

Quick Start Guide

Canvas – Conference Tool

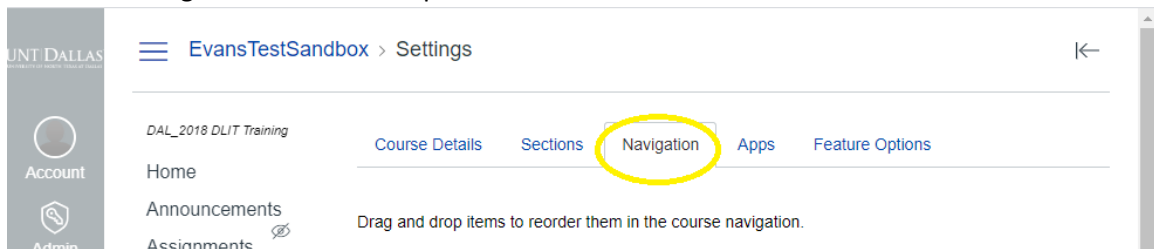
Introduction:

Canvas has a built-in conference tool that is typically hidden from student view. This conference tool allows for both synchronous and asynchronous video conference, application sharing, and presentation within the Canvas LMS.

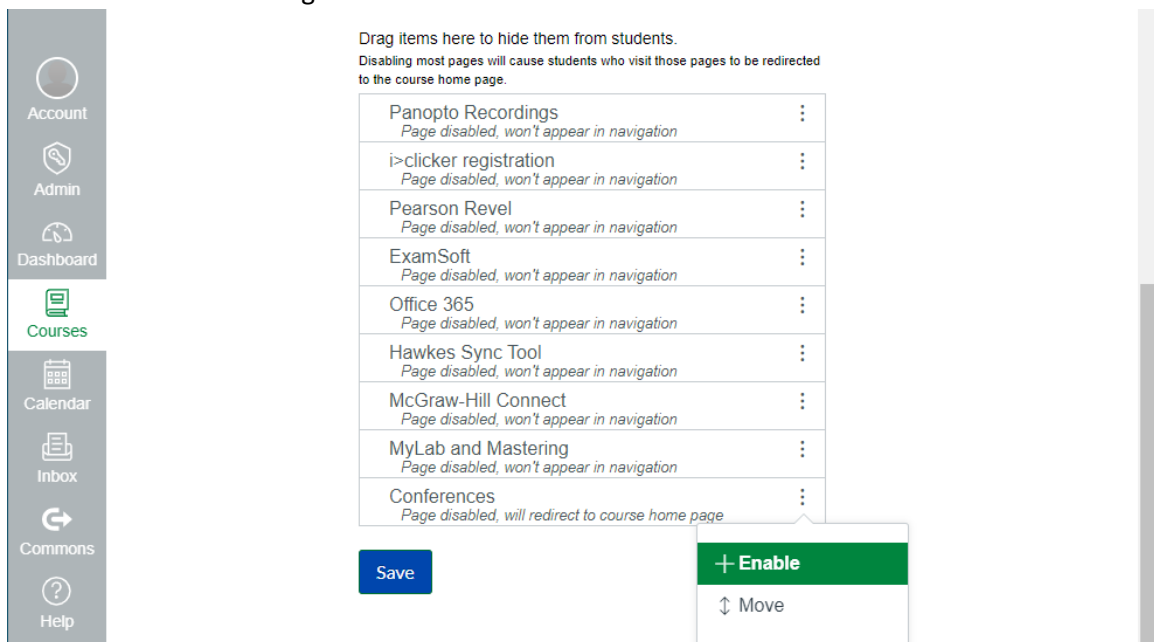
Enable the Conferences Tool:

If you see the “Conferences” link in your course navigation in Student View, you can skip to the next section.

1. Access your course in Canvas.
2. Click “Settings” in the bottom-left navigation.
3. Click the “Navigation” tab at the top.



4. Locate “Conferences” in the bottom area of the screen.
5. Click the 3-Dots on the right of “Conferences” and select “Enable”.



