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About Cisco Webex Education Connector

Cisco Webex Education Connector is a Learning Tools Interoperability (LTI) integration that integrates Webex Meetings and Teams into Canvas. Now, you can add live conversations and collaborations into your classes with one click! Instructors can schedule video and chat meetings, live lectures, and virtual office hours without ever leaving their course. Cisco Webex Education Connector tools work on any device and can be accessed outside of Canvas using the Webex Meetings and Webex Teams apps.

Access Cisco Webex

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.

Setup is the default landing page upon first entry into Webex in Canvas


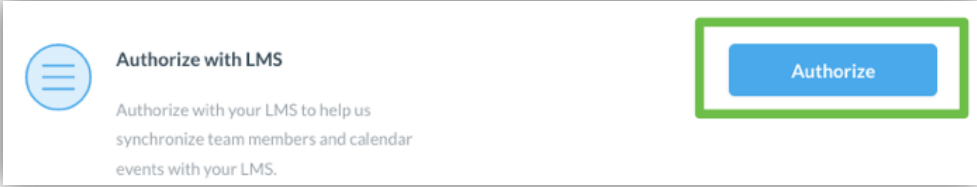
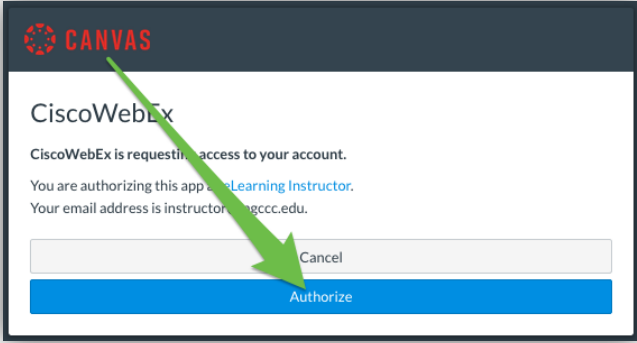
Click Cisco Webex on your Course Navigation Menu

Before you can use Cisco Webex Tools, you must Authorize Cisco Webex to work with Canvas

The screenshot shows the Canvas LMS interface for a course named "211.eLSand1". The left-hand navigation menu includes options like Home, Announcements, Modules, Grades, People, Assignments, Discussions, Pages, Files, Conferences, NetTutor, Dropout Detective, SmarterPactor-ing, My Gulf Coast, Chat, Studio, and Settings. The "Cisco Webex" link is highlighted in the Studio section. The main content area is titled "Setup" and contains several sections: "Choose your features" with checkboxes for Classroom Collaboration, Virtual Meetings, and Office Hours; "Authorize with LMS" with an "Authorize" button; "Webex Meetings Attendance Grading" with a "Turn on" button; and "Reminder Bot" with a "Turn On" button.


