

Hosting a Conference in Canvas

Canvas uses *BigBlueButton* to hold video conferences. To create a Conference within Canvas:

1. Open a course within Canvas and click *Conferences*.

The screenshot shows the Canvas interface for a course titled "Math2 - Grimm - 5(A)". The main content area displays a learning path for "2nd Grade - Learning Path" with the current topic being "Topic 11: Subtract Within 1,000 Using Models & Strategies". The path includes several lessons: Lesson 11-1 (Subtract 10 and 100), Lesson 11-2 (Count Back to Subtract on an Open Number Line), Lesson 11-3 (Add Up to Subtract on an Open Number Line), Lesson 11-4 (Subtract Using Mental Math), Lesson 11-5 (Use Models to Subtract), Lesson 11-6 (Explain Subtraction Strategies), Lesson 11-7 (Make Sense and Persevere), and Math Practices and Problem Solving. A yellow arrow points to the "Conferences" link in the left-hand navigation menu.

2. Click + Conference

The screenshot shows the Canvas interface for the "Conferences" page. A yellow arrow points to the "+ Conference" button. Below the button are two sections: "New Conferences" and "Concluded Conferences". Both sections show "There are no new conferences" and "There are no concluded conferences" respectively.

3.

New Conference ×

Name

Type

Duration minutes

Options Enable recording for this conference
 No time limit (for long-running conferences)

Description

Members

Invite All Course Members
 Remove All Course Observer Members

1. Name your Conference

2. You can change the duration time or you can set the conference as no time limit

3. You can record the conference

4. Add a description of the conference.

5. For members, click *Invite All Course Members*. You can also click *Remove All Course Observer Members* (Observers = Parents)

