



# Mississippi University for Women

The Center for Teaching and Learning

Fall 2015

## Canvas Conferences

### Objectives

- Creating Conferences
- Deleting Conferences
- Editing Conferences
- Recording Conferences
- Starting Conferences
- Conferences Layout
- Adding Files
- Ending Conferences



Canvas Conferences is the video conferencing tool included in Canvas. Conferences are primarily used for virtual lectures, virtual office hours, and student groups. They can also be used to demonstrate technologies or troubleshoot technology issues online. These conferences can be recorded and stored in the Canvas system for 14 days.

## Contact Us For Help

The Center for Teaching & Learning offers faculty opportunities for continuous development in areas relevant to their roles, including: integrating technology into the classroom, improving student engagement, assessing student learning, innovative teaching approaches, and other topics that create and support robust environments for teaching, learning and discovery.

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# Conferences

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## Conferences

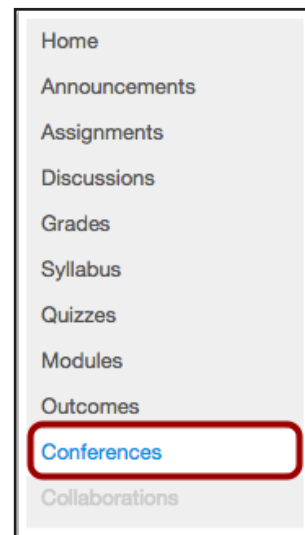
Conferences are primarily used for virtual lectures, virtual office hours, and student groups. They can also be used to demonstrate technologies or troubleshoot technology issues online.

Conferences makes it easy to conduct synchronous (real-time) lectures for all of the students in your course. Conferences allows you to broadcast real-time audio, video, demo applications on your desktop, share presentation slides, or demo any online resources. Currently, Canvas integrates with BigBlueButton.

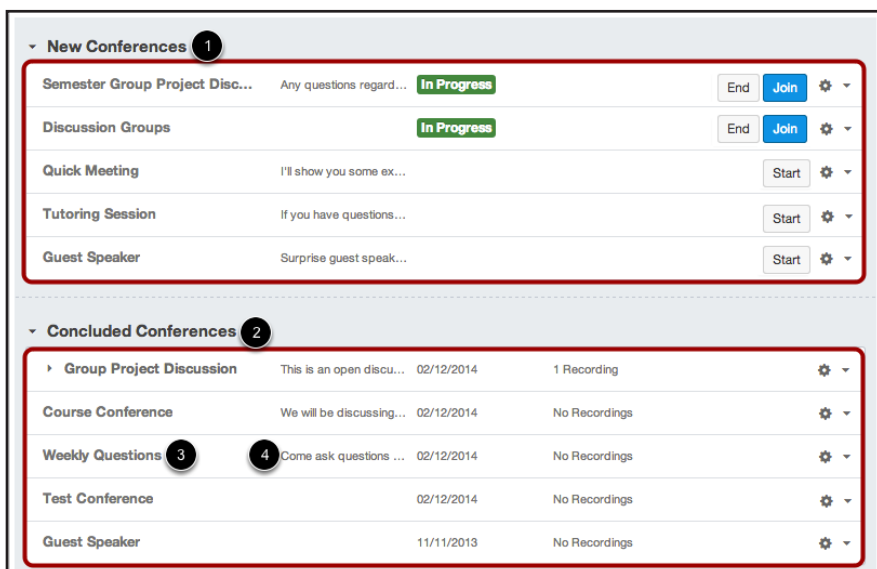
**Note:** BigBlueButton can accommodate approximately 50 users in a conference at one time. A conference will remain active on Big Blue Button as long as one person is part of the conference room. When the last person leaves, the conference will conclude and all files and chats will be removed.

With Canvas, you can:

- Connect with your students for online office hours or special study sessions designed to help them prepare for a test.
- Connect with your colleagues for professional development webinars.
- Practice presenting online. Students can set up practice presentations in their student Groups.
- Invite special guests to your classroom by adding them as a student or observer to your course.
- Broadcast a live event or lecture to the students that can't be on site.
- You can also record your conferences so students can view them at a later date.



**Note:** Recordings are automatically deleted 14 days after the conference ends.



Conferences are grouped into two parts:

1. New Conferences
2. Concluded Conferences

Both always display the same information:

3. Name
4. Description

**Note:** Students can only view conferences to which they have been invited.

## New Conferences

New Conferences			
Discussion Groups	In Progress	2	Join
Quick Meeting	I'll show you some ex...	1	Start
Tutoring Session	If you have questions...		Start
Guest Speaker	Surprise guest speak...		Start

New Conferences are going to be in either of the following states:

1. Ready to start.
2. In progress, where invited participants can join by clicking Join.

Note: Students cannot join a conference until you have started it.

## Concluded Conferences

Concluded Conferences			
Discussion Groups	02/12/2014	Preparing Video	
Group Project Discussion	This is an open discu... 02/12/2014	1 Recording	
		2 0:09	View
Course Conference	We will be discussing... 02/12/2014	No Recordings	

Once a conference has ended, it will be displayed in Concluded conferences.

Concluded conferences show the following:

1. Date of the conference.
2. Length of the conference. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).
3. Concluded conferences also shows the state of each individual conference.
  - **No recording** mean the conference was not recorded.
  - **View** [View](#) means the conference is available for viewing. Note: Recordings are automatically deleted 14 days after the conference ends.
  - **Preparing video** means the conference is being processed.

# Creating Conferences

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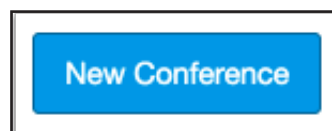
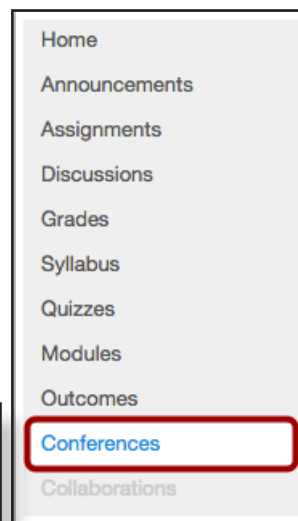
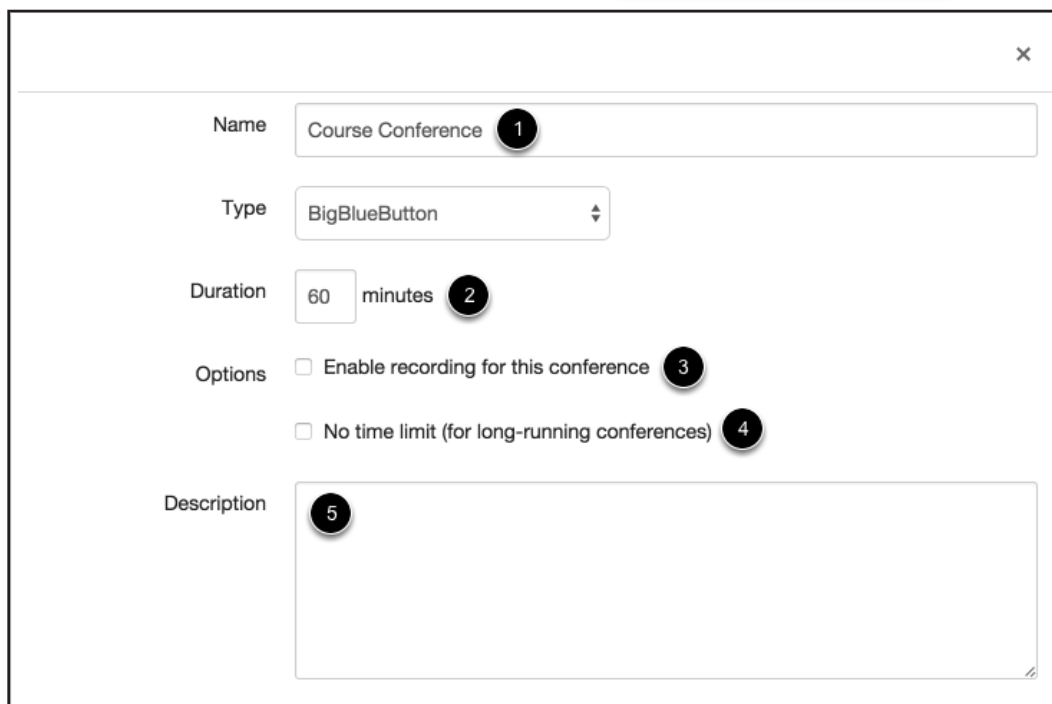
### Creating a Conference

