

WebEx Meeting Set-Up Instructions

For automated attendance to work, you must use WebEx Meetings (and WebEx Events in the near future) 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. Manual attendance can always 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.
 - You must invite mdcs-jq-events@mass.gov to the meeting and set this invitee as a co-host.

The screenshot shows the WebEx meeting setup interface. The 'To...' field in the invitation email is set to 'MDCS JobQuest Events'. The 'Cohost' field in the 'Resources' tab is also set to 'MDCS JobQuest Events'. The meeting information is as follows:

Field	Value
Meeting template	MC: Webex Meetings Default
Meeting type	Webex Meetings Pro Meeting
Meeting password	2YwA4gwdZv8
List on public calendar	<input type="checkbox"/>
Attendees can join meeting	<input checked="" type="checkbox"/> 5 minutes before starting time
Don't include meeting password in email invitation	<input type="checkbox"/>
Enable breakout sessions	<input type="checkbox"/>

The 'Resources' tab is selected, and the 'Cohost' field is set to 'MDCS JobQuest Events'. The 'Info tab templates' field is set to 'Default Information Tab'. The 'Automatically play the presentation before the host joins the meeting' checkbox is checked. The 'Upload...' button is visible.

- 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>

The screenshot shows a 'New' event creation window. The 'Event Information' section includes:

- Event Name: Amazon Hiring Event
- Event Description: Hiring Event for Amazon
- Career Center: Attleboro Career Center
- Facilitator: LABRA
- Location: WebEx - Virtual
- Co-Facilitator 1: (empty)
- Co-Facilitator 2: (empty)
- WebEx URL: <https://eolwdma.webex.com/eolwdma/j.php?MTID=m5009230f65bb1b86e79ec605e7ef426f> (highlighted)
- Openings: 100
- Calendar: (checkbox)
- Do not display on internet: (checkbox)
- Date: 10/29/2021
- Time: 11:00 AM
- Recurring: (dropdown)
- Instances: (dropdown)

 The 'Search Criteria' section on the right includes:

- Job Seeker/Employer: Job Seeker (selected)
- Career Center: Attleboro Career Center
- Events: (dropdown)
- Buttons: Selected Date, Show Selected Week, Show Selected Month

 At the bottom, there are buttons for Participants, Edit, Add Event Schedules, Delete, and Close. The status 'Row 5 of 14' is displayed at the bottom center.

- An hourly* batch job will run, which will add all the customers who are registered for the event to the WebEx meeting and send them the WebEx invitation to the customer at the email address registered in MOSES.
- Hold the event.
- An hourly* batch job will run to determine which attendees attended for at least 90% of the meeting time and update the database to reflect their attendance.
 - You may want to review the results of attendance and adjust credit as needed.

*Please note, participants and attendance will be updated hourly Monday-Friday, 7am to 7:30pm.

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.