

Conferences-Using Features A BigBlueButton Tool

No Closed Captions Available



[Back to Fac. Toolbox](#)

Once Conferences has opened, you can Start your Recording by clicking “[Start Recording](#)” located at the top of the page.

Tool Features:

1. Students can chat with you or fellow students in [Public Chat](#). When 3 or more users are present, there will be an option to private chat.
2. [Shared Notes](#) is where the professor and students will have the ability to drop in extra notes. **Note:** authors are not displayed. Notes are more of a running record.
3. Click the [Plus+](#) sign on the bottom left to [Start a Poll](#), Upload a [PowerPoint Presentation](#), or Share a [Video](#) with your students.
4. Use these icons to Share your [Video/Webcam](#). You can also [Share your Screen](#) by clicking the Monitor icon.
5. You also have additional writing tools! From [Text](#) to lines and [shapes](#). You can choose how bold or fine your pen is and the color you'd like to use.
6. To [end the meeting](#) you will need to click the 3 dots on the top right side of the screen. Then confirm you want to [end the meeting](#).

Lastly, you will then need to go back into Conferences in Canvas and click [End](#).

If you Enabled Recordings the video will process and then hyperlink once available.

