

How to Setup Webex Meetings/Personal Room Sessions from Google Calendar, and Add the Meeting Information Into Canvas

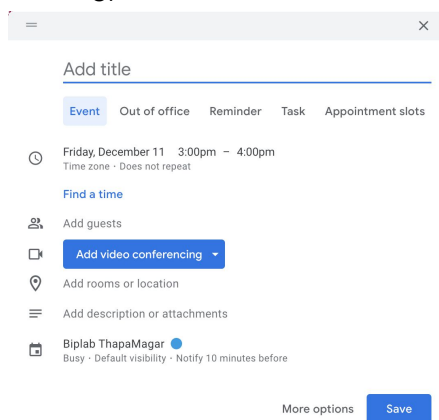
You can hold your class sessions through Webex either by using Webex Personal Rooms or by scheduling Webex Meetings. When you want to post your Webex meeting/personal room information to Canvas, you can do it in multiple ways. Putting up the meeting information in Modules or in Pages are two of the most common ways to do it. In this guide, we will look at how to schedule a Webex Meeting or Webex Personal Room invite using Google Calendar. We will then look both into how to add Webex Meetings information and how to Webex Personal Room information into Canvas so that students can access your Webex sessions.

For Webex Meetings, this guide will show you how to add relevant information to your Modules and for Webex Personal Room, this guide will show you how to add relevant information to one of your Pages. You can just as easily switch these around and add Webex Meeting information to one of your pages or, if you are using the Personal Room feature, add the room information to your Modules. Webex and Canvas are flexible technologies which you can use according to your needs.

1. Go to cal.ramapo.edu
2. Once there, be sure you are signed in using your Ramapo gmail and not your personal email. You can check for the Ramapo icon on the top-right corner of the page to confirm you are using your Ramapo gmail.



3. Click on a point in your calendar (on a point corresponding to the time when you want to schedule your meeting). A new form should show up, as shown below:

A screenshot of a Google Calendar event creation form. The form has a title field labeled "Add title". Below the title field are tabs for "Event", "Out of office", "Reminder", "Task", and "Appointment slots". The "Event" tab is selected. The event is scheduled for "Friday, December 11" from "3:00pm" to "4:00pm". Below the date and time, there is a "Find a time" link. There are fields for "Add guests", "Add video conferencing" (with a dropdown menu), "Add rooms or location", and "Add description or attachments". At the bottom, there is a notification for "Biplab ThapaMagar" with a blue dot and the text "Busy · Default visibility · Notify 10 minutes before". At the bottom right, there are "More options" and "Save" buttons.

4. Click on **More options**. You should be taken to a new page as shown below.

× Add title

Save

Dec 11, 2020 3:00pm to 4:00pm Dec 11, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time

Guests Rooms

Add guests

Guest permissions

Modify event

Invite others

See guest list

Add video conferencing ▾

Add location

Notification ▾ 10 minutes ▾ ×

Add notification

bthapama@ramapo.edu ● ▾

Busy ▾ Default visibility ▾ ?

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Add description

5. Type out a name for the personal room session in **Add title**.
6. You can adjust the date and time meeting by specifying them as shown below:

Dec 9, 2020 9:00pm to 10:00pm Dec 9, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time

