

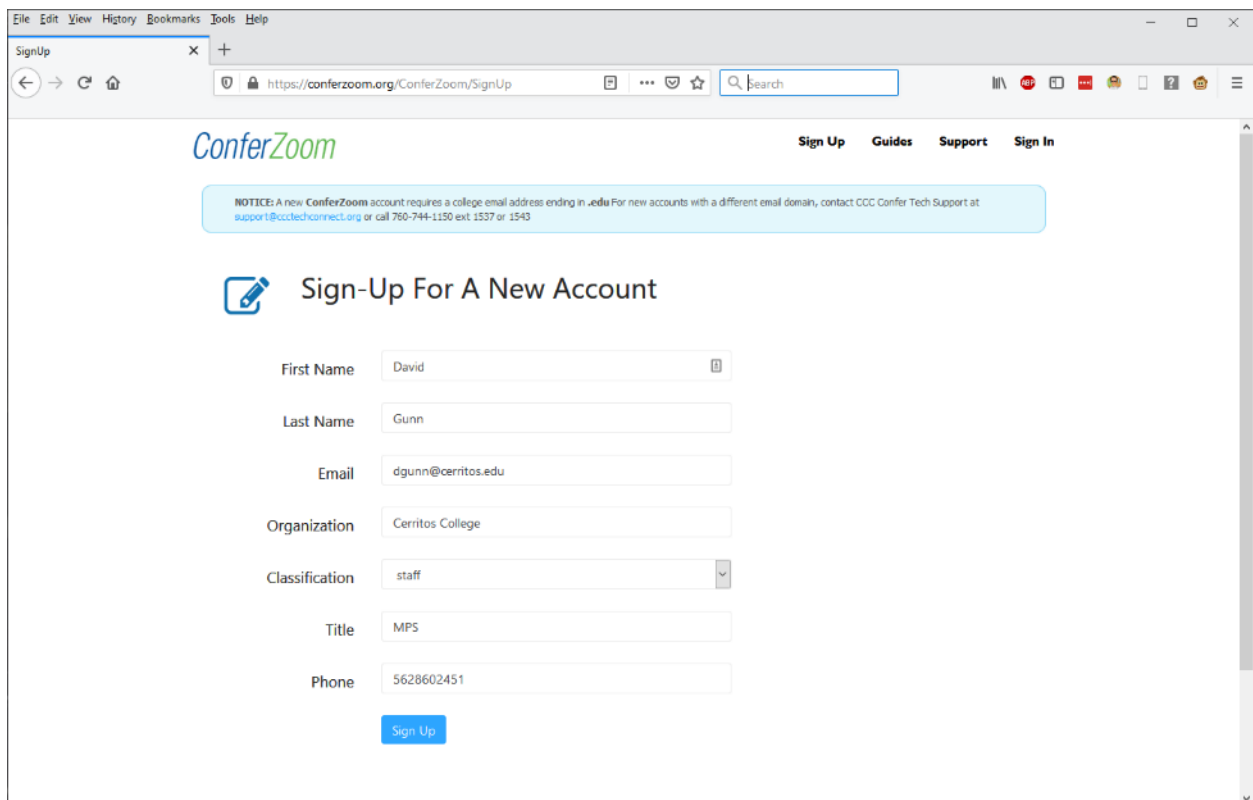
Using ConferZoom in Canvas

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.

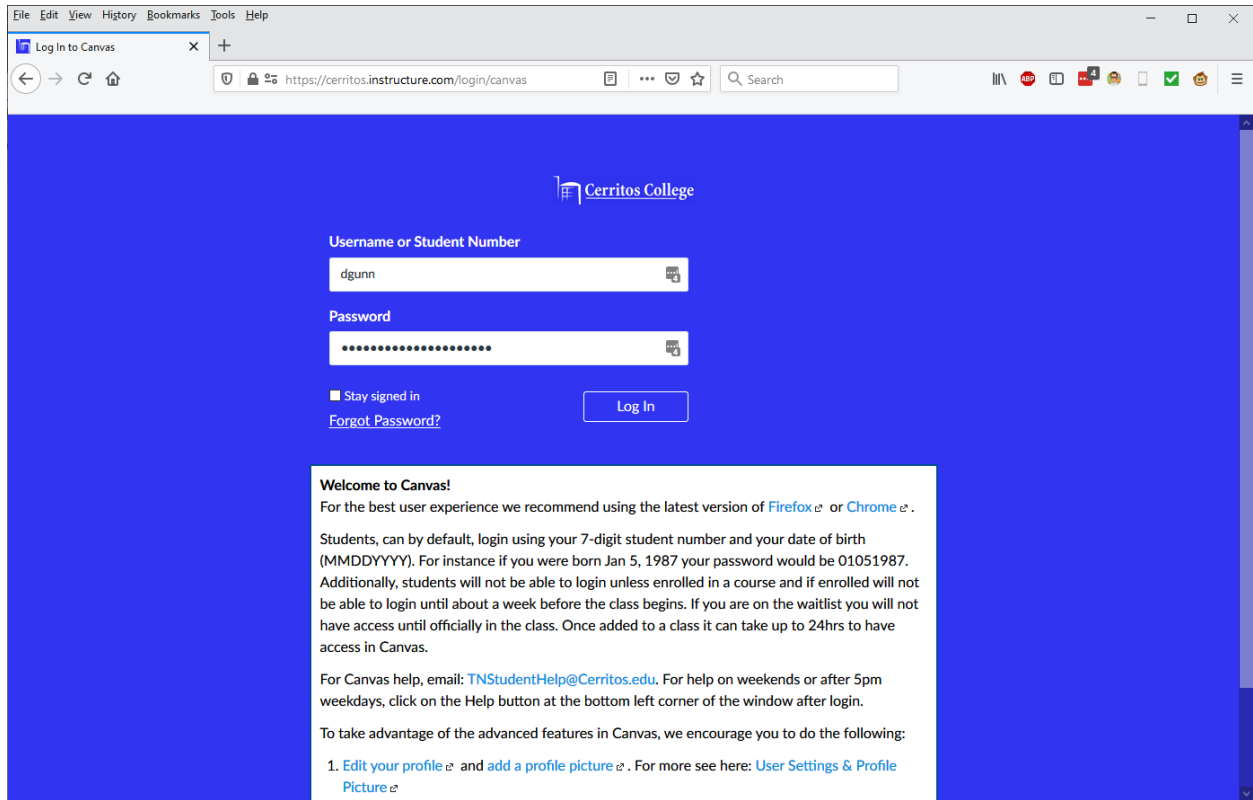
Note: Creating an account only needs to be done if you are hosting a video conference, it is not required of participants.