You can create a conference in a course to hold virtual office hours and speakers. Conferences can accommodate up to 50 people. 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. 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.

1. Open Conferences by clicking the **Conferences** link in Course Navigation.

2. Click **New Conference**.

3. Enter Conference Details.

A form for creating a conference with the following fields and callouts:

- Name:** A text field containing "Course Conference" with callout 1.
- Type:** A dropdown menu showing "BigBlueButton" with callout 2.
- Duration:** A text field containing "60" followed by "minutes" with callout 2.
- Options:** Two checkboxes:
  - ☐ Enable recording for this conference (callout 3)
  - ☐ No time limit (for long-running conferences) (callout 4)
- Description:** A large text area with callout 5.

1. Enter a name for the conference in the name field.
2. Enter the number of minutes for the conference in the duration field.
3. Select the **Enable recording for this conference** checkbox if you want to all recording of this conference.
4. 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).
5. To create a description of your conference, type a description in the description field.

# Creating Conferences

4. Invite Course Members.
  - You can either **Invite All Course Members**
  - You can uncheck Invite All Course Members and **choose individuals to invite.**

## Members

☒ Invite All Course Members

## Members

☐ Invite All Course Members

- ☐ Johnson, Max
- ☐ Jones, Bruce
- ☐ Roberts, Doug
- ☐ Rodgers, Joe
- ☐ Sanderson, Nora
- ☐ Smith, Jane

5. Click **Update** to complete setting up the conference.

Cancel

Update

6. Your new conference will appear.

## New Conferences

Course Conference

We will be discussing...

Start



Group Project Discussion

This is an open discu...

Start



Weekly Questions

Come ask questions ...

In Progress

End

Join

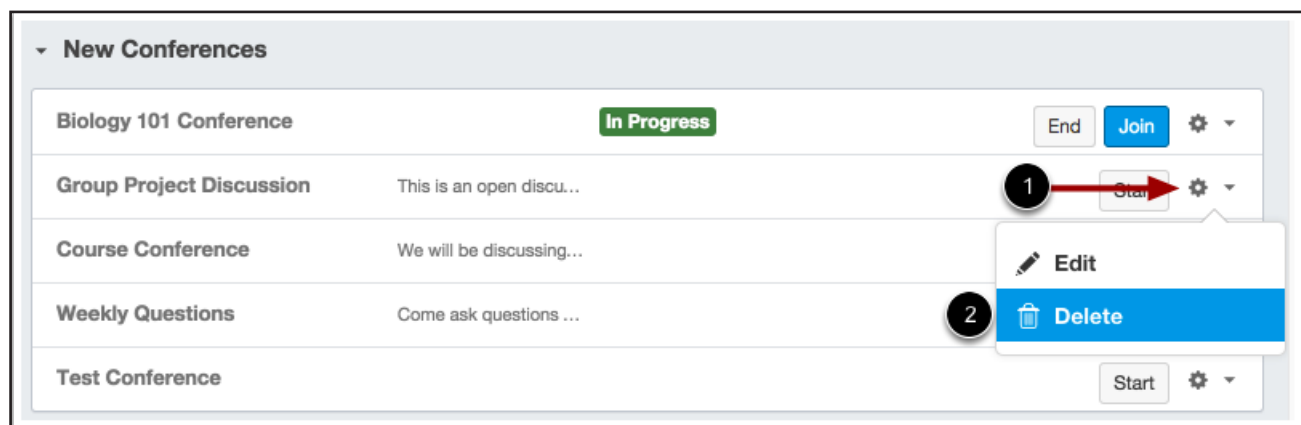


# Deleting Conferences

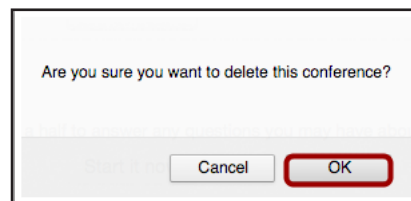
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## Deleting a Conference

You can delete new and concluded conferences. Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.



1. To delete a conference, **click Settings**.
2. **Click Delete**.
3. **Click OK** to confirm.

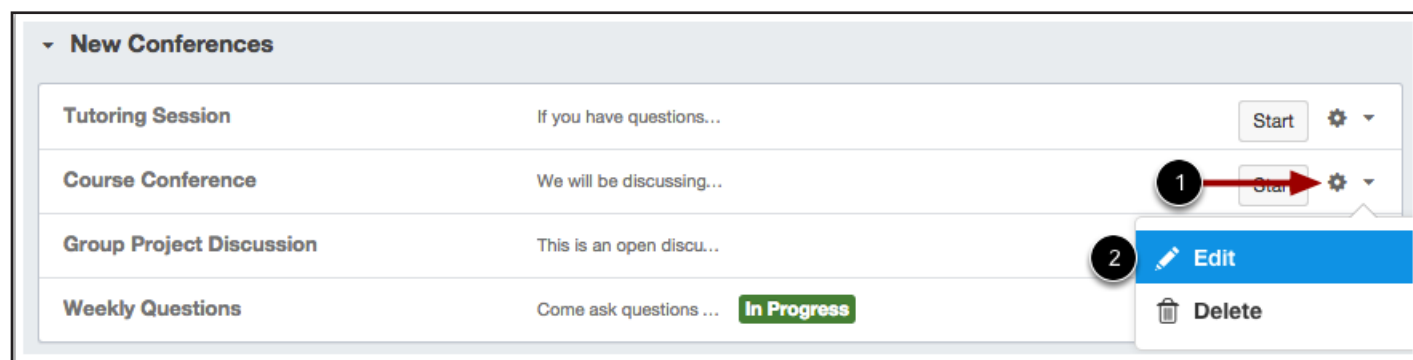


## Editing a Conference

You can edit the settings of a Conference in your course.

