



Using WebEx in Canvas

This document will walk you through using WebEx within Canvas. The WebEx integration in Canvas is much easier to use than the typical WebEx interface and simplifies the experience for you and your students.

One-time Setup (Do This If You Have Never Used Umd WebEx)

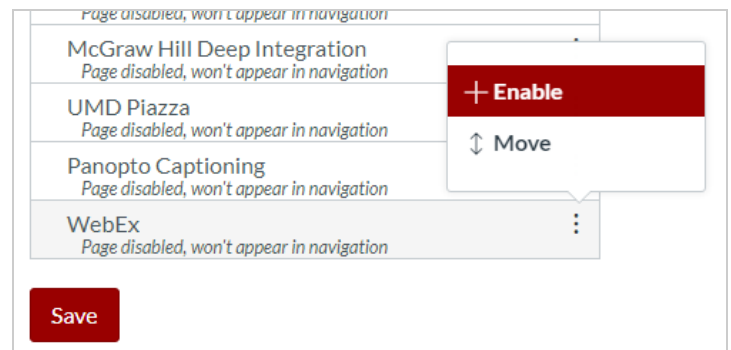
You will need to do this step **once** to make sure your WebEx account is created for you and is synced with the Canvas WebEx integration. If you have taken the quiz that Smith IT sent, then you can skip this step.

- Log into <https://umd.webex.com> and make sure you can see the home page which has a URL to your “Personal Room” (You do not need this link unless you want to have meetings outside of Canvas)

Enable WebEx Integration (Cirqlive) In Your Canvas Course

If you do not see WebEx in your left-hand menu of your course, you can enable it by doing the following:

- Go to your Canvas course
- Select **Settings** in the left-hand menu (course navigation)
- Select the **Navigation** tab and look for WebEx in the **bottom group of items**
- Select the button with **three vertical dots** and choose **Enable**
- ***Go to the bottom of the page and select **Save*****



You should now see the WebEx link in your left-hand menu (course navigation). Go to the **WebEx** link and make sure the integration loads. If you see a button to **reassociate your account**, select that button and then **refresh the page**. If other errors are highlighted e.g. your account can't be found, make sure you do the one-time setup stated at the beginning of this guide.

Course: Some BMGT Course | Role: administrator, teacher • View as Student | Logged in as Suzanne Hurley • Account Settings

Event Calendar | Appointment Booking | Event Recordings | Event Attendance

Event happening now

Some BMGT Course Event (8425)

Host

Started: 1 hour 24 minutes ago
Duration: 1 hour, 30 minutes

Upcoming Events

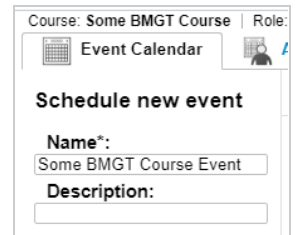
There are no upcoming events to show.

Date	Time	Events
Mon 3/2	10:30 am – 11:00 am	Some BMGT Course Event (8419)
	3:30 pm – 5:00 pm	Some BMGT Course Event (8425)
Tue 3/3		
Wed 3/4		
Thu 3/5		
Fri 3/6		
Sat 3/7		
Sun 3/8		

Schedule a Meeting

Here are the following steps to scheduling a meeting:

- Select the Schedule button on the WebEx page in Canvas
- Fill out the required fields:
 - **Name** - If you have multiple sections, you can change the name to that particular section so students will know which session to join
 - **Repeat** - this will generate recurring meetings so you don't have to generate the room every time you have a session. If your course meets every Tuesday/Thursday, you will make one weekly session on Tuesdays and another weekly session for Thursdays
 - **Days or Date** - depending on the Repeat option you choose, it will ask you when you want to have the meeting or what Days the meeting will take place. Please select appropriately
 - **Conferencing Account** - select **WebEx Training**. This option will mute your students when they join and it will also allow you to do breakout sessions and polling
- Remember to select **Save** when finished. You should now see the next two upcoming meetings on the page

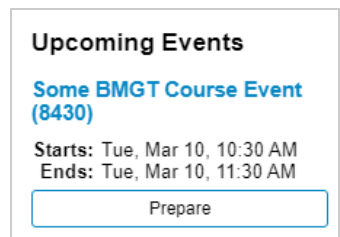


Download WebEx Meetings

Download and install WebEx Meeting from [Cisco WebEx Downloads](#).

