

Canvas Conferences Best Practices and Tips

Planning the Conference

- Send participants instructions on how to access the conference.
- Establish and communicate ground rules and guidelines for videoconferencing etiquette. For example, protocol for students in the remote locations for asking questions.
- Make certain that materials which you plan to distribute in your physical classroom are also available online and are accessible to the remote students.
- Use a computer and strong internet connection when hosting a conference. Do not use a tablet or smartphone because you may need to share your screen or documents.
- It is recommended to use Chrome or Firefox browsers to access the Conferences interface. Screen sharing is not supported on Safari browsers.

Creating a new Conference

- Name the conference with a unique title.
- Set your conference to “No time limit” to avoid your session ending early.

* If you want to record your conference, enable the recording option.

Preparing the Conference

Start preparing the conference at least 15 minutes before the session begins.

- Configure your microphone and webcam settings.
- Ensure that your webcam is properly positioned.
- Ensure remote students can see your presentation material by using either “Share your screen” or “Upload a presentation”. The share your screen option may feel more natural in a live, face-to-face classroom setting with students remoting in.
- Ensure remote students can hear and see you or your presentation material, and you can see and hear them.

Conducting the Conference

- Remind students in the classroom that there are students in remote locations participating.
- Consider whether the webcam (video feed) should be on during certain activities.
- Repeat questions for the students in the remote location.
- Be cognizant of less overt forms of communication that could be lost, such as body language suggesting confusion or discomfort.
- Periodically check in with remote students for their understanding of the material and questions.
- Provide opportunities for remote students to participate in active learning activities, for example, pair them up with a student in the classroom.
- Reposition the webcam for the best position to capture classroom demonstrations.