How to Setup Webex Meetings from ramapo.webex.com 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 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.

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

1. Go to ramapo.webex.com on your web browser to access your Webex account. Sign in to Webex using your Ramapo email address and Webex password if you are not already signed in.

2. Once you are in your Webex page, copy the link to your Personal Room.
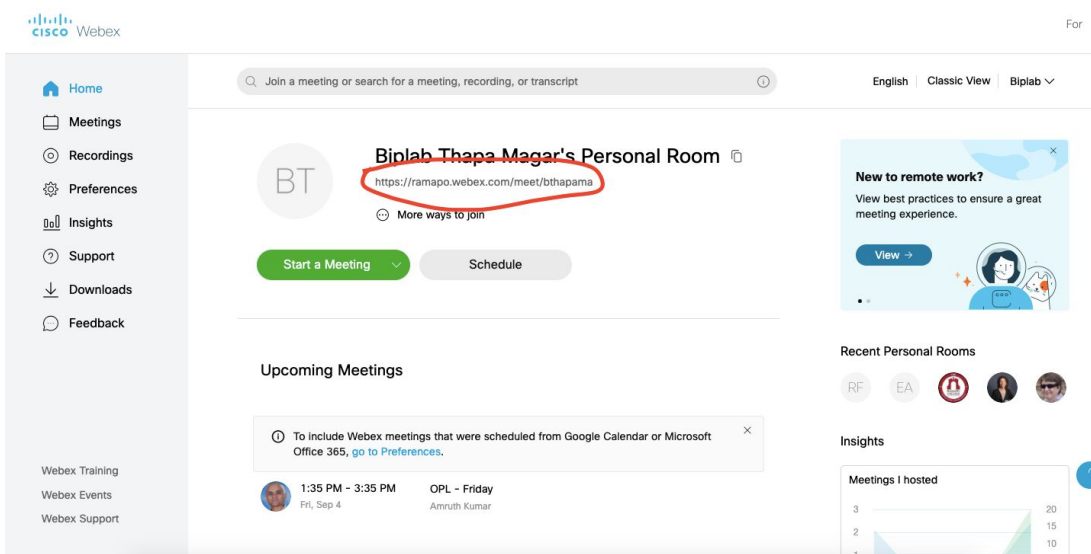
3. Go to ramapo.instructure.com to access Canvas. Sign in if you aren't already using your Ramapo username and password.

4. Click on the relevant Canvas course

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

6. 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.

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

b. Adding Webex Scheduled Meeting information to a Canvas Page:

1. Go to ramapo.webex.com
2. Click on the **Schedule** button to create a new meeting
   Note: If you have already scheduled a meeting and want to copy over the information on that meeting to Canvas, go to the **Meetings** section in the sidebar, click on the name of the relevant meeting, and skip to **step 14**.

3. You will be taken to a page as shown below, where you can fill out relevant meeting information

4. For classroom purposes, leaving **Meeting Type** as Webex Meetings Pro Meeting.
5. You can give the meeting a name and change the meeting password too, if you want.
6. Click on the date and time drop down to set the times dates and duration for the meetings. These times and durations do not necessarily have to be exact. Once you are done adjusting the date, time, and duration, click on done.

Date and time   Tuesday, Dec 8, 2020 6:15 pm Duration: 1 hour   ⌄

	Dec 2020		Time

		Time

< Dec 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

▶ Attendees

Show advanced options ⌄

Time

6 ⌄ : 15 ⌄

○ am   ● pm

Duration

1 hour ⌄   0 minutes ⌄

Done

Cancel   Start

7. If you want the meeting to recur (for example, if you want to use it for weekly class meetings), then make sure the **Recurrence** option is checked. Once you enable recurrence, you can set the recurrence pattern to repeat daily, weekly, monthly, or yearly. You can either choose to end the recurrence after a certain number of recurrences, or after a certain date.

☑ Recurrence

Recurrence pattern   Weekly ⌄

Recurrence on   Every   1   week(s)

☐ Sun   ☐ Mon   ☐ Tue   ☑ Wed   ☐ Thu   ☐ Fri   ☐ Sat

Ending

○ No end date

● Ending   12/23/2020 ⌄

○ After   10   meetings

8. In the **Attendees** input box, you can add the emails of all the people that you want attending the Webex meeting. Doing this, the meeting link, meeting updates, and meeting reminders will automatically be sent to the invitees.
   When you add the list of attendees, make sure you separate the emails with either a comma or a semicolon.
   > **Note**: If you are planning to post the meeting link to Canvas or are simply sending out the link via email, then filling out the **Attendees** list is entirely optional, although it can still be helpful.

