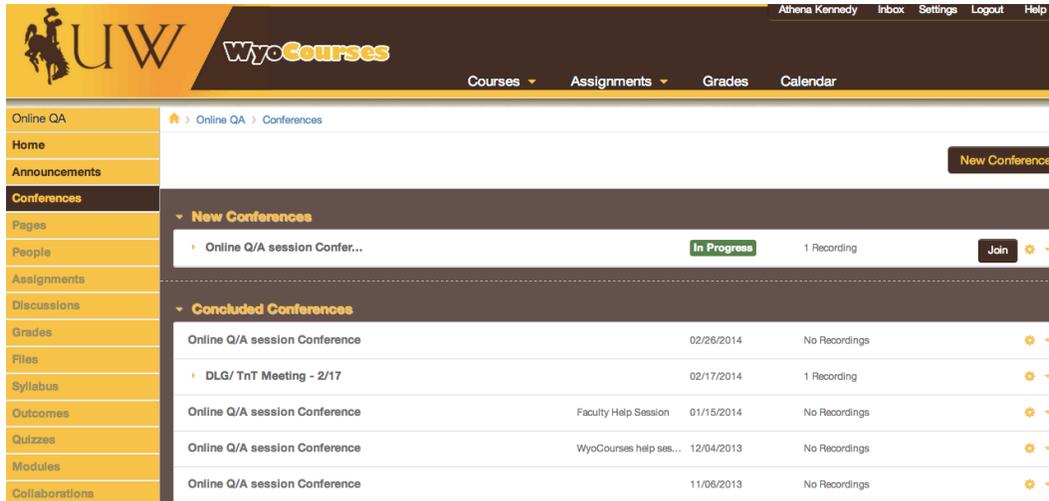


Setting up a Conference – Follow all 8 Steps below:

1. Inside of course shell, click on “Conferences” in the left hand navigation bar.

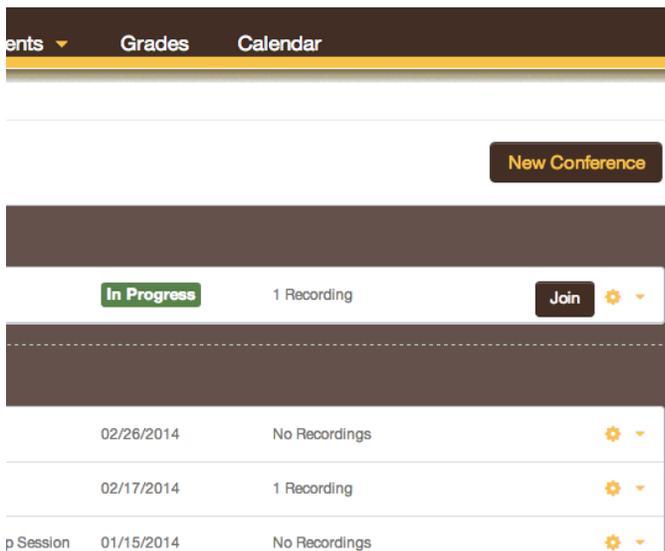


The screenshot shows the WyoCourses interface. At the top, there is a navigation bar with the UW logo, the text "WyoCourses", and user information: "Athena Kennedy", "Inbox", "Settings", "Logout", and "Help". Below this is a secondary navigation bar with "Courses", "Assignments", "Grades", and "Calendar". On the left, a vertical navigation bar lists various course components: "Online QA", "Home", "Announcements", "Conferences", "Pages", "People", "Assignments", "Discussions", "Grades", "Files", "Syllabus", "Outcomes", "Quizzes", "Modules", and "Collaborations". The "Conferences" section is expanded, showing a "New Conferences" header and a list of conferences. One conference is marked "In Progress" with "1 Recording" and a "Join" button. Below this is a "Concluded Conferences" section with a table of past sessions.

