

Information Technology Services

Support Phone: (201) 360-4310 Website: <u>https://www.hccc.edu/administration/its/index.html</u> Support Email: : <u>itshelp@hccc.edu</u> Twitter: @HCCC_ITS

Canvas WebEx Integration

- 1. To setup Canvas integration to WebEx, login to Canvas and access any course you are teaching.
- 2. Click Cisco WebEx

Accessibility Report

My Mediasite

Cisco Webex

Settings

3. Click Settings and scroll down to Authorize LMS

2	Authorize with LMS	Authorized
5	Authorize with your LMS to help us synchronize	
	team members and calendar events with your	
	LMS.	

4. Click Sign in with WebEx



5. Use your HCCC login credentials to login to WebEx



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

Signed in as pclay@hccc.edu. Not you?	
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	<

7. Once this is complete, you may set up Class Meetings and Office Hours

a. Virtual Meetings

In Meetings Office Hou						L, (<u></u>)
Meetings						New Meetin
Upcoming Past Me	etings Recordings					Filters V
2:00 PM - 3:00 P Oct 26, 2021	M BW 101 Tue: Patricia Clay	esday Meeting \mathcal{C}			Start	Edit Delete
2:00 PM - 3:00 P Feb 08, 2022	M BW 101 Tue Patricia Clay	esday Meeting \gtrsim			Start	Edit Delete
nee mours						
Availability	urs Recording Libra	ary Setup A	nalytics		View M	Support ♂ Y Meetings in Webes
Availability Availability (GMT-04: Meeting duration: 30	urs Recording Libra	ary Setup Ar	nalytics		View M Appointme	→ Support ♂ y Meetings in Webey Block Off Extra Time ent buffer: 15 mins ∨
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Availability Availability Availability GMT-04: Meeting duration: 30 Sunday 7:00	ers Recording Libra c00, America/New_Yor 0 mins v Monday 7:00	rk) Tuesday 7:00	Nalytics Wednesday 7:00	Thursday 7:00	View M Appointme Fridey 7:00	Support Su
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8. Reauthorizing – periodically you must reconnect WebEx to Canvas

b.



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- Website: <u>https://www.hccc.edu/administration/its/index.html</u>
 - a. When prompted, click the Sign In button \equiv Trisha > Trisha Test

Home	ts Ø	Virtual Meetings Office Hours	Recording Library Setup Analytics	Support @ altrafa cisco
Assignments Discussions Grades		Meetings	Renew your Webex access Due to your inactivity here in Webex Education Connector, your access has expired. Please sign in with Webex to renume service neoremics neoremic service herefulling and	New Meeting
People Pages Files	Ø Ø	Upcoming Past Meetings	office hours scheduling functions.	Filters V
Syllabus Outcomes	ø	2:00 PM - 3:00 PM Oct 26, 2021	BW 101 Tuesday Meeting β Patricia Clay	Start Edit Delete
Quizzes Modules	Ø Ø	2:00 PM - 3:00 PM Feb 08, 2022	BW 101 Tuesday Meeting C Patrole Clay	Start Edit Delete

- b. Sign into WebEx with your HCCC credentials
- c. If you have difficulty with WebEx in your courses, click the logout button



- d. Then click on the Virtual Meetings or Recording Library tab, click sign in, accept permissions (as step 6 above).
- e. If you have any difficulty with WebEx, please contact ITS at itshelp@hccc.edu