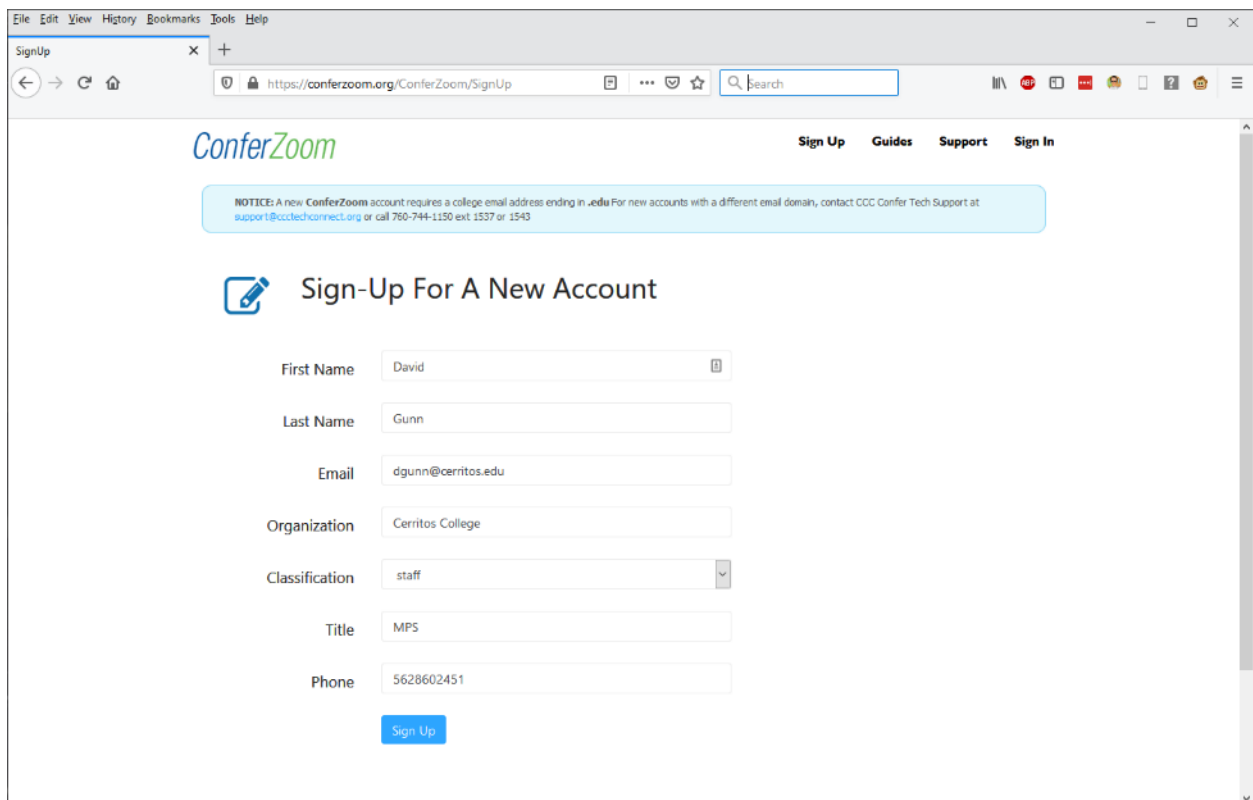# Using ConferZoom in Canvas

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

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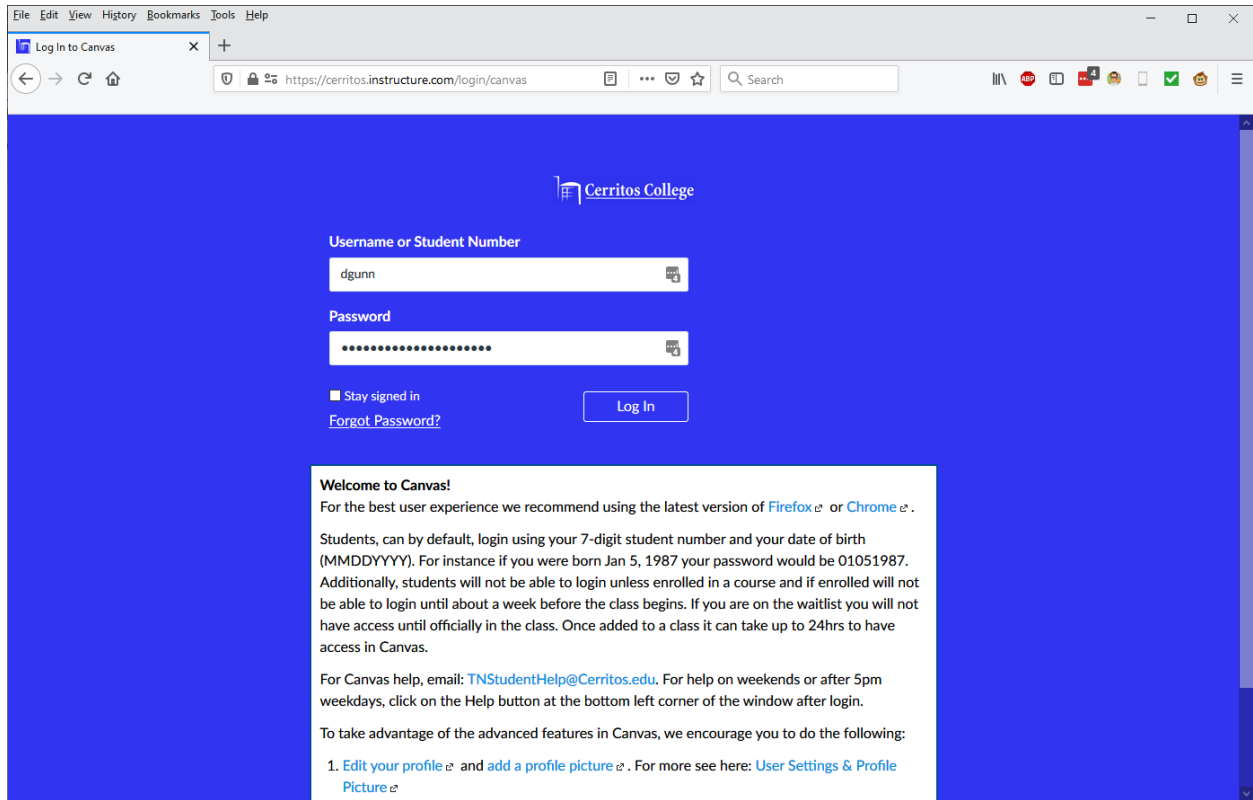
Note: Creating an account only needs to be done if you are hosting a video conference, it is not required of participants.

