

Using ConferZoom in Canvas

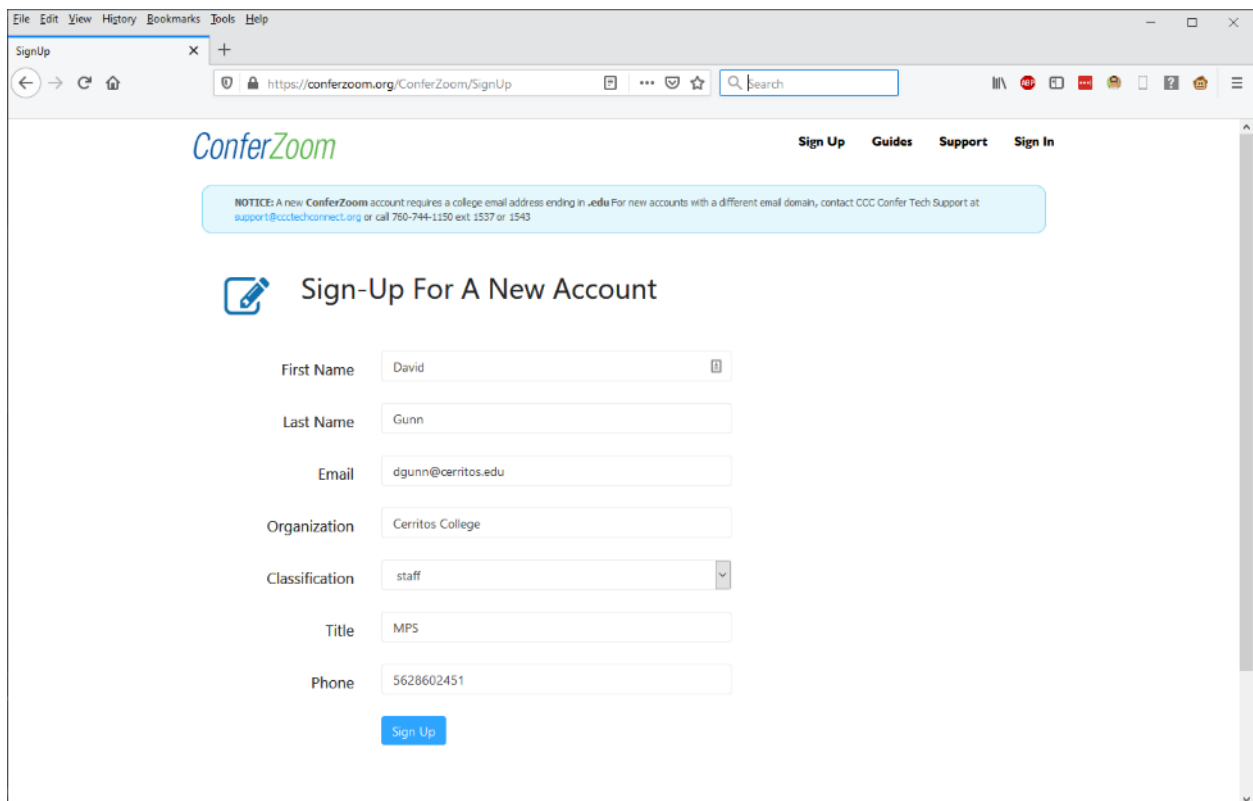
The ConferZoom integration with Canvas facilitates efficient scheduling and connecting to web conferences using Zoom, virtual office hours management, attendance reporting, and session recordings.

Getting Started

Update (3/19/2020) Our college has created pro accounts for all faculty and staff. You should have received an email from Zoom on Tuesday, March 17 that asked you to verify your Cerritos College email account in order to fully activate your ConferZoom account. If you did not see the email in your inbox, please check your "Junk Email" folder. Once you locate the email, click on the link labelled "Click here to activate your account" and follow the instructions you will find on Zoom's website.

If you have not used ConferZoom with Canvas before, and do not have an active ConferZoom account, you will first need to sign up at <https://conferzoom.org/ConferZoom/SignUp> using your primary @cerritos.edu email address.

Note: Creating an account only needs to be done if you are hosting a video conference, it is not required of participants.

