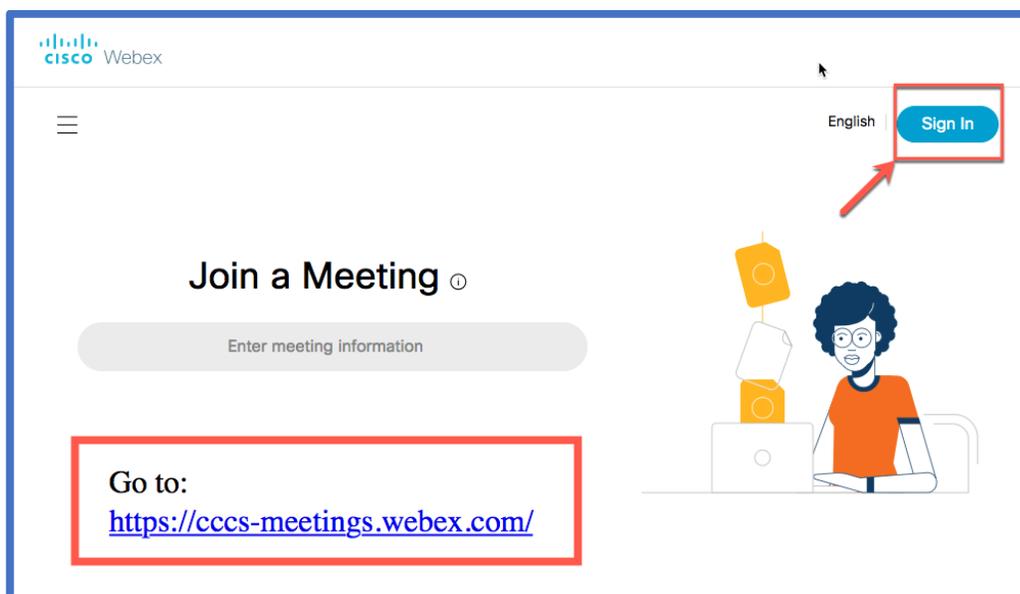
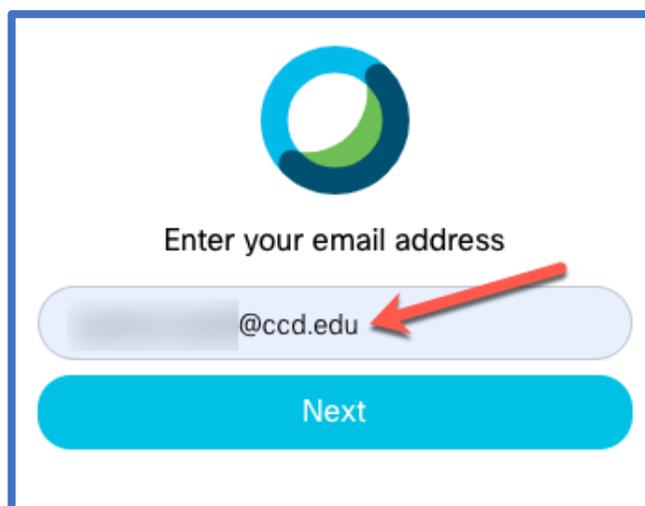


HOW TO SET UP YOUR WEBEX ROOM FOR REMOTE CLASSES

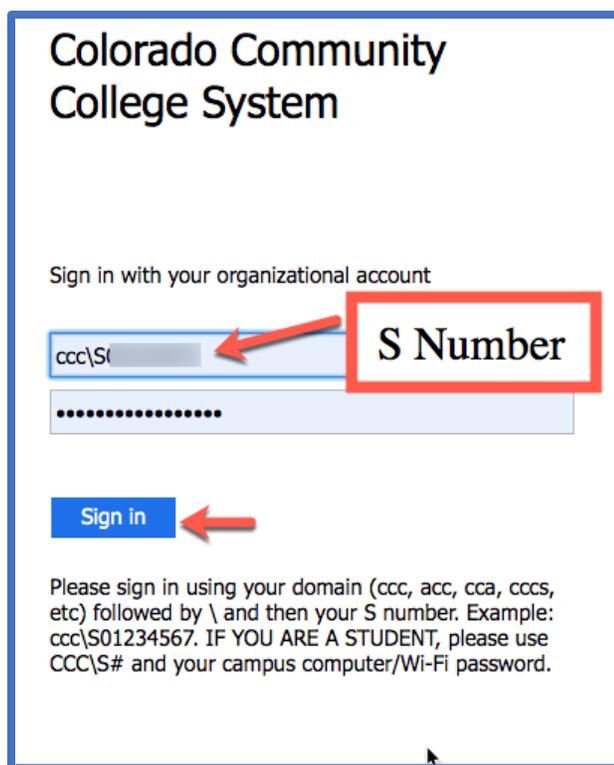
1. Go to <https://cccs-meetings.webex.com/> and click Sign In.



