

Sharing WebEx Host Privileges

WebEx meetings are tied to your Canvas course, so giving host privileges for your WebEx meetings to other users is as simple as adding them as a teacher to your course.

Add Users to a Canvas Course

Login to Canvas and go to the “People” tab. Click the + **People** button in the upper right and a new window will appear. Enter the email addresses of each person you want to add to the course, set the Role to “Teacher,” and click **Next**. The next window will confirm the email addresses. Press **Next** again to finish adding the additional hosts to the course.

The first screenshot shows the Canvas interface for the course 'Benjamin C. Wong Demo' in the 'People' tab. The '+ People' button is highlighted with a red box. A blue arrow points to the second screenshot, which is the 'Add People' dialog box. In this dialog, the 'Add user(s) by' section has 'Email Address' selected. The 'Role' dropdown is set to 'Teacher' and is also highlighted with a red box. A blue arrow points down to the third screenshot, which shows the 'Add People' dialog box with a green checkmark and the message 'The following users are ready to be added to the course.' Below this message is a table of the added users:

Name	Email Address	Login ID	SIS ID	Institution
John Doe	John_Doe@baylor.edu			Baylor University
Jane Smith	Jane_Smith@baylor.edu			Baylor University

You will now see the names of the people you have added on the “People” tab.

The screenshot shows the 'People' tab in the Canvas interface for the course 'Benjamin C. Wong Demo'. The table of users is updated to include the newly added users:

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
John Doe			Benjamin C. Wong Demo	Teacher		
Jane Smith			Benjamin C. Wong Demo	Teacher		
Ben Wong			Benjamin C. Wong Demo	Teacher	Sep 18 at 2:18pm	12:26:16

When you have add other users to your course, they will receive an email letting them know, and the next time they login to Canvas, they will see a prompt informing them they have been invited to your course.



Once they hit **Accept**, your course will appear alongside any other courses they have in Canvas.

Substitute as Host

Hosting a WebEx meeting that someone else created works essentially the same way that it would if you had created it. Go to the course then the “WebEx” tab, and you will see the list of all the WebEx meetings that have been created in this course. The only difference is that instead of **Prepare** and **Host**, there are options to **Join**, **Prepare (as host)**, and **Substitute (as host)**.

The **Prepare (as host)** and **Substitute (as host)** behave the same as **Prepare** and **Host**, respectively. The only difference is that when joining via these buttons, it will still say that the event creator is hosting, no matter who is logged into Canvas.

The **Join** button only has you join as a participant, meaning a host would still be needed, so you should only need to use the **Substitute (as host)** button.

A screenshot of the Canvas LMS interface. The left sidebar shows navigation options like Home, WebEx, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, LockDown Browser, Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled "Clicker Demo" and shows "Upcoming Events". Two events are listed: "Example WebEx Meeting (6376)" and "Another Example Meeting (6377)". For the first event, there are buttons for "Join" (orange), "Substitute (as host)" (grey), and "Prepare (as host)" (grey). For the second event, there is a "Prepare (as host)" button. A "Time Zone Settings" button is at the bottom. The right side of the interface shows a calendar view for "Wed, Jan 16, 2019" with a "Quick Launch" section for the selected event, displaying details like "Starts in: 5 minutes 13 seconds", "Duration: 30 minutes", and "Hosted By: Ben Wong (15)". It also includes "Join" and "Substitute (as host)" buttons and a "More Details" link. The footer of the interface reads: "Powered by Clio... MEETS Media Enhanced Education & Training Suite Version 7.0.564 running on MEETS SaaS Framework Version 2.1.967 © ClioLive 2019".