Canvas Conferences

Creating a New Session

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

  Home
  Announcements
 Assignments
  Conferences
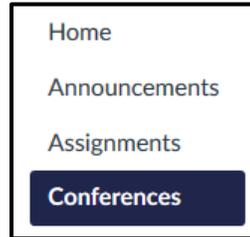
- Click **+ Conference**.

  + Conference

- Enter a name for the Conference.

- Set the duration length (in minutes) or select **No time limit**.
  - The conference does not end now; it just doesn't allow new participants to join in.
  - The conference ends when the last person leaves or you conclude it.

- If you want to record the conference, you must select **Enable recording for this conference** now. **NOTE**: Conferences only last for 14 days in Canvas and cannot be downloaded.
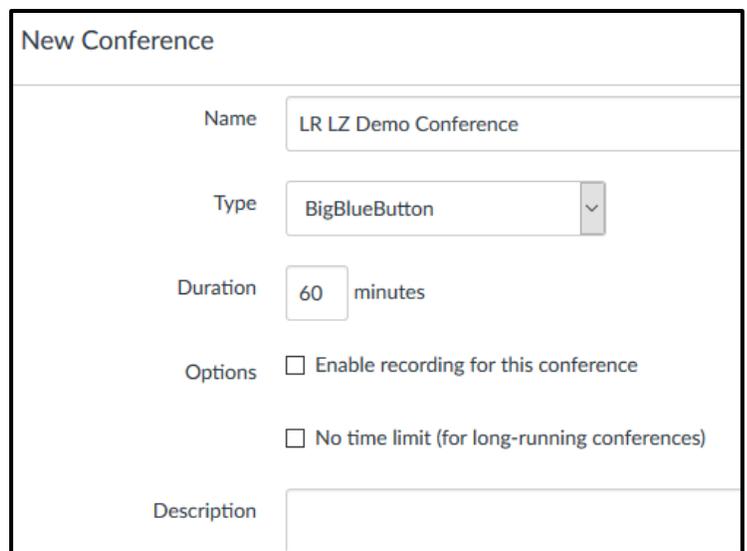
  New Conference

 | Name | LR LZ Demo Conference |
  | --- | --- |
  | Type | BigBlueButton |
  | Duration | 60 minutes |
  | Options | ☐ Enable recording for this conference |
  | | ☐ No time limit (for long-running conferences) |
  | Description | |

- Enter a description if desired.

- To invite individuals rather than the whole class to the conference, uncheck **Invite All Course Members** and select the desired names.

  Members

  ☐ Invite All Course Members
  ☐ Remove All Course Observer Members
  ☐
  ☐

- To remove any parents or other observers from the conference, check **Remove All Course Observer Members**.
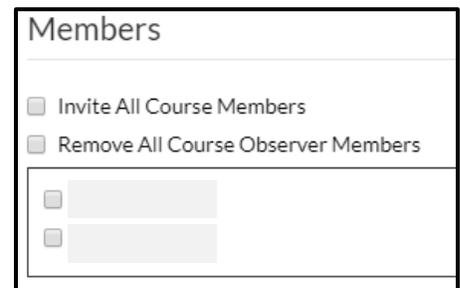
- Click **Update**.

  Cancel   Update

- In the list of conferences, click **Start** at the right of conference name.
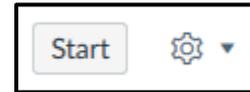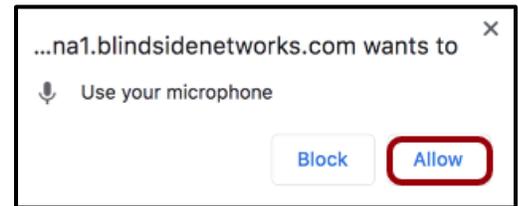
- Choose how you want to join the conference audio: via microphone or listen only**.**
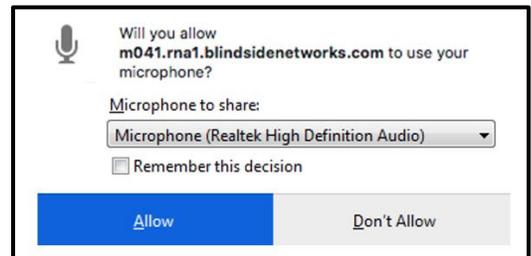
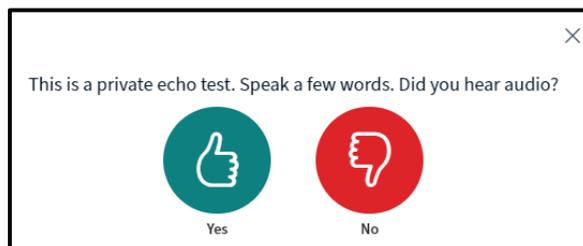 o Accept any permissions to access your microphone.

