How to Setup Webex Meetings/Personal Room Sessions from Google Calendar, and Add the Meeting Information Into Canvas
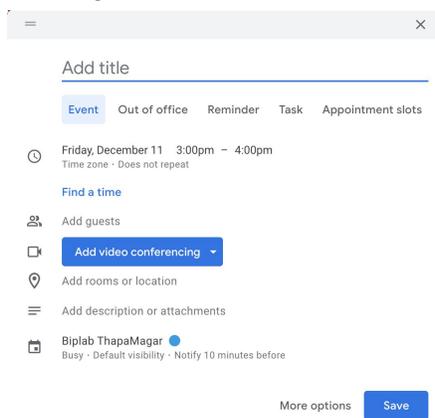
You can hold your class sessions through Webex either by using Webex Personal Rooms or by scheduling Webex Meetings. When you want to post your Webex meeting/personal room information to Canvas, you can do it in multiple ways. Putting up the meeting information in Modules or in Pages are two of the most 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:

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

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:

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 drown-down menu, select another appropriate option from the ones listed.

Does not repeat
Daily
Weekly on Wednesday
Monthly on the second Wednesday
Annually on December 9
Every weekday (Monday to Friday)
Custom...
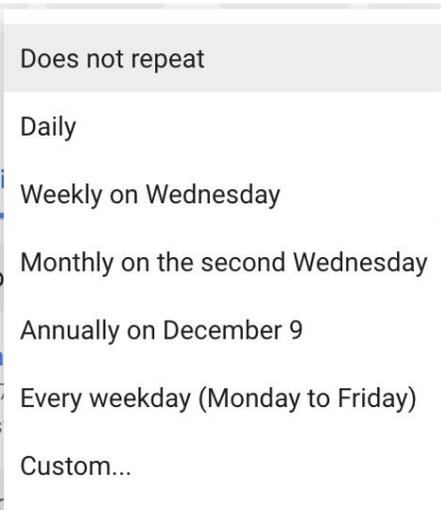
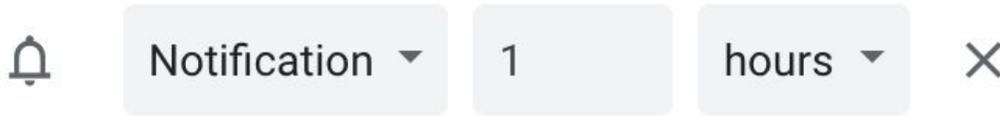**Note:** If a recurrence scheme you want is not listed, click on **Custom…** in the drop-down menu. Here, you can customize the recurrence scheme in a very flexible way. In the scheme shown below, the event repeats every other Wednesday and stops repeating on March 10, 2021. Once you are done setting up the custom recurrence scheme, you can click on **Done**.

