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.

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