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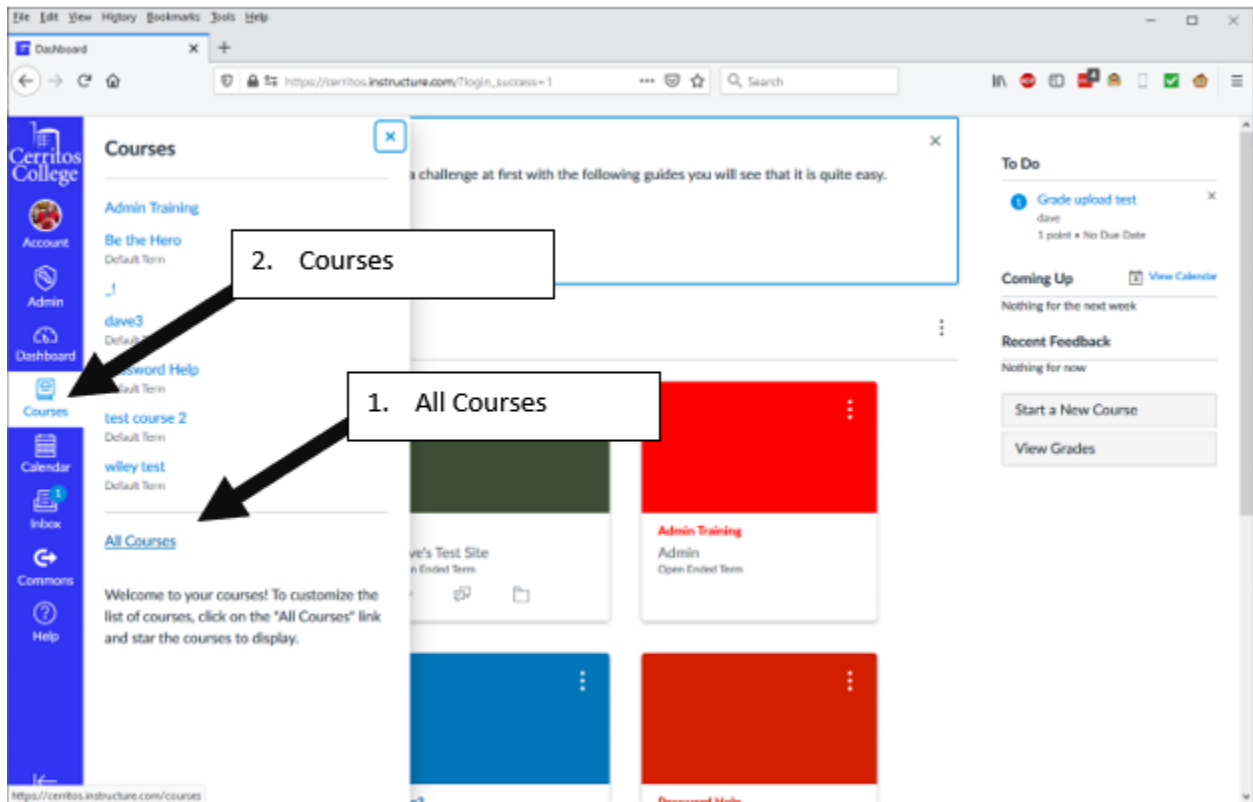
By default, ConferZoom will be listed in the left-hand course navigation however if you do not see it you can enable it by going to Settings, choosing the Navigation tab, then dragging ConferZoom into the upper list and clicking the Save button.