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

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

  o Complete the echo test.

Using the Conference Interface

- **User Menu**
    - View and manage all users in the conference
        - Click the settings icon to manage the settings for all users.

        - Click **Clear all status icons** to clear all status icons.

        - Click **Mute all users** to mute everyone in the conference or **Mute all users except presenter** to only allow the presenter to speak.

        - Clicking the **Lock viewers** button will allow you to lock specific features for users.

        - Click **Create breakout rooms** to create different conference breakout rooms.
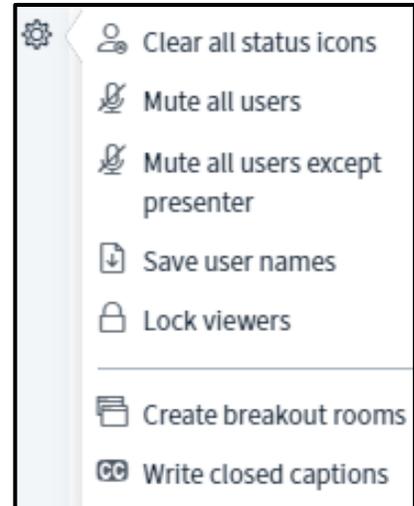
        - Click the name of an individual user to chat with that user, remove him from the conference or allow the user to be a presenter or moderator.
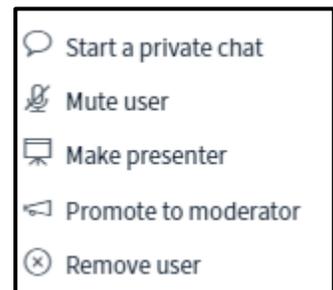
    - Chat with *all* participants
        - To chat with an individual user, click the username instead.
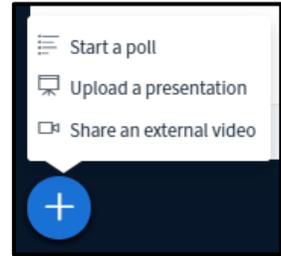
    - Contribute to any shared conference notes

    - Close the user menu by clicking the people icon

- **Presentation Window**
  - The presentation window displays your presentation.

  - To upload a presentation file, start a poll, or share an external video, click the Add button **+** at the bottom left of the screen and choose an option.

  - To record the conference, click **Start Recording** at the top of the presentation window. Please note, you must have clicked **Enable recording for this conference** when you first set up the conference in order to record it.

  - 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)

  - Share your computer screen by clicking the screen share button. (4)

  - Click the poll icon to start a poll to gather feedback.

  - Use the buttons in the bottom right hand corner to zoom in or out of a document being shown or to make the window full screen.
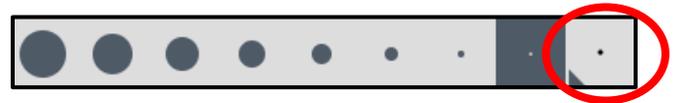
- **Annotation Tools**
  - Click the hand tool to expand the group of annotation tools.

  - Click the pencil to access the pencil tool.
    - 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.

    - Click the multiuser whiteboard icon to allow **all** users to use the annotation tools. A user name will now appear by each pencil so you know who is annotating.
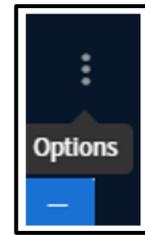
  - In addition to the pencil tool, you can also type text annotations, draw lines, and/or add shapes.