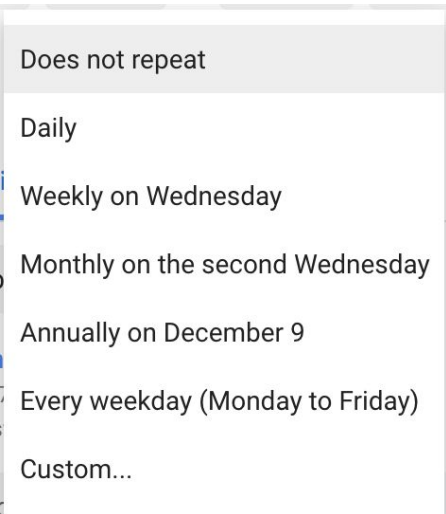
Webex meeting ▾ ×

Join Webex meeting
ID: 1784953656
Password: 4iWiBPgg

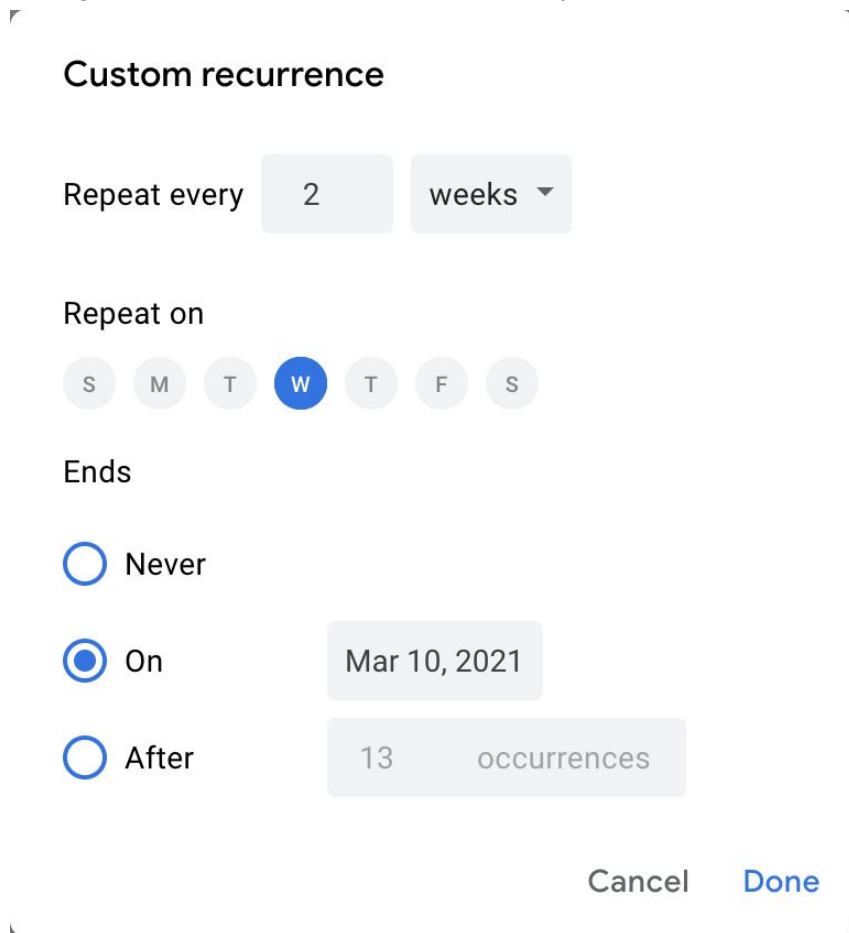
December 2020 < >

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

7. If you want the sessions to be recurring (if you are using it for weekly class meetings, for example), then instead of **Does not repeat** in the dropdown menu, select another appropriate option from the ones listed.

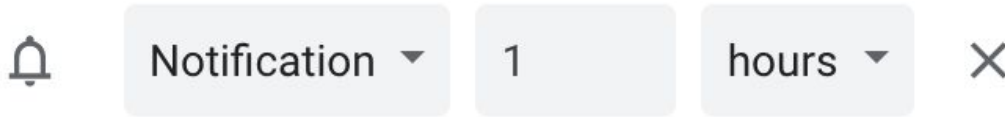


Note: If a recurrence scheme you want is not listed, click on **Custom...** in the drop-down menu. Here, you can customize the recurrence scheme in a very flexible way. In the scheme shown below, the event repeats every other Wednesday and stops repeating on March 10, 2021. Once you are done setting up the custom recurrence scheme, you can click on **Done**.