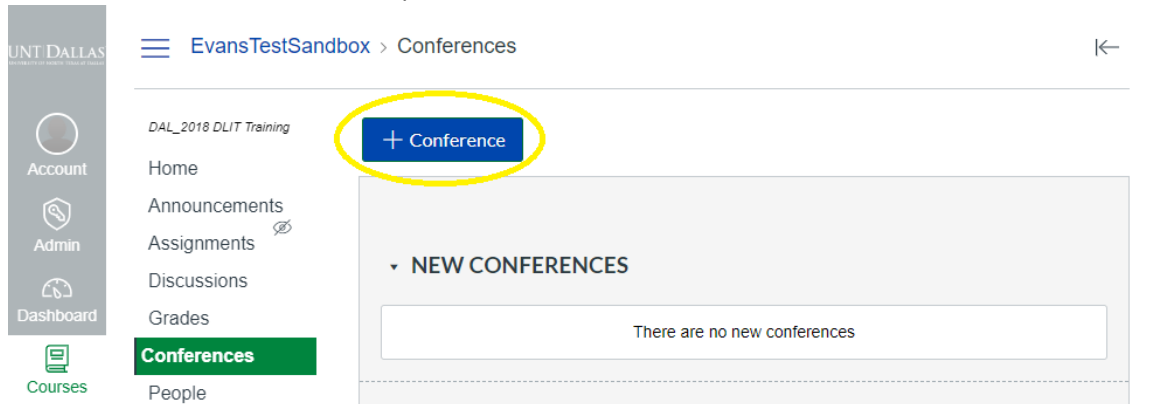
6. Press “Save” at the Bottom of Screen.

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Setting Up a Conference:

1. Click “New Conference” at the top-left.



2. Enter a name for the conference.
NOTE: This should be a descriptive name for both you and your students.
3. Leave the Type as “BigBlueButton”.
4. If you know exactly how long your conference will be, you can set a duration.
NOTE: Your conference will terminate when this duration is reached.
5. Under Options, you have two options
 - a. Enable recording for this conference - BigBlueButton will hold your recordings for 14 days if you record the session.
 - b. No time limit (for long-running conferences) – It is suggested that you check this box, which will ensure your session does not cut-off if you reach your duration.
6. Finally, enter a description for the conference. This should be a meaningful description for both you and your students.
7. Press “Update” when you are done.

Communicating with Students:



You will need to coordinate with your students an exact date and time you wish them to join/participate in this conference.

You can post that information as an announcement or an assignment.

Make sure to let students know which conference to access.

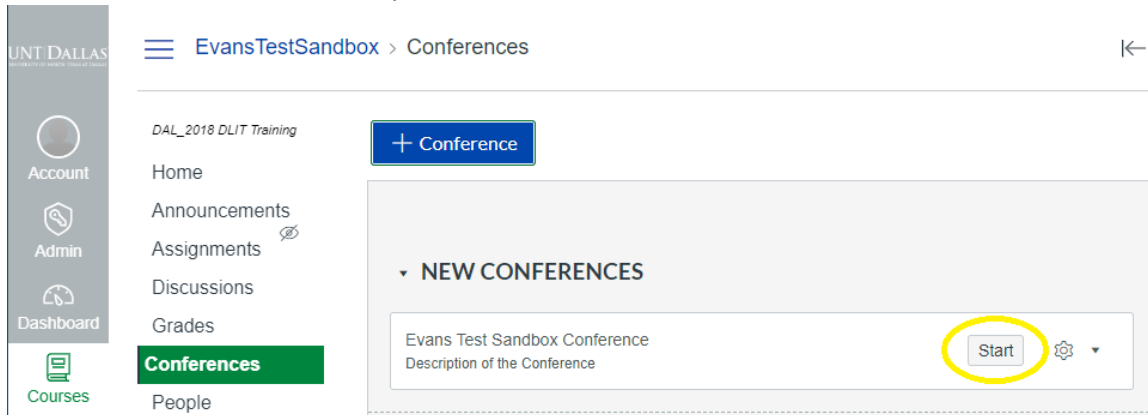
Students will access the conference by navigating to the Conferences Tool in Canvas and pressing “Join” on the assigned conference after you have started it.