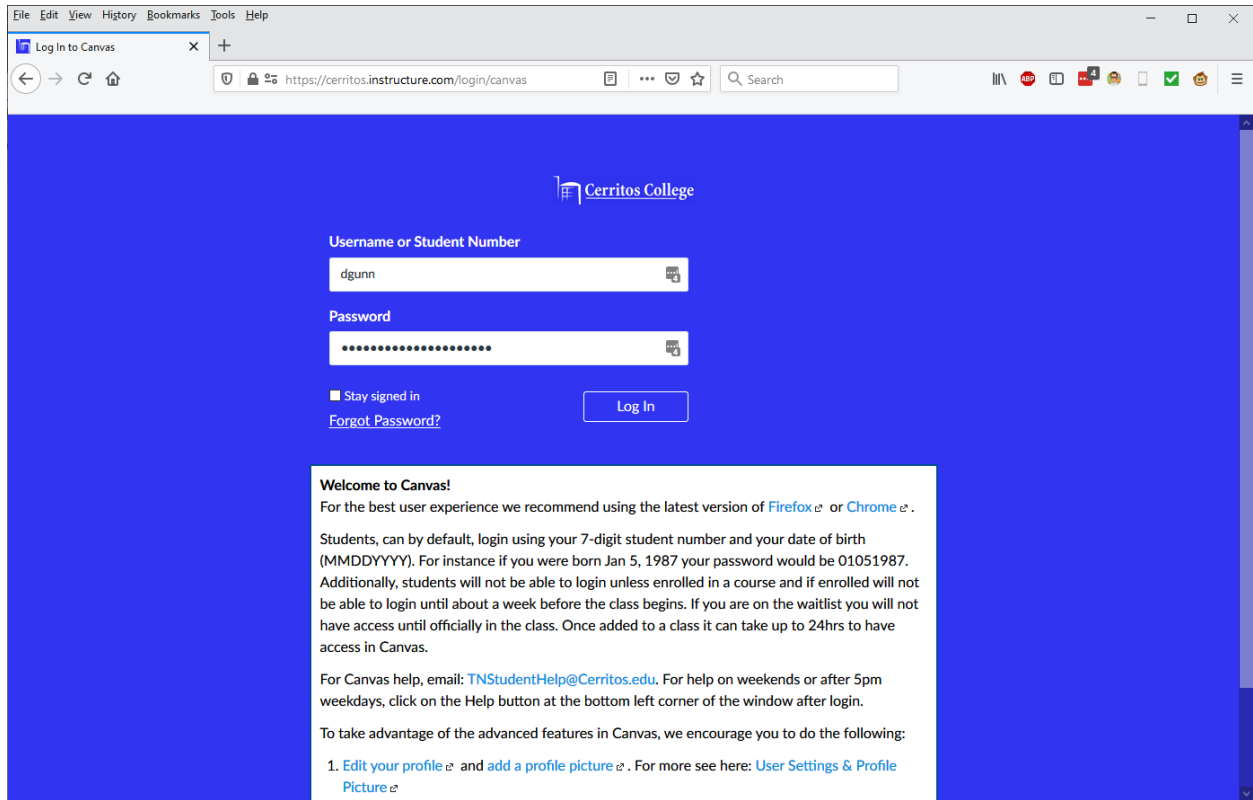


The screenshot shows a web browser window with the ConferZoom sign-up page. The browser's address bar shows the URL <https://conferzoom.org/ConferZoom/SignUp>. The page features the ConferZoom logo and navigation links for Sign Up, Guides, Support, and Sign In. A light blue notification box at the top states: "NOTICE: A new ConferZoom account requires a college email address ending in .edu. For new accounts with a different email domain, contact CCC Confer Tech Support at support@cccconnect.org or call 760-744-1150 ext 1537 or 1543." Below this is the main heading "Sign-Up For A New Account" with a pencil icon. The sign-up form contains the following fields:

