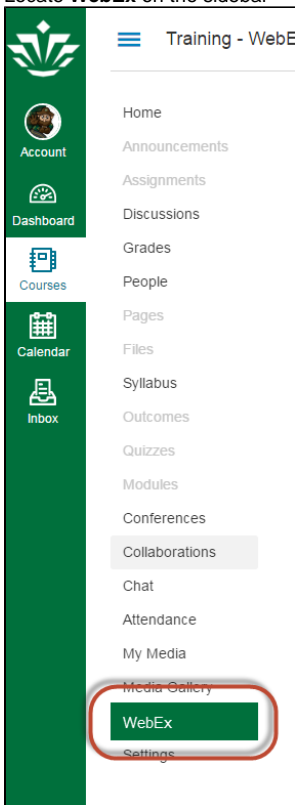


# How do I host a WebEx Training session in Canvas?

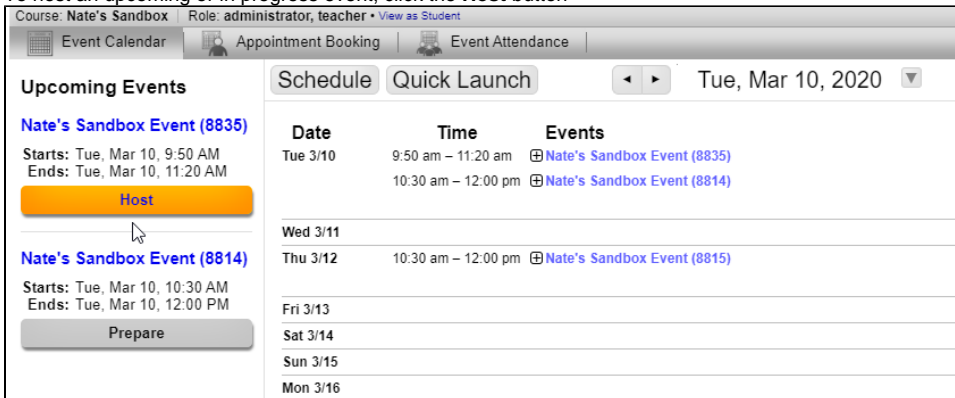
## Tell Me

These instructions assume you are an instructor and have [created a WebEx Training session in Canvas](#)

1. Login to [Canvas](#)
2. Select the course in which you are hosting a WebEx Training session
3. Locate **WebEx** on the sidebar



4. You will see the scheduled events for the course listed here
5. To host an upcoming or in progress event, click the **Host** button



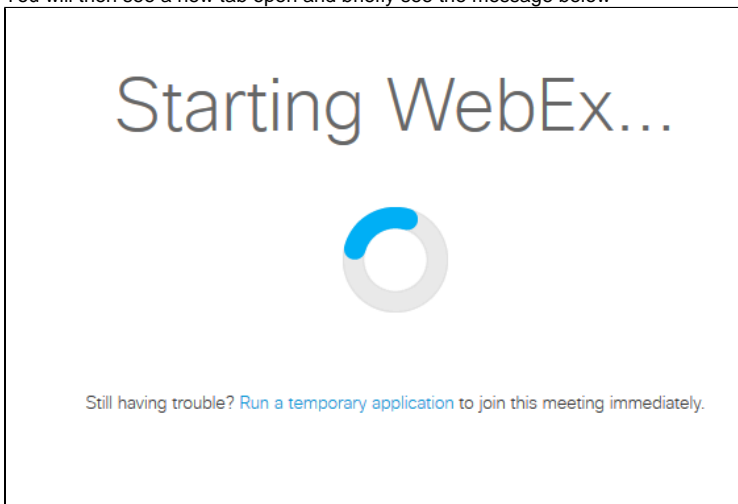


### Note

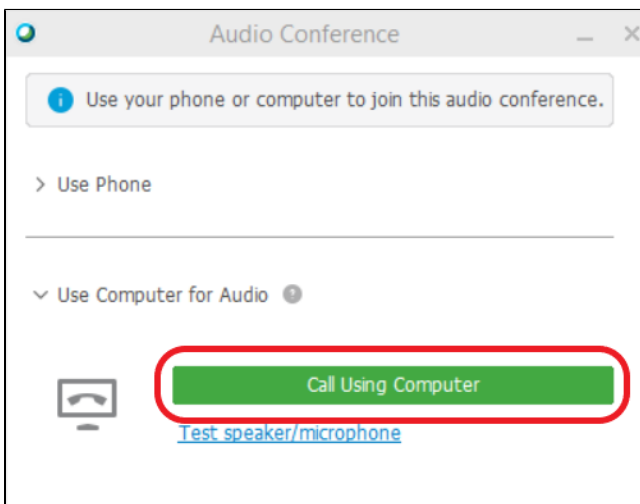
If the course has 2 or more instructors, you may see both **Join** or **Substitute (as host)** depending on which instructor created the events in the course. If you will be the presenter in WebEx Training, click **Substitute (as host)**