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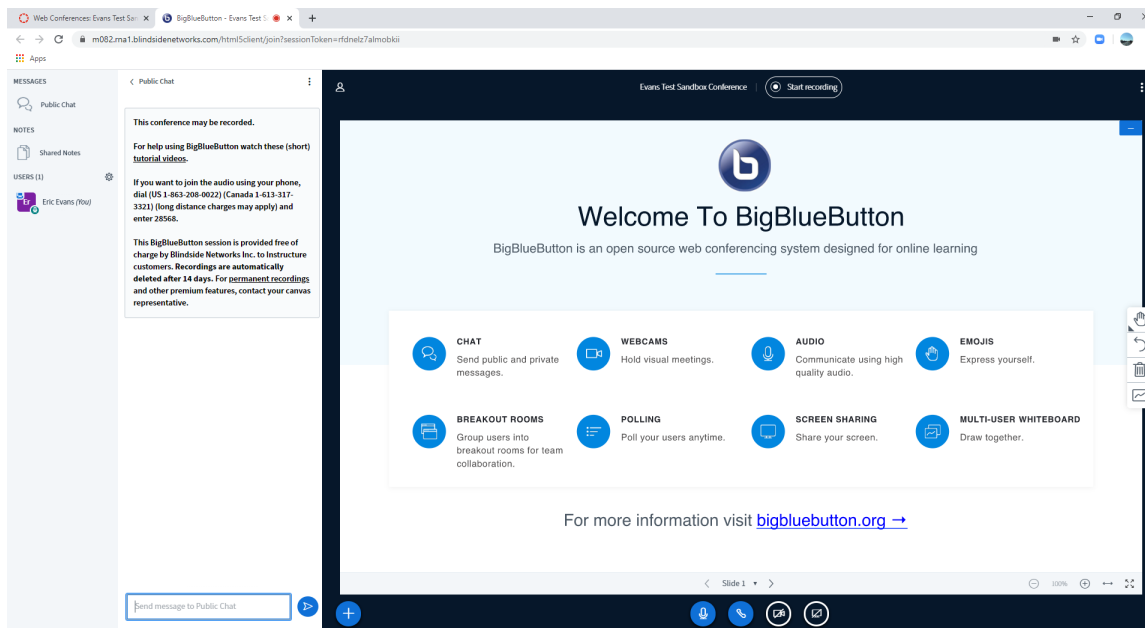
Starting the Conference:

1. Press “Start” on the conference you want to use.



2. Proceed through the various system checks.

Using the Conference Tool:



The screen is broken into two major areas. The public chat on the left and then the presentation tools on the right.

The public chat allows for backchannel discussions during a presentation. This is where students can post questions during the presentation if you like.

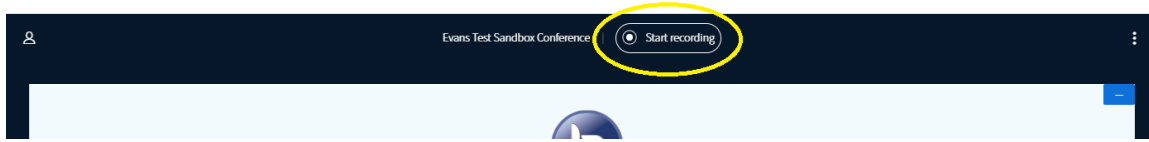
NOTE: The public chat is PUBLIC for all in the call to see.

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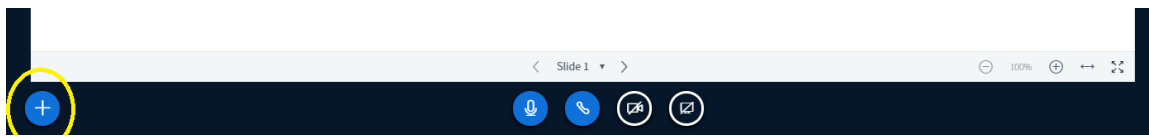
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RECORDING A CALL

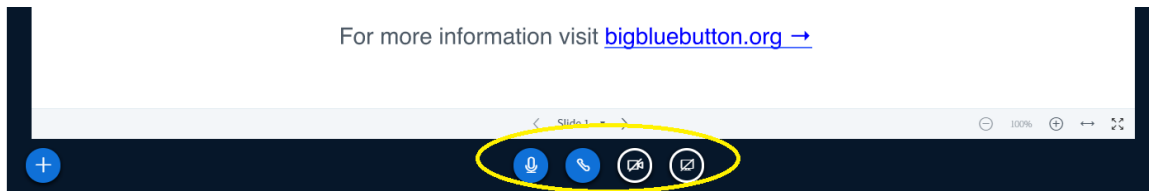
To start or stop recording, you can press the “Start Recording” button at the top of the screen.



During a call, you have the option to share multiple items such as a Poll, PowerPoint presentation, or an external video using the “Plus” button the lower-left of the presentation area.