**Note:** When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.

1. Click the conference you want to edit. **Click Settings**.
2. **Click Edit**.



3. Edit your desired conference details.

Name: Course Conference

Type: BigBlueButton

Duration: 60 minutes

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

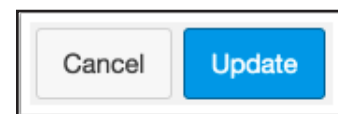
Description: We will be discussing the course objectives.

Members

☐ Invite All Course Members

- ☒ Rodgers, Joe
- ☒ Sanderson, Charlie
- ☒ Sanderson, Nora
- ☒ Smith, Jane
- ☒ Student, Canvas
- ☒ TA, Canvas

4. Click **Update** to complete the edit of the Conference.



## Recording a Conference

When you are creating a new conference, you can choose to record your conference to view at a later date. As a moderator, you have improved functionality and control for recording conferences. Instead of starting the recording immediately after the first user has joined, conferences includes a start/stop button so you can control the length of the recording. After the conference has concluded, the recorded segments will be published as one recording.

## Recording Restrictions

- When creating your conference, you must select the record option to record the conference. However, you can choose to record your conference at any time by editing the conference settings.
- Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.

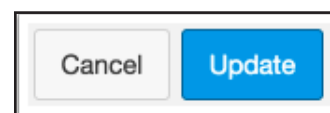


# Editing Conferences

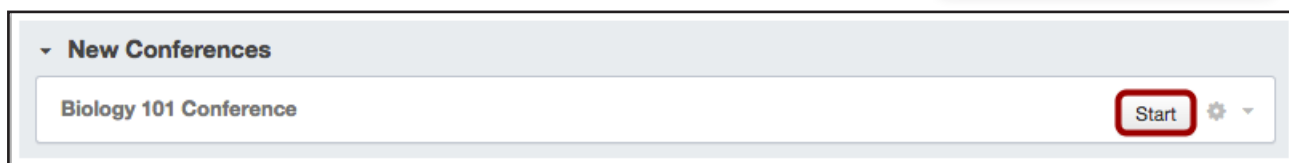
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1. Check the box for **Enable recording for this Conference**.

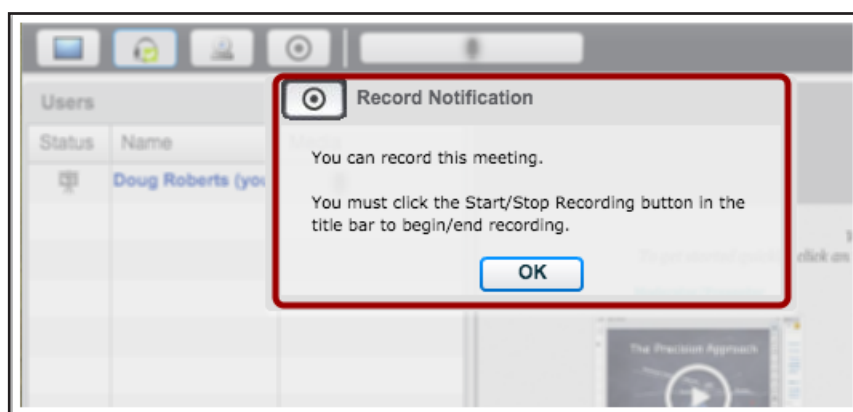
2. Click **Update** to complete the edit of the Conference.



3. Start the conference by **clicking Start**.

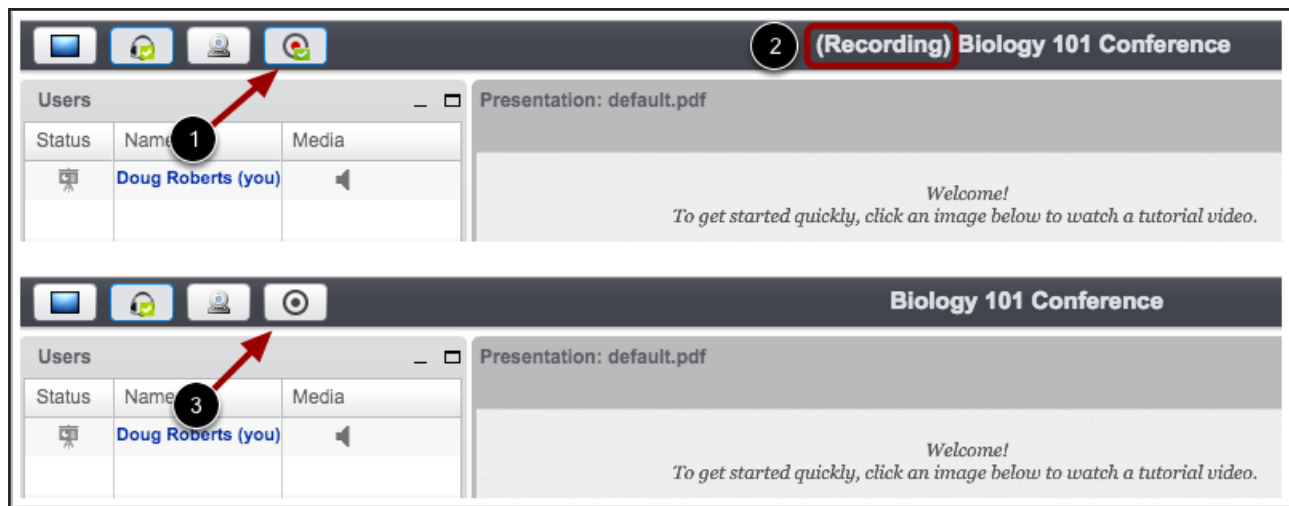


4. After joining the conference and setting up your microphone, you'll see a reminder notifying you that you can record the meeting. **Click OK.**

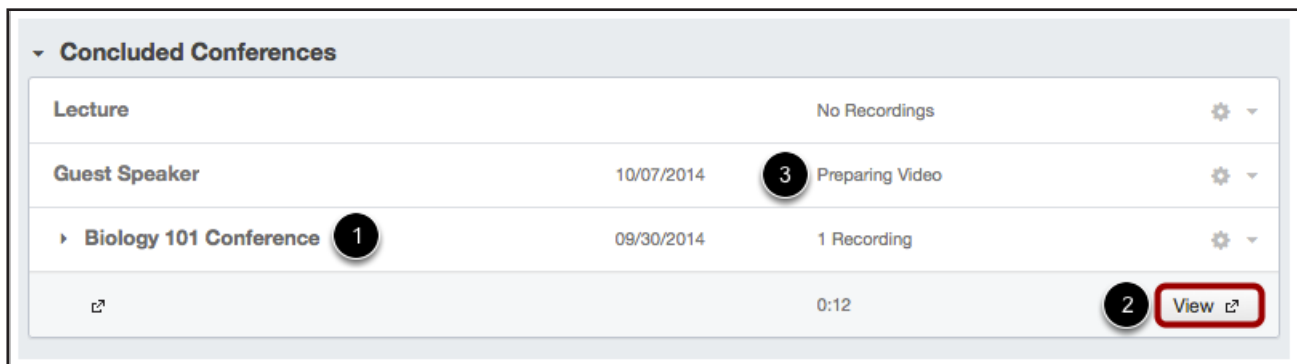


# Recording Conferences

5. Use the following steps to record your session:
  1. To start recording, **click** the **recording** button the title bar to begin/end recording. A prompt will appear confirming that the recording will start. **Click Yes** to begin recording.
  2. The recording button will display a red dot and green checkmark to indicate the conference is being recorded. Also, a recording notification will appear in the title bar.
  3. To stop recording, click the recording button again. The recording button [3] will display a black dot and no checkmark to indicate the conference is no longer being recorded.



