

# WebEx & Blackboard Integration

Configure your Blackboard Course for WebEx Meetings

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## WebEx & Blackboard

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Integrate your WebEx meetings into Blackboard for your online class sessions, office hours, and Classroom Collaboration.

### *WebEx & Blackboard Setup*

#### Integration

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter your **Course**
4. Click on **Tools** in your course Menu
5. Click on **WebEx**
6. Under **Choose Features**, select the options to make available in your course:
  - a. **Classroom Collaboration** – integrates into WebEx teams and allows for chats
  - b. **Virtual Meetings** – creates WebEx class sessions
  - c. **Office Hours** – make dates and times available for students to sign up for one-on-one office hours
7. Click **Apply**
8. **Time Zone** is set to GMT 4:00 Eastern. **Do not** change the time zone.
9. Under **Authorize with LMS**, click **Authorize**. On the popup screen, click **Allow**. This will only happen the first time you set up WebEx integration on your account.
10. **WebEx Meetings Attendance Grading** click **Turn On** if you would like to grade attendance in your online sessions. *More information on grading below.*
11. **Remind Bot** will send a reminder to all users at the **Reminder Time** you set, click **Turn On**
12. You will notice at the top you now have menu options under the WebEx area for all features you have enabled.

#### Classroom Collaboration

If you turned on Classroom Collaboration, you and your students will have a space created in WebEx Teams to chat. As the instructor, you have the ability to create new spaces and view all members of the space. This space will also appear in the WebEx Teams application.

1. Click on **Classroom Collaboration** at the top
2. Under **General**, you will see the option to chat with your students. You can come to this area in the course to chat or you can chat using the WebEx Teams app
3. Click **Create New Space** to create any additional spaces for you and your students

**Please Note:** *Students are able to create spaces in the Classroom Collaboration area. Students are also able to add additional people to the spaces they create, or to the main course space.*

### Virtual Meetings

You will use this area to create and start your online class sessions and viewing and deleting past meetings and recordings.

1. Click **New Meeting** to set up your online class sessions
2. Give your meeting a **Name**
3. Set your **Meeting Date** and **Start Time**
4. Set your **Meeting Duration**
5. Leave **Meeting** selected under **Choose Session Type**
6. Set any Class **Recurrence** if this will be an recurring meeting by choosing **Daily, Weekly** or **Monthly** and complete information related to the recurring meeting
7. Click **Create Meeting**
8. To view a list of the past meetings associated with this course, click on the **Past Meetings**. You can filter the list by clicking on **Filters** on the right.
9. To view your recordings, click on the **Recordings** tab. Recordings may take up to 24 hours to post in the Blackboard site. If you need the recording immediately, the host should receive an emailed link, and you can view the recording in the WebEx portal at <https://towson.webex.com>.
  - a. To view the recording, click **View Recording**. Click the **Copy** button to copy the password for the recording, then click **View Recording** at the bottom of the screen.

### Office Hours

Use the **Office Hours** to make days of the week and times available for your students to sign up for online **Office Hours**.

1. On the left, set the **Meeting Duration** by clicking the drop down arrow. 30 minutes is set by default
2. On the right, set an **Appointment Buffer** if you would like to allow time between each office hour's sessions.
3. Click on a **Time** under the day of the week you will be available for Office Hours. Note: WebEx sets a few default time, which you can simply click on to unselect a timeframe.
4. Each time that you want to be available must be individually selected.
5. Scroll to the bottom and click **Save**
6. When a student selects a time slot, you will receive an email with the information.

### Setup

The Setup area allows you to turn on and off the original features that you made available. You will also come back to this area to edit the Grading options.

### Grading

The WebEx integration allows you to turn on grading based on attendance in the session.

1. Click on the **Setup** tab
2. Scroll down to **WebEx Meetings Attendance Grading** and click **Turn On**
3. On the **Confirm Attendance Grading** page, check the box next to **Turn On**
4. At the bottom of the page, click **Confirm**

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5. Return to the **Setup** tab and scroll down to **WebEx Meetings Attendance Grading**
6. Under **Present**, enter the number of points a student gets for joining the session
7. Under **Absent**, enter the number of points a student gets if they do not join the session. (This number can be 0)
8. In the box for **Points**, enter the total number of points for all sessions. The points listed will be the total points for all sessions.
  - a. For example, if you have 10 sessions, and you've entered 50 points for Attendance, each session would be worth 5 points. This means if a student misses one of the ten sessions, their score would be 45/50.
9. To view attendance for a specific session, go to the **Virtual Meetings** tab and click on **Past Meetings**
10. Locate the meeting you wish to view attendance for and click on the **Person Icon** in the **Action** column for that meeting
  - a. You will be able to see all attendance for that meeting, along with the total number of students who attended and what time the students joined the session. If someone missed the session, you can add a checkmark to either the Present or Absent columns for that session.
  - b. If you created this session before you turned on grading, you can click **Enable Grading for Meeting** in the upper left corner of the screen, then click **Enable** to confirm.
  - c. If you created this session after you turned on grading, you will be able to see which students joined the session and which did not.

## Analytics

This area shows you the stats for all of your WebEx sessions related to this individual course.

## *Create Course Menu*

Add a link in your course menu so your students can easily find the WebEx Sessions.

1. Click on the **Plus** icon in the top left corner of the **Course Menu**
2. Select **Tool Link**
3. Give your link a **Name**
4. Click the **Dropdown** for Type and select **WebEx**
5. Check **Available To Users**
6. Click **Submit**