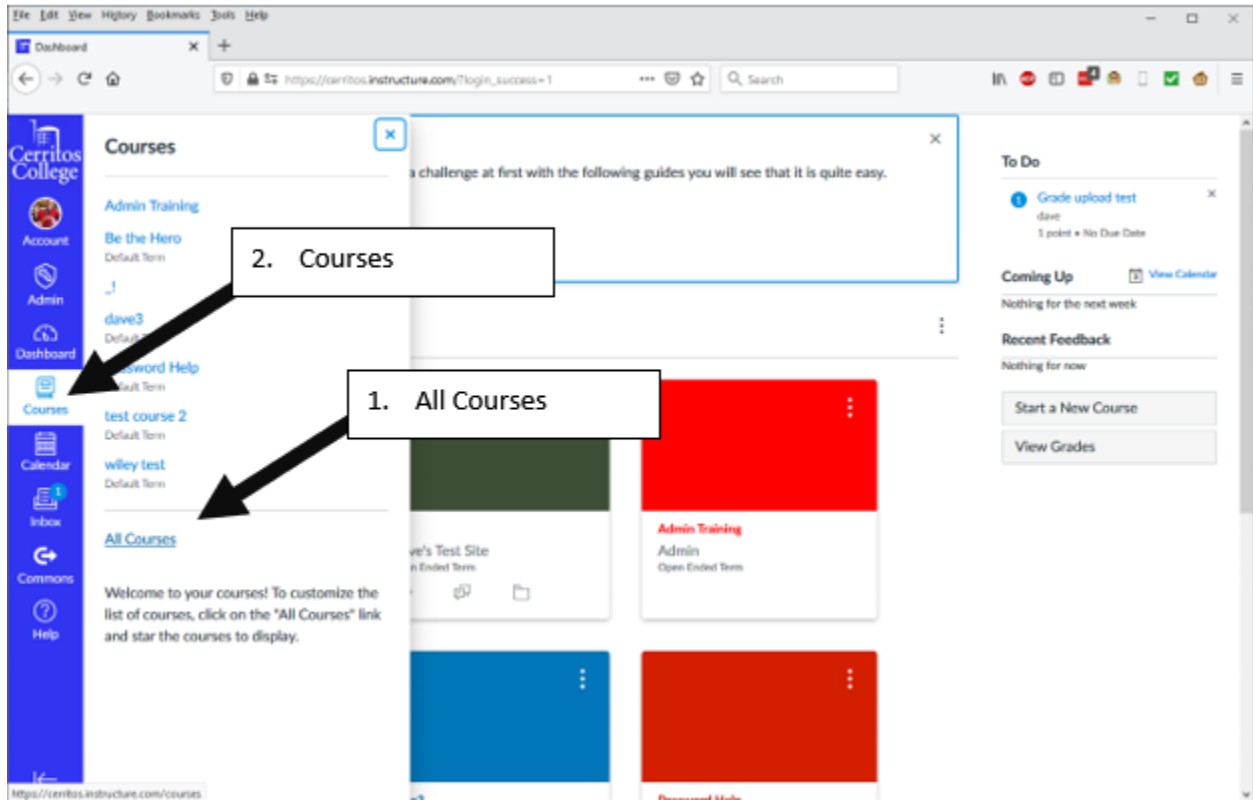
- First Name: David
- Last Name: Gunn
- Email: dgunn@cerritos.edu
- Organization: Cerritos College
- Classification: staff (dropdown menu)
- Title: MPS
- Phone: 5628602451

A blue "Sign Up" button is located at the bottom of the form.

Once you have a ConferZoom account login to Canvas at <https://cerritos.instructure.com/login/canvas> using the first part of your Cerritos email address, without the @cerritos.edu, and your Cerritos College password.



Navigate to your class site by clicking on the corresponding course card. If you do not see the class you wish to access click Courses then choose the All Courses link.



By default, ConferZoom will be listed in the left-hand course navigation however if you do not see it you can enable it by going to Settings, choosing the Navigation tab, then dragging ConferZoom into the upper list and clicking the Save button.

The screenshot shows the Canvas LMS interface for a course named "ConferZoom". The "Settings" page is open, and the "Navigation" tab is selected. A callout box labeled "1. Navigation Tab" points to the "Navigation" tab. Below the tabs, there is a section titled "Drag and drop items to reorder them in the course navigation." which contains a list of items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, Library, Online Tutoring, and New Analytics. A second callout box labeled "2. Drag & Drop" points to the "ConferZoom" item at the bottom of this list. To the right of the list, there is a "Share to Commons" section and a "Current Users" section with various user counts.

1. Navigation Tab

2. Drag & Drop

Once you click the ConferZoom tool from the left-hand course navigation you may need to synch your Canvas account with ConferZoom. To do so click on 'Account Settings' on the upper right, then click on 'Conferencing Accounts' on the left side. A green check mark will appear confirming Canvas and ConferZoom are connected and ready to use. If you do not see the green check but instead see an error message please contact TNFacultyHelp@Cerritos.edu.

The screenshot shows the Canvas LMS interface for a course titled "ConferZoom Demo". The user is logged in as David Arnold Gaze II. The left-hand navigation menu includes options like Home, ConferZoom, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, Library, and Online Tutoring. The main content area displays instructions for connecting a ConferZoom account. A green checkmark indicates that the account is successfully connected. Below this, there is a section for "Zoom Meetings" with a green checkmark and a "Reassociate my account" button. A callout box labeled "Account Settings" points to the "Account Settings" link in the top right corner of the page.

To receive email reminders of upcoming ConferZoom events and appointments, as well as changes to scheduled appointments, select 'Account Settings' on the top right, then 'Email' on the left navigation bar.

The screenshot shows a web browser window displaying the ConferZoom interface. The browser's address bar shows the URL: https://cerritos.instructure.com/courses/42307/external_to.... The page title is "ConferZoom Demo".

The interface includes a top navigation bar with the following items: "Home", "ConferZoom", "Event Calendar", "Appointment Booking", "Event Recordings", and "Event Attendance". The user is logged in as "David Arnold Gunn II" with the role of "administrator, teacher".

