

# Cisco Webex

Cisco Webex is used at Jade University as a universal software client for telephony, meetings and messages. This combines the functions of Cisco Jabber, Cisco Webex Meetings and Cisco Webex Teams in one software/app. Information and instructions on how to use Webex can be found in the [HRZ-Wiki](#).

## Include Webex meeting in moodle course

You can integrate Webex meetings into your moodle course using the activity “**External Tool**”.

To do this you need to integrate the Webex Education Connector into the desired course.

**Instructions 1.** Turn on editing \ **2. in the desired course section** “Create activity or material”.

Aktivität oder Material anlegen ×

Alle Empfohlen

Abstimmung ☆ ⓘ	Aufgabe ☆ ⓘ	Buch ☆ ⓘ	Chat ☆ ⓘ	Datei ☆ ⓘ	Datenbank ☆ ⓘ
Etherpad Lite ☆ ⓘ	Externes Tool ☆ ⓘ	Feedback ☆ ⓘ	Forum ☆ ⓘ	Gegenseitige Beurteilung ☆ ⓘ	Gerechte Verteilung ☆ ⓘ
Glossar ☆ ⓘ	Gruppenwahl ☆ ⓘ	IMS-Content ☆ ⓘ	Interaktiver Inhalt ☆ ⓘ	Lektion ☆ ⓘ	Lernpaket ☆ ⓘ
Link/URL ☆ ⓘ	Planer ☆ ⓘ	Test ☆ ⓘ	Textfeld ☆ ⓘ	Textseite ☆ ⓘ	Umfrage ☆ ⓘ
Verzeichnis ☆ ⓘ	Wiki ☆ ⓘ	Zoom Meeting ☆ ⓘ			

**3. in the**

**tab “All” > select** External Tool

**4. name the activity:** Assign name

## 5. pre-configured tool: Click on drop-down selection and select “Cisco Webex” \

🌿 Externes Tool zu 'Webkonferenzen' hinzufügen

### Algemeines

Name der Aktivität

Mehr anzeigen ...

Vorkonfiguriertes Tool

Tool-URL

❗

✓ Automatisch, basierend auf der Tool-URL

Cisco Webex

Inhalt auswählen

❗

\* Under

Privacy check all boxes. \* **Do not change all** other items \ **6. click on “Save and go to course”**. **7. in the course overview, click on the activity you have just created. If the system has not yet recognised you as a user, you must log in once via SSO in the next step (university access data). Now the setup appears:**



### Choose your features

Apply

Select the features you would like to be visible to yourself and the other students of this course.

- ☐ Classroom Collaboration
- ☒ Virtual Meetings
- ☐ Office Hours

In the

Choose your features **area, place a tick next to Virtual Meetings and click Apply**. **8. In the following window, select “New Meeting”:**

\* Session Type: **Meeting** Recurrence: **select non-repeating date/daily/weekly/monthly, then select day and time from the calendar** \ **9. finish with > “Done\*\* > Create Meeting**

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