

Canvas

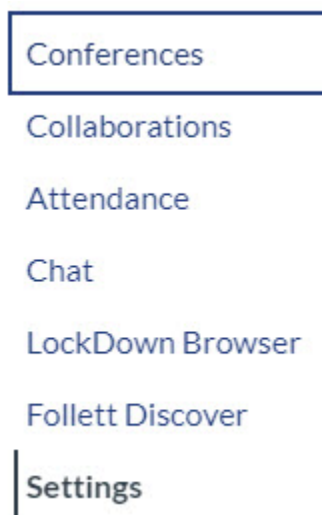
TLC Tips for Faculty


Getting Started with Canvas Conferences

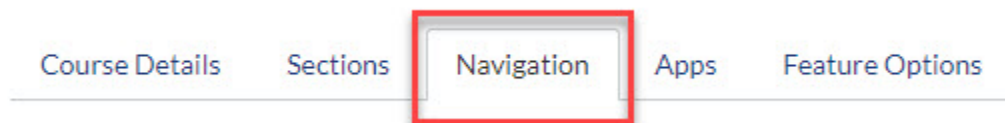



Canvas Conferences is a great way to hold synchronous online meetings with students. Conferences run within Canvas and are visible in a browser window. You can also record and share conferences with students who are unable to attend the synchronous meetings.

To begin, click on **Conferences** in the left-hand course navigation column.

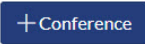


- If you see the “disabled” icon () next to Conferences, you will need to enable Conferences in course settings.
- To enable **Conferences**, click **Settings**, which is located at the bottom of the course navigation.
- At the top of the screen, click the **Navigation** tab.



- Locate **Conferences** from the list of disabled items.
- Click the ellipsis () and select **Enable** to activate Conferences.
- Select **Save** at the bottom of the page.

Now you will be able to start or schedule a conference.

- Click on the **+Conference** button 
- Enter a name for your conference.

Name

Type

Duration minutes

- The type is Big Blue Button; this is the third-party software that Canvas uses to host their conferences.
- Your conference's default duration is 60 minutes.
- If you wish to record a conference, check "Enable recording for this conference". You **must** enable recording at this time if you wish to record.

Options Enable recording for this conference

No time limit (for long-running conferences)

- Add a short description to your conference, including the time you will conduct it.

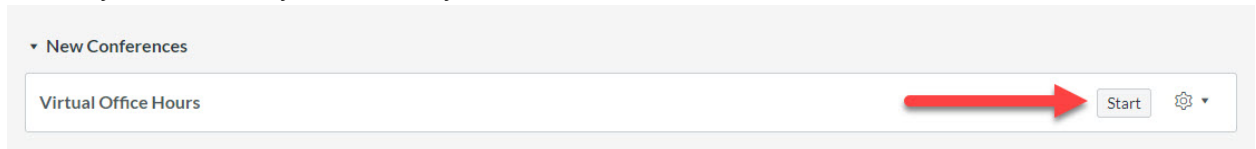
Description

- All course members will be invited to your conference. You can uncheck Invite All Course Members to invite only certain students.

Members

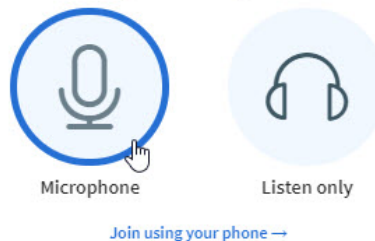
- Invite All Course Members
- Remove All Course Observer Members

- When you are ready to launch your conference, click on the **Start** button.

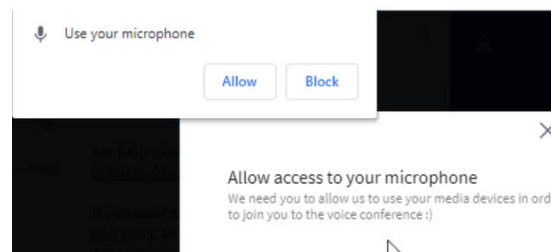


- A new window will open that will prompt you to join with audio. Click Microphone if you are using a laptop with built-in audio, USB microphone, headset, or webcam. If you don't have a microphone, select "Join using your phone"; a phone number and PIN will appear.

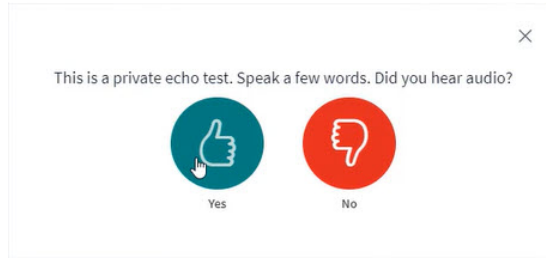
How would you like to join the audio?



- Your browser will prompt you for permission to access your microphone. Click Allow.



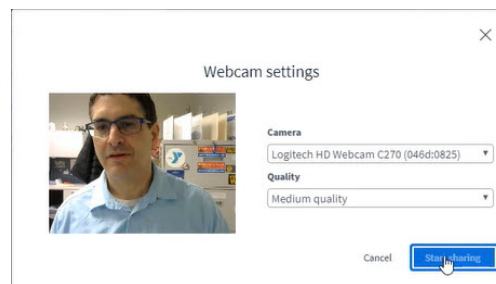
- An audio test will begin. Follow the prompts to confirm that your audio is working.



