

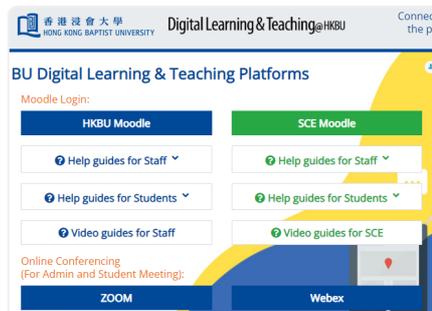
# Self-help Guide for MOODLE Users

## Scheduling Online Classes via Webex on Moodle

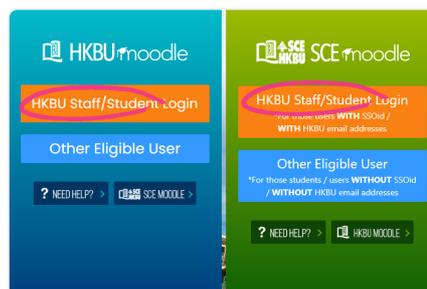
The University has subscribed Cisco Webex as a backup video conferencing software. Please open the Webex plugin using **Firefox** or **Chrome** for better viewing effect.

Note: About **recording** in Webex please go to [here](#)

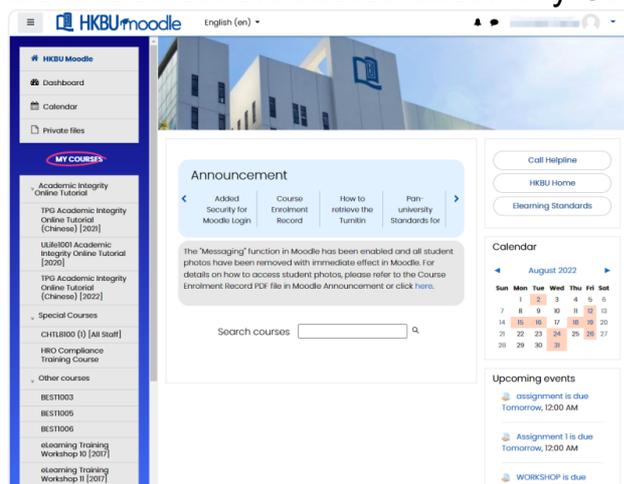
- 1 Go to <https://ctl.hkbu.edu.hk/elearning>  
HKBU colleagues : “HKBU Moodle” | SCE colleagues : “SCE Moodle”



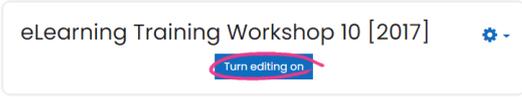
- 2 Click “HKBU Staff/Student Login” and enter your SSOid and Password



- 3 Login to Moodle and select the course under “My Course”



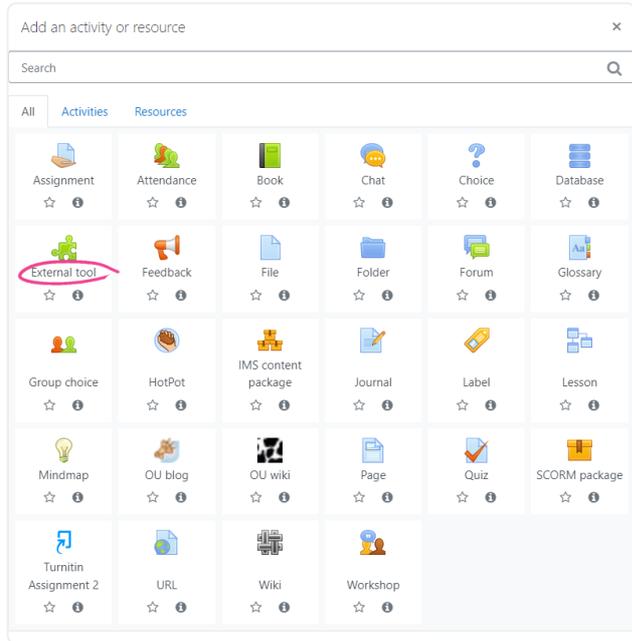
4 Click “Turn editing on”



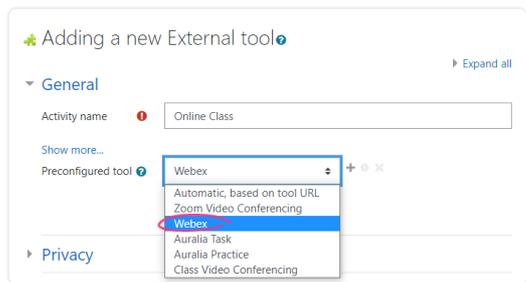
5 Click “Add an activity or resource” to add a new activity for your course



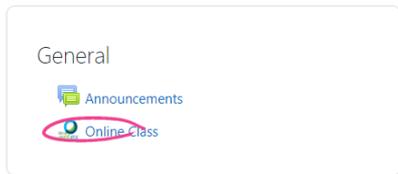
6 Select “External tool” from the activity list, then click “Add” to confirm



7 Input the **Activity name** e.g. Online class  
Select “Webex” under the **Preconfigured tool** box  
Click “Save and return to course”

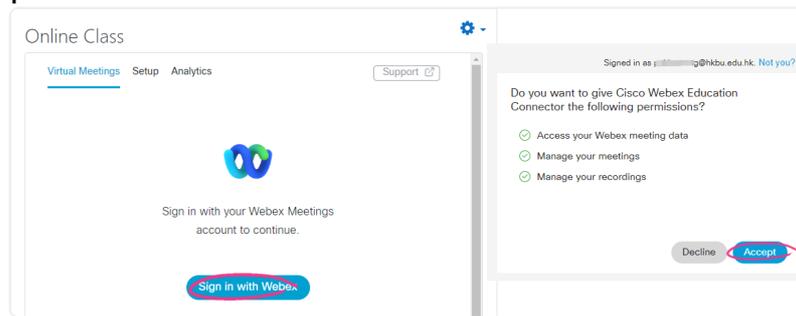


8 After saving the configurations, click the activity to set up a Webex online class

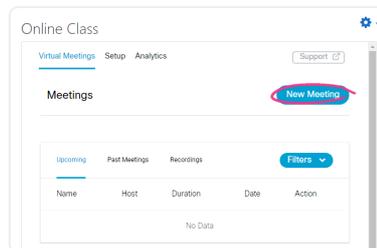


**ONLY for the First time**

Click “Sign in with Webex Meetings” with your SSOid and accept the request for permission



**9** To schedule a new Webex online class, click “New Meeting”



**10** To set up a Webex online class (a "meeting"):

**Name:** Enter a descriptive name for your meeting in the “Topic” box e.g. Class

**Meeting date:** Enter the date and starting time of the meeting.

The image shows a screenshot of the Webex meeting creation form. The form includes fields for Name (Class), Meeting date (July 29, 2022 5:00 PM (GMT+08:00)), Duration (1 hrs, 0 mins), Choose session type (Meeting), Recurrence (Weekly), and Ending date (July 29, 2022 5:00 PM (GMT+08:00)). There's also a "Create Meeting" button at the bottom.

**Recurrence (Optional):** Select “Recurring meeting” if you want this meeting to be held regularly [e.g., weekly].

## 11 You can :

- Start the meeting by clicking “Host”
- Edit the details of the meeting, e.g. date and time, by clicking “Edit” (Editing function is not available for recurrence meetings)
- Delete the meeting by clicking “Delete”