| Date     | Time                | Events                      |
|----------|---------------------|-----------------------------|
| Tue 3/10 | 9:50 am – 11:20 am  | Nate's Sandbox Event (8835) |
|          | 10:30 am – 12:00 pm | Nate's Sandbox Event (8814) |
| Wed 3/11 |                     |                             |
| Thu 3/12 | 10:30 am – 12:00 pm | Nate's Sandbox Event (8815) |
| Fri 3/13 |                     |                             |
| Sat 3/14 |                     |                             |
| Sun 3/15 |                     |                             |
| Mon 3/16 |                     |                             |

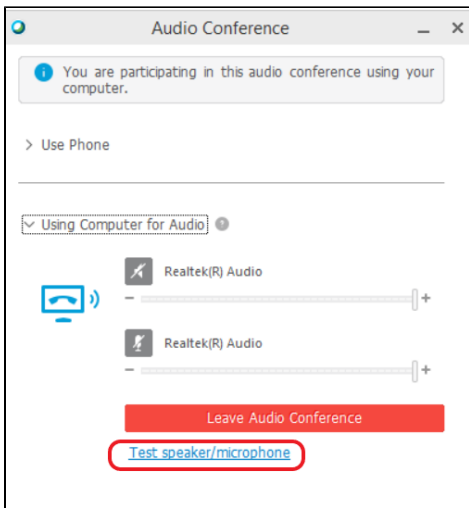
6. You will then see a new tab open and briefly see the message below



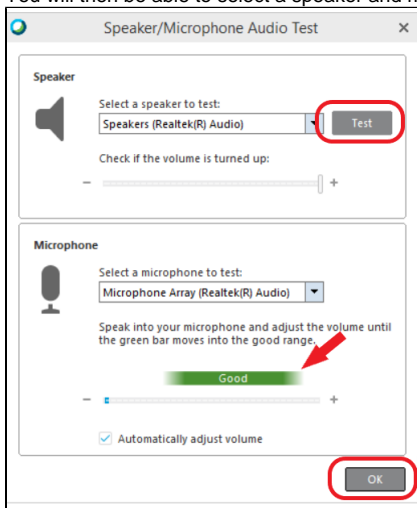
7. Cisco WebEx Training will then launch  
8. When the WebEx Training loads, you will be prompted to Join the Audio Conference. Click **Call Using Computer**



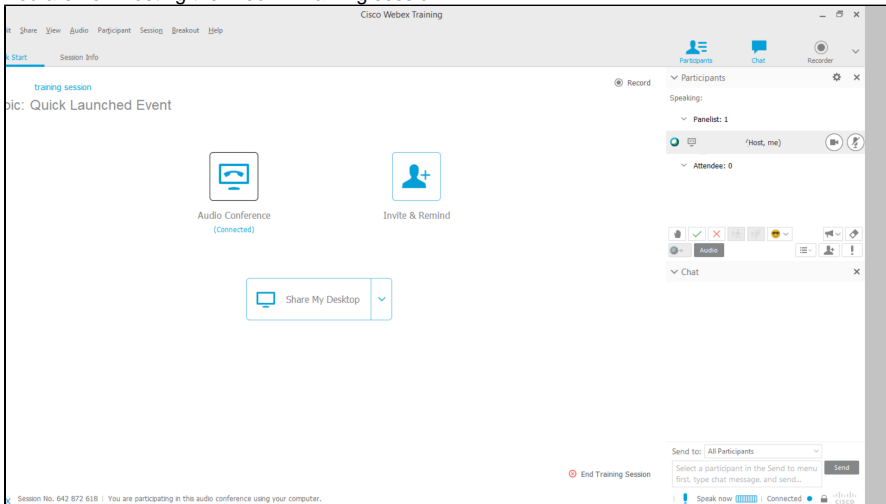
9. You will now be connected to the audio. If you wish to Test your speaker/microphone, click **Test speaker/microphone**



a. You will then be able to select a speaker and microphone to test. When finished, click **OK**



10. You are now hosting the WebEx Training session



## Related FAQs

- [How do I create WebEx breakout rooms for class?](#)
- [How do I schedule a Training session in WebEx?](#)

- [How do I enable video for participants in a Webex Training session?](#)
- [What are the different ways to use WebEx for teaching?](#)
- [How do I download & save my WebEx Training recordings to Canvas?](#)