

## Conferences Tool in Canvas

Some notes on the Conferences tool:

- It can accommodate up to 50 users at a time;
- If you choose to record your session, it will remain available to students for 14 days;
- Check to be sure that the tool is visible to your students (instructions below);
- Works best in Firefox or Chrome;
- For more information on Conferences go to:

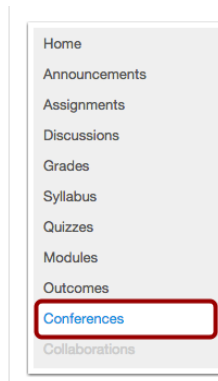
<https://community.canvaslms.com/docs/DOC-4131> >>Conferences

or watch this helpful video:

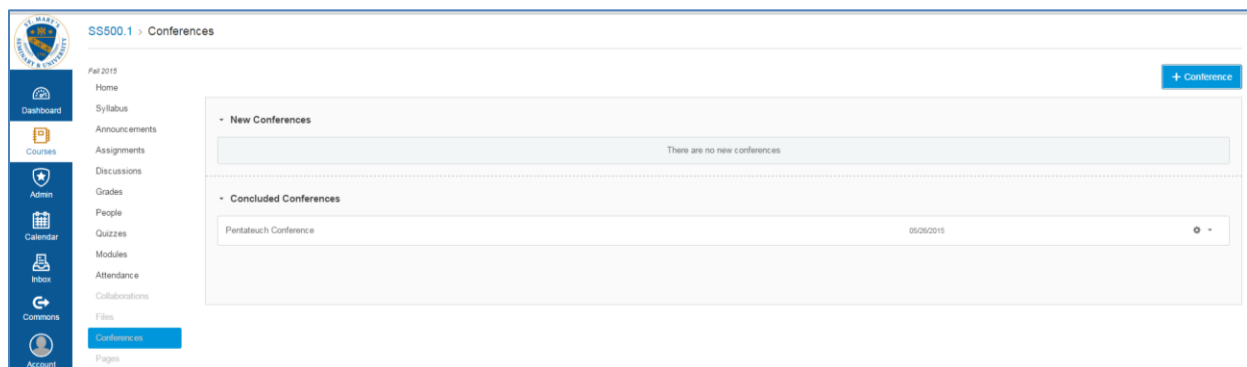
<https://www.youtube.com/watch?v=PHTZvbL1NT4&feature=youtu.be>

Once in your course:

1. In the left navigation menu, click “Conferences”



2. At the top right of the page, click the “ + Conference” button



3. Choose Conference Details.

a. Name your conference

b. Options:

i. Check "Enable recording for this conference" if you would like students to have access to the recorded session.

ii. The time limit will automatically default to 60 minutes. For longer conferences, choose "No time limit."

c. Description: Optional

d. You may invite all course members or select individual members to attend.

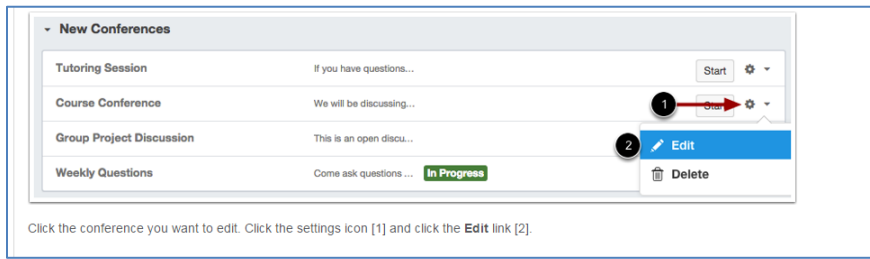
e. Click "Update"

The image shows a configuration dialog box for a conference. The dialog has a title bar with a close button (X) in the top right corner. The main content area includes the following fields and options:

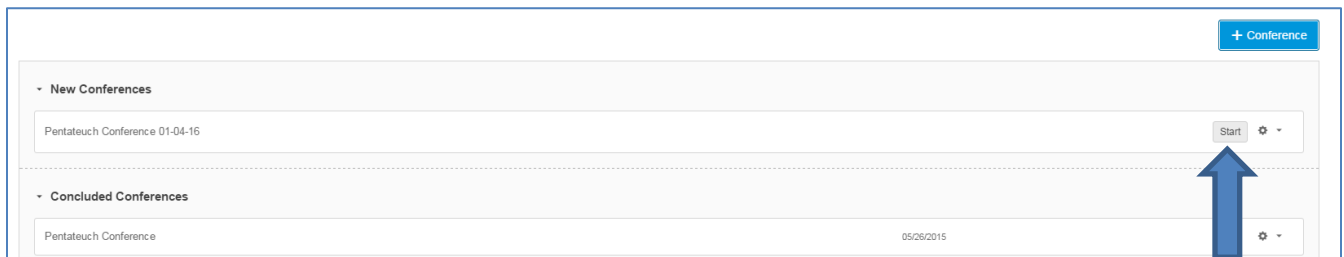
- Name:** A text input field containing "Pentateuch Conference 01-04-16". A blue arrow points to this field from the left.
- Type:** A dropdown menu currently set to "BigBlueButton".
- Duration:** A text input field containing "60" followed by "minutes".
- Options:** A section with two checkboxes:
  - "Enable recording for this conference". A blue arrow points to this checkbox from the left.
  - "No time limit (for long-running conferences)".
- Description:** A large, empty text area.
- Members:** A section with a checkbox:
  - "Invite All Course Members". A blue arrow points to this checkbox from the left.

