

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](#).

Embedding a Webex meeting in a Moodle course Cisco Webex is used at Jade University of Applied Sciences as a universal software client for telephony, meetings and messaging. This combines the functions of Cisco Jabber, Cisco Webex Meetings and Cisco Webex Teams into a single piece of software or app. Information and a guide on how to use Webex can be found at [HRZ-Wiki](#). Webex also allows guests to join meetings; they simply need to enter their name and email address. To invite guests, you must provide the link to the room and, if necessary, the password. Up to 1,000 participants can take part. To integrate video conferences with Webex into Moodle, the following steps are required:

- One-off: Activate the “M365 LTI tool” for Webex
- Add the “Webex” activity to the course
- Log in to Webex
- Create “Meetings”

Enable the “Webex LTI Tool” in the Moodle course

This step is required once per course room.

1. In your Moodle course, navigate to the ‘More’ tab at the top and select ‘LTI External Tools’ from the drop-down menu.
2. Look for the ‘Webex’ entry in the list of available tools.
3. Toggle the switch in the “Show in activity selection” column
4. Return to the course

Demokurs Teams in Moodle

Kurs Einstellungen Teilnehmer/innen Bewertungen Berichte Mehr

LTI Externe Tools

LTI Externe Tools sind Apps, die Sie als Add-on in Ihren Kurs integrieren können, etwa als interaktive Inhalte oder Beurteilungen. Ihre Teilnehmer/innen können auf diese Apps zugreifen, ohne den Kurs zu verlassen.

Tool hinzufügen

Name ↑	Beschreibung	Nutzungszähler	In Aktivitätsauswahl anzeigen	Aktionen
 MS Teams		8	☒	
 Webex		20	☐ 	

Image: LTI

External Tools, activate Webex

Add the "Webex" activity to the course

1. Switch to edit mode: select the **Edit** slider in the top right-hand corner
2. Click "Add content" (the + icon) and select **Activity or Resource** (the activity selector opens)
3. Select **Webex**
4. Enter the „Activity name“ (e.g. „Online consultation“) and save