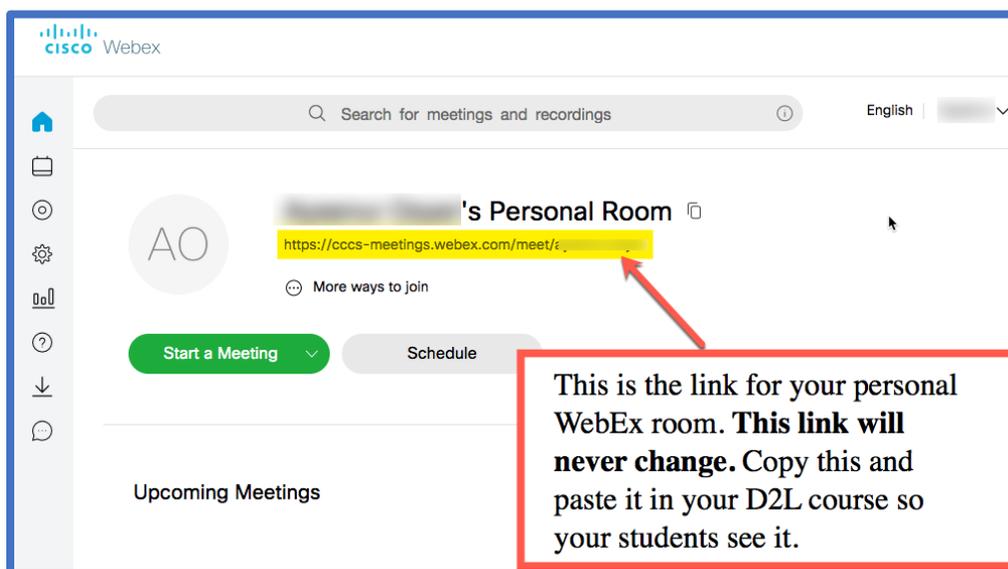
2. Enter your CCD email address and click Next.



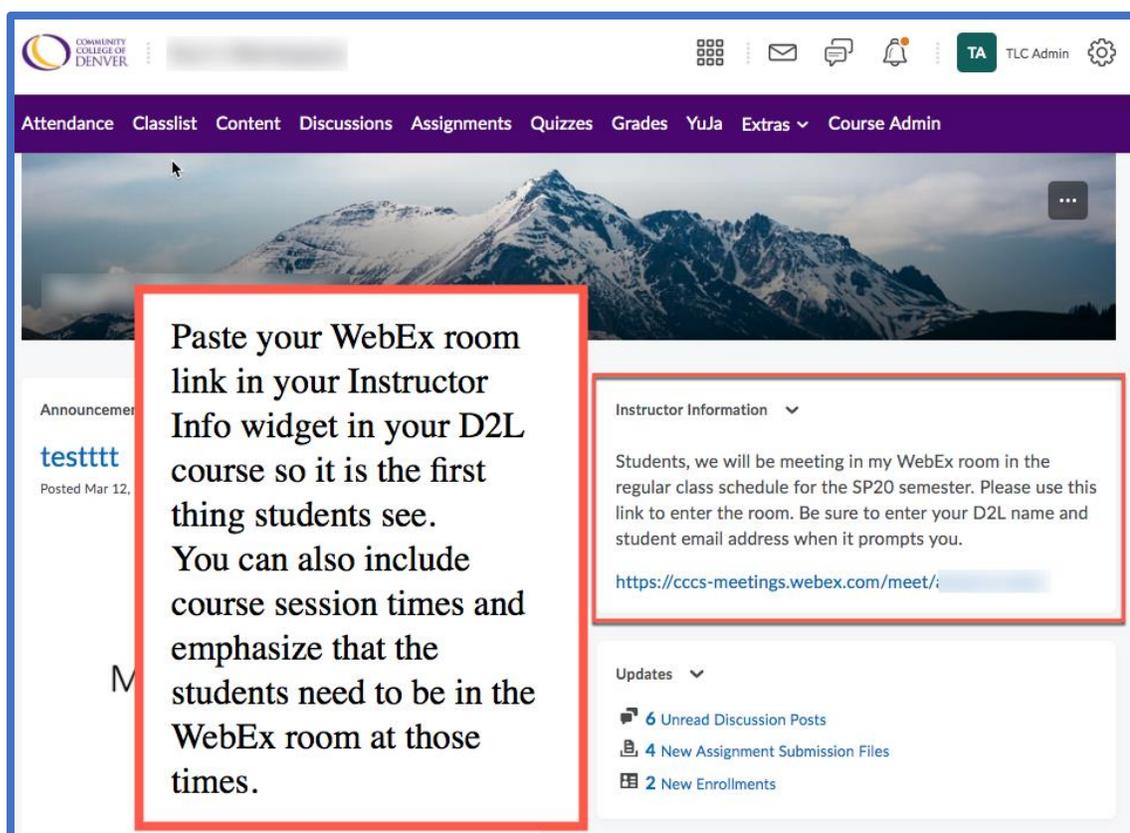
3. Enter your S number and password.