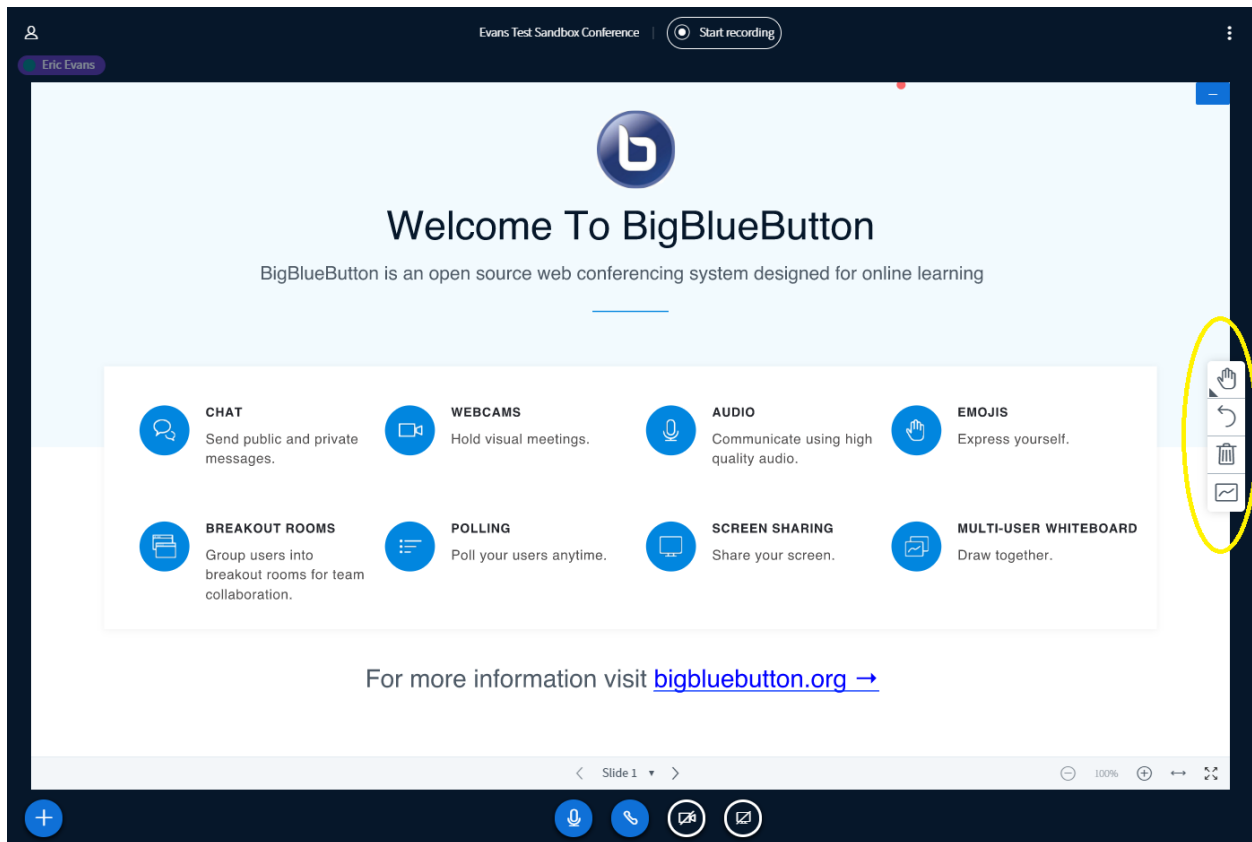
Similar to most videoconference systems, you can turn on your webcam and mute/unmute your audio or share your screen by using the call controls in the lower-center of the screen.



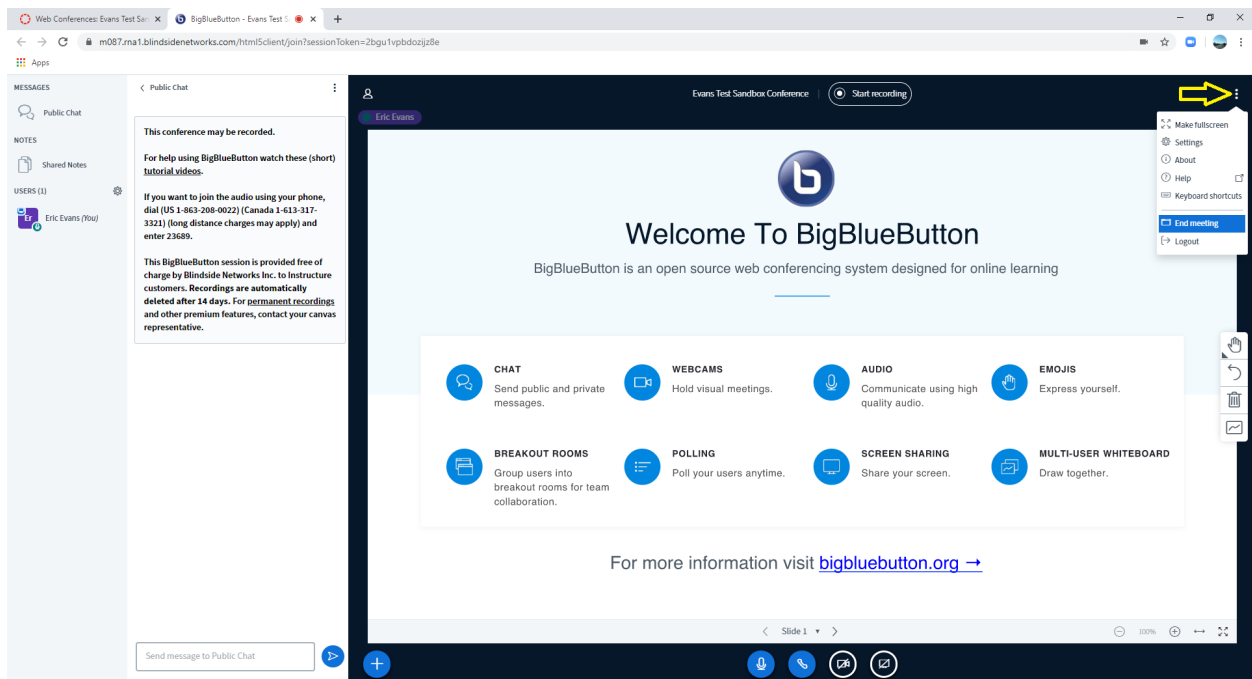
To use the interactive white board, you can use the tools in the mid-right side of the screen. By default, you have 6 whiteboard slides. The first is what is visible, the other 5 are blank. Can move between whiteboard by clicking the “Slide” button just above the call controls.