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.

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.

Creating a Scheduled Video Conference

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

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.

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

Creating a Video Conference Immediately

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

Then choose a duration and your conference will begin

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.
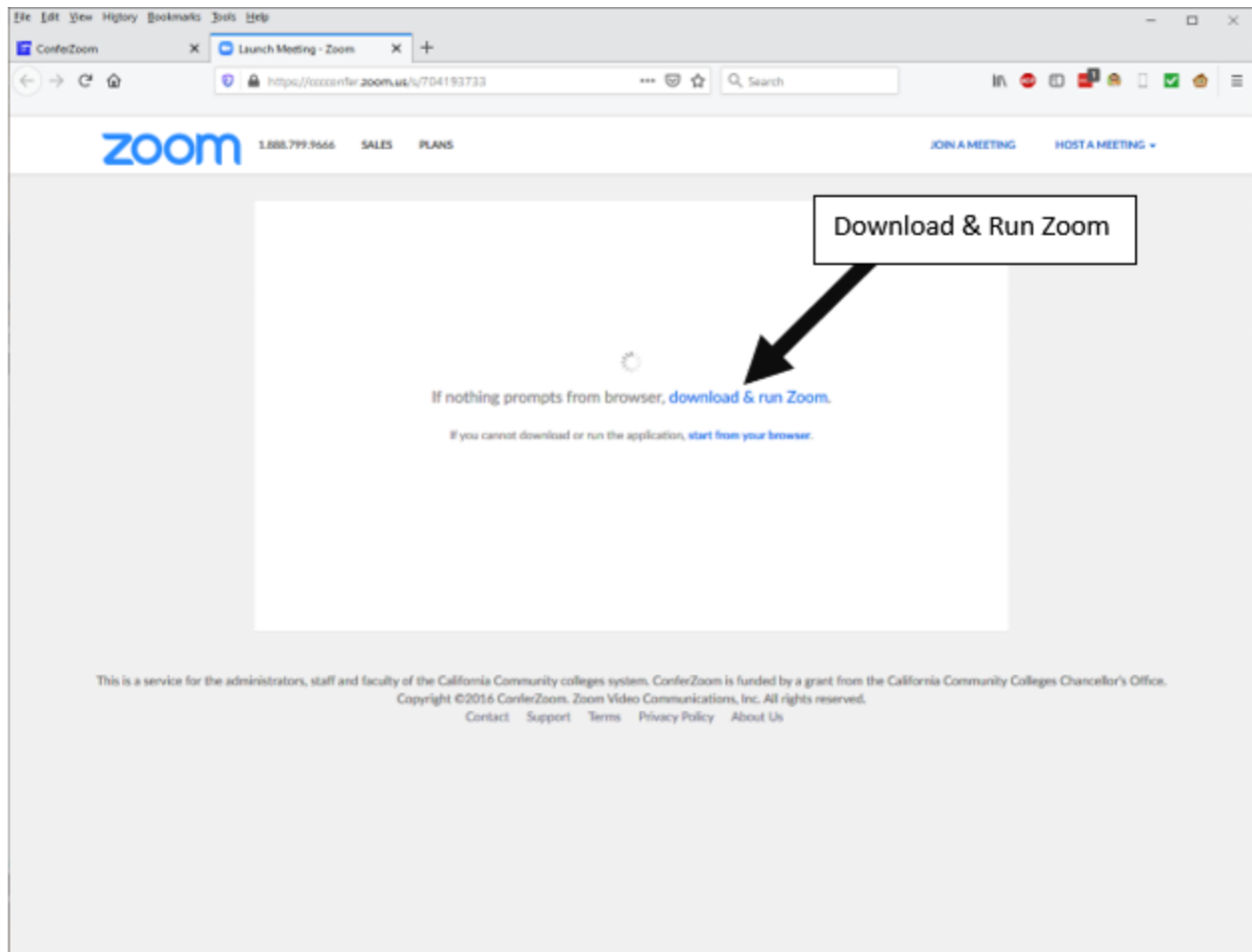
Save the installation file to a location such as your desktop or downloads folder then double click the file to install and run the Zoom client application.
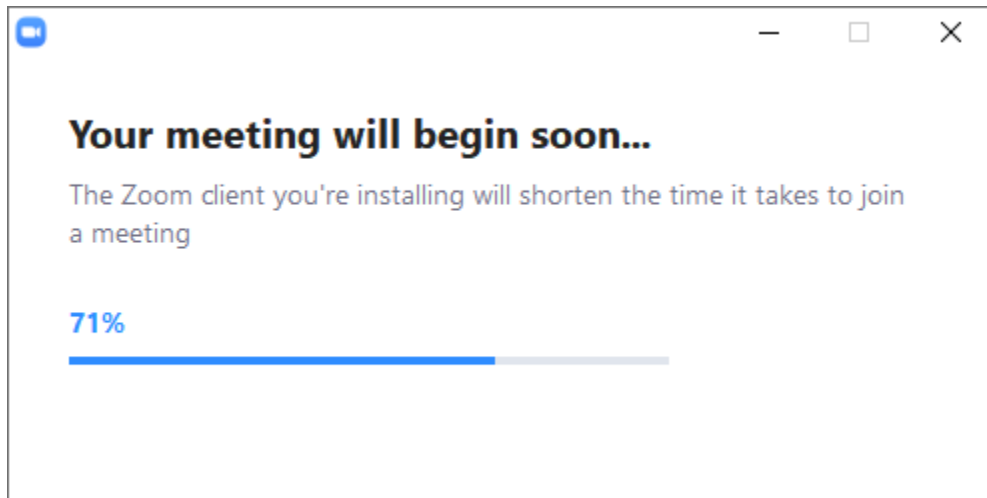
Once installation is complete your video conference should begin automatically. Note it may ask how you wish to connect your audio and if you have a microphone you can choose it or you can choose to call in on your phone to the number provided.