6. Click *Update*.

4. When you are ready to host your Conference, click *Start*

+ Conference

▼ New Conferences

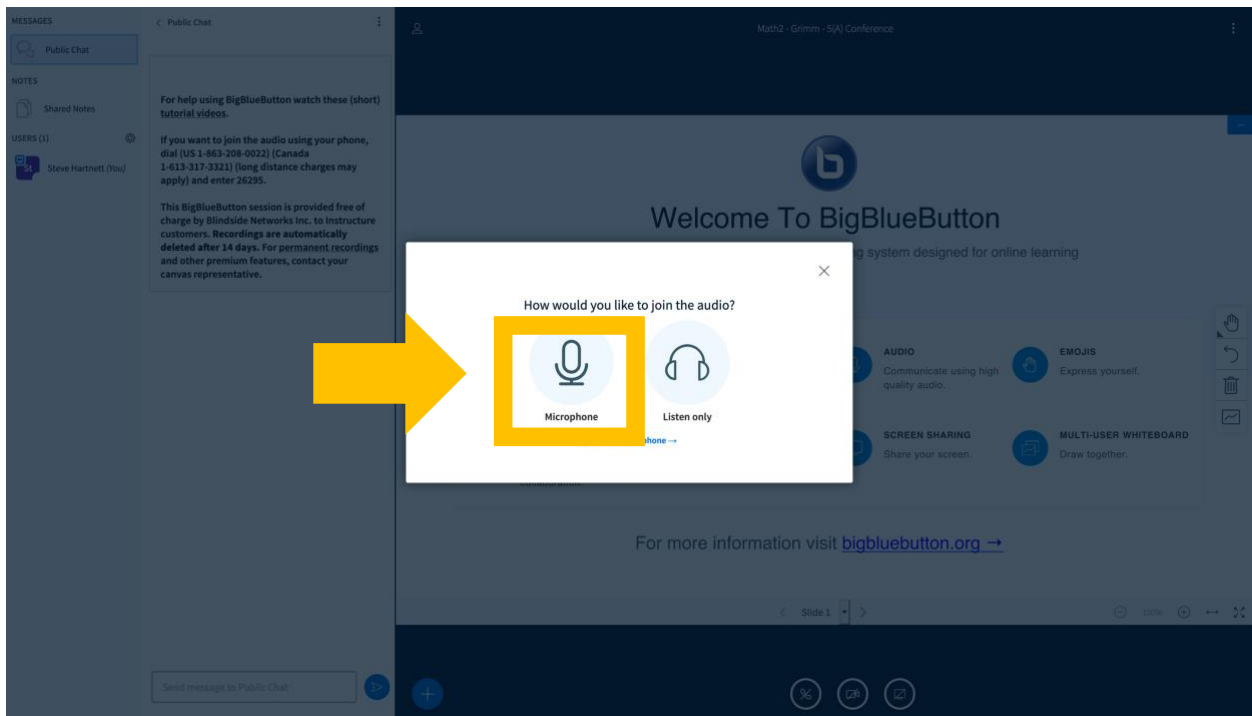
Math2 - Grimm - 5(A) Conference ⚙️

▼ Concluded Conferences

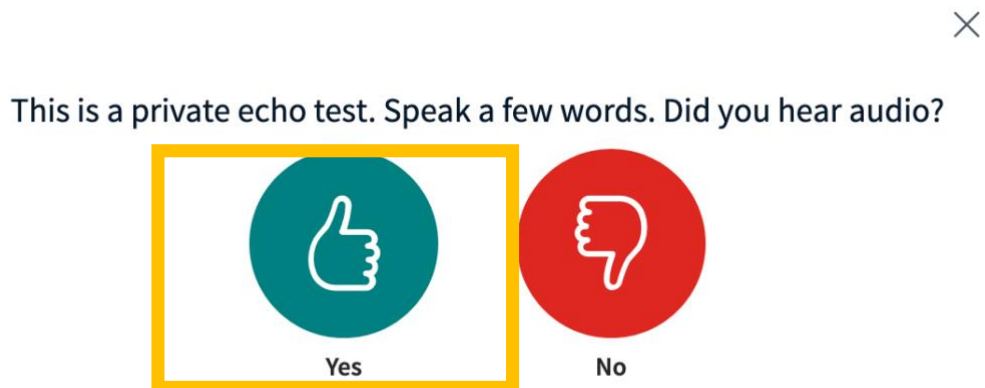
There are no concluded conferences

You will be taken to the *BigBlueButton* website.

5. Select Microphone. Your laptop will ask for permission to use the microphone, click *Allow*.



6. You will be asked to perform a quick audio test. If you can hear yourself, click the green thumbs up. If you do not hear your echo, click no & check your sound preferences.



7. Within *BigBlueButton* there are several features: **Public Chat** & **Shared Note**

The screenshot displays the BigBlueButton interface. On the left sidebar, the 'Public Chat' and 'Shared Notes' sections are highlighted with yellow boxes and numbered 1 and 3 respectively. A 'Chat options' menu is also highlighted with a yellow box and numbered 2. The main content area shows a 'Welcome to BigBlueButton' slide with various interactive options like Webcams, Audio, Emojis, Rooms, Polling, Screen Sharing, and Multi-user Whiteboard. A text input field at the bottom left is labeled 'Send message to Public Chat'.

