

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.

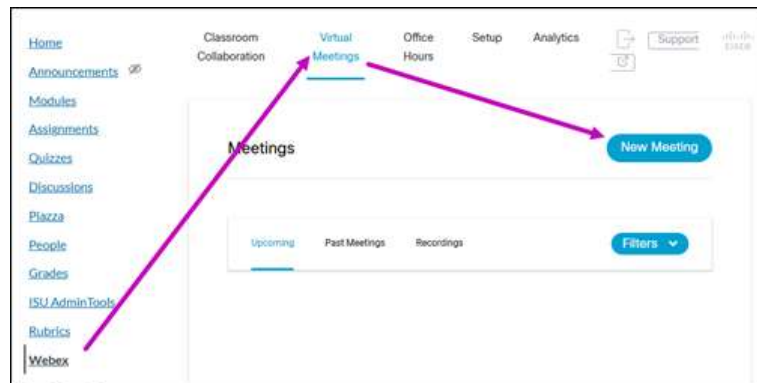
Enable Webex:

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.

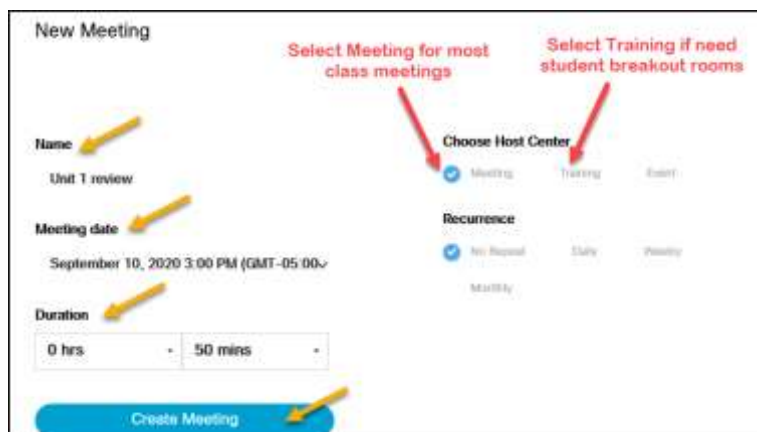


5. Select the **type of room to create (Host Center)**, the **reoccurrence** interval & click “Create Meeting”.

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

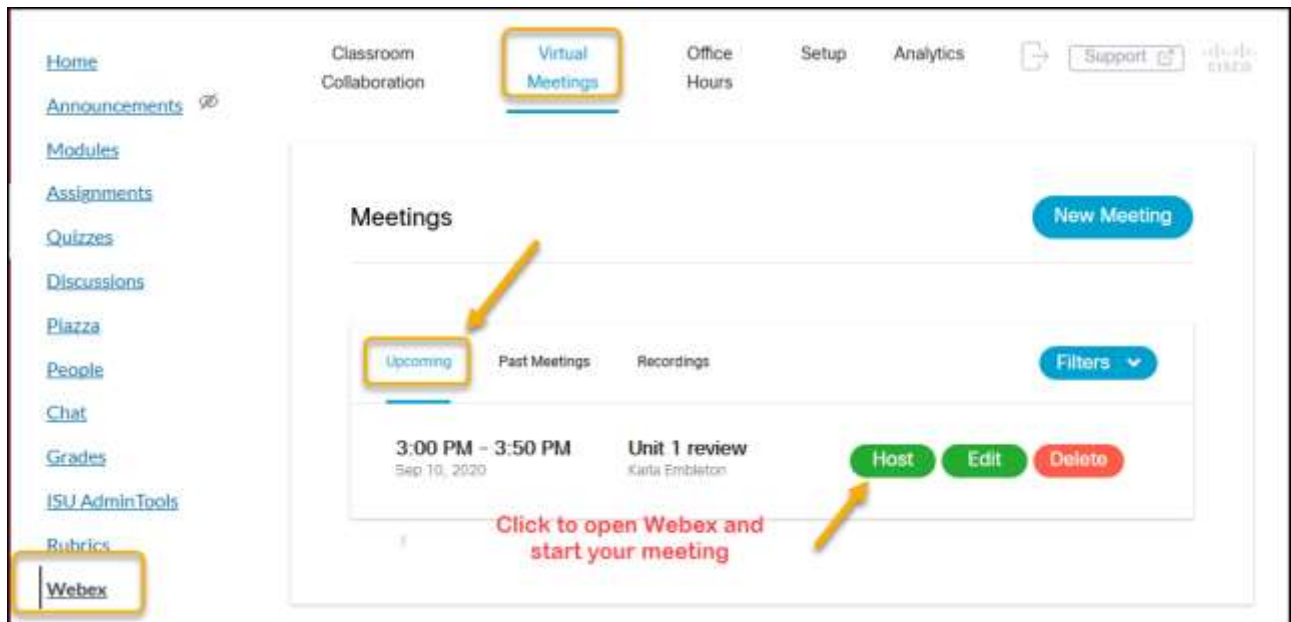
*9/02/2020: Breakout rooms only allow students to share audio and text chat. Video is expected to be added later in fall 2020.

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

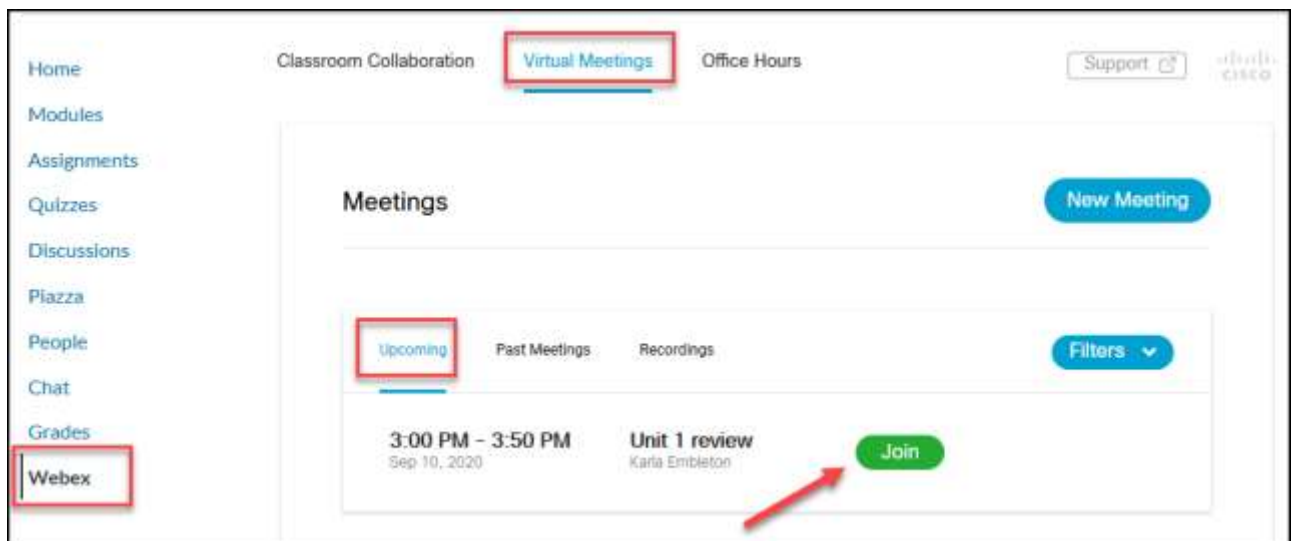


Your new meeting will be listed in the Webex > Virtual Meetings > Upcoming list.

Instructor view:



Student view:



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