



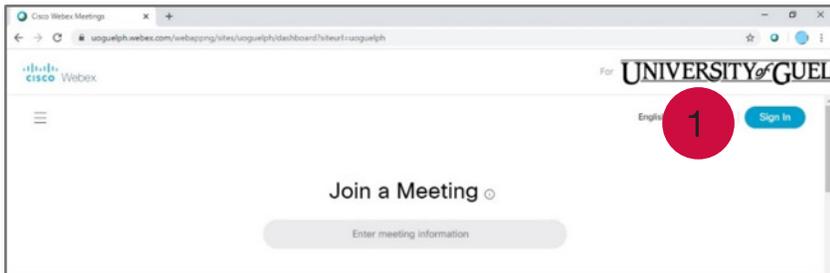
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OPEN LEARNING AND  
EDUCATIONAL SUPPORT

## Schedule a Webex Class

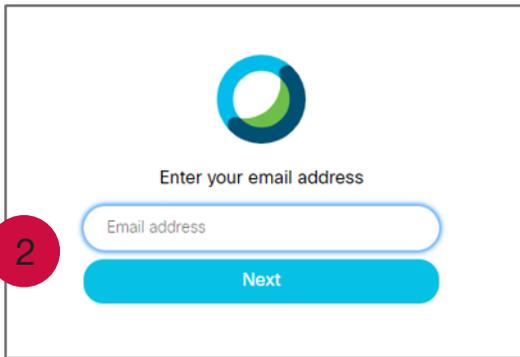
### Access Webex

1. Navigate to the [Webex website](#) and click on the **Sign In** button.



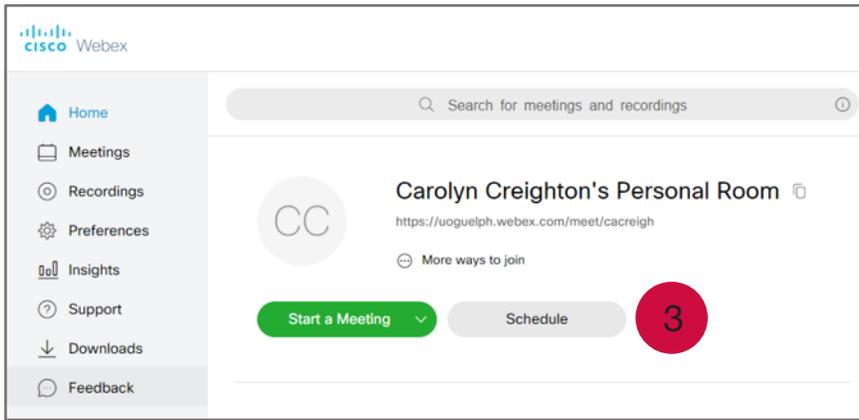
2. Enter your U of G email address and select **Next**. This will redirect you to the University's single sign-on (SSO) page. Enter your username and password to continue.

**Note:** If you are already using campus technology requiring SSO, you may not be required to re-enter your credentials.



### Schedule a Meeting

3. From the Webex dashboard, select **Schedule** to set up your class meetings.



4. Enter a meeting topic.

**Note:** To help students keep their meeting links clear, we suggest including your course code and section number(s), instructor name, as well as the dates and times of the meetings.

**Note:** While a password is required to schedule the meeting, students will not need it to enter as they will have a link.

A screenshot of the 'Schedule a Meeting' form in Cisco Webex. The form has a title 'Schedule a Meeting' and a 'Meeting templates' dropdown menu. The 'Meeting topic' field contains 'CODE\*1000\*01 Creighton M/W/F at 11:30am' and is marked with a red circle containing the number '4'. The 'Meeting password' field contains 'shFDkMBt776'. The 'Date and time' section shows 'Monday, Mar 23, 2020 11:30 am' and 'Duration: 1 hour'. Below this is a dropdown for '(UTC-04:00) Eastern Time (US & Canada)'. At the bottom, there is a checkbox for 'Recurrence' which is currently unchecked.

5. Select the starting date, time, and duration of your meeting.

**Note:** To support academic continuity, we suggest scheduling your meetings to match up with your current course schedule.

6. Select **Recurrence**. Select the dates on which you wish the meetings to happen as well as the ending date.

**Note:** By setting up a recurrent schedule, students will only require one link to access all your online lectures.

Date and time **5** Monday, Mar 23, 2020 11:30 am Duration: 1 hour ▼  
 (UTC-04:00) Eastern Time (US & Canada) ▼

Recurrence

**6** Recurrence pattern Weekly ▼

Recurrence on Every  week(s)

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Ending

No end date

Ending  ▼

After  meetings

7. Click **Schedule** to save your meeting details and get your meeting link.

Cancel **Schedule** **7** Use as template

8. Review your meeting details. Under **Meeting Information** is a meeting link. This is the link that you will provide to students on your CourseLink site so they can access the meeting.