Custom recurrence

Repeat every   2   weeks ▾

Repeat on

S   M   T   **W**   T   F   S

Ends

○ Never

◉ On   Mar 10, 2021

○ After   13   occurrences

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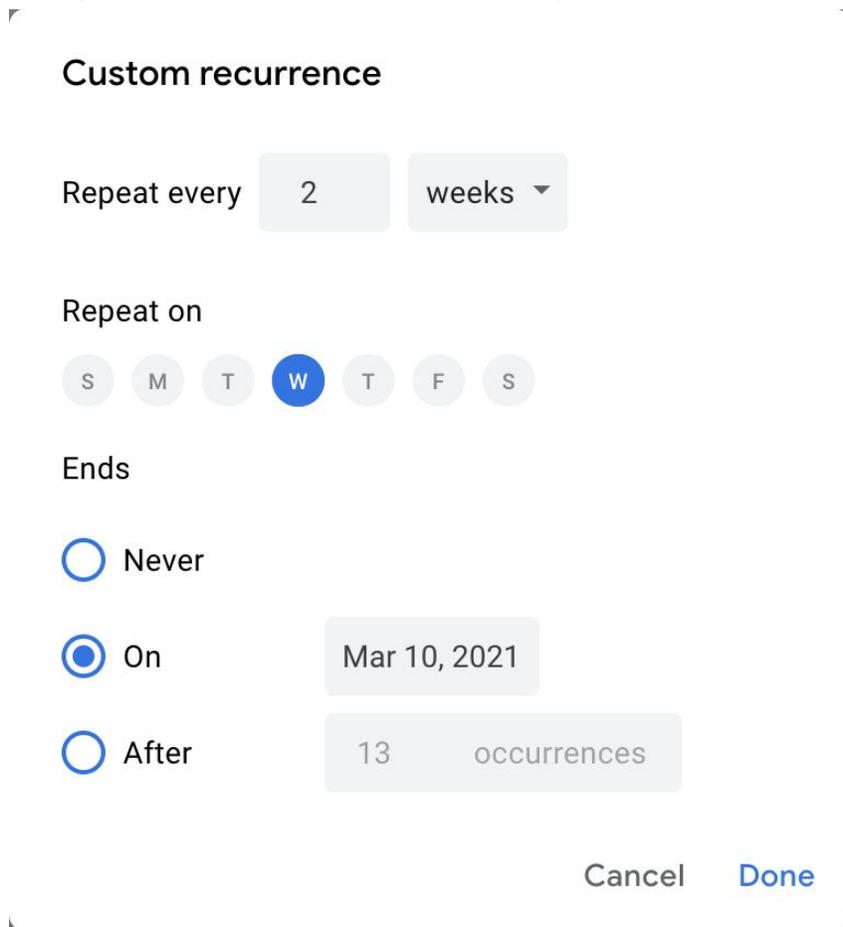
8. You can also set how much time before the start of a meeting the meeting reminder is sent to all the participants in the attendees list. In the image below, the notification is set for 1 hour before the start of the Webex session. You can choose between notifying attendees for the event using the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

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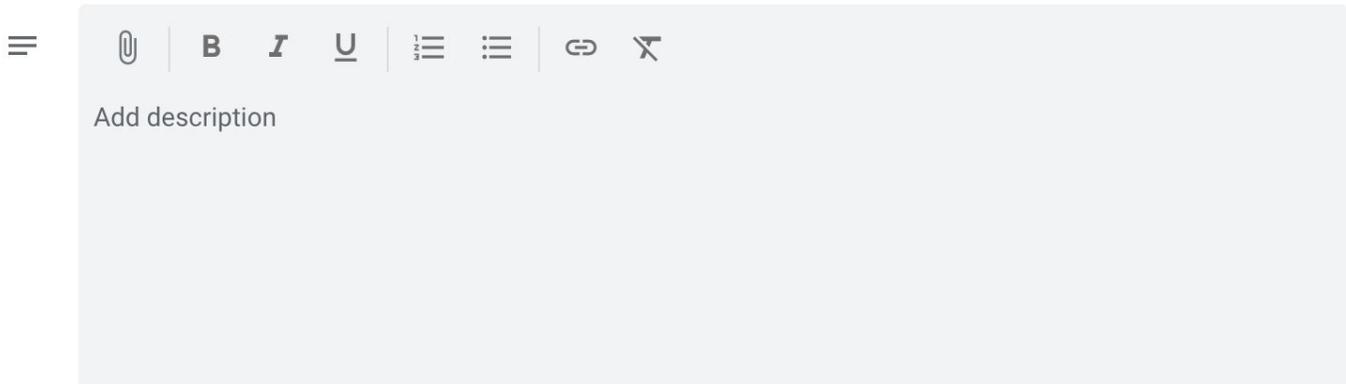
10. On the right hand side, you will see the **Guests** section. Here you can enter the email addresses of the people you would like to invite to the session. They will be sent the link and notifications for the session. You can click tweak guest permission by selecting/deselecting the options under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


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 <u>Personal Room Session</u> or a <u>Webex Meeting</u>.**