New Conferences			
Online Q/A session Confer...	In Progress	1 Recording	Join

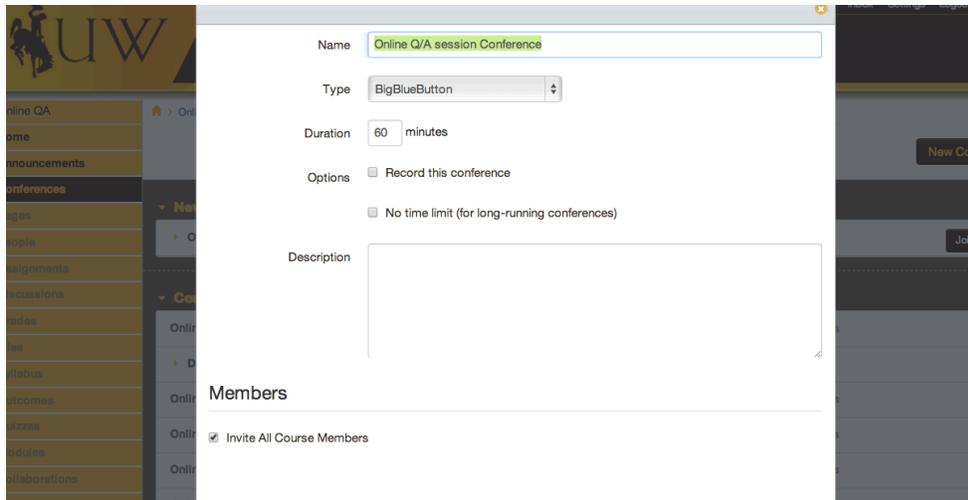
Concluded Conferences			
Online Q/A session Conference	02/26/2014	No Recordings	⚙️
DLG/ TnT Meeting - 2/17	02/17/2014	1 Recording	⚙️
Online Q/A session Conference	Faculty Help Session 01/15/2014	No Recordings	⚙️
Online Q/A session Conference	WyoCourses help ses... 12/04/2013	No Recordings	⚙️
Online Q/A session Conference	11/06/2013	No Recordings	⚙️

2. Then click on the “New Conference” button in the upper right hand corner.

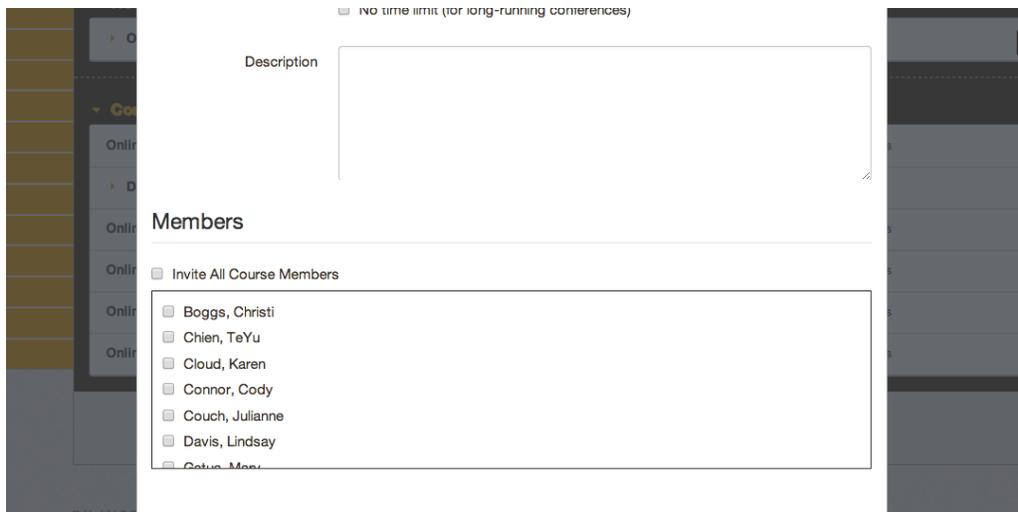


This close-up screenshot focuses on the "New Conference" button in the upper right corner of the interface. Below it, the "In Progress" conference entry is visible, showing "1 Recording" and a "Join" button. The "Concluded Conferences" table is also partially visible at the bottom of the frame.

