Before a student can participate in a Webex meeting, the Instructor must enable WebEx and create a meeting.

How to enable Webex in Canvas

1. Click Settings in the Canvas Course Menu.
2. Click the Navigation Tab.
3. Drag the WebEx tool option from the list of hidden navigation links on the bottom of the list of enabled navigation links.
4. Scroll down and click Save.
5. Locate Cisco Webex on your Canvas menu bar and click on it.
6. Activate Webex in Canvas by doing the following:

**Choose your features:**

a. **Collaboration, Virtual Meetings** and **Office Hours** are all disabled by default. Check the features that you want to be available for your course and select **Apply**. Then, each feature you selected appears as its own tab.

**NOTE: DO NOT select Classroom Collaboration.** This feature is **NOT active** in Canvas and will cause some confusion in the Student’s view.

b. **Sync your Time Zone.**

c. **Authorize with LMS:** Authorize the Webex Education Connector before you start to use its features. Enter the same credentials you use to sign in.
d. **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**.

   **NOTE:** Attendance grading cannot be turned off once turned on. Make sure you want to use this before you click **Turn On**.

e. **Remind Bot** will send a reminder before each meeting.

Next, schedule a WebEx meeting with your students.

7. From the Canvas Menu, click **Cisco Webex**.
8. Click the Virtual Meeting tab at the top.
9. Click the **New Meeting** button to schedule a new meeting with your class.
The instructor can schedule recurring sessions or one at a time.

- **Meetings cannot be edited once created.** You can share documents, whiteboards, and computers screens with other participants.
- **Trainings (recommended)** can be edited after you create them. Allows you to poll your participants, have participants raise their hands for questions, share documents, and share your computer screen.
- **Events** are editable but only meant for large-scale online events.

1. Choose Meeting, Training, or Event.
2. Enter a descriptive Name for the meeting
3. Select the Meeting Date, Duration, and Recurrence
4. Select Create Meeting
5. Choose if this will be a recurring event.

Meetings will appear under your *Upcoming* tab.

The instructor can view, host (start), edit, or delete a session.