



# Hempstead Public School

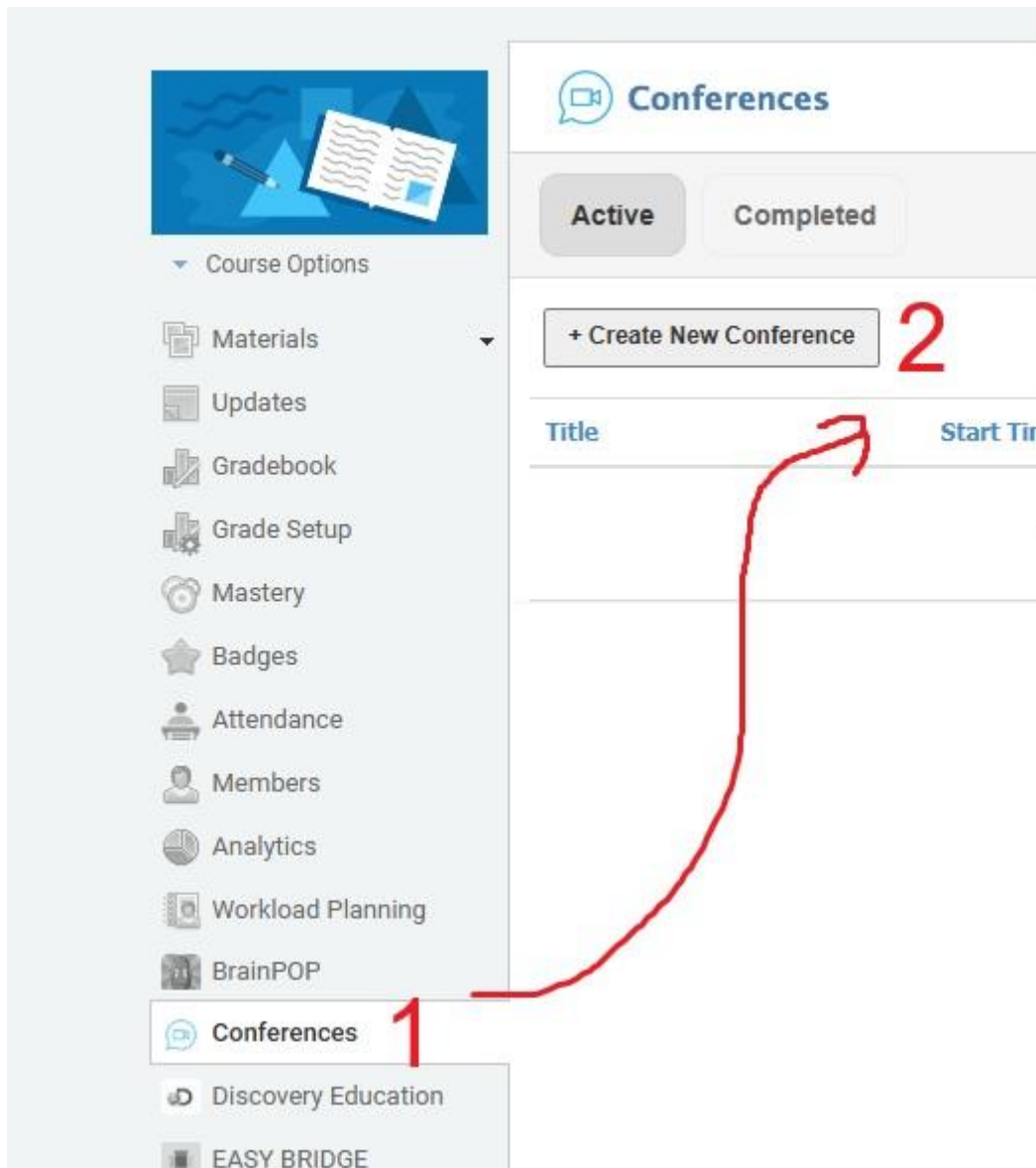
Instructional Technology Department

## Schoology Conferences Guide for Educators

### Create a Conference:

If you are the course or group admin, you can create a new conference after installing Conferences:

