

## Hosting live (synchronous) sessions

Covered in this guide:

- [Using \*\*Webex\*\* to host live sessions](#)

Hosting live (synchronous) sessions

Using **Webex** to host live  
sessions

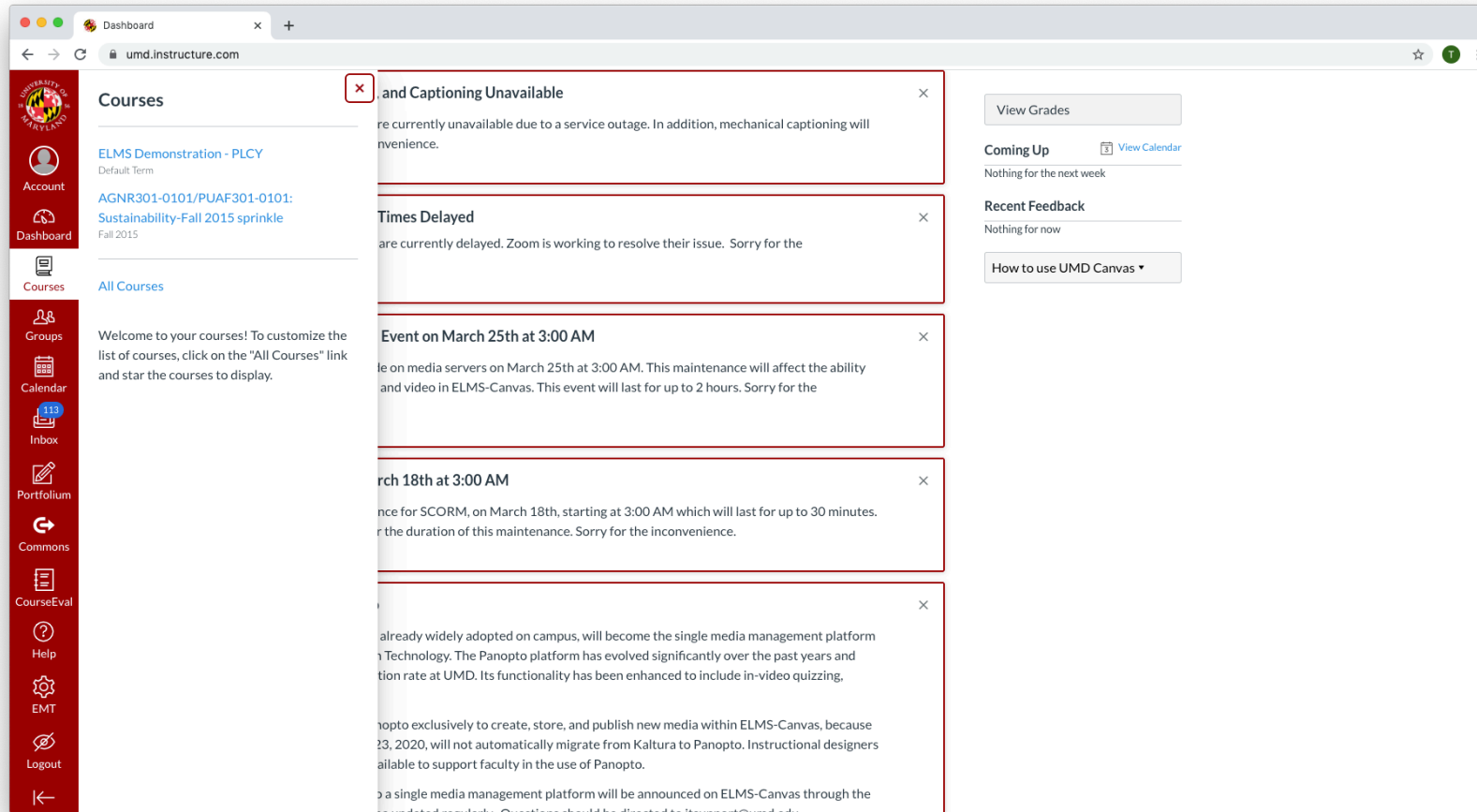
# Scheduling Webex meetings via Canvas

# 1. Open Canvas in web browser



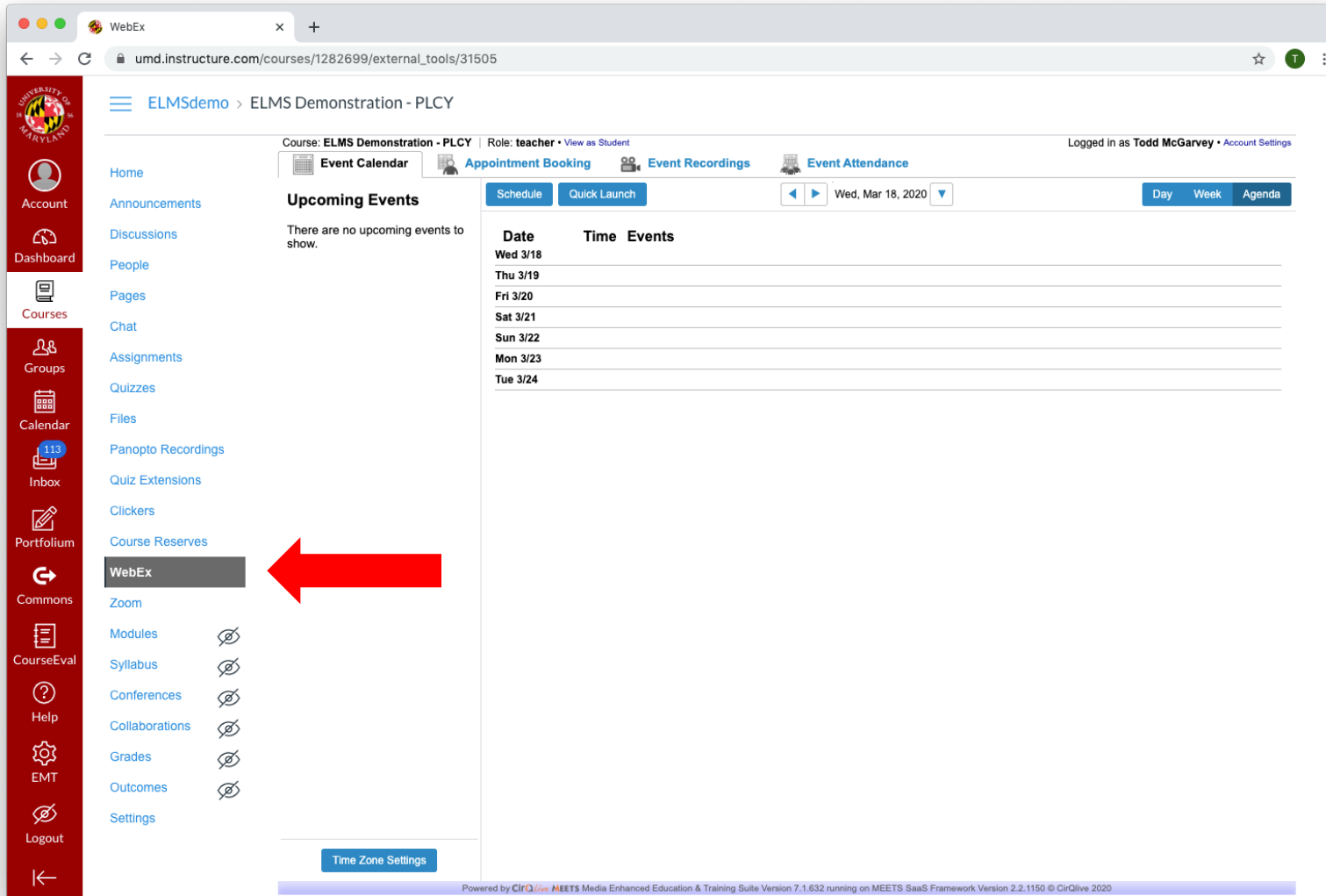
- Go to [elms.umd.edu](https://elms.umd.edu) in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication

## 2. Navigate to the Canvas course for which you wish to schedule a Webex meeting



- Select courses from the left-hand navigation menu, and select the Course for which you wish to schedule a Webex meeting

### 3. Open the *Webex* section of the Canvas course



The screenshot shows the Canvas LMS interface for a course titled "ELMS Demo". The left-hand side menu is visible, with the "WebEx" option highlighted. A red arrow points to the "WebEx" option in the menu. The main content area displays the "Upcoming Events" section, which is currently empty. The interface includes a top navigation bar with the course name and a user profile dropdown. The bottom of the page shows a footer with version information.

