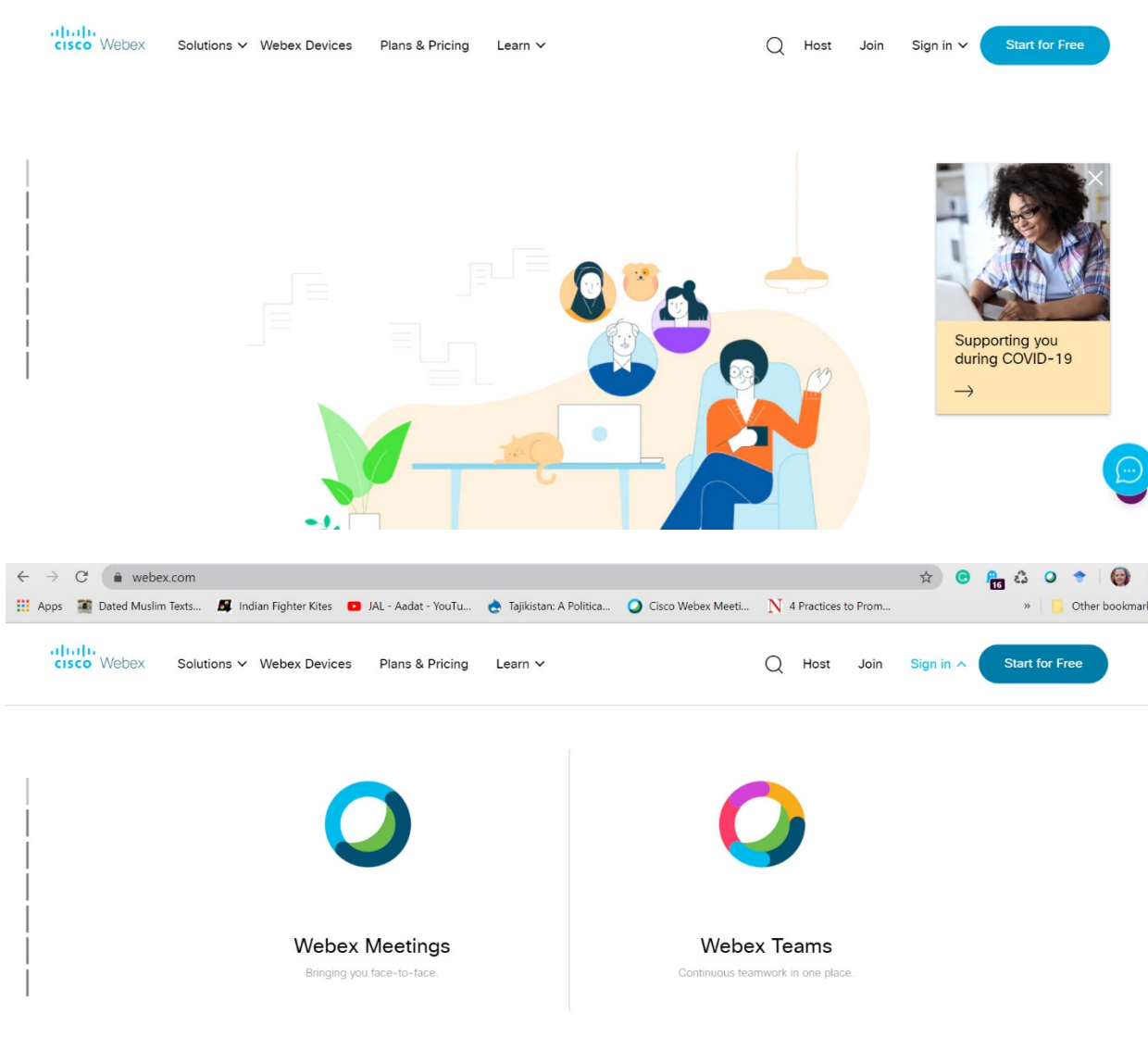




## How to Create a Webex Training for your Class

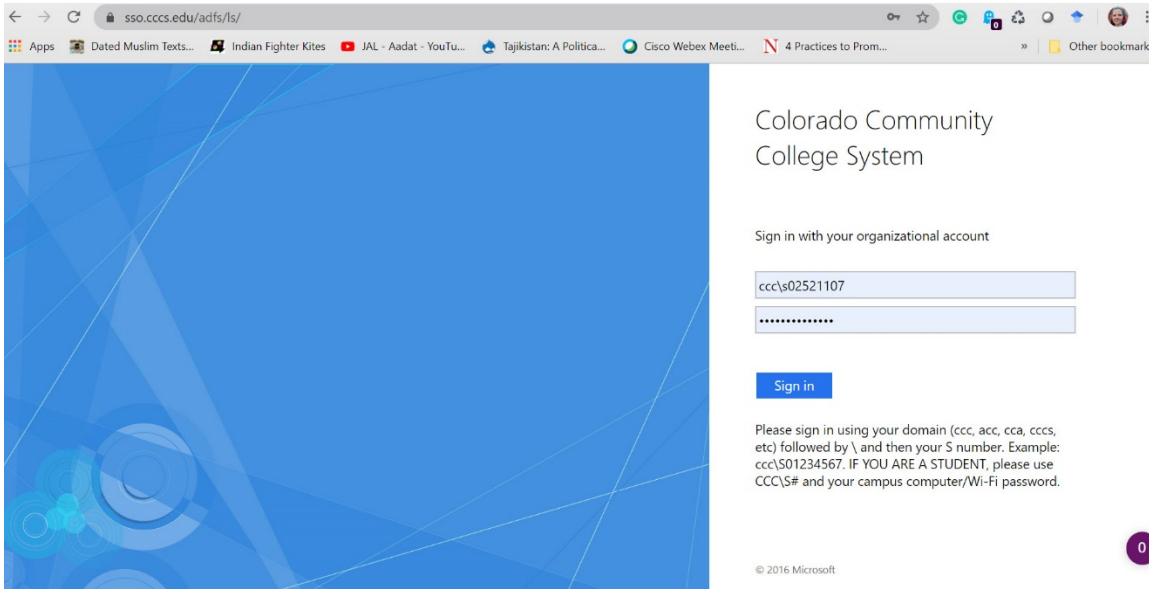
Go to your WebEx homepage by going to [webex.com](http://webex.com) and logging into WebEx Meetings.



Mailing Address: Campus Box 650 | P.O. Box 173363 | Denver, CO 80217

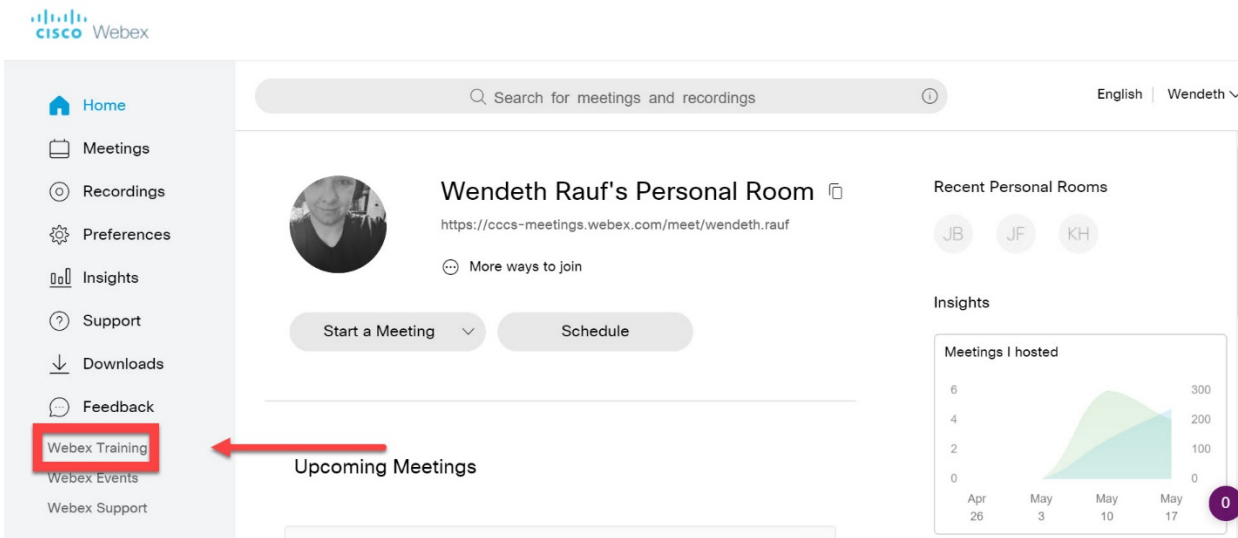
# How to Create a Webex Training for your Class

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"



# How to Create a Webex Training for your Class

Once on the Webex Training webpage opens select “schedule training”.

The screenshot shows the Cisco Webex Training interface. On the left, a navigation sidebar includes links for 'New User Reference', 'Attend a Session', 'Host a Session', 'Set Up', and 'Support'. The 'Schedule Training' link under 'Host a Session' is highlighted with a red box and a red arrow. The main content area is titled 'Join an Unlisted Training Session' and contains the instruction: 'To join an unlisted training session, type the session number that your host gave to you, then click .'. Below this is a 'Session Number:' input field and a 'Join Now' button. The footer of the page includes the copyright notice '© 2020 Cisco and/o'.

