

## WebEx Meeting Set-Up Instructions

For automated attendance to work, you must use WebEx Meetings or WebEx Webinars (see other guide) and customers must join with their email address associated with their JobQuest account. If a customer uses another email address to log into the WebEx meeting or calls from a phone, attendance will NOT be automatically updated, and manual attendance recording must be completed.

- Setup event in MOSES Staff View
  - As the current process allows, customers may be registered for the event either through staff view or through their JobQuest account.
- The WebEx MEETING must be setup at **least one full day** before the event.
- WebEx Meetings can be created from the WebEx website or the WebEx desktop application.
  - State staff can log in at [eolwdma.webex.com](http://eolwdma.webex.com)
  - Upon login, you will automatically be brought to the Home tab – look in the center of the page for the “Schedule a meeting” button
- You must invite [mdcs-jq-events@mass.gov](mailto:mdcs-jq-events@mass.gov) to the meeting and set this invitee as a co-host

Attendees ⓘ

Show advanced options ▾

Cancel Schedule

MDCS-JQ

Recent

ME MDCS JQ Events MDCS-JQ-Events@mass.gov

Directory

ME MDCS JQ Events MDCS-JQ-Events@mass.gov

MDCS JQ Events ⓘ X

[Remove all attendees](#) **Make this attendee a cohost**

- Save the WebEx meeting and then copy the URL for the WebEx meeting and paste it into the Staff View event created in Step 1.

## Join meeting

### More ways to join:

#### Join from the meeting link

<https://eolwdma.webex.com/eolwdma/j.php?MTID=m5009230f65bb1b86e79ec605e7ef426f>

- An hourly\* invite batch job will run, which will do **two** things:
  - Add registered customers to the WebEx meeting, **and**
  - Send the WebEx invitation to the email addresses registered in MOSES.
- An hourly\* attendance batch job will run to do **two** things:
  - Determine which attendees attended for at least 90% of the meeting time, **and**
  - Update the MOSES database to reflect their attendance.

\*Batch jobs run Monday-Friday, 7:00am to 7:30pm.

#### Rules that determine 90% attendance:

Start time will be logged as the **later** of:

- the WebEx event scheduled start time, **OR**
- the time the host starts the meeting.

The end time will be logged as the **earliest** of;

- the scheduled WebEx meeting end time, **OR**
- when the participant leaves before the meeting end time, **OR**
- when the host ends the meeting

If an attendee leaves and comes back, the attendance times will be combined, and they must attend for a total of 90% of the scheduled WebEx meeting time to get credit for attended.

**Recommended WebEx Advanced Options:** Review advanced options to maximize user experience. For example:

- You may want to disable view participant list
- Edit attendee privileges

**Additional Notes:**

You can continue to use any other virtual meeting platforms to host your events, however, attendance will not be automatically updated.

This procedure does not apply to on-demand videos; no staff action is necessary for recording attendance. Participants must view 100% of the video to get credit for attending.