COMMUNITY COLLEGE OF DENVER

Teaching & Learning Center
Cherry Creek Building – Room 224
1111 W. Colfax Ave. Denver, CO 80204
303.352.3201 | tlc@ccd.edu
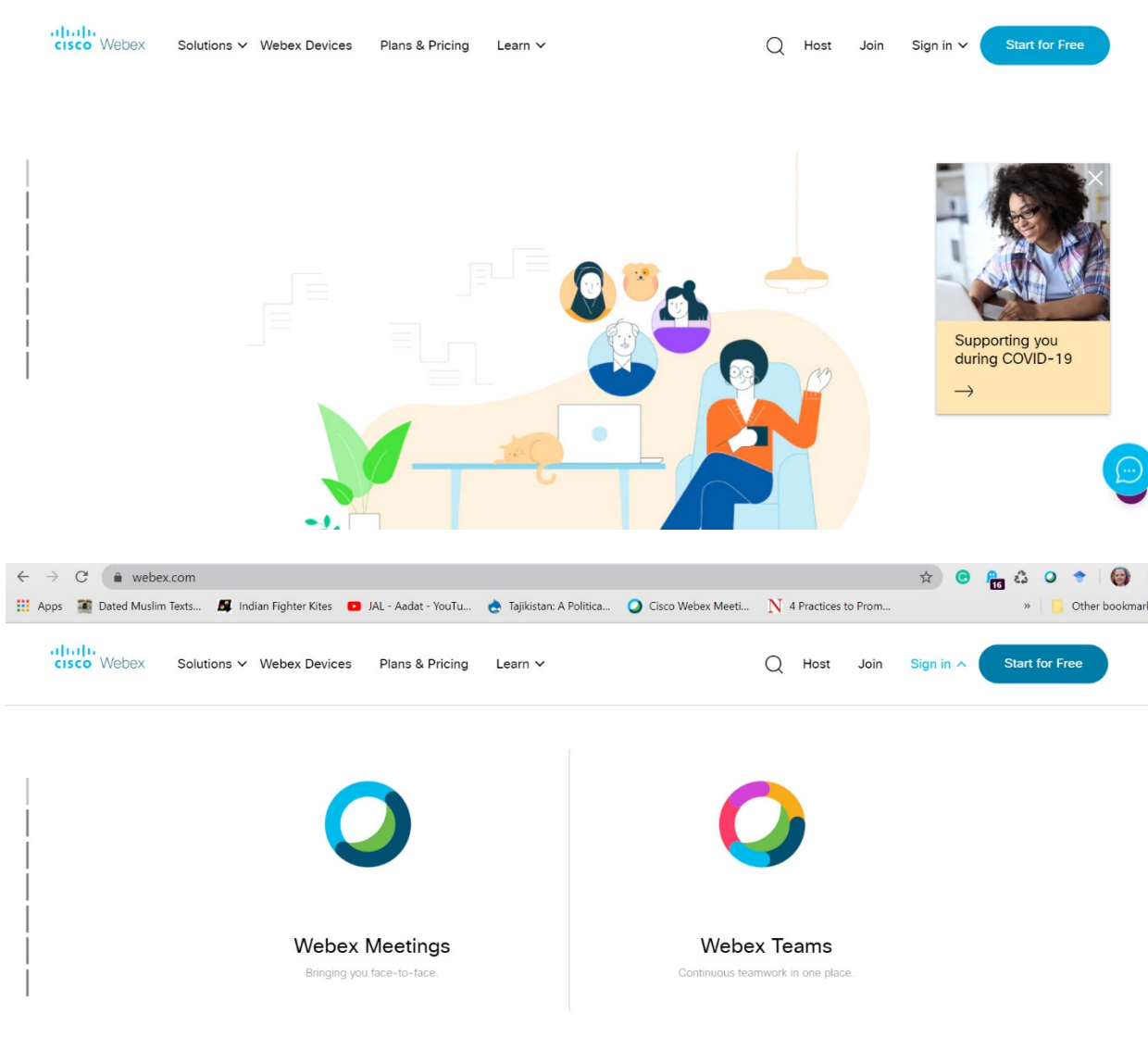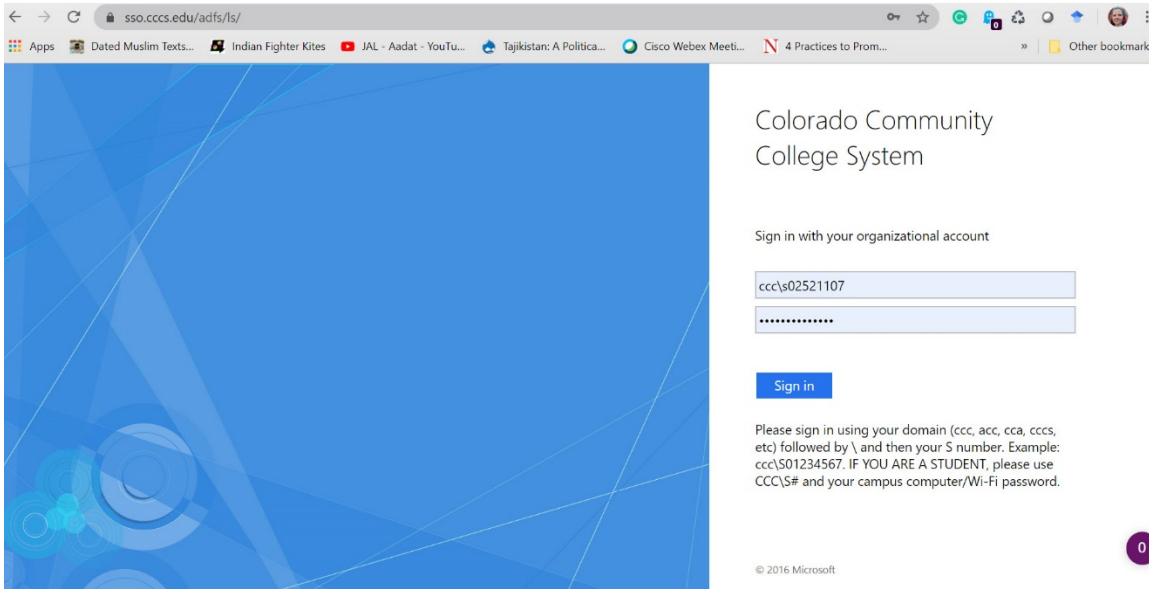
How to Create a Webex Training for your Class