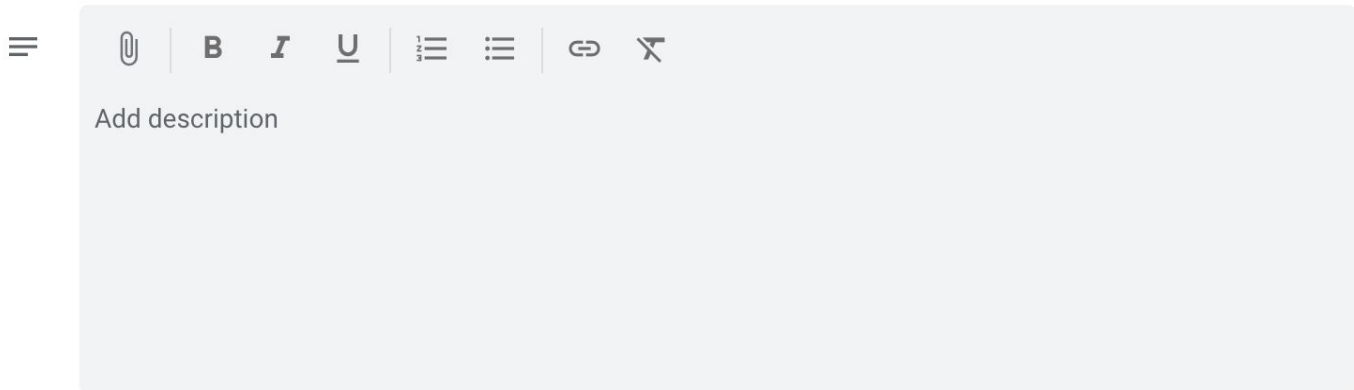
8. You can also set how much time before the start of a meeting the meeting reminder is sent to all the participants in the attendees list. In the image below, the notification is set for 1 hour before the start of the Webex session. You can choose between notifying attendees for the event using the Google

Calendar Notification system or using Email by clicking on the drop down that says **Notification**. Lastly, you can add multiple notifications using the **Add notification** button.




Add notification


9. In the **Add description** box, you can add a description for the session



10. On the right hand side, you will see the **Guests** section. Here you can enter the email addresses of the people you would like to invite to the session. They will be sent the link and notifications for the session. You can click tweak guest permission by selecting/deselecting the options under **Guest permissions**. Usually, the default selections are ideal.

Add guests

-  bthapama@ramapo.edu 
Organizer
-  test@gmail.com *

* Calendar cannot be shown 

Guest permissions

- Modify event
- Invite others
- See guest list

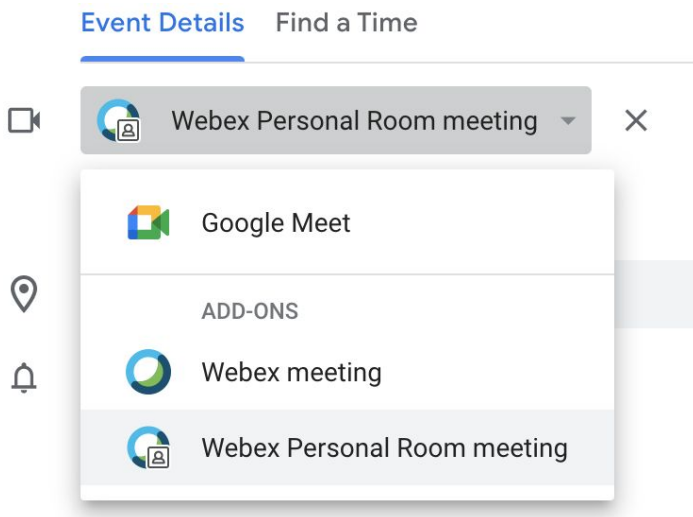
Getting list of student email addresses for you class from the Ramapo Web Self-Service:

1. Login to Web Self-Service with your Ramapo user name and password at ssb.ramapo.edu.
2. Navigate to Faculty & Advisors
3. Click Summary Class List
4. Choose the appropriate term and course, click Submit
5. Scroll down and click Display Email List
6. Scroll down to the box with Class List Email Listing
7. Copy the email addresses
8. Paste the emails into the **Attendees** option above

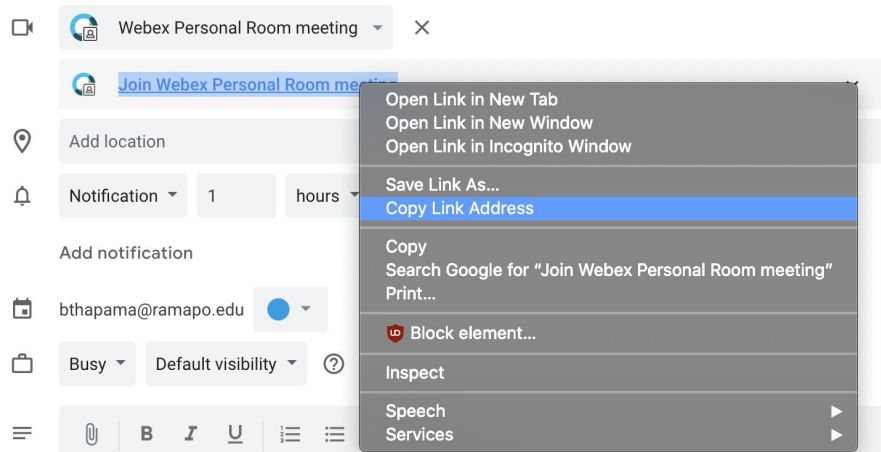
11. The next steps you take will depend on whether you are creating a Personal Room Session or a Webex Meeting.

a. Adding Webex Personal Room information to a Canvas Module:

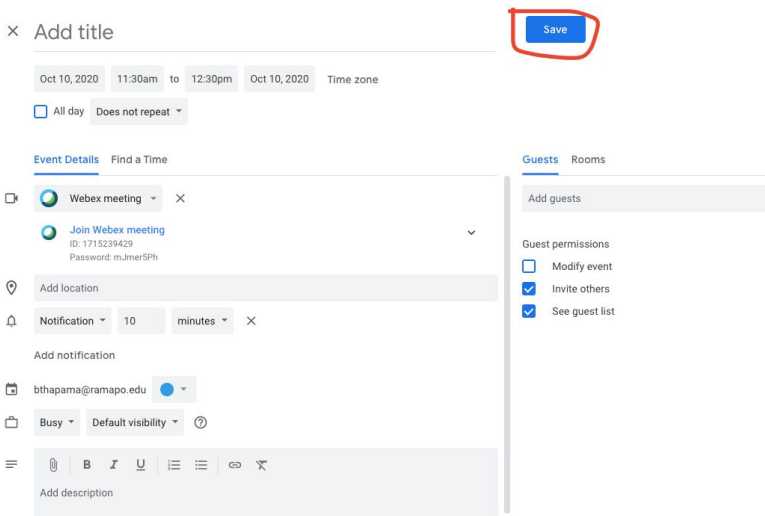
1. Once you fill out the details for the Google Calendar event, make sure to select **Webex Personal Room meeting** under **Event Details**.



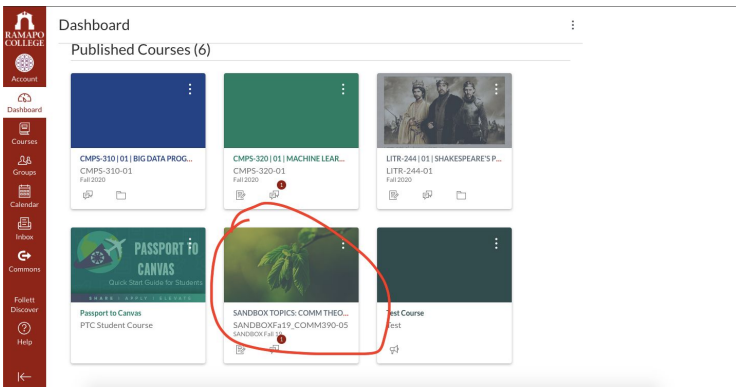
2. Right-click on **Join Webex Personal Room meeting** and click on **Copy Link Address**.