The left sidebar contains a navigation menu with the following items: "Account", "Admin", "Dashboard", "Courses", "Calendar", "Inbox", "Commons", "Help", "Conferences", "Collaborations", "Online Readiness Modules", "Attendance", "Chat", "Library", "Online Tutoring", "New Analytics", and "Settings".

The main content area is titled "Email Settings" and is divided into two sections: "General" and "Email Subscriptions".

General

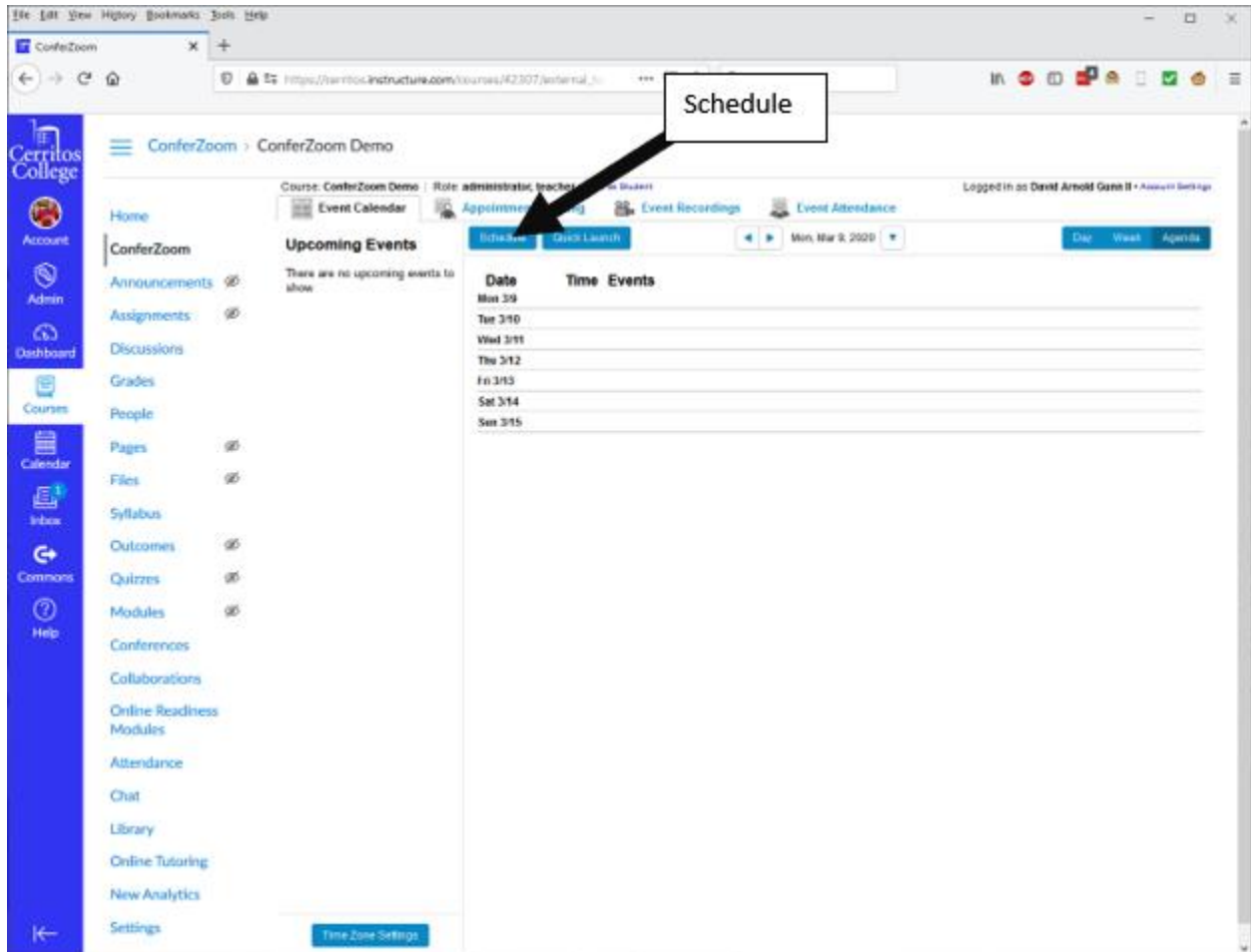
- Identity Email Address:** dgunn@cerritos.edu
- Messaging Email Address:** Send my email to instead of dgunn@cerritos.edu
- Note:** MEETS will never send you unsolicited email. You will only ever be emailed if you have configured your settings here to request them.

Email Subscriptions

- Reminders:** Send me a reminder before every event in my calendar.
- Scheduling:** Send me an email notifying me of additions, changes, or cancellations of events in my calendar occurring less than in the future.
- Schedule:** Send me an email once a at every containing a list of **Itinerary:** my events for the following week.
- Note:** These times are approximate and may not be exact, depending on your email provider's settings, traffic, and other networking factors.

