Canvas Training Guide: Introduction to Cisco WebEx
Faculty Guide

Cisco WebEx allows you to host virtual class meetings, share office hours and facilitate collaboration amongst students within your Canvas course. The steps below will guide you in preparing and extending your Canvas course for online meetings.

Contents:

1. Access and configure Cisco WebEx
2. How to set up virtual meetings
3. How to set up virtual office hours

**Part 1: Access and configure Cisco WebEx**

1. Log in to Canvas and access the course you would like to set up WebEx in.

2. On the navigational pane on the left-hand side, click **Cisco Webex.**
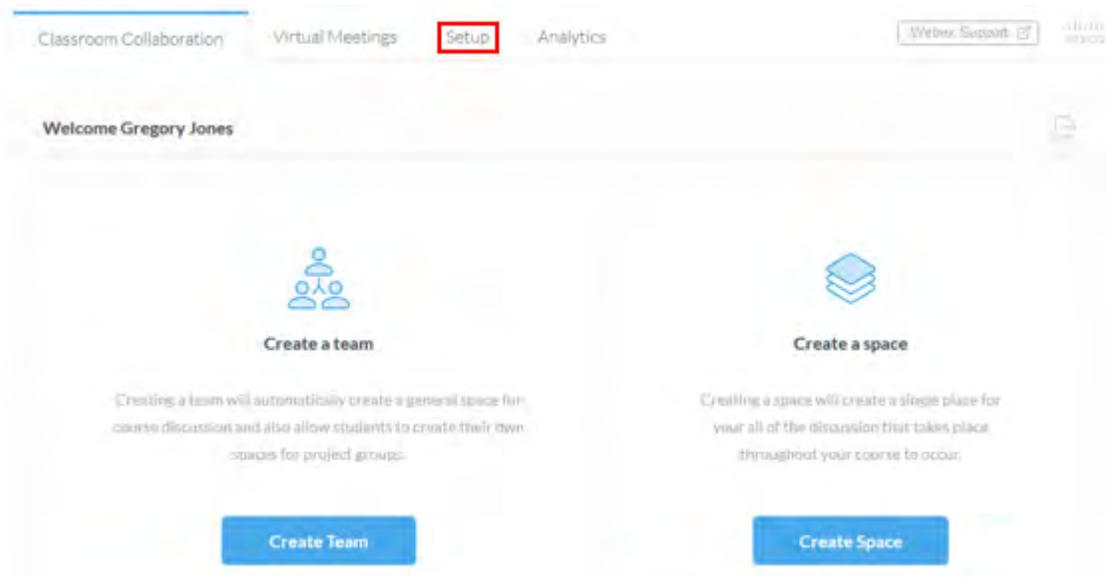
   Attendance

   Cisco Webex

   Course Evaluations

   Office 365

   Research & Writing

   Settings

3. You should now see a sign-in screen for Cisco WebEx. Click **Sign into WebEx Teams.**

   Sign in with your Webex Teams account to start.

   Sign in to Webex Teams
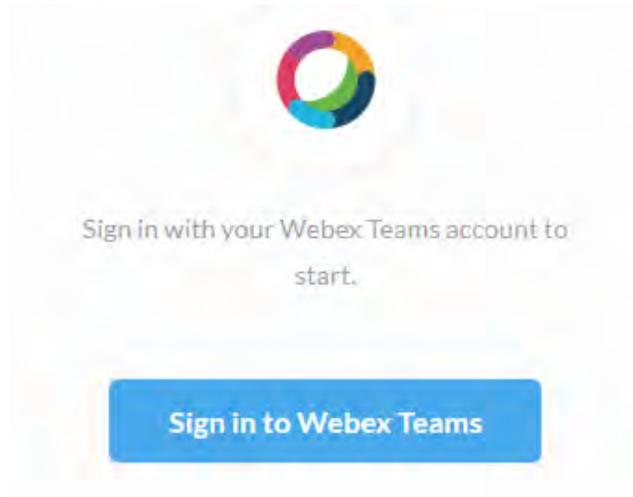
4. A web browser will launch that will take you to a sign-in page. Sign in with your Salve Regina email address and password.

Cisco Webex

Enter your email address

Email address

Next
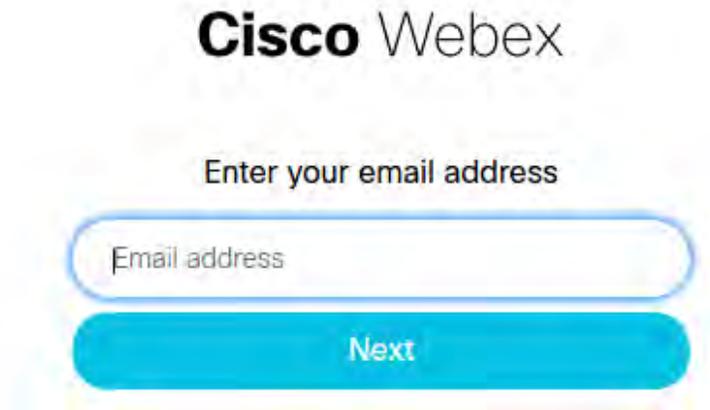
5. After signing in, return to Canvas. You should now see the Cisco WebEx home screen. Click the **Setup** tab.

Classroom Collaboration   Virtual Meetings   Setup   Analytics   Webex Support

Welcome Gregory Jones

Create a team

Creating a team will automatically create a general space for course discussion and also allow students to create their own spaces for project groups.

Create Team

Create a space

Creating a space will create a single place for your all of the discussion that takes place throughout your course to occur.

Create Space

6. On the Setup page, you will see several sections. Scroll down to **Authorize with LMS** and click **Authorize**. You will see a dialog box asking for permission to access your WebEx. Click **Authorize** to continue. Once completed, WebEx will now be authorized within Canvas so that you can use all features available.

7. Scroll back up to the top of the page and locate **Choose your features.** Select the checkbox next to Virtual Meetings and Office Hours, then click **Apply** to save the settings.

