



Table of Contents

**ABOUT CISCO WEBEX TEAMS..... 2**

CREATE TEAMS IN CANVAS..... 2

SETUP CISCO WEBEX ..... 2

AUTHORIZE CISCO WEBEX..... 3

    Authorize with LMS ..... 3

REMINDER BOT..... 3

    Enable Reminder Bot..... 3

CLASSROOM COLLABORATION..... 4

    Enable Classroom Collaboration..... 4

*Teams* ..... 5

*Spaces*..... 6

CISCO WEBEX TEAMS APP ..... 6

*Download Cisco Teams App*..... 6

*Login for the First Time*..... 6

*Subsequent logins*..... 7

*Connect*..... 7

TEAMS APP OVERVIEW ..... 7

SPACE ACTIVITY TOOLS..... 8

MESSAGING IN WEBEX TEAMS..... 8

COMMON ACTIONS IN TEAMS AND SPACES ..... 9

MEETING IN WEBEX TEAMS ..... 9

*Start, Schedule, Join a meeting*..... 10

*Common meeting activities* ..... 10

**CISCO TEAMS RESOURCES ..... 10**

## About Cisco Webex Teams

Cisco® **Webex Teams** is collaboration tool that keeps instructors and classmates connected anytime and anywhere using the device of choice. **Webex Teams™** supports messaging, file sharing, video meetings, white boarding, calling, and other tools which can be used to streamline course communications and increase participation.

### Create Teams in Canvas

1. Login to **Canvas**
2. Enter any **course**
3. Locate and click the **Cisco Webex link** on your course navigation menu.

*(Note: If you do not see the link on your course navigation menu, click Settings, click the Navigation Tab, drag the link to the top section, and save.)*

After clicking the link on your course navigation menu, the first page you will see is the Setup Page.


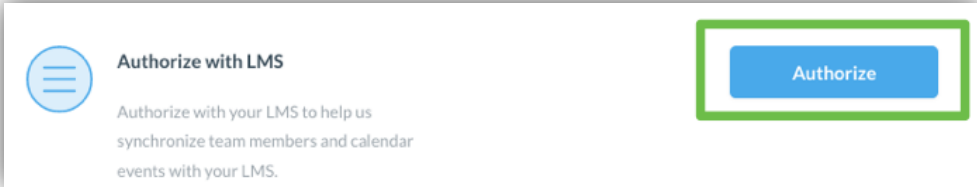
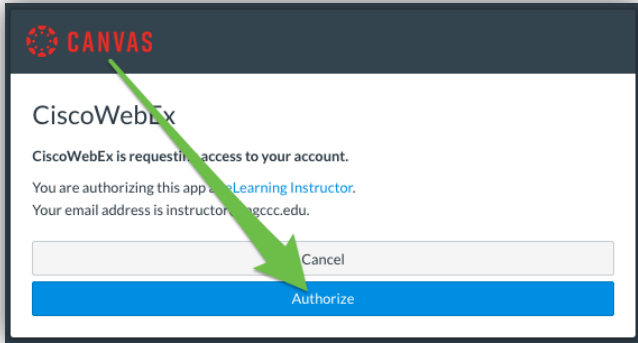
### Setup Cisco Webex

View the image below to see an example of the Webex Setup page.