Getting list of student email addresses for you class from the Ramapo Web Self-Service:
   1. Login to Web Self-Service with your Ramapo username 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

9. Doing the above should be sufficient to set up a meeting for most purposes. If you would not like to explore more specific options that you can have for your meeting, you can jump to **step 13**.
10. Click on **Show Advanced Options** to display more options

11. Under **Audio connection options**, checking or unchecking the **Allow attendees to unmute themselves in the meeting** and **Always mute attendees when they join the meeting** options can be a good choice depending on your meeting needs.

Audio connection options ⌃

Audio connection type | Webex Audio ⌄
☑ Show global call-in numbers to attendees

Entry and exit tone ⓘ | Beep ⌄

Mute attendees | ☑ Allow attendees to unmute themselves in the meeting
☐ Always mute attendees when they join the meeting

12. Under **Scheduling Options**, you can further tweak your meeting.

Scheduling options ⌃

Cohosts ⓘ | ⦿ Let me choose cohosts for this meeting. (You can make an attendee a cohost in the Attendees list.)

◯ The first person to join the meeting who has a host account on this site becomes a cohost

◯ All attendees who have host accounts on this site become cohosts when they join the meeting

Video Systems | ☑ Authenticated video systems in this organization can start and join this meeting without a prompt

Automatic recording | ☐ Automatically start recording when the meeting starts

Exclude password | ☐ Exclude password from email invitation

Breakout sessions | ☐ Enable breakout sessions

Unlocked meetings ⓘ | Everyone in your organization can always join unlocked meetings.

When the meeting is unlocked,

⦿ Guests can join the meeting

◯ Guests wait in the lobby until the host admits them

◯ Guests can't join the meeting

Some useful options you might want to consider tweaking are
   a. Setting the **Cohosts** options for a meeting so that you can assign some people to have the same meeting privileges as you.

b. If you select the **Automatic recording** option, then, as the name suggests, the meeting will automatically start recording.
c. Under **Unlocked meetings**, you can decide on whether you want people from outside of your organization to be able to join the meeting. The first option, which is the default, allows anyone to join, the second option does not let them join until you admit them, and the final option prevents them from joining altogether.

Automatic lock	☐ Automatically lock my meeting ⌄ 15 minutes after the meeting starts.
Registration ⓘ	● None
	○ Require attendee registration
Email reminder	15 ⌄ minutes before meeting starts
Meeting options	Edit meeting options
Attendee privileges	Edit attendee privileges

d. By checking **Automatic lock**, you prevent people from being able to join the meeting after a specified number of minutes of the meeting starting.
e. By adjusting **Email reminder**, you can change how much time before the start of a meeting the meeting reminder is sent to all the emails in the attendees list.
f. By clicking on **Edit meeting options**, you can enable/disable file transfer, note-taking, chatting, and close-captioning, which are all features that can be useful during class sessions. Click on **OK** after you are done adjusting.

Meeting options   ✕

Select options that you want participants to have when meeting begins:

☑ Chat

☑ Video

☑ Notes

    ● Allow all participants to take notes

    ○ Single note taker

☐ Enable closed captioning

☑ File transfer

☑ Enable UCF rich media for attendees

Cancel   OK

g. Click on **Edit attendee privileges** to further tweak what attendees (non-hosts) can do once they join the meeting. Make sure to click on **Ok** once you are done.

13. Finally, don't forget to click on **Schedule** at the bottom of the page to actually create the meeting.

Note: If you want to reuse the options that you set for this meeting for another meeting, you can click on **Save as template**. Doing so, you will be asked to give the template a name. Give it a name and click on **Ok**. Now, when you schedule another meeting, if you choose the template that you've created in the **Meeting templates** drop-down menu, you can pre-fill the new meeting you are trying to schedule with the option values of the meeting you saved as a template.

Save as template

×

New template name

⚠ Save your current scheduling settings to use as a template for future meetings. Recurrence settings are not included when you save a template.