Part 2: Set up virtual class meetings
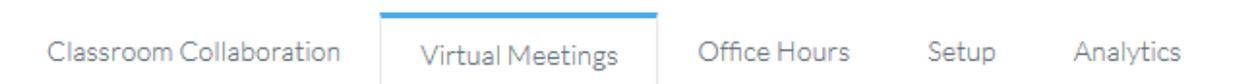
1. Access Cisco WebEx from the navigational menu and click on the **Virtual Meetings** tab.

2. You should now see the screen below. Click **+ New Meeting** to create a new virtual meeting.

Meetings					+ New Meeting	Logout
Upcoming	Past Meetings					Filters ∨
Name	Host	Host Type	Duration	Date	Action	
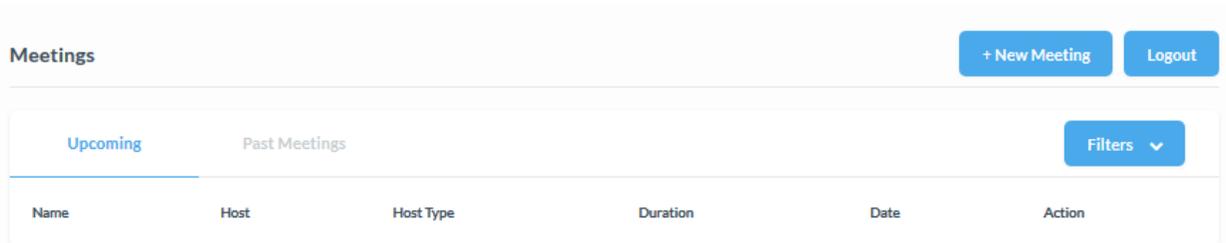
3. Configure the following options when creating a new class meeting. Once you are complete, click **Create Meeting.**
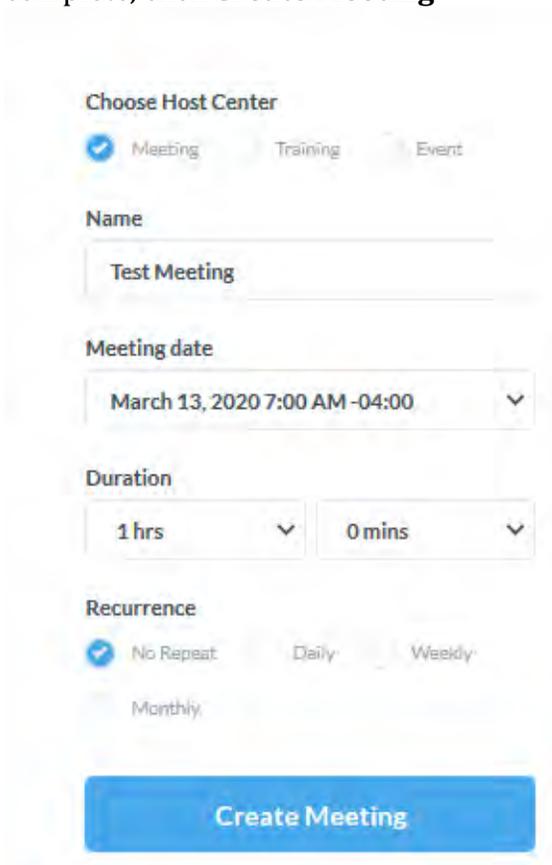
Choose Host Center

✓ Meeting   Training   Event

Name

Test Meeting

Meeting date

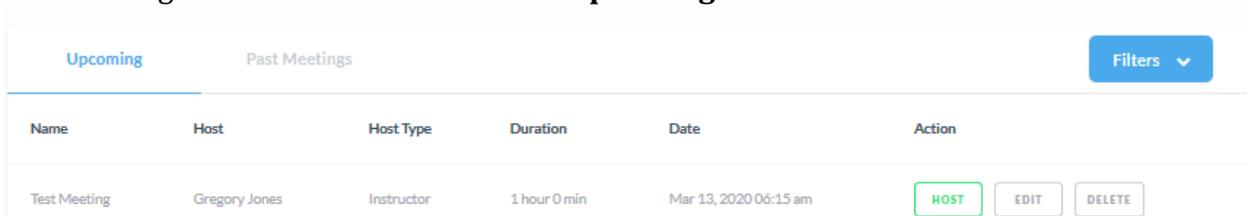March 13, 2020 7:00 AM -04:00 ∨

Duration

1 hrs ∨   0 mins ∨

Recurrence

✓ No Repeat   Daily   Weekly

Monthly

Create Meeting

4. The meeting will now be listed under the **Upcoming** section.

Upcoming	Past Meetings					Filters ∨
Name	Host	Host Type	Duration	Date	Action	
Test Meeting	Gregory Jones	Instructor	1 hour 0 min	Mar 13, 2020 06:15 am	HOST EDIT DELETE	

5. When you are ready to start the meeting, click **Host** under the actions on the right-hand side of the screen. You can also make changes to an upcoming meeting by pressing edit or cancel a meeting by pressing delete.
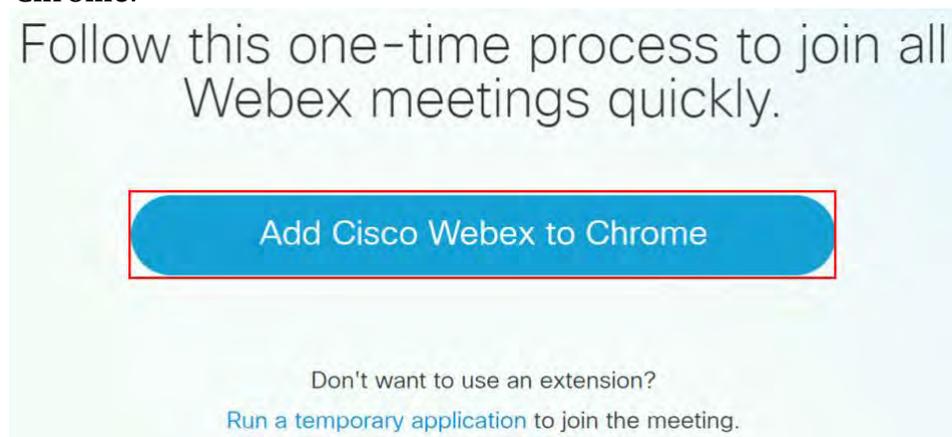
Action

| HOST | EDIT | DELETE |

6. A web browser will open to your WebEx meeting. Please note: If you do not have the Cisco WebEx plugin installed, you will be prompted to download and install it. Follow the steps below to install the WebEx Extension depending on the browser you're using. After the plugin has been installed, the meeting will launch.

