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 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

- 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

- Select "Schedule" under the "Event Calendar" tab
5. Specify the meeting settings

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


5. Click “Save” to schedule the meeting
6. Sharing meeting connection information

- 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 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

- From the homepage, select “Schedule”
3. Specify the meeting settings

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

- 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

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

- Go to 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
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.