

## Conferences for Canvas:

### Setting up a Conference

- Click on Conferences on the left-hand side
- In the upper right-hand corner, click on "+ Conferences"
- Change and personalize Conferences
- Check "Enable Recording" if you wanted to record the lesson. If you do not do this prior to the conference, you will not be able to record the lesson.
- Check, "No time limit" for unlimited time.
- Uncheck Invite all Course members if you want to certain people.
- They will get a notification about the conference.
  - They also can join the meeting by clicking on the Conference button on the left hand, then click Join Button.
- You can set it up prior to the day of your conference.
- When you are ready to start the conference, click on start.
- You will need to connect your mic and video. If you do want the students to show their face, tell them not to enable the video.
- Anyone that joins the meeting will see you!!!!!!
- Make sure you hit start recording when you are ready to record the session. You can also pause recording.

### How to conduct a Conduct a Conference

#### Public Chat

- This is where anyone can talk

#### Upload a Presentation

- Click the Blue Circle with the + button
- Select Upload Presentation
- Browse Files
- Open File
- Upload.
- It will then upload in your center Screen
- Hide Public Chat
- Expand Screen if you would like to enlarge your document.
- It may take a few moments depending on the size of the file
- You will be given a pen to write on the document, but can change your tool
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#### Screen Share

- Click on Screen Share

- This will be found on the bottom center row of icons.
- You will have 3 options to share your screen.
- The one sharing the screen only sees their screen
- Everyone else see what the presenter is sharing and everyone else in the video.
- If you want kids to share their screens, you can give students “take presenter.”

#### How to end a Conference

- Each student will leave
- Click on 3 dots in the upper right hand corner
- Select End Conference
- If it is not in the concluded conference, simply select “END”
- Videos will automatically save
- You will not be able to click onto the link
- It can take a few minutes to 24 hours to save. When it is ready, it will turn into a clickable link.

#### Helpful Videos:

##### Teacher View

<https://www.youtube.com/watch?v=siIsKEyUzBY>

##### Student View:

<https://www.youtube.com/watch?v=siIsKEyUzBY>

#### Using BigBlue Button in Canvas

[https://www.youtube.com/watch?v=e7\\_019ogNNo](https://www.youtube.com/watch?v=e7_019ogNNo)