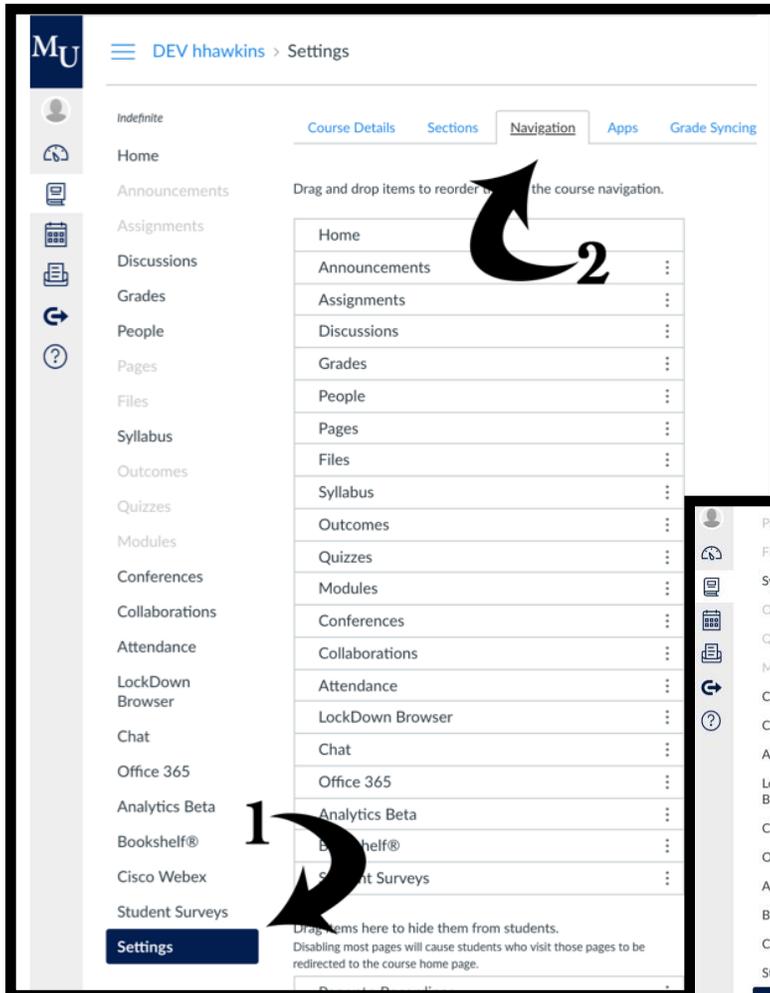


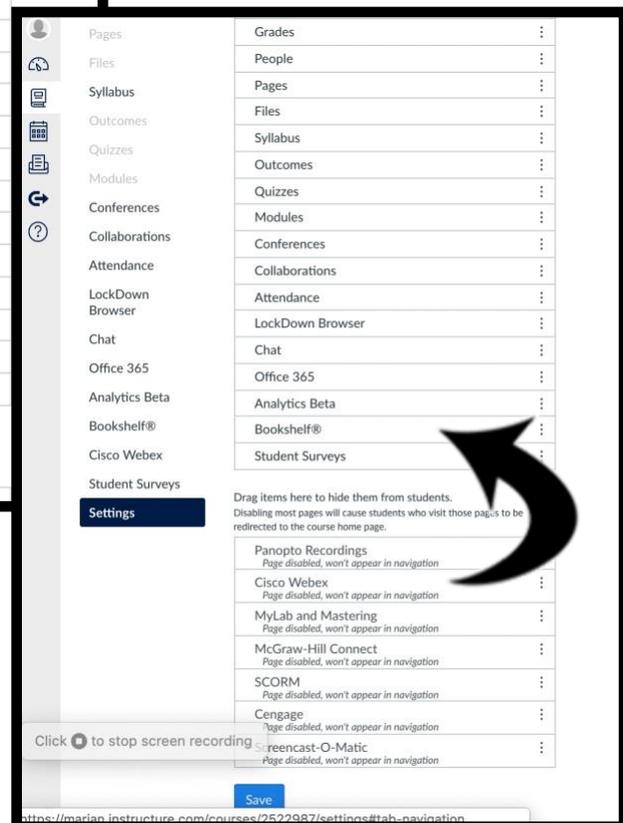
## So, I want to know how to integrate Webex into my Canvas course...

