

## Add a Webmeeting to your UAS Online Portfolio Page

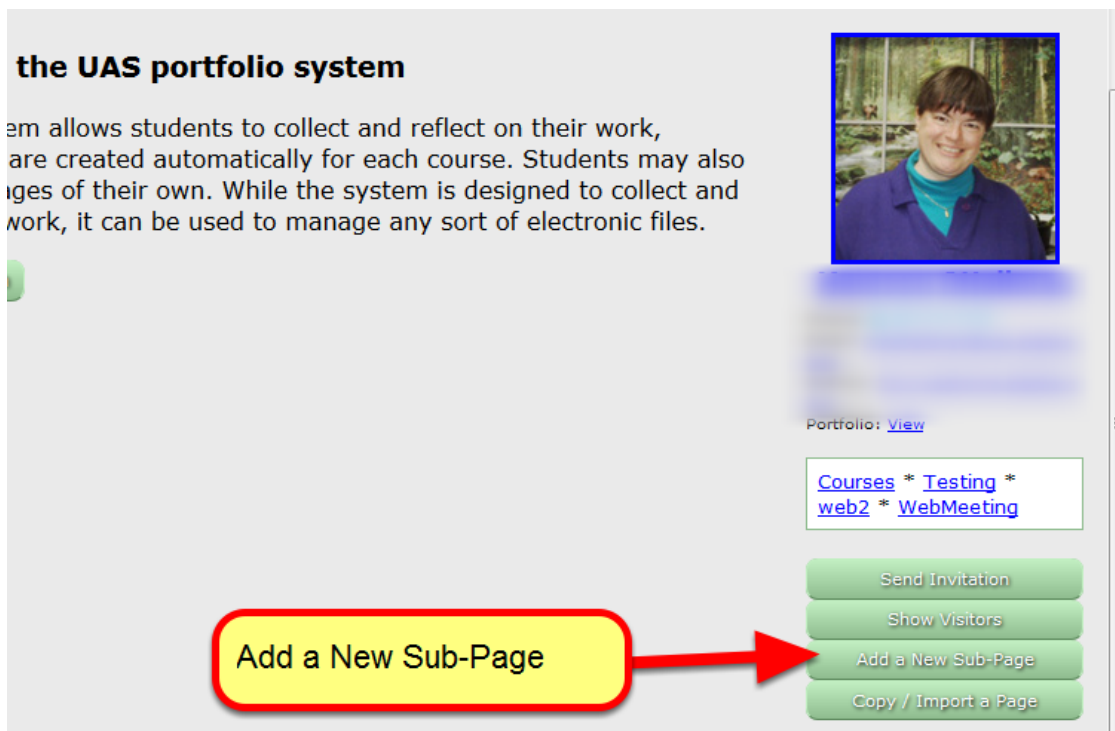
This tutorial explains how to add a Webmeeting to your UAS Online Portfolio page. This webmeeting can be set so anyone can join it - use it to host Office Hours for multiple classes at the same time or to meet with advisees or colleagues. After creating the webmeeting you can send the link to anyone in an email or post it as an External Link or URL in Blackboard.

### Go to your UAS Online Portfolio



Any UA employee or student who has an account on UAS Online (<http://www.uas.alaska.edu/online>) has a portfolio automatically created for them. After you login to UAS online (same login as your UAS email) you can get to your Portfolio by clicking on the link in the upper right.

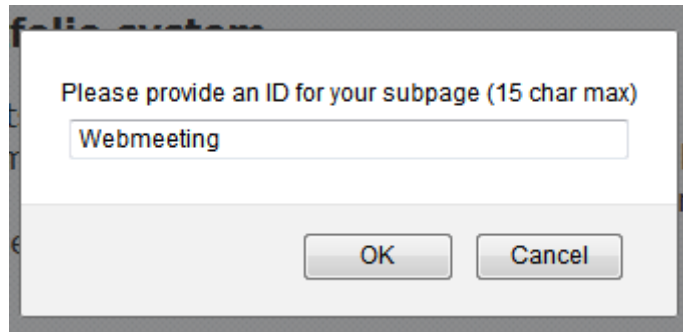
### Add new sub-page

A screenshot of a UAS Online Portfolio page. The page title is 'the UAS portfolio system'. Below the title is a paragraph of text. To the right is a profile picture of a woman. Below the profile picture is a 'Portfolio: View' link. Below that is a box containing links for 'Courses \* Testing \* web2 \* WebMeeting'. At the bottom right are four green buttons: 'Send Invitation', 'Show Visitors', 'Add a New Sub-Page', and 'Copy / Import a Page'. A yellow box with a red border and a red arrow points to the 'Add a New Sub-Page' button.

