

Setting up WebEx within your Canvas

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WEBEX CANVAS TEACHER GUIDE

Webex interfaces through Canvas with the CirQLive platform. This guide will cover:

- Turning on the Webex LTI
- Instructor account settings
- On-Screen setup
- Learn more about using Webex in Canvas

TURING ON THE WEBEX LTI PART 1

Click on the **Course, Settings, Navigation.**

The screenshot shows the Blackboard user interface. On the left is a vertical purple sidebar with icons and labels for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Settings' option is highlighted in a darker purple. At the top, a breadcrumb trail reads 'My Institution > Settings'. Below this, a horizontal tab bar contains 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. The 'Navigation' tab is selected and highlighted. Below the tabs, a list of course navigation items is displayed, each with a gear icon for settings. The items are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, and Attendance. Two red arrows point to specific elements: one points to the 'Settings' link in the left sidebar, and the other points to the 'Navigation' tab. Two white callout boxes with black borders provide instructions: 'Step One: Click the 'Settings' option within your course.' and 'Step Two: Click the 'Navigation' tab to open up the course navigation options.'

My Institution > Settings

Home Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation

Home	⚙️
Announcements	⚙️
Assignments	⚙️
Discussions	⚙️
Grades	⚙️
People	⚙️
Pages	⚙️
Files	⚙️
Syllabus	⚙️
Outcomes	⚙️
Quizzes	⚙️
Modules	⚙️
Conferences	⚙️
Collaborations	⚙️
Attendance	⚙️

Step One: Click the 'Settings' option within your course.

Step Two: Click the 'Navigation' tab to open up the course navigation options.

TURNING ON THE WEBEX LTI PART 2

Scroll down to select **Cisco Webex**, **three vertical dots**, click on **Enable**. Click **Save**. If you want your students to see it, drag the Cisco Webex item to the course navigation list. Then scroll back down and click the Save button

The screenshot shows the Instructure LMS navigation interface. On the left is a purple sidebar with icons and labels for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Help. To the right of the sidebar is a list of navigation items under the 'Workgroups' section, including Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, LockDown Browser, Library Resources, and Photo Class Roll. Further right is a list of external links, each with a three-dot menu icon. The 'Cisco Webex' link is highlighted with a red rectangle. A context menu is open for 'Cisco Webex', showing '+ Enable' and 'Move' options. Red arrows point from the 'Cisco Webex' link to the 'Save' button at the bottom and to the 'Enable' option in the context menu.

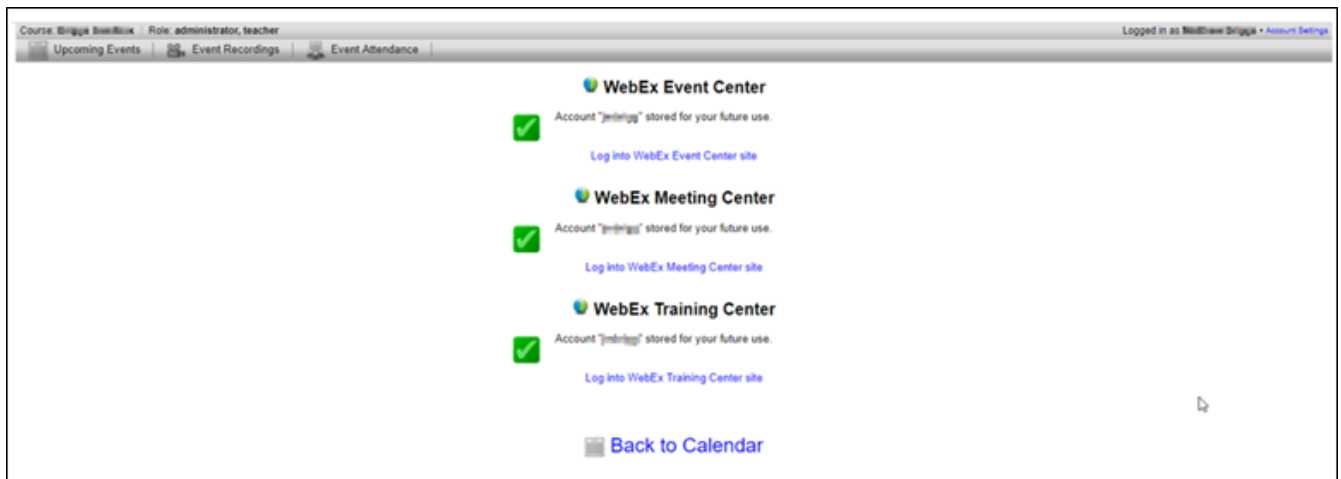
Link	Status
Macmillan Learning	Page disabled, won't appear in navigation
McGraw Hill Connect Deep Integration	Page disabled, won't appear in navigation
MyLab and Mastering	Page disabled, won't appear in navigation
McGraw Hill SimNet	Page disabled, won't appear in navigation
i>clicker registration	Page disabled, won't appear in navigation
Cengage	Page disabled, won't appear in navigation
Google Drive	Page disabled, won't appear in navigation
Pearson Revel	Page disabled, won't appear in navigation
Badges	Page disabled, won't appear in navigation
SCORM	Page disabled, won't appear in navigation
Campus Labs Rubrics	Page disabled, won't appear in navigation
Zoom	Page disabled, won't appear in navigation
Course Resource List	Page disabled, won't appear in navigation
Wiley Course Resources	Page disabled, won't appear in navigation
Cisco Webex	Page disabled, won't appear in navigation
Clemson Policies	Page disabled, won't appear in navigation

Save

+ Enable
Move

INSTRUCTOR ACCOUNT SETTINGS

After clicking the live **WebEx** navigation link for the first time, your accounts will sync. Please give the system a short amount of time to complete this activity. Once the sync is complete, you may see something similar to the image below.



ON-SCREEN SETUP (FOR INSTRUCTOR)

The first time you set up Webex in Canvas, you will be asked to complete the onscreen setup. Here are the options you will see:

Choose your features

Classroom Collaborations - allows you to include WebEx Teams in your course. Classroom Collaborations are not necessary for video meetings.

Virtual Meetings - allows you to conduct video meetings with your class (similar to Zoom).

Office Hours - allows faculty to share their Office Hours availability and allow students to sign up for video meeting sessions.

Time Zone - should be "[...] Eastern (New York)" and not your time zone.

Please click the **Authorize** button for Authorize with LMS.

Enable **Webex Meetings Attendance Grading** as desired.

Reminder Bot can be enabled if you are using WebEx Teams and/or Classroom Collaboration.

TO LEARN MORE ABOUT USING WEBEX IN CANVAS, SEE THESE ARTICLES

[The Webex Education Connector for Teachers](#)

[The Webex Education Connector for Students](#)

If you have more questions about this, email ITHELP@clemson.edu or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1170>