Course: ELMS Demo > ELMS Demonstration - PLCY

Event Calendar Appointment Booking Event Recordings Event Attendance

Upcoming Events

There are no upcoming events to show.

Date	Time	Events
Wed 3/18		
Thu 3/19		
Fri 3/20		
Sat 3/21		
Sun 3/22		
Mon 3/23		
Tue 3/24		

WebEx

Zoom

Modules

Syllabus

Conferences

Collaborations

Grades

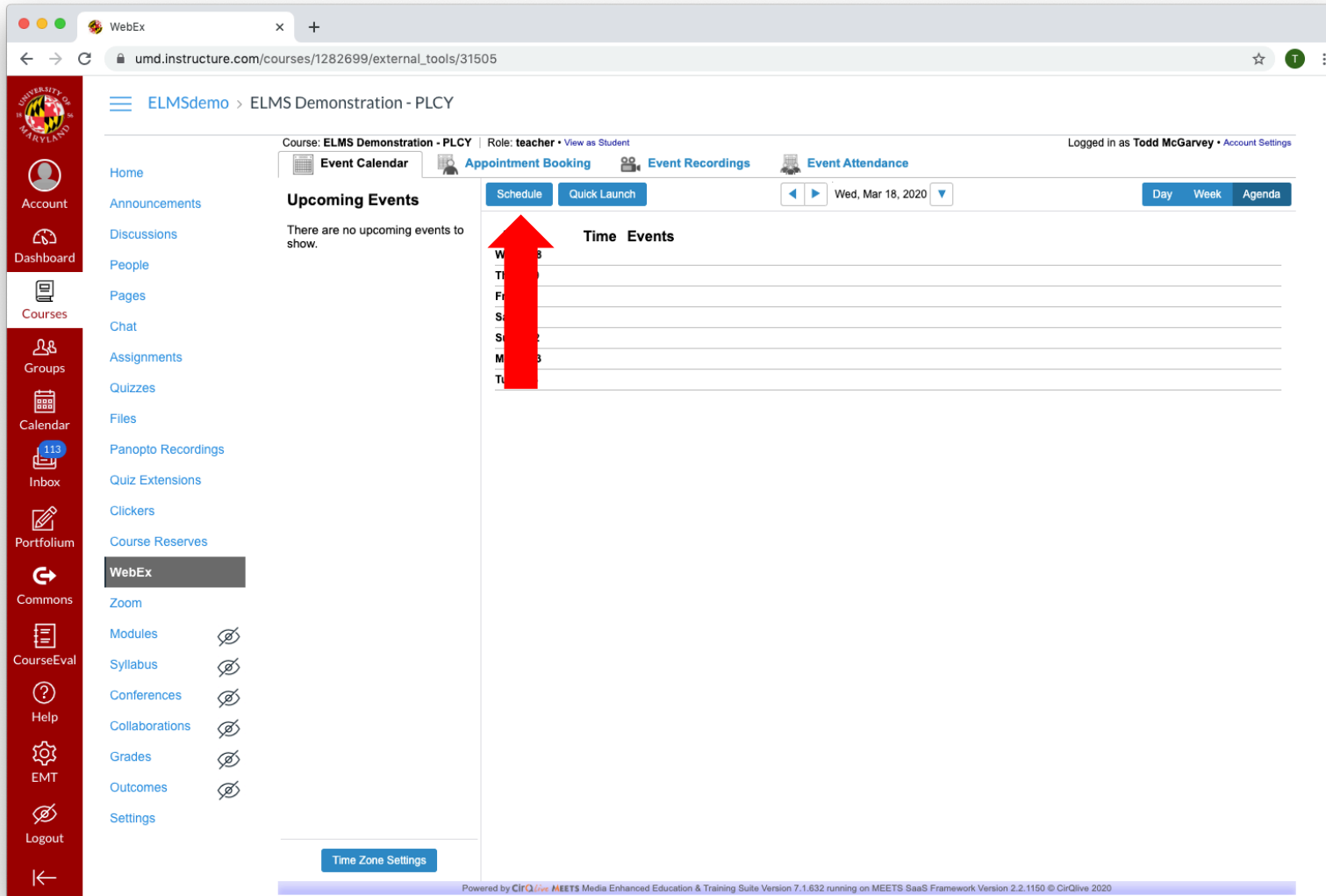
Outcomes

Settings

Time Zone Settings

- Select Webex from the left-hand side menu
- NOTE: If this is the first time you are using Webex via Canvas, you will be asked to authorize a connection between Canvas and Webex

## 4. Schedule a new meeting



The screenshot shows a web browser window displaying the ELMSdemo interface. The browser's address bar shows the URL `umd.instructure.com/courses/1282699/external_tools/31505`. The page title is "ELMSdemo > ELMS Demonstration - PLCY". The user is logged in as "Todd McGarvey" with the role of "teacher". The interface includes a sidebar with navigation links such as "Home", "Announcements", "Discussions", "People", "Pages", "Chat", "Assignments", "Quizzes", "Files", "Panopto Recordings", "Quiz Extensions", "Clickers", "Course Reserves", "WebEx", "Zoom", "Modules", "Syllabus", "Conferences", "Collaborations", "Grades", "Outcomes", and "Settings". The main content area is titled "Event Calendar" and shows "Upcoming Events" with a message: "There are no upcoming events to show." A red arrow points to the "Schedule" button in the "Event Calendar" section. The "Event Calendar" section also includes a "Quick Launch" button and a date selector set to "Wed, Mar 18, 2020". Below the "Schedule" button, there is a table with columns "Time" and "Events". The table is currently empty.

- Select "Schedule" under the "Event Calendar" tab

## 5. Specify the meeting settings

The screenshot shows the WebEx interface for scheduling a new event. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area with a form and a calendar view.

**Annotations:**

1. Enter a meeting name and, if desired, a description
2. Specify whether you wish for the meeting to be scheduled only once, or to repeat daily or weekly
3. Specify a date, start time, and duration length for the meeting
4. Under "Conferencing Account", select "Webex Meetings"
5. Click "Save" to schedule the meeting

**Form Fields:**

- Name\*:** ELMS Demonstration - PLCY Event
- Description:**
- Repeat\*:** Single (selected), Daily, Weekly
- Time Zone\*:** -04:00 America/New\_York
- Date\*:** Wed, Mar 18, 2020
- Time\*:** 06:20 PM
- Duration\*:** 1 hour, 30 minutes
- Hosted By\*:** Todd McGarvey (15584)
- Conferencing Account\*:** Please Select (dropdown menu)

**Buttons:** Discard, Save

- 1 • Enter a meeting name and, if desired, a description
- 2 • Specify whether you wish for the meeting to be scheduled only once, or to repeat daily or weekly
- 3 • Specify a date, start time, and duration length for the meeting
- 4 • Under "Conferencing Account", select "Webex Meetings"
- 5 • Click "Save" to schedule the meeting



## 6. Sharing meeting connection information

The screenshot shows the Canvas LMS interface for a course titled 'ELMS Demonstration - PLCY'. The user is logged in as Robert Orr. The 'WebEx' section is highlighted in the left sidebar. The 'Upcoming Event' section displays the 'ELMS Demonstration - PLCY Event (11181)' with the following details:

Date	Time	Events
Thu 3/19	6:20 pm - 7:50 pm	<a href="#">ELMS Demonstration - PLCY Event (11181)</a> Starts in: 23 hours 49 minutes Duration: 1 hour, 30 minutes Hosted By: Todd McGarvey (15584) Using: <a href="#">Webex Meetings</a> <a href="#">More Details</a>

A red arrow points to the 'More Details' link. The second screenshot shows the 'More Details' page for the event, with a red arrow pointing to the 'Join' button. The page displays the following information:

**ELMS Demonstration - PLCY Event (11181)**

**Details**

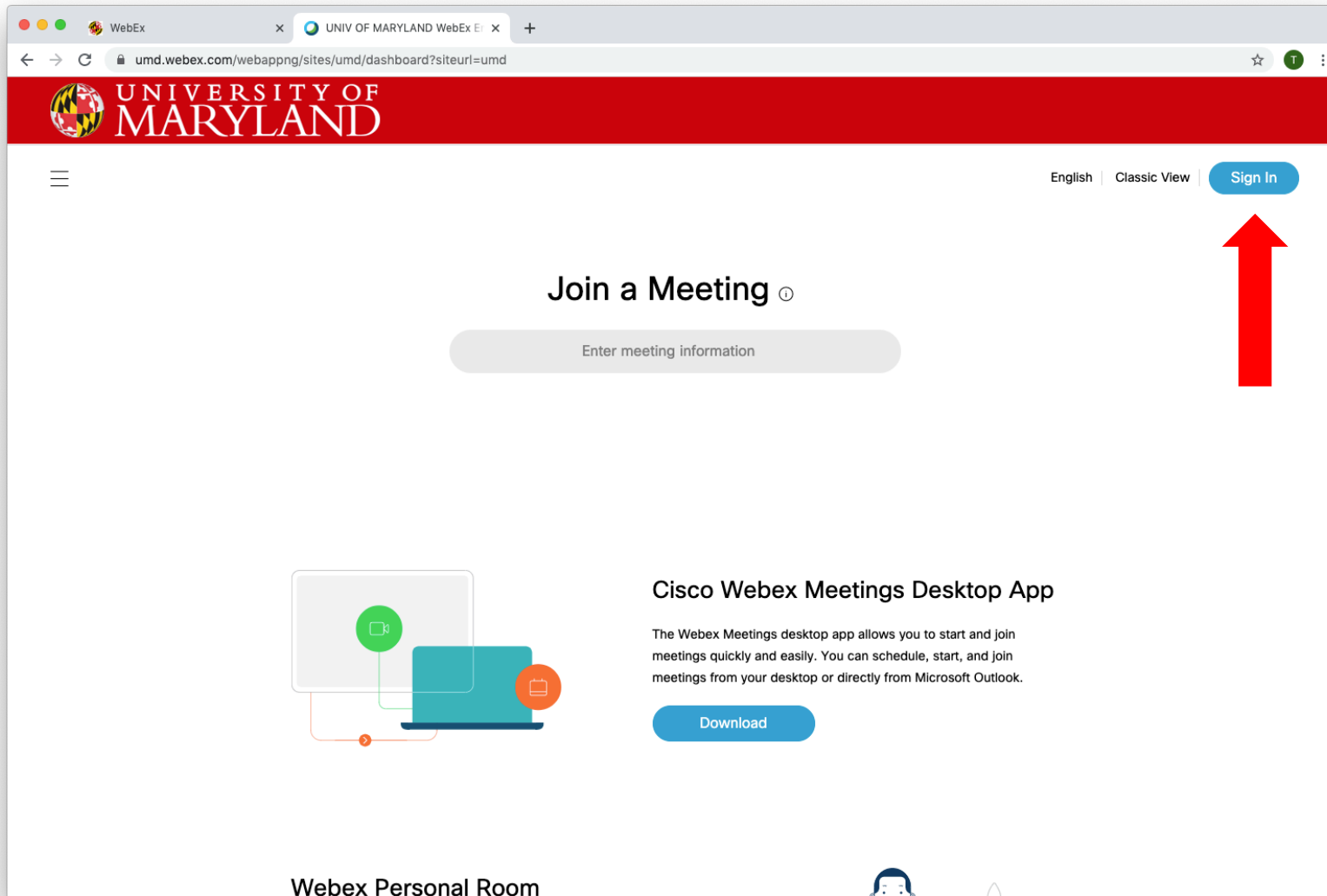
You will be able to join from this page when the event starts.

**Starts in:** 23 hours 48 minutes  
**Date:** Thursday, March 19th, 2020  
**Start Time:** 6:20 PM EDT\* (UTC-04:00)  
**End Time:** 7:50 PM  
**Duration:** 1 hour, 30 minutes  
**Hosted By:** Todd McGarvey (15584)  
**Using:** [Webex Meetings](#)  
**Session ID:** 738042470  
**Video Address:** [738042470@umd.webex.com](https://umd-edu.meetings.cirqlive.com/pages/event_info.exe?user=16218&context=1934&lang=en&meetingsLiteEventId=11181) ([SIP](#) / [H.323](#))  
**Phone US Local:** +1-415-655-0002  
**Phone Australia:** +61-29037-0071  
**Phone Austria:** +43-720-815267  
**Phone Belgium:** +32-289-48399  
**Phone Canada:** +1-416-915-8942  
**Phone Czech Republic:** +420-23414-7053  
**Phone Denmark:** +45-327-20304  
**Phone Finland:** +358-942-450-458  
**Phone France:** +33-1709-50582  
**Phone Germany:** +49-6196-7819734  
**Phone China Hong Kong:** +852-580-84341  
**Phone Hungary:** +36-1577-9993  
**Phone Ireland:** +353-152-69749

- Direct your students to the “Webex” section of their Canvas course space
- Here they will be able to view, and join when the time comes, all the Webex meetings you have scheduled
- By clicking “More Details”, they will be able to join the meeting when the time approaches

# Scheduling Webex meetings via the web portal

# 1. Open Webex in web browser



- Go to [webex.umd.edu](https://webex.umd.edu) in your web browser
- Choose to “Sign In” and log in using your University ID, password, and complete the Duo multi-factor authentication

## 2. Schedule a new meeting

The screenshot shows the University of Maryland WebEx dashboard. The top navigation bar is red with the University of Maryland logo. Below it, a search bar and user information (English, Classic View, Todd) are visible. The left sidebar contains links to Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays 'Todd McGarvey's Personal Room' with a URL and a 'More ways to join' link. Below this are two buttons: 'Start a Meeting' (green) and 'Schedule' (grey). A large red arrow points to the 'Schedule' button. Underneath the buttons is a section titled 'Upcoming Meetings' with a calendar icon and the text 'You don't have any upcoming meetings.' On the right side, there is a blue box with a download icon and text 'Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now.' with a 'Download' button. Below this are two charts: 'Meetings I hosted' and 'Participants in meetings I hosted', both showing data for February 16, 23, and March 1, 8.

- From the homepage, select “Schedule”

### 3. Specify the meeting settings

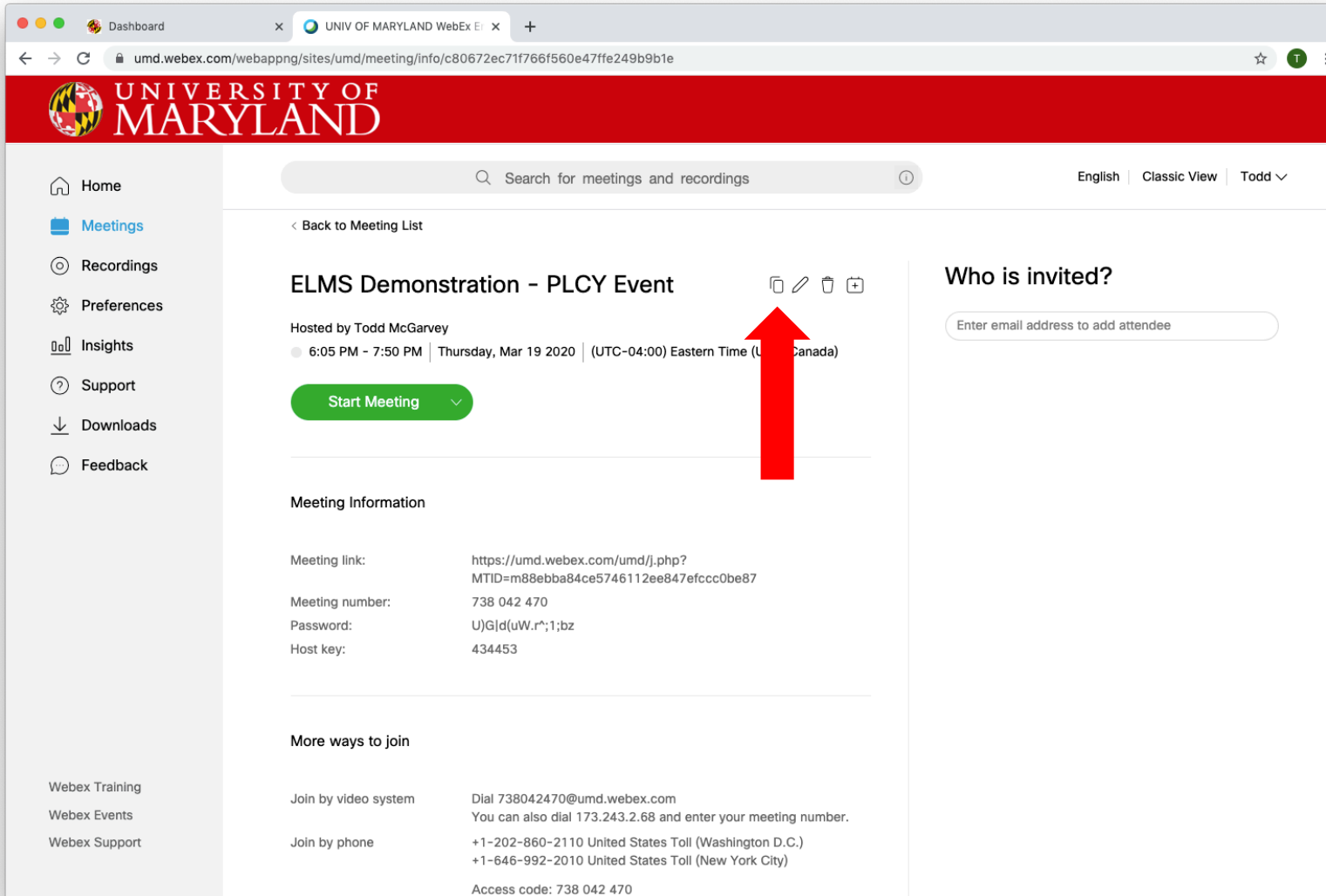
The screenshot shows the 'Schedule a Meeting' page in the University of Maryland WebEx system. The interface includes a sidebar with navigation links (Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, Feedback) and a main content area. The main content area has a search bar, language/view settings, and a 'Meeting templates' dropdown set to 'Webex Meetings Default'. The 'Schedule a Meeting' form contains the following fields and options:

- Meeting type:** A dropdown menu set to 'Webex Meetings Pro 1000'.
- \* Meeting topic:** A text input field containing 'Demonstration Webex Meeting'.
- \* Meeting password:** A text input field containing 'Htm65TmVP3z' with a refresh icon.
- Date and time:** A section showing 'Wednesday, Mar 18, 2020 6:25 pm', 'Duration: 1 hour', and '(UTC-04:00) Eastern Time (US & Canada)'. There is also an unchecked 'Recurrence' checkbox.
- Attendees:** A text input field with the placeholder 'Separate email addresses with a comma or semicolon'.
- Show advanced options:** A section with expandable options for 'Audio connection options', 'Agenda', and 'Scheduling Options'.
- Buttons:** At the bottom, there are three buttons: 'Cancel', 'Start' (highlighted in blue), and 'Save as template'.

At the bottom of the page, there is a copyright notice: 'Copyright 2016 University of Maryland. © 2016 Cisco and/or its affiliates. All rights reserved. Privacy | Terms of Service'.

- 1 • Ensure “Meeting Type” is set to ‘Webex Meetings Pro 1000’
- 2 • Enter a meeting topic
- 3 • Specify a date, start time, and duration length for the meeting
- 4 • Click “Schedule” to schedule the meeting

## 4. Sharing meeting connection information



The screenshot shows the University of Maryland WebEx interface. The top navigation bar includes the University of Maryland logo, a search bar, and language/view options. The left sidebar contains links to Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays details for a meeting titled "ELMS Demonstration - PLCY Event". A red arrow points to the copy icon (two overlapping sheets of paper) located to the right of the meeting title. Below the title, it shows the host (Todd McGarvey), time (6:05 PM - 7:50 PM), and date (Thursday, Mar 19 2020). A green "Start Meeting" button is visible. The "Meeting Information" section lists the meeting link, number, password, and host key. The "More ways to join" section provides dial-in and phone numbers.

Dashboard

UNIV OF MARYLAND WebEx

umd.webex.com/webappng/sites/umd/meeting/info/c80672ec71f766f560e47ffe249b9b1e

UNIVERSITY OF MARYLAND

Search for meetings and recordings

English | Classic View | Todd

< Back to Meeting List

**ELMS Demonstration - PLCY Event**

Hosted by Todd McGarvey

6:05 PM - 7:50 PM | Thursday, Mar 19 2020 | (UTC-04:00) Eastern Time (U.S. & Canada)

**Start Meeting**

**Who is invited?**

Enter email address to add attendee

**Meeting Information**

Meeting link: <https://umd.webex.com/umd/j.php?MTID=m88ebba84ce5746112ee847efccc0be87>

Meeting number: 738 042 470

Password: U)G|d(uW.r^;1;bz

Host key: 434453

**More ways to join**

Join by video system: Dial 738042470@umd.webex.com  
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone: +1-202-860-2110 United States Toll (Washington D.C.)  
+1-646-992-2010 United States Toll (New York City)

Access code: 738 042 470

- Once you click “Schedule”, you will be presented with a confirmation of your meeting settings
- If you click the copy icon, all the necessary connection information will be copied to the clipboard
- You can then paste this into a Canvas Announcement or email to share the connection details with students

# Launching Webex meetings

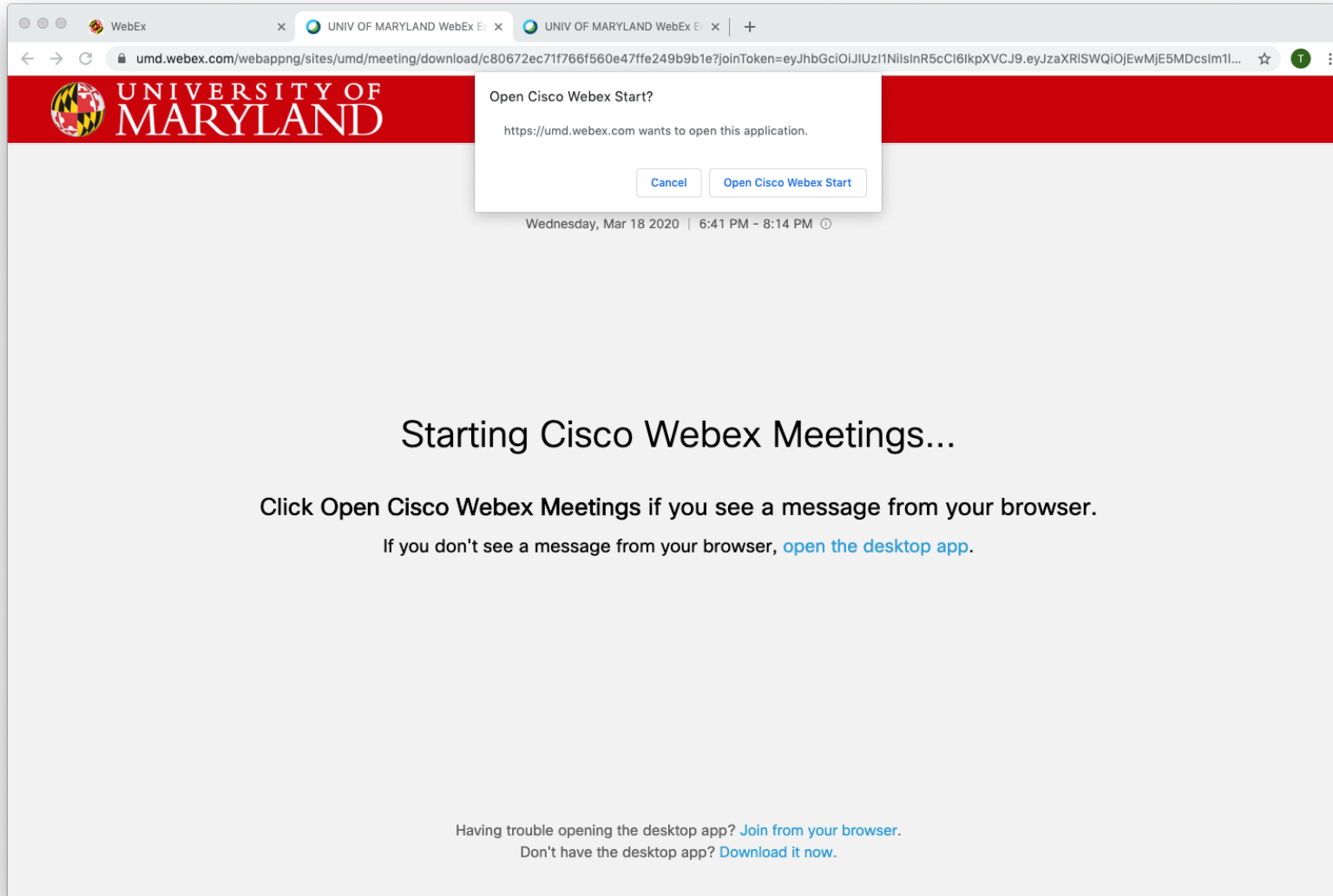
# 1a. Launching a Webex meeting – via Canvas

The screenshot shows the Canvas LMS interface for a course titled "ELMS Demonstration - PLCY". The left-hand menu is visible, with "WebEx" highlighted under the "Courses" section, marked with a red "1". The main content area shows the "Event Calendar" tab selected. An "Upcoming Event" is listed: "ELMS Demonstration - PLCY Event (11181)" starting on Wednesday, March 18, 2020, at 6:45 PM and ending at 8:15 PM. Below the event details, a "Host" button is highlighted with a red "2". The event details also show it is hosted by Todd McGarvey (15584) using Webex Meetings. The bottom of the interface shows a footer with version information: "Powered by ClirQ User MEETS Media Enhanced Education & Training Suite Version 7.1.632 running on MEETS SaaS Framework Version 2.2.1150 © ClirQlive 2020".

