

# Canvas Conferencing Tool



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## Web Conferencing in Canvas

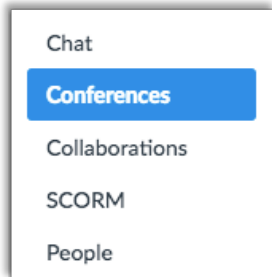
You can create a conference in a course to hold virtual office hours and speakers. Although you cannot send out invitations to the conference until it begins, you can create course events on the Calendar to indicate an upcoming conference.

Conferences can accommodate up to 50 people. You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

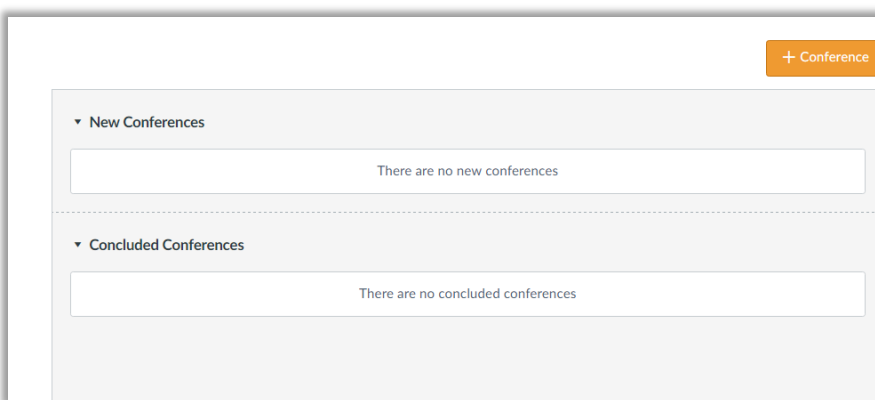
**Note:** Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

### Open Conferences

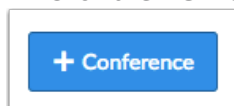
1. In Course Navigation, click the **Conferences** link.



A new page will load.



2. Click the **New Conference** button.



## Creating a New Conference

To create a new conference, type a name for the conference in the name field [1].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the duration field [2]. The time limit will begin when the presenter starts the

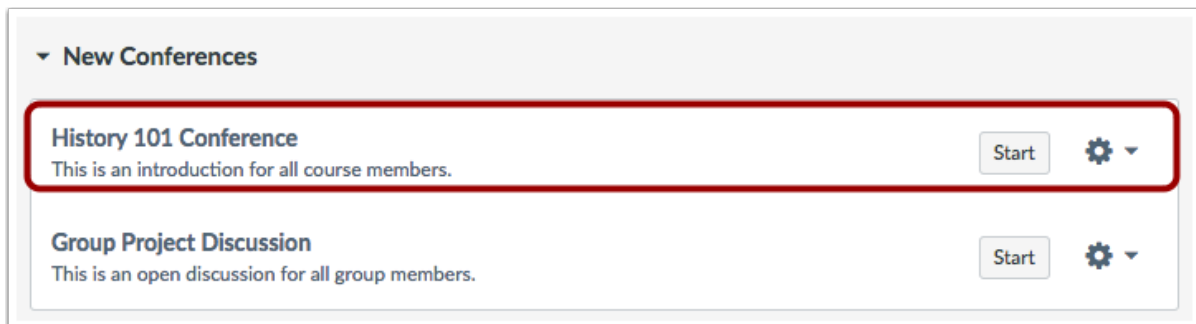
conference. Once the duration has expired, new participants will be unable to join and the conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.

If you want to enable recording options for this conference, select the **Enable recording for this conference** checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the **No time limit (for long-running conferences)** checkbox [4].

To create a description of your conference, type a description in the description field [5].

## View Conference



The screenshot shows a 'New Conferences' panel with a list of conferences. The first conference, 'History 101 Conference', is highlighted with a red border. It has a description 'This is an introduction for all course members.' and a 'Start' button with a settings gear icon. The second conference, 'Group Project Discussion', has a description 'This is an open discussion for all group members.' and similar 'Start' and settings options.

View your created conference.

## Invite Course Members

You can add any user in your course to your conference. However, once a user has been invited, the user cannot be removed from the conference.

### Members

☒ Invite All Course Members

By default, all members in the course will be invited to the conference.

**Note:** Conferences can accommodate up to 50 people. If your course contains more than 50 people, you will have to invite course members individually.

