



CONFIGURING CISCO WEBEX INTEGRATION WITH EDSBY

The Edsby digital learning and analytics platform has an open architecture designed to connect tightly with many different school district systems. Edsby offers API-level integrations with popular applications, or through open standards such as the IMS Global Learning Consortium’s Learning Tools Interoperability (LTI). This documentation walks through how to configure Webex meetings and Edsby with basic integration.

Contents

Section 1: Why use Webex meetings in Edsby	2
Section 2: Configure Webex meetings.....	3
Section 3: Sharing Webex meetings in Edsby	5



Section 1: Why use Webex meetings in Edsby

Why Webex?

Webex is a cloud-based real-time meeting software with core capabilities that include a shared space for voice and video meetings, typed chats, screen sharing and more.

In a K-12 education setting, Webex meetings can be useful for distance learning teaching applications, class voice and/or video conversations and presentations.

In Edsby, real-time Webex Meet rooms can be useful for:

- Giving individual classes their own dedicated, persistent area for online instruction and face to face classroom discussions
- Giving school clubs and teams their own voice and video meeting areas
- Virtual school-wide “assemblies” for students
- Cross-district professional learning communities or distance learning professional development
- And more

Strengths

Webex is:

- Powerful, high performance and full featured
- Usable by anyone – participants only require a desktop browser to join via the web app and participate in meetings (a desktop app is also available) or a mobile device with the free Webex Meetings app

Limitations of this initial integration

The integration described in this document is lightweight.

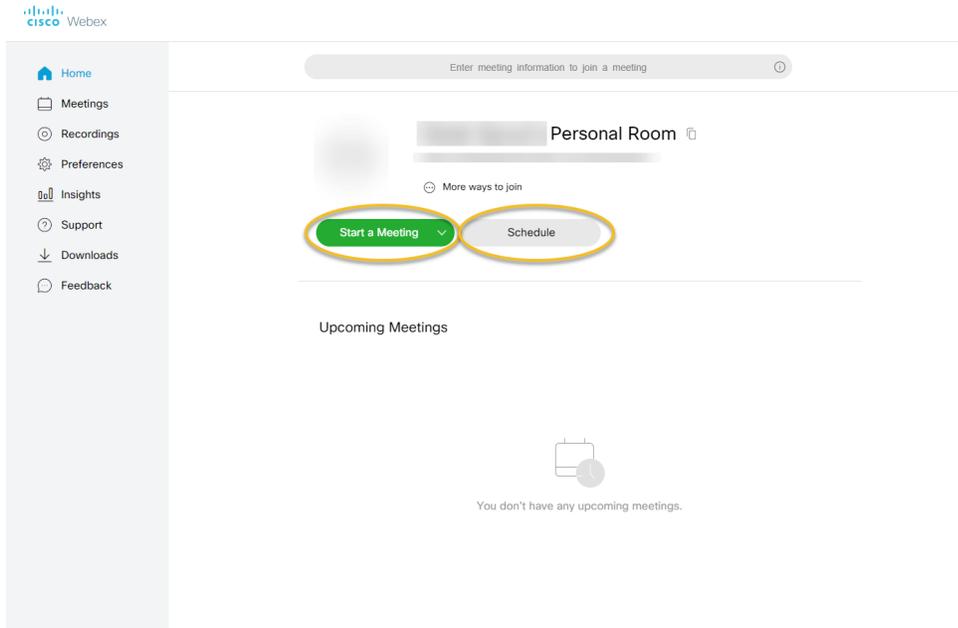
- Webex meeting rooms must be individually created by users with authenticated Webex accounts and their join links manually published inside Edsby classes and groups
 - This requirement will be limiting for large schools or districts
- In this initial integration, Edsby is not limiting meeting participants only to authenticated users in the school or district’s systems. While this has the benefit of making Webex meetings more accessible, for instance to parents, it also has drawbacks
 - Students may be able to join Webex meetings with any display name(s) they like, which may result in ill-considered names in meeting participant lists
 - Students could maliciously share a class or group’s meeting link to others who could hypothetically impersonate users or anonymously disrupt online meetings
 - Meeting recordings could be accessible by anyone with whom a recording link is shared