6. Use the following steps to view your recorded session:
  1. **Click** the name of the recorded conference.
  2. When the conference expands, **click View**.
  3. Canvas will notify you by email when the recording is prepared. Until it does, you may see a Preparing link beside your conference that has been recorded.



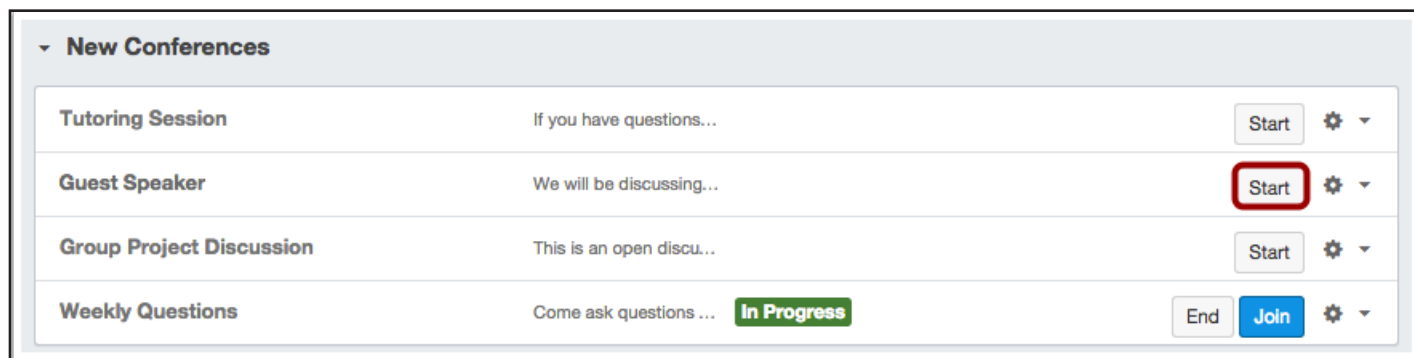
# Starting Conferences

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### Start a Conference

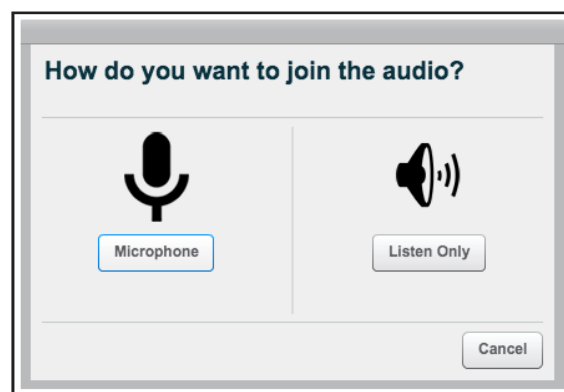
You can start conferences that you have created for your course.

1. **Click Start** on the conference you wish to join.



2. You will be asked how you want to join the conference audio: via microphone or listen only.

Note: Listen Only allows users to quickly join the conference as a listener only (no microphone check). You will be able to change your audio preference once you've joined the conference.

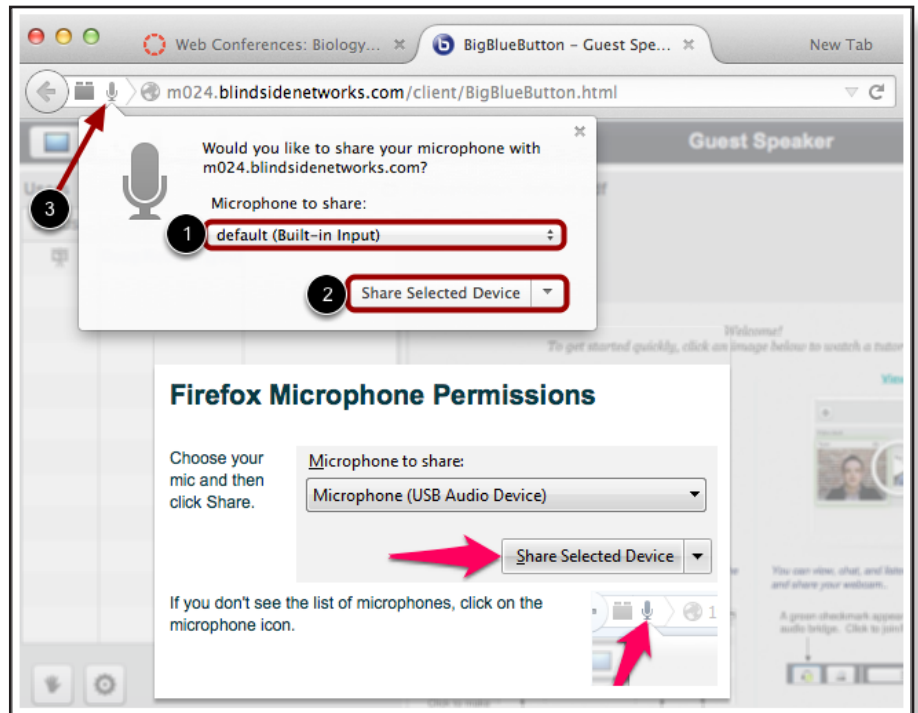


Note: If you are using Chrome, you will have to accept a Chrome-specific permission for access to your microphone. This prompt is just below the address bar. Click the Allow button.

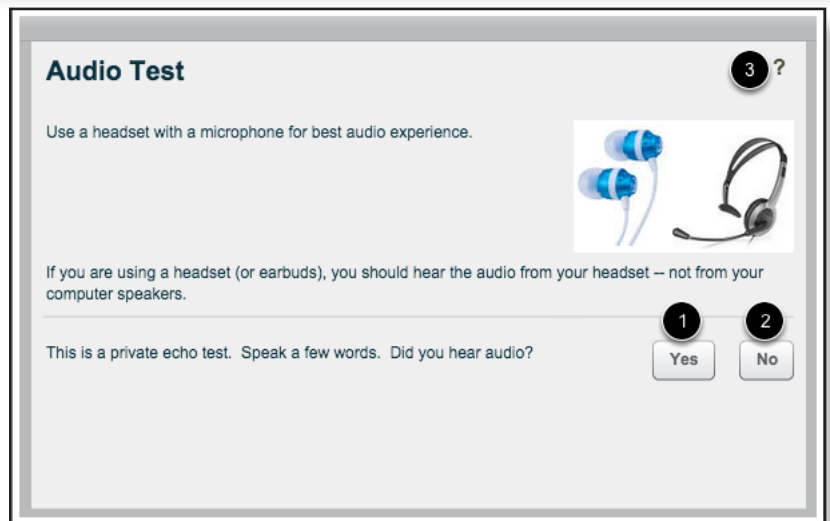
# Starting Conferences

If you are using Firefox, you will have to accept a Firefox-specific permission to access your microphone.