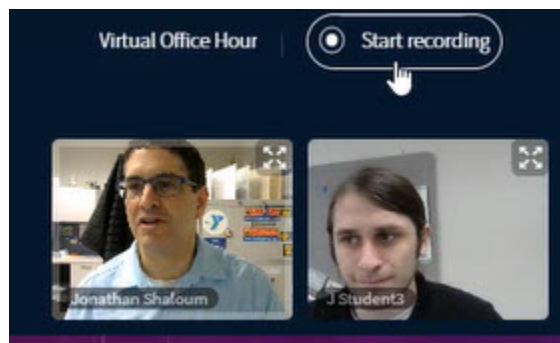
- If you have a webcam or laptop with built-in webcam, you can connect it by pressing the webcam button at the bottom of the page. Again, allow your browser to access your webcam.



- Click Start Sharing.



- Click Start Recording if you wish to record your conference.



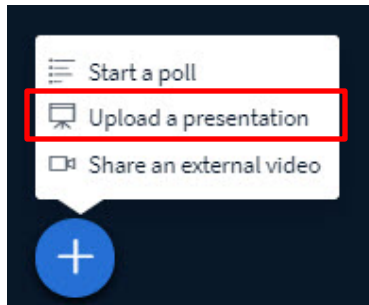
- Click the webcam button again if you wish to stop sharing the webcam.



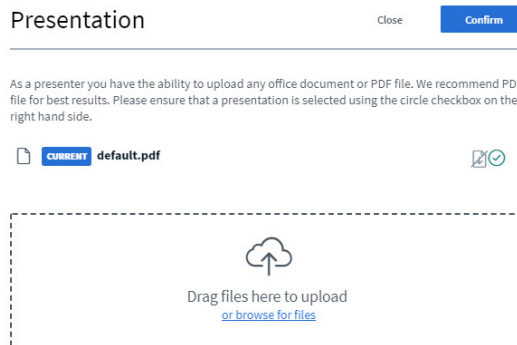
Once the conference begins, you can share PDF documents. This software only supports PDF files, not MS Office files. **If you are planning to share a PowerPoint, you must convert it to PDF before starting the conference.**

March 9, 2020

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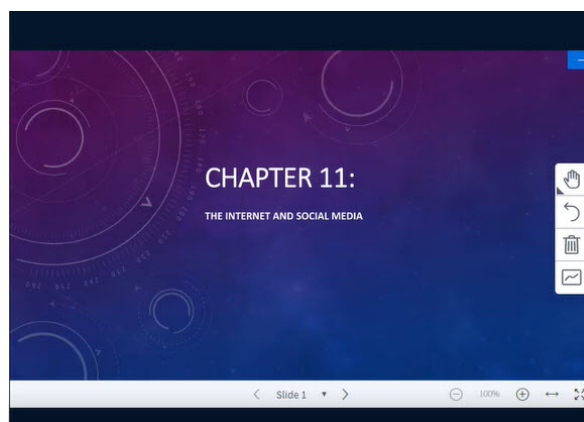
- Click on the “+” button to upload a presentation.



- Upload the appropriate PDF file.



- The file will be visible shortly after upload.

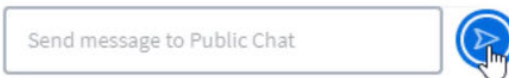


You and your students can also use the Chat window to communicate via text. This is a public chat, visible to all participants. Students who don't have microphones can participate using Chat.

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 **Jonathan Shaloum** 12:29 PM
Hello student!

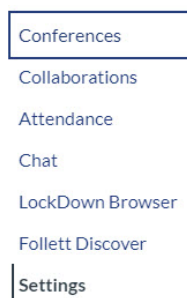


- When you want to end the meeting, navigate to the options button (⋮) located on the top right corner of the screen.
- Select **End Meeting** to end the meeting.
- In Canvas, click **End** to conclude the conference.

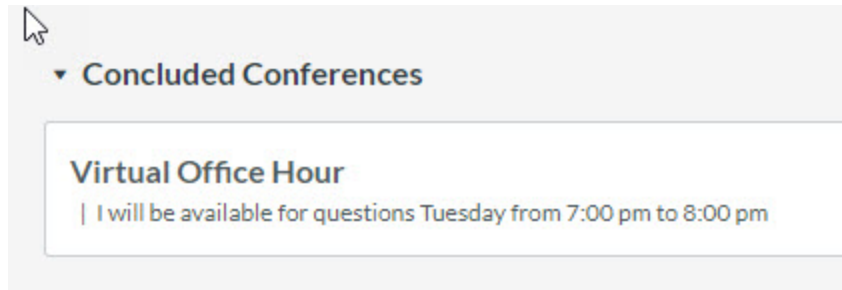


Recordings are archived under Conferences. Archived conferences are available for review for 14 days before they are automatically deleted.

- To find your active and archived meetings, select **Conferences**.



- Concluded conferences may take several minutes to become available.



- Recordings are not available for offline archive. After 14 days, recordings will be automatically deleted after which they cannot be retrieved.