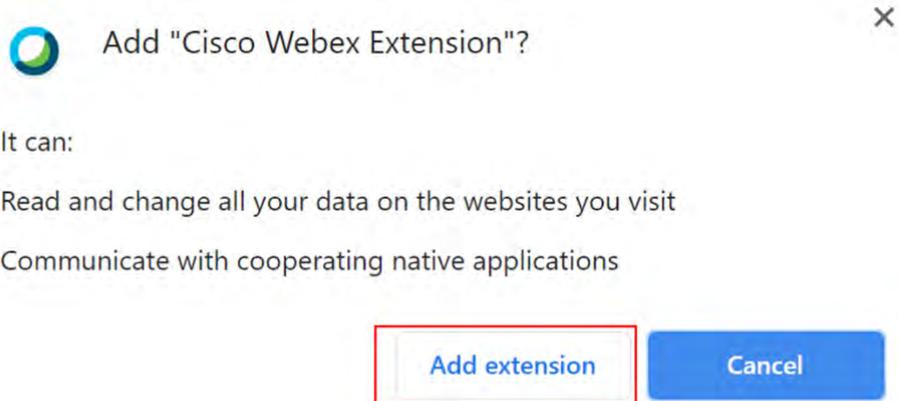- **How to install WebEx Extension in Chrome: (Windows 10)**

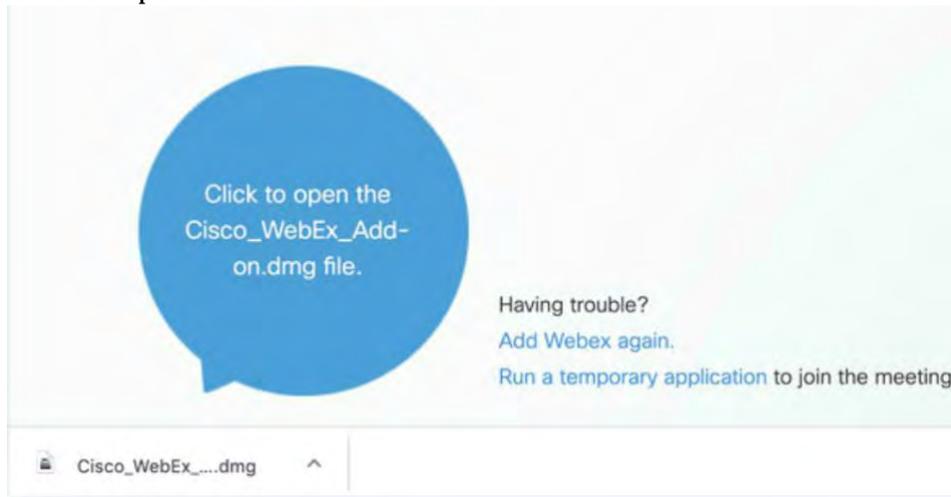   1. If you are prompted, install the Chrome extension by clicking **Add WebEx to Chrome**.

    Follow this one-time process to join all
    Webex meetings quickly.

    Add Cisco Webex to Chrome

    Don't want to use an extension?
    Run a temporary application to join the meeting.

    2. Click **Add to Chrome**

    Home > Extensions > Cisco Webex Extension

    Cisco Webex Extension
    Offered by: webex.com
    ★★☆☆☆ 2,192 | Social & Communication | 10,000,000+ users   Add to Chrome

    3. Click **Add Extension**

Add "Cisco Webex Extension"?

It can:

Read and change all your data on the websites you visit

Communicate with cooperating native applications

Add extension   Cancel

- **How to install WebEx Extension in Chrome: (MacOS)**

  1. Click to open the Cisco WebEx Addon

  Click to open the Cisco_WebEx_Add-on.dmg file.

  Having trouble?
  Add Webex again.
  Run a temporary application to join the meeting.
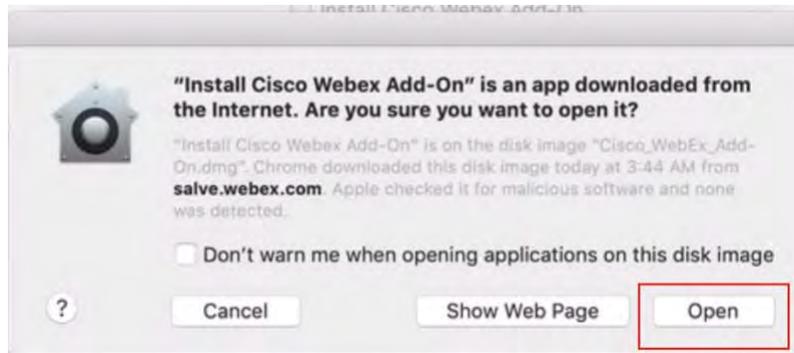
  Cisco_WebEx_....dmg