- 1 • In the Canvas course space for which you scheduled the meeting, select "Webex" from the left-hand menu
- 2 • Locate the relevant meeting from the "Event Calendar" tab, and click "Host"



# 1a. Launching a Webex meeting – via Canvas (cont.)



- You will be prompted to open Cisco Webex Start software – click “Open Cisco Webex Start”
  - NOTE: If this is your first time starting a Webex meeting on your computer, you will be prompted to download and install the Webex software (follow the installation prompts to do so)

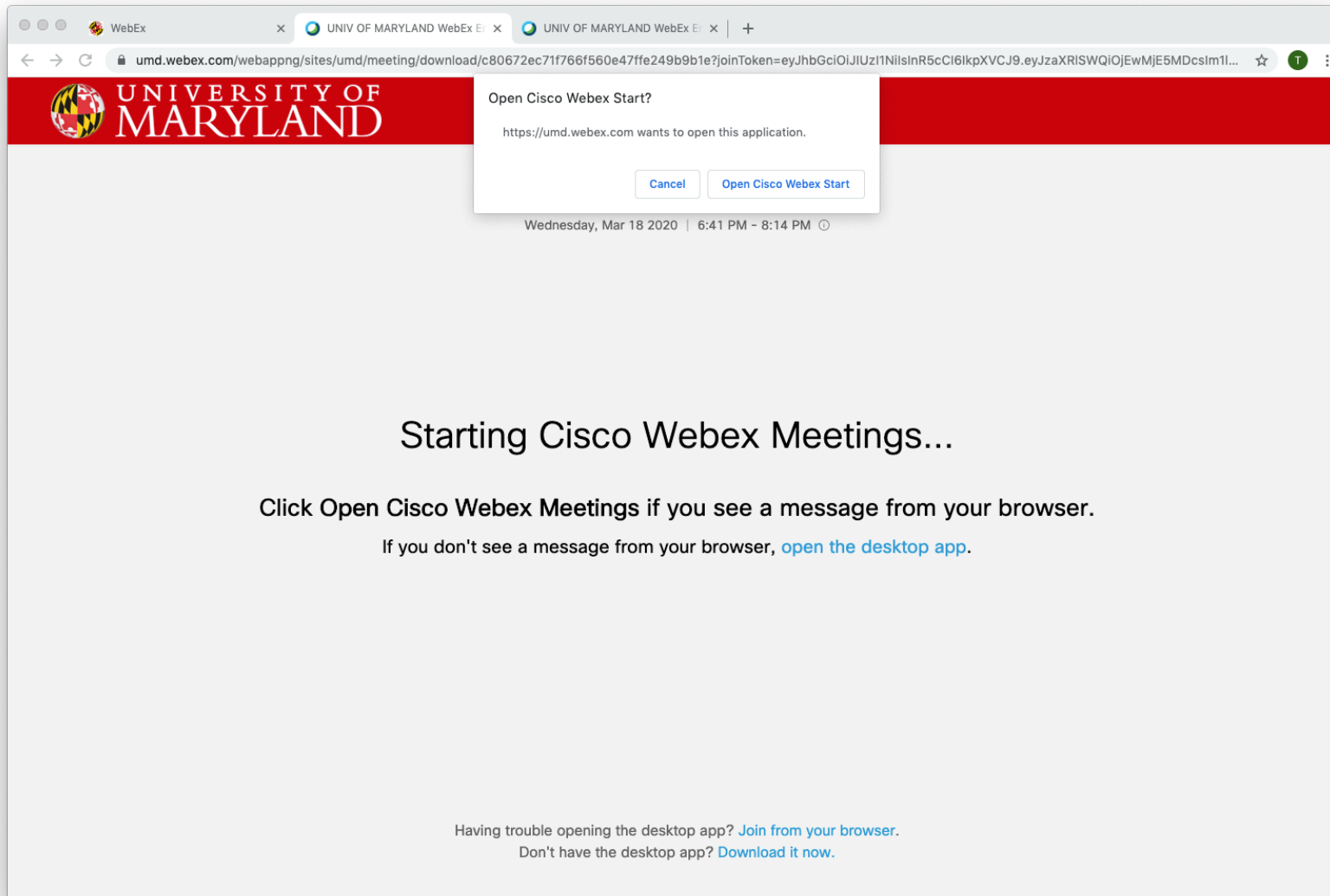
## 1b. Launching a Webex meeting – via web portal

1

The screenshot displays the University of Maryland Webex portal. The top navigation bar includes the University of Maryland logo and a search bar. The left sidebar contains links for Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area shows the user's personal room, 'Todd McGarvey's Personal Room', with a 'Start a Meeting' button. A red arrow points to this button. Below the personal room section, there is a list of 'Upcoming Meetings'. One meeting is listed: 'ELMS Demonstration - PLCY Event' on Wednesday, March 18, at 6:41 PM - 8:14 PM, hosted by Todd McGarvey. To the right, there are two charts under the 'Insights' section: 'Meetings I hosted' and 'Participants in meetings I hosted'.

- Go to [webex.umd.edu](https://webex.umd.edu) and select “Sign In” to log in with your University ID, password, and Duo multi-factor authentication
- From the homepage, click “Start” for the appropriate meeting under the “Upcoming Meetings” section

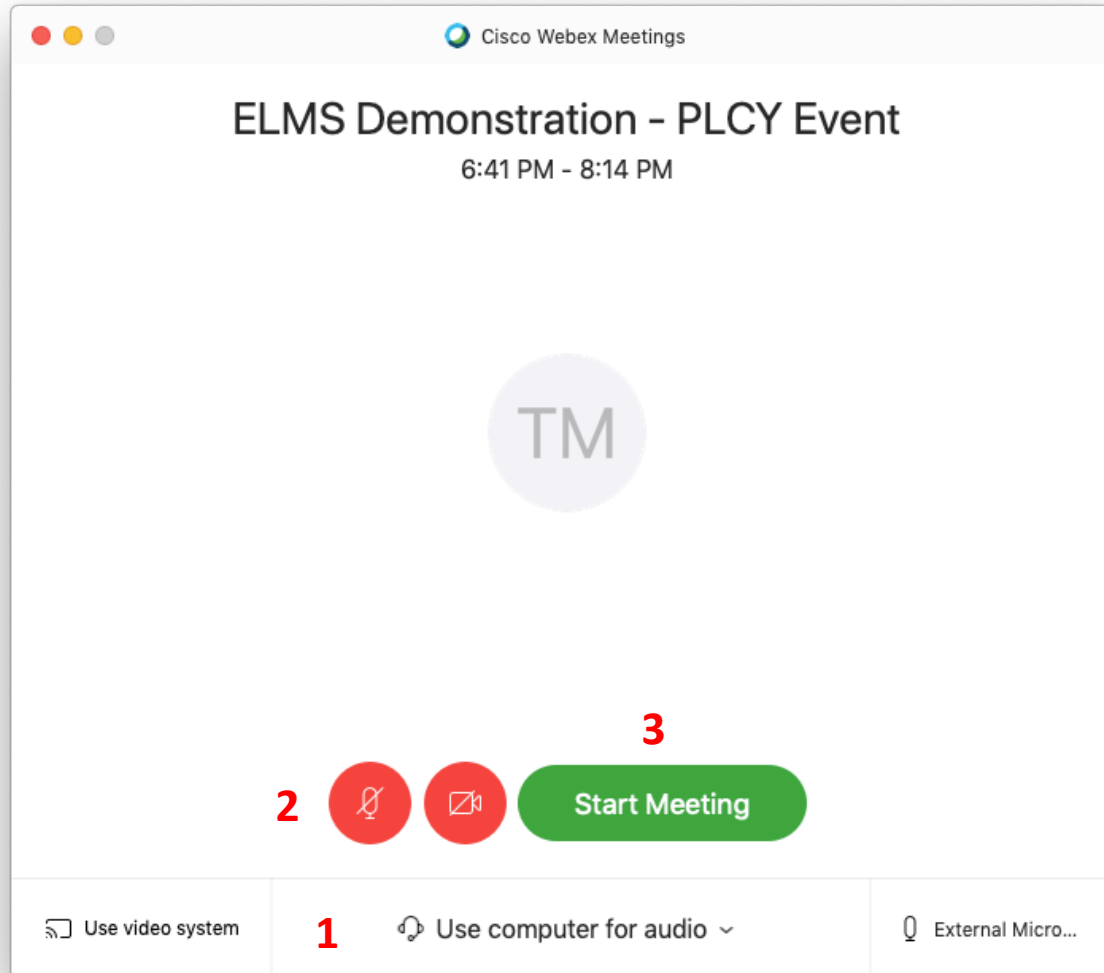
## 1b. Launching a Webex meeting – via web portal (cont.)