1. You can type in comments, questions, etc. for the *Public Chat* for students to see.

2. There are several chat options, including:
-Save
-Copy
-Clear

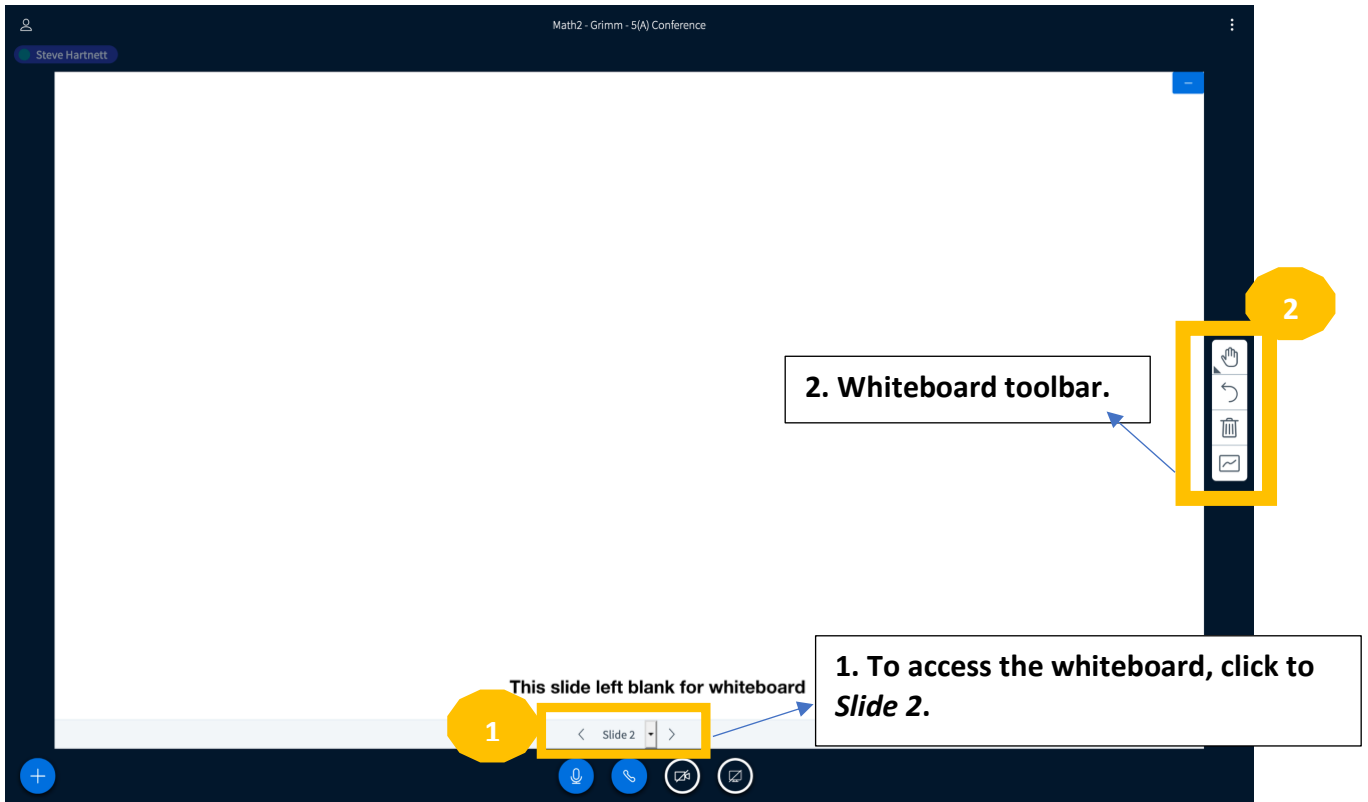
3. The presenter (teacher) and students can share a "document" to type/edit text.

