

Instructor Guide: How to Set Up Webex on your Canvas Course Using the Cisco Webex Link

Instructor Guide:

[Cisco Webex Education Connector for Teachers](#)

Student Guide:

[Cisco Webex Education Connector for Students](#)



NOTE: Instructors must use the “Cisco Webex” link from their Canvas course to enable features, schedule meetings, as well as start meetings from Canvas in order for the features to work properly.

Students must have their Webex accounts activated, and they must join the meeting from the Canvas “Cisco Webex” link for this feature to work. Make sure to communicate this information to students.

[Assignments](#) 

[LockDown Browser](#)

[Cisco Webex](#)

[Settings](#)

Features:

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>
Classroom Collaboration	Classroom collaboration, which uses Webex Teams, is not recommended from Canvas.

Setup:

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

Go to “Setup” > “choose your features” > select the desired Webex features, > click “apply” to save your selection.




Choose your features

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

- Classroom Collaboration
- Virtual Meetings
- Office Hours

Apply

Time Zone - to change the time zone, select from the drop down menu, and click the “save” button.




Time Zone

Select the timezone for your course

GMT-04:00, Eastern (New York)

Save

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



Authorize with LMS

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

Authorize



WebEx


WebEx is requesting access to your account.

You are authorizing this app as **Deborah OConnell**.
Your email address is doconn1@ramapo.edu.

Cancel

Authorize

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




Reminder Bot

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

Turn On

Webex Meetings Attendance Grading: Students can automatically be awarded participation points when they attend a class or meeting. 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 to cancel out this feature would be to give a value of 0 points in the gradebook.



Webex Meetings Attendance Grading

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


Turn on

Your setup is done for this course.

Webex Virtual Meetings

Once you have enabled virtual meetings (see setup above), you are ready to schedule and start meetings from Canvas. From the “Cisco Webex” link in Canvas select “Virtual Meetings” > “New Meeting” button.

Virtual Meetings Setup Analytics

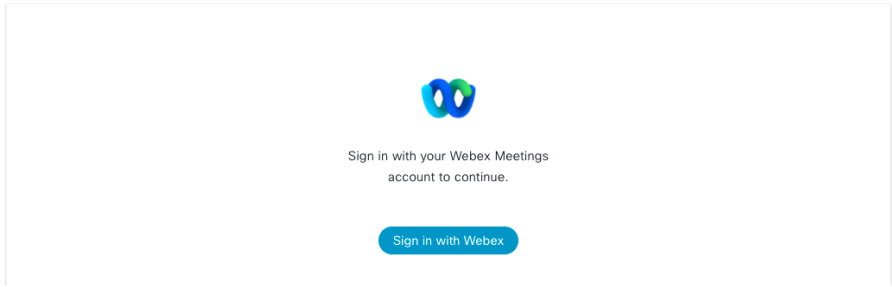
Support 

Meetings New Meeting

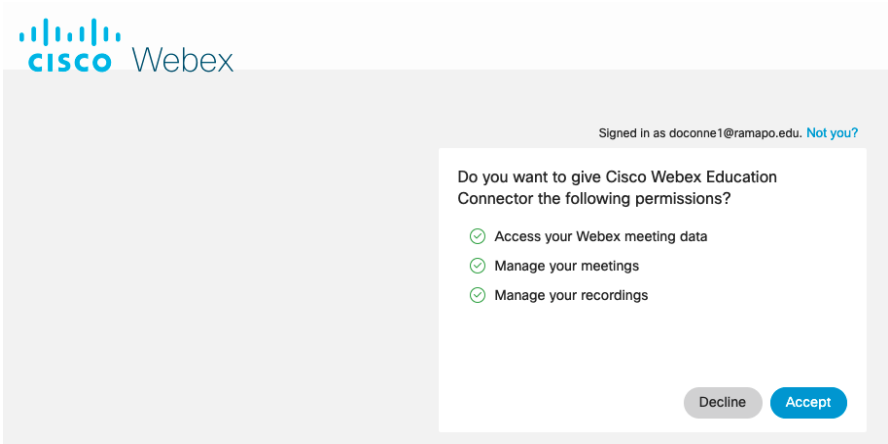
Upcoming Past Meetings Recordings Filters

Name	Host	Duration	Date	Action
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Click “Sign in with Webex” and enter your Webex account credentials.



Click "Accept" to proceed and allow Webex access to your meeting permissions indicated.



Enter the meeting details (name, date, time, duration, recurring, etc.), review advanced options, and click "create meeting".