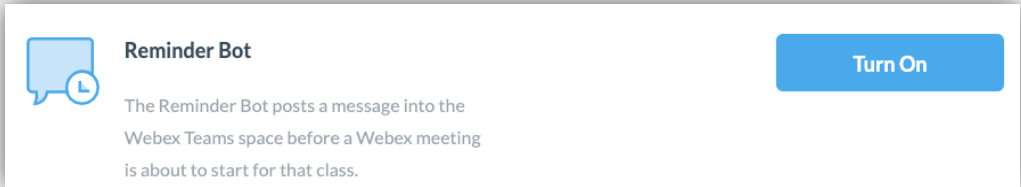
## Authorize Cisco Webex

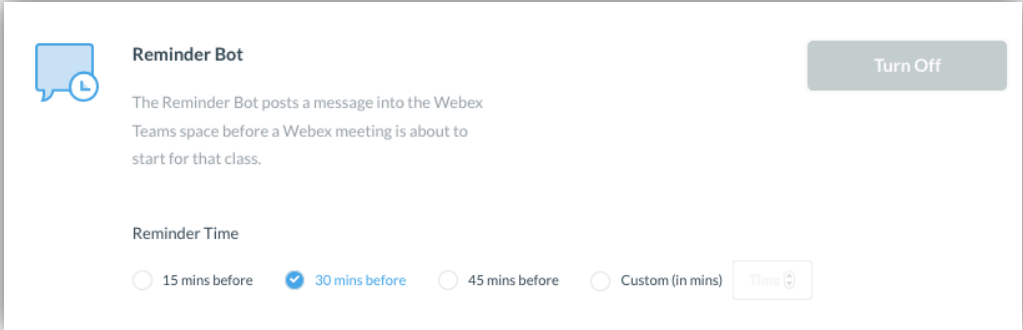
The first time you enter Cisco Webex, you will be asked to Authorize with Canvas. This will only be done once on the first time you use Cisco Webex and will be effective across all courses.

	<p><i>Authorize with LMS</i></p> <ol style="list-style-type: none"><li>1. Click <b>Cisco Webex</b> on the course navigation menu</li><li>2. Click the <b>Setup</b> tab</li><li>3. Click the <b>Authorize</b> button</li></ol>
	
	<p>4. In the pop-up window that appears, click <b>Authorize</b>.</p>
	 <p>When you return to Canvas, the Authorize button will be grayed out to indicate that you have already authorized Webex with Canvas. Since you only have to do this once, the Authorize button will be grayed out in all of your other course shells.</p>

## Reminder Bot

Allows Webex to post a reminder message in the Teams space prior to the start of a meeting.


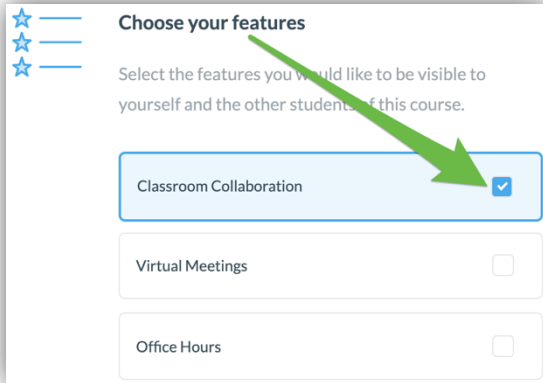
	<p><i>Enable Reminder Bot</i></p> <ol style="list-style-type: none"><li>1. Click <b>Cisco Webex</b> on the course navigation menu</li><li>2. Click the <b>Setup</b> tab</li><li>3. In the Reminder Bot section, click the <b>Turn on</b> button</li></ol>
	
