

Host a Real-Time Conference

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

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Conferences

Example Link

- Step 2: Click on the “+ Conference” button on the top right corner.

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+ Conference

- Step 3: Fill out the details for the conference and click “Update”.

New Conference ✕

Name

Type

Duration minutes

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

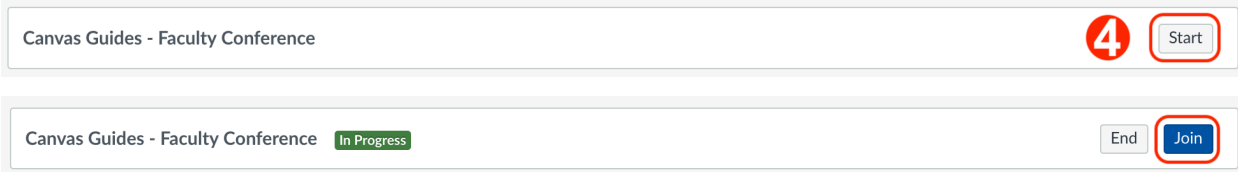
Description

Members

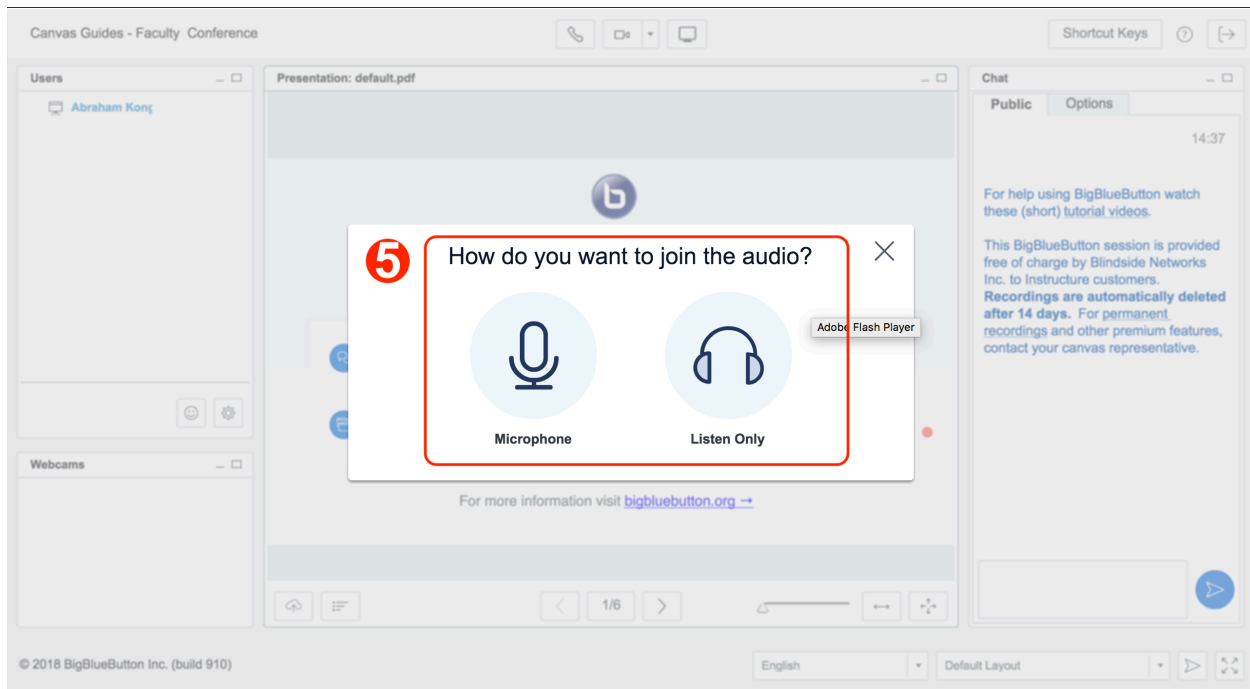
Invite All Course Members

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- 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.



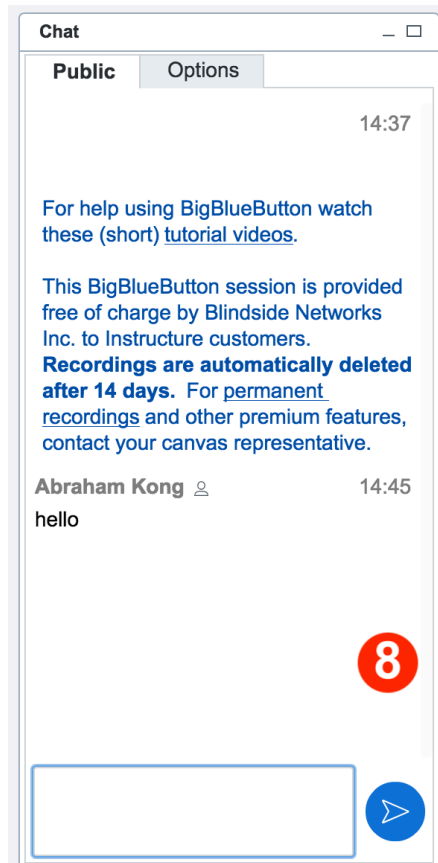
- Step 6: Using the three buttons on the top, the user can change the option between audio, video, and share screen or not after join the conference.



- 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.