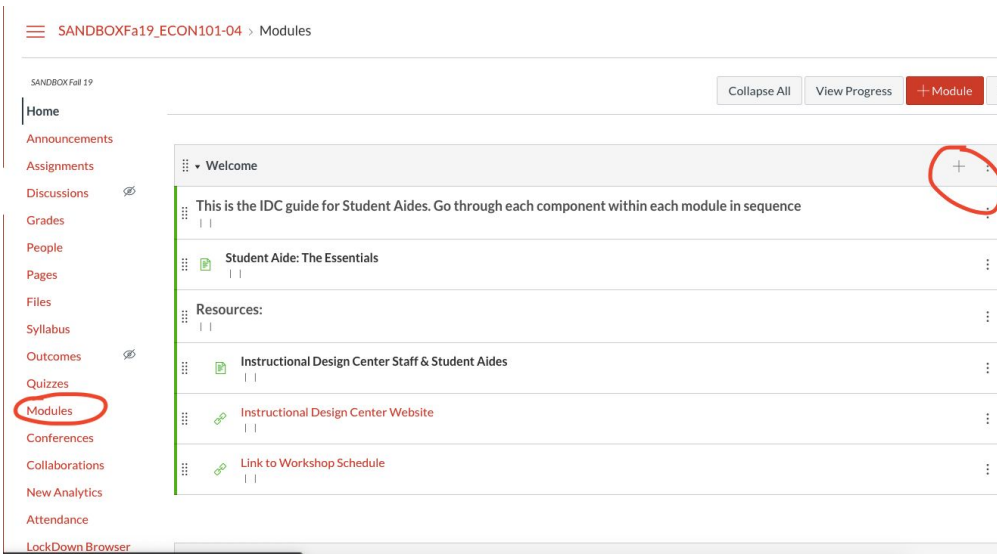
3. Once you are done, click on the **Save** button on the top-right hand side of the page.



4. You can simply email this copied meeting information to the people you want to have attend the meeting, or following the steps below, you can post the meeting information on Canvas so that students in your course can easily access the meeting information without having to go through old emails.
5. Go to ramapo.instructure.com to access Canvas. Sign in if you aren't already.
6. Click on the relevant Canvas course



7. Go to the Modules section. Once there, click on the + icon on the module to which you want to add the information



8. Select **External URL** for Add, paste the link to your Personal Room that you just copied to **URL**, give the link a name under **Page Name**, and importantly, **make sure Load in a new tab** has been checked.

Add Item to Welcome

Add External URL to Welcome

Enter a URL and page name to add a link to any website URL to this module.

