

WebEx Webinar (formerly Events) Set-Up Instructions

For automated attendance to work, you must use WebEx Webinars or WebEx Meetings (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 webinar 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 WEBINAR must be setup at **least one full day** before the event
- Webex Webinars can only be created from the Webex website –
 - State staff can log in at 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 webinar” button

Schedule a webinar

- Fill out the basic event details (title, time) and scroll down to “Attendees” at the bottom of the page
- Invite 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
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Directory

ME	MDCS JQ Events	MDCS-JQ-Events@mass.gov
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- Click the icon of a **person with a checkmark** to make the MDCS JQ Events user a co-host

MDCS JQ Events ⓘ X

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

- Click “Schedule” at the bottom of the page

- Copy the “Join Link” URL and paste it into the MOSES Staff View event created in Step 1.

Join information

Panelist **Attendee** Host

Copy attendee invitation

Join link:
<https://eolwdma.webex.com/eolwdma/j.php?MTID=m85b3768112cba19d62e6b7ac3a54e575>

New

Event Information

Event Name: Amazon Hiring Event
 Event Description: Hiring Event for Amazon
 Career Center: Attleboro Career Center Facilitator: LABRA
 Location: WebEx - Virtual Co-Facilitator 1:
 Co-Facilitator 2:
 WebEx URL: <https://eolwdma.webex.com/eolwdma/j.php?MTID=m5009230165bb1b86e79ec605e7ef426f>
 Openings: 100 Calendar: Do not display on Internet
 Date: 10/29/2021 Time: 11:00 AM
 Recurring: Instances:

OK Cancel

Row 5 of 14

Participants Edit Add Event Schedules Delete Close

October 2021
 S M T W T F S
 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31

Search Criteria
 Job Seeker/Employer:
 Job Seeker Employer
 Career Center: Attleboro Career Center
 Events:

Selected Date
 Show Selected Week
 Show Selected Month

- An hourly* invite batch job will run, which will do **two** things:
 - Add registered customers to the WebEx webinar, **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 webinar time, **and**
 - Update the MOSES database to reflect their attendance.

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

Things to consider:

- You may want to review the results of attendance and adjust credit as needed in MOSES.
- Manually entering ANY attendance *before* the automatic attendance is entered will prevent the automated system from doing attendance for that event.

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.

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.