How do I create a WebEx Training event in Canvas?

Tell Me

Prior Action

Before completing the steps below, instructors must ensure WebEx is enabled in the Canvas course and you have logged into WebEx directly, at least once. This will ensure your account is activated.

1. Login to Canvas
2. Select the course in which you wish to create a WebEx Training session
3. Locate WebEx on the sidebar

![WebEx sidebar]

4. You will see your scheduled meetings (if any) listed here
   a. On your first visit, set your time zone to whatever time zone is appropriate for your location (i.e. -04:00 America/New York). This will help when scheduling events with users from multiple time zones (especially important for distance education)
5. To schedule an event, click the Schedule button

![Event Calendar]

6. Create a Name for your event
7. Enter a Description if desired
8. Choose if event will occur Daily, Weekly, or if this is a Single Event
a. If **Single Event** is selected, choose the Date and Time

- **Repeat**: Single
- **Time Zone**: -04:00 America/New_York
- **Date**: Tue, Mar 10, 2020
- **Time**: 10:30 AM

b. If **Daily** is selected, set the **From** and **To** dates and which **Days** the events will occur

c. If **Weekly** is selected, select which **Day(s)** the event will occur and set the **From** and **To** dates

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**Note**

This will allow you to setup all of your meetings for the semester at one time, but you would need to go back and edit the name. You can then later remove meetings if necessary.

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9. Confirm the **Time Zone** is correct

10. Set the **Duration** of the event

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**Note**

This is an approximate length, as the meeting can be shorter or longer as needed

11. In **Hosted By** you should see your name. You will only see a drop-down if there is more than one instructor for the course
12. Click the **Save** button to create the event

13. Once you have scheduled your events, you will see them listed according to which view you have selected **Day**, **Week**, or **Agenda**

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**Related FAQs**

- What are some tips and best practices for successful WebEx meetings?
- How do I create a WebEx Training event in Canvas?
- How do I delete pre-scheduled WebEx Training sessions in Canvas?
- How do I mute/unmute myself if I have called into a WebEx meeting using my phone?
- Can Continuing Education students without UNC Charlotte accounts login to WebEx?