

Conferences-How to Set Up A BigBlueButton Tool



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No Closed Captions Available

Add **Conferences** to your course to access this Canvas resource. To do this you will need to go into your **Settings** then **Navigation** and pull Conferences from the bottom list to the top and click Save at the bottom.

Steps:

1. Once Conferences is in your navigation click on it to begin. You will be able to start a new meeting by click on **+Conference**.
2. A pop up will appear so you can name the session.
3. You will need to set the duration of your session or check the box for **"No Time Limit"**
4. If you want to **RECORD** this lecture/video for students to view later you must check the box to **Enable recording**
5. Under **Members**, you will be able to choose if you would like to **Invite All Course Members** to this session or you can **Remove Observer Members** so that they do not get the meeting invite. Click **Update** when done.

The screenshot shows the Canvas interface for configuring a conference. At the top, the 'Navigation' tab is selected and highlighted with a red box. Below it, a list of course items is shown, with 'Conferences' at the bottom. A red box highlights the 'Settings' option in the left sidebar. Below the navigation list is a '+ Conference' button. The conference configuration form includes: 'Duration' set to 60 minutes; 'Options' with 'Enable recording for this conference' checked (indicated by a red arrow) and 'No time limit (for long-running conferences)' unchecked; and a 'Members' section with 'Invite All Course Members' checked and 'Remove All Course Observer Members' unchecked. At the bottom, 'Cancel' and 'Update' buttons are shown, with 'Update' highlighted by a red box.