

**24/7 Canvas Support Hotline: 833-430-3504**

## Using Webex for a Class Conference Level One

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Distance Education Help: [ucconline@ucc.edu](mailto:ucconline@ucc.edu) or (908) 497-4364

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.

DED-SB-Jeff > Jeff Sandbox

Home Virtual Meetings Office Hours Setup Analytics Support CISCO

Syllabus  
Modules  
Conferences  
Announcements  
People  
Quizzes  
Grades  
Attendance  
Chat  
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UDOIT  
Proctortrack  
Cisco Webex  
Library Resources

### Meetings

Upcoming Past Meetings Recordings Filters

Name	Host	Host Type	Duration	Date	Action
Jeff Test 2	Jeffrey Gutkin	Instructor	1 hour 0 min	Jul 20, 2020 01:00 pm	Host Edit Delete

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

Name the meeting. If you are doing a meeting each week, you can name it by week or by topic. Create a new meeting each week so you can record it and play it back.

Virtual Meetings   Office Hours   Setup   Analytics

### New Meeting

Name

Meeting date

July 20, 2020 11:00 AM (GMT-04:00) ▾

Duration

1 hrs ▾   0 mins ▾

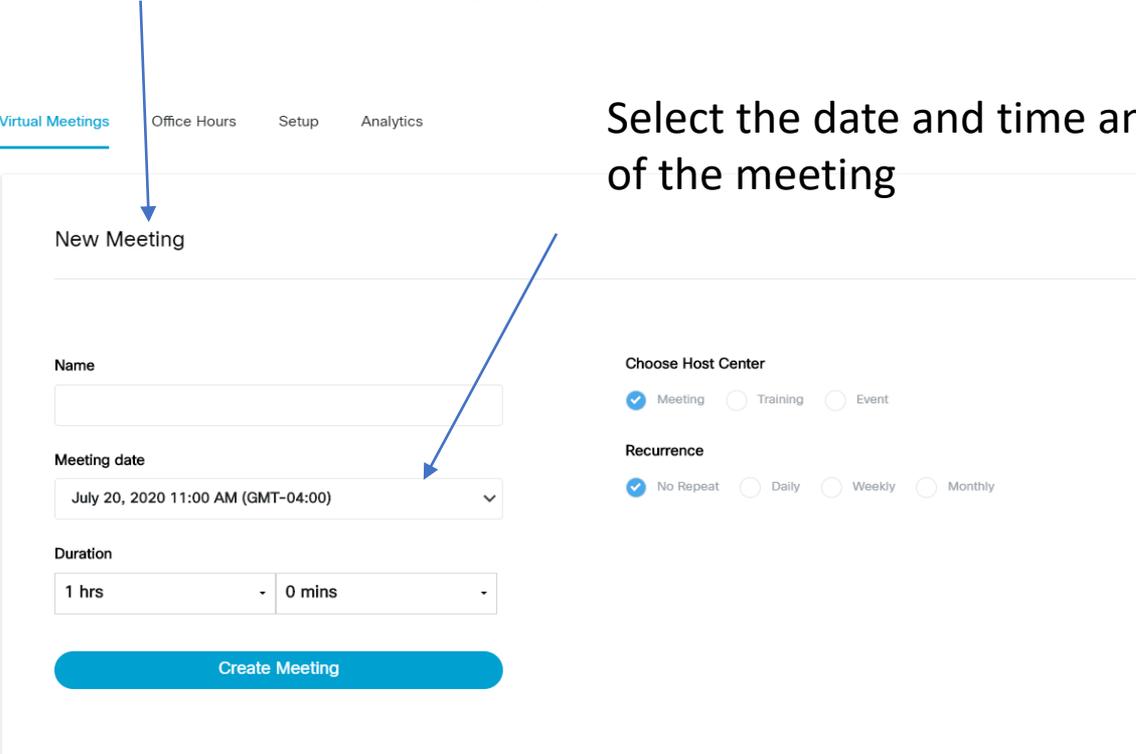
Choose Host Center

Meeting    Training    Event

Recurrence

No Repeat    Daily    Weekly    Monthly

Create Meeting



Select the date and time and duration of the meeting

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

Meetings

New Meeting

Upcoming

Past Meetings

Recordings

Filters

Name	Host	Host Type	Duration	Date	Action
Jeff Test 2	Jeffrey Gutkin	Instructor	1 hour 0 min	Jul 20, 2020 06:00 pm	<a href="#">Host</a> <a href="#">Edit</a> <a href="#">Delete</a>