1. Click the **Conferences** app in a course or group in which it is installed.
2. Click + **Create New Conference**.



3. Name the conference and set its start time. You can also include an optional end time.



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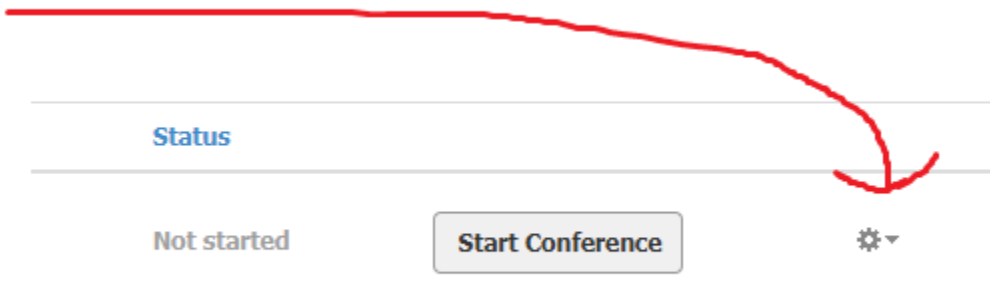
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## Schoology Conferences Guide for Educators

Conference Name:

Start Time:   [Add End Time](#)

4. Click the **gear** icon for a specific conference to edit the title, start, and end times or to delete the conference.



Create as many conferences as you like. Upcoming conferences will be displayed in the **Active** tab. A list of past conferences will be displayed in the **Completed** tab. Recordings of completed conferences will remain available for 7 days after the end of the conference.



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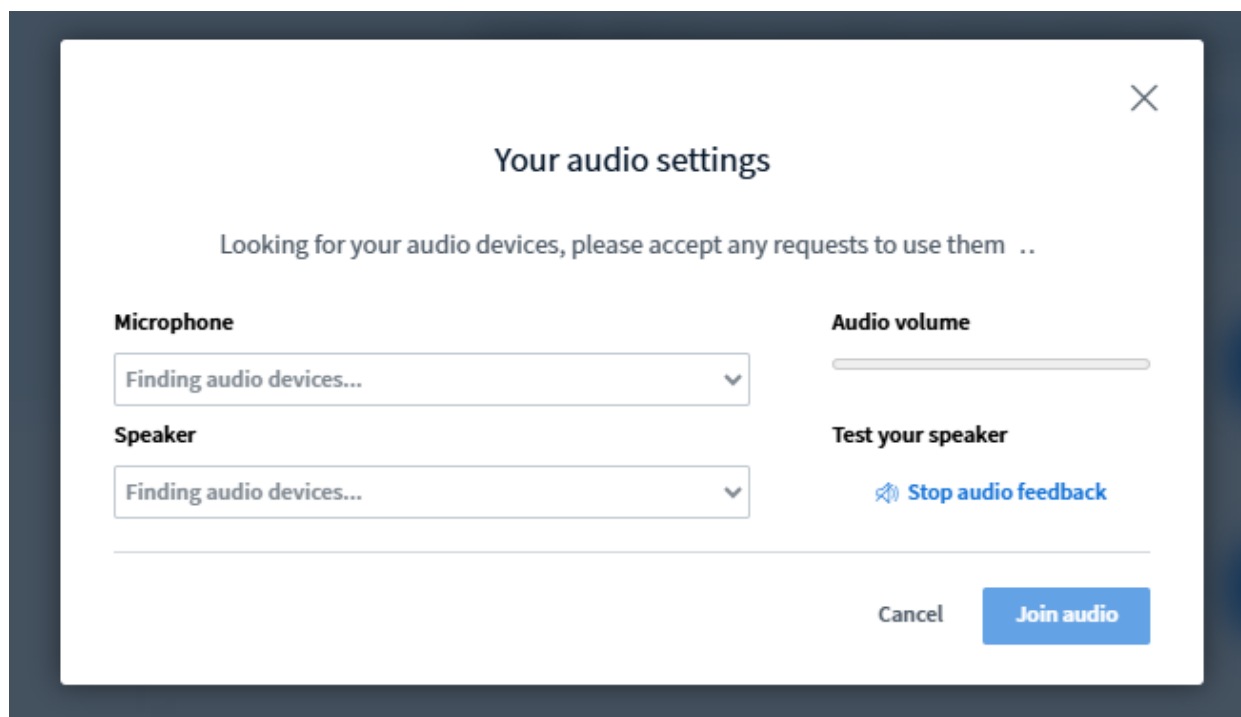
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### Schoology Conferences Guide for Educators

## Conduct a Conference:

As the admin for your course or group, you must click the **Start Conference** button within the app to begin the video conference. Even if the **Start Time** has passed, your conference will not begin until you start the session.