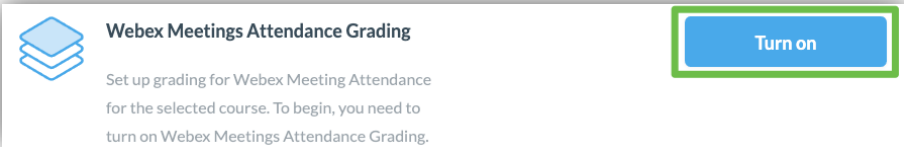
Authorize Cisco Webex

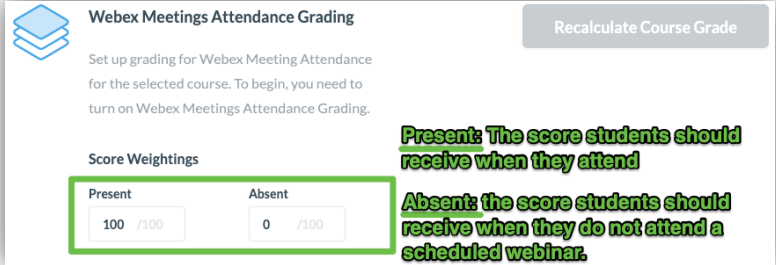
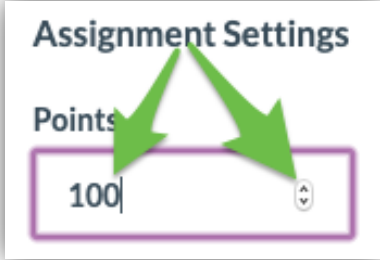
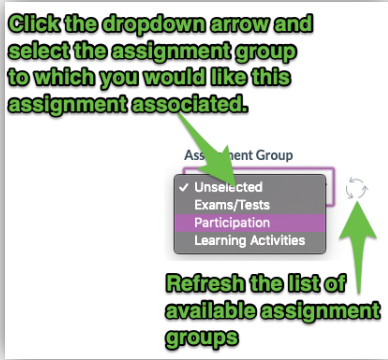
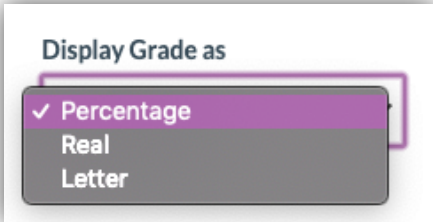
The first time you enter Cisco Webex, you will be asked to Authorize with Canvas. This will only be done once on the first time you use Cisco Webex and will be effective across all courses.

	<p><i>Authorize with LMS</i></p> <ol style="list-style-type: none">1. Click Cisco Webex on the course navigation menu2. Click the Setup tab3. Click the Authorize button
	
	<p>4. In the pop-up window that appears, click Authorize.</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>

Webex Meetings Attendance Grading


Webex Meetings Attendance Grader allows instructors to assign a participation grade for attending virtual meetings in the course. **CAUTION:** Once this feature is turned on, it cannot be turned off.

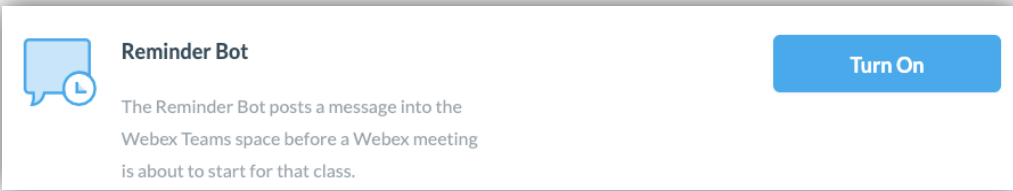
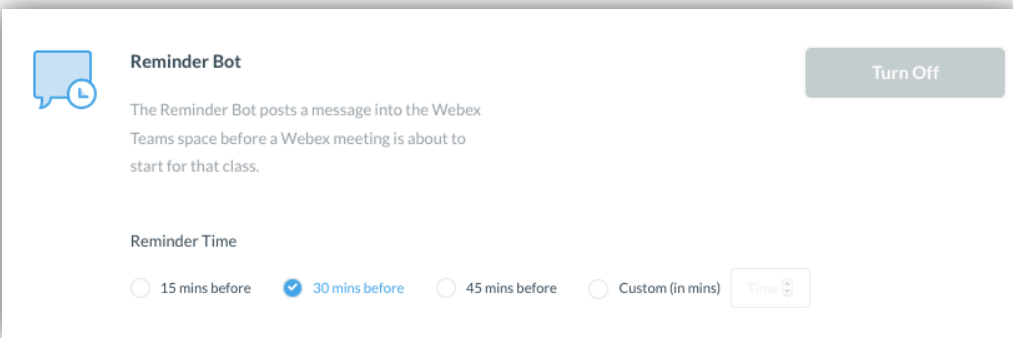
	<p><i>Enable Attendance Grading</i></p> <ol style="list-style-type: none">5. Click Cisco Webex on the course navigation menu6. Click the Setup tab7. In the Attendance Grading section, click the Turn on button
	

