

Webex is a web conferencing product created by Cisco. It has been around for a while and many may have used it before. The university has a site license for this product and Webex is now available in every Canvas course. However, before you jump-in and start using it, there are setup steps you will have to perform within each Canvas course where you plan to use it.

The link for the product is already in the course navigation column, called Cisco Webex. When you click on it the first time, you see a number of options to choose. These options include:

- Choose Your Features
- Time Zone
- Authorize with LMS
- Webex Meetings Attendance Grading
- Reminder Bot

To prevent confusion with when using the tool, the Office of Online Learning suggests the following setup options:

Choose Your Features:

Do not use the Classroom Collaboration. I know this sounds like a live chat, a live classroom session, or the option instructors would intuitively choose without any additional information. The Classroom Collaboration tool is much more complicated than it seems and it requires all students to have Webex accounts. Currently, only instructors have Webex accounts.

Instead, use either Virtual Meetings or Office hours (or both). Virtual Meetings is the synchronous course communication tool (also called live online lecture or chat). Office Hours allows you to set up blocks of time throughout the week and students can choose a time to have an online meeting with you.

Click Apply when done.

Disclaimer: The Office Hours tool does not limit the number of students who can choose a certain time slot. It is not one student per slot. So, theoretically everyone in your class can sign up for a specific time on a certain day. Also, all communication, reminders, and scheduling goes through email. You will have to manually keep up with these emails to add the events to your calendar and keep up with meeting times/links. Students will have to do this as well.

Time Zone

Click Sync. This ensures the meetings you set up are sync'd with the timezone information of your course.

Authorize with LMS

Click Authorize. You may also be asked to confirm your authorization on a separate Canvas window. When you set up a Virtual Meeting through Canvas, Canvas adds the meeting time and link to the course calendar. This gives students another way to access the session and reminds students when sessions are upcoming. If you do not authorize the tool with the LMS, you do not get these events and reminders.

Webex Meeting Attendance Grading

This works like Roll Call Attendance for Virtual Meetings. It creates an assignment in the Canvas Gradebook and deducts points when students do not attend a virtual meeting. However, Webex Meeting Attendance creates a column for every virtual meeting you run over the life of the course and students receive full or not points. You do have more control over the point value and placement of the assignment but once you turn it on there is no way to turn it off.

This feature is not required and you can leave it off if you choose to do so.

Reminder Bot

This feature is meant to be used with the Classroom Collaboration tool. Since we are not using this tool, the Reminder Bot does not need to be turned on. If you authorized Webex to work with the LMS, events will be created when you setup Virtual Meetings and those events will trigger notification reminders in Canvas.

After the setup options are to your liking, click on the Virtual Meeting tab to setup a class meeting or Office Hours to select weekly blocks of time. If you have already set up Office Hours in one course, the same selected hours will be selected in your second course. You can rearrange them for each course. The most recent setup simply follows you from course to course until you change it.