CirQlive in Canvas

CirQlive is an easy to use web conferencing tool that integrates WebEx enterprise web conferencing with the Canvas Learning Management System. It allows you to hold conferences with one student, a group of students, or the entire class. CirQlive can also be used to hold study sessions, homework reviews, conferences, and other group activities in your Canvas course.

Before using WebEx in Canvas, you MUST, login once to https://bgsu.webex.com. This will create your WebEx account automatically.

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Log into Canvas

Click on the WebEx link in your course menu.

The first time you use CirQlive (WebEx) in Canvas, you will need to setup your time zone.

Click on the Show Timezone Options button.
Choose your time zone from the **Display in time zone** dropdown list.

Once you have selected your time zone, click the **Hide Timezone Options** to return to the main screen.

To schedule a conference, click on the **Schedule more events** button.
In the window that opens up:

1) Give your event a name  
2) Choose **Single Event, Daily, or Weekly**  
3) Fill out the date(s) and time(s) information  
4) Click the **Schedule** button

When you choose **Single Event, Daily, or Weekly** your scheduling options will change slightly. Please take note in the images below.

You should not need to change the time zone (unless it is inaccurate)
Once you have scheduled an event, click on the **Upcoming Events** tab to access them.

To open an event that is live, click on the **Host** button next to the scheduled event name.

To prepare a future event, click on the **Prepare** button next to the scheduled event name.
Use the **Quick launch new event** button when you need to start an immediate event for office hours or an unexpected meeting.

In the **Upcoming Events** tab, you will see a list of all scheduled events, including the date, time, duration, a start time that shows how long until the event starts.
Click on the gear icon to the left of the scheduled event for options to **Invite Guests**, **Delete** the event, or **Delete Series**.

To invite guests to your event, choose **Invite Guests** from the options gear to the left of the event, and then click the **Generate Link** button in the window that pops up.

Copy the **Guest Access URL** and paste it into an email to send to your attendees.
To delete a scheduled event, click on the **options gear** next to the event you would like to delete, and choose **Delete**.

![Delete Event](image1.png)

**Note:** You will get a Delete Event warning, which will keep you from accidentally deleting an event.

![Delete Event Warning](image2.png)

To view event recordings, click on the **Event Recordings** tab.

![Event Recordings Tab](image3.png)
Click on the **View Recordings** button next to the event to view the recordings for that event.

A window will pop up with a list of recordings made during that specific event. Click on the **name of the recording** that you would like to view, in order to access it.

In the new window, click on the **Download ARF Player** link to access the file.
Use the controls at the bottom of the page to watch your recording.

To convert your recording to a useable format, click on **File** in the top left corner of the screen. Click on **Convert Format** and then choose **MP4 (MPEG-4)**.
You may need to fill in the following boxes to complete your conversion and get the download file.

To delete an Event Recording, click on the gear to the left of the event name and choose Delete.
Click on the **Event Attendance** tab to view who attended the event.

![Event Attendance Tab](image1)

Click on the **View Records** button to get detailed information about the event attendees and a link to download the attendance in CSV format.

![View Records Button](image2)

In the Attendance Records window, click on the **Download CSV** link.

![Download CSV Link](image3)
To delete an attendance record, click on the options gear next to the name of the event and choose **Delete**.

Click on the **View as Student** link at the top of the page to see how the student will see the page.

Students will see a list of all available events, and they can click the **Join** button to join an available event.

Click on **Exit Student View** to leave student view and return to the regular screen.