Creating a Scheduled Video Conference

To create a ConferZoom scheduled event click on the Event Calendar tab then click the Schedule button.



The screenshot displays the ConferZoom web interface. The browser address bar shows the URL: <https://www.instructure.com/courses/42307/external...>. The page title is "ConferZoom > ConferZoom Demo". The user is logged in as "David Arnold Gane II" with the role of "administrator, teacher". The interface includes a left-hand navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, Library, Online Tutoring, New Analytics, and Settings. The main content area is titled "Upcoming Events" and shows a table with columns for "Date" and "Time Events". The table lists dates from Mon 3/9 to Sat 3/15. A "Schedule" button is highlighted with a black box and an arrow pointing to it. Other buttons visible include "Event Calendar", "Appointments", "Event Recordings", "Event Attendance", "Time Zone Settings", "Day", "Week", and "Agenda".

Date	Time Events
Mon 3/9	
Tue 3/10	
Wed 3/11	
Thu 3/12	
Fri 3/13	
Sat 3/14	
Sun 3/15	

Enter the pertinent data such as name, how often you would like it to repeat, the day and time, and also the expected duration of the meeting. When done click Save.

The screenshot shows the ConferZoom interface for scheduling a new event. The browser address bar shows the URL: https://cerritos.instructure.com/courses/42307/external_t.... The user is logged in as David Arnold Gunn II.

Course: ConferZoom Demo | **Role:** administrator, teacher • View as Student | **Logged in as:** David Arnold Gunn II • Account Settings

Navigation: Home, ConferZoom, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, Library, Online Tutoring, New Analytics, Settings.

Event Scheduler: Event Calendar, Appointment Booking, Event Recordings, Event Attendance. **Quick Launch:** Mon, Mar 9, 2020. **View:** Day, Week, Agenda.

Schedule new event

Name*: ConferZoom Demo Event

Description: Weekly Meeting

Repeat*: Single, Daily, **Weekly**

Time Zone*: -07:00 America/Los_Angeles

Days*: S M T W T F S

Time*: 11:30 AM

From Date*: Mon, Mar 9, 2020

To Date*: Fri, May 22, 2020

Duration*: 1 hours, 30 minutes

Hosted By*: David Arnold Gunn II (357)

Conferencing Account*: Zoom Meetings (7N4OcRUaQJWBeYhwdxTkQ)

Buttons: Discard, Save, Time Zone Settings

Events List:

Date	Time	Events
Mon 3/9	11:30 am – 1:00 pm	ConferZoom Demo Event (Unsaved)
Tue 3/10		
Wed 3/11		
Thu 3/12		
Fri 3/13		
Sat 3/14		
Sun 3/15		

You will now see the conference you just created in your list of upcoming events. To begin the conference, click the Host button.

