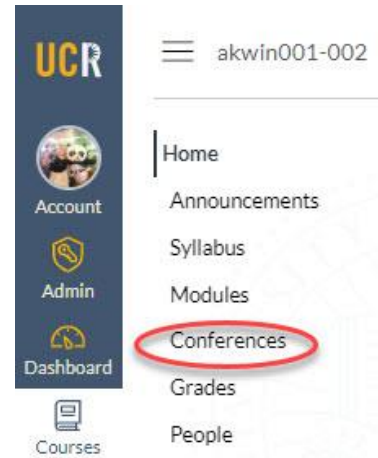




Using Canvas Conferences at UCR Extension

Step 1

Click on Conferences in the white navigation bar of your course.



Step 2

Click on the yellow Add Conferences button.



Step 3

Type in a name for your conference. You can use your course name and the date and time of the meeting. Enable Recording and Invite all class members. Click on the Yellow Update button.

New Conference ×

Name

Type

Duration minutes

Options Enable recording for this conference
 No time limit (for long-running conferences)

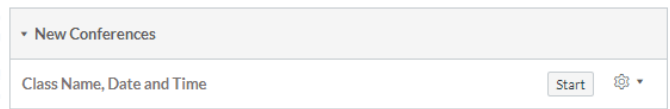
Description

Members

Invite All Course Members
 Remove All Course Observer Members

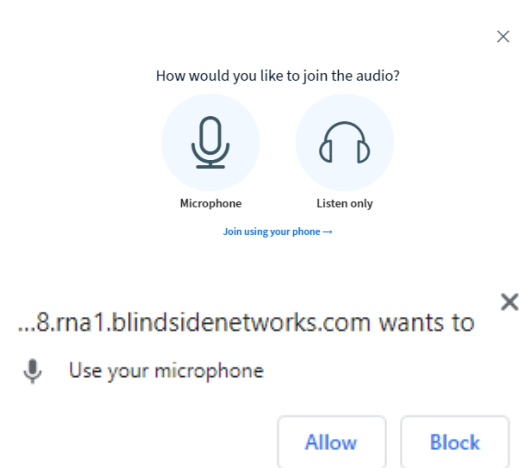
Step 4

To join the conference, click on the Start button.



Step 5

Click on Microphone and the Allow the system to use your microphone.



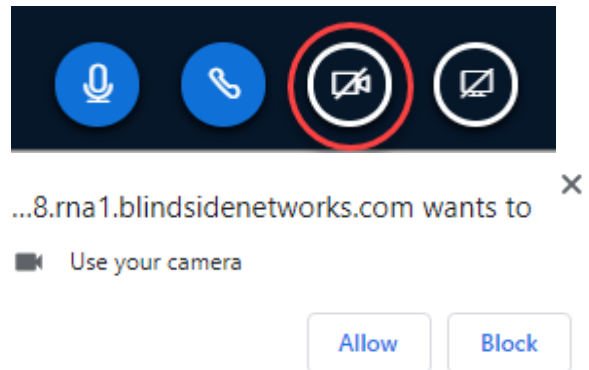
Step 6

Follow the instructions for the Echo Test.



Step 7

Click on the Video Icon to start your video and Allow the System to use the camera.



Step 8

Click on the Screen Share button to share an application such as Google Slides. Make sure the application is running before you try to share. Then choose Application Window and click on the application thumbnail.



Step 9

To upload a PowerPoint slide deck, do not use the Share Screen button. Instead, click on the blue plus button at the bottom of the screen and choose Upload a Presentation.

Click on Browse, find your PPT file on your computer, click on Open and then Confirm.

Step 10

Now you are ready to present. If you want to record the session, click on the Record button at the top of the screen.

The screenshot displays a screen sharing interface with three tabs: 'Your Entire Screen', 'Application Window', and 'Chrome Tab'. The 'Application Window' tab is active, showing a menu with options: 'Start a poll', 'Upload a presentation' (highlighted with a blue bar and a hand cursor), and 'Share an external video'. Below the menu is a blue plus button. Underneath, a 'Presentation' dialog box is shown with a 'Close' button and a blue 'Confirm' button. The dialog contains the text: 'As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.' Below this text, a file named 'default.pdf' is listed with a checked checkbox on the right. A dashed box contains a cloud upload icon and the text: 'Drag files here to upload or browse for files'. At the bottom of the interface, a dark blue button with a white circle and the text 'Start recording' is visible.