

## 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](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 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](mailto:mdcs-jq-events@mass.gov) to the meeting and set this invitee as a co-host

The screenshot shows the 'Attendees' section of a WebEx event setup page. On the left, there is a 'Show advanced options' dropdown and two buttons: 'Cancel' and 'Schedule'. The main area is a search bar with 'MDCS-JQ' entered. Below the search bar, there are two sections: 'Recent' and 'Directory'. Both sections list 'MDCS JQ Events' with the email 'MDCS-JQ-Events@mass.gov'. The 'Recent' section has a 'ME' icon next to the name, and the 'Directory' section has a 'ME' icon next to the name.

- Click the icon of a **person with a checkmark** to make the MDCS JQ Events user a co-host

The screenshot shows the 'Attendees' list with 'MDCS JQ Events' listed. Next to the name is a circular icon containing a person silhouette with a checkmark. To the right of the icon is an 'X' button. Below the list, there are two buttons: 'Remove all attendees' and '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> 📄

**Event Information**

Event Name: Amazon Hiring Event  
 Event Description: Hiring Event for Amazon  
 Career Center: Attleboro Career Center  
 Location: WebEx - Virtual  
 Facilitator: LABRA  
 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

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Participants   Edit   Add Event Schedules   Delete   Close

**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.