Launch Your WebEx Meeting

Each upcoming meeting will have a **Prepare** button that will allow you go in and get familiar with WebEx. This button will change to **Host** when your meeting is about to start. Select the **Host** button to launch the WebEx meeting.

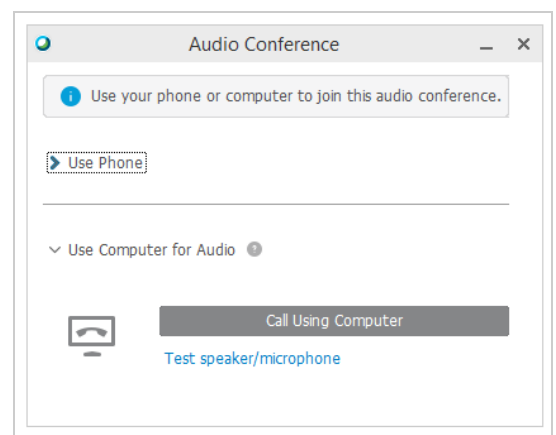


Choose Your Audio

Everytime you launch a WebEx meeting, you will be asked how you would like to connect to the audio - by phone or by using your computer audio.

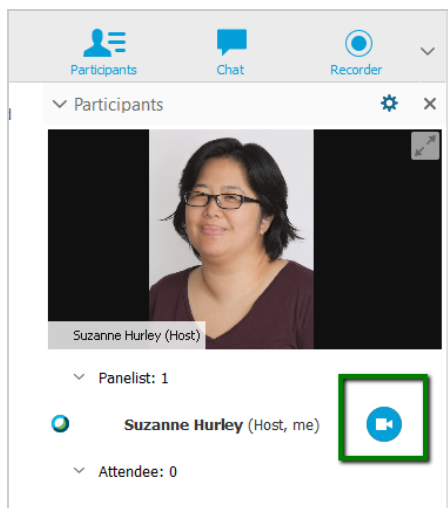
- If you are planning on using your phone, select **Use Phone** and it will display the call-in numbers
- If you select Use Computer for Audio, test your speaker/microphone to make sure they are working

Note: If you are planning to use your computer for audio, please make sure you are using headphones to prevent audio feedback between the speaker and microphone.



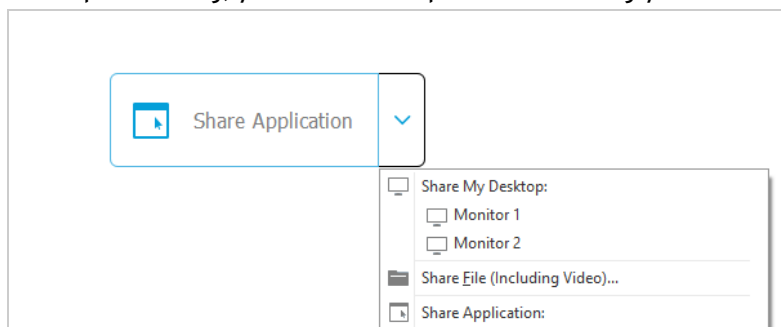
Enabling WebCam

You can enable your webcam by selecting the camera icon next to the right of your name.

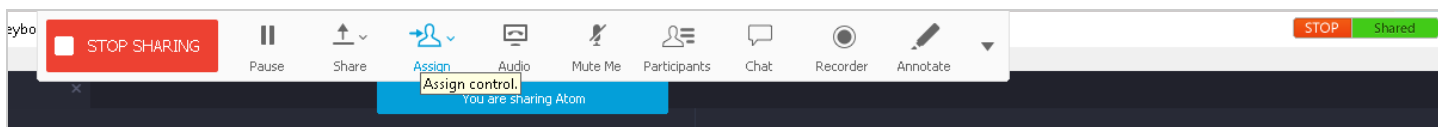


Presenting

When presenting, you have the option of Sharing your Desktop or a particular application such as PowerPoint.



While sharing a screen, you will see the control panel above your presentation. When you are done sharing, just select **Stop Sharing**.



Ending Your Session

When you are done with your session, you can select the **End Training Session** link on the bottom of the page or go to **Files > End Training Session**.

