How do I create a WebEx Training Center 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

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

6. Create a Name for your event
7. 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
b. If **Daily** is selected, set the **From** and **To** dates and which **Days** the events will occur

![Daily Repeat Example](image)

```
Repeat: Single Event Daily
Time Zone: -04:00 America/New York
From: 2016-06-09
To: 2016-06-09
Days: Sun Mon Tue Wed Thu Fri Sat
```

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

![Weekly Repeat Example](image)

```
Repeat: Single Event Daily Weekly
Time Zone: -04:00 America/New York
From: 2016-06-07
To: 2016-07-21
Days: Sun Mon Tue Wed Thu Fri Sat
```

**Note**
This will allow you to setup all of your meetings for the semester at one time. You can then later remove meetings if necessary.

8. Confirm the **Time Zone** is correct
9. Set the **Duration** of the event

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

10. 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
11. Click the **Schedule** button to create the event
12. Once you have scheduled your events, you will see them all listed.

### Related FAQs

- Can students use their Smartphones or tablets to access Canvas courses?
- How do instructors export quizzes from Canvas to Respondus Exam?
- How can students install Respondus LockDown Browser on Windows devices?
- How do instructors upload a quiz from Respondus Exam into Canvas?
- What's an alternate way for instructors to upload a quiz from Respondus Exam into Canvas?