

Using Canvas Conferences for real-time delivery of online lecture

Conferences in Canvas can be used for delivering synchronous online lecture. Instructors can use it to broadcast real-time audio, video and presentation slides to students.

Please note that:

- A microphone or a web cam is necessary to record your voice.
- Canvas mobile app does not support Conferences, users must use the web version of Canvas to join the Conference sessions.
- It is recommended to use Chrome or Firefox to access Conferences.

A Quick Start:

1. First, you may want to make an announcement through Canvas to inform your students that the lecture will be delivered through the Conferences tool in Canvas. You can include [the link to guide your students steps to join a conference session](#)
2. Next is to [create a conference in your Canvas course site](#). Email notification will be sent to the students automatically once a conference session is created.
3. When it is almost time for the lecture, [start the conference](#). The conference session will open up in a new tab.
4. Wait for the students to join the conference. You can see student names showing up on the screen once they are in.
5. Start your lecture. You can upload your presentation slides and annotate on the slides during your lecture. (detailed steps: [How do I use the Conferences interface as a moderator or presenter?](#) | video guide: [Overview for moderator/presenters](#))
6. You can record your lecture by clicking the "Start recording" button at the top if you have enabled the recording function when you first start a conference session. *However, please note that the recording will only be kept for 14 days. You cannot download or save the recorded conference session.*
7. During the lecture, you may make use of the Breakout Rooms function to break students into groups. This encourages small group discussion and collaboration on group work. You can also end the group activity at a scheduled time or any time and bring the students back to the main room (detail steps: [Create and manage breakout rooms](#))
8. After the lecture, close the extra tab and "end" the session properly if the original schedule is not end yet (detailed steps: [How do I conclude a conference?](#))

If you want to know more about the Conferences tool, you can refer to the following links:

- [How do I use the Conferences Index Page?](#)
- [How do I create a conference in a course?](#)
- [How do I delete a conference?](#)
- [How do I edit a conference?](#)
- [How do I record a conference?](#)
- [How do I start a conference?](#)
- [How do I join a conference?](#)

- [How do I conclude a conference?](#)
- [How do I use the Conferences interface as a moderator or presenter?](#)
- Video: [Overview for moderator/presenters](#)

For students:

- [How do I join a conference?](#)

If you have any enquiries, please email to canvas@ust.hk or call our hotline at x8036.