Go to your WebEx homepage by going to webex.com and logging into WebEx Meetings.
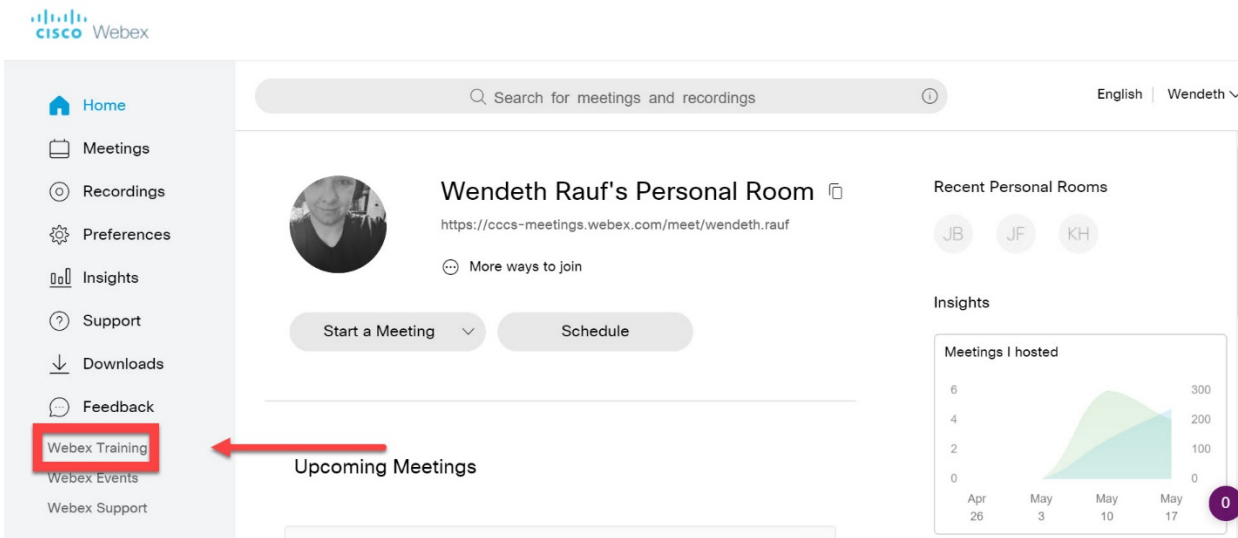
Once you enter your CCD email address you will be redirected to enter your S# and password login. Be sure to use the CCC\