URL: ramapo.webex.com/meet/bthapa

Page Name: My Webex Persona

Load in a new tab

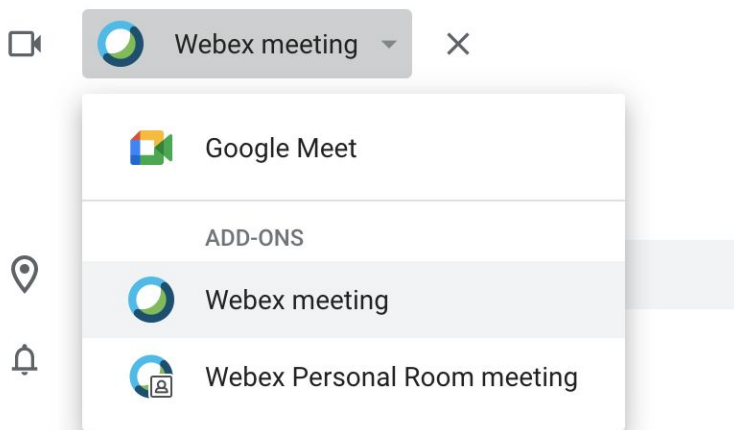
Indentation: Don't Indent

Cancel Add Item

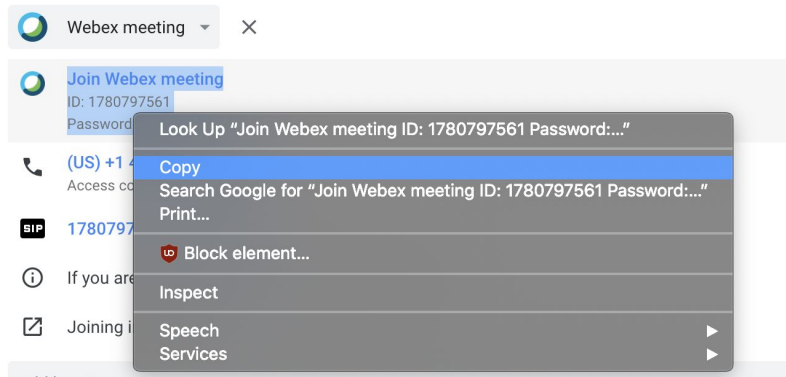
9. Finally, click on **Add Item**.

b. Adding Webex Meeting information to a Canvas Page:

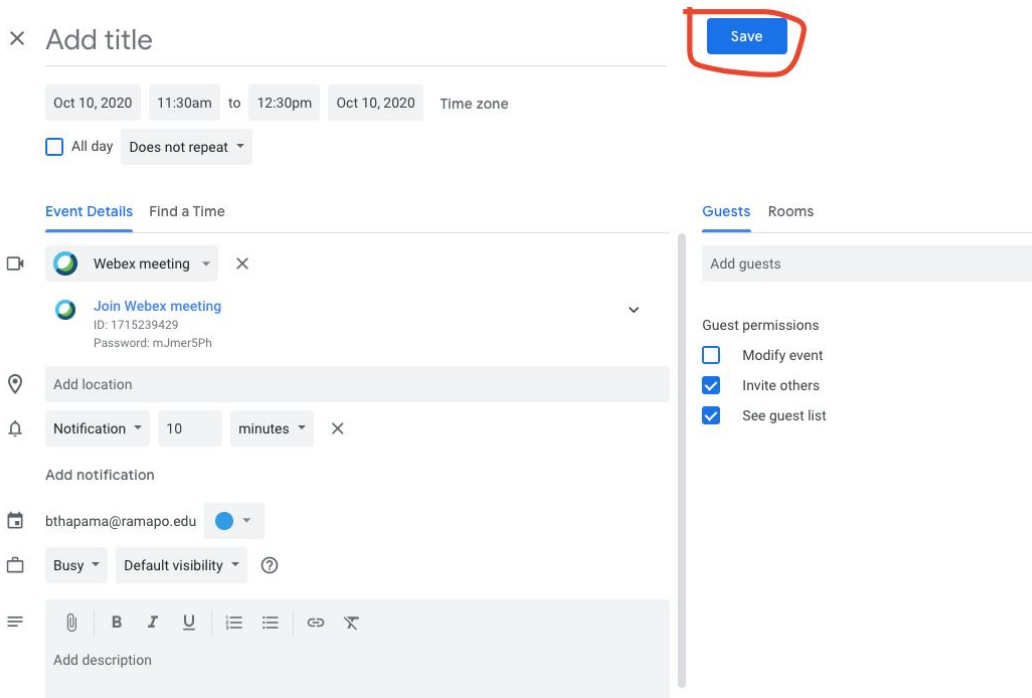
1. Once you fill out the details for the Google Calendar event, make sure to select **Webex meeting** under **Event Details**.