WebEx is a new Canvas resource that provides web-conferencing and enables students to join a live virtual session. By providing a collaborative and engaging experience to students, WebEx also provides real-time polling, virtual breakout rooms, quizzes, attention monitoring tools, and threaded Q&As for the maximized online learning experience.

### How-to: Activate Webex on a Canvas Page so it's enabled for students & instructors



1. Open your Canvas course and select "Settings" on the left-hand side of your course screen (1).
2. Once in "Settings," switch to the Settings tab titled "Navigation (2).
3. Find "Cisco WebEx" in the list of resources disabled for student access and drag it up into the enabled section on your Canvas course; then press "Save".



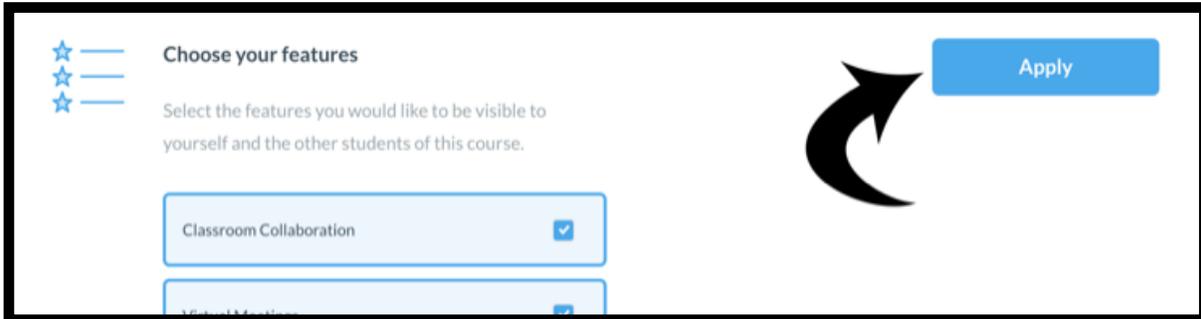
<https://marian.instructure.com/courses/2522987/settings#tab-navigation>

## How-to: Set-Up Webex on a Canvas Page once Enabled for Students and Instructors

1. On your Canvas course menu, select “Cisco WebEx.”
2. On your first visit to Webex on a Canvas course, you will need to determine which features to activate in your course. Under “Choose Your Features,” select the options you wish to use.

Classroom Collaboration	Activates Webex Teams area for student-to-student collaboration spaces.
Virtual Meetings	Activates Online Meeting option for students to meet with their instructors.
Office Hours	Allows students to schedule online office hours with their instructors. <i>(Note – Office hours are specific to the instructor and not the course. Setting or changing office hours will apply to all courses where office hours are enabled.)</i>