  2. Click **Install Cisco WebEx Addon**

  Install Cisco Webex Add-On

  Install Cisco Webex Add-On
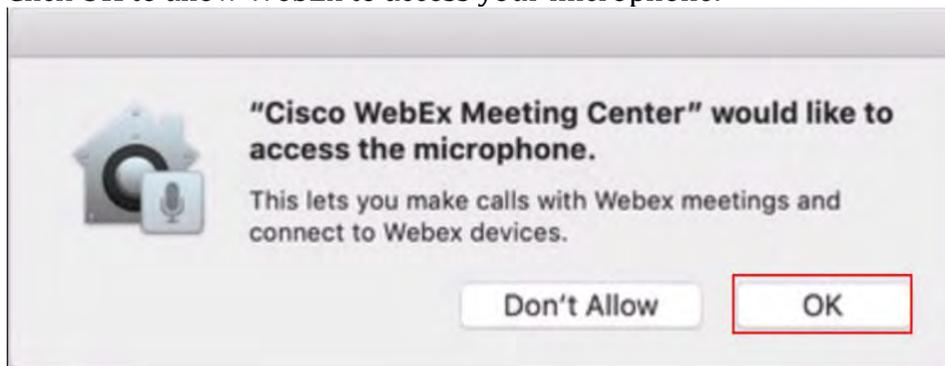
  3. Click **Open**

4. Cisco WebEx Meetings will now install on your system. Once the installation is complete, the meeting will launch. In order for WebEx to use your microphone and camera, you will need to grant permission:

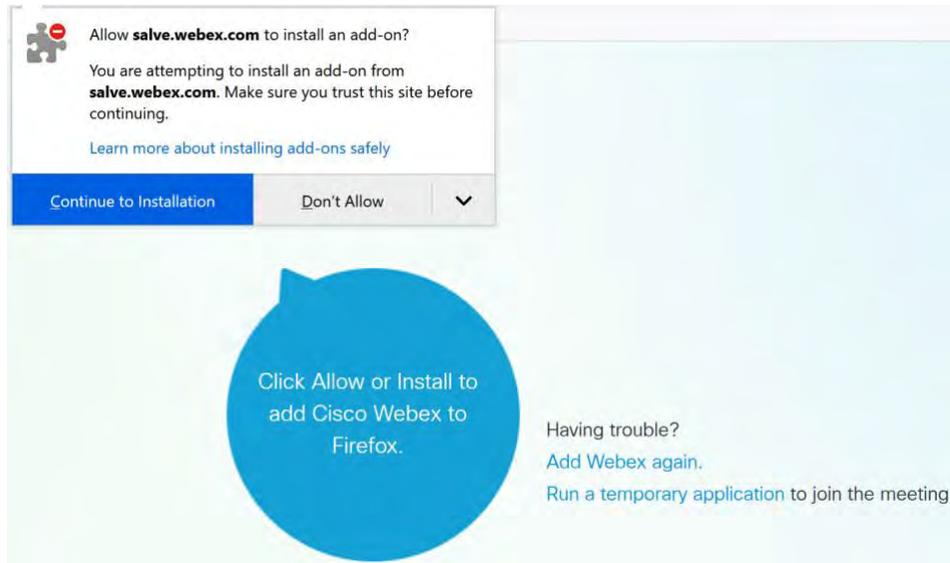Click **OK** to allow WebEx to access your camera:

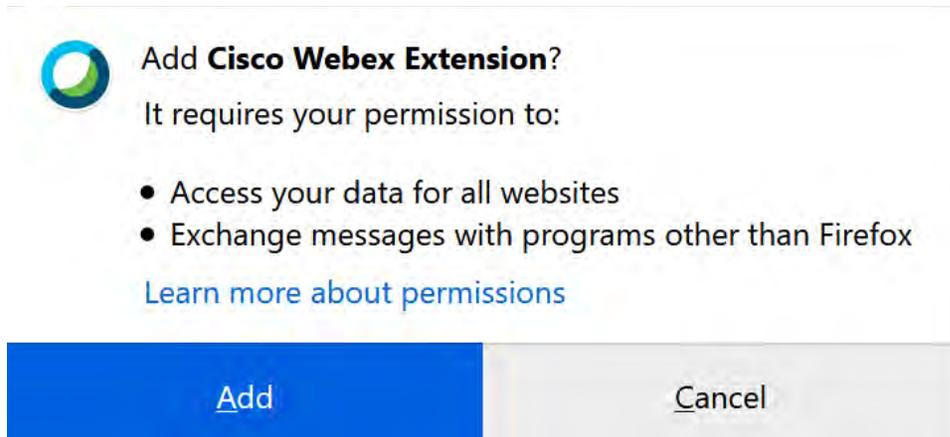Click **OK** to allow WebEx to access your microphone:

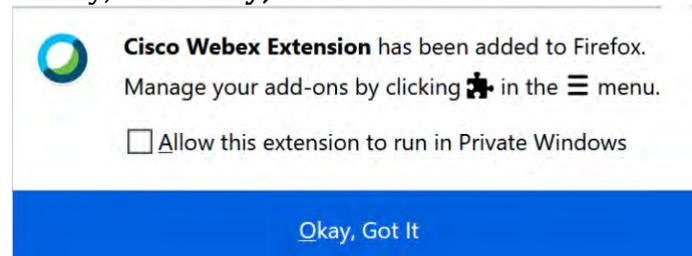- **How to install WebEx Extension in Mozilla Firefox (Windows 10)**