	<p><i>Set up Attendance Grading</i></p> <ol style="list-style-type: none"> 1. Set Score Weightings 	
	<ol style="list-style-type: none"> 2. Assign Points <ol style="list-style-type: none"> a. Type a number for the points allotted b. OR use the arrows to select the points allotted 	
	<ol style="list-style-type: none"> 3. Select Canvas Assignment Group 	
	<ol style="list-style-type: none"> 4. Choose how the grade will display in the Canvas gradebook 	

Reminder Bot

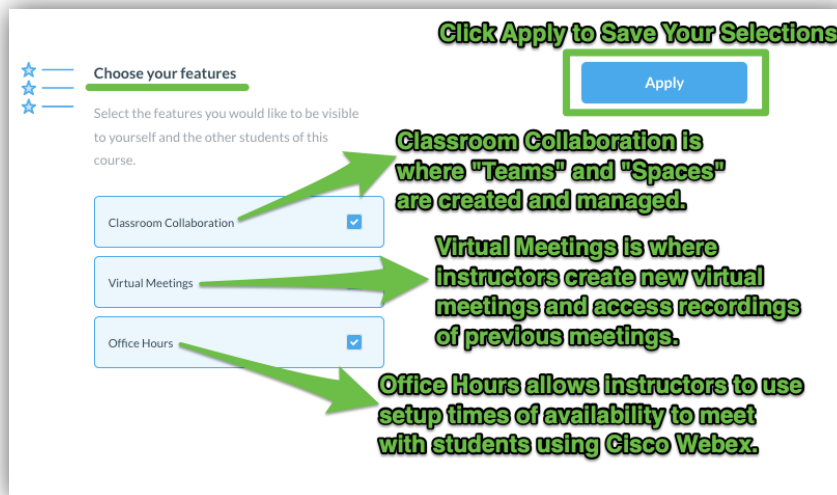
Allows Webex to post a reminder message in the teams space prior to the start of a meeting.

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

Choose Your Features

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.



Click Apply to Save Your Selections

Classroom Collaboration is where "Teams" and "Spaces" are created and managed.

Virtual Meetings is where instructors create new virtual meetings and access recordings of previous meetings.

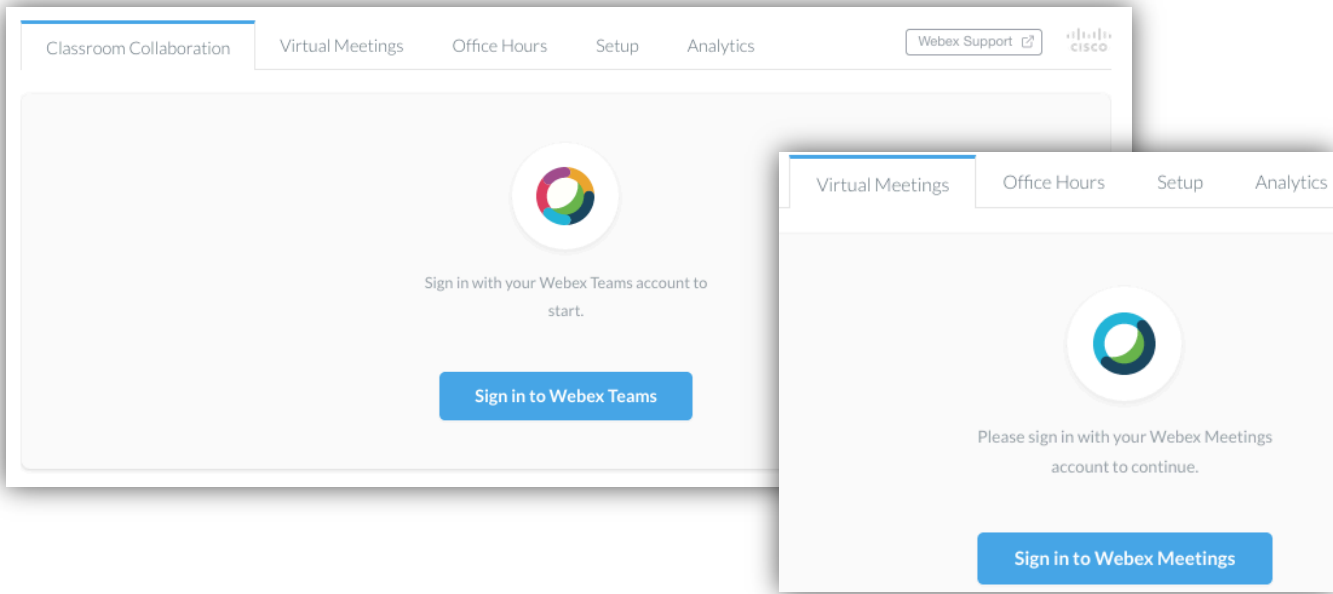
Office Hours allows instructors to use setup times of availability to meet with students using Cisco Webex.