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

- **Meeting Options**
    - o Click the 3 dots on the top right of the screen to open the options menu.


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

    - o 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.

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

    - o Click **Keyboard Shortcuts** for a list of the shortcuts available within the conference.
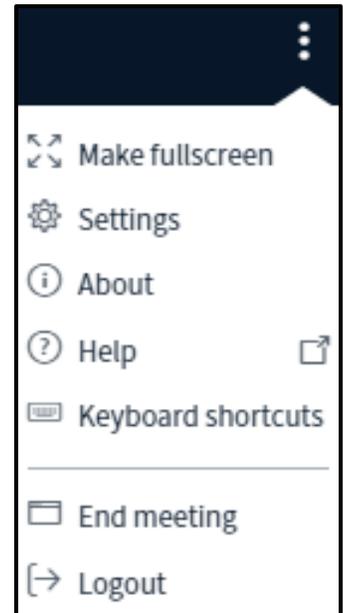
    - o To end the conference, click **End meeting**.

   - o Then click **Logout** to logout of Big Blue Button.

    - o A conference can be concluded directly from the logout menu in the conferences interface. However, the Conferences page in Canvas does not currently update the status and will still show as In Progress. If a new user joins the conference, a new meeting with the same name will be created. ***To prevent new users from joining the conference, always return to the Conferences page and click the conference End button.***

- **View the Chat Window**
  - The welcome message and all chat messages will appear in the chat window.

  - Click < Public Chat to minimize the chat window.

  - Type a message in the window and click **Send message to Public Chat** to chat with all conference participants.
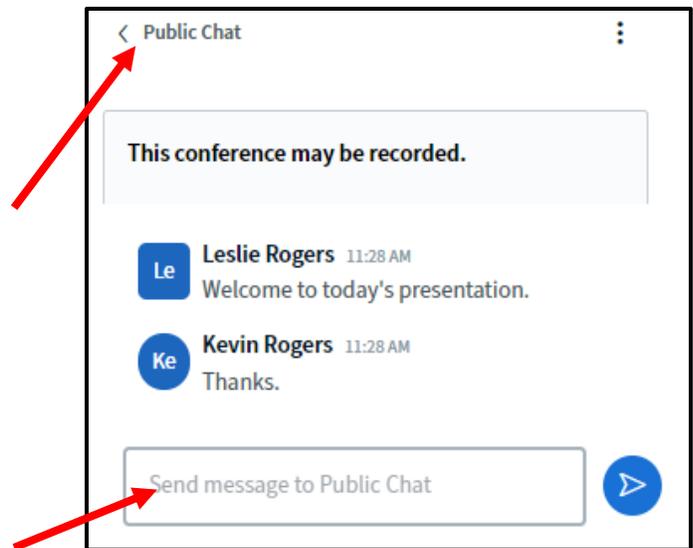
  - To chat with an individual participant, click the username and select **Start a private chat**.
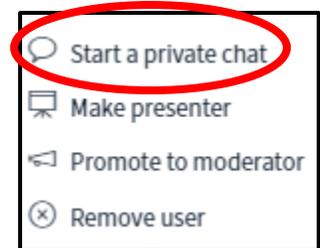
To Access a Conference Recording

- 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 link to vew the recording.
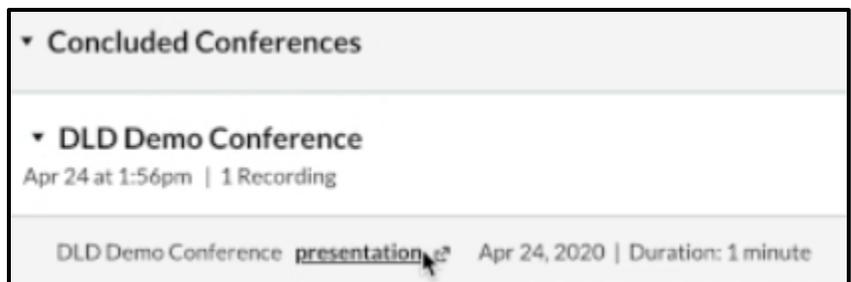
- *Remember, the recording is only available for 14 days and cannot be downloaded.*