	<p>4. Set reminder notice time (15, 30, 45 or custom minutes)</p>

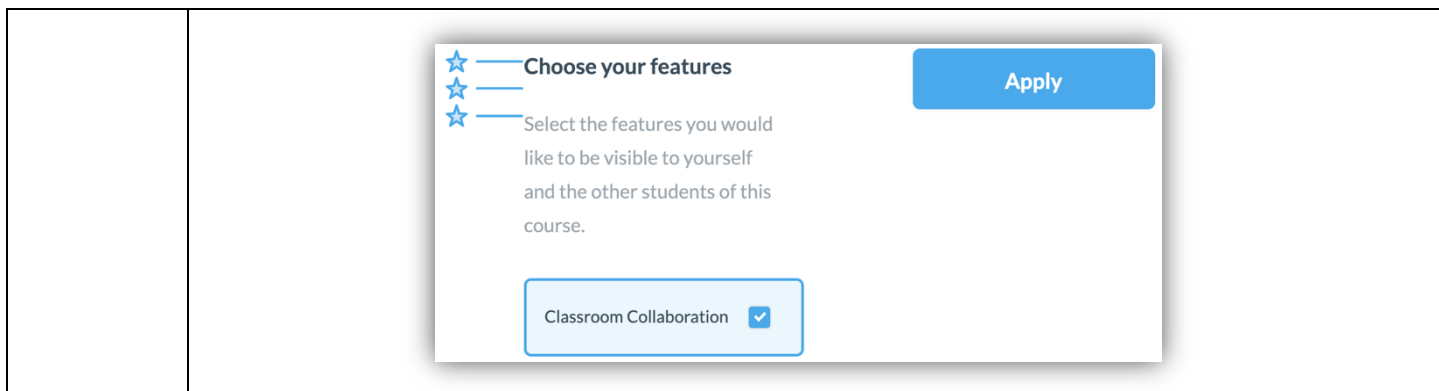
	
--	--

## Classroom Collaboration

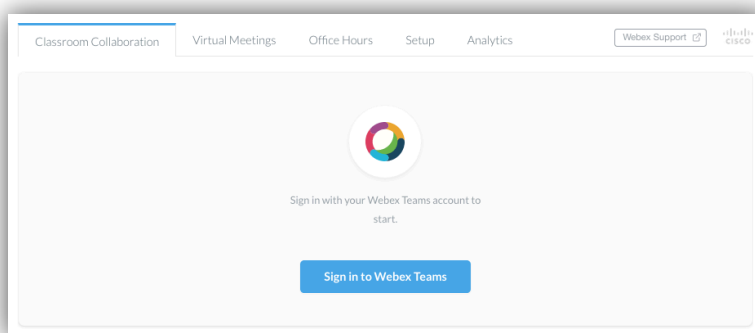
Teams and Spaces are the two primary divisions of Classroom Collaboration. Teams and Spaces are used to organize students into areas where the instructor and students can message, chat, share files, meet, or have calls with groups or individual students. Use of these tools can enhance engagement and interaction with individual students or with the course as a whole.

The collaboration features are disabled by default, so in order for you and your students to be able to view and use the tools, you need to place a checkmark by the tools you would like to use for this course. Feature settings are specific to the course in which you are working. Therefore, each course may be set up differently depending on your needs.

	<p><i>Enable Classroom Collaboration</i></p> <ol style="list-style-type: none"> <li>1. Click <b>Cisco Webex</b> on the course navigation menu</li> <li>2. Click the <b>Setup</b> tab</li> <li>3. In the “<i>Choose your features</i>” section,” place a checkmark next to <b>Classroom Collaboration</b></li> </ol>
	
	<ol style="list-style-type: none"> <li>4. Click <b>Apply</b></li> </ol>



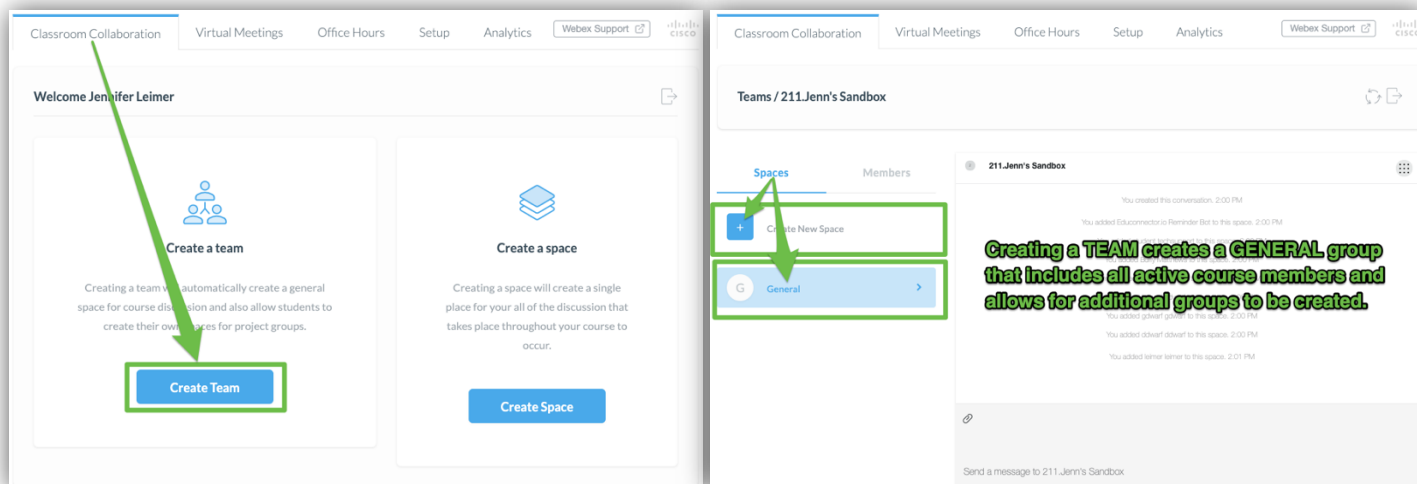
When you click on Classroom Collaboration for the first time, you may be prompted to “Sign in to Webex.” If you see one of the messages below, just click the blue button to login and follow the prompts provided. You should use your MGCCC email address and your regular computer password to login to Webex.