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.

When you click on Classroom Collaboration, Virtual Meetings, or Office Hours 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

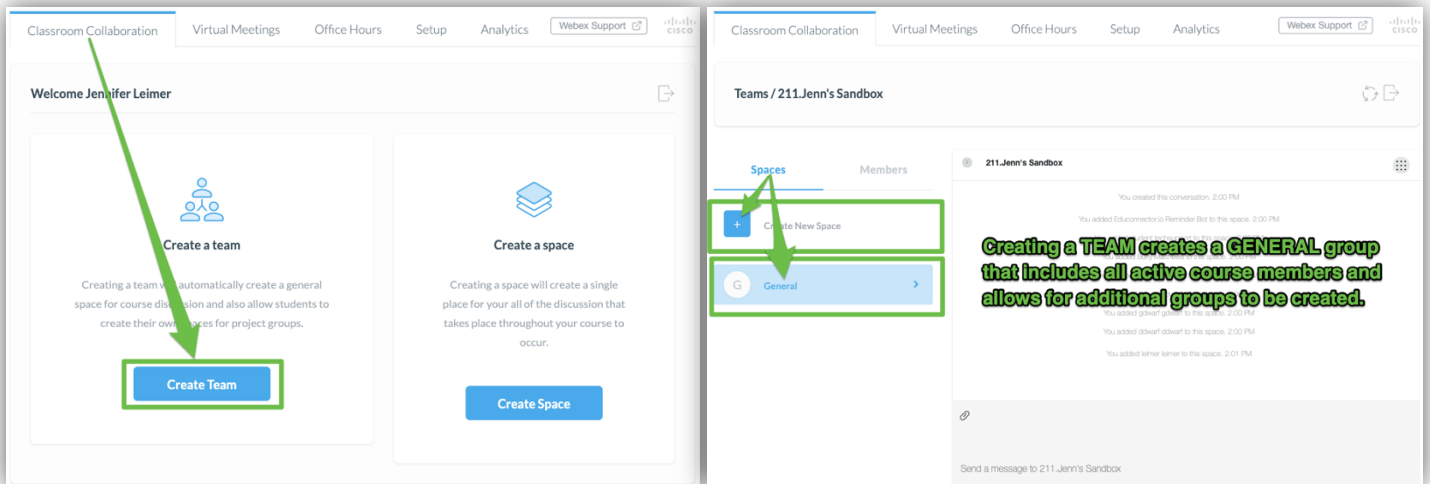
follow the prompts provided. You should use your MGCCC email address and your regular computer password to login to Webex.