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**.
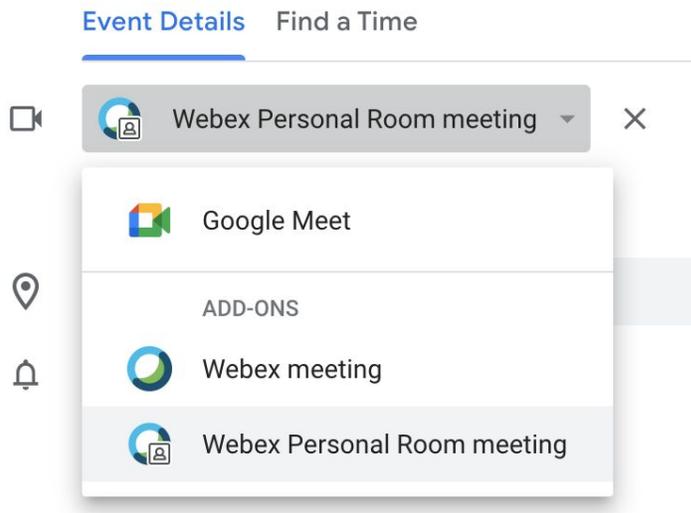

2. Right-click on **Join Webex Personal Room meeting** and click on **Copy Link Address**.
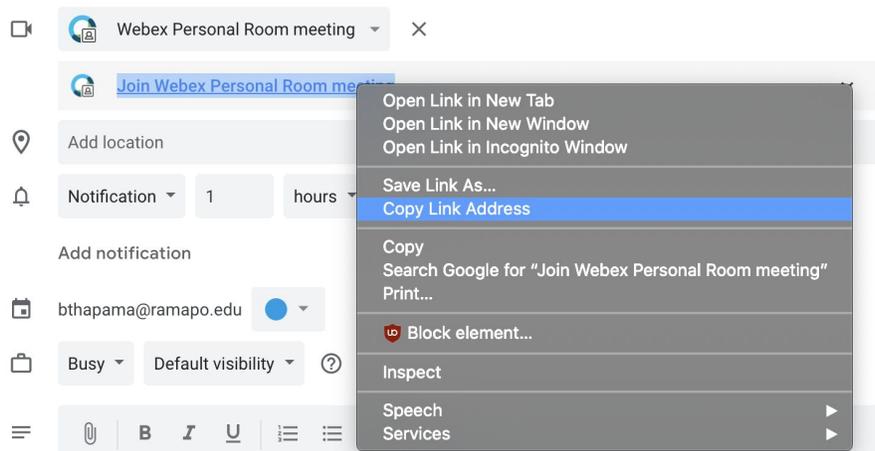
3. Once you are done, click on the **Save** button on the top-right hand side of the page.

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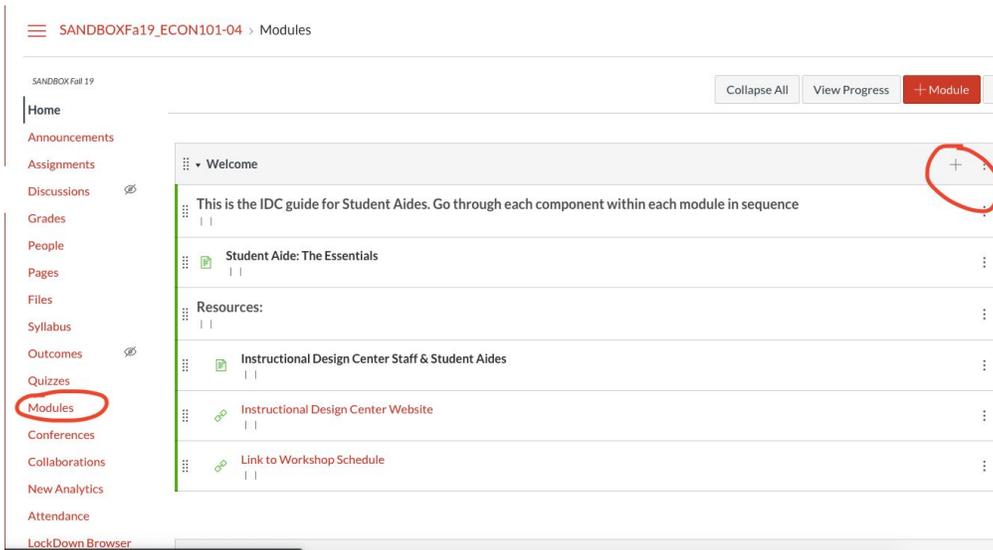
8. Select **External URL** for Add, paste the link to your Personal Room that you just copied to **URL**, give the link a name under **Page Name**, and importantly, **make sure Load in a new tab** has been checked.
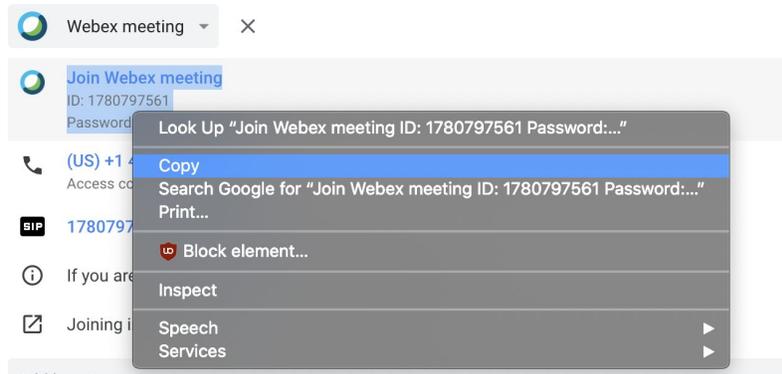
9. Finally, click on **Add Item.**