## Select Individual Members

### Members

1

☐ Invite All Course Members

2

☐ Admin, Andy  
☐ Boone, Emily  
☐ Doe, Jessica  
☐ Johnson, Max  
☐ Jones, Bruce  
☐ Rogers, Joe  
☐ Sanderson, Nora

If you want to select specific members of your course, deselect the **Invite All Course Members** checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

To save the conference settings, click the **Update** button.

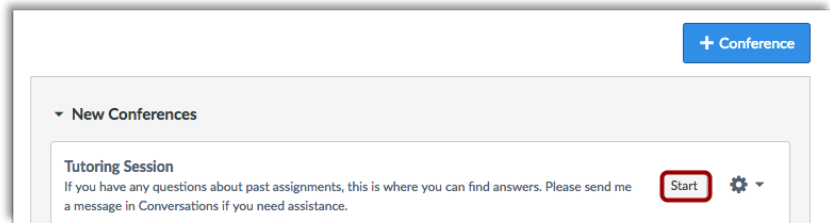
Cancel

Update

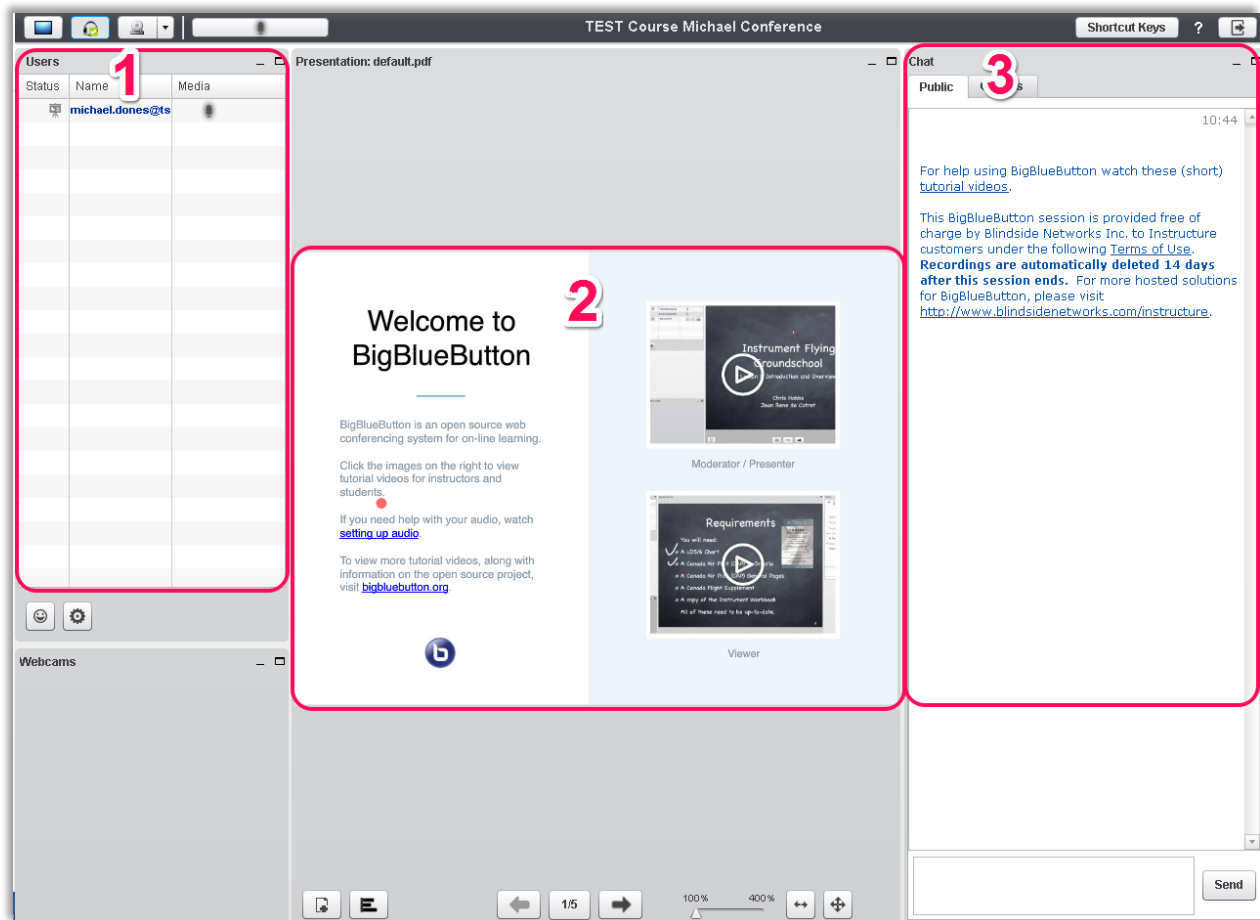
## Starting a Conference

Next to the conference you want to start, click the **Start** button.