Teams

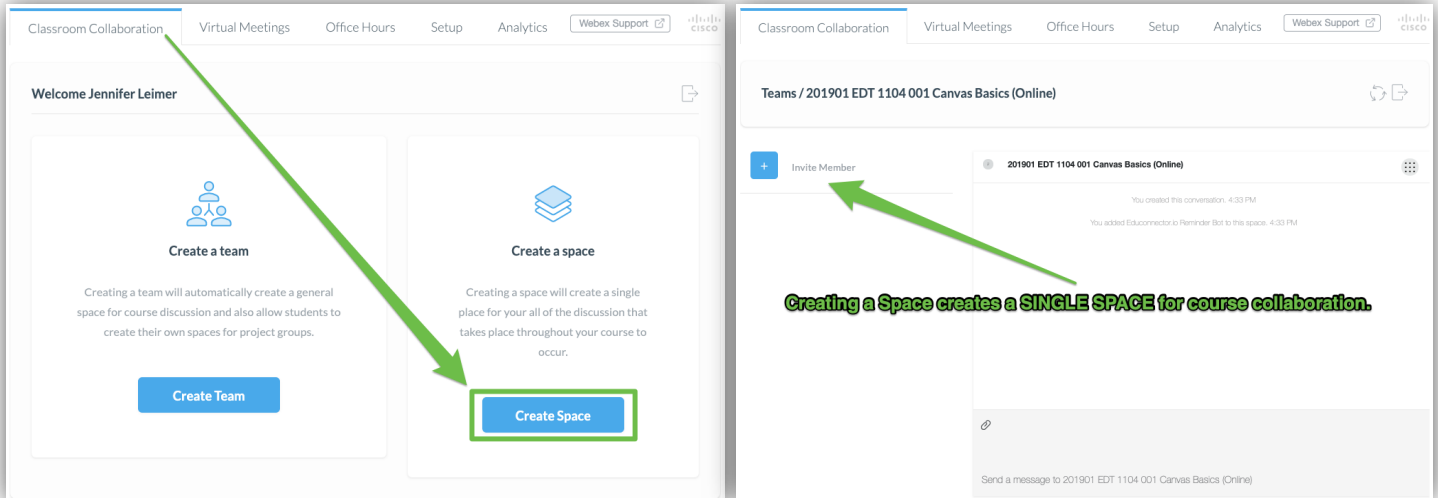
Teams is the area of Webex that allows the grouping of students for course collaboration. In other words, Teams allows the instructor to manage members of groups for collaboration.

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 teams 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.