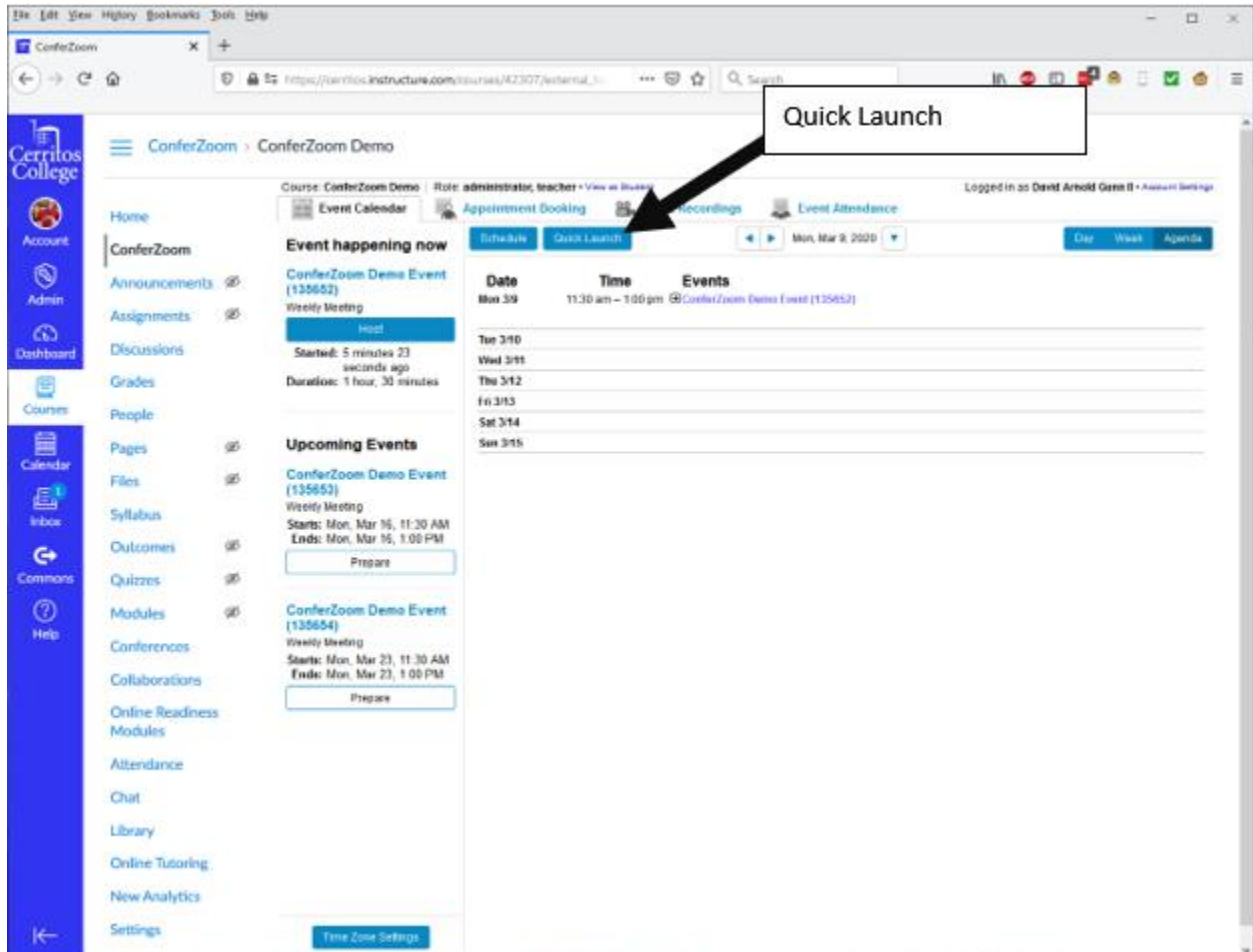
The screenshot shows the ConferZoom interface within a web browser. The browser's address bar displays the URL: https://carrhos.instructure.com/courses/42307/externals_.... The interface includes a left-hand navigation menu with the Cerritos College logo and various tool icons. The main content area is titled "ConferZoom Demo" and shows the user is logged in as "David Arnold Gene II".

The interface is divided into several sections:

- Event happening now:** Displays a "ConferZoom Demo Event (135652) Weekly Meeting" that has just started. A "Host" button is highlighted with a black box and an arrow pointing to it. The event details show it started 5 minutes and 23 seconds ago and has a duration of 1 hour and 30 minutes.
- Upcoming Events:** Lists two future events:
 - "ConferZoom Demo Event (135653) Weekly Meeting" starting on Mon, Mar 16, 11:30 AM and ending on Mon, Mar 16, 1:00 PM, with a "Prepare" button.
 - "ConferZoom Demo Event (135654) Weekly Meeting" starting on Mon, Mar 23, 11:30 AM and ending on Mon, Mar 23, 1:00 PM, with a "Prepare" button.
- Calendar:** A calendar view on the right side of the screen showing the current date as Mon, Mar 9, 2020, and a list of days from Tue 3/10 to Sun 3/15.

Creating a Video Conference Immediately

To create an unscheduled video conference immediately click the Quick Launch button



The screenshot displays the ConferZoom web interface. On the left is a blue sidebar with navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help. The main content area shows the course 'ConferZoom Demo' with tabs for Event Calendar, Appointment Booking, Recordings, and Event Attendance. The 'Event Calendar' tab is active, showing a table of events. A callout box labeled 'Quick Launch' points to the 'Quick Launch' button in the top navigation bar of the event calendar section.

Date	Time	Events
Mon 3/9	11:30 am - 1:00 pm	ConferZoom Demo Event (135652)
Tue 3/10		
Wed 3/11		
Thu 3/12		
Fr 3/13		
Sat 3/14		
Sun 3/15		

Then choose a duration and your conference will begin

The screenshot shows a web browser window displaying the ConferZoom interface. The browser's address bar shows the URL: https://cerritos.instructure.com/courses/42307/external_to.... The interface includes a left-hand navigation menu with options like Home, ConferZoom, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, Library, Online Tutoring, New Analytics, and Settings. The main content area shows a course titled 'ConferZoom Demo' with a role of 'administrator, teacher'. A 'Quick Launch' dialog box is open, allowing the user to name the event and select a duration. The dialog box contains the following text and options:

Name:

Close

Conferencing Account: Zoom Meetings (7N4OcrUaQJWBeYhswdxTkQ)

