

Instructor Guide: How to Set Up Webex on your Canvas Course



[Login to Canvas](#) and navigate to your course, and select the “Cisco Webex” link on your course navigation. This may take up to 15-20 seconds for the page load, so be patient.

[Assignments](#) 

[LockDown Browser](#)

Cisco Webex

[Settings](#)

Select the Webex options you wish to use in your course in order to make them available to you and your students. Under “choose your features,” select from the following:

Classroom Collaboration	Activates Webex Teams area for student-to- student collaboration spaces. In Cisco Webex Teams, all your work takes place in spaces where you can send messages, make calls, have video meetings, whiteboard, and share files. Spaces work best for a group of people collaborating on a specific topic or single project.
Virtual Meetings	Activates Online Meeting option for students to meet with their instructors. You can schedule a recurring or one-time meeting with your students or other instructors
Office Hours	Allows students to schedule online, 1-on-1 office hours with their instructors. <i>(Note – Office hours are specific to the instructor and not the course. Setting or changing office hours will apply to all courses where office hours are enabled.)</i>

Click “apply” to save the features you have selected.

 **Choose your features** Apply

Select the features you would like to be visible to yourself and the other students of this course.

- Classroom Collaboration
- Virtual Meetings
- Office Hours

 **Time Zone** Sync

Sync the time zone from canvas org settings for as default for meetings.

Time Zone - select the “sync” button

Authorize with LMS - select “authorize” and enter your Webex login and password when prompted. This is done once.



Authorize with LMS

Authorized

Authorize with your LMS to help us synchronize team members and calendar events with your LMS.



Reminder Bot

Turn On

The Reminder Bot posts a message into the Webex Teams space before a Webex meeting is about to start for that class.

Reminder Bot - Turn on if you want to enable reminders for virtual sessions for instructors and students.



Webex Meetings Attendance Grading

Turn on

Set up grading for Webex Meeting Attendance for the selected course. To begin, you need to turn on Webex Meetings Attendance Grading.

Webex Meetings Attendance Grading: You can award participation points to students automatically when they attend a meeting or class using the Webex Education Connector. Turn on attendance grading by selecting **Turn on**. **PLEASE NOTE: THIS ATTENDANCE GRADING FEATURE CANNOT BE TURNED OFF ONCE IT IS TURNED ON!** The only option would be to give it a value of 0 points in the gradebook. Also, students must join the session from Canvas for this feature to work.

Your setup is done for this course. You can now manage your course related Webex meetings and features directly from your Canvas course. Next, you are ready to set your office hours, schedule virtual meetings, and set up team spaces and members. See links below for further details.

Note: Office Hours carry through to all courses, and only need to be setup once.

Overview of Webex Connector Features:

Instructor Guide:

For details on using the Webex features including Classroom Collaboration, Virtual Meetings, Office Hours, Setup, and Analytics, visit the [Cisco Webex Education Connector for Teachers](#)

Student Guide:

For details on using the Webex features including Classroom Collaboration, Virtual Meetings, and Office Hours, visit the [Cisco Webex Education Connector for Students](#)

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