3. Once you have selected the features you wish to use in that Canvas course, hit “Apply” to save these changes.

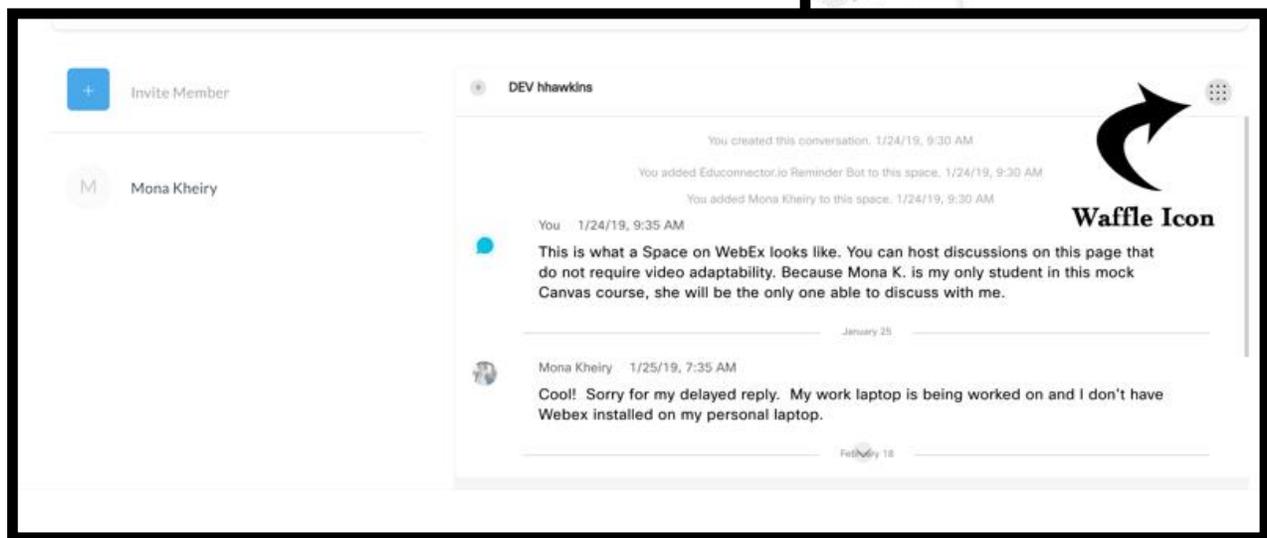
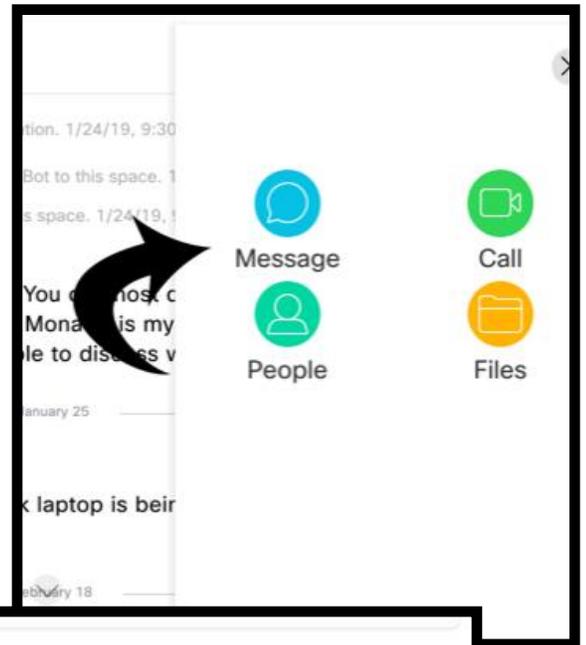


4. Select “Authorize” for the option titled “Authorize with LMS.” This will pull up an additional window on your computer asking for your Marian username and password.
5. *NOT Recommended:* “Webex Attendance Grading” provides students a grade for joining the sessions and cannot be turned off once activated.
6. If you desire, select “Turn On” for “Reminder Bot” which provides students and instructors reminders before the virtual session goes live. You can customize how much notice is given through reminders.

## How-to: Schedule a WebEx Live Discussion Space

WebEx allows for collaborative spaces through Webex Teams. A Webex Team space can be created for the entire class or specific groups of students. In each team space, members of the team can post comments, share files or images, and have online meetings. Team spaces are great for group projects or sharing information with your class that is outside of required readings (e.g., links to current events, informal communication, et cetera).

