Host a Real-Time Conference

• Step 1: Choose “Conference” on the course navigation bar.

• Step 2: Click on the “+ Conference” button on the top right corner.
• Step 3: Fill out the details for the conference and click “Update”.

![New Conference form image]

- Name: Canvas Guides - Faculty Conference
- Type: BigBlueButton
- Duration: 60 minutes
- Options: Enable recording for this conference
- Members: Invite All Course Members

[Update button]
• Step 4: Click the “Start” button on the right of the conference bar. or click “join” if the conference already started.

• Step 5: Choose either join the conference with audio only or with microphone.

• Step 6: Using the three buttons on the top, the user can change the option between audio, video, and share screen or not after join the conference.
• Step 7: By using the tool bar on the right side of the share screen, the host can easily edit the screen with highlights, notes, etc.
• Step 8: There is also a chatting box on the right of the main screen, user can choose to chat with the whole group, or individuals who is participating in the conference.

• Step 9: To log out of the conference, simply click on the button on the top right corner.