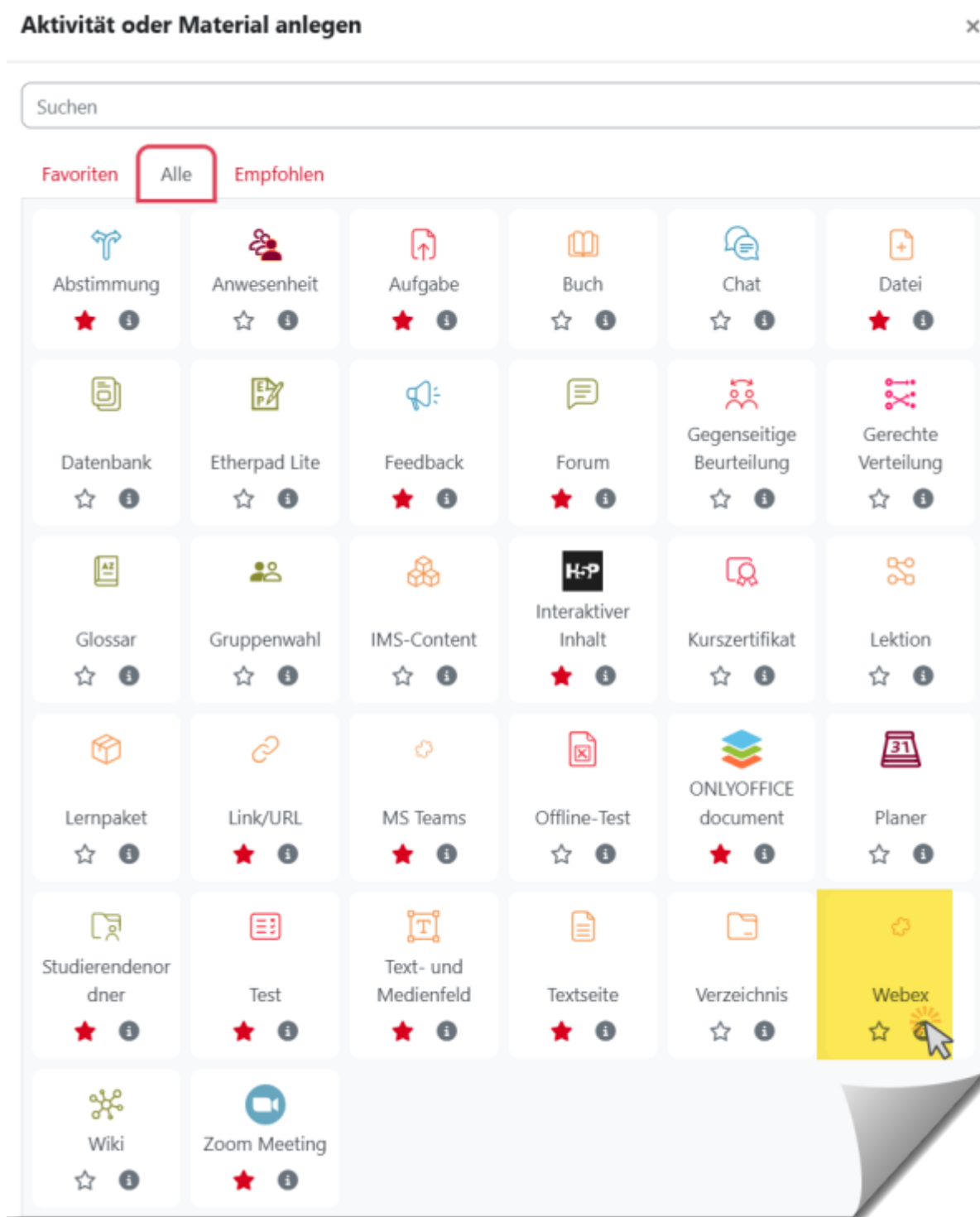


Image:

Select the „Webex“ activity

Logging in to Webex

Once the activity has opened, the Webex login window will appear

1. Click on „Log in“ and log in using your Jade University of Applied Sciences credentials

Creating meetings

Once you have logged in successfully, the Webex integration's personal "Meetings" dashboard will load.



Personal dashboard of the Webex application in Moodle displays the user's personal meetings.

1. Click the "Schedule Meeting" button in the Webex dashboard.
2. Set the meeting details: title, date & time, and recurrence (optional).
3. Enable the desired options in the "Security" and "Audio connection options" sections.
4. **Save**