**Note:** This process can be repeated to create an office hours meeting, if necessary.

CODE\*1000\*01 Creighton M/W/F at 11:30am 📄 ✎ 🗑️ 📅

Hosted by Carolyn Creighton

● 11:30 AM - 12:30 PM | Monday, Mar 23 2020 | (UTC-04:00) Eastern Time (US & Canada)

Recurrence: Occurs every Monday, Wednesday, Friday effective 3/23/2020 until 4/8/2020 from 11:30 AM to 12:30 PM, (UTC-04:00) Eastern Time (US & Canada)

**Start Meeting** ▼

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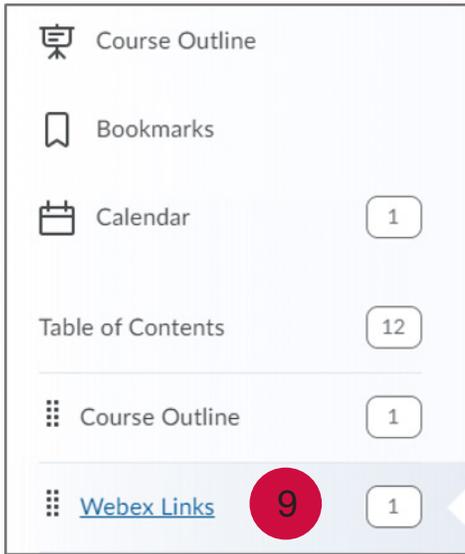
Meeting Information

Meeting link: **8** <https://uoguelph.webex.com/uoguelph/j.php?MTID=mbcbc55ea4529823870bf049d5b2a9d0b>

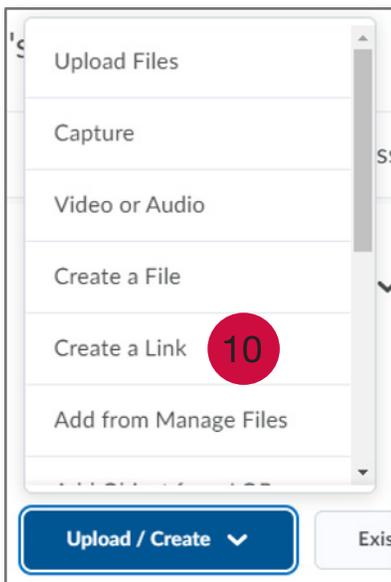
## Post Link(s) to CourseLink

9. Login to CourseLink and navigate to the Content area. At the bottom of the Table of Contents on the left-hand side, click **Add a module**. Name this module **Webex Links**. This module will hold all your Webex links (i.e., lectures, office hours, etc.).

**Note:** Consider moving the module towards the top of the list so it is easily found by students. This can be done by clicking on the icon to the left of the module and dragging it up.



10. Enter the **Webex Links** module. Click **Upload/Create** and select **Create a Link** from the list of options.



11. Enter a title for the link (i.e., CODE\*1000 Lectures).

12. Paste the link within the URL box.

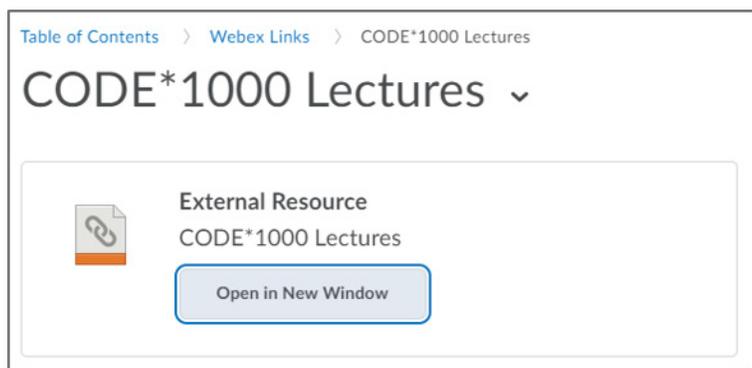
13. Select **Open as External Resource**.

14. Click **Create** to save your information and move to the content page.

The screenshot shows a 'New Link' dialog box with the following elements:

- Title \***: A text input field with a red circle containing the number 11 next to it.
- URL \***: A text input field with a red circle containing the number 12 next to it.
- Open as External Resource**: A checkbox with a red circle containing the number 13 next to it. Below it, the text 'User progress is not tracked for external resources' is visible.
- Create**: A blue button with a red circle containing the number 14 next to it.
- Cancel**: A light gray button next to the 'Create' button.

You can preview what your students will see.



## CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939  
Toll Free: 1-866-275-1478 (Canada and USA)  
Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

### Hours of Operation

Monday - Friday: 8:30 a.m. - 8:30 p.m.  
Saturday: 10 a.m. - 4 p.m.  
Sunday: noon - 6 p.m.  
Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.