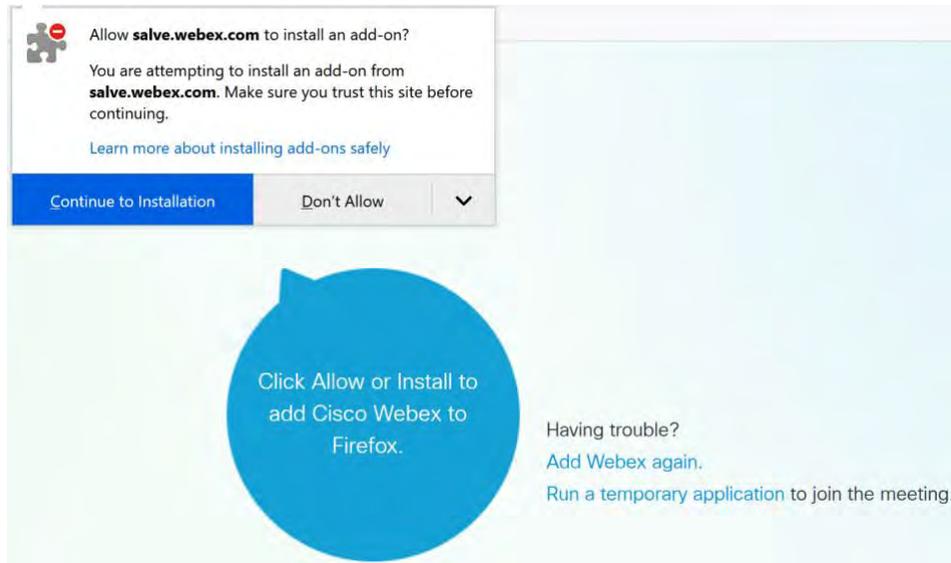1. When prompted, click **Continue to Installation**
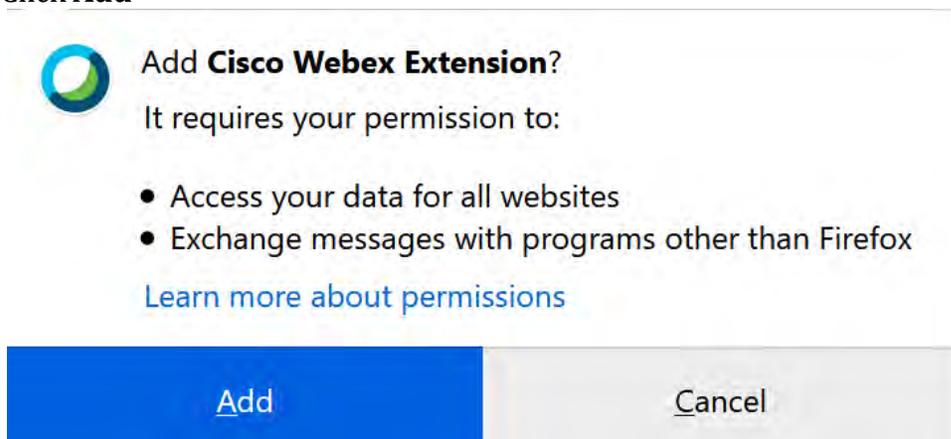
2. Click **Add**

3. Finally, click **Okay, Got It**

4. The WebEx meeting will now launch.

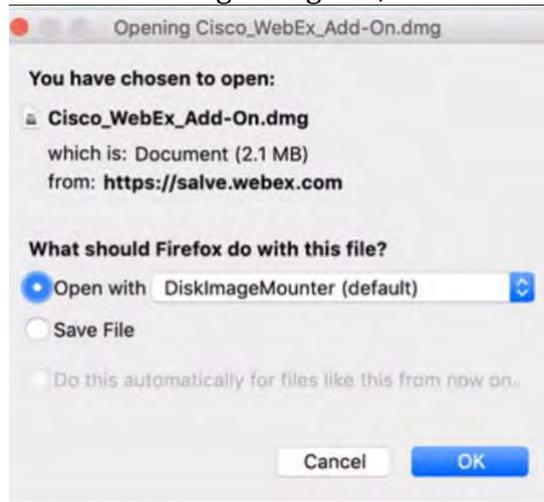- **How to install WebEx Extension in Mozilla Firefox (MacOS)**

    1. Click on the Webex Meeting you would like to join.

    2. When prompted, click **Continue to Installation**

Click **Add**

3. On the following dialog box, click **OK** to download the Cisco WebEx Add-on

4. The WebEx Add-on will download and automatically launch. Click **Install Cisco WebEx Add-on.**
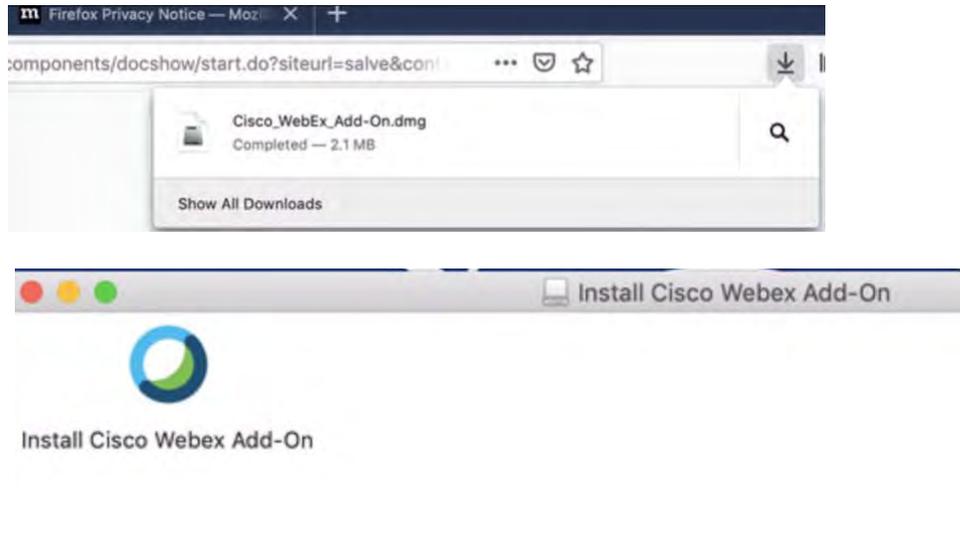
5. Click **Open**
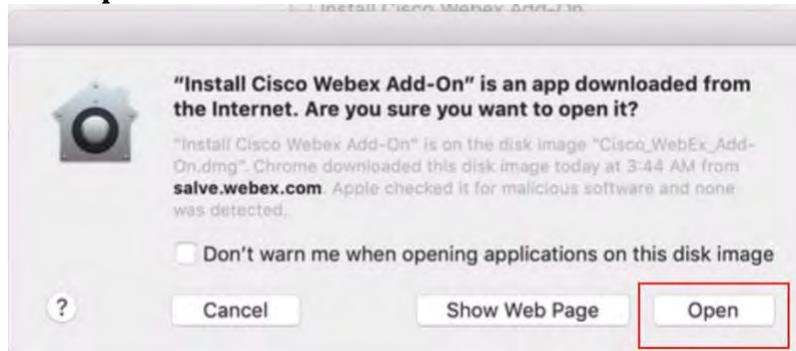
6. Cisco WebEx Meetings will now install on your system. Once the installation is complete, the meeting will launch. In order for WebEx to use your microphone and camera, you will need to grant permission:

Click **OK** to allow WebEx to access your camera:
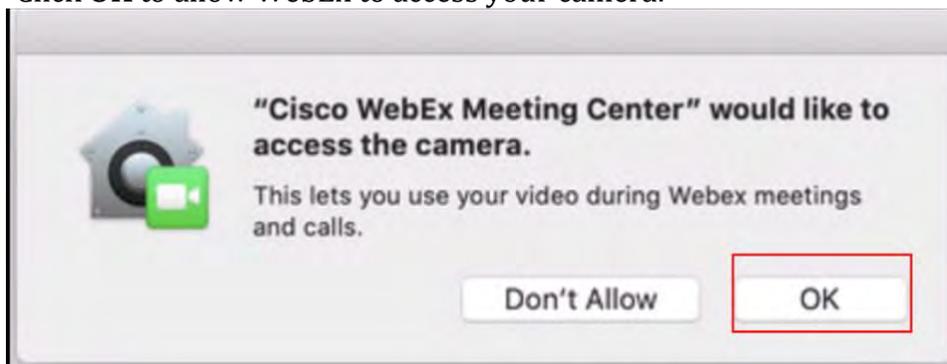
Click **OK** to allow WebEx to access your microphone:

- **How to install WebEx Extension in Safari (MacOS)**

    1. You may receive a prompt to allow downloads in Safari. Click **Allow**.
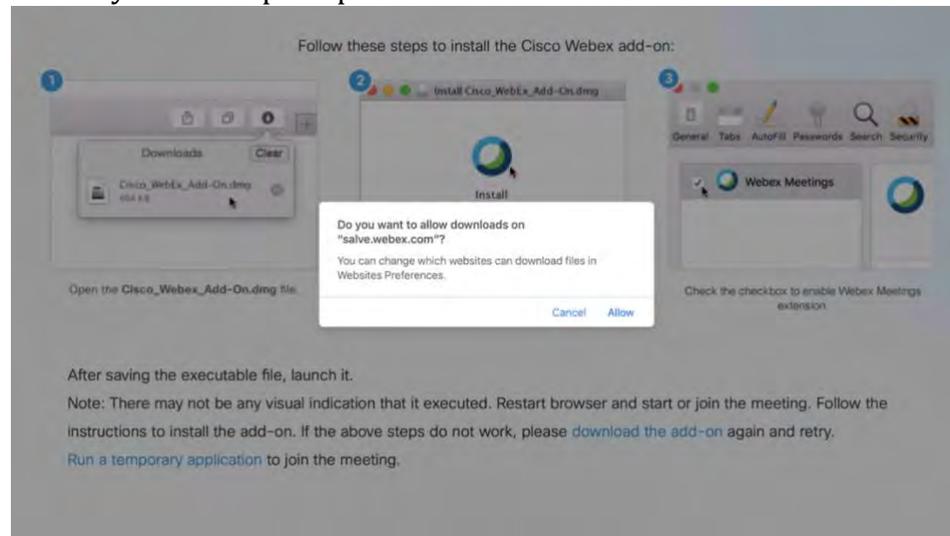
    2. The Cisco WebEx Addon will now download to your computer. Click the **Download** icon and open the Cisco WebEx Addon.
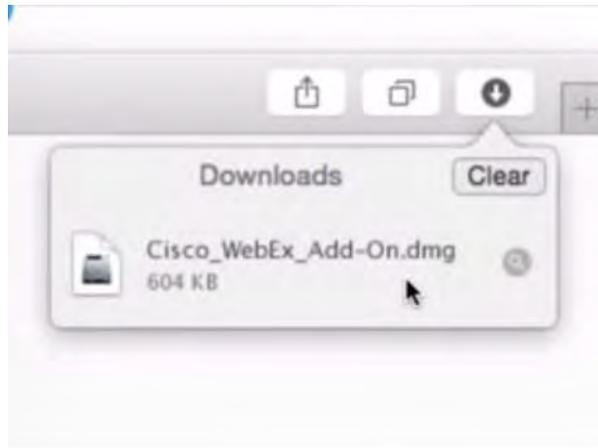
3. Click **Install Cisco WebEx Addon**
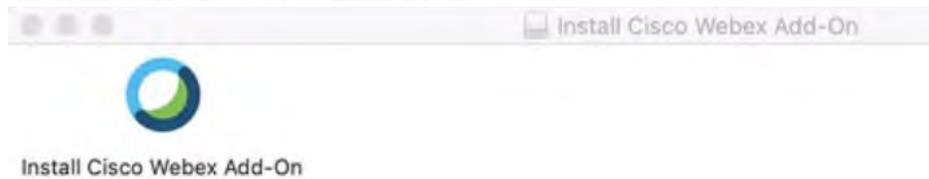
Click **Open**
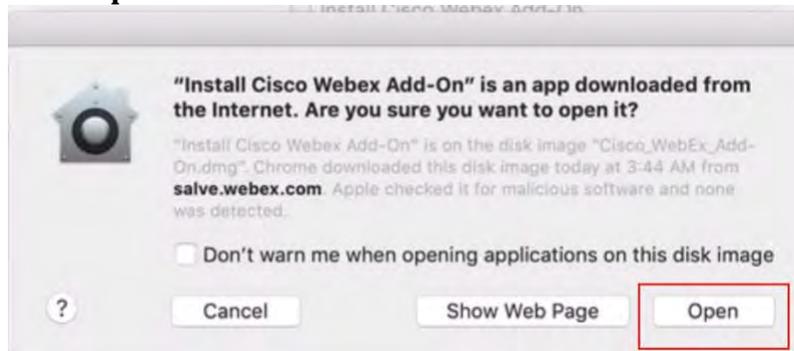
4. The Cisco WebEx Add-on will now install to your computer. Once the installation is complete, the following dialogue box will appear. Make sure there is a check mark next to **Webex Meetings**.
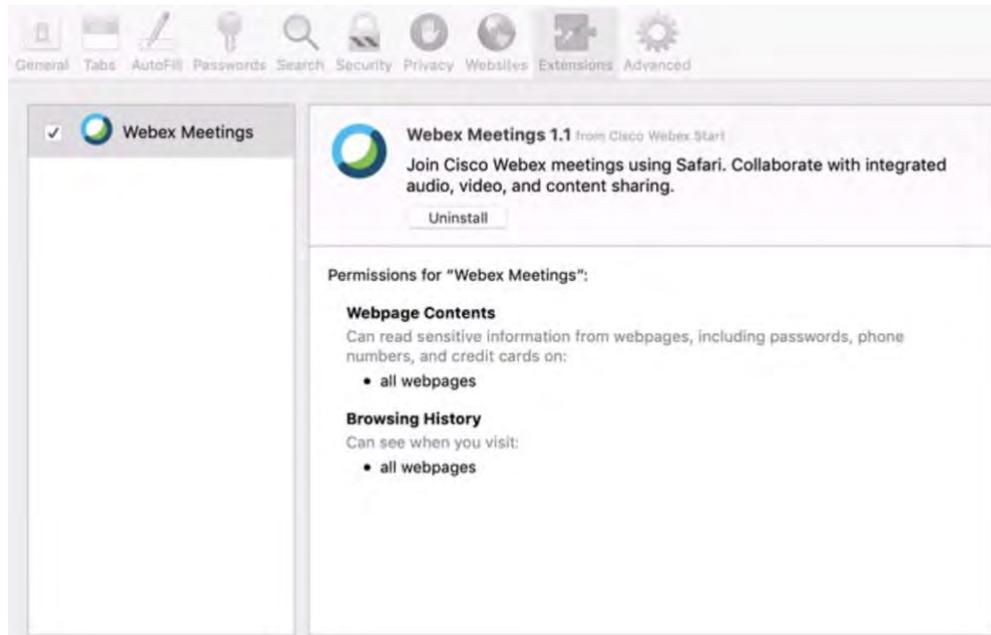
5. The WebEx Meeting will now launch.

