Using Webex for a Class Conference
Level One

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At the end of this lesson you will be able to;

• Create a Webex meeting in Canvas for your students to access
• Start a meeting
• Share your content/screen/website/videos
• Record your content/play it back for students
• Take attendance
Creating a meeting in Canvas.

1. Click on Webex tab. If it is not enabled, go to Canvas “settings” and “navigation” and enable it.

2. Select “new meeting” On the next screen you will add the meeting information.
Once you create this meeting, all students in this class can click on the Cisco Webex link and access the meeting. Once you click create meeting, you can then press “Host” to start it (next screen)
Click Host to Join as Presenter. Select edit to change the time and date of the meeting.
Students will click on see each meeting and will click “Join”. They can also access the recordings on this screen.
Once you press “host” this window will open. There are several options; Mute Microphone, Turn on and off camera and start meeting.

If you have a working webcam and microphone built in you can use computer for audio.

If not select that pulldown for further options.
Many options are found in this menu bar.

This toolbar of circles will allow you to perform most of the functions needed to share content to your class.

Record the meeting!

Open the chat and people sidebars

You can mute or enable participants here

Change the arrangement of the screen items
The menu in the upper left hand has some important controls. Here you can unclick “anyone can share” to lock the screen. Other tools such as “mute on entry” are very important as well.
Selecting the three dots allows you to copy the meeting link if you need to share it with someone outside of your class.
Select the Share button to share content with the class.

If you are using two screens the second would appear here.
For access to your WebEx dashboard, recordings and attendance, sign in to your account by going to

https://unioncc.webex.com/
This is your home page: for attendance click here

Jeffrey Gutkin's Personal Room

https://unioncc.webex.com/meet/jeffrey.gutkin

More ways to join

Start a Meeting

Upcoming Meetings

- Jeff Test 2
  - 9:00 PM - 10:00 PM
  - Mon, Jul 20
  - Jeffrey Gutkin

- Meeting - Dr. Jeffrey Gutkin
  - 9:00 AM - 10:00 AM
  - Tue, Jul 21
  - Avis Cabral

- Webex July 21st Class
  - 2:00 PM - 3:00 PM
  - Tue, Jul 21
  - Jeffrey Gutkin

- Jeff Test 2
  - 1:00 PM - 2:00 PM
  - Mon, Jul 27
  - Jeffrey Gutkin

View all meetings

Insights

Meetings I hosted

Participants in meetings I hosted
Go to “my reports” to get your attendance logs
Also on this page are your recordings. You can share or download them.
For more help, view the

Webex Guides @

www.ucc.edu/techsupport