Cancel   OK

Schedule a Meeting

Meeting templates   Webex Meetings Default   ⌄

Meeting type	Webex Meetings Pro Meeting ⌄
Meeting topic	test
Meeting password	BYkRTk37xi8 ↻
Date and time	Wednesday, Dec 9, 2020 1:45 am Duration: 1 hour ⌄
	(UTC-05:00) Eastern Time (US & Canada) ⌄

☑ Recurrence

Recurrence pattern   Weekly ⌄

Recurrence on Every   1   week(s)

☐ Sun ☐ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat

Ending

◯ No end date

◉ Ending   12/23/2020   ⌄

◯ After   10   meetings

Attendees   Separate email addresses with a comma or semicolon

14. You should now be taken to the meeting details page. Here, you can click on the copy icon to copy all the meeting information that you need to give to people who want to attend the meeting.

‹ Back to Meeting List

test

🗐 ✎ 🗑 ⊡

Hosted by Biplab Thapa Magar

● 1:45 AM - 2:45 AM │ Thursday, Dec 10 2020 │ (UTC-05:00) Eastern Time (US & Canada)

Start Meeting ⌄

Meeting Information

Meeting link:	https://ramapo.webex.com/ramapo/j.php? MTID=m8a484af75aebdf4b077010688297a756
Meeting number:	178 492 6315
Password:	BYkRTk37xi8
Host key:	132980

More ways to join

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

Who is invited?

Enter email address to add attendee

BM Biplab Thapa Magar   · · ·

T   test@gmail.com   · · ·

15. 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.

16. To post the meeting information to a Canvas page, first go to **ramapo.instructure.com** on your web browser, sign in if prompted, and click on the course with which you want to share the meeting information.
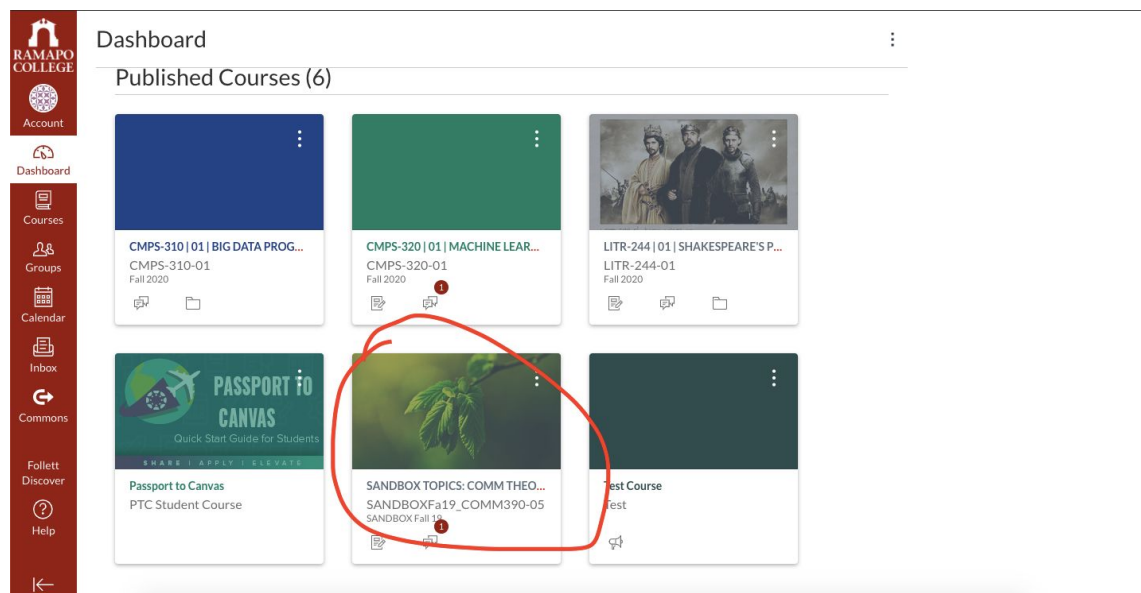
17. Go to the **Pages** section by clicking on the navigation bar

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

☐	~~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	⊘	⋮

19. Click on **Edit**

View All Pages   ✔ Published   ✎ 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

20. 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

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

mber comes in, have them sign our "Guestbook" (which is located on the sign in
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W ust log in to the computer using their Ramapo user name and password.

W nyone with whatever they need, ask for help from another staff member. If you are
th try a quick Google search.

p 420 words

dit this page role selection

Only teachers ⌄

☐ Add to student to-do

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

General IDC Points

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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