## Teams

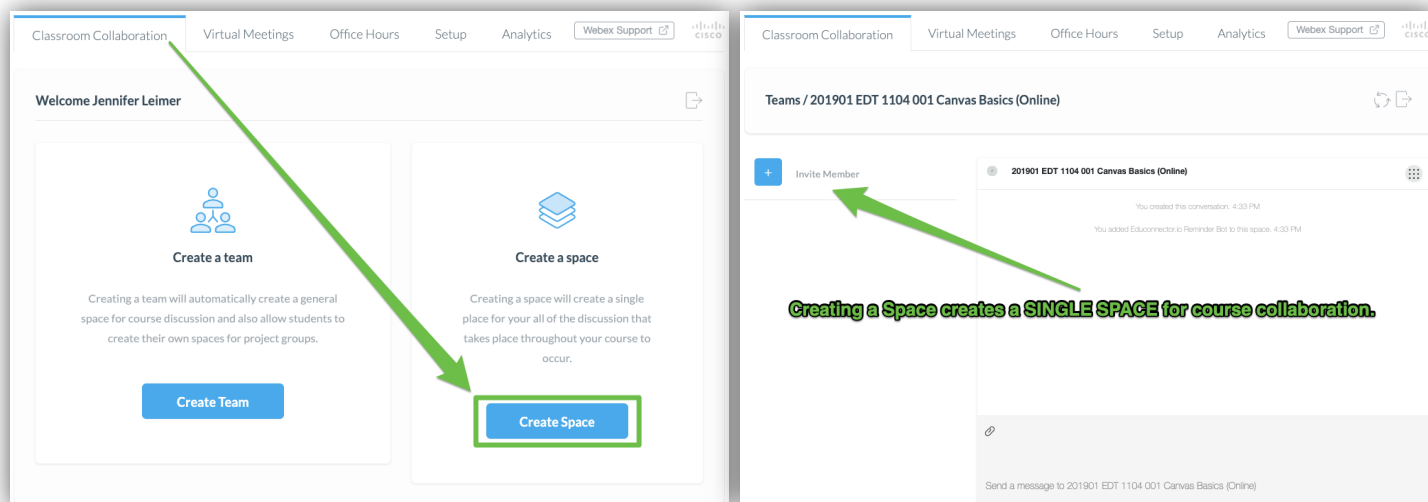
Teams is the area of Webex that allows the grouping of students for course collaboration. In other words, Teams allows the instructor to manage members of groups for collaboration.

When “Create a Team” is selected in a course for the first time, the button temporarily fades while the “General” team is being created. *This may take a few minutes depending on the size of the class.* The General team includes all active students in the course by default. Additional spaces may be created for individual groups. Access to Spaces will become available on the Classroom Collaboration page after the new team is created. Multiple Spaces may be created for each team.



