Livestream and Record Your Class with Canvas Conferences

1. Click on the Conferences option in the navigation bar inside your Canvas class.

Conferences

2. Click the +Conference button to set up a new Conference. This must be done for each class session that you want to livestream or record. Canvas does not allow you to repeat a Conference.

+ Conference

5. Enter the parameters for your Conference.
   - Name is the title of the Conference. Use a name that helps students identify the time of the class session, which helps when looking at the available sessions to select from when viewing recordings.
   - Type is BigBlueButton
   - Duration should be 15 minutes longer than your class to give yourself some extra room in case you need it.
   - Enable Recording should be checked. Even if you choose not to record your class session, this at least gives you the option of doing so.
   - No time limit should be un-checked.
   - Description should contain a brief explanation of the content of the session.

Name	MSIS 4033 Tuesday Aug. 18
Type	BigBlueButton
Duration	60 minutes
Options	☑ Enable recording for this conference
	☐ No time limit (for long-running conferences)
Description	Introduction to the class and Chapter 1 overview.

6. Invite All Course Members should be checked. Note that at the beginning of the semester you might need to edit the Conference if it is created well in advance of the class starting, as new students will often enroll after a Conference has been created and will need to be included on the invitation list.

Members

☑ Invite All Course Members
☐ Remove All Course Observer Members

7. To begin livestreaming from an OSU classroom, navigate to the Conferences option in your Canvas course and click the Start button next to the Conference title.

MSIS 4033 Tuesday Aug. 18
Introduction to the class and Chapter 1 overview.

Start ⚙ ▾

8. Use the Microphone option for audio. This will allow your voice to be heard by your students while they attend the Conference or watch the recording.

How would you like to join the audio?

🎤 Microphone   🎧 Listen only

9. Click "Allow" if an error message displays asking for permission to use the microphone.

....rna1.blindsidenetworks.com wants to   ✕

🎤 Use your microphone

Block   Allow

10. The Conference will play audio through the in-room speakers, though you might not hear it depending on how the room is set up. Click the "Yes" button to continue.

This is a private echo test. Speak a few words. Did you hear audio?

Yes   No

11. Use the options below the main screen to control audio and video settings, as well as share your screen.

12. To show your webcam video click the camera icon. Click "Allow" if an error message displays asking for permission to use the camera.

....rna1.blindsidenetworks.com wants to   ×

Use your camera

Block   Allow
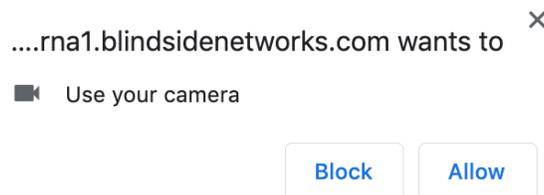
13. Select which camera to show: the OWL/Huddle/Avaya camera, or the in-room Document Camera.

Camera

FaceTime HD Camera (Built-in) (05ac:8511) ⌄

Quality

Medium quality   ⌄

14. Use the Participant List to see any students who are in the Conference. Click the Gear icon to mute all Participants, which is useful in large classes where students' microphones can pick up background chatter.

USERS (1)   ⚙

Si   Simon Ringsmu...*(You)*
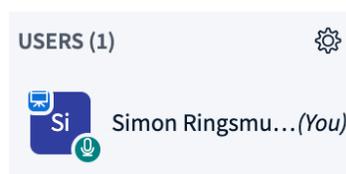
15. Use the Chat window to send messages to all the Participants.

Please share any questions here.

16. Use the left and right arrows at the bottom of the "Welcome to BigBlueButton" screen to switch back and forth between different slides on the virtual whiteboard.

⟨ Slide 1 ⌄ ⟩

17. Use the controls on the whiteboard to draw, type, and collaborate. The bottom button enables Multi-User whiteboard which allows Participants to create on the whiteboard in realtime.
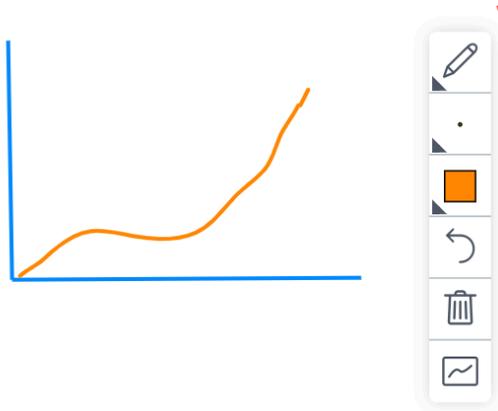
18. Click "Start Recording" to record your Conference. It is saved to the Cloud and can be accessed in the Conferences section of Canvas after you end the Conference. (Note: The video will take up to an hour to render and be available to your students to view.)

⦿ Start recording