Students will click on see each meeting and will click “Join”. They can also access the recordings on this screen

Virtual Meetings

Office Hours

Support



## Meetings

Upcoming

Past Meetings

Recordings

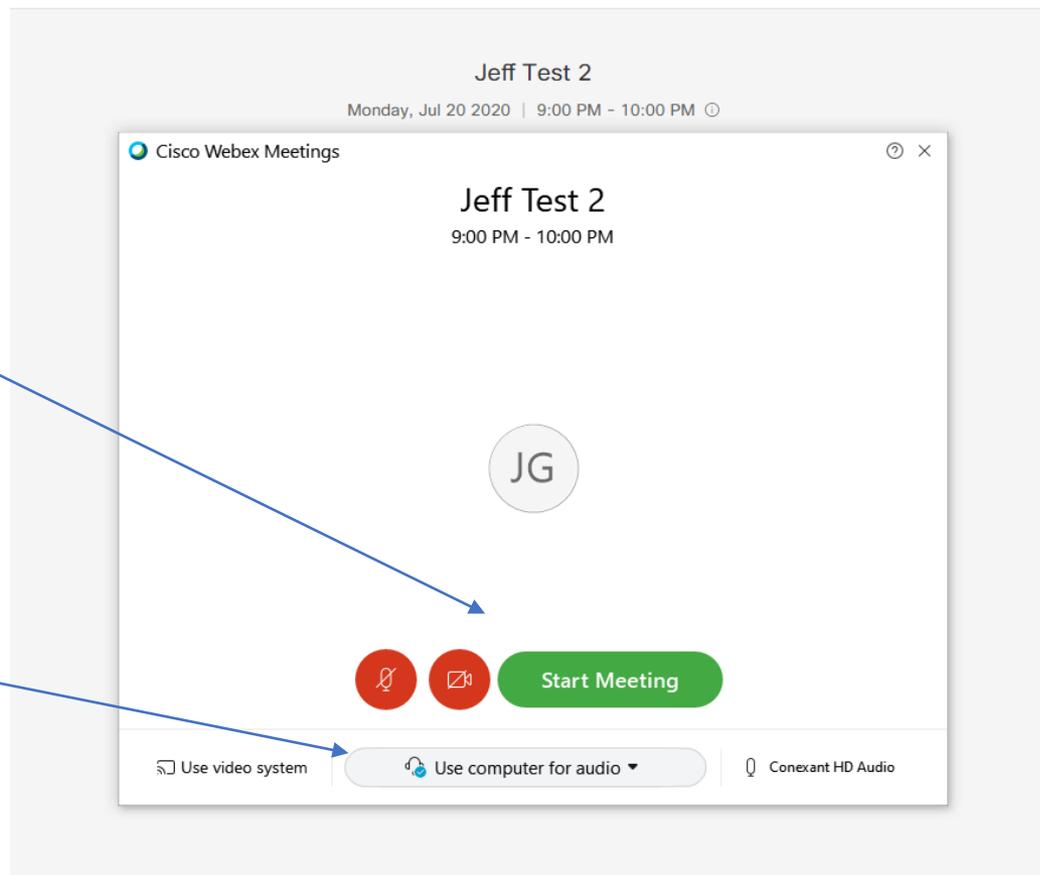
Filters

Name	Host	Host Type	Duration	Date	Action
Behaviorist Lecture	Jeffrey Gutkin	Instructor	1 hour 0 min	Jul 20, 2020 11:00 am	<a href="#">Join</a>
Jeff Test 2	Jeffrey Gutkin	Instructor	1 hour 0 min	Jul 20, 2020 01:00 pm	<a href="#">Join</a>

