How do I use Appointment Booking with WebEx in Canvas?

Tell Me

This will show instructors how to create appointments for advising, virtual office hours, etc. This assumes you already have WebEx enabled in your Canvas course.

1. Access your course in Canvas
2. Click on WebEx
3. Click the Appointment Booking tab
4. Ensure My Appointments displays in the dropdown.
5. Click Offer Slots

6. Under Repeat, choose Single, Daily, or Weekly and confirm Time Zone is correct
7. Select Slot Duration, i.e. 15-30 minutes
8. Select Breaks between slots, i.e. 5-15 minutes. Scheduling a break between sessions ensures appointments won’t overlap
9. Confirm Conferencing Account displays Webex Trainings (username)
10. Click Save to schedule appointment blocks

11. If you are in the Weekly view, you will then see your available appointment blocks. In this example, 20 minute appointments with 10 minute break in between were offered from 10:30am - 3pm MWF
11. Here you can see multiple appointment blocks were reserved. The name shown is what the student entered as the name of the appointment.

12. If you need to delete an appointment block, you can click on the block and then click on the eraser icon. You will be given options to delete just that block or block going forward. You will then see a confirmation page before the deletion is complete.

13. To launch the WebEx Session for the appointment, click on the green appointment block, then click Host.

14. A WebEx Training Center room will then launch.

Related FAQs

- How do I book an Appointment with my Instructor through WebEx in Canvas?
- How do I request captions for a Kaltura video?
- How do I customize the Kaltura Capture local recording folder on my computer?
- How can I specify that a Kaltura video in Canvas can be downloaded by students?
- How do I allow Multiple Attempts for In-Video Kaltura Quizzes in Canvas?