Section 2: Configure Webex meetings

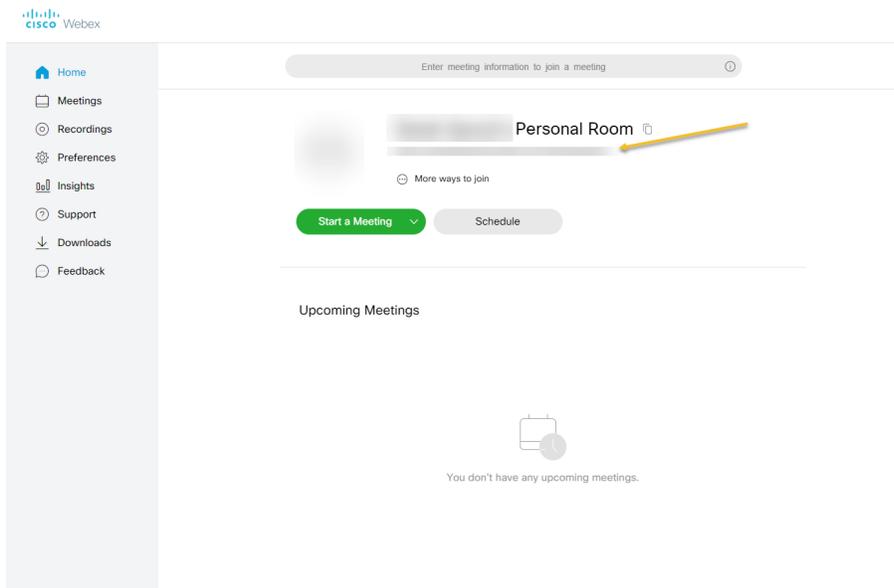
Step #1:

Log into your Webex account if you aren't logged in already, go to Webex at signin.webex.com and click the Start a Meeting button to begin a meeting immediately or click the Schedule button to schedule a future meeting.



Step #2:

There will be a link below the "Personal Room" text that can be used as a persistent Webex meeting. Think of this meeting as a standing virtual "room" that will persist as long as you choose, even over multiple school years if you opt to.

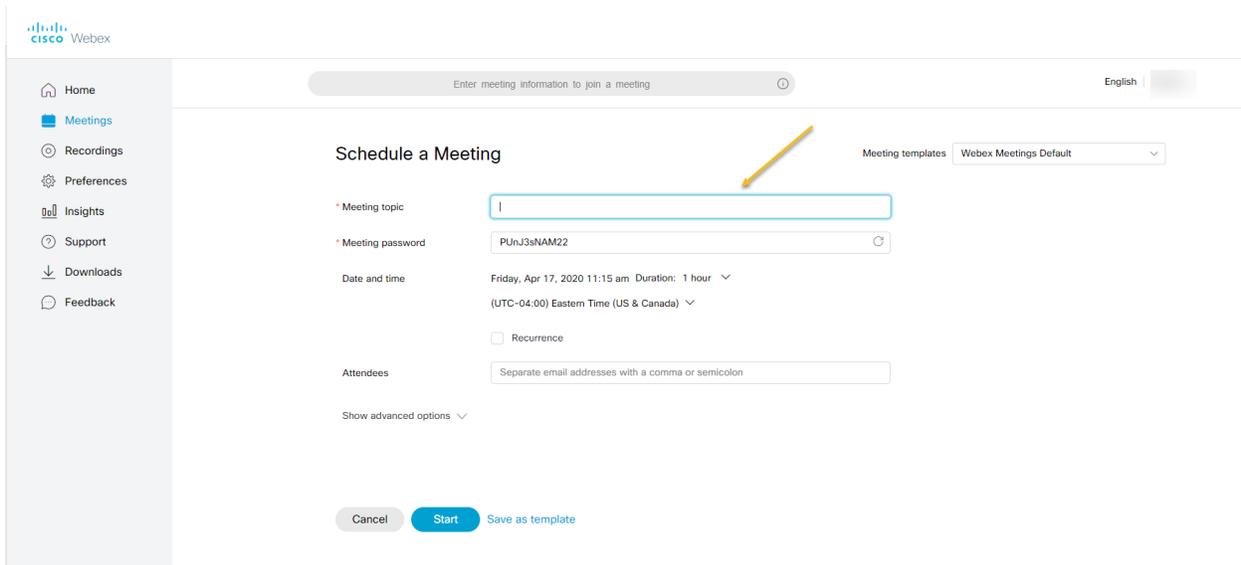




Plan on creating separate meetings for every unique virtual place you would like Edsby students, teachers and/or parents to gather. For instance, consider a unique Webex meeting for every Edsby class. Note, while you can use your personal room meeting link for one unique separate meeting place, in order to create additional unique separate meetings, you will need to utilize the “Schedule” option mentioned in Step #1.