You will then be taken to your homepage. This is a good page to bookmark to avoid going to webex.com.
Now select "Webex Training"

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Once on the Webex Training webpage opens select "schedule training".

You will then be redirected to a page to enter the necessary information to create your training (i.e. class). Enter your topic (what you will call this training). Then enter a session password. One will be auto populated, but it will be difficult. Feel free to change it. Then you can select to have a copy of the invitation also sent to you. Next, you can select to enable and display the toll-free number.

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The next step is to enter the day, time, and duration of the meeting. It will auto populate to the current date. You can schedule one session, or recurring sessions. Be sure to give yourself a little extra time in the duration in case you go over.

You can choose to require students to register, but that will create confusion and extra steps, but if you would like to learn how to do that contact the tlc TLC@ccd.edu and we can show you the steps.

The next step is inviting the attendees, your students. Click on "invite attendees".

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A separate box will open to enter your students. You must use their cccs student email addresses. Enter their first and last names and their email address. Nothing else is required. Click "add attendee". Each person you add will show on a list at the top of the screen.

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After completing your list click "select all" then "invite". You do not have to do select all, you can click people individually.
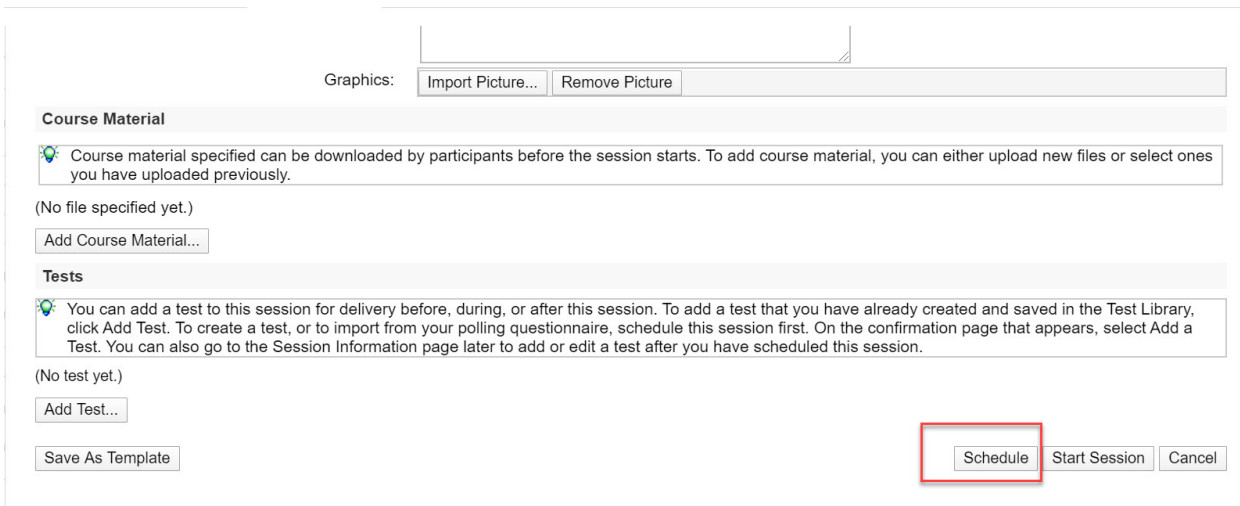
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All of your invited attendees will now show up on the scheduling page in the box.
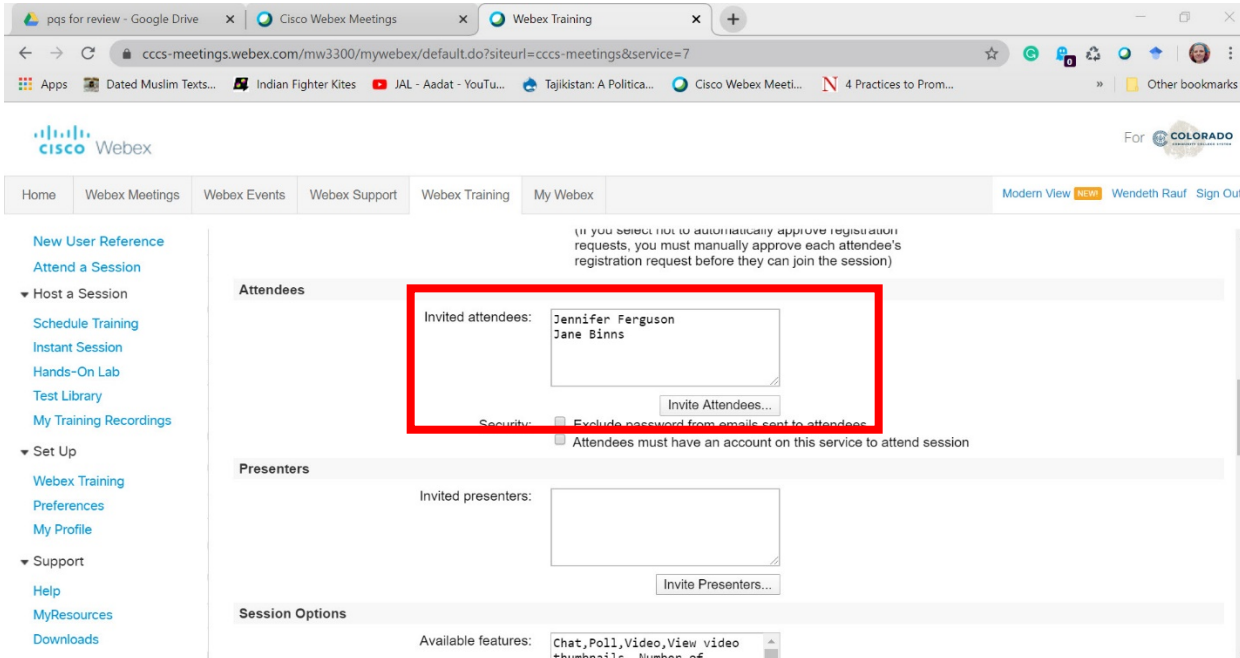
You can now leave everything else as defaulted, scroll to the bottom of the page, and click schedule meeting.

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The invitations will be sent out and will look like this. Student *must* use the link provided. This is *not* the same as the standard Webex meeting.

**** You can forward this email invitation to attendees ****

Hello ,

Wendeth Rauf changed the following training session:

Topic: Managing Discussions
Host: Wendeth Rauf
Date: Monday, June 22, 2020
Time: 3:30 pm, Mountain Daylight Time (Denver, GMT-06:00)
Session password: Discussions

To join the training session
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1. Go to https://cccs-meetings.webex.com/cccs-meetings/k2/j.php?MTID=t12e23dde4970dbd4a02d775b71f06560
2. Enter your name and email address (or registration ID).
3. Enter the session password: Discussions
4. Click "Join Now".
5. Follow the instructions that appear on your screen.
To view in other time zones or languages, please click the link
https://cccs-meetings.webex.com/cccs-meetings/k2/j.php?MTID=tbbacd9803a43020284263af4c6c67e1c

This is the simplest way to schedule a training. There are other options available to you, and if you would like to learn more please contact tlc@ccd.edu for further assistance.