Conferences–How to Set Up A BigBlueButton Tool

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.

Distance Education

Going the Distance for our students!