- You will be prompted to open Cisco Webex Start software – click “Open Cisco Webex Start”
  - NOTE: If this is your first time starting a Webex meeting on your computer, you will be prompted to download and install the Webex software (follow the installation prompts to do so)

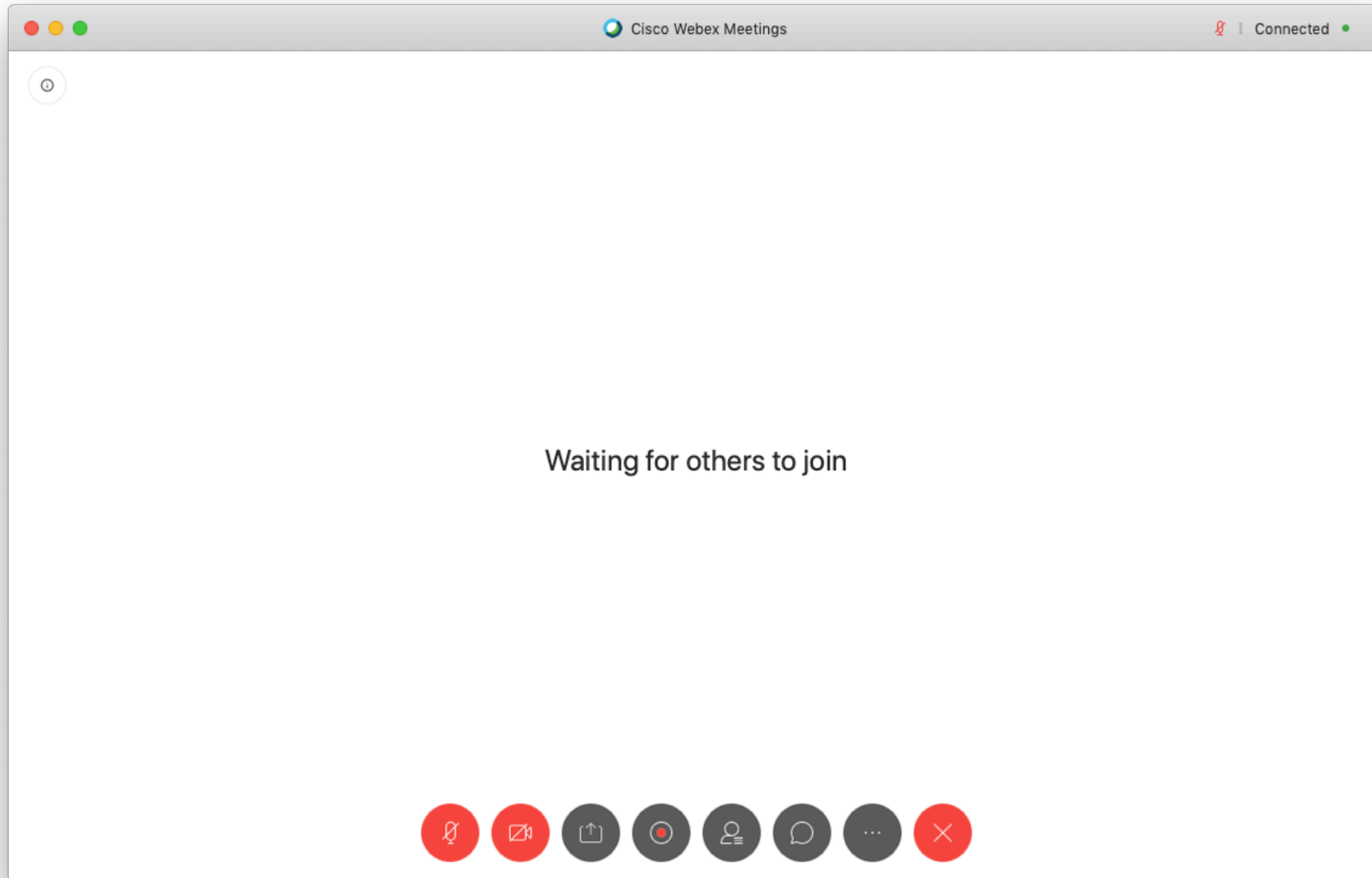
# Managing Webex meetings

# 1. Connecting to the meeting



- 1** • Select whether to "Use computer for audio" (which will use your computer-connected microphone) or to "Call in" with your phone
- 2** • Select whether to start the meeting with your microphone muted/unmuted and webcam on/off
- 3** • Click "Start Meeting" when ready

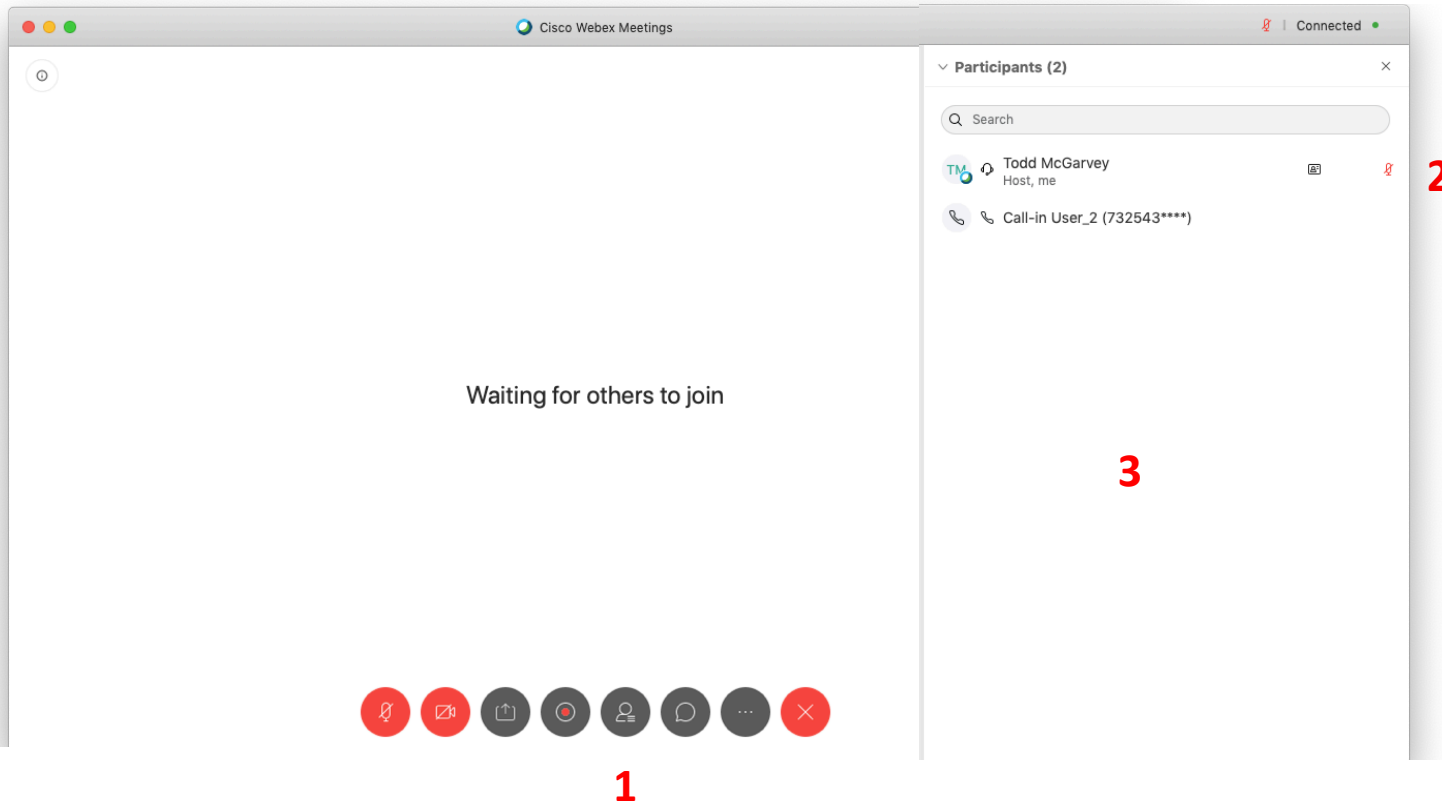
## 2. Controlling basic settings



- 1 • Use the microphone button to mute and unmute your microphone
- 2 • Use the video button to start and stop your webcam

