Basics, Scheduling, and Reporting
Scheduling and Reporting
Scheduling a Webex Session

Click here to sign in

**Live Sessions**

Search for sessions by presenter, topic, or words in the agenda:

- **Today**
- **Upcoming**
- **Daily**
- **Weekly**
- **Monthly**

10:44 a.m., Thursday, December 11, 2014

- **Show past sessions**
- **Show only sessions that require registration**

**In Progress**

- No sessions scheduled.

**Scheduled**

1:30 pm **Webex Scheduling & Reporting**
- Laura Delanoix
- 1 hour
- **Start**

2:00 pm **Managing Your Gradebook**
- Jarrod Sanson
- 1 hour
- **Register**

3:30 pm **EDUC 5990 Defense**
- Paula Christensen
- 1 hour
- **Register**

5:00 pm **ETEC 5700 Presentations**
- Dustin Hebert
- 1 hour 30 mins
- **Register**

- More session dates are available
- Multiple-session course
Scheduling a Webex Session

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<thead>
<tr>
<th>Time</th>
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<th>Presenter</th>
<th>Duration</th>
</tr>
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<tbody>
<tr>
<td>1:30 pm</td>
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[More session dates are available](#) [Multiple-session course](#)
Scheduling a Webex Session

**Schedule Training Session**

**Session and Access Information**

- **Topics:**
  - [ ] Listed for all
  - [ ] Listed for authorized users only
  - [ ] Unlisted
  - [ ] This session will have over 500 attendees
  - [ ] Automatically delete session after it ends

**Password Criteria**

**Audio Conference Settings**

- **Select conference type:**
  - Use VoIP only

To use VoIP, participants must have a working microphone and speaker on their computers.

**Time and Date**

- **Starting time:**
  - September 13, 2011
  - 10:30 am

- **Time zone:**
  - Chicago (Central Daylight Time, GMT-06:00)

- [ ] Attendees can join 5 minutes before the start time

- [ ] Send a copy of the attendee's invitation to me

**Set options using templates:**

[Train]
Scheduling a Webex Session

**WebEx Roles Review**

- **Host:** Schedules and manages enrollment before the training session
- **Presenter:** Delivers content during the training session
- **Attendee:** Learns and provides feedback during training
Scheduling a Webex Session

**Invite Attendees**

Provide new attendee information here or select contacts from your address book.

<table>
<thead>
<tr>
<th>Attendees to Invite</th>
<th>Select Contacts...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Email address</td>
</tr>
<tr>
<td>No contacts selected.</td>
<td></td>
</tr>
</tbody>
</table>

**New Attendee**

* Required field

- Full name: [Field]
- Email address: [Field]

Country/Region: [Field]

Phone number: 1 [Field]

Time Zone: [Field]

Language: [Field]

Locale: [Field]

- Add new attendee in my address book
- Invite as alternate host

[Add Attendee]
Scheduling a Webex Session

Session Options

Available features:
Chat, Poll, Video (High-quality, High-definition), View video thumbnails, Number of attendees, Send video, Attendee List, File

Destination address (URL): https://www.surveymonkey.com

Greeting message: Customize greeting message

Session Options

Training session options:
- Chat
- Video
- File transfer
- Enable high-quality video
- Enable high-definition video
- View video thumbnails

Attendee Privileges:
Select the attendee privileges that you want all attendees to have when a training session begins.

Sessions:
- Recording
- Send video

Documents:
- Save
- Print

Security:
- Exclude password from emails sent to attendees
- Attendees must have an account on this service to attend session

Save Cancel
Scheduling a Webex Session
Starting your Webex Session
Accessing Reports

Preliminary Attendance Report

A temporary report appears within 5 minutes after a session ends, allowing the host to follow-up quickly.