1. Choose your microphone from the Microphone to share drop-down menu.
2. **Click the Share Selected Device button.**
3. If you don't see the list of microphones, **click** the microphone icon [3] to the left of the address bar.



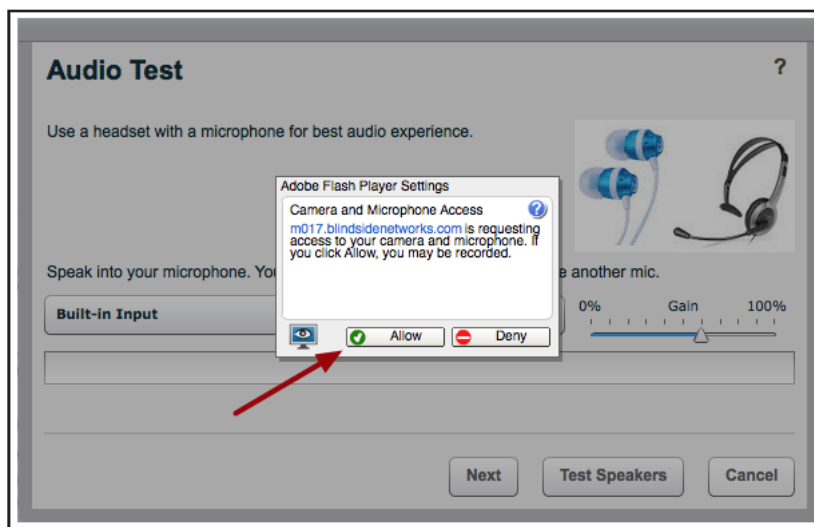
3. To ensure your audio is working correctly, complete the private audio echo test.
  1. Speak a few words and if you hear audio, **click** the **Yes** button.
  2. To choose a different microphone and repeat the audio test, **click** the **No** button.
  3. If you need help with your hardware, click the Question Mark icon.



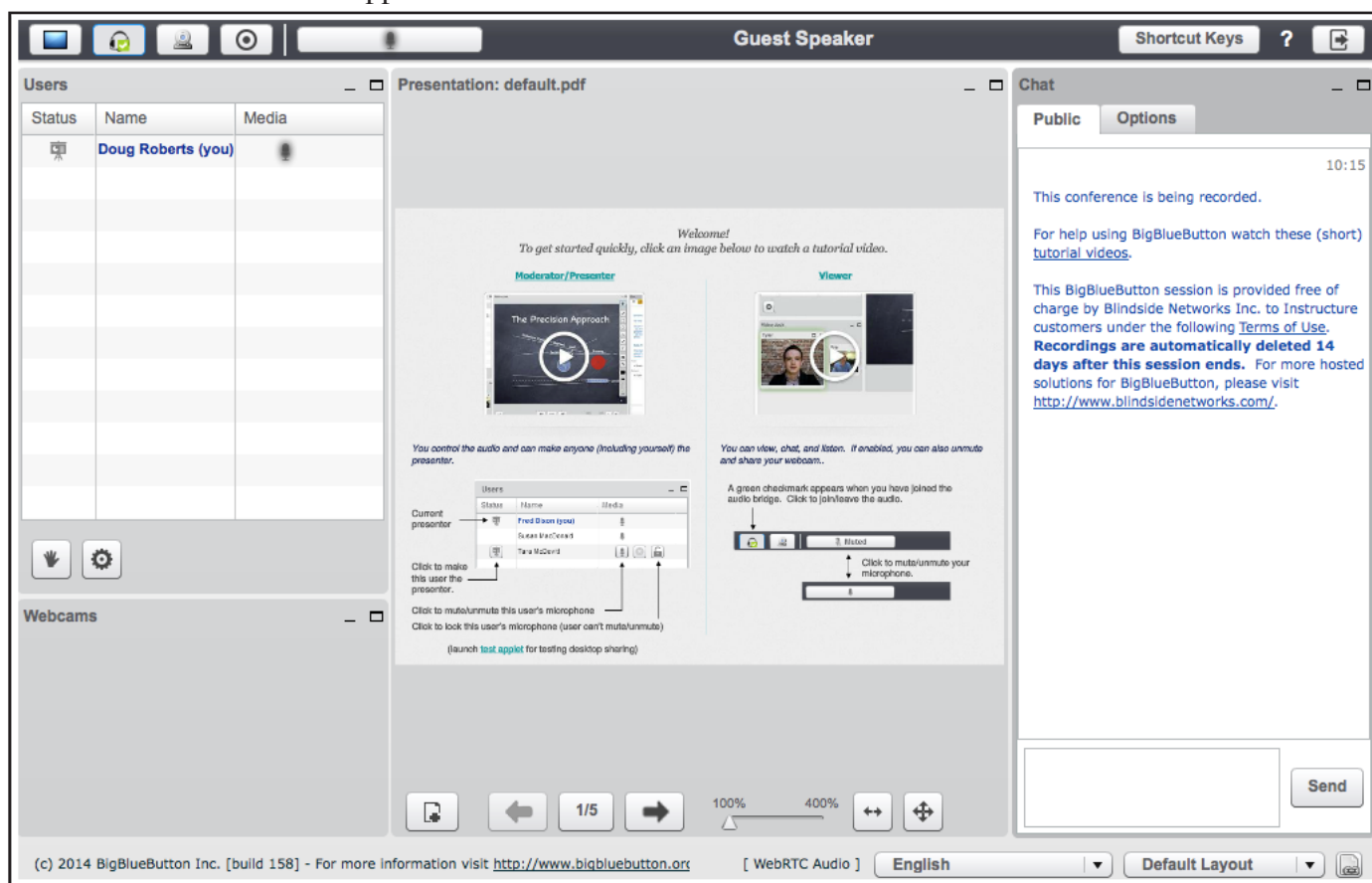
# Starting Conferences

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- To use Conferences, you must give Adobe Flash Player access to your camera and microphone settings.  
**Click the Allow button.**



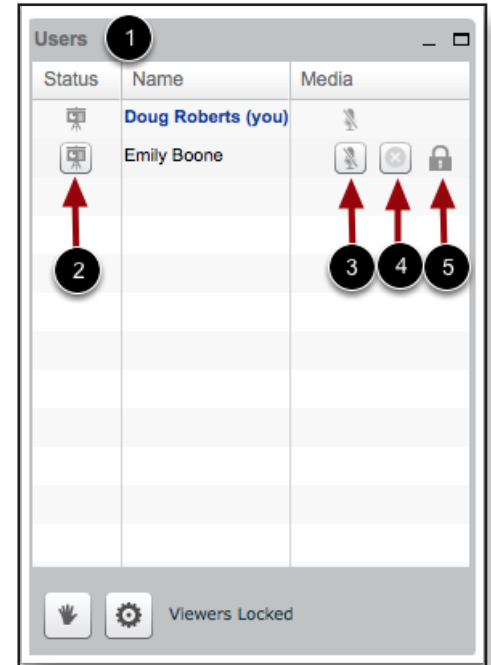
- Your conference will appear.