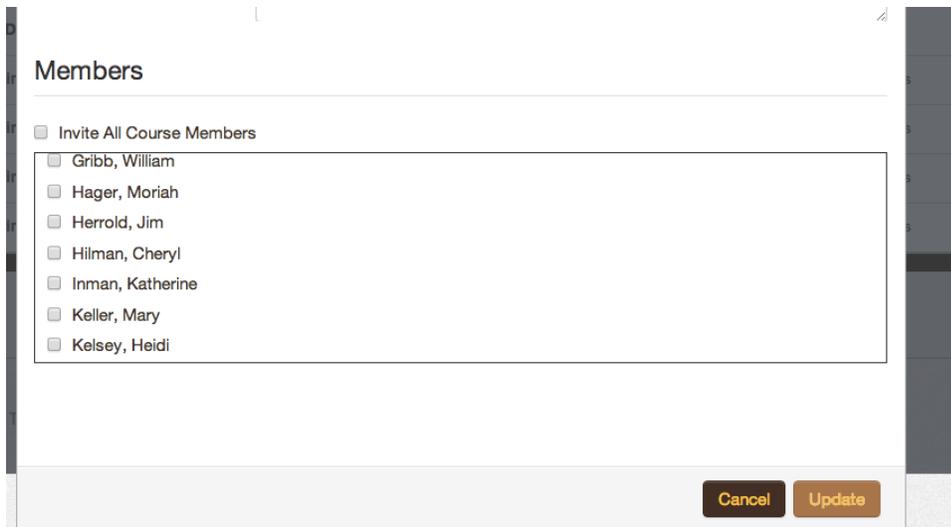
3. Next, fill in a name and duration for your conference. Check whether you want to record the session or not. And be sure to UNCHECK the invite all class members box.



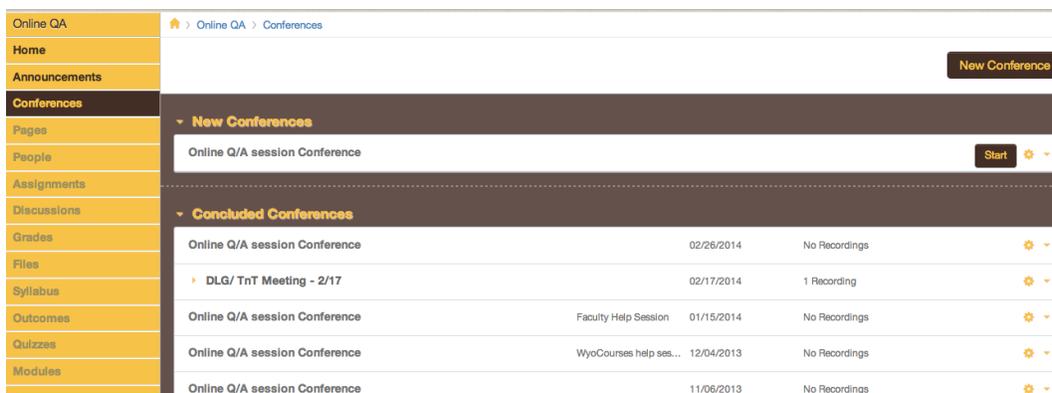
4. Once you have UNCHECKED the “Invite All Course Members” box, you can select the classmate who you wish to invite.



5. Once you have selected the classmates you wish to invite, click “Update.”



6. Your conference will now appear in the Conferences list on the screen. Your classmates have been invited and are now able to join. Click “Start” to begin the conference.



7. Then, follow the guidelines for “Using the Conference Interface (Big Blue Button)” found at this link:

<http://guides.instructure.com/s/2204/m/4152/l/65961-how-do-i-use-the-conference-interface>

8. Be sure to end the Conference by deleting it when you are finished. On the Conferences list, near the “Join” button, hover over the settings wheel icon and then click DELETE. The Conference will be ended and will appear in the Concluded Conferences list below the New Conferences list.

The screenshot displays the UW WyoCourses interface. At the top, there is a navigation bar with the UW logo and 'WyoCourses' text. Below this, there are navigation tabs for 'Courses', 'Assignments', 'Grades', and 'Calendar'. The main content area is divided into two sections: 'New Conferences' and 'Concluded Conferences'. In the 'New Conferences' section, there is a single conference titled 'Online Q/A session Conference' with an 'In Progress' status and a 'Join' button. In the 'Concluded Conferences' section, there is a list of five conferences. A settings wheel icon is visible next to the 'Join' button, and a 'Delete' button is visible in a tooltip.

New Conferences	
Online Q/A session Conference	In Progress

Concluded Conferences		
Online Q/A session Conference	02/26/2014	No Recordings
DLG/ TnT Meeting - 2/17	02/17/2014	1 Recording
Online Q/A session Conference	Faculty Help Session 01/15/2014	No Recordings
Online Q/A session Conference	WyoCourses help ses... 12/04/2013	No Recordings
Online Q/A session Conference	11/06/2013	No Recordings