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.

The screenshot shows the 'Schedule Training Session' form. The 'Topic' field is labeled 'Name of your class' and is highlighted with a red box. The 'Set session password' field is labeled 'Tuesday526' and is also highlighted with a red box. Below these fields are several checkboxes: 'This session will have over 500 attendees', 'Automatically delete session after it ends', and 'Send a copy of the attendee invitation to me'. The 'Send a copy of the attendee invitation to me' checkbox is highlighted with a red circle. The 'Audio Conference Settings' section includes a dropdown for 'Select conference type' set to 'Webex Audio', and a checked checkbox for 'Enable and display toll-free number'. The 'Date and Time' section shows a 'Starting time' field with a date picker set to 11:00 on 1/26/2020.

# How to Create a Webex Training for your Class

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](mailto:TLC@ccd.edu) and we can show you the steps.

**Date and Time**

Starting time: May 26 2020  
12:00 pm [Plan session time zones...](#)

Time zone: Denver (Mountain Daylight Time, GMT-06:00)

Attendees can join 5 minutes before the start time

Occurrence:  Single-session class  
 Recurring single-session class (attendees register for one session)  
 Multiple-session course (attendee register for entire sequence)  
 Schedule irregular sessions (each session may be edited separately later)

Estimated duration: 1 hour

**Registration**

You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.

- You must enable registration if you want to charge attendees a fee.

Attendee Registration:  Require attendee registration [Customize form](#) ⓘ  
 Automatically approve all registration requests  
(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

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

(If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

**Attendees**

Invited attendees:

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

**Presenters**

Invited presenters:

# How to Create a Webex Training for your Class

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.

Selected Contacts - Google Chrome  
cccs-meetings.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do?actionFlag=listIn...

### Invite Attendees

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

**Attendees to Invite**

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

Select Contacts...  
OK Cancel

### New Attendee

\* Required field

\* Full name:

\* Email address:

Country/Region:  Number (with area/city code):

Phone number: 1

Time Zone: Denver (Mountain Daylight Time, GMT-06:00)

Language: English

Locale: U.S.

Add new attendee in my address book  
 Invite as alternate host

Add Attendee

Selected Contacts - Google Chrome  
cccs-meetings.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do

### Invite Attendees

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

**Attendees to Invite**

Name	Email address	Phone number	Language	Time Zone	Locale
<input type="checkbox"/> Jane Binns	jane.binns@ccd.edu	1-	English	Denver Time	U.S.

Invite Select All Clear All Delete Cancel

### New Attendee

\* Required field

\* Full name: Jennifer Ferguson

\* Email address: jennifer.ferguson@ccd.edu

Country/Region:  Number (with area/city code):

Phone number: 1

Time Zone: Denver (Mountain Daylight Time, GMT-06:00)

Language: English

Locale: U.S.

Add new attendee in my address book  
 Invite as alternate host

Add Attendee

# How to Create a Webex Training for your Class

After completing your list click "select all" then "invite". You do not have to do select all, you can click people individually.

Selected Contacts - Google Chrome  
cccs-meetings.webex.com/tc3300/trainingcenter/scheduler/invitation/frame/inviteattendees.do

## Invite Attendees

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

**Attendees to Invite** Select Contacts...

	Name	Email address	Phone number	Language	Time Zone	Locale
<input checked="" type="checkbox"/>	<a href="#">Jennifer Ferguson</a>	jennifer.ferguson@ccd.edu	1-	English	Denver Time	U.S.
<input checked="" type="checkbox"/>	<a href="#">Jane Binns</a>	jane.binns@ccd.edu	1-	English	Denver Time	U.S.

## New Attendee

\* Required field

\* Full name:

\* Email address:

Phone number:   Country/Region Number (with area/city code)