## Conference User Panel

The conference panel shows the participants and options of control for the presenter.

1. The Users panel displays the users in the conference. To locate the presenter/moderator, look for the presentation icon next to their name.
2. When you are the presenter/moderator, you can switch the Presenter by highlighting the name of a user in the User list and clicking the **Change Presenter** button.
3. You can mute or unmute yourself, and if you are the moderator/presenter, you can mute everyone.
4. You can also kick a listener out of the conference by hovering over the listener's name and selecting the x that appears to the right.
5. The lock icon indicates the moderator has locked viewers from accessing certain features.



## User Settings

At the bottom of the Users panel, click the user settings icon to Lower All Hands, Mute All Users, Mute All Users Except Presenter, or Lock Viewers.

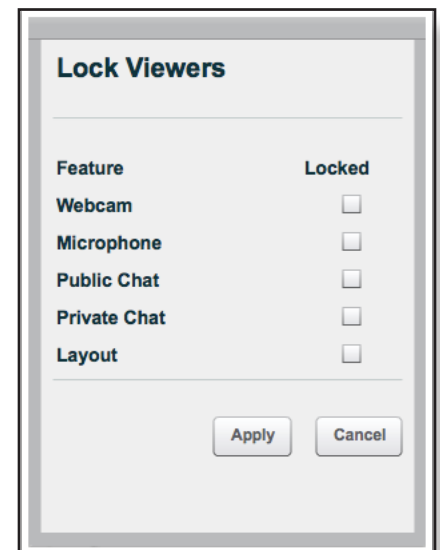


## Lock Viewers

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.



# Conferences Layout

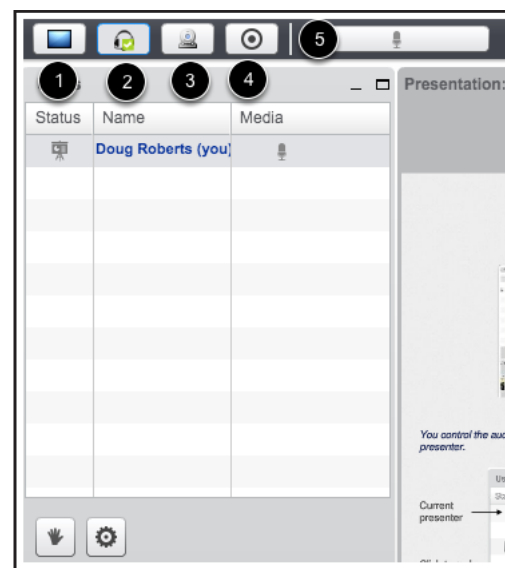
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### Sharing Media Tools

In the left corner of the title bar, you will see tool options to do the following:

1. Share your desktop
2. Join/leave audio
3. Share your video (webcam)
4. Record conference
5. Mute or unmute yourself

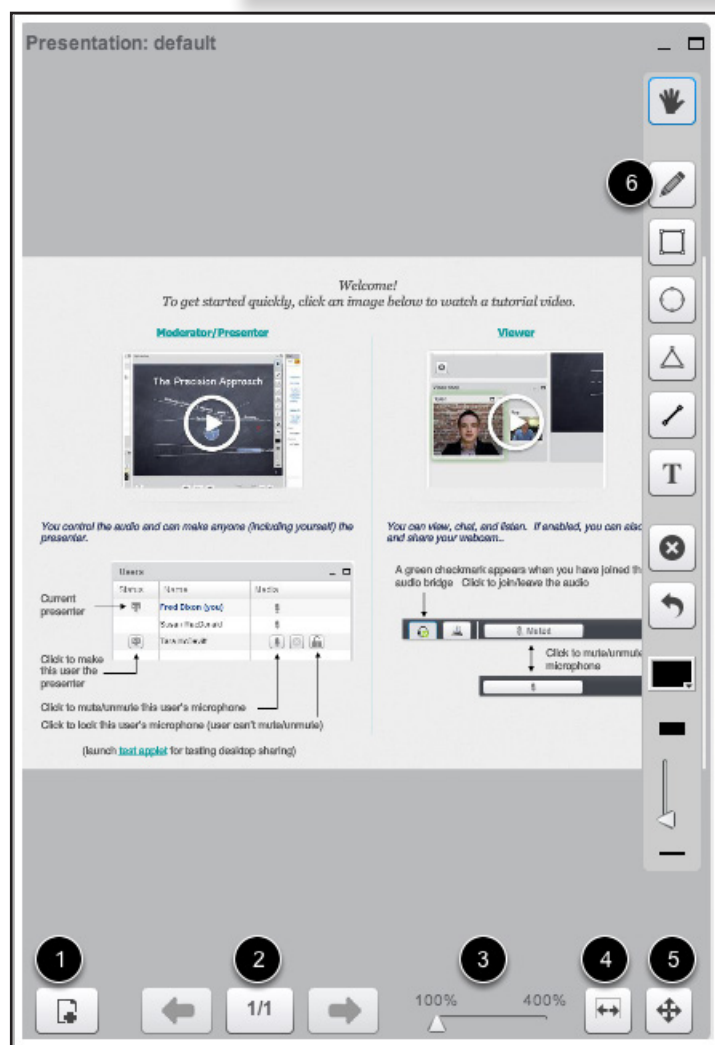
Note: Desktop sharing is not currently supported on Chrome running under Mac OS X. It is recommended you use Firefox to share your desktop.



### Sharing Presentation Tools

At the bottom of the viewing window, you have several options for your presentation.

1. To add files to your presentation, click the Upload Presentation icon.
2. To advance or back up your presentation, click the arrow keys. The number between the keys indicates the number of slides in your presentation.
3. To increase the viewing size of your presentation, use your mouse to drag the triangle along the percentage scale.
4. To make your presentation fit to the width of the viewing window (height will remain proportionate), click the fit to width icon.
5. To make your presentation fit the entire page within the viewing window, click the fit to page icon.
6. To show the whiteboard tools, hover your mouse over the various annotation icons.