## Spaces


Spaces is the place where collaboration occurs. Spaces are great for collaborating on a specific topic or project. If the **“Create a Space”** option is selected (see image below), a **SINGLE** space is created for collaboration in the course. While additional members may be added, no additional groups may be created when this option is selected. *If you intend to have multiple groupings, choose the “Create a Team” option as described above.*



## Cisco Webex Teams App

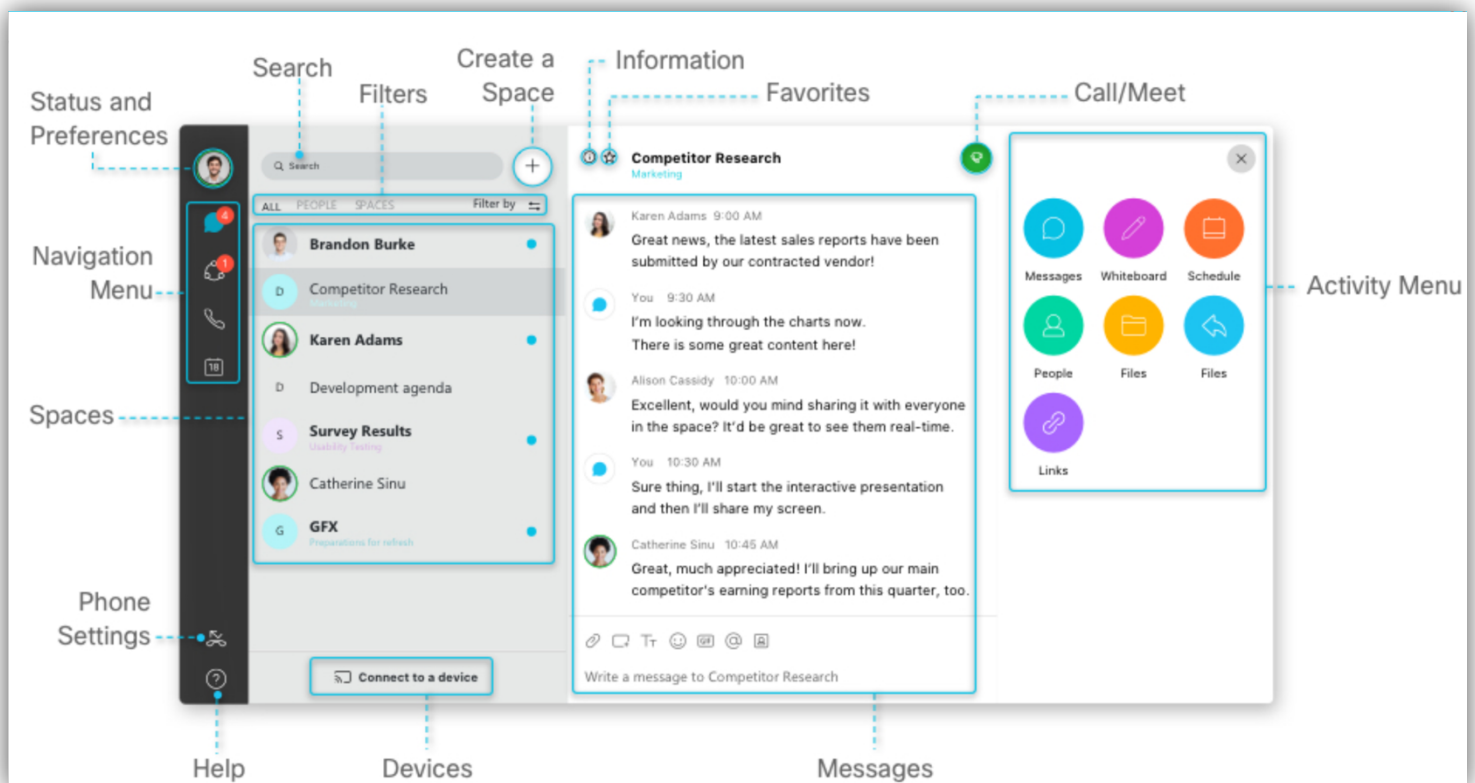
While the Cisco Education Connector does allow for communication in Teams and Spaces from inside of Canvas, there are limitations. Participants will only receive notifications about messages or calls that are sent within Cisco Webex Education Connector inside of Canvas when they are in the exact team or space from which the message/call is begin sent. To see messages, participants must be in Webex, on the classroom collaboration tab, and in the group where collaboration is occurring. Old messages will be displayed, so participants will be able to view messages that were sent when they were offline.

