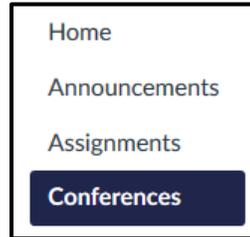


Canvas Student Conferences

To Join a Conference

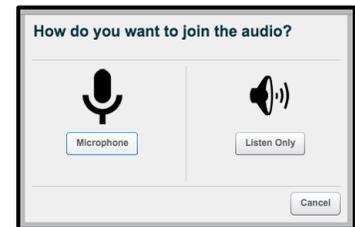
- Click **Conferences** in the course navigation pane.



- New conferences will be listed but cannot be accessed until the host has started the conference.

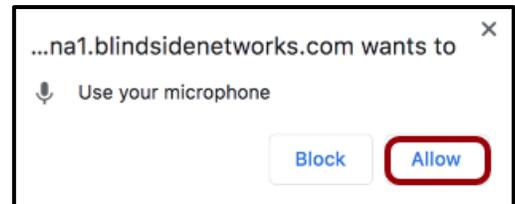
- Once the conference is available, click **Join** to access it.

- Choose how you want to join the conference audio: via microphone or listen only.

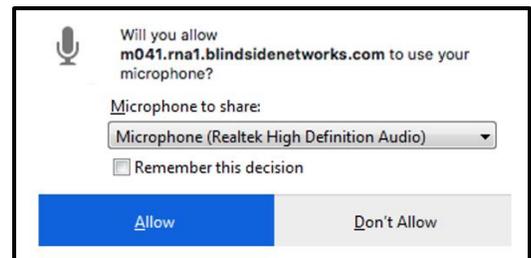


- Accept any permissions to access your microphone.

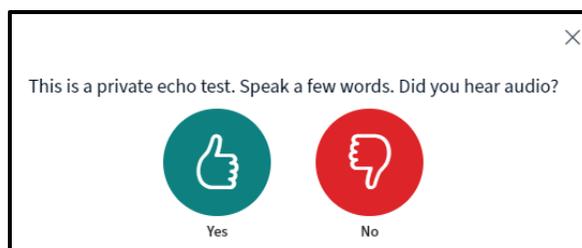
- In the Chrome browser, click **Allow** to enable the microphone.



- In Firefox, select your microphone in the list and then click **Allow**.



- Complete the echo test.



To Use the Conference Interface

- **User Menu**

- The User Menu displays the names of all users in the conference.
- Click **Public Chat** to send a message to all participants.
- To open and contribute to any shared conference notes, click **Shared Notes**.
- Close the user menu by clicking the people icon.

- **Presentation Window**

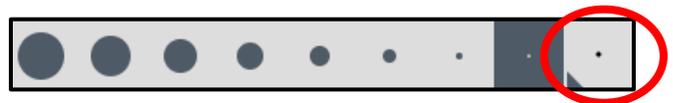
- The Presentation Windows displays the presentation that has been uploaded.
- If the conference is being recorded, the recording time will display at the top of the screen.

- To mute or unmute your own microphone, click the microphone button. (1)
- To leave the conference audio altogether, click the audio button. (2)
- Click the webcam button to open your webcam. (3)



- If allowed by the presenter, you can use the conference annotation tools.
 - Click the pencil tool to expand the group of annotation tools.

- Click the dot and choose the thickness of the pencil line.



- Click the red square to select a different ink color.



- To undo the most recent annotation, click the undo button. To remove all annotations, click delete.



- In addition to the pencil tool, you can also type text annotations, draw lines, and/or add shapes.



- Use the hand icon to pan or move around in a document that has been zoomed in.

- **Meeting Options**

- Click the 3 dots on the top right of the screen to open the options menu.



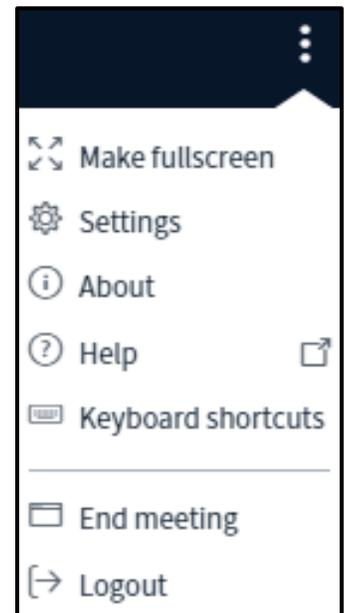
- To view the conference in fullscreen mode, click **Make fullscreen**.

- Click **Settings** to manage application settings such as displaying animations when a user is speaking, to enable or disable chat alerts, setting the application language, and adjusting font size.

- Click **About** to learn more about Big Blue Button or **Help** to view program tutorials.

- Click **Keyboard Shortcuts** for a list of the shortcuts available within the conference.

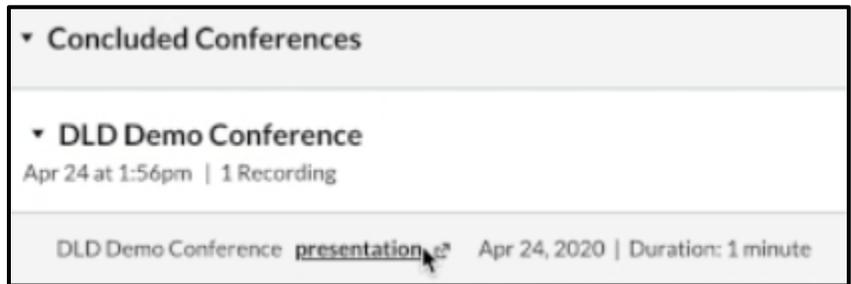
- To leave the conference, click **Logout**.



To View Past Conferences

- The Concluded Conferences section lists the title, date, and description of all concluded conferences.
- *Depending on the size of the recording, it may take a while for the recording to render and appear on the Conference page.*

- Click **Conferences** in the left course navigation menu.
- Under Concluded Conferences, click the drop-down arrow in front of the conference name.



- Click the video or presentation link to view the recording.
- If the conference included any shared notes, click the notes link to access them.