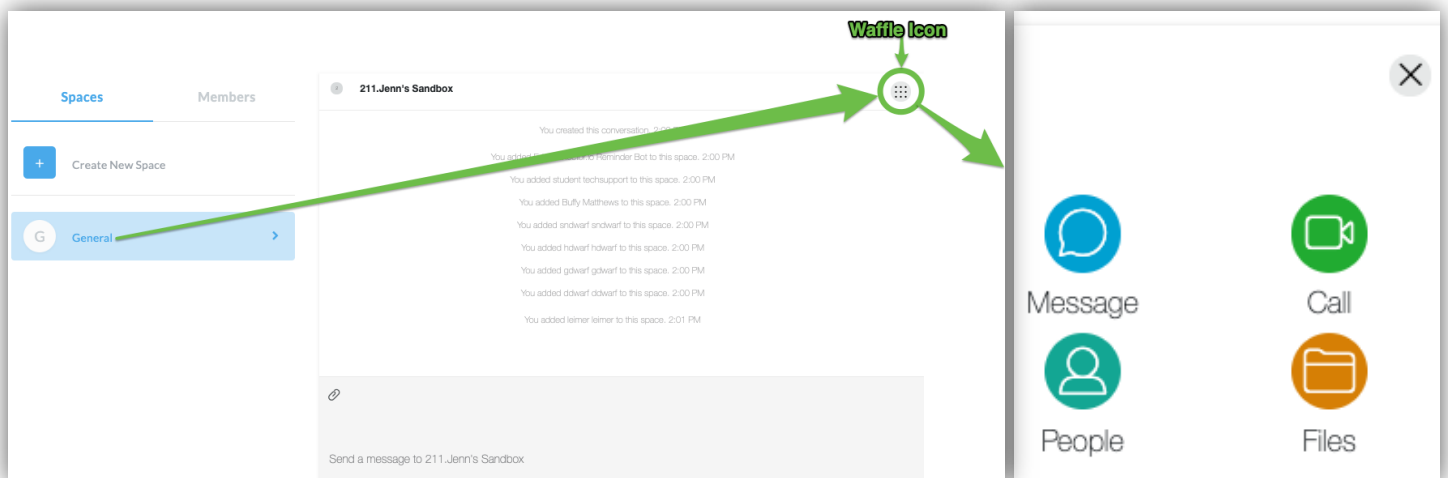
Spaces

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.*



Collaboration Tools

Once a Space has been created, the collaboration tools are available in the upper right corner of the space. Click the waffle icon to access the tools. Collaboration can occur with a group/team as a whole or with individual course participants.










Message is like chat or instant message.


Message

Message a group/team:

5. Click **Cisco Webex** on the course navigation menu
6. On the Classroom Collaboration/Spaces tab, click the **name of the group** (*If there is more than one group/team*)
7. Click in the gray box where it says **“Send a message to (Course Name)”**
8. **Type** your message
9. Press **Enter** to send the message.


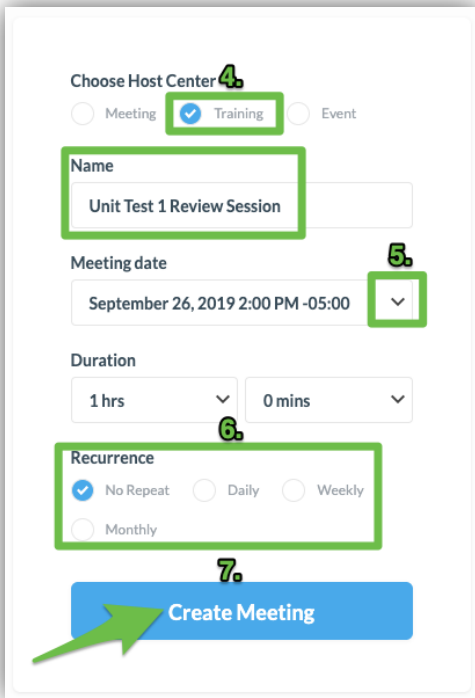
Message an individual:

	<ol style="list-style-type: none"> 1. Click Cisco Webex on the course navigation menu 2. On the Classroom Collaboration/Spaces tab, click the name of the group (<i>If there is more than one group/team</i>) 3. Click the Members tab (<i>skip this step if you do not have more than one group/team</i>) 4. Click the student's name 5. Click in the gray box where it says "Send a message to (Student Name)" 6. Type your message 7. Press Enter to send the message.
 <p>Call is the same as video conferencing.</p>	<p><i>Call</i></p> <p>Call a group/team:</p> <ol style="list-style-type: none"> 1. Click Cisco Webex on the course navigation menu 2. On the Classroom Collaboration/Spaces tab, click the name of the group (<i>If there is more than one group/team</i>) 3. Click the waffle icon  4. Click Call
 <p>People shows who is involved in the current collaboration.</p>	<p><i>People</i></p> <p>View people:</p> <ol style="list-style-type: none"> 1. Click Cisco Webex on the course navigation menu 2. On the Classroom Collaboration/Spaces tab, click the name of the group (<i>If there is more than one group/team</i>) 3. Click the waffle icon  4. Click People <ol style="list-style-type: none"> a.  Click the plus sign to add additional people. b.  Click the ellipsis icon and choose Remove from space to remove people.
 <p>Files shows a list of files that have been shared with a group or individual.</p>	<p><i>Files</i></p> <p>Send a file:</p> <ol style="list-style-type: none"> 1. Click Cisco Webex on the course navigation menu 2. On the Classroom Collaboration/Spaces tab, click the name of the group (<i>If there is more than one group/team</i>) <ul style="list-style-type: none"> *or follow the steps to message an individual (<i>in the Messages section above</i>) to send a file to a single student. 3. Click the paperclip in the gray message box 4. Choose the file from your computer 5. Click Open 6. Click in the gray box where it says "Send a message to (Course/Student Name)" 7. Type a message to accompany the file. 8. Press Enter to send the file. <p>View shared files:</p> <ol style="list-style-type: none"> 1. Click Cisco Webex on the course navigation menu 2. On the Classroom Collaboration/Spaces tab, click the name of the group (<i>If there is more than one group/team</i>) <ul style="list-style-type: none"> *or follow the steps to message an individual (<i>in the Messages section above</i>) to send a file to a single student.