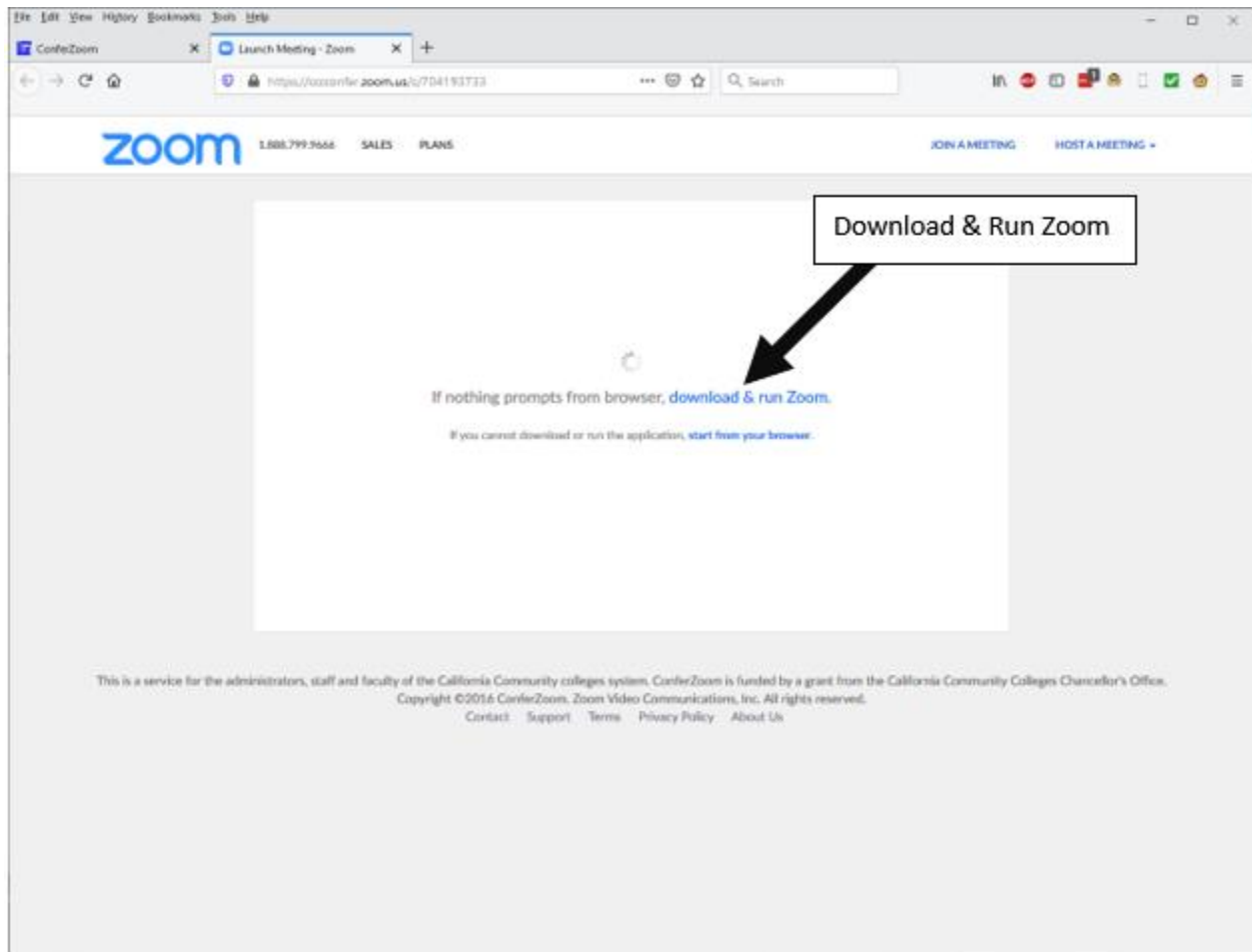
Launch with duration of

15 minutes	30 minutes	45 minutes
1 hour	1 hour, 30 minutes	2 hours
4 hours	6 hours	8 hours
12 hours	18 hours	1 day