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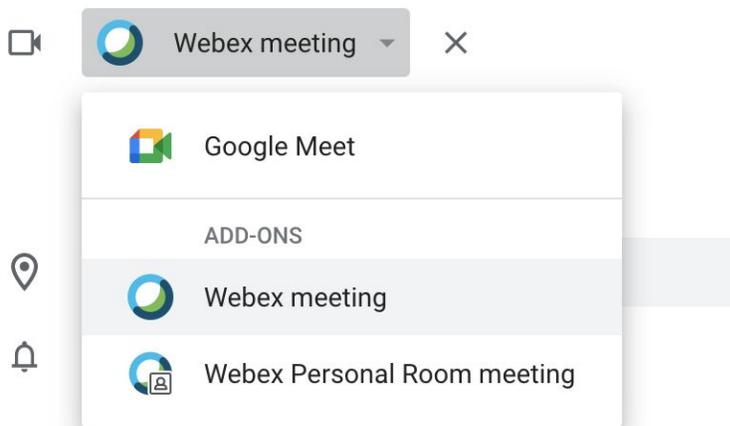
2. Copy the Join Webex meeting link, ID and Password fields**:**

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

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

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

Home

Announcements

Assignments

Discussions   ℹ

Grades

People

Pages

Files

Syllabus

Outcomes   ℹ

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

	Page	Created	Last Edited		
☐	Creating Your Own Survey	May 27, 2020	Biplab ThapaMagar	✓	⋮
☐	Cropping	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	✓	⋮
☐	Emergency Closings	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	✓	⋮
☐	EPSON Scan	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	✓	⋮
☐	Fin	May 27, 2020	May 27, 2020	✓	⋮
☐	First Look and Course Basics Tutorials and Guides	May 27, 2020	May 27, 2020	✓	⋮
☐	First thing's first.	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	⊘	⋮
☐	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	⊘	⋮
☐	G Suite Assignment 6.1	May 27, 2020	Aug 3, 2020 by Biplab ThapaMagar	✓	⋮
☐	General IDC Points	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	✓	⋮
☐	Get Started Tutorial	May 27, 2020	May 27, 2020	✓	⋮
☐	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	⊘	⋮
☐	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	⊘	⋮
☐	How to Use TechSmith Relay Classic Recorder	May 27, 2020	May 27, 2020	✓	⋮
☐	If You Are Unable to Come to Work	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	✓	⋮
☐	In General	May 27, 2020	Jun 30, 2020 by Biplab ThapaMagar	⊘	⋮

7. Click on **Edit**

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

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

General IDC Points

B I U A ▾ A ▾ I̠ₓ ≡ ≡ ≡ ≡ ≡ x² x₂ ≡ ≡

⊞▾ ▦ 🔗 ✂ 🖼 √x ▶ Ⓥ Ⓥ ▷ ¶ ¶ 12pt ▾ Paragraph ▾ ⓧ

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

           Only teachers   ▾

           ☐ Add to student to-do

☐ Notify users that this content has changed   Cancel   Save