6. Once the meeting launches, you will have the options to select your audio and video source. If you wish to use your built-in microphone to communicate, select **Call using Computer.** You also have the option of calling in as well. By selecting **I will call In,** Cisco WebEx will provide you with a phone number and access code to call and join the meeting.

    If you wish to use your webcam, WebEx will choose the default webcam you have on your computer/device. You should be able to see a preview of yourself on the right-hand side prior to entering the meeting. Once you are ready, click **Start My Video.** If you choose to not use video, simply click on the close button. At this point, you are now hosting the meeting.

7. You are now in the Webex Meeting

Waiting for others to join
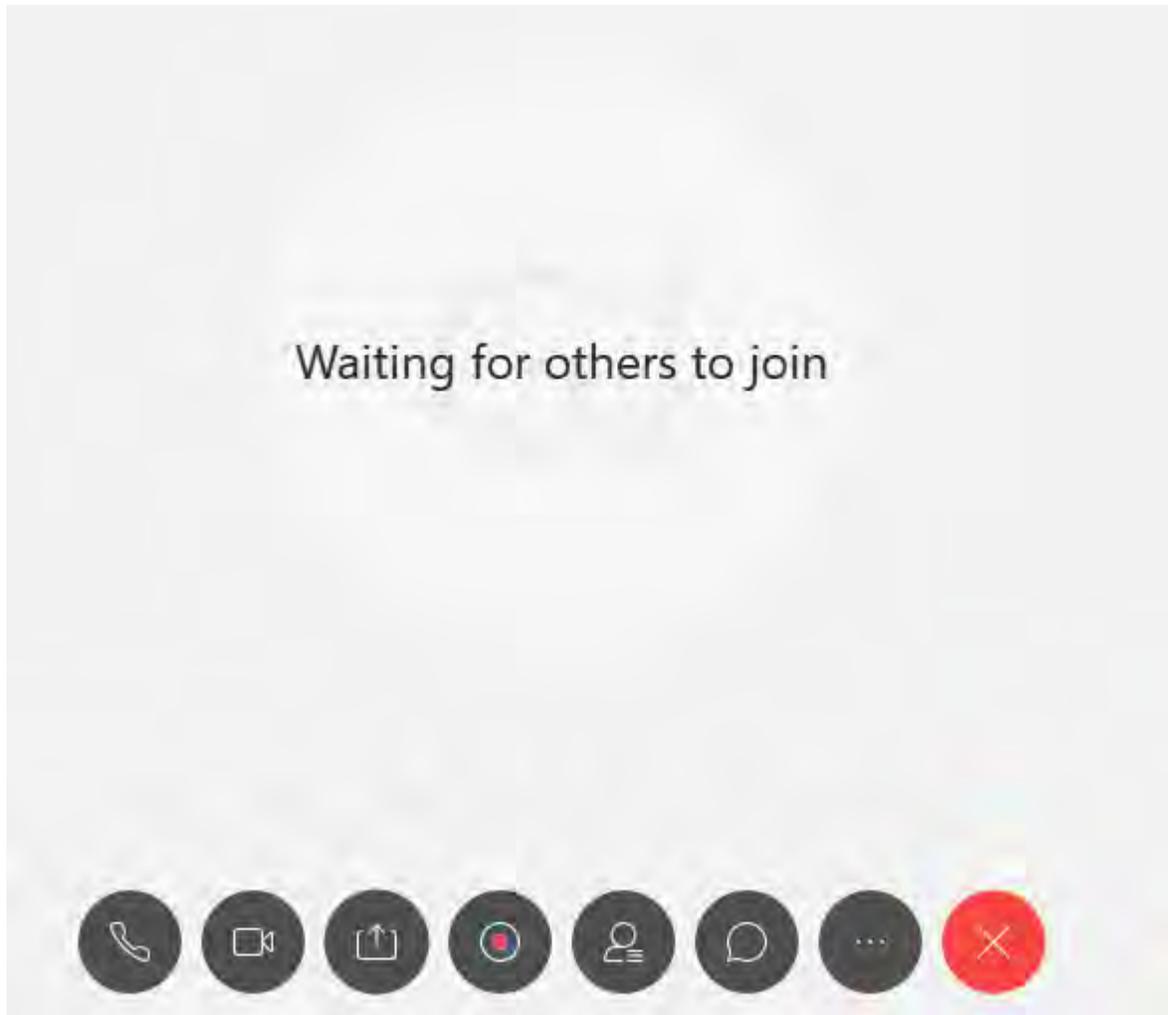
8. As part of the meeting, WebEx provides you with several options which include:

   - Sharing files and content
   - Presenting your screen
   - A chat interface
   - The option to record the entire session (cloud storage available up to 1GB)
   - Polling with the option of capturing responses.
   - Muting

9. To end a meeting, click on and choose **End Meeting.**

Part 3: Set up virtual office hours

1. Access Cisco WebEx from the navigational menu and click on the **Office Hours** tab.

Classroom Collaboration	Virtual Meetings	Office Hours	Setup	Analytics

2. You should now see a screen similar to below.

Faculty Setup   View My Meetings in Webex

Availability   **Block Off Extra Time**
Meeting duration: 30 mins ⌄   Appointment buffer: 30 mins ⌄

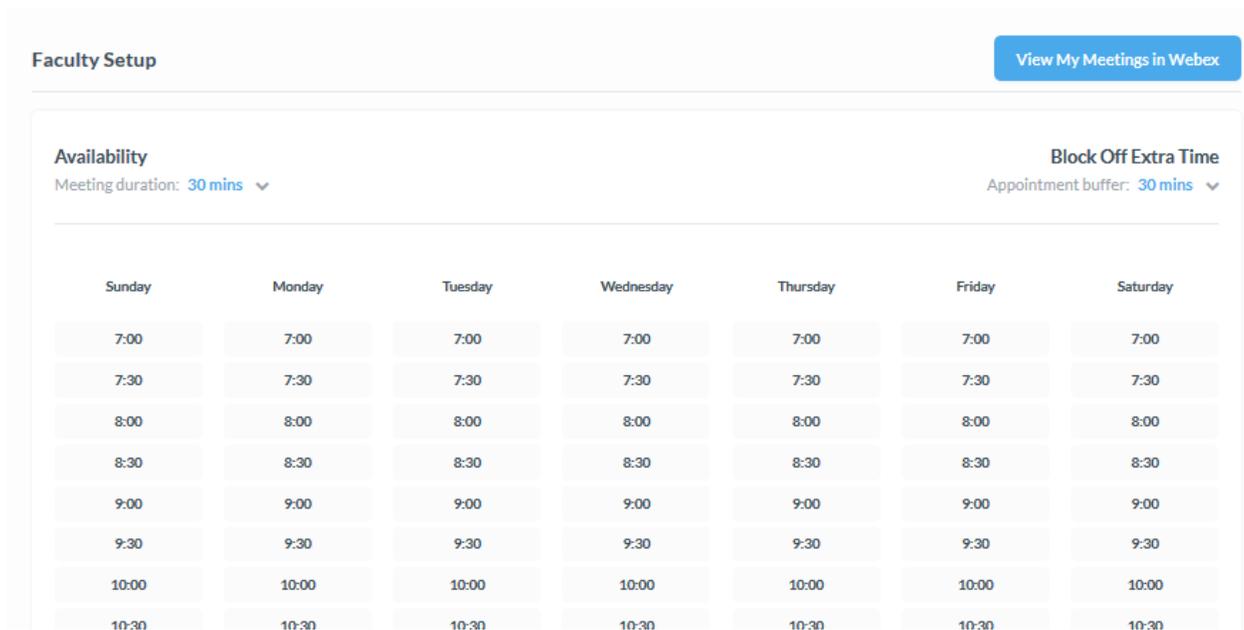| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00	7:00	7:00	7:00	7:00	7:00	7:00
7:30	7:30	7:30	7:30	7:30	7:30	7:30
8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:30	8:30	8:30	8:30	8:30	8:30	8:30
9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:30	9:30	9:30	9:30	9:30	9:30	9:30
10:00	10:00	10:00	10:00	10:00	10:00	10:00
10:30	10:30	10:30	10:30	10:30	10:30	10:30

3. On the left-hand side under **Availability**, adjust the meeting time duration. The minimum is 15 minutes to maximum of 1 hour. You will the times adjust on the calendar as you make changes.

4. On the calendar, select the days and times you are available to meet. Once you are done selecting the times, scroll down and press the [Save] button. Here's an example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00	7:00	7:00	7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00
PM	PM	PM	PM	PM	PM	PM

From a student perspective, when they click on **Virtual Office Hours** in WebEx, they will see all of the times you have available. They can select a time that works for them and confirm it.

15 Mar Sunday	16 Mar Monday	17 Mar Tuesday	18 Mar Wednesday	19 Mar Thursday	20 Mar Friday	21 Mar Saturday
No time available	7:00	9:00	7:00	9:00	10:00	10:00
	11:00		11:00		13:00	14:00
	14:00		13:00		17:00	
	17:00		17:00			

Confirm Meeting

Once confirmed, you will receive an email notification of the reservation and the student will also receive a confirmation as well.

Confirmed

Office Hours Webex Meeting with Greg Jones Student, Gregory Jones for Greg_Jones_Test_DT-Test Shell
11:00 AM GMT-04:00 - Wednesday March 18th

https://salve.webex.com/salve/j.php?MTID=m044f264d2ea0313cce9d124adeeff935

Done

Just like with hosting a meeting in a previous section, both you and the student will receive a reminder prior to meeting starting to join the call.