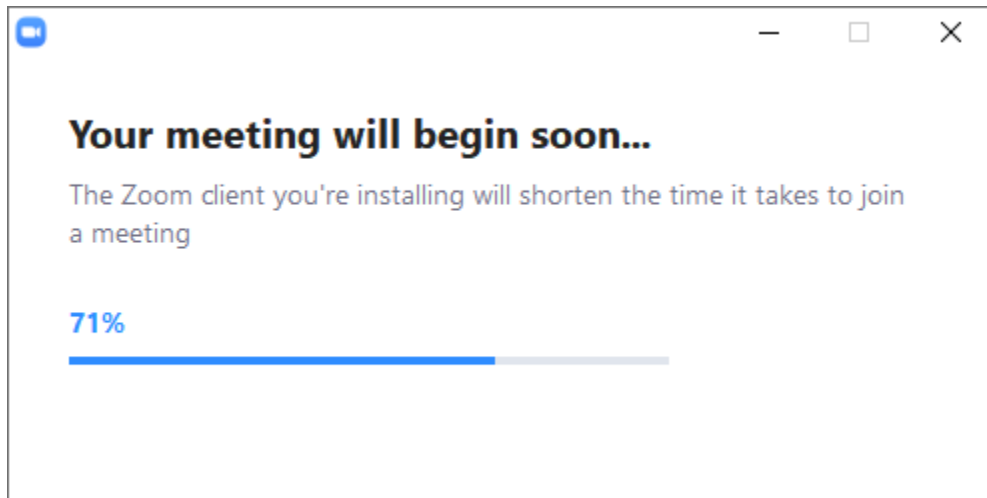
The background interface also displays 'Event happening now' and 'Upcoming Events' sections, with details for 'ConferZoom Demo Event (135653)' and 'ConferZoom Demo Event (135654)'.

Installing and using ConferZoom

After you have begun a video conference, if you have not used ConferZoom on the computer you are on, you will be prompted to install. To do this click the download & run Zoom link.



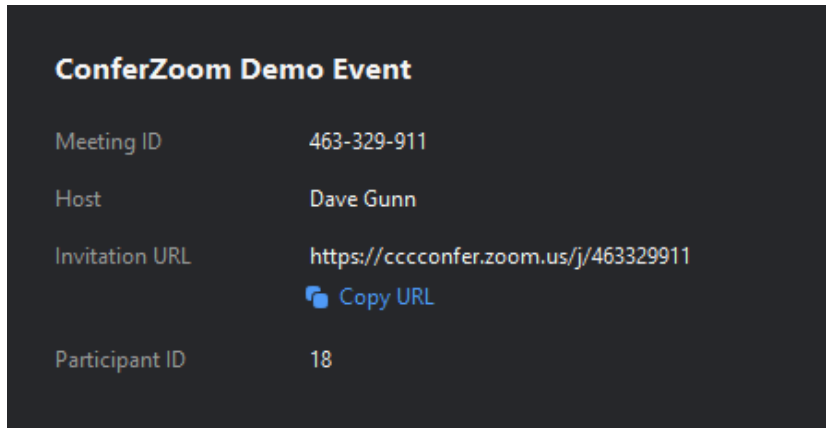
Save the installation file to a location such as your desktop or downloads folder then double click the file to install and run the Zoom client application.



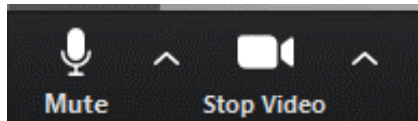
Once installation is complete your video conference should begin automatically. Note it may ask how you wish to connect your audio and if you have a microphone you can choose it or you can choose to call in on your phone to the number provided.



At the top right of your screen you will have an Enter Full Screen button and at the top left you will see a small green lock denoting your connection is encrypted and a small “i” which you can click on to get information about your connection.

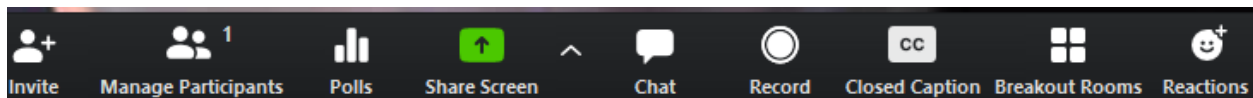


Along the bottom of the window you will see the ConferZoom taskbar. On the left are your audio and video controls where you can mute or unmute your microphone as well as your start and stop your video.

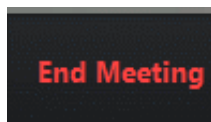


In the middle are your main controls including Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, & Reactions.

Invite: Send invites by email, contacts, or Zoom Rooms. **Manage Participants:** Open the **Participants** side panel to select options for individuals or the group. **Polls:** create and launch a poll. **Share Screen:** Launch sharing a desktop or individual applications. **Chat:** Send a private or group chat during the session. **Record:** Choose to store the recording on the computer, or to the cloud. **Closed Caption:** Alternative place to assign a captioner, also displays active captions. **Breakout Rooms:** Create sub-rooms, and assign participants to rooms. *Note this is useful during office hours to keep conversations private.* **Reactions:** Share reactions with the group.



On the far-right side of the bar you have End Meeting which allows you to leave the meeting, but allow it to continue, or end the meeting for everyone.



For more information on using ConferZoom see the CCC TechConnect site

<https://ccctechconnect.zendesk.com/hc/en-us/categories/360000873994-CCC-Confer-and-ConferZoom-Support> or contact TNFacultyHelp@Cerritos.edu