WEBEX: How to create a WebEx meeting through Canvas

Begin by ensuring that you have Webex activated within your Canvas course. This is a one-time process for each course.

Enable Webex:

- 1. Enter your Canvas course
- 2. Click Settings, on the bottom of the Course Menu
- 3. Click the Navigation tab, along the top of the page
- 4. Verify that Webex is in the top table. If it is not, drag Webex from the bottom table to the top one, scroll to bottom of page and save the revised page.



With Webex enabled, you can create and schedule a recurring or one-time **meeting*** with your students or other instructors.

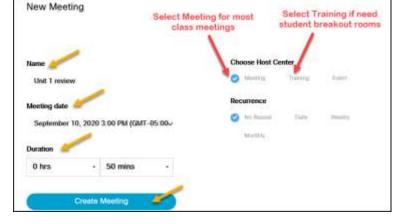
- 1. Click Webex in the Course Menu
- 2. Select "Virtual Meeting"
- 3. Click "New Meeting"
- 4. Name your meeting, set a meeting date, start time, and duration.

Home Announcements Ø	Classroom Collaboration	Virtual Meetings	Office Hours	Setup	Analytics	Support	101104 83800
Modules	/	-		-			
Assignments	1						-
Quizzes	Meeting	s				New Meeting	
Discussions	/						
Piazza	/						
People	Upcomit		s Recordin	gs		Filters 💌	
Grades	-						
ISU Admin Tools							
Rubrics							
Webex							

5. Select the type of room to create (Host Center), the reoccurrence interval & click "Create Meeting".

If you want students to use smaller group breakout rooms*, select 'Training' . Otherwise select 'Meeting'.

*9/02/2020: Breakout rooms only allow students to share audio and text chat. Video is expected to be added later in fall 2020.



If you do not set it to repeat, you will need to create a new meeting for each separate class session.

Your new meeting will be listed in the Webex > Virtual Meetings > Upcoming list.

Online & Distance Learning, College of Human Sciences, Iowa State University – September, 2020

Instructor view:

Home Announcements Ø	Classroom Virtual Office Setup Analytics 🕞 Support 😭	
Modules Assignments Quizzes	Meetings	
Discussions Plazza People	Upcoming Past Meetings Recordings Filters -	
Chat Grades ISU AdminTools	3:00 PM - 3:50 PM Unit 1 review Sep 10, 2020 Karta Embleton Deleto	
Rubrics Webex	Click to open Webex and start your meeting	

Student view:

Home	Classroom Collaboration	Support 🖉 🚽 dirali
Modules Assignments Quizzes	Meetings	New Meeting
Discussions Piazza People Chat	Upcoming Past Meetings Recordings	Filters v
Grades Webex	3:00 PM - 3:50 PM Unit 1 review Sep 10, 2020 Karta Embleton	

Note that students can create meetings also! This is a great way for groups to work together on their own.