You can also enable or disable multi-user whiteboard which allows everyone on the call to work collaboratively on the whiteboard.

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Ending a Call (BigBlueButton):



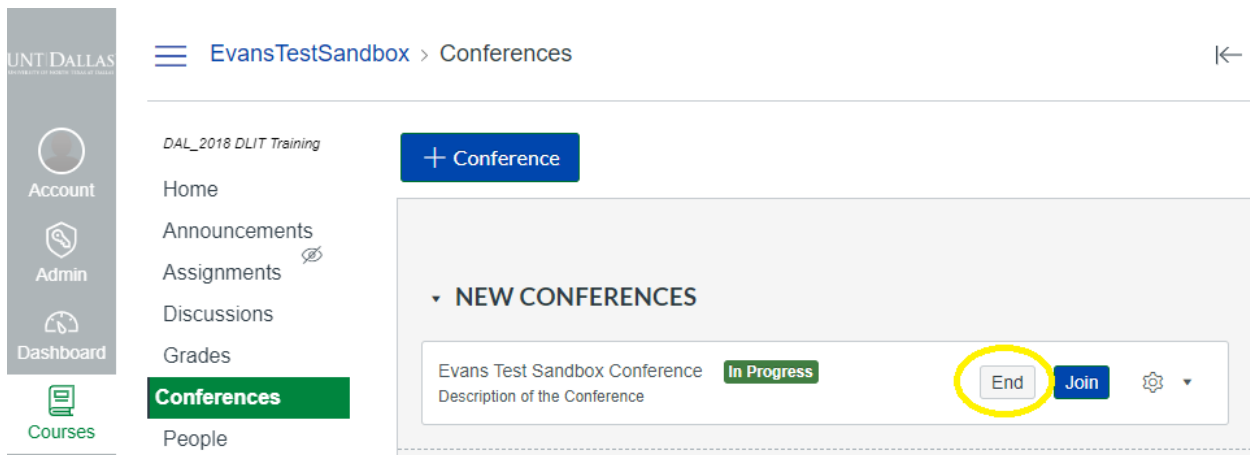
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When ending a call, press the 3 dots in the upper-right corner and select “End Meeting”. This will end the meeting with BigBlueButton. If you were recording the session, this will automatically stop the recording.

You will receive an e-mail when the recording is available to view. It can also be accessed through the Conference Tool for 14 days.

You will be returned to Canvas when you end the meeting in BigBlueButton. You need to navigate to the Conferences Tool in Canvas and press “End” on the conference to end it in Canvas. This will end and close the conference in Canvas and start processing the recording, if the session was recorded.



The screenshot shows the Canvas interface for the 'EvansTestSandbox' user, specifically the 'Conferences' page. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Home, Announcements, Assignments, Discussions, Grades, **Conferences**, and People. The main content area features a '+ Conference' button and a section titled 'NEW CONFERENCES'. Under this section, there is a card for 'Evans Test Sandbox Conference' with a description 'Description of the Conference' and an 'In Progress' status. The 'End' button is highlighted with a yellow circle, and other buttons like 'Join' and a settings icon are also visible.