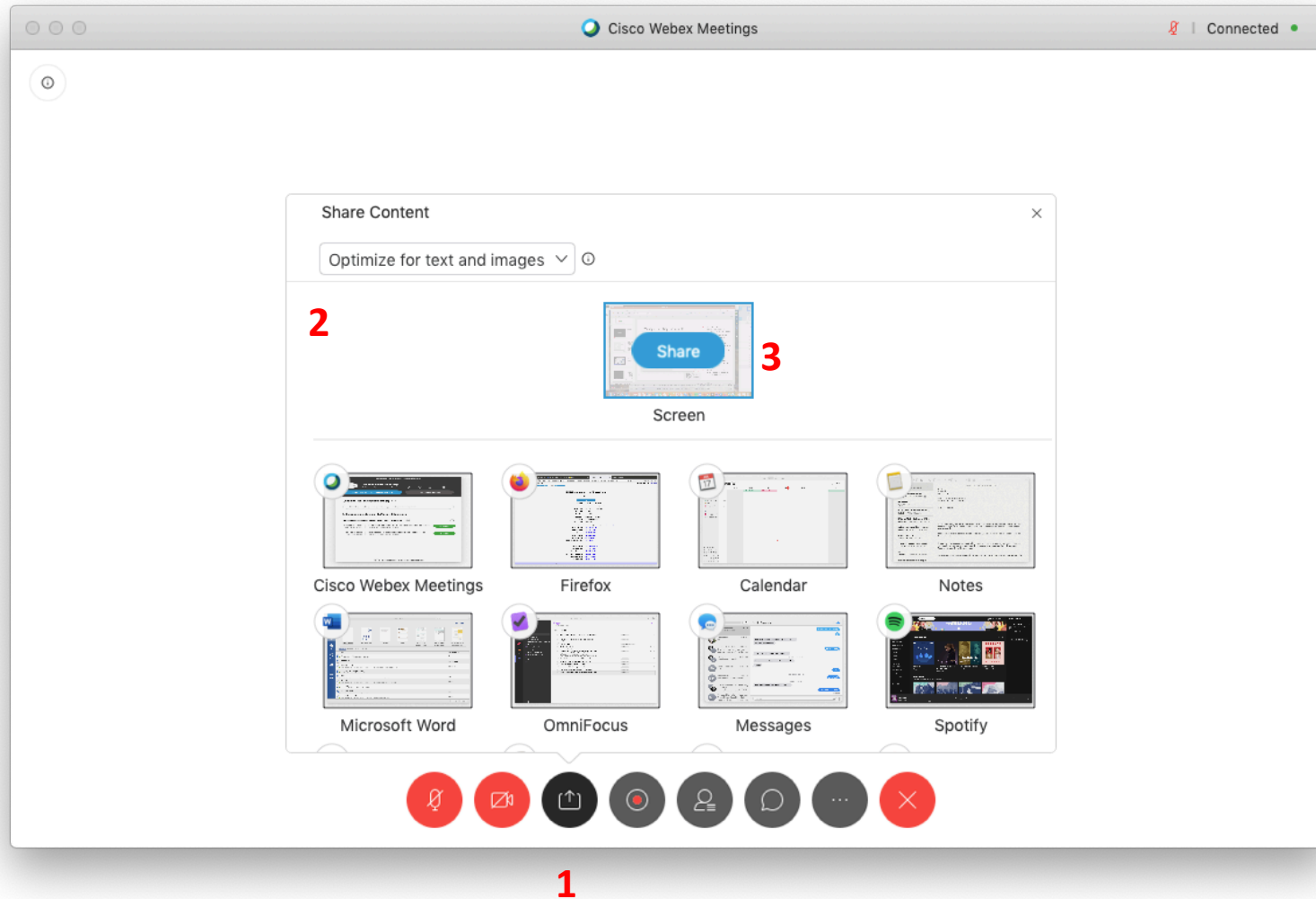
1 2

### 3. Managing meeting participants



- 1 • Click “Manage Participants” to display/hide the participant window listing everyone connected
- 2 • You can mute/unmute specific participants by clicking the microphone icon
- 3 • Right-hand clicking in the participant window will give you the option to “Mute All” or “Unmute All”

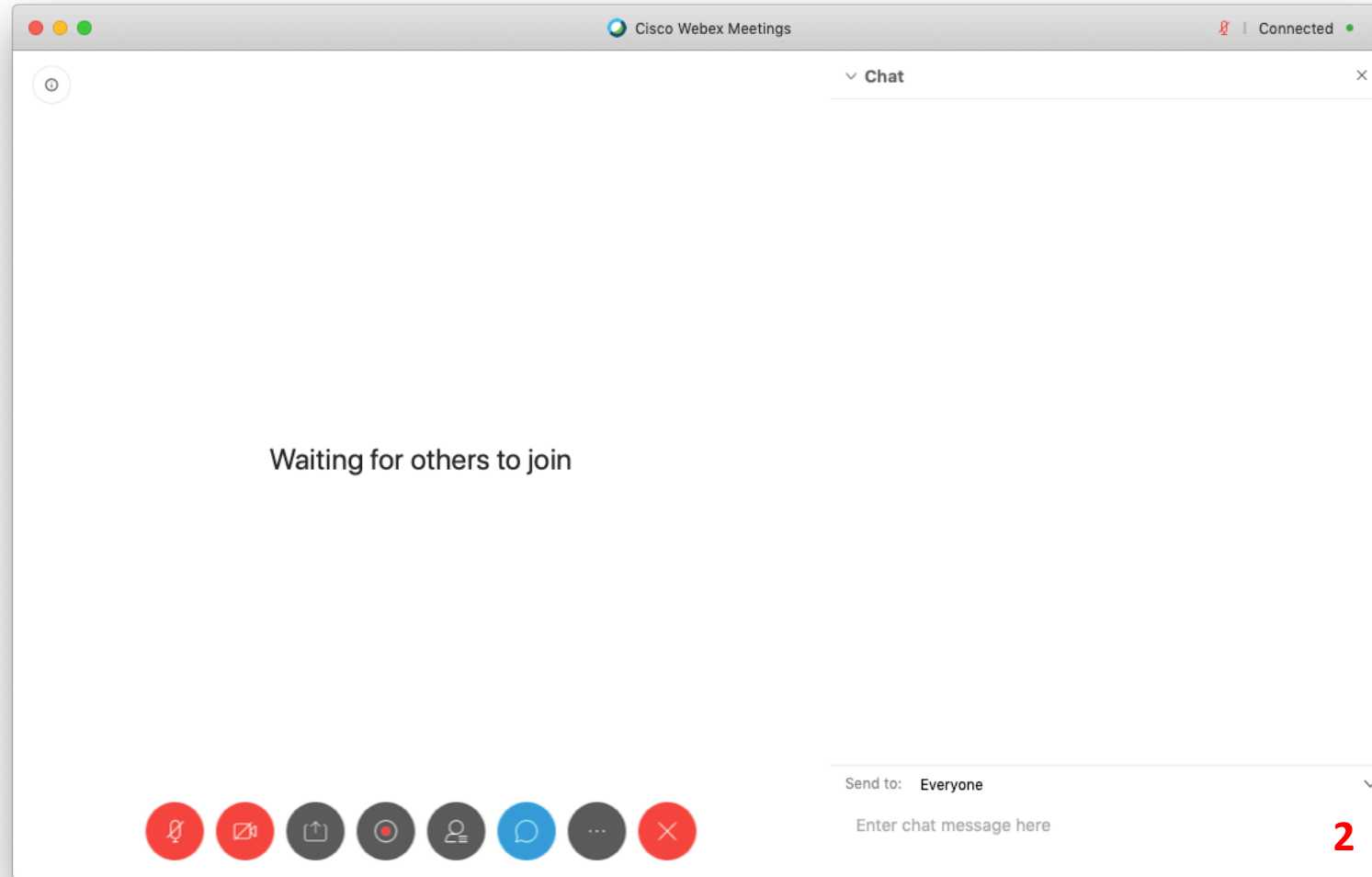
## 4. Screen sharing



- 1 • Click the screen share icon to start sharing your screen
- 2 • Select what content you would like to share with meeting participants
  - Screen – will share anything displayed on your desktop (allowing you to jump between windows)
  - Specific window – you can choose a specific window you have open (it can be any window – web browser, document, software application)
- 3 • Click “Share” to start sharing
  - The window will minimize so you can view your entire screen
  - Click “Stop” to stop sharing your screen

