



This guide provides an overview of conferencing in Canvas. For the best experiences of conferences we recommend using a webcam and headset or a pair of headphones and a webcam with a built in microphone. Without these you will only be able to engage via typed text.

1. To create a conference first open the relevant module, then locate and click the “Conferences” section on the sidebar

Conferences

2. Next click the blue “+Conference” button in the top right hand corner of the screen.

+ Conference

3. This will bring up the New Conference menu. From here you have the option to :

The 'New conference' dialog box contains the following elements:

- A:** Name input field with 'My Conference' entered.
- B:** Duration input field with '60' minutes.
- C:** 'Enable recording for this conference' checkbox.
- D:** 'No time limit (for long-running conferences)' checkbox.
- E:** 'Invite All Module Members' checkbox, which is checked.

Buttons for 'Cancel' and 'Update' are located at the bottom right.

A. Change the name of the conference to help others identify it.

B. Change the duration. Delegates will be unable to join once this time has elapsed and the conference will conclude when the last member leaves the conference.

C. Ticking this box will allow you to record parts of your conference.

D. Ticking this box will disable the time limit on the conference, it will remain active until the conference organiser ends it

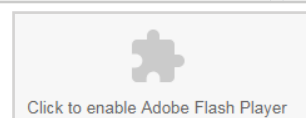
E. This box will be ticked by default and will automatically invite every member of your module to the conference by email. Untick this if you only wish to invite specific members.

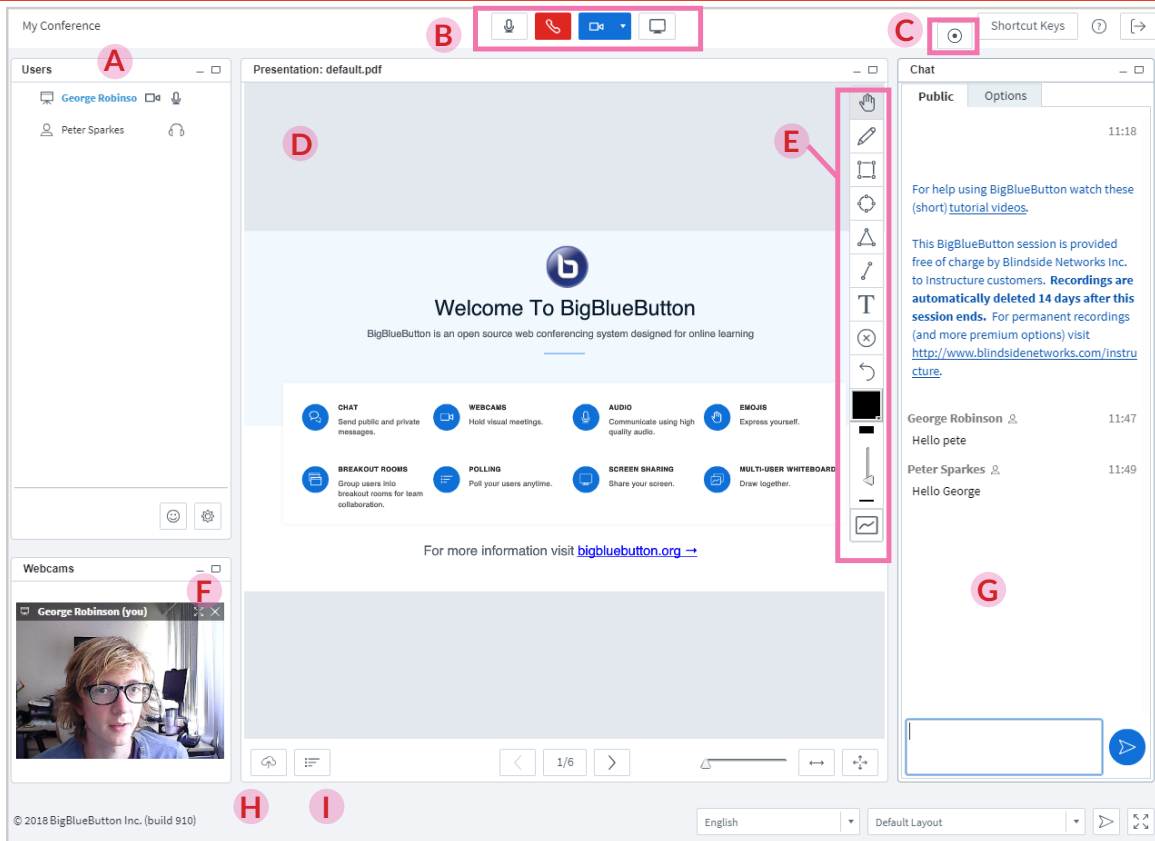
Once you are happy with your settings, click the blue Update button in the bottom right hand corner.

4. You'll now find your conference has been created under the New conferences section, click the Start button to start your conference.





The screenshot shows the 'Conferences' section in the Canvas interface. A red box highlights the 'New conferences' section, and a red arrow points to it from the left. The 'Start' button is visible next to the 'My Conference' entry.

5. You'll then be prompted to enable Adobe Flash. This process may differ between browsers





**A.** This will list all users that have joined the conference, the presenter can mute users by pressing the microphone icon beside their name, the moderator can also assign a user to the role of presenter by clicking the whiteboard icon next to their name.

**B.** Along the top of the screen there are 4 buttons,  will mute/unmute your microphone,  will disable your audio,  allows you to share your web-cam and  allows the presenter to share their screen.

**C.** If recording was enabled in the new conference screen then clicking this button will allow the presenter to alternately start and stop recording the conference.

**D.** Any uploaded presentations or PDFs will appear here (by default the BigBlueButton tutorial slides will be presented). The arrows at the bottom of the window can be used to navigate between slides.

**E.** The whiteboard toolbar will appear here when you move your mouse over a presentation slide. It has a range of tools that can be used to annotate slides.

**F.** Any web-cam you or other users share will be displayed here.

**G.** This window allows you to send text messages that will appear to all conference participants. You can also select the "Options" tab will let you send private messages to individual people.

**H.** This button allows the presenter to poll other participants and display their responses.

**I.** This button allows the presenter to upload either a PowerPoint presentation or a PDF document.