For full use of collaboration tools and to receive real-time notifications, download and use the Cisco Webex Teams app after your teams are setup in Canvas.






	<h3>Download Cisco Teams App</h3> <ol style="list-style-type: none"><li>1. Open your web browser</li><li>2. Go to <a href="https://www.webex.com/downloads.html">https://www.webex.com/downloads.html</a></li><li>3. Click the blue download button</li><li>4. Follow the instructions provided</li></ol>
	<h3>Login for the First Time</h3> <ol style="list-style-type: none"><li>a. After downloading and installing, select <b>Get Started</b></li><li>b. Enter your <b>email address</b></li><li>c. Click <b>Next</b> <i>You will be redirected to the Microsoft login page so that Webex can validate your account</i></li><li>d. Enter your network login credentials (<i>MGCCC email address and password</i>)</li><li>e. After logging in, you will be at the Webex Teams home menu</li></ol>

	<p>Subsequent logins</p> <ol style="list-style-type: none"> <li>Open the desktop App on your computer (recommended)</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>Access Teams in your internet browser at <a href="https://teams.webex.com">https://teams.webex.com</a></li> </ol>
	<p>Connect</p> <p>Connect on any device:</p> <ol style="list-style-type: none"> <li>On your tablet or phone, open your internet browser</li> <li>Go to <a href="http://www.webex.com/downloads.html">www.webex.com/downloads.html</a></li> <li>Click on the appropriate app store for your device</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>Search for Cisco Webex Teams in Google Play or in the iTunes Store</li> </ol>



## Teams App Overview




## Space Activity Tools

 <a href="#">Message</a>	 <a href="#">Call/Meet</a>	 <a href="#">Schedule</a>	 <a href="#">Whiteboard</a>	 <a href="#">Files</a>
<p>Send secure, instant messages to all people or to an individual.</p> <p>Add screen captures, emojis, and @Mentions to grab attention.</p>	<p>Make direct voice and video calls to talk anytime.</p> <p>In a space with 3 or more people 'Call' becomes 'Meet' for starting video meetings on the fly.</p> <p>All members see a meeting has started and can choose to join.</p>	<p>Create and schedule meetings for everyone in the space. Scheduling through Webex Teams opens an Outlook calendar invitation so you can check team availability before sending. Meeting details automatically added.</p>	<p>Create drawings on virtual whiteboards.</p> <p>Your team can continue to edit the whiteboards independently as they're saved in the space for easy reference.</p>	<p>All shared files, photos, videos, and whiteboard images are saved in the space.</p> <p>Easily delete old or outdated files.</p>



## Messaging in Webex Teams

Connect with co-workers and students	<p>Exchange ideas quickly. Refer back to your chats—all your conversations and documents are saved in the space. Unlike email, there's a visual indication of who has seen a message.</p> <p>View a 1 minute video on how to message a person and see when you have a response:  <a href="https://collaborationhelp.cisco.com/article/en-us/zi4dpc">https://collaborationhelp.cisco.com/article/en-us/zi4dpc</a></p> <p>See people's status (check if they are active in the app):  <a href="https://collaborationhelp.cisco.com/article/en-us/wghlt5">https://collaborationhelp.cisco.com/article/en-us/wghlt5</a></p>
Get attention	<p>Use @Mentions in a space:  <a href="https://collaborationhelp.cisco.com/article/en-us/p5k20o">https://collaborationhelp.cisco.com/article/en-us/p5k20o</a></p> <p>Moderators, send an announcement in for impact:  <a href="https://collaborationhelp.cisco.com/article/en-us/n0wbhrz">https://collaborationhelp.cisco.com/article/en-us/n0wbhrz</a></p> 
Have fun	<p>Add emojis:  <a href="https://collaborationhelp.cisco.com/article/en-us/2eawbp">https://collaborationhelp.cisco.com/article/en-us/2eawbp</a></p> <p>Add a GIF:  <a href="https://collaborationhelp.cisco.com/article/en-us/n07u9hh">https://collaborationhelp.cisco.com/article/en-us/n07u9hh</a></p> 
Share content	<p>Share files, attachments, photos, and videos. It's as easy as drag and drop! Upload up to 2 GB and most file types except for .tif. Preview most documents without downloading.</p> <p>Here's a quick intro video as well as instructions on how to attach a file or screen capture:  <a href="https://collaborationhelp.cisco.com/article/en-us/yuwad5">https://collaborationhelp.cisco.com/article/en-us/yuwad5</a></p> <p>View and download files in a space: <a href="https://collaborationhelp.cisco.com/article/en-us/bm2zbp">https://collaborationhelp.cisco.com/article/en-us/bm2zbp</a></p> <p>Share your screen or application during a meeting or call: <a href="#">SEE BELOW</a>.</p>
Find	<p>Search to find people, spaces, messages, and files: <a href="https://collaborationhelp.cisco.com/article/en-us/iecbvc">https://collaborationhelp.cisco.com/article/en-us/iecbvc</a></p> <p>Filter by flags, unread, @mentions, and more: <a href="https://collaborationhelp.cisco.com/article/en-us/iqq278">https://collaborationhelp.cisco.com/article/en-us/iqq278</a></p>