1. Enable your audio controls.  
Follow the on-screen dialogue boxes to enable your audio controls.



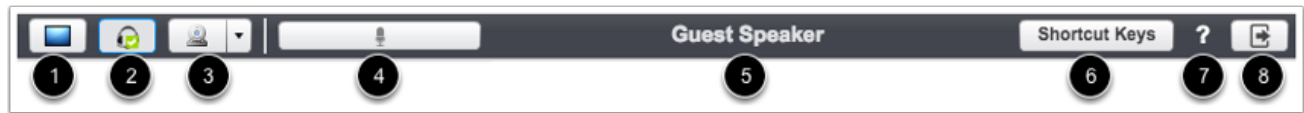
## Conference Layout



There are three different areas of the conference window.

1. **Users:** will list all the users that are currently viewing the conference. You can use this area to change presenters.
2. **Video Preview:** will display what it currently shared with the conference attendees.  
**Note:** the preview toolbar will hide when the preview area is not select.
3. **Chat:** is an area where students can ask questions or add to the discussion through instant messages.

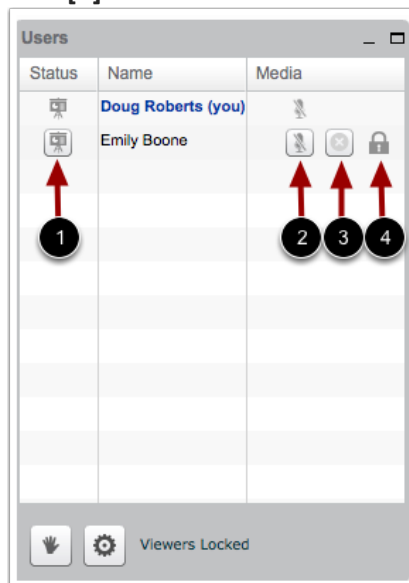
## View Conference Tools



In the menu bar, you can share your desktop [1], adjust your audio settings [2], share your video (webcam) [3], and mute or unmute yourself [4]. The middle of the conference shows the name of the conference [5]. You can also view conference shortcut keys [6] and get help with conference options in the BigBlueButton website [7]. To leave the conference, click the Logout button [8] or close your browser tab or window.

## Users Panel

The **Users** panel displays the users in the conference. You can manage users by hovering over their names. To change the presenter, click the **Change Presenter** icon [1]. To mute a participant using a microphone, click the mute icon [2]. To kick a participant out of the conference, click the remove icon [3].



The lock icon [4] indicates you have locked viewers from accessing certain features in the User Settings.

## Sharing Your Screen, Webcam, or Microphone with Attendees

The designated presenter has the option to share their peripherals with the conference attendees. This includes their webcam, microphone, and screen.

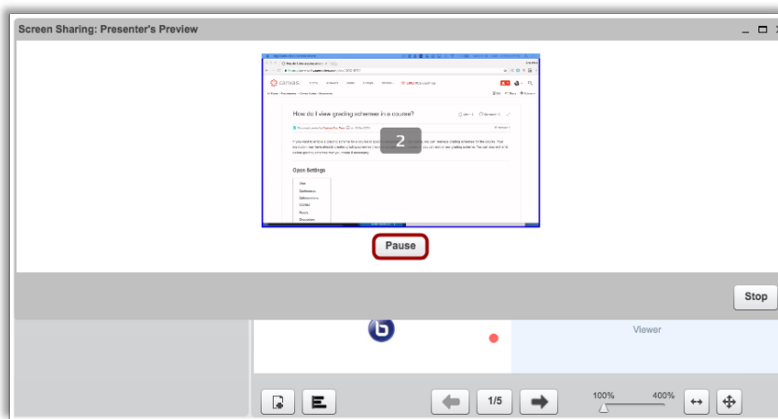
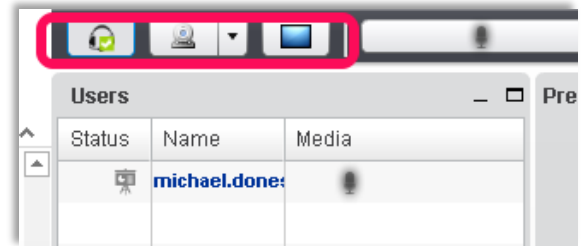
To enable the sharing of these peripherals, select the icon you wish to share in the upper left-hand corner.

