Set up Webex integration for Sakai

What is it?
The Webex tool in Sakai makes it easy to create online class sessions that will use Webex. Once you schedule a meeting in the tool in Sakai students can join the Webex meeting from Sakai as well.

Adding Webex to your Sakai site
If you don’t see Webex in your site in the tool menu on the left, you will need to add it.

1. Click on the Site Info tool in the tool menu.
2. Click on the Manage Tools tab in the Site Info tool.
3. You should see a list of tools available to add/remove from your site. Scroll to the bottom of the list and click on External Tools to show the external tools that are available.
4. Click the checkbox next to Webex.
5. Click the Continue button at the bottom of the page.
6. A new screen should load. Click Finish to confirm the addition of the Webex Tool.

Initial setup
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. Classroom Collaboration features are not available at OHSU so you should not enable that option. 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.

You may see some configuration options for Webex features that are not available at OHSU. You should ignore the following options:

- Authorize with LMS
- Webex Meetings Attendance Grading
- Reminder Bot

Configure your computer to run Webex
To be able to quickly join Webex through Sakai you need to install the Chrome Webex Extension in your browser

1. Open up the Google Chrome browser
2. Go to the Webex Extension page: https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhmfgmgefomenelglieieghnjghma
3. **Click Add to Chrome**

![Cisco Webex Extension](image)

**Other Browsers**

If you are using other browsers besides Chrome you may be prompted to download and install a Webex extension for your browser.

**Creating upcoming virtual classes**

You can schedule a recurring or one-time meeting with your students or other instructors.

**IMPORTANT NOTE**: Only the person who schedules the Class can start or edit the class. If another instructor will be running the class on a certain day, they will need to create the class or have you start it and then re-assign the host role to them.

1. Click on the Virtual Meetings tab in the Webex tool.
2. Select + New Meeting.

![Webex Meeting Page](image)

3. Choose **Training**. (Training allows break-out sessions, Meeting does not)
4. Enter a descriptive Name for the meeting.
5. Select the Meeting Date, Duration, and Recurrence.
6. **Select Create Meeting.**

After you create a meeting, it will show up in the Upcoming tab for both instructors and students to see. You can view, start, edit, or delete a meeting from there.

As the meeting host, you can start the meeting at any time before the scheduled start.

**Schedule office hours with Webex**
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.
3. An appointment buffer is there in case meetings run over or you need breaks between meetings.
4. Select the days of the week and the times you want to host office hours. The blocks of time are then highlighted.

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<tr>
<th>Monday</th>
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5. Scroll down to bottom of the page and click Save to publish your office hours to the students.
6. 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.