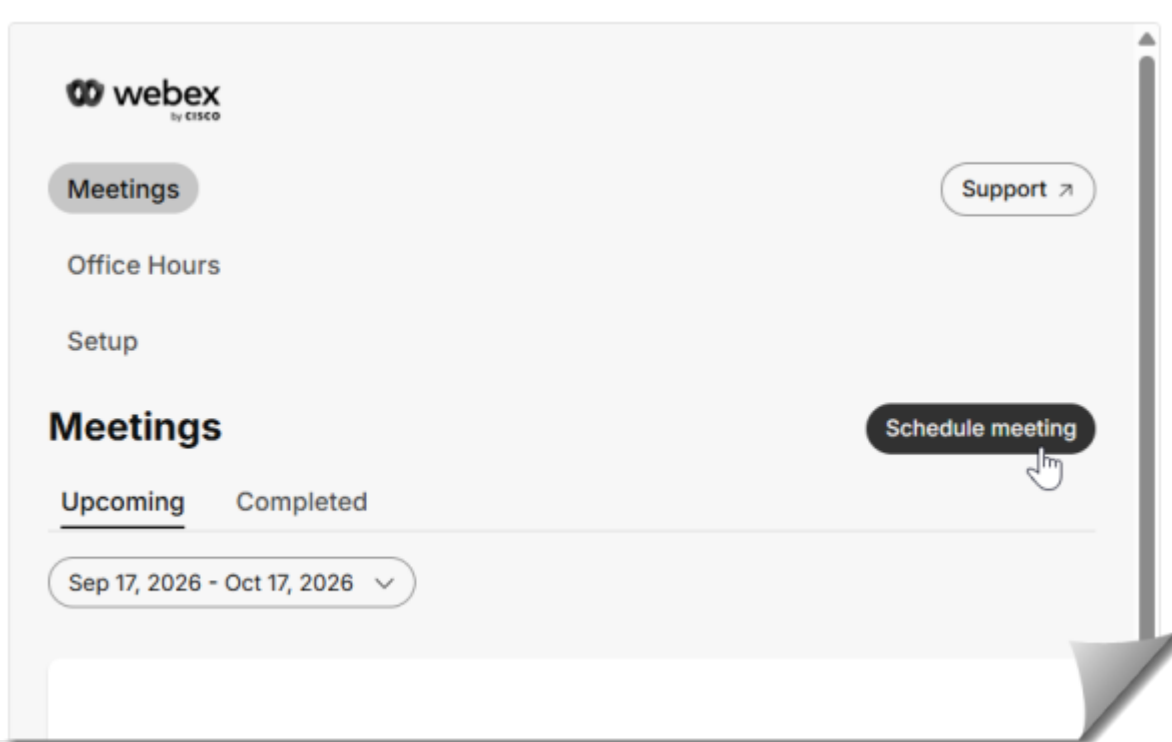
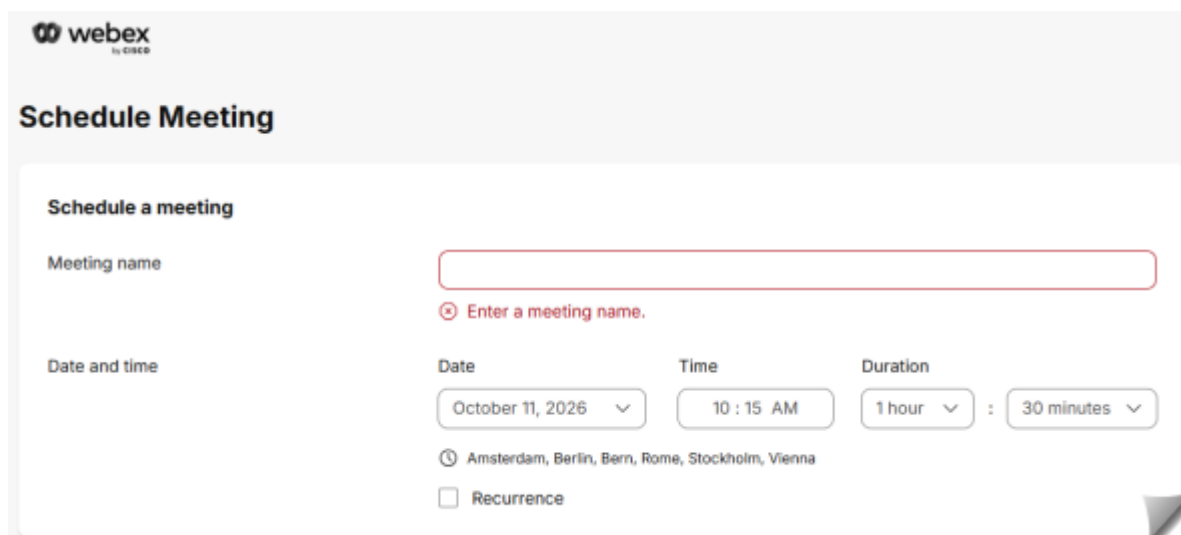


Image:

Creating meetings in Webex



Schedule Meeting

Schedule a meeting

Meeting name

ⓘ Enter a meeting name.