Follow the on screen instructions to enable the sharing feature.

Note: this function may require a Java update.

Java will confirm you are sharing your desktop. Click the **OK** button.

The Presenter's Preview window shows the window you are sharing as the presenter.



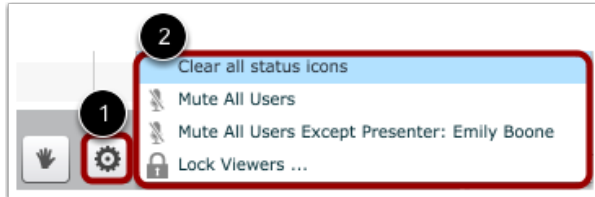
To pause sharing your desktop, click the **Pause** button.

To stop sharing your desktop, click the **Stop** button.

**Note:** If you stop sharing and need to share again, you will have to repeat the file download process.

## Lock Viewers Permissions

At the bottom of the Users panel, you can manage the user settings in the conference. Click the Settings icon [1], then select a setting option [2]. You can clear all status icons, mute all users, mute all users except the presenter, or lock viewers.



Moderators have the ability to lock (restrict) viewers from having the following features:

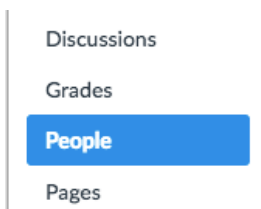
- Webcam
- Microphone
- Public Chat
- Private Chat
- Layout

This functionality helps moderators control the conference environment, such as locking private chat to prevent students from collaborating during a test.

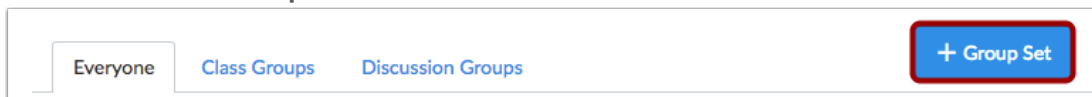
## Creating Student Groups

Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments. Within each group, students can create pages, announcements, collaborations, discussions, and calendar events in real time.

1. In Course Navigation, click the **People** link.



2. Click the **Add Group Set** button.





Name the new group by typing it in the **Group Set Name** field [1].

Optional: You can allow self sign-ups by selecting the **Allow self sign-up** checkbox [2].

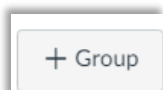
You can automatically split the groups in a number of equal groups by clicking the **Split students into [number] groups** radio button [3] and then typing the number of groups in the dialog box.

You can manually create the groups by clicking on the, **I'll create groups manually** radio button [4]. Click the **Save** button [5].

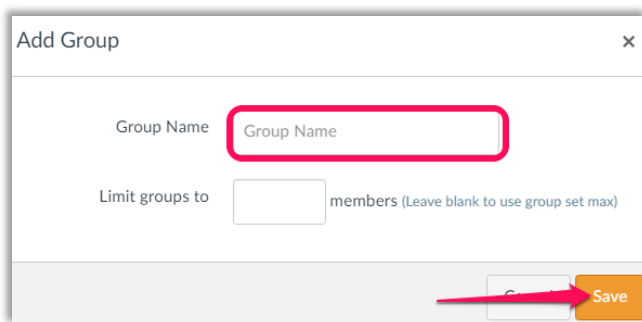
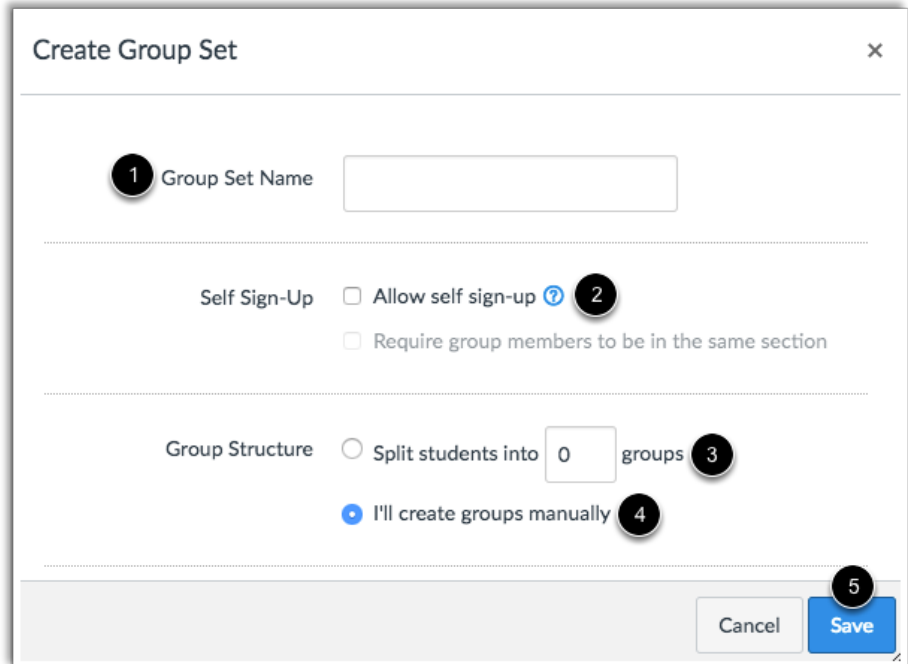
**Notes:** Except when creating groups manually, you can automatically set student group leaders.