At the bottom of the dialog, there are two buttons: a "Cancel" button and a blue "Update" button. A blue arrow points to the "Update" button from the right.

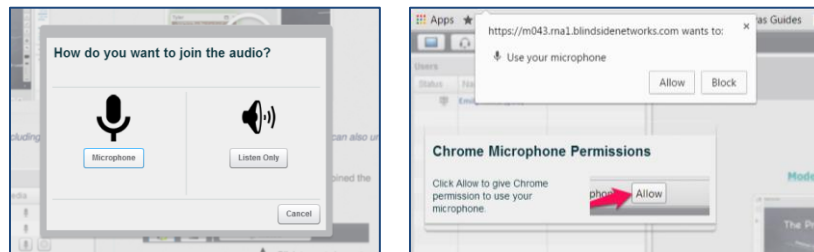
4. Edit Conference Details: Once you have created your conference, you can go back in and edit the conference details.



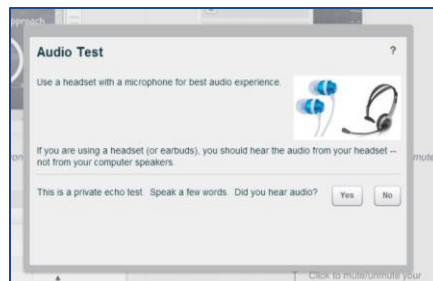
5. Setting up the Conference:  
a. Once you have created your conference, click “Start” in order to enter.



6. You will be prompted to set up your audio. Click “allow” when prompted.



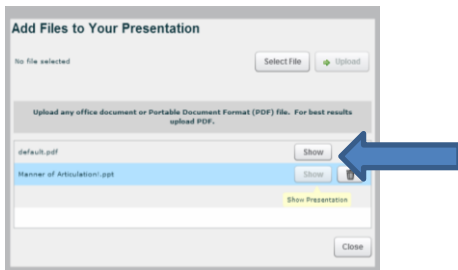
7. You will also be prompted to perform an audio test to ensure that your speakers and microphone are working.



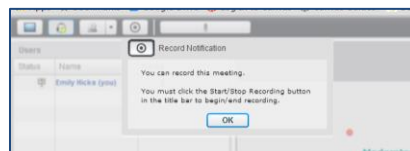
8. Uploading Documents:
  - a. Click on the upload document button.
  - b. Select file from your computer.
  - c. Upload file.



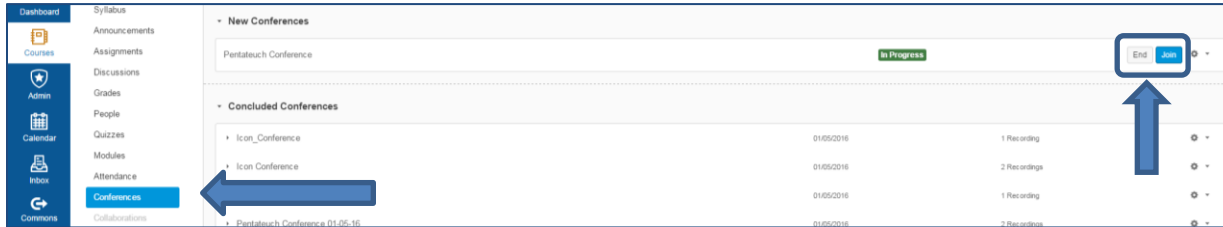
You may upload as many files as you would like. During your conference, you may choose a different file to display by clicking on the upload document icon and selecting “Show” next to the document you want the students to see.



9. In order to record the session, be sure to click on the “record” button.



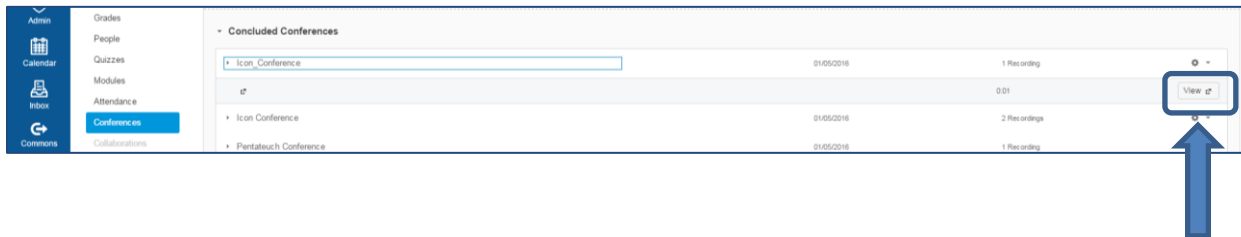
10. Students can enter the conference only once you have started the session. The session will **not** automatically end when you log out. You have to end the session from your Conferences page in Canvas.



11. Viewing the Recorded Session: In order to view the recorded session, first click on the recorded session, and then click on "View."

Note:

- The time that appears is not always the actual length of the video.
- You will receive an email when the recorded conference is ready to view. Please allow it an **additional 15 minutes** to capture the presentation slides. (Don't panic if they are not immediately available!)
- Best viewed in Firefox or Chrome (Internet Explorer will not show the presentation slides!).



12. Making the Conferences tool accessible to your students:

- a. Click on "Settings"
- b. Click on the Navigation tab at the top of the page.
- c. Drag the Conferences tool so that it is visible in the course navigation.
- d. Click "Save."

