Information Technology Services (ITS)

Canvas WebEx Integration

1. To setup Canvas integration to WebEx, login to Canvas and access any course you are teaching. <mark>To Reauthorize after initial setup, please skip to **Step 10** below.</mark>

2. Click Cisco WebEx
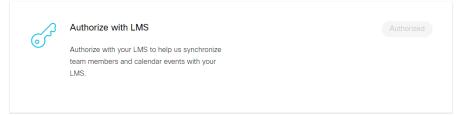
    Accessibility Report

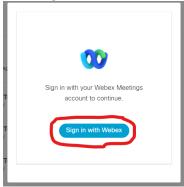   My Mediasite

    <mark>Cisco Webex</mark>

    Settings

3. Click Settings and scroll down to Authorize LMS
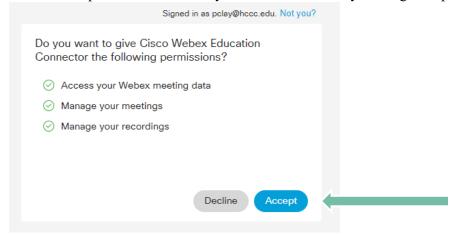

4. Click Sign in with WebEx

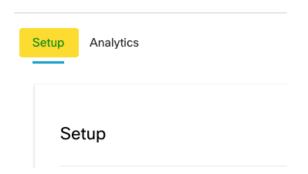
5. Use your HCCC login credentials to login to WebEx

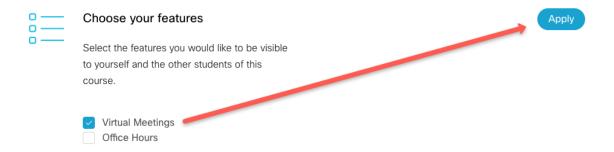6. Give Canvas permission to access your WebEx account by clicking Accept

7. Once this is complete, you can set up Virtual Meetings and Office Hours. While you generally need to authorize the WebEx/Canvas integration only once (there are exceptions, see Step 10,) you have to do the Setup of your WebEx tools for each new course.

8. Click Setup…

9. Choose Your Features

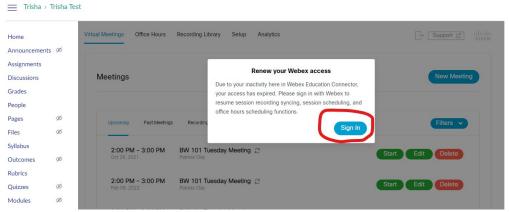   Check the boxes of the tools you want and then click Apply. You can undo it later.

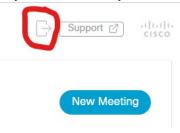10. **Reauthorizing** – periodically you may have to reconnect WebEx to Canvas

    a. When prompted, click the Sign In button

    b. Sign in to WebEx with your HCCC credentials

    c. If you have difficulty with WebEx in your courses, click the WebEx logout button

    d. Then click on the Virtual Meetings or Recording Library tab, click sign in, accept permissions (as in step 6 above).

    e. If you have any difficulty with WebEx, please contact ITS at itshelp@hccc.edu