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



Change the arrangement of the screen items

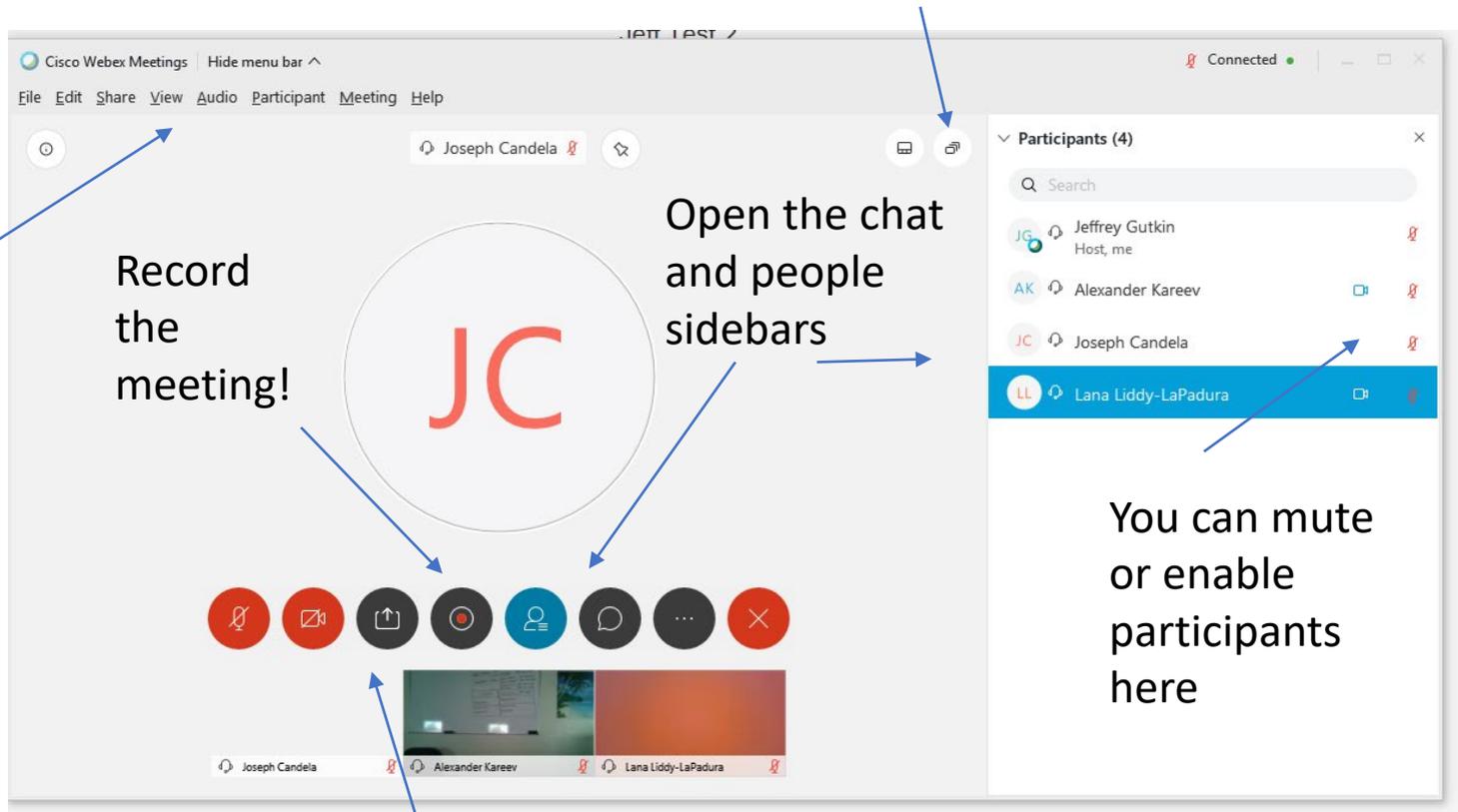
Many options are found in this menu bar.