	<ol style="list-style-type: none"> Click the waffle icon  Click Files
IMPORTANT NOTES:	<p>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.</p> <p>For full use of collaboration tools and to receive real-time notifications, download and use the Cisco Webex Teams app <u>after your teams are setup in Canvas</u>. For more information, register for the “Cisco Webex Teams” webinar.</p>

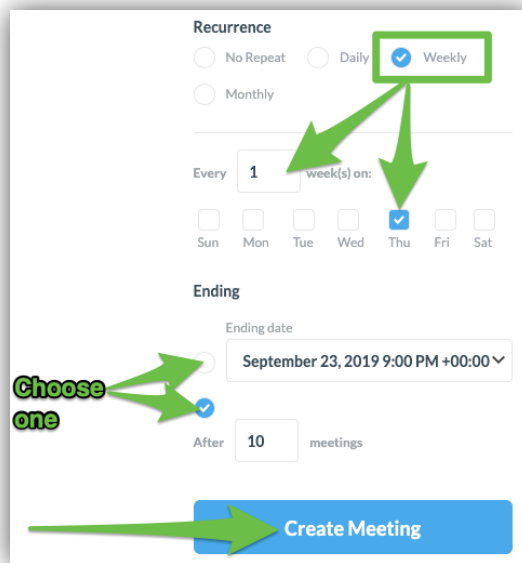
Virtual Meetings

A virtual meeting is an online meeting where participants can join from any location with a computer, cell phone, or tablet. Instructors may use Webex Meetings for instruction, tutoring, general Q & A sessions, virtual office hours for online courses, virtual field trips, oral presentations, and more.

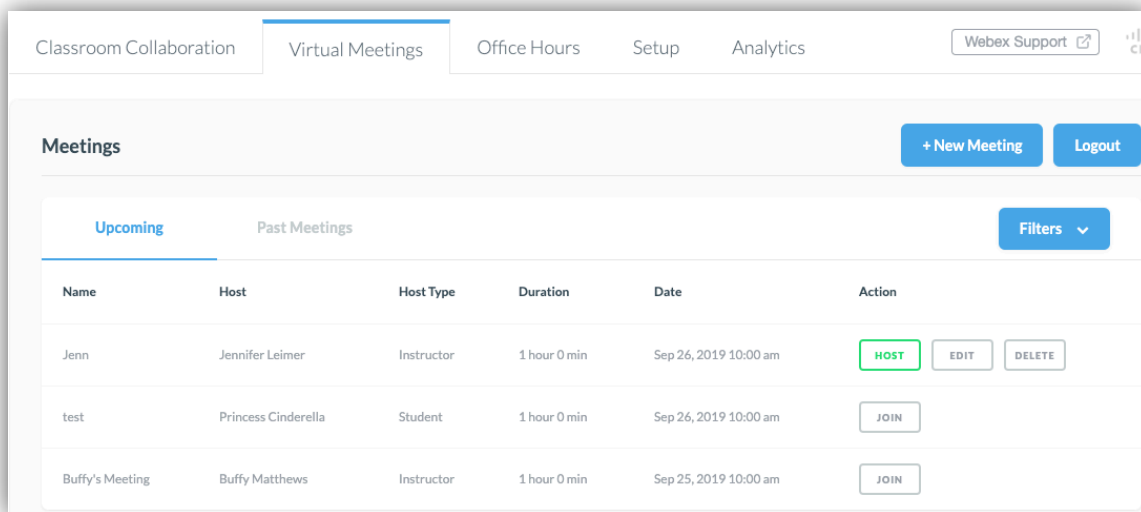
 <p>Meetings are live online collaborations .</p>	<p><i>Schedule a meeting:</i></p> <ol style="list-style-type: none"> Click Cisco Webex on the course navigation menu Click on the Virtual Meetings tab Click the + New Meeting button Choose Meeting, Training or Event <ol style="list-style-type: none"> Meetings are better for informal communications. Trainings are better for instructional sessions and may include polling, quizzing, and breakout sessions. Events are designed for large presentations – like conferences. Enter a name for the meeting. Select the Meeting Dates, Duration, and Recurrence <ol style="list-style-type: none"> When setting the meeting date, be sure to choose the correct time zone from the “Time” drop-down menu. Select Create Meeting 	
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Recurring meetings:

8. Under Recurrence, choose your preference for recurrence: **Daily, Weekly, or Monthly**
9. Set your recurrence preference
 - a. **Weekly** – choose the day of the week
 - b. **Monthly** – choose the day of the month
10. Set the **Ending** date
 - a. Choose a specific ending date
 - b. OR After a specified number of meetings
11. Click **Create a Meeting**



After you create a meeting, it will show up in your **Upcoming** tab. You can view, join, start (host), edit, or delete a meeting from there.



After you've hosted a meeting, you can view your past meetings and any recordings in the **Past Meetings** tab.

Keep track of student attendance from the **Past Meetings** tab.

Name	Host	Date	Action
Cellular Anatomy	Ian Hills	Dec 12, 2018 1:00 pm	
Introduction to Vector Functions	Lance Ford	Nov 29, 2018 07:00 am	
Group Presentation	Lance Ford	Nov 27, 2018 07:00 am	
Taxonomy			
Introduction to Vector Functions			

Attendees	Joining Time	Leaving Time	Duration	Date
Roger Clyde	3:00 PM	4:14 PM	1h 14m	12/12/2018
John Smith	3:00 PM	4:14 PM	1h 14m	12/12/2018

Office Hours

Use Cisco Webex Virtual Meetings to meet with students wherever and whenever it works for you and your students. Instructors can choose the days, times, and duration for meetings while also including an appointment buffer period so that you can include time in between meetings. You will receive an email from Webex when new appointments are made with an “Add to Calendar” link.



Office Hours is an appointment tool that creates meeting spaces for live virtual meetings in Webex.

Set Office Hours:


1. Click **Cisco Webex** on the course navigation menu
2. Click on the **Office Hours** tab
3. Click the drop-down arrow under **Availability** to choose the meeting duration increments (15, 30, 45 or 60 minutes).
4. Click the drop-down arrow under **Block Off Extra Time** to choose the amount of time blocked off before and after a scheduled meeting (15, 30, 45 minutes, or no buffer).
5. Click the **Time** buttons to select the times that you are available
6. Scroll to the bottom of the page, and click **Save**

NOTE: This is a “**user specific**” (*not course specific*) setting, so the office hours you set in one course will carry over to all your courses in Canvas.



Analytics

Analytics shows how Webex is being used in the current course including the number of team spaces and meetings created. Analytics will also display the number of office hours that are booked.



Analytics

Understand your student's engagement through your course with analytics.

Classroom Collaboration Virtual Meetings Office Hours **Analytics** Setup Analytics Webex Support CISCO

Analytics

Team Spaces Created 71	Meetings Scheduled 43 Instructor 311 Students	Office Hours Booked 21hr 53m
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Team Spaces Created
71

Measure student peer collaboration with Team Space creation metrics.

Office Hours Booked
21hr 53m

Review the amount of time elapsed during your office hours with students.