4. You will be taken to your WebEx home. Your personal WebEx room link will be on this page. This link is always same. Share it with your students so everyone can enter when it is class time.



5. The best place to paste this link in your D2L course is the Instructor Info widget on your course home page. Also include your class session times and instruct your students to be in the WebEx room when it is the time.
6. **Important: You will need to be in the WebEx room for students to be able to enter.** So make sure you start the meeting before the class time.



The screenshot shows a D2L course home page for Community College of Denver. The navigation bar includes links for Attendance, Classlist, Content, Discussions, Assignments, Quizzes, Grades, YuJa, Extras, and Course Admin. The main content area features a mountain landscape background. A red box highlights the 'Instructor Information' widget, which contains the following text:

Students, we will be meeting in my WebEx room in the regular class schedule for the SP20 semester. Please use this link to enter the room. Be sure to enter your D2L name and student email address when it prompts you.

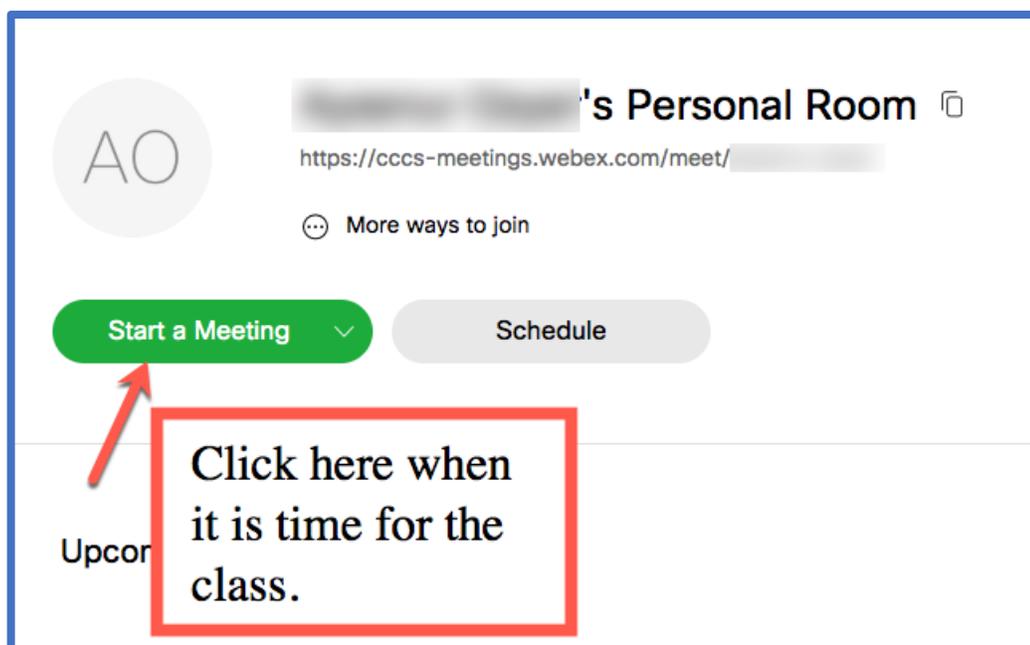
<https://cccs-meetings.webex.com/meet/;>

Below the widget, there is an 'Updates' section showing 6 unread discussion posts, 4 new assignment submission files, and 2 new enrollments.

