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

Tell Me

These instructions assume you are an instructor and have created a WebEx Training Center session in Canvas

1. Login to Canvas
2. Select the course in which you are hosting a WebEx Training Center event
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 Center, click Substitute (as host)
6. You will then see a new tab open and briefly see the message below

7. Cisco WebEx Training Center will then launch
8. When the WebEx Training Center 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**
9. a. You will then be able to select a speaker and microphone to test. When finished, click OK.

10. You are now in hosting the WebEx Training Center event.

Related FAQs

- Does WebEx have a recording quota limit?
• How do I delete a recording in WebEx?
• Can I only use my phone to host a WebEx meeting?
• How do I log into WebEx?
• What are the WebEx changes in version 31?