After you launch or join a conference, BigBlueButton opens in a new tab. Follow the prompts to test your audio and microphone.



As a **moderator** (teacher), you can moderate the session. You can:

- Make anyone a presenter (you are a presenter by default).
- Lock features to prevent students from using public chat, private chat, shared notes, sharing a webcam, displaying other students' annotations, or displaying other students' cursors on the whiteboard.
- Start or stop recording.
- Start and manage breakout rooms (for example, assigning students to specific breakout rooms).
- Change a user's role (for example, moderator to attendee).
- End a session.
- Display the Learning Analytics Dashboard to monitor student engagement.



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### Lock attendee settings

During a conference, Admins may lock some conference features to disable members from using them.

Conference features include:

- Share webcam.
- Share microphone.
- Display other attendees' webcams.
- Send Public Chat messages.
- Send Private Chat messages.
- Edit Shared Notes.
- Display the names of other attendees in the Users list.
- Follow other attendees' cursors.
- Review other attendees' annotations.

#### To lock conference features for members:

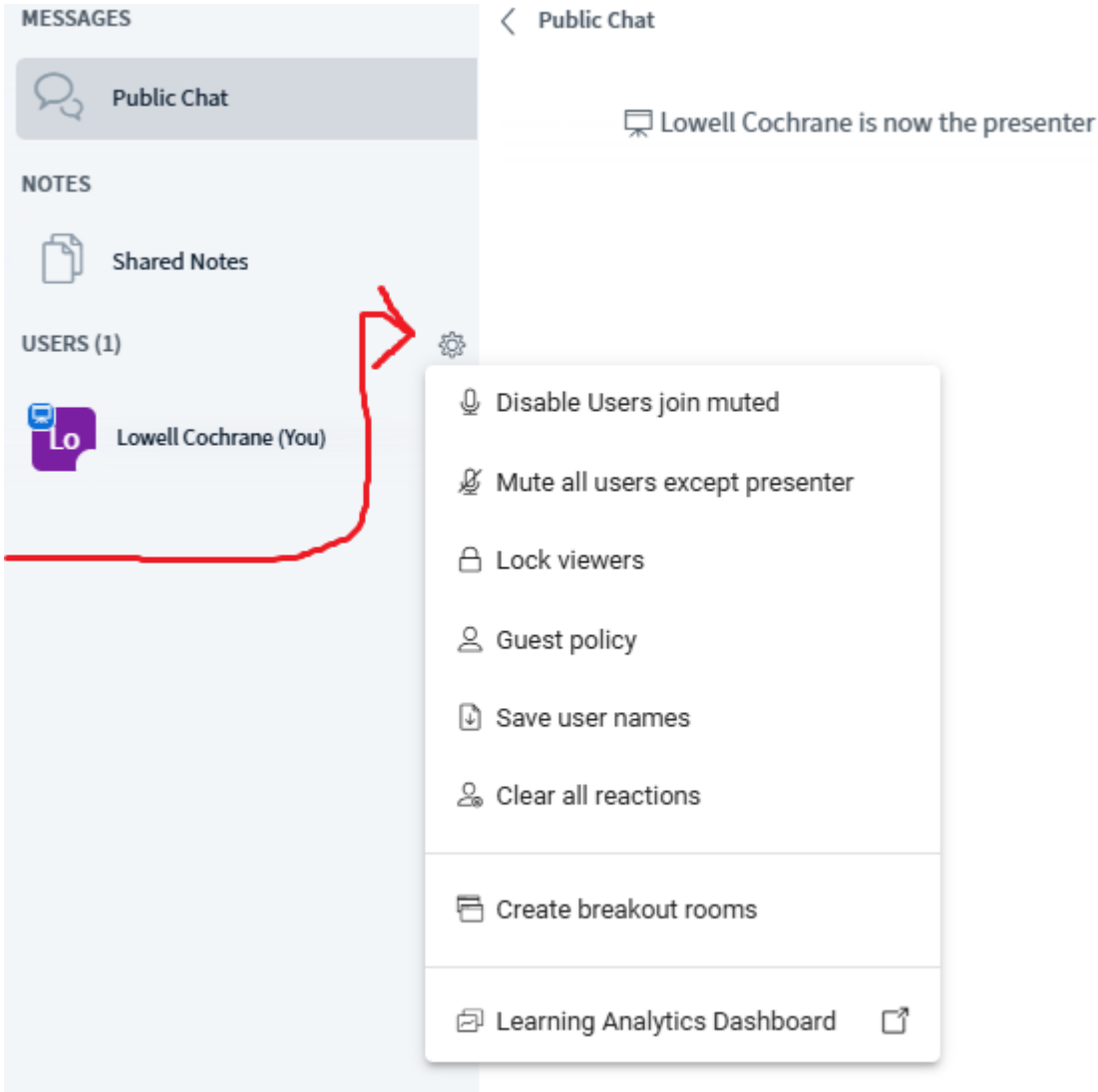
1. From the **Users** panel, click the **gear** icon.
2. Select **Lock viewers**.
3. Click the **Status** toggle bar for each feature you want to lock or unlock for members.