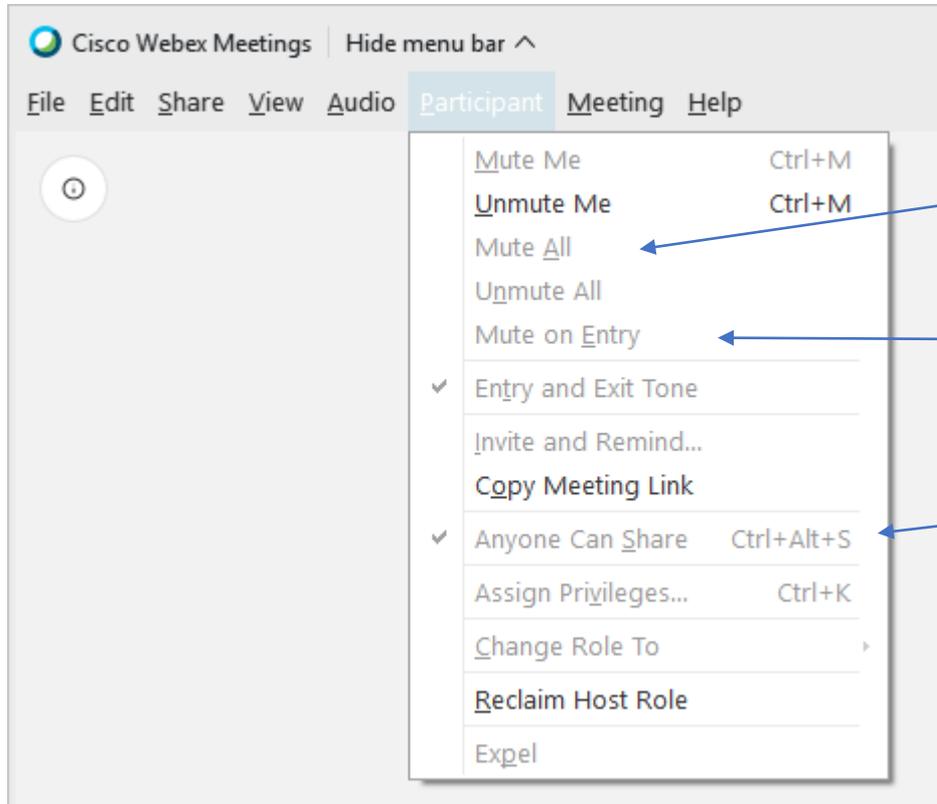
Record the meeting!

Open the chat and people sidebars

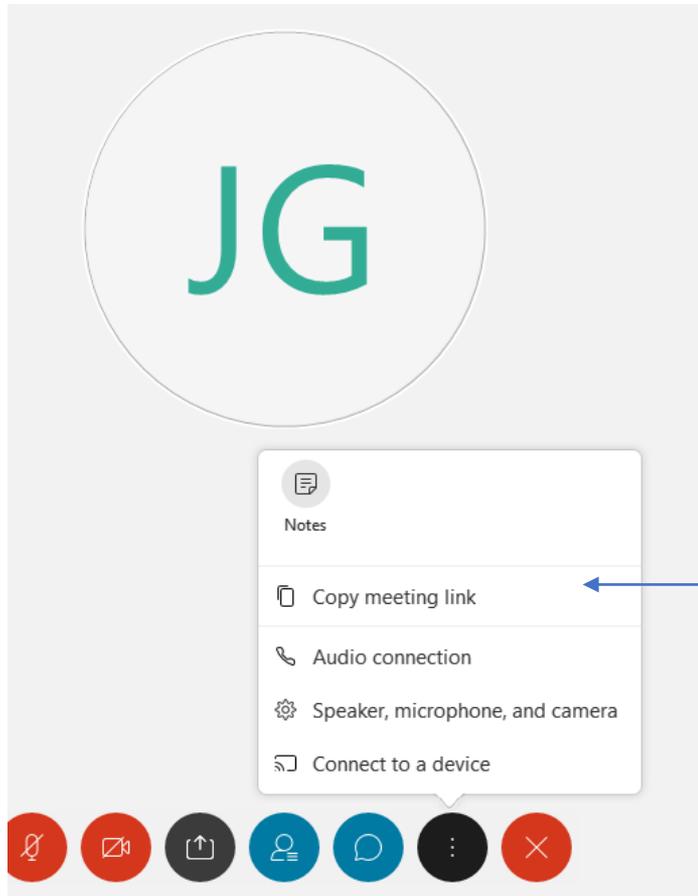
You can mute or enable participants here