Time Zone:  ▼

Language:  ▼

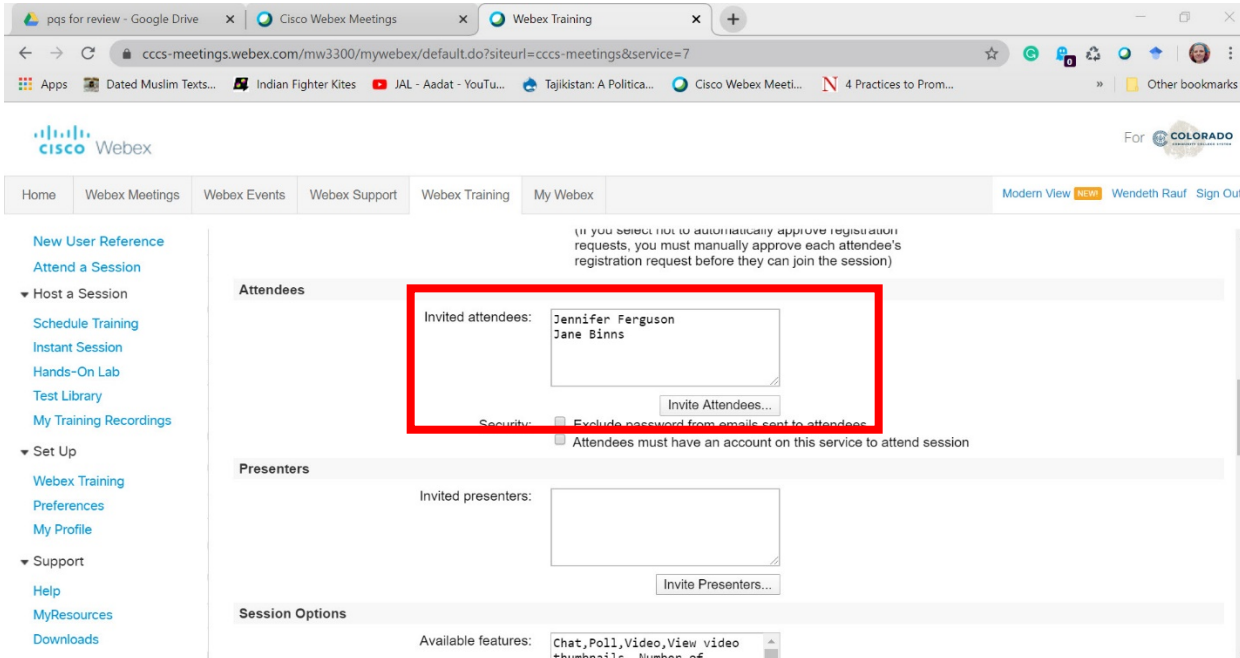
Locale:  ▼

Add new attendee in my address book

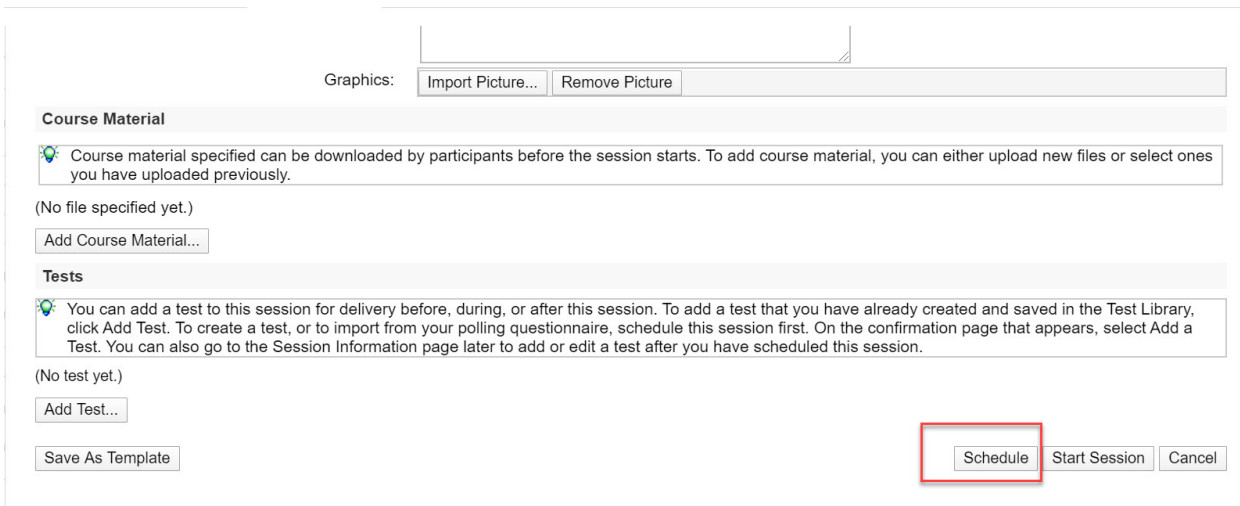
Invite as alternate host

# How to Create a Webex Training for your Class

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.





# How to Create a Webex Training for your Class

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.

**CAUTION:** This email originated from outside of the Colorado Community College System. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please contact your college IT Help Desk if you have any questions.

\*\*\*\* 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

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](mailto:tlc@ccd.edu) for further assistance.