Once you're in your portfolio you will want to add a new Sub-page. This is because we're going to change the permissions of that page, so you may not want it on the front page of your portfolio.

- Click on the button "Add a New Sub-Page" (on the right below the profile and list of pages).

## Give the page an ID

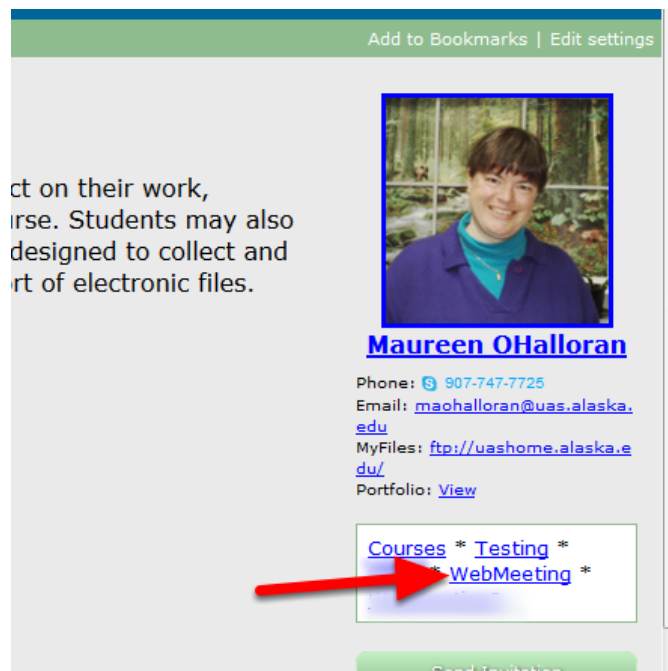


Please provide an ID for your subpage (15 char max)

OK Cancel


Here the page is being given the ID "Webmeeting"

## The page now appears on your list of sub-pages



Add to Bookmarks | Edit settings

ct on their work,  
irse. Students may also  
designed to collect and  
rt of electronic files.



**[Maureen OHalloran](#)**

Phone: [907-747-7725](tel:907-747-7725)  
Email: [maohalloran@uas.alaska.edu](mailto:maohalloran@uas.alaska.edu)  
MyFiles: <ftp://uashome.alaska.edu/>  
Portfolio: [View](#)

[Courses](#) \* [Testing](#) \*  
[WebMeeting](#) \*

Send Invitation

Click on the name of the page in the list of sub-pages (below your profile).

## Give the page a Title

Page Content | Page Design | Security Settings | Publish Page | Delete P

**Title & Description**

Title Webmeeting ID Webmeeting3

**Description:** *Please provide a short description of this portfolio page*

Click on the "Participate Now" link on the right to join the meeting.

[Add attachment \(picture, etc.\) to the description](#) [HTML Editor Help](#)

**Display:**  Page Title  Navigation Links  Owner Profile  Index / Sidebar Navigation

Save

Give the page a title such as "Webmeeting" (1) and a description (2). The description will appear on the page - instructions on how to join the meeting ("Click on the Participate Now link to the right") are a good description.

**CLICK ON SAVE NOW (3).**

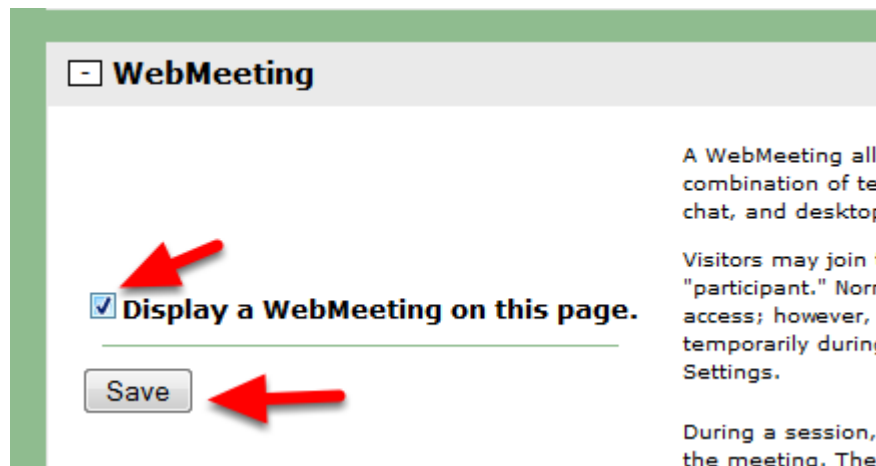
The page will re-load.