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

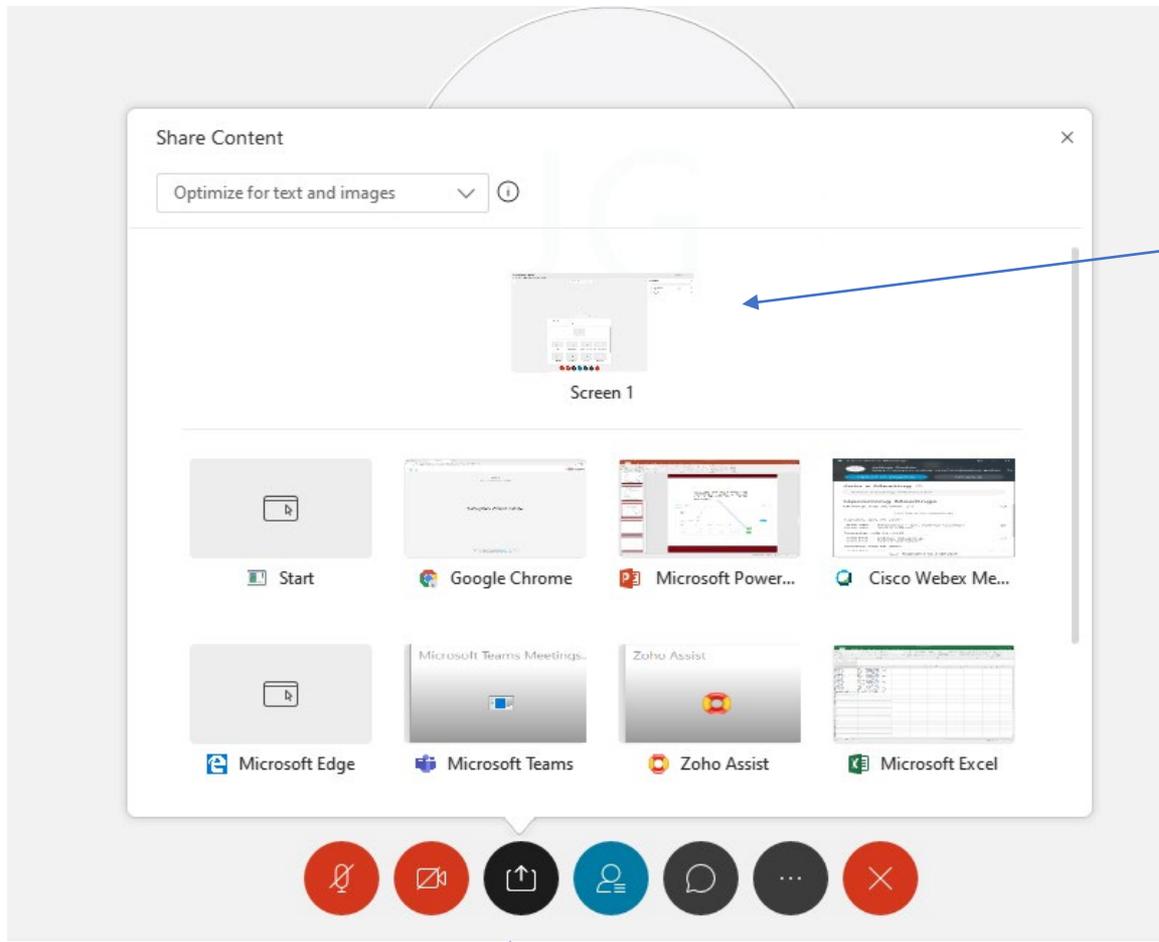




The menu in the upper left hand has some important controls. Here you can unclick “anyone can share” to lock the screen. Other tools such as “mute on entry” are very important as well



Selecting the three dots allows you to copy the meeting link if you need to share it with someone outside of your class.

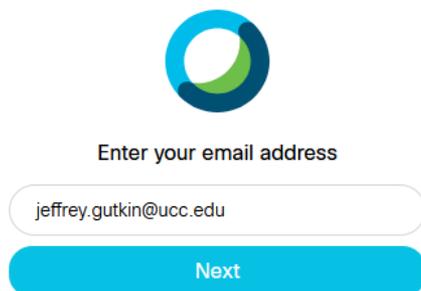


If you are using two screens the second would appear here

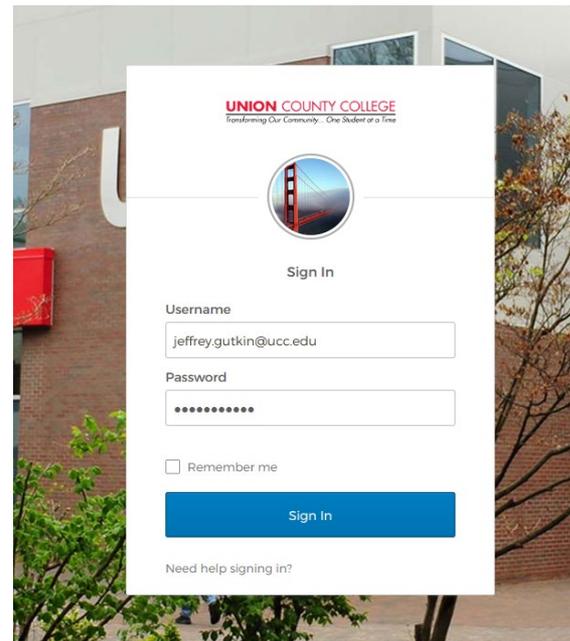
Select the Share button to share content with the class.