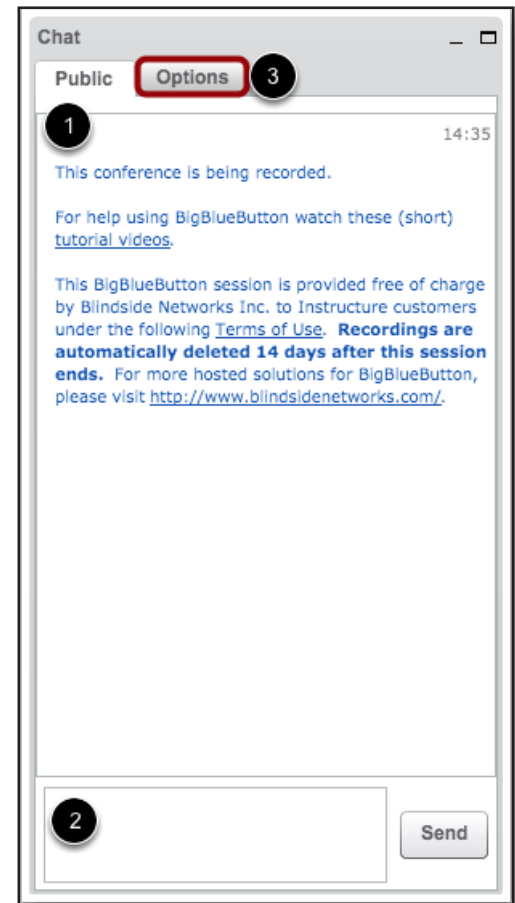




## Chat Window

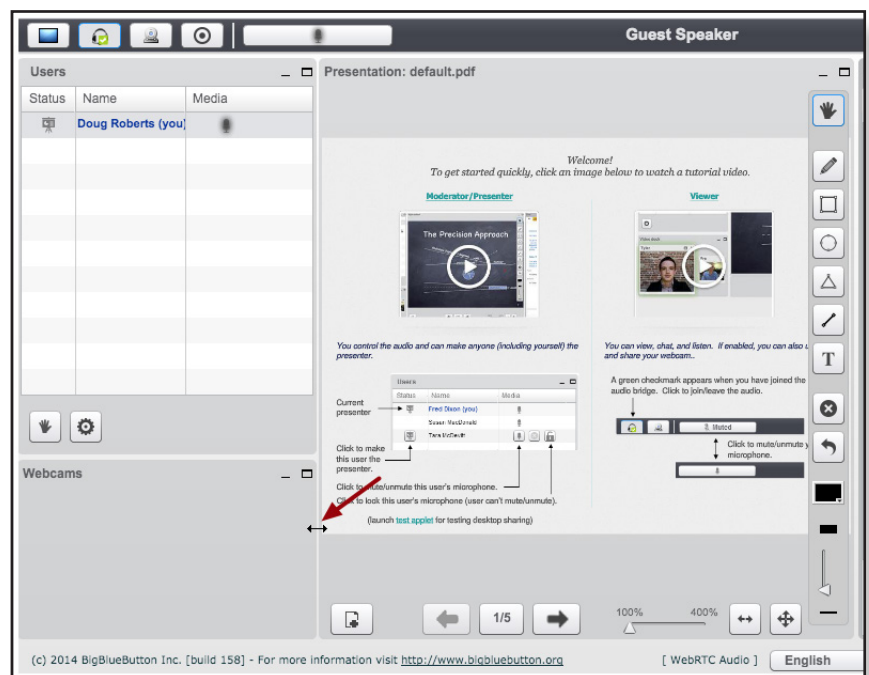
The Chat window contains the following:

1. Welcome message for the conference and contains all the chat messages throughout the conference.
2. You can chat with all of the participants in the conference by typing text in the Chat window.
3. To start a private chat with another participant, click the Options tab.



## Resize Conference Windows

Each window within the interface is independent of the others. You can resize the windows to personalize your viewing experience. To change the size of a window, hover over the edge of a window until the cursor becomes a double arrow, then click and drag to your desired size.





# Adding Files to Conferences

## Center For Teaching and Learning

### Adding files to a Conference

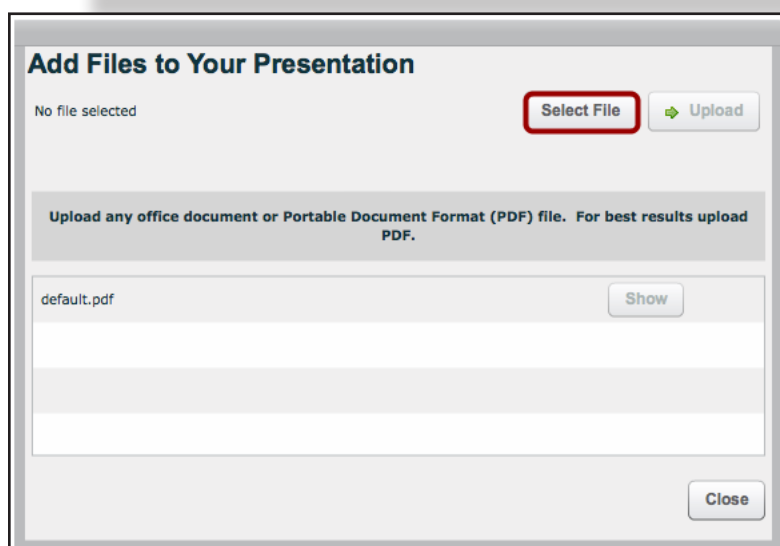
As a presenter, you can add individual documents or presentations to a conference. You can also easily switch between files to show different presentations during a conference session.

1. **Click the Upload Presentation button.**



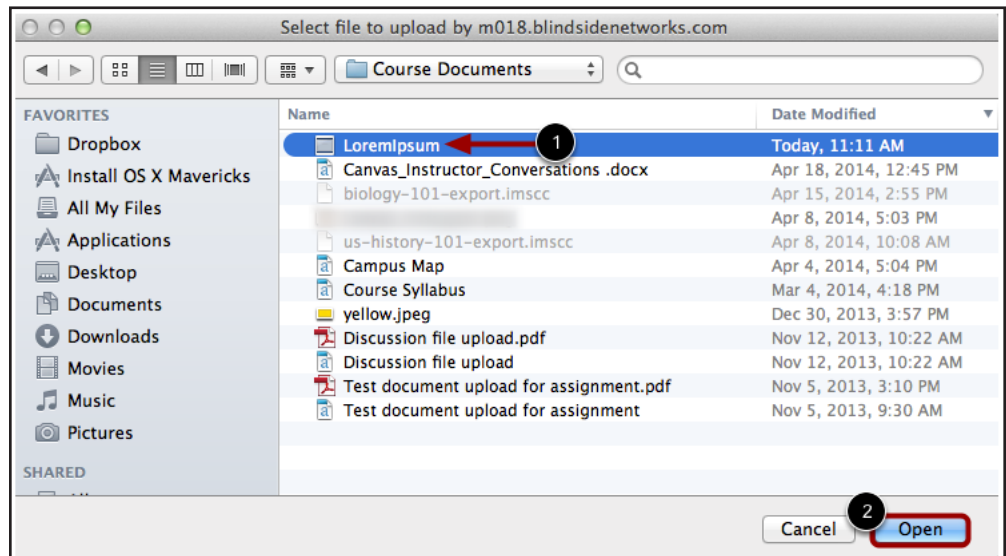
2. **Click the Select File button.**

Note: For best results, upload a PDF file. BigBlueButton will convert any Word documents or PowerPoint presentations to a PDF file. Therefore, if your presentation has animations (visual or audio), they will not be converted.



