
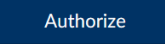





CISCO WEBEX LTI

If you've ever done video-conferences through Canvas or are planning on doing so in the future, you'll be happy to know that Cisco's WebEx video-conferencing system now has a direct integration within Canvas. We added the tool to every Canvas course so that you can schedule video-conferences in your course for multiple reasons (group work sessions, office hours, remote class discussions, etc.). If you import a course template, the **Cisco WebEx** tool may not appear in your course's navigation menu. To learn how to customize this menu, go to <https://community.canvaslms.com/docs/DOC-12933>.

CHOOSE YOUR COURSE'S WEBEX SETTINGS

1. Log in to <https://canvas.fau.edu> with your FAU NetID and password.
2. Navigate to a course where you would like to use WebEx.
3. Click on the **Cisco WebEx** tool in the course navigation menu.
4. You should land on the "Setup" tab. In this tab, click the blue  button in the "Authorize with LMS" section.
5. Click the blue  button in the window that popped up. This will sync your Canvas account with WebEx.
 - a. **Note:** You may be asked to sign in to the default FAU SSO login page once more.
6. Now, scroll up to the "Choose Your Features" section and click the checkboxes next to the WebEx features you want to enable.
 - a. **Classroom Collaboration** (optional): Allows students to run session-based meetings.
 - b. **Virtual Meetings** (**recommended**): Allows you to schedule and run WebEx meetings in your course.
 - c. **Office Hours** (optional): Allows you to schedule bookable one-on-one meetings in your course.
7. Click the blue  button to enable your features.

CREATE A WEBEX MEETING

1. Click on the **Cisco WebEx** tool in the course's navigation menu.
2. In the "Virtual Meetings" tab of the tool, click  to bring up the new meeting options panel.
 - a. **Note:** You may be asked once again to allow WebEx to see/manage your meetings. Click **Allow** to continue.
3. Click the check-circle next to the meeting type of your choice. Each meeting type features different tools:
 - a. **Meeting:** recommended for smaller face-to-face meetings.
 - b. **Events:** useful for large-scale meetings for over 100 participants.
 - c. **Training:** a highly interactive platform with many engaging features.
4. Give your meeting a **name** (e.g. "MUH 3040 Tu-Th" or "Art Appreciation Discussion Forum").
5. Click the box under **Meeting Date** to bring up the calendar panel.
6. Using the calendar and time options, choose a date and time for your meeting(s) to start.
 - a. **Note:** the time zone should default to "America/New_York (GMT-04:00)"
7. Enter a duration for your meeting(s). This duration is only a courtesy. Meetings will not end if you run longer than this time.
8. Check an option under **Recurrence** if you would like to create a series of events. Use the check-circles and other options to define the frequency of your sessions.
 - a. **Daily:** choose a daily interval or simply every day.
 - b. **Weekly:** choose weekly intervals and weekdays to conduct sessions.
 - c. **Monthly:** choose monthly intervals.
 - d. Choose whether you would like your series to end after a specific date or after a number of meetings.
9. After defining your options, click the blue **Create Meeting** button.
10. Now, in the "Virtual Meetings" tab, click the  button to begin your session.