For access to your WebEx dashboard, recordings and attendance, sign in to your account by going to

<https://unioncc.webex.com/>



The image shows a WebEx sign-in form. At the top is a circular logo with blue and green segments. Below it is the text "Enter your email address". A text input field contains the email address "jeffrey.gutkin@ucc.edu". Below the input field is a blue button labeled "Next".



The image shows a WebEx sign-in form for Union County College. At the top is the college's logo and name: "UNION COUNTY COLLEGE" with the tagline "Transforming Our Community... One Student at a Time". Below the logo is a circular image of the Golden Gate Bridge. The text "Sign In" is centered. The form includes a "Username" field with "jeffrey.gutkin@ucc.edu", a "Password" field with masked characters, and a "Remember me" checkbox. A blue "Sign In" button is at the bottom. A link "Need help signing in?" is at the very bottom.

This is your home page: for attendance click here



**Webex** For **UNION COUNTY COLLEGE**  
Transforming Our Community... One Student at a Time

English | Classic View | Jeffrey ▾

Join a meeting or search for a meeting, recording, or transcript

### Jeffrey Gutkin's Personal Room

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

More ways to join

Start a Meeting ▾ | Schedule

#### Upcoming Meetings

Time	Meeting Name	Host	Action
9:00 PM - 10:00 PM Mon, Jul 20	Jeff Test 2	Jeffrey Gutkin	Join
9:00 AM - 10:00 AM Tue, Jul 21	Meeting - Dr. Jeffrey Gutkin	Avis Cabral	Start
2:00 PM - 3:00 PM Tue, Jul 21	Webex July 21st Class	Jeffrey Gutkin	Start
1:00 PM - 2:00 PM Mon, Jul 27	Jeff Test 2 <span>Training</span>	Jeffrey Gutkin	Start

[View all meetings](#)

#### Recent Personal Rooms

BP

#### Insights

##### Meetings I hosted

Date	Meetings Hosted
Jun 21	0
Jun 28	1
Jul 5	3
Jul 12	5

##### Participants in meetings I hosted

Date	Participants
Jun 21	0
Jun 28	6
Jul 5	6
Jul 12	6

Webex Training  
Webex Events  
Webex Support

English | Classic View | Jeffrey ^

- My profile
- My contacts
- My reports
- Sign out

### New to remote work?

View best practices to ensure a meeting experience.

View →



Go to “my reports”  
to get your  
attendance logs

Also on this page are your recordings. You can share or download them.

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Join a meeting or search for a meeting, recording, or transcript

English | Classic View | Jeffrey

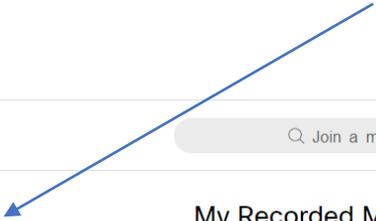
### My Recorded Meetings

All

Name	Security	Date	Duration	Size	Format	
Test Jeff						Generating...
Test Jeff-20200721 0400-1						
<input type="checkbox"/> Jeff Test 2-20200712 1233-1					KB MP4	↓ ↻ ⌵
<input type="checkbox"/> Test Jeff-20200706 1625-1	🔒	07/06/2020 12:28 PM	0:00:18	41.8 KB	MP4	↓ ↻ ⌵
<input type="checkbox"/> May College Assembly -20200506 1849-1 Shared by Patrick Gallagher	🔒	05/06/2020 05:37 PM	2:12:24	261.6 MB	MP4	↓ ↻ ⌵

We're still getting your recording ready, and it may take up to 24 hours. We'll send you an email message when it's available.

Done



For more help, view the

Webex Guides @

[www.ucc.edu/techsupport](http://www.ucc.edu/techsupport)