User Guide for MEETS LMS integration for WebEx

Teacher Manual
Overview

CirQlive's Media Enhanced Education & Training Suite (MEETS) creates an online platform for live education and training, by enabling efficient usage of Web Conferencing from within Learning Management Systems (LMS).

The platform facilitates single sign on to Web Conferences, efficient scheduling, organization of attendance reporting and organization of the session recordings.

Please see the CirQlive installation guide for installing the MEETS platform on your LMS.

In this manual we will review:
• Instructor account credential settings
• Scheduling
• Logging in to the sessions
• Managing the sessions
• Attendance reporting
• Recording management
• Inviting guests
Entering the MEETS Platform

Click on the “MEETS” button on your course page to enter the integration platform. Please note that different LMSs have the button in different locations. Your institution also may have given the MEETS button a different name.
Setting Up the WebEx Account

Step 1 for instructors is to set their WebEx account credentials in the MEETS platform as explained on the following page. **This is a one time setting.**

The first time an instructor enters the platform, their landing page is the “Account Settings” page which will be described on the following page.

In case you skipped the “Account Settings” page, your landing page will be the “Upcoming Events” page seen below. You can edit your credentials at any time by clicking here.
Use this page if you are using “username” and “password” to authenticate to WebEx

Setting the WebEx Credentials in MEETS

Click on “Account Settings”

Enter your WebEx credentials, click “Set Account” and wait to see that the credentials have been approved.

If you have number of WebEx Centers, enter the UN and PW on each one of them that you wish to use.

**Important note:** If you change your password in WebEx, you must update it in the MEETS integration platform as well.
Use this page if you are using SSO to authenticate to WebEx

Setting the WebEx Credentials in MEETS

On the page, do not enter any data. Within a number of seconds, MEETS will compare your email from the LMS with your organization email and sync your account. Wait until you see the approval of your account syncing.

If the account did not sync, first assure that you have a WebEx account. Try logging in to WebEx directly. Also, assure that your email on the LMS equals that of your company SSO. If that still does not work, contact your account support.
### MEETS Landing Page Overview

- **Set your time zone.** You can set multiple time zones as well (useful when traveling or when you have students across time zones).

- **Click to see the upcoming events.**

- **Click to view the session recordings.**

- **Click here to see the student view.**

- **Click to view the session attendance records.** You can download the data to CSV (e.g. Excel).

- **If your platform supports Spark, click here to create and register for the spark room for this course.**

- **Scheduling:**
  - For an ad hoc meeting, click “Quick launch”.
  - For regular scheduling, click “Schedule more events”.

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### Scheduling

- **For an ad hoc meeting, click “Quick launch”.**
- **For regular scheduling, click “Schedule more events”.”**

### Table: Upcoming Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Start</th>
<th>Date and Time</th>
<th>Duration</th>
<th>Hosted By</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routers Event</td>
<td>5 minutes 9 seconds</td>
<td>Fri, Sep 23rd, 2016 4:05 AM EDT</td>
<td>1 hour 30 minutes</td>
<td>Super Admin (89)</td>
<td>WebEx Training Center</td>
</tr>
<tr>
<td>Routers Event</td>
<td>5 days 11 hours</td>
<td>Wed, Sep 28th, 2016 3:35 PM EDT</td>
<td>1 hour 30 minutes</td>
<td>Super Admin (89)</td>
<td>WebEx Meeting Center</td>
</tr>
</tbody>
</table>
The Scheduler

The scheduler by default chooses the name of your course. You may also manually enter the name of your choice for the session.

If you have multiple teachers in the course, you can schedule on their behalf (if you set this setting in the MEETS Admin panel). To do so, click on the drop down arrow, and choose the teacher to schedule for.

You can choose between single, daily and weekly events. For a single event, enter the time, date and duration and click “Schedule”. Please see the following page for daily and weekly scheduling.

If you have multiple WebEx accounts (Meeting, Training or Event), choose the account you wish to schedule with.
The “Daily” option enables efficient scheduling for daily repeating sessions. By default it activates all days of the week. Click the days you do not want to schedule for, and they will become deactivated and turn gray.

The “Weekly” option by default chooses only one day of the week (the day you are on now). You can press any day to activate scheduling for that day, or depress it to deactivate it. Once again, choose the start and end date, and the rest of the options as in “Single Event”.

Set the start and end date for the sessions and the rest of the options as in “Single Event”.

Name: Xen Event
Repeat: Single Event Daily Weekly
Timezone: -05:00 America/Chicago
From: 2015-09-24
To: 2015-09-24
Days: Sun Mon Tue Wed Thu Fri Sat

Name: Xen Event
Repeat: Single Event Daily Weekly
Timezone: -05:00 America/Chicago
From: 2015-09-24
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Upcoming Events-Logging In to the Sessions

Instructor view: Instructors have a “Host” button taking them into the sessions as organizers. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out, yet the teacher can still launch them. Please note that though one can launch the session in advance to prepare for the session, if one closes the session, all that was loaded get deleted. If you wish to prepare in advance, make sure to keep the session on.

Student view (as above, a teacher can see this view if they wish by clicking on “Student View” from the main menu): Students have “Join” buttons taking them into sessions as attendees. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out and cannot be joined.
# Deleting Single events and series

To delete an event, click on the “cogwheel” and choose “Delete”

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<th>Name</th>
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<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>MEETS Development Event (1636:881)</td>
<td>Host</td>
<td>10 minutes 44 seconds</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>MEETS Development Event (1639:683)</td>
<td>Prepare</td>
<td>23 hours 5 minutes</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>MEETS Development Event (1640:683)</td>
<td>Prepare</td>
<td>1 day 23 hours</td>
<td>1 hour 30 minutes</td>
</tr>
</tbody>
</table>

If there were a series of events created, you will have the option of deleting a single event by clicking on “Delete”, or deleting the entire series. All connected events will be highlighted to facilitate your view.

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Sending Guest invites

All participants registered in your course have access to the MEETS platform and can join the sessions. If you wish to invite a guest from outside the course (e.g. guest lecturer), click on the cogwheel and click on “Invite Guest”.

A window will open. Click on ”Generate Link”. Copy the link and send it to your invitee.