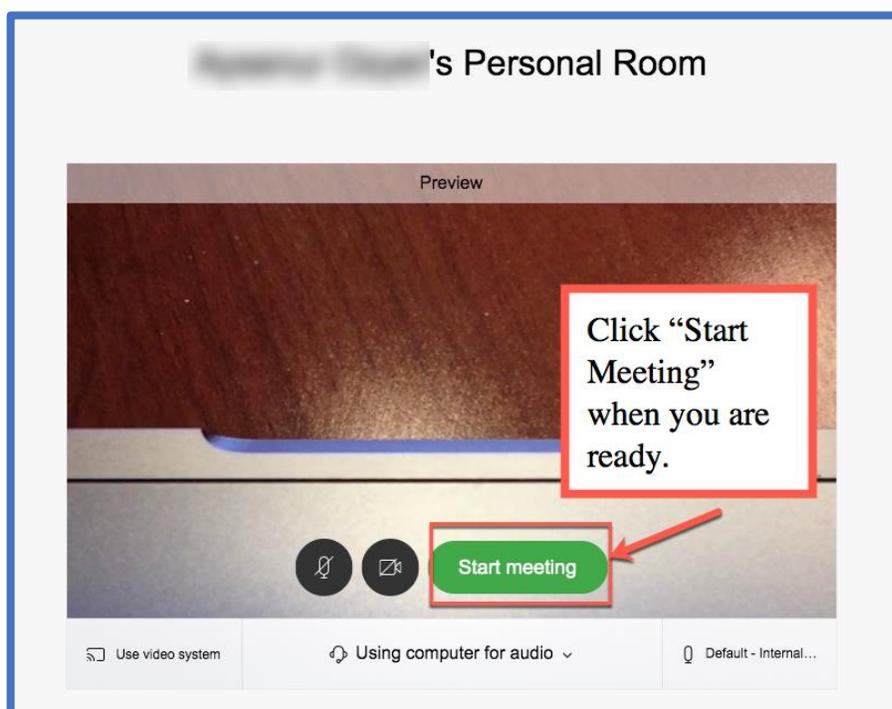
A text box with a red border is overlaid on the page, containing the following instructions:

Paste your WebEx room link in your Instructor Info widget in your D2L course so it is the first thing students see. You can also include course session times and emphasize that the students need to be in the WebEx room at those times.

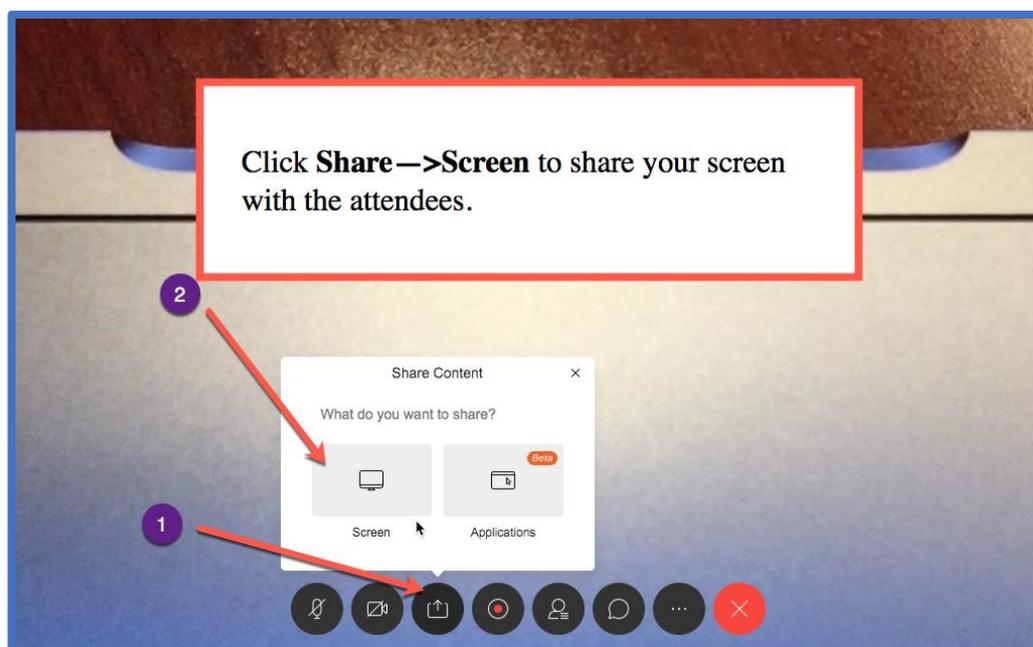
7. Click Start a Meeting on your WebEx homepage to start your WebEx room.



8. Check your camera view and voice. Click Start Meeting when you are ready.



9. Click Share to share your screen with the students.



10. Click Record button to record your class.

