Instructional Web Conference
Communication Samples and Resources

Note: These samples were drafted considering the Canvas LMS BigBlueButton web conferencing tool.

Before Session Sample Announcement

Good afternoon all,

- We will have our first web conference on (*insert day, date, time*). We will cover topics addressed in (*insert information*). Your attendance and participation will be noted.
- You will receive an email invite with a link to join the conference.
- Please note that, due to the Canvas LMS functionality, you will not be able to join until I start the conference. That said, if you see that it opens early, please do not join until the *scheduled start time*, as I prefer to troubleshoot technology before each virtual conference. Also, be aware that we may spend a few minutes after you enter the session getting familiar with the interface.
- Keep in mind "netiquette" and protocols as discussed earlier in this course.
- Once in the conference, be sure to mute your mic to prevent audio feedback.
- To better prepare for the conference, review these links from the Canvas Student Guide to learn more about how to join the conference and how to use the conference interface.

See you soon (online)!
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After Session Sample Announcement

Good evening all,

- Nicely done participating in the web conference (*insert day)*. Your efforts in troubleshooting and engaging in the discussion are noted. That said, you did a terrific job using the mic, icons, and chat.
- Please complete the anonymous survey regarding the web conference. Your input is greatly appreciated as I continue to improve the conferencing process and experience.
- If you were not able to attend the conference, be sure to watch the conference over the next week and submit a summary of what was discussed. Your summary is due by (*insert date and time*).
- To view the recorded session, return to the Conferences section of your course, find the conference, and select "View." Please note that recorded conferences are only available for 14 days.

Please continue your good efforts online,
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Resources

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