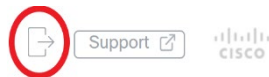


How to synchronize Canvas with WebEx

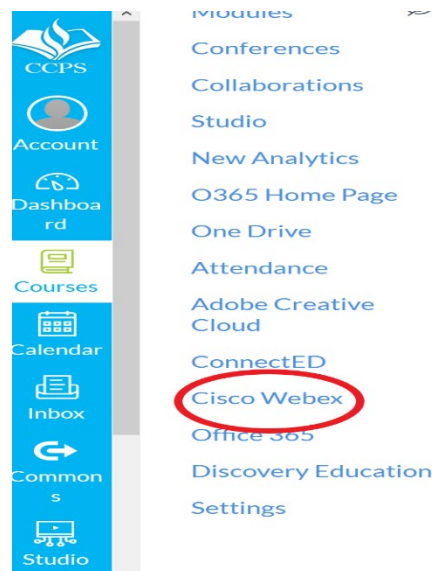
This manual will teach you how to authorize and synchronize Canvas with WebEx.

When scheduling a meeting for a whole course, every student in the course will get the invite in their Canvas calendar for however long the recurrence was set to. This allows you to schedule a meeting every day at a certain time and repeat it every weekday.

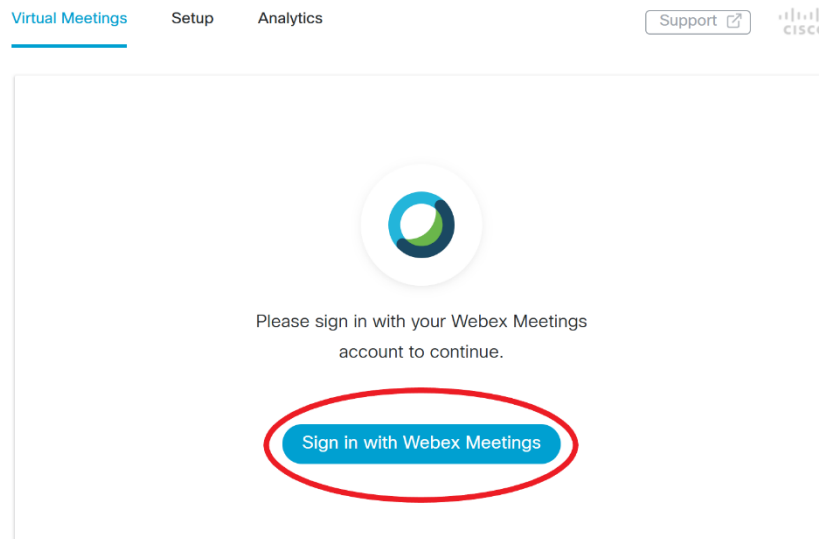
NOTE: If you have already authorized WebEx but you see an error stating your WebEx authorization has expired, please log out of WebEx (in the Canvas site) using the icon below and log back in with the steps bellow to re authorize.



1. Open one of your courses on Canvas and click on Cisco WebEx on the left side list.



2. If this is your first-time connecting WebEx and Canvas you will have to log in and “Authorize” the application. Keep in mind that even if you see a different screen than what is below, when you try to schedule a meeting it might ask you to log in. Click on “Sign in with WebEx Meetings”



3. The system might log you in automatically, using your windows credentials. However, if it does not please enter your CCPS email (XXXXXX@collierschools.com)



Enter your email address

- a. If the system did not log you in, you will see this screen after you click “Next”. Enter your CCPS username and password without the @collierschools.com. This is the username and password you use to log in to your computer/laptop.

Collier County Public Schools

Login With Your CCPS UserID

Sign in

Register or Forgot
Password?

Help

4. If the system log in automatically back in step #3 and/or if you had to log in with steps 3a you should now see this screen. Click on “Accept” to let Canvas use WebEx features.

Do you want to give Cisco Webex Education
Connector the following permissions?

- ✓ Access your Webex meeting data
- ✓ Manage your meetings
- ✓ Manage your recordings

Decline

Accept

5. Your WebEx and Canvas account should now be synced. You will be able to schedule WebEx meetings within Canvas for your students.