Using Canvas Conferences (BigBlueButton)

Canvas Conferences (BigBlueButton™) is an online conferencing tool accessed through the Conferences tab in your Canvas course. With Conferences you can

- Connect with students by video and audio for live online classes
- Share your screen, PowerPoint slides, whiteboard, etc.
- Record sessions for later viewing (up to 14 days)
- Permit live, online small group collaboration
- Conduct a live poll of students

Note: If the Conferences menu link is displayed as hidden from students, go to Settings. In the Navigation tab, enable the Conferences link by dragging it up from the bottom into the course navigation list. Click Save

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Other Resources

- For a video overview of BigBlueButton for instructors, click here.
- For more tutorials and resources for BigBlueButton, click here.

Setting up your Conference

1. Go to Canvas and select the course from which you will host the class conference. Use the Chrome browser for best results when hosting a conference.
2. In the course navigation, click the Conferences link.
3. In the Conferences page, select the + Conference button.
4. In the New Conference window:
   a. Name your session
   b. Type will be preset to “BigBlueButton.”
   c. Set the Duration to slightly longer than the time you will require.
   d. Select “Enable recording for this conference” so that absent student can view it later. Recordings are deleted after 14 days.
   e. Description is optional
   f. Under Members, “Invite All Course Members” is selected by default. If you want to select specific students, deselect “Invite All Course Members” and choose students from the list.
   g. Click Update. Once you click “Update” you will not be able to remove or add selected members.

Note: Conferences can accommodate as many participants as needed, though the recommended limit is 100 users.

Once “Update” is clicked, an email will be sent to the students, inviting them to the web conference. The “Click here to see the details” link will take them to Conferences in the course.
where they can join the session.

This is an example of what a student will see in their email:

![Web Conference Invitation: Canvas Summer 2018]

5. To start your conference, click **Start** to the right of the conference name.

What students see when joining the conference:

a. If you **have not** started the conference, the student will only see the name of the conference.

b. If you **have** started the conference, the student will see the green “In Progress” notification beside the name of the conference, and the **Join** button on the right.

Conducting a Conference

Once you have started the conference, a new browser tab will open with Big Blue Button’s interface. The first thing you will see is a popup that asks how you would like to join the conference.
1. Choose **Microphone**. This will allow all students to hear you.

2. A popup will appear asking if you would like to allow access to your microphone. Click **Allow**.

3. A popup will then appear for testing the microphone. Speak a few test words to ensure everything is working properly. If so, select the green thumbs up. Note: You can mute your audio at any time by clicking the microphone icon at the bottom of the screen.

You are now in the Conference Room. On the left you will see a square icon for you, the host. You will also see any students who have joined the conference, identified by round icons. You can click on user names to mute specific users when necessary.
4. You can click the settings icon (gear) just to the left of the word “USERS” to mute all users at once and to set what users can and cannot do in the session.

5. In the user setting menu, click “Lock viewers” and lock any action you want to prohibit. For example, you may not want viewers to send private chat messages to each other. (Locking the setting for sending private chat message will still permit the instructor to chat privately with individual students.) Click Apply. Users can be unlocked individually by clicking their name and selecting unlock, but all locks will be removed.

6. If you have enabled the conference to be recorded, a “Start Recording” button will appear at the top of the screen. Click Start Recording when you are ready to record.
7. A popup will appear confirming you want to begin the recording. Select Yes.

The session will now begin recording.

You can pause your recording at any time by clicking the blue button. Click “Resume recording” to continue capturing the session.

Sharing your Webcam

1. At the bottom of the screen, click on the video camera icon with a slash through it.

2. When the popup appears for permitting use of your camera, click Allow.

3. When the camera preview appears, click Start Sharing.

Your webcam preview should appear above the presentation screen.
4. To turn off the webcam, click the camera icon at the bottom of the screen.

Taking Attendance
If you want a list of everyone who joined your session, click the Users settings icon (gear) and choose “Save user names.” Download the list when prompted. **You must do this before users leave the session.**

Using the Whiteboard
Use the controls at the bottom of the Welcome slide to move to the built-in whiteboard (Slide 2).

Using the annotation tools at the left side of the screen, you can mark on the whiteboard slide. The bottom button in the toolbar turns on annotation tools for viewers and permits them to also mark on the whiteboard. To preserve what you have written and open a clean whiteboard, use the arrows to move to the next slide.

Uploading a Presentation

While you may show a presentation by sharing your screen, uploading a presentation is useful if you do not have a secondary monitor.

1. Click the blue, plus button on the bottom left, taskbar and select **Upload a Presentation**. A popup will appear with a drop box.
2. Find the document on your computer and drag it into the box (or browse for the file). You can only upload PDFs (recommended) or an Microsoft Office file (pptx, docx, xlsx).

3. Select **Upload**. Big Blue Button will upload your PowerPoint.

4. If want students to be able to download your file, click the download icon to the right of the file name (see image below).

Your slides should now appear on your screen. You can click through them at the bottom of the presentation.

After you upload the presentation, the annotation bar appears on the right side of the PowerPoint.
With these tools you and/or students can write on your PowerPoint slides.

- The pencil tool: Text, shapes or to pan your PowerPoint.
- The dot: Choose writing thickness.
- The colored square: Select color to use.
- The curved arrow: Undo annotations.
- The trash bin: Clear all annotations.
- The bottom, square icon: Turn the whiteboard on for all users. Students can write on the whiteboard simultaneously. You will be able to see their names as they write. Click the bottom, square icon again to turn off the multi-user whiteboard.

5. To return to the default presentation, click the add button again and select “Upload a presentation.” Choose the default presentation and click Confirm.

Sharing Your Screen
You can share your screen with your students.

Click the “Share your screen” icon at the bottom of your screen.

The **Your Entire Screen** tab displays the screens available for sharing.

The **Application Window** tab displays any applications you have open such as Word.

The **Chrome Tab** tab displays any tabs you have open in Chrome.

Click the thumbnail of the item you wish to share and click the Share button.

To stop sharing, click the “Share your screen” button again.
Conducting a Poll
Click the add button (+) at the lower left corner of the screen and choose **Start a poll**

You can either verbally ask the question or present it in your slides. Then choose how you want students to answer: Yes/No, True/False, A/B/C, etc. You can also click “Custom poll” to customize possible answers. As soon as you click a predefined answer set, the poll will begin and viewers will be prompted to answer. For custom polls, click “Start custom poll” to begin the poll. After the poll is finished, you can publish the results.

The results will appear on all student screens. To remove the results, click the whiteboard trashcan at the right side of the screen.

Concluding a Session

1. Click the action menu (three vertical dots) at the top right corner of the screen and choose “End meeting.”

2. In Canvas, go to Conferences and click the “End” button for the conference.