Keep track	Use flags for follow-up: <a href="https://collaborationhelp.cisco.com/article/en-us/9hf3oc">https://collaborationhelp.cisco.com/article/en-us/9hf3oc</a> 
Update the conversation	Easily delete mistyped messages or wrong files even after sending. Moderators can delete other people's messages and files. <a href="https://collaborationhelp.cisco.com/article/en-us/rt2wbp">https://collaborationhelp.cisco.com/article/en-us/rt2wbp</a>
Manage notifications	Control alerts and notifications to minimize interruptions and see the content you want: <a href="https://collaborationhelp.cisco.com/article/en-us/ng7w8cj">https://collaborationhelp.cisco.com/article/en-us/ng7w8cj</a>

## Common Actions in Teams and Spaces




TEAMS 	SPACES 
Watch a 1 ½ minute video on Team essentials like how to create a team, add people, move a space to a team, and change a team name: <a href="https://collaborationhelp.cisco.com/article/en-us/n3kbxbf">https://collaborationhelp.cisco.com/article/en-us/n3kbxbf</a>	Create a space: <a href="https://collaborationhelp.cisco.com/article/en-us/hk71r4">https://collaborationhelp.cisco.com/article/en-us/hk71r4</a>  Update a space name and add a picture: <a href="https://collaborationhelp.cisco.com/article/en-us/ktsmt5">https://collaborationhelp.cisco.com/article/en-us/ktsmt5</a>
Create a team space: <a href="https://collaborationhelp.cisco.com/article/en-us/nha7emp">https://collaborationhelp.cisco.com/article/en-us/nha7emp</a>	Add people to a space: <a href="https://collaborationhelp.cisco.com/article/en-us/n35gqwcb">https://collaborationhelp.cisco.com/article/en-us/n35gqwcb</a>
Join a team space: <a href="https://collaborationhelp.cisco.com/article/en-us/l0jhr4">https://collaborationhelp.cisco.com/article/en-us/l0jhr4</a>	Join a space: Reach out to co-workers or teammates to be added to spaces they're using. Or, start a new space and invite others!
Add a team moderator: <a href="https://collaborationhelp.cisco.com/article/en-us/xuwad5">https://collaborationhelp.cisco.com/article/en-us/xuwad5</a>	Add a space to your favorites list: <a href="https://collaborationhelp.cisco.com/article/en-us/8hf3oc">https://collaborationhelp.cisco.com/article/en-us/8hf3oc</a>
Leave a team, be sure to appoint moderator before you leave: <a href="https://collaborationhelp.cisco.com/article/en-us/nay3ldv">https://collaborationhelp.cisco.com/article/en-us/nay3ldv</a>	Leave a space: <a href="https://collaborationhelp.cisco.com/article/en-us/nek3fbf">https://collaborationhelp.cisco.com/article/en-us/nek3fbf</a>
Archive a team (directions to restore a team available also available): <a href="https://collaborationhelp.cisco.com/article/en-us/qxs4hp">https://collaborationhelp.cisco.com/article/en-us/qxs4hp</a>	Delete a space (all messages and shared files will be deleted): <a href="https://collaborationhelp.cisco.com/article/en-us/zrj294">https://collaborationhelp.cisco.com/article/en-us/zrj294</a>