## Manual Group Assigning

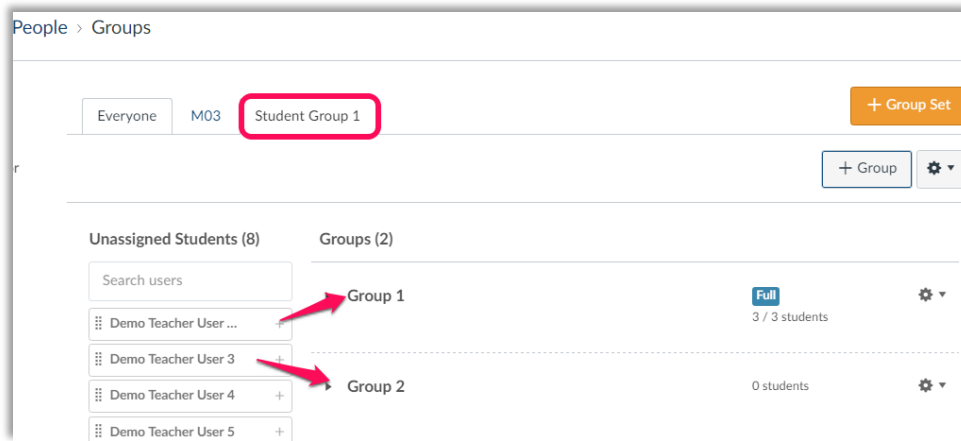
- Under the People tab, select the Group Set and click the +Group button.



- Name the Group and select the maximum number of group members.

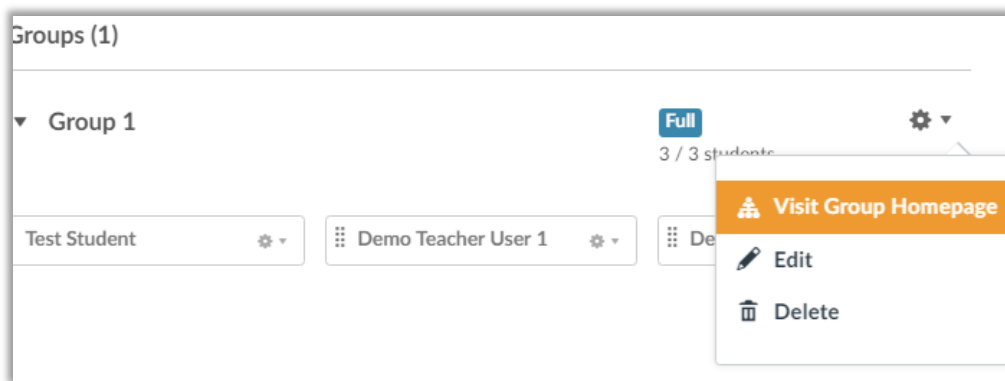



3. Begin adding your students to their individual groups. **Click and drag** the student's name into a group.



## Viewing Group Homepage

To view a student group home page, click the **gear icon** next to the student group. Then click *Visit Group Homepage*. This will take you to the group home page.



From this page you can view any progress your students have made.