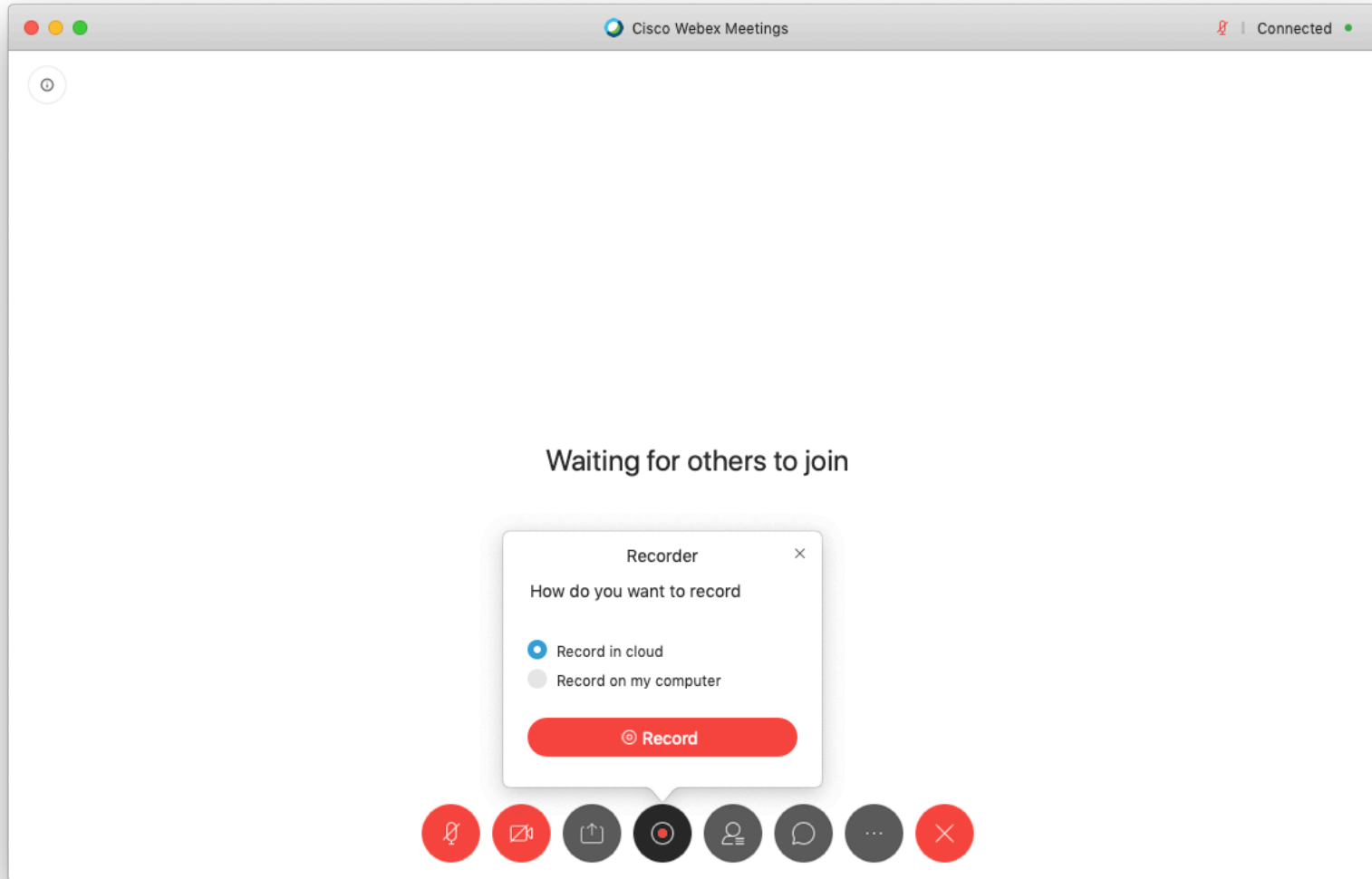


## 5. Chat



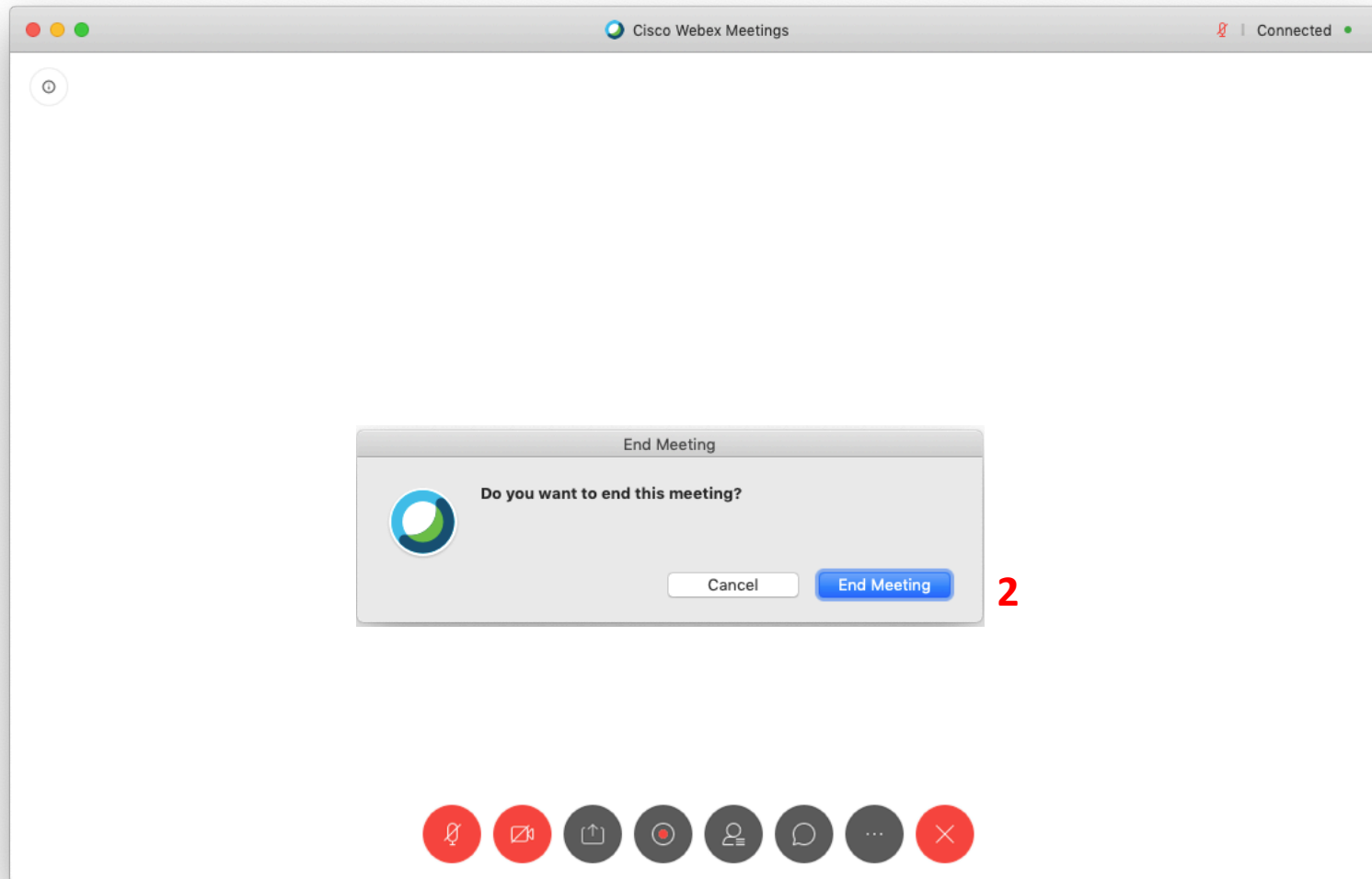
- 1 • Click “Chat” to open the chat window
- 2 • Enter a message you would like to send to all meeting participants

## 6. Recording



- If you didn't set the meeting to record automatically when scheduling meeting, you can do so once the meeting has started
- Select "Record" and then choose whether to save the meeting recording to your computer or to the cloud

## 7. Ending a meeting



- 1 • Click the cross icon to end the meeting
- 2 • Select “End Meeting” to close the meeting and disconnect everyone