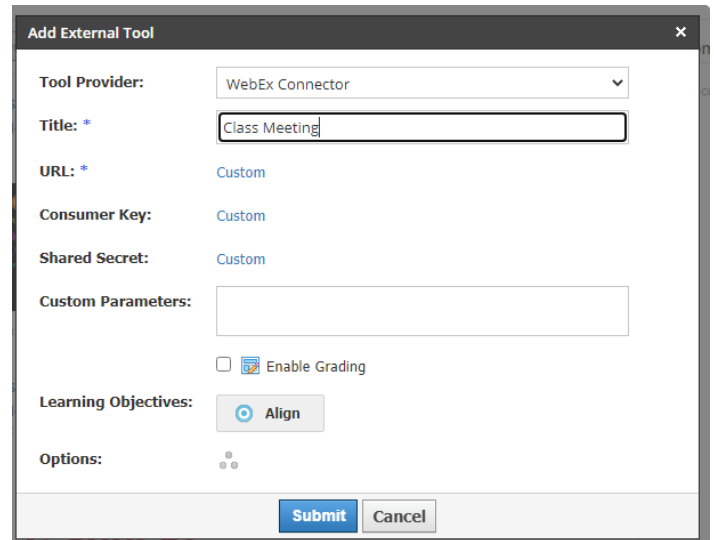
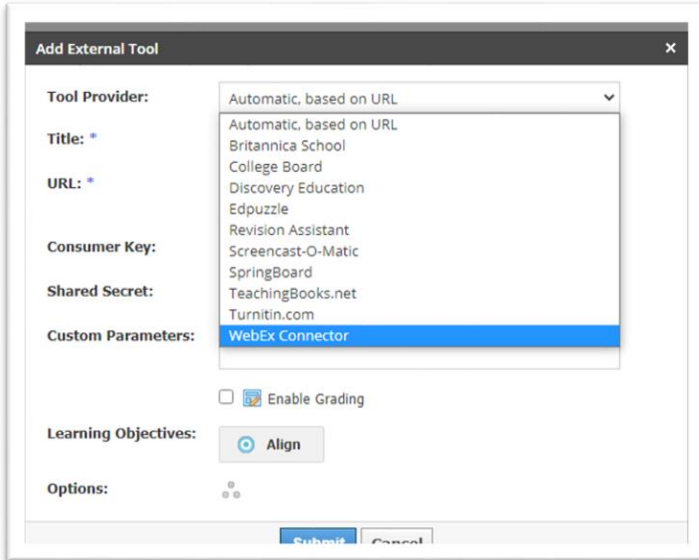
## First Step: Set It Up

Follow these steps for each course.

1. Go to **MATERIALS** > **ADD MATERIALS** > **ADD FILE/LINK/EXTERNAL TOOL**



2. Choose **EXTERNAL TOOL** and add the following:
  - a. Tool Provider – select **Webex Connector**
  - b. **Title** – enter the name you want students to see in your course.
  - c. Then **SUBMIT**



3. Click on the meeting link you created in Schoology. It will open a window for you to finish the setup. See the instructions for set up on the next page.



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## Setup the Webex Education Connector

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In the **Setup** tab, you can customize the Webex Education Connector preferences.

- **Choose your features:** **Classroom Collaboration**, **Virtual Meetings**, and **Office Hours** are all disabled by default. Check the features that you want to be available for your course and select **Apply**. Then, each feature you selected appears as its own tab.
- **Authorize with LMS:** Authorize the Webex Education Connector before you start to use its features. Enter the same credentials you use to sign in.
- **Webex Meetings Attendance Grading:** You can award participation points to students automatically when they attend a meeting or class using the Webex Education Connector. Turn on attendance grading by selecting **Turn on**.
- **Reminder Bot:** The Reminder Bot posts a message into the Webex Teams space before a Webex meeting is about to start for that class or meeting. Select **Turn On** and select the amount of time before your class you'd like the reminder to be sent.

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## Office Hours in the Webex Education Connector

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You can schedule and host office hours using the Webex Education Connector. The dates and times are available under the **Office Hours** tab. You can select a time where your students can meet with you.

1

Set the meeting duration. Go to the drop-down under **Availability** and select **15 mins increments**, **30 mins increments**, **45 mins increments**, or **60 mins increments**.

2

Set the appointment buffer. Go to the drop-down under **Block Off Extra Time** and select **15 mins before & after**, **30 mins before & after**, **45 mins before & after**, or **No buffer**.

An appointment buffer is there in case meetings run over or you need breaks between meetings.

3

Select the days of the week and the times you want to host office hours. The blocks of time are then highlighted.

4

Scroll down and select **Save**.

5

Your students can then select a time to meet with you. You get an email with the meeting link and see the meeting in your **Upcoming Meetings** list. When a student selects a time to attend office hours, that appointment isn't available to anyone else.

You will have to do most of this set up again for each class.