New Meeting Cancel

Name

Meeting date

Duration
 -

Choose session type
 Meeting Training Event

Recurrence
 No Repeat Daily Weekly
 Monthly

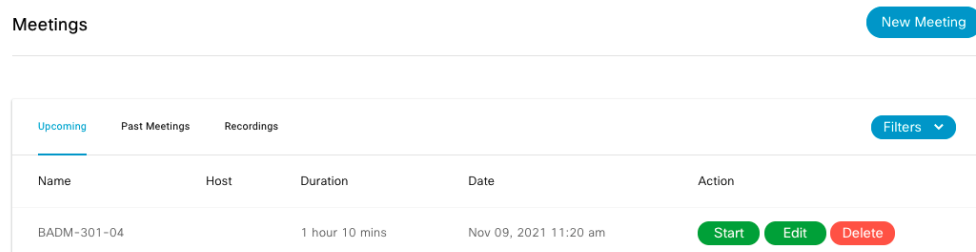
Every week(s) on:
 Sun Mon Tue Wed Thu Fri Sat

Ending
Ending date
 December 13, 2021 11:00 AM (GMT-05:00) ✓
 After meetings

[Show advanced options](#) ▾

After your meeting has been created, it will appear in “Upcoming” meetings, and on the Canvas calendar. Links are also visible to view “Past Meetings” and “Recordings”. (If grading is enabled in the Cisco Webex setup, “past meetings” will show class attendance.)

Click the “Start” button to begin your meeting; “Edit” to make changes, or “Delete” meetings.



The screenshot shows the Webex Meetings interface. At the top right, there is a "New Meeting" button. Below it, there is a table with columns for Name, Host, Duration, Date, and Action. The table contains one row for a meeting named "BADM-301-04" with a duration of "1 hour 10 mins" and a date of "Nov 09, 2021 11:20 am". The Action column for this meeting has three buttons: "Start", "Edit", and "Delete".

Name	Host	Duration	Date	Action
BADM-301-04		1 hour 10 mins	Nov 09, 2021 11:20 am	Start Edit Delete

Notes: Recurring meetings are not visible until the first meeting has ended.

If you delete a recurring meeting series, the past meeting recordings for the series will also get deleted.

Inviting a Guest

The guest needs to get added from the Webex side (not from Canvas).

Login to ramapo.webex.com.

Locate the class meeting on your list of upcoming meetings.

Click the meeting title, which will open a page with the meeting details.

On the right column where it says "Who is Invited" enter the guest's email address.

The guest will receive an email invite to the meeting, and will be able to join from there.

(Note - The guest will not be able to join from Canvas, because they are not enrolled in the course.)

Office Hours

General Information:

- Create 1-on-1 Webex office hour appointment blocks from Canvas, for student sign-up.
- Students select an appointment, and “confirm” from Canvas. An email invitation is sent to both the student and the instructor, with meeting details. Additionally, if the reminder bot is turned on, a reminder notification will appear.
- If your office hours change mid-semester, you can reset office hours on the start of the new date they change. However, you can't schedule two different sets of office hour appointments in advance.
- Office hour appointments do not populate onto the Canvas calendar since they are individual appointments, but they do populate onto the instructor's and student's Webex account under “upcoming meetings”
- You can optionally record office hours. The recordings for office hours will appear when you login to ramapo.webex.com from your browser, under recordings, as “Office Hour Recording with date/time.”

Setup Instructions:

- If you have not already enabled this feature, go to “Cisco/Webex” > “setup” > select “office hours” checkbox > “apply”
- Navigate to the “office hours” section that now appears, and select a default “meeting duration” (15, 30, 45 or 60 min.) and “appointment buffer” if desired between meetings (15, 30, 45, or no buffer) (See screenshot below)
- Click each time block, for the days you want to set for your office hours (See screenshot below), and scroll to the bottom and “save.” This setup will apply to the entire semester.

Virtual Meetings **Office Hours** Setup Analytics [Support](#)

Availability [View My Meetings in Webex](#)

Availability (GMT-05:00, America/New_York)
Meeting duration: **15 mins** ▾

Block Off Extra Time
Appointment buffer: **No buffer** ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00	7:00	7:00	7:00	7:00	7:00	7:00
7:15	7:15	7:15	7:15	7:15	7:15	7:15
7:30	7:30	7:30	7:30	7:30	7:30	7:30
7:45	7:45	7:45	7:45	7:45	7:45	7:45
8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:15	8:15	8:15	8:15	8:15	8:15	8:15
8:30	8:30	8:30	8:30	8:30	8:30	8:30
8:45	8:45	8:45	8:45	8:45	8:45	8:45
9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:15	9:15	9:15	9:15	9:15	9:15	9:15
9:30	9:30	9:30	9:30	9:30	9:30	9:30
9:45	9:45	9:45	9:45	9:45	9:45	9:45
10:00	10:00	10:00	10:00	10:00	10:00	10:00
10:15	10:15	10:15	10:15	10:15	10:15	10:15

- To view scheduled office hour appointments from Canvas, instructors click Cisco/Webex > Office Hours > “view my meetings in Webex” (see screenshot above).
- Office hours carry over across all of your courses. From your other courses, select “Setup” > “Office Hours” > “Apply” and they will appear.
- Students schedule office hours from their Canvas Course > Cisco/Webex > Office Hours > “select” an office hour appointment > select the “confirm” button.