2. Copy the Join Webex meeting link, ID and Password fields:

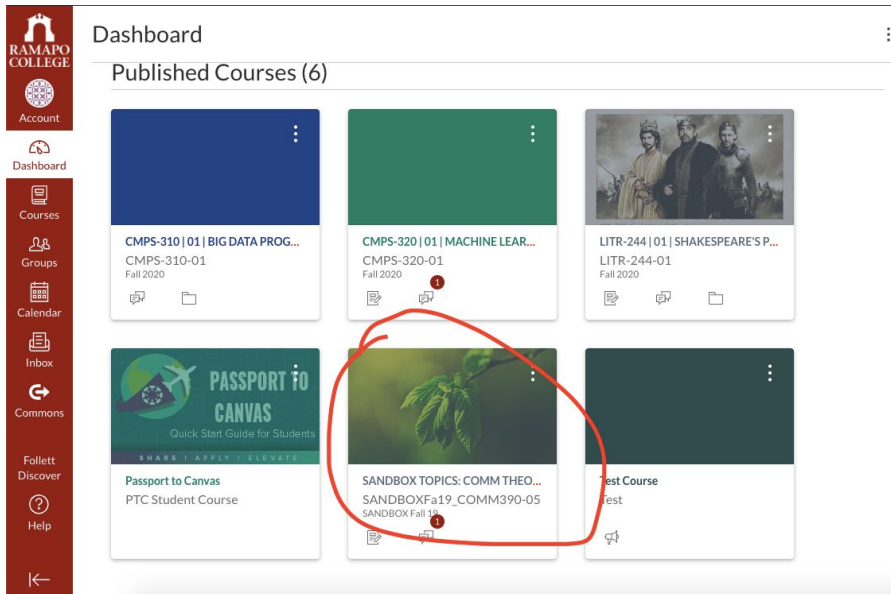


3. Click on **Save** on the top-right part of the page:



The screenshot shows a meeting creation interface. At the top right, a blue button labeled "Save" is circled in red. The form includes fields for "Add title", date and time selection (Oct 10, 2020, 11:30am to 12:30pm), "All day" checkbox, and "Does not repeat" dropdown. Below these are tabs for "Event Details" and "Guests". The "Event Details" section contains a "Webex meeting" dropdown, a "Join Webex meeting" link with ID and password, "Add location", "Notification" (10 minutes), "Add notification", email address (bthapama@ramapo.edu), "Busy" status, and "Default visibility". A rich text editor for "Add description" is at the bottom. The "Guests" section has an "Add guests" field and "Guest permissions" with checkboxes for "Modify event", "Invite others", and "See guest list".

4. Go to ramapo.instructure.com to access Canvas and click on your Course



The screenshot shows the Canvas dashboard for Ramapo College. The left sidebar contains navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Follett Discover, and Help. The main area is titled "Dashboard" and "Published Courses (6)". Six course cards are displayed in a grid. The card for "SANDBOX TOPICS: COMM THEO... SANDBOXFa19_COMM390-05 SANDBOX Fall 19" is circled in red. Other visible course titles include "CMPS-310 | 01 | BIG DATA PROG...", "CMPS-320 | 01 | MACHINE LEAR...", "LITR-244 | 01 | SHAKESPEARE'S P...", "PASSPORT TO CANVAS", and "est Course".