Date and time

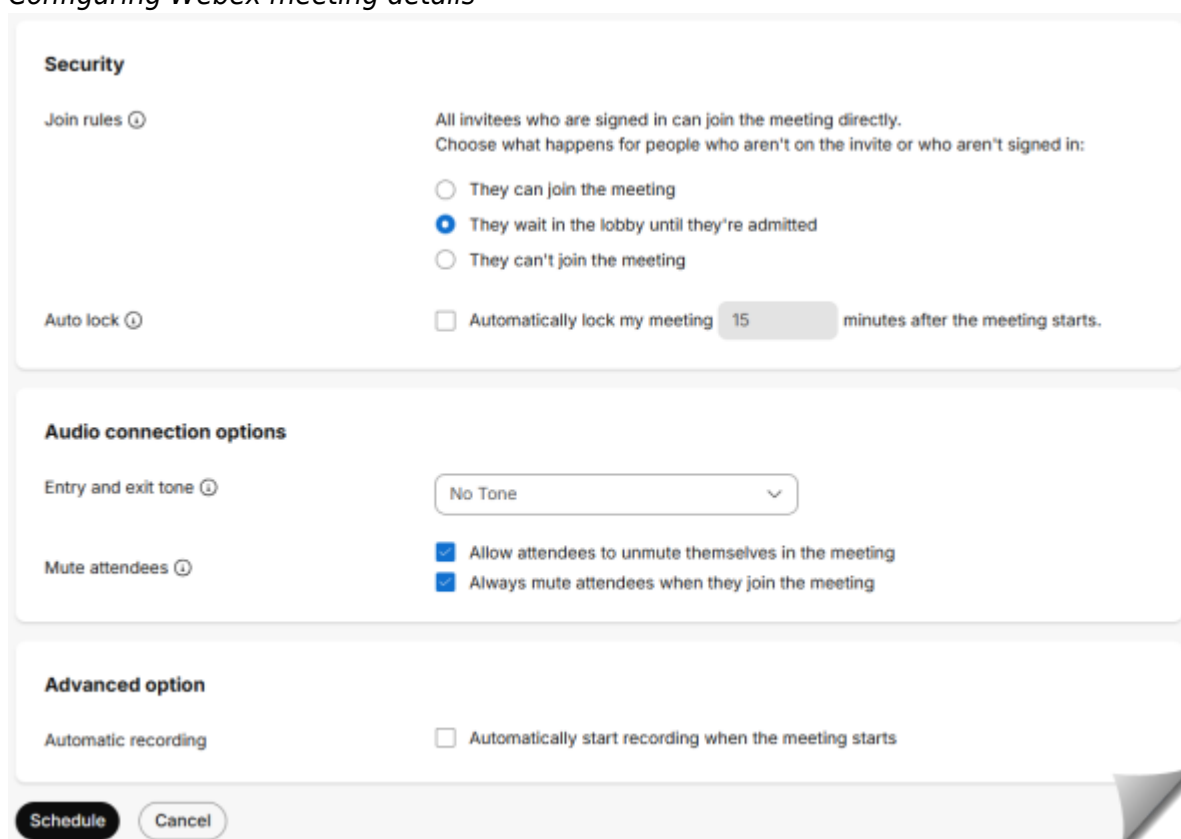
Date: Time: Duration: :

📍 Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

☐ Recurrence

Image:

Configuring Webex meeting details



Security

Join rules ⓘ All invitees who are signed in can join the meeting directly. Choose what happens for people who aren't on the invite or who aren't signed in:

☐ They can join the meeting

☒ They wait in the lobby until they're admitted

☐ They can't join the meeting

Auto lock ⓘ ☐ Automatically lock my meeting minutes after the meeting starts.

Audio connection options

Entry and exit tone ⓘ

Mute attendees ⓘ ☒ Allow attendees to unmute themselves in the meeting

☒ Always mute attendees when they join the meeting

Advanced option

Automatic recording ☐ Automatically start recording when the meeting starts

Schedule **Cancel**

Image:

Configuring Webex security settings and audio options

From:
<https://lms-wiki.jade-hs.de/> - LMS-Wiki

Permanent link:
<https://lms-wiki.jade-hs.de/en/webconference/webex/start?rev=1790018472>

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