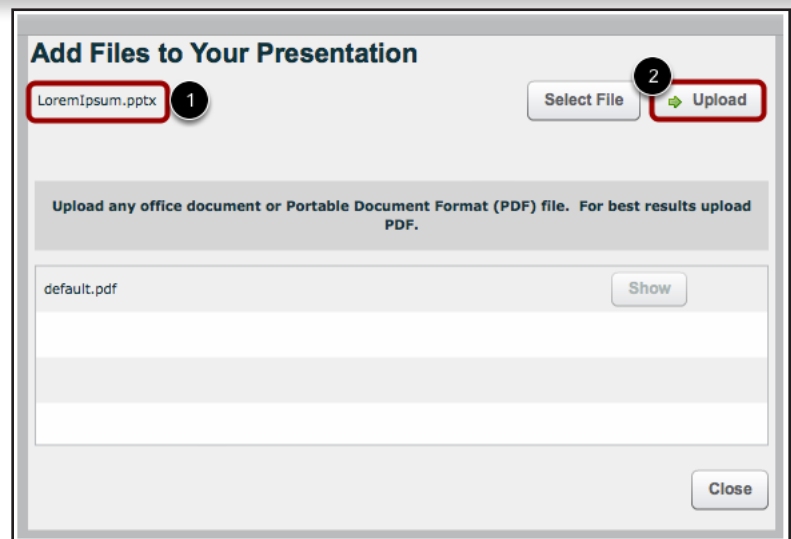
# Adding Files to Conferences

3. Select the file you want to upload [1]. Click the **Open** button [2].



4. Verify you have selected the file you want to upload [1]. Click the **Upload** button [2].

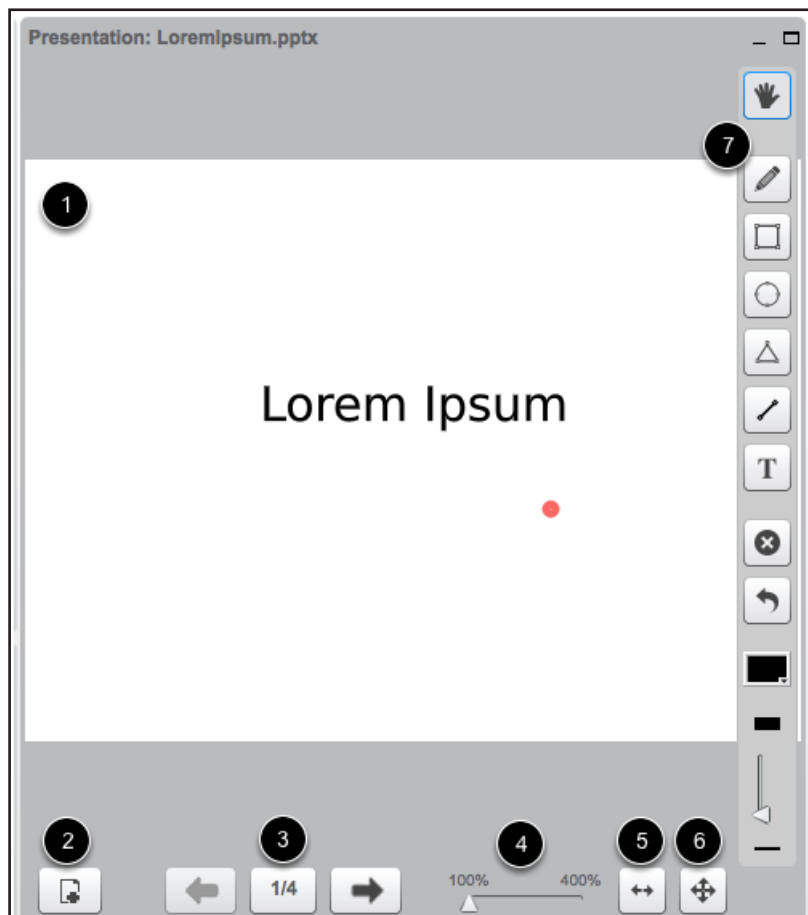
Note: You can only upload one file at a time. Repeat these steps to upload additional files.



# Adding Files to Conferences

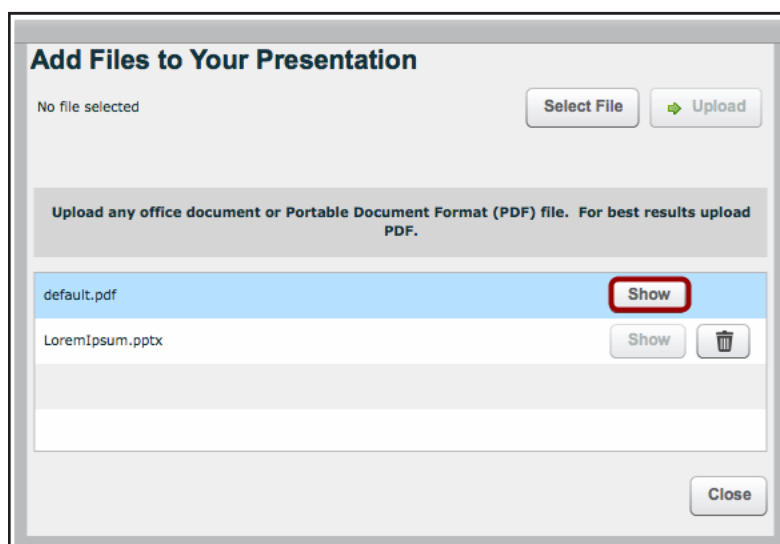
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1. Presentation panel allows you to view your presentation. At the bottom of the viewing window, you have several options for your presentation.
2. To show a different file or delete a file, click the upload presentation button.
3. To advance or back up your presentation, click the arrow keys. The number between the keys indicates the number of slides in your presentation.
4. To increase the viewing size of your presentation, use your mouse to drag the triangle along the percentage scale.
5. To make your presentation fit to the width of the viewing window (height will remain proportionate), click the fit to width icon.
6. To make your presentation fit the entire page within the viewing window, click the fit to page icon.
7. To show the whiteboard tools, hover your mouse over the various annotation icons.



### Show Different File

To show a different file or presentation, click the Show button. This allows presenters to easily switch between files during a conference.



## Log Out

To leave the conference, click the log out button or close your browser tab or window.

**Note:** Unless you set up a long-running conference, the conference will end automatically once the last user has logged out of the conference. It may take a few minutes for the Conferences page to reflect that the conference has concluded.



## Concluding Conferences

Depending on how you created your conference, your conference may conclude by itself, or you may have to conclude it manually.

### Time-Limit Conferences

Conferences created with a time limit will remain active for the duration of the conference.

The conference will automatically conclude when the set time limit has expired and when the last member of the conference has left the room. You can also manually conclude (end) the conference at any point during the allotted time.

When a conference concludes, all files and chats are removed from the conference room.

### No Time-Limit Conferences

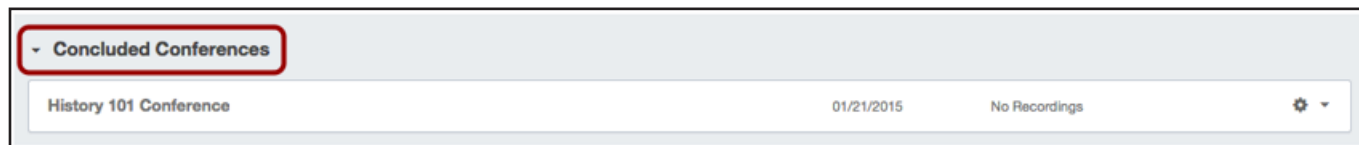
Conferences created without a time limit will remain active as long as you (or another conference organizer) keeps the conference running.

# Ending Conferences

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## End Conference

To end a conference, return to the Conferences page. Next to the name of the conference, **click** the **End** button.



Note: When a conference concludes, all files and chats are removed from the conference room.



# Notes

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