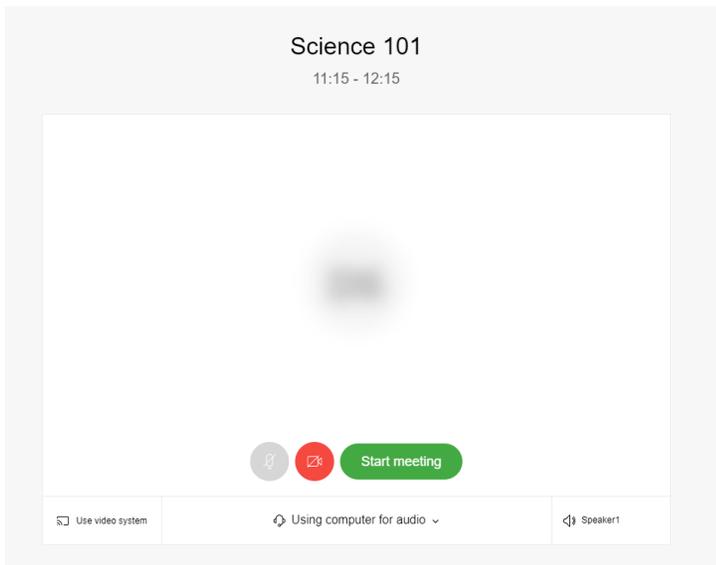
Step #3:

When scheduling a meeting, enter a unique meeting nickname so as to differentiate your meeting rooms in the future. This name will be shared with meeting participants when they join. If creating a meeting for a specific class, for instance, consider including the class code in the meeting name for clarity. Click Start.



Step #4:

You will be the only participant in the meeting lobby. Click “Start meeting.”





Step #5:

Once you schedule a meeting, you will be sent an email with details of the meeting, including a unique meeting URL. Copy the URL (required) along with the other phone and PIN information that you might choose to share (optional).



You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 628 550 450

Meeting password: PUnJ3sNAM22 (78653762 from phones and video systems)

Host key:

Friday, April 17, 2020

11:15 am | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

Step #6:

Record the meeting's name and its join info URL link in a text file, spreadsheet or some other electronic location for your future personal reference. Create as many new meetings as desired and record their names and unique join links as well.

Section 3: Sharing Webex meetings in Edsby

Step #1:

Navigate to where in Edsby you wish to make a Webex meeting available.

- If you want the meeting in a **class**, navigate to that class, logged in as a teacher that teaches that class
- If you want the meeting in a **group**—for use by a club, team, staff PLC or PD, or for managing students at risk, for instance—navigate to that group, logged in as a moderator of that group
- If you want the meeting visible to the **whole school or district**, consider adding it to the school or district's Edsby launchpad or other place, like an Edsby knowledge base, commonly used by relevant users across the district

Step #2:

Create a new note or other post about what the meeting is to be used for, e.g. "Virtual meeting space for video and audio for this class," and paste the meeting's join info URL. Consider adding a Webex meeting logo or other graphic as a file attachment so it will be clearer to your users what the link is at a glance.



Note Journal Assessment Event Poll

Virtual meeting space for video and audio for this class.

<https://meetingsamer8.webex.com/meetingsamer8/>



Post to this class only Share

When shared, it will appear like this:

 **Mr. Derek Barnett** uploaded 1 image

Virtual meeting space for video and audio for this class.

meetingsamer8.webex.com/meetingsamer8/...



Step #3:

If in an Edsby class or group, consider “pinning” your post so that it appears at the top of the class or group by selecting “pin” under the item. Your meeting join link will always be top-of-mind and easily found by users.

3 hours ago
Edited Like · Reply · **Pin** · Remove From Library · Report Inappropriate · Edit

It will appear like this:

Pinned Items

 Virtual meeting space for video and audio for this class.

meetingsamer8.webex.com/meetingsamer8/...





Step #4:

Inform users when they should plan on convening in your meeting rooms using normal Edsby Notes, Journals, Assessments or Events. Consider sharing a list of your meeting rooms and their join info URL links with your school community, perhaps in an Edsby knowledge base record in a relevant Edsby group.