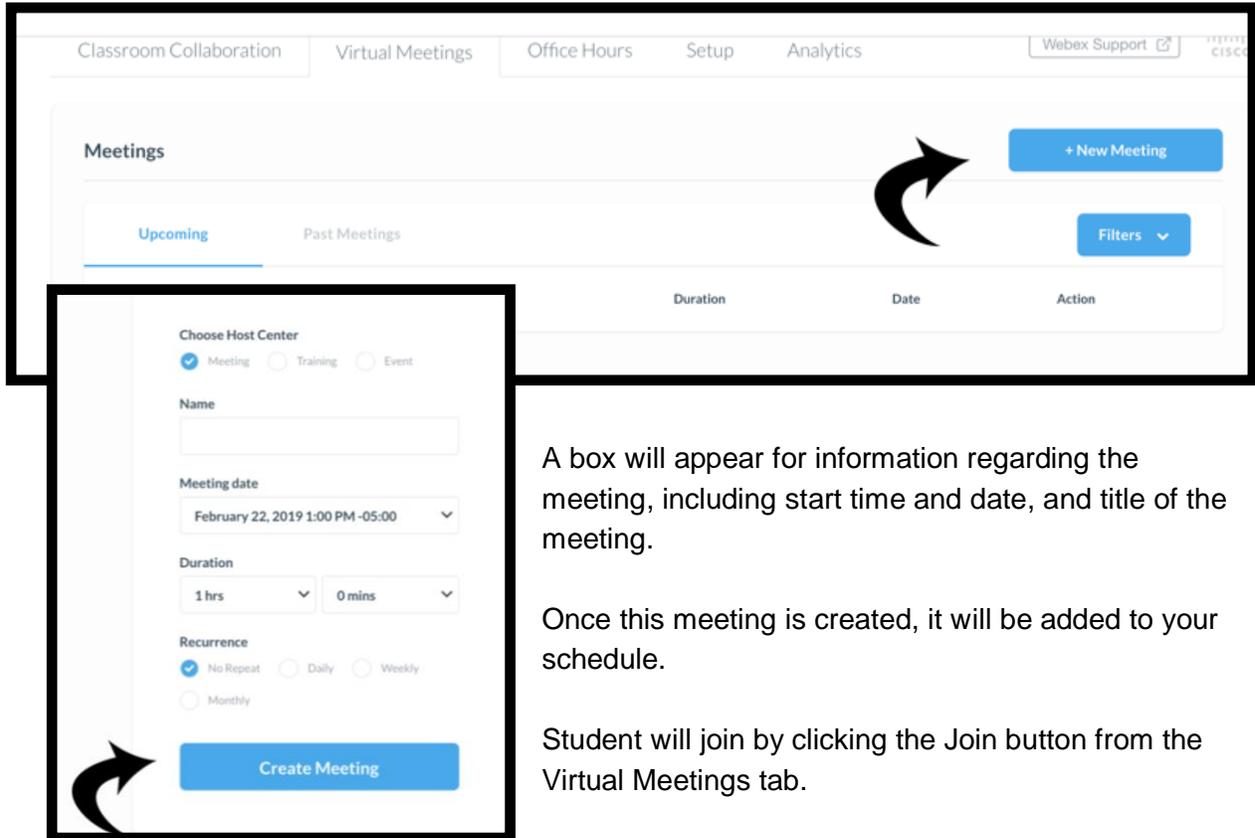
Use the waffle icon to see available options - including sharing files or making a call to the team space. Here, you can also see who is active in the Webex space with



you.

## How-to: Create a Virtual Meeting in WebEx on Canvas for Instructors

WebEx on Canvas allows for virtual live sessions so that students can participate online with the instructor for discussions, lectures, presentations, etc. Instructors can set up a meeting on WebEx by selecting the “Virtual Meetings” tab and selecting “+ New Meeting.”



The screenshot displays the Canvas interface for managing WebEx meetings. At the top, there are navigation tabs: Classroom Collaboration, Virtual Meetings (selected), Office Hours, Setup, and Analytics. A 'Webex Support' link is visible in the top right. Below the tabs, the 'Meetings' section is active, showing a '+ New Meeting' button and a 'Filters' dropdown. A table with columns for 'Duration', 'Date', and 'Action' is partially visible. A callout box provides a detailed view of the 'Create Meeting' form, which includes the following fields and options:

- Choose Host Center:** Radio buttons for Meeting (selected), Training, and Event.
- Name:** A text input field.
- Meeting date:** A date and time selector showing 'February 22, 2019 1:00 PM -05:00'.
- Duration:** Two dropdown menus for '1 hrs' and '0 mins'.
- Recurrence:** Radio buttons for No Repeat (selected), Daily, Weekly, and Monthly.
- Create Meeting:** A blue button at the bottom of the form.

A box will appear for information regarding the meeting, including start time and date, and title of the meeting.

Once this meeting is created, it will be added to your schedule.

Student will join by clicking the Join button from the Virtual Meetings tab.