At the top right of you screen you will have an Enter Full Screen button and at the top left you will see a small green lock denoting your connecting 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.

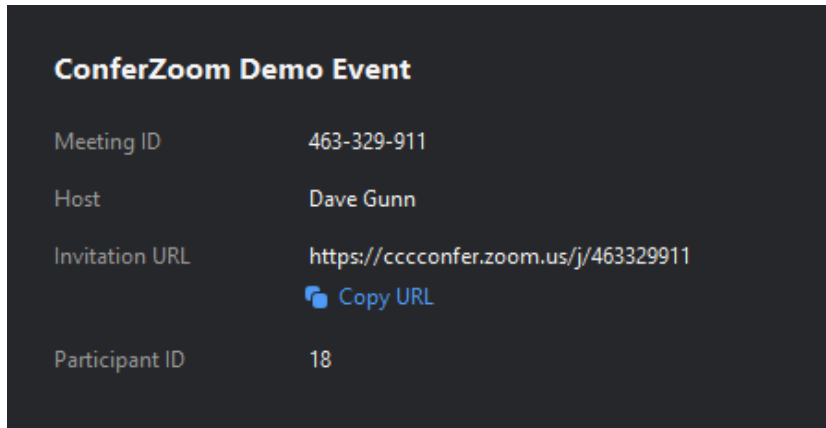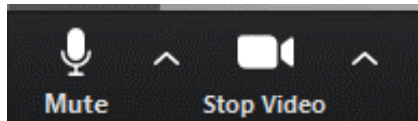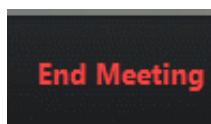In the middle are your main controls including Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, & Reactions.
Invite: Send invites by email, contacts, or Zoom Rooms. **Manage Participants**: Open the **Participants** side panel to select options for individuals 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.
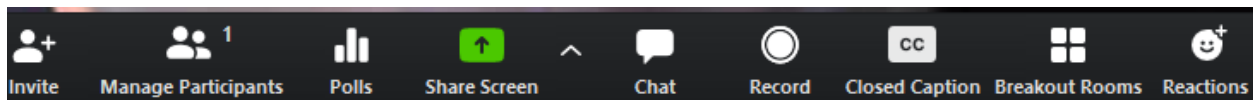
On the far-right side of the bar you have End Meeting which allows you to leave the meeting, but allow it to continue, or end the meeting for everyone.

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