## Meeting in Webex Teams





Make meeting and scheduling easier with Webex Teams. Share an agenda or other files in a Space before you meet and continue communication there after the meeting. Any participant can share their screen (one at a time) for quick collaboration. Record a meeting to refer later to what was discussed or for people who cannot attend.

Learn the basics of meeting in Webex Teams: <https://collaborationhelp.cisco.com/article/en-us/nohby2c>

## Start, Schedule, Join a meeting

Schedule for later from a space WHY? Calendar invites automatically add the email address of everyone in the space. In Teams, easily see who has accepted.	Select the 'Microsoft Outlook' option at  <a href="https://collaborationhelp.cisco.com/article/en-us/nu5w9x3">https://collaborationhelp.cisco.com/article/en-us/nu5w9x3</a>
Schedule a Webex Meeting from your calendar	<a href="https://collaborationhelp.cisco.com/article/en-us/nwtulzs">https://collaborationhelp.cisco.com/article/en-us/nwtulzs</a>
Start an instant meeting	 <a href="https://collaborationhelp.cisco.com/article/en-us/nyrqyyw">https://collaborationhelp.cisco.com/article/en-us/nyrqyyw</a>
Join a scheduled meeting from Meetings	 <a href="https://collaborationhelp.cisco.com/article/en-us/nmegiuz">https://collaborationhelp.cisco.com/article/en-us/nmegiuz</a>
Other ways to join a meeting (mobile, email invite, etc.)	<a href="https://collaborationhelp.cisco.com/article/en-us/njmhfgbb">https://collaborationhelp.cisco.com/article/en-us/njmhfgbb</a>
Join using your phone	<a href="https://collaborationhelp.cisco.com/article/en-us/rg0uap">https://collaborationhelp.cisco.com/article/en-us/rg0uap</a>

## Common meeting activities

Record a meeting	 <a href="https://collaborationhelp.cisco.com/article/en-us/n0st9z6">https://collaborationhelp.cisco.com/article/en-us/n0st9z6</a>
Mute your audio	 <a href="https://collaborationhelp.cisco.com/article/en-us/ik71r4">https://collaborationhelp.cisco.com/article/en-us/ik71r4</a>
Make someone else the host	 <a href="https://collaborationhelp.cisco.com/article/en-us/nqb6drm">https://collaborationhelp.cisco.com/article/en-us/nqb6drm</a>
Mark up a shared screen	<a href="https://collaborationhelp.cisco.com/article/en-us/ny9hlueb">https://collaborationhelp.cisco.com/article/en-us/ny9hlueb</a>
Turn off video (video automatically turns on upon joining)	<a href="https://collaborationhelp.cisco.com/article/en-us/nhyyrhz">https://collaborationhelp.cisco.com/article/en-us/nhyyrhz</a>
Let someone into your meeting	<a href="https://collaborationhelp.cisco.com/article/en-us/3gt73c">https://collaborationhelp.cisco.com/article/en-us/3gt73c</a>
Share (screen, application, files) during a meeting	<a href="https://collaborationhelp.cisco.com/article/en-us/i62jfl">https://collaborationhelp.cisco.com/article/en-us/i62jfl</a>
Remove someone from a meeting	<a href="https://collaborationhelp.cisco.com/article/en-us/kyhcmd">https://collaborationhelp.cisco.com/article/en-us/kyhcmd</a>
Lock or unlock your meeting	 <a href="https://collaborationhelp.cisco.com/article/en-us/zcvgye">https://collaborationhelp.cisco.com/article/en-us/zcvgye</a>

## Cisco Teams Resources

<https://help.webex.com/ld-n0bl93g-CiscoWebexTeams/Webex-Teams-App#Work-in-Spaces-and-Teams>