WebEx Integration on Canvas: Recordings and Session Attendance

This document provides the steps on how to access recordings and review session attendance.

**Step 1:** The events that have been hosted and recorded using the WebEx/Canvas integration can be viewed later. To access the recordings, click on the wrench icon and choose the “Video Recordings”.

**Step 2:** Each recorded session will appear in order by date. To access a recording, click on the “View Recordings” button.
Step 3: If any specific recording needs to be deleted, it can be done by clicking on the settings icon of the recording and choose “Delete” or “Delete Series”.

Session Attendance
When a session is held, attendance is taken automatically, which can be viewed at a later time. Click on the wrench icon and select the “Attendance Records” to view the records.