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Private chat messages and Shared Notes are locked by default.

## Join a Conference



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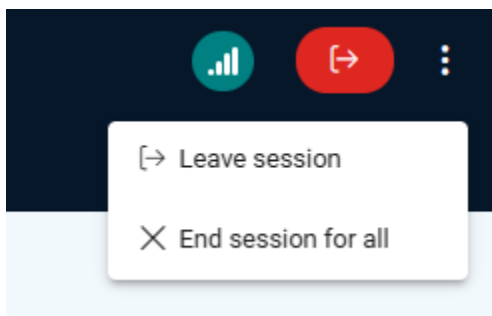
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After you begin a conference, course and group members can join your session.

1. Click **Conferences**.
2. Click the conference **Title**.
  - Members can only join sessions with a status of In Progress, which indicates that the Admin has started the session.
  - Members of courses with linked sections can join the same conference when accessing the Conferences app on the course menu.
  - Admins in schools with Premium BigBlueButton licenses may also invite guests into a session via an invite URL.

## End a Conference

To end the conference, the course or group admin must select **End Conference** within Schoology. Participants can exit a conference by closing the browser.



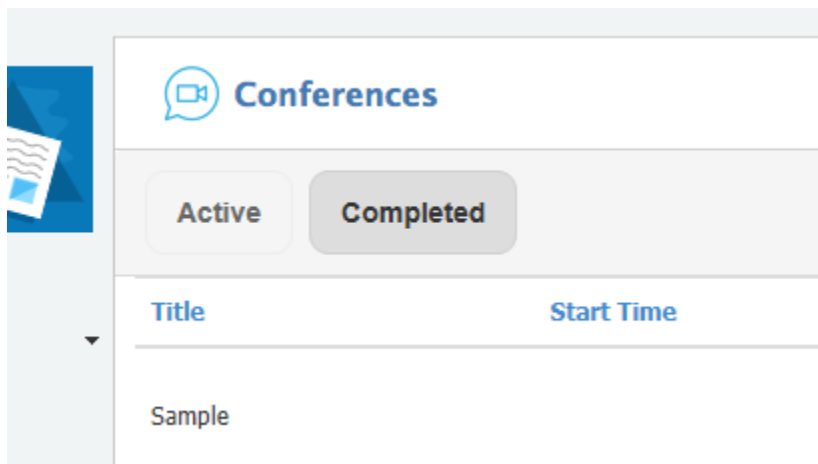
Conferences saves recorded sessions for 7 days. To review a recorded session during this time, select the **Completed** tab within the app and click **Play**.



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- It may take several minutes after the conference has ended for recordings to display in the **Completed** area

To delete an **Active** or **Completed** conference, click the **gear** icon for a conference and select **Delete**.

[Click here for Frequently Asked Questions](#)