Setting up a Conference – Follow all 8 Steps below:

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

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

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.