Canvas: WebEx Student Guide (Participant)

Your instructor may ask you to participate in a WebEx webinar session.
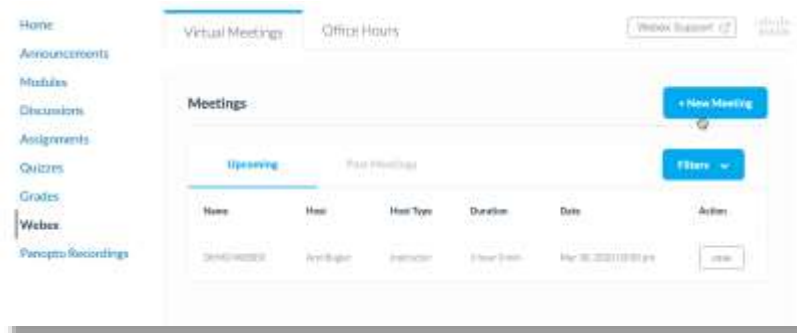
Recommended Requirements

- Desktop computer/laptop/iPad
  - Mac - OS 10.7 or newer
  - PC – Windows 7 or newer
- Web camera (this may be optional)
- Microphone—built in to your system or through a headset or ear buds
- Broadband/high speed internet (up/down 1.5mbps minimum/3mbps preferred)
  - To test your Internet speed, you can run this Speed Test
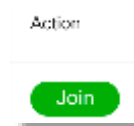
Tips for Success

- If possible, use a wired connection (unless using iPad or mobile device)
- Use headsets/ear buds to avoid echo during session
- If there are bandwidth issues, turn your camera off
- Light your face, and minimize bright lights, windows, or reflective surfaces behind you
- Make sure you are in a quiet location
- If WebEx does not work with your browser, try a different browser (e.g. Firefox, Chrome)

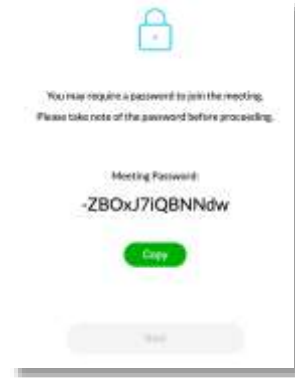## Participating in a Class Webinar Meeting

- In your course in Canvas, find and click on WebEx in the side menu.
- Your instructor may have activated several tabs
  - For class meetings, select Virtual Meetings

- Find the appropriate meeting link
- When it is active, the Join button will be green – click to join the session

- You may have to use a meeting password
  - Click Copy if prompted, then Next

- If the meeting has not been started yet, you may get an error page
  - Try refreshing the page, or go back to the WebEx page in Canvas and click Join again.

- If you have never joined a WebEx before, you will be prompted to 'Install the WebEx Meetings app and start collaborating.'
  - A download box should pop up—download and install the plugin
  - If this pop-up fails to open, or you are unable to install the plugin, click 'Join from your browser'

- If you join via the browser, you will need to enter your name, then the meeting password.

- If you join via the app, your name and password will automatically fill

Once in the WebEx room, you can:

- Unmute your microphone -- keep it muted until you are ready to speak
- Turn on your camera – frame yourself in the center of the camera window
- Share your screen
- [Recording may not be available]
- View the attendee list
- Chat with the instructor or attendees

For the best experience:
- Keep your microphone muted when not speaking
- Be patient – Many people are using WebEx. At peak times it may load slowly or have poor video quality