5. Go to the **Pages** section by clicking on the navigation bar

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages**
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- New Analytics
- Attendance
- LockDown Browser
- Rubrics
- Cisco Webex
- VHL Central

6. Click on the page you want to add the meeting information to

<input type="checkbox"/>	Page Title	Created	Last Modified	Status	Actions
<input type="checkbox"/>	Cropping	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	✓	⋮
<input type="checkbox"/>	Emergency Closings	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	✓	⋮
<input type="checkbox"/>	EPSON Scan	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	✓	⋮
<input type="checkbox"/>	Fin	May 27, 2020	May 27, 2020	✓	⋮
<input type="checkbox"/>	First Look and Course Basics Tutorials and Guides	May 27, 2020	May 27, 2020	✓	⋮
<input type="checkbox"/>	First thing's first.	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	⊘	⋮
<input type="checkbox"/>	G Suite Information on G Suite (Google Apps) is in this section. If there are any major questions not covered here, consult Trish. Google Apps is her forte.	May 27, 2020	May 27, 2020	⊘	⋮
<input type="checkbox"/>	G Suite Assignment 6.1	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	✓	⋮
<input type="checkbox"/>	General IDC Points	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	✓	⋮
<input type="checkbox"/>	Get Started tutorial	May 27, 2020	May 27, 2020	✓	⋮
<input type="checkbox"/>	Here you will find information on using the scanners and printers. Don't be fooled, professors often come for help in these areas.	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	⊘	⋮
<input type="checkbox"/>	Here you will find some general computer information along with some guides and tutorials for your use.	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	⊘	⋮
<input type="checkbox"/>	How to Use TechSmith Relay Classic Recorder	May 27, 2020	May 27, 2020	✓	⋮
<input type="checkbox"/>	If You Are Unable to Come to Work	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	✓	⋮
<input type="checkbox"/>	In General	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	⊘	⋮

7. Click on **Edit**



General IDC Points

IDC General Information

When a Professor or staff member comes in, have them sign our "Guestbook" (which is located on the sign in table) and kindly ask them how you can help. You know, "the customer is always right" attitude. Note that some Professors know what they are doing and do not require help. You will learn who these people are fairly quickly.

When helping anyone, they must log in to the computer using their Ramapo user name and password.

When in doubt with helping anyone with whatever they need, [ask for help](#) from another staff member. If you are the only one working, you can try a quick Google search.

When helping a Professor, try your best to talk them through everything. It's best they actually do the work with their own hands. I know it sounds a bit childish, but they won't learn if you do everything for them. "Doing", allows for a higher level of learning than just watching or listening. On the same note, if they are noticeably frustrated, it's okay to do a couple clicks for them. I would also suggest that you suggest they take some notes on steps for how to do some of the things.

Professors and staff have access to several different file storage options, that can be accessed from our computer lab. Some people store files on their U-Drive, which is a Ramapo network server. Some people may be using their Google Drive to store and access files. Google Drive is easily accessed from Gmail. They can access their documents in our lab, classroom, or their office from their U-drive or Google Drive. Some may bring files on a USB thumb-drive.

Phones

If the staff are not around to answer the main IDC phone, you must answer it. The main phone is located on the last row of PC computers, by the wall. Take

- Here, simply paste the meeting information you copied. You can adjust the formatting and organization in any way you feel is appropriate.

General IDC Points

HTML Editor

B *I* U A A *I*_x x^2 x_2 12pt Paragraph

Undo
Redo
Cut
Copy
Paste
Paste and Match Style
Select All
Print...
Language Settings
Writing Direction
Block element...
Inspect
Speech

420 words

Only teachers
 Add to student to-do

9. Finally, scroll down and click on **Save**

General IDC Points

HTML Editor



test
Hosted by Biplab Thapa Magar
<https://ramapo.webex.com/ramapo/j.php?MTID=m8a484af75aebdf4b077010688297a756>
Thursday, Dec 10, 2020 1:45 am | 1 hour | (UTC-05:00) Eastern Time (US & Canada)
Meeting number: 178 492 6315
Password: [BYkRTk37xi8](#)
[64c958a365354b3eab511c661956c802](#)
Join by video system
Dial 1784926315@webex.com
You can also dial 173.243.2.68 and enter your meeting number.
Join by phone
+1-415-655-0001 US Toll
Access code: 178 492 6315

IDC General Information

p 482 words

Options Users allowed to edit this page

Add to student to-do

Notify users that this content has changed

Cancel Save