## Scroll down and expand the Webmeeting section



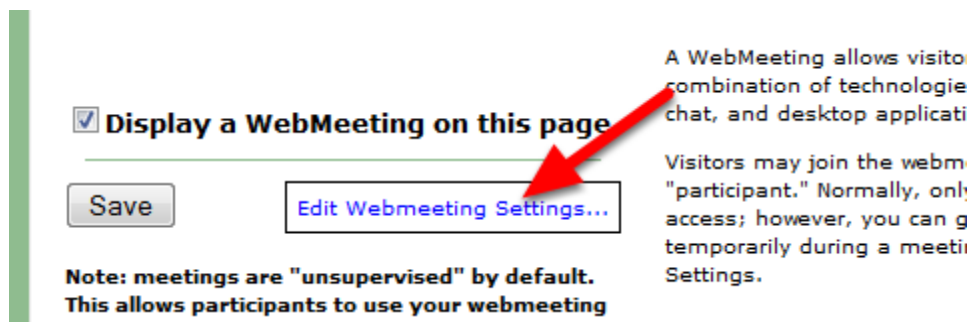
Scroll down and click the plus sign next to WebMeeting

## Adjust Webmeeting Settings



- Check "Display a Webmeeting on this page"
- **Click Save**
- The page will re-load

## Edit Webmeeting Settings



After the page re-loads you'll have a chance to Edit the Webmeeting Settings. Click on the link - among the options you can change are

- Raise Hand on Enter - you might want this for office hourse or a meeting when only a few people enter, but will want to disable it for larger meetings - it can also be changed during the session but this will set the default
- Maximum Simultaneous Talkers - you can set up to 6 simultaneous talkers. Remind people to still release the microphone when not using it - this will reduce background noise and leave the microphone(s) free for others to use.
- Guest moderators - here is where you'd add the username of anyone else you want to be moderator even when you are not in the meeting.

Click Save Settings when you are done setting options.

If you Edit Webmeeting Settings it may be necessary to navigate back to the page



- (1) Use the "breadcrumbs to get back to the sub-page with the meeting
- (2) Click Edit Settings on the right.

Important!!!! Change Security Settings



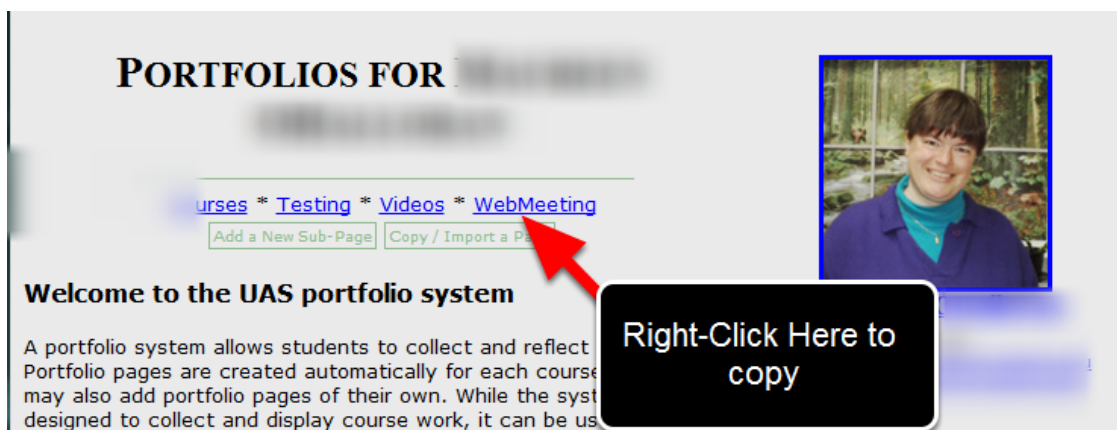
- (1) Click on the Security Settings tab
- (2) In the Reviewers area click "Unrestricted" - **without this others won't be able to join your meeting. Make sure that the words next to "Reviewers" change from No Access to Unrestricted.**
- (3) Click **Save**

## Use the "breadcrumbs" to navigate to your new page



In the upper left of the portfolio page, click on the name of your new page (Webmeeting in this example) to navigate to the new page.

## Get the link to your new page to share with others



- The best way to copy the link to your new page is to right-click on the page link (cntrl-click on a Mac) and "copy link location" or "copy shortcut" (the exact wording will depend on your browser)
- If you want to copy only the webmeeting link (not the link to the whole page) then right-click on the "Participate Now" link and copy that
- After copying the link you can paste it into an email or you can create an External Link or URL on Blackboard

Tip: If you have named your sub-page "Webmeeting" then the URL for that page can also be written as:

<http://uas.alaska.edu/online/portfolio/YOURUSERNAME/Webmeeting>

where YOURUSERNAME is replaced by your UAusername (usually your first two initials, last name and perhaps some numbers).

Recordings are also accessed by going to this page - the "Archives and Documentation" link is on the right.