8. Within *BigBlueButton* there are several features: **User Options**

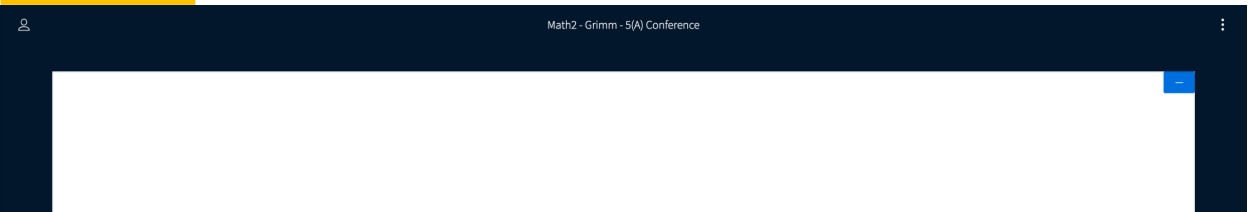
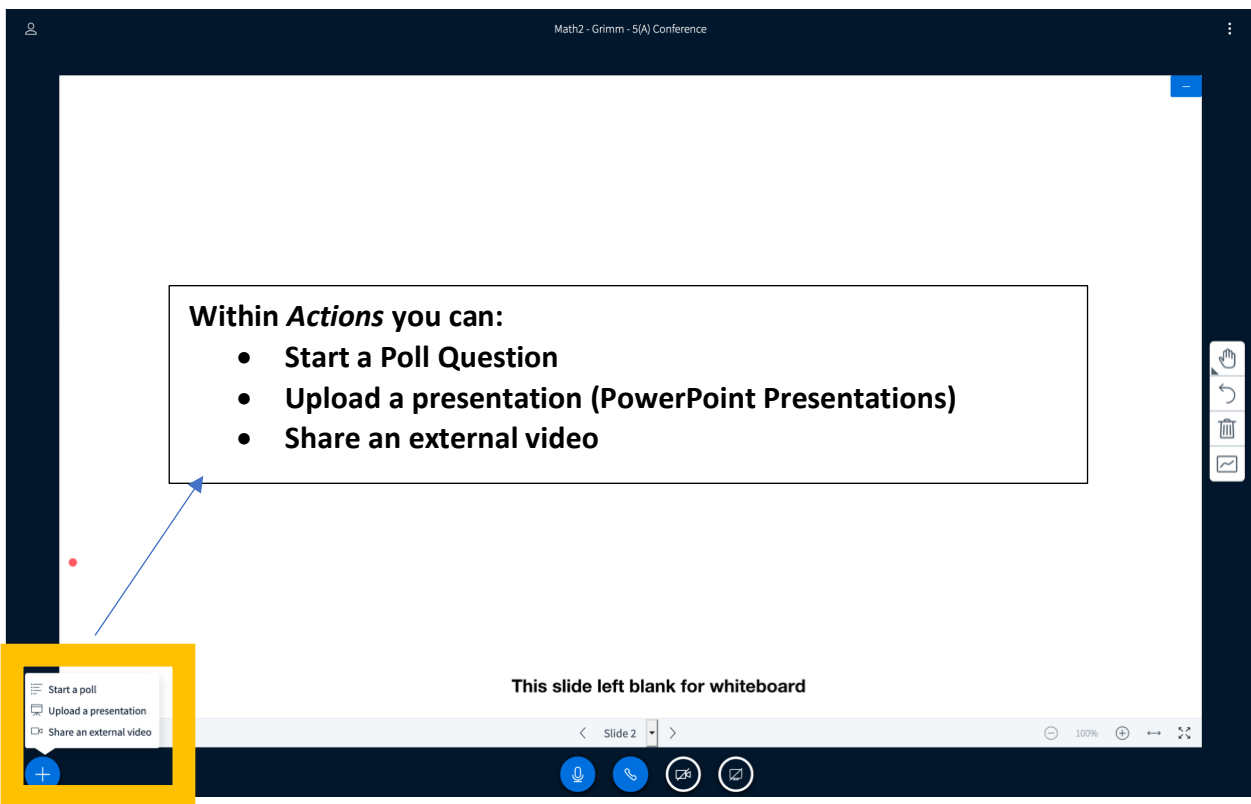
The screenshot shows the BigBlueButton interface with the 'User Options' menu open. The menu is highlighted with a yellow box and contains the following items: Clear all status icons, Turn off meeting mute, Save user names, Lock viewers, Create breakout rooms, and Write closed captions. The main content area shows a 'Welcome to BigBlueButton' slide with various interactive options like Chat, Webcams, Audio, Emojis, Breakout Rooms, Polling, Screen Sharing, and Multi-user Whiteboard. A text input field at the bottom left is labeled 'Send message to Public Chat'.

There are several user options:

- Clear all status icons (Students can mark themselves as Confused, Thumbs Up, Thumbs Down, etc.)
- Mute all Users (Including the Presenter)
- Mute All Users Except Presenter (Helpful when reviewing slides, wipeboard, etc.)
- Save usernames
- Lock Viewers.



10. Within *BigBlueButton* there are several features: **Actions**



The presenter can also:

- **Mute their Mic**
- **Leave Audio**
- **Share Webcam**
- **Share Your Screen**