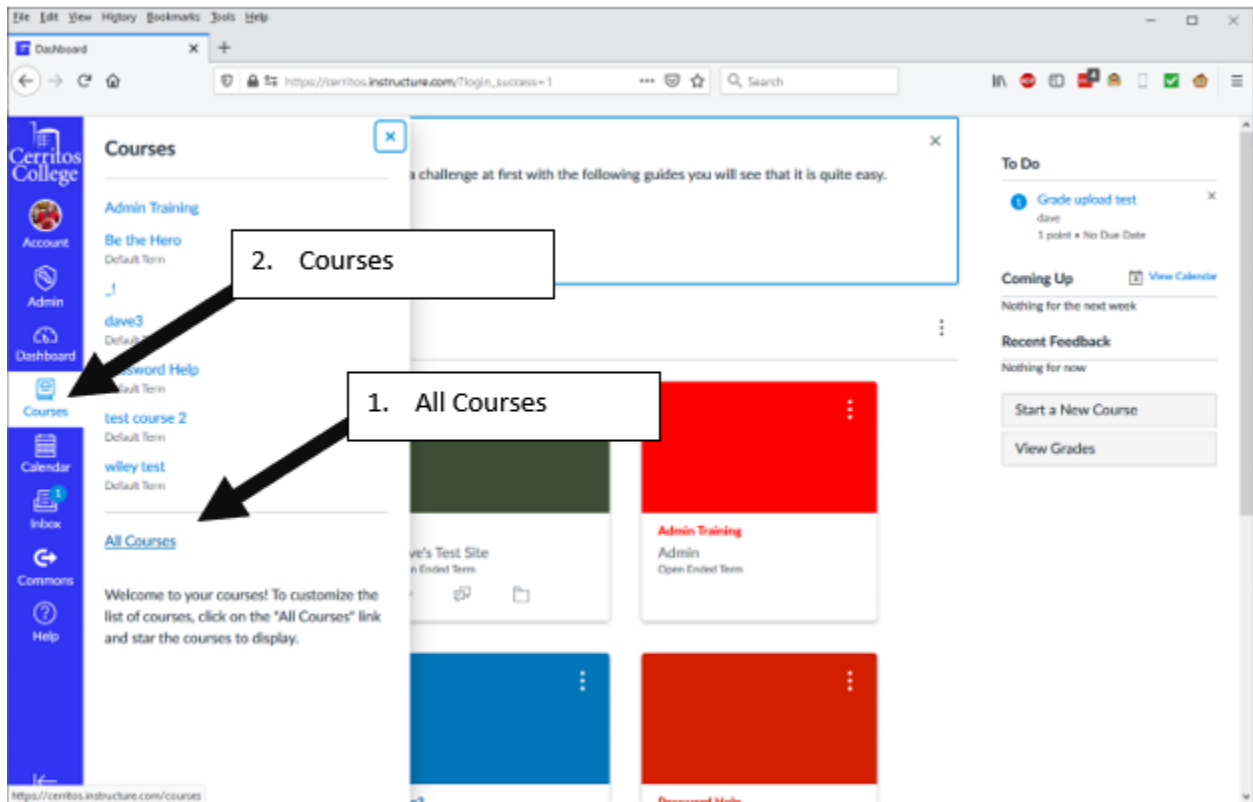
The screenshot shows a web browser window with the ConferZoom sign-up page. The browser's address bar shows the URL <https://conferzoom.org/ConferZoom/SignUp>. The page features the ConferZoom logo in the top left and navigation links for Sign Up, Guides, Support, and Sign In in the top right. A light blue notification box contains the text: "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 support1@cccconnect.org or call 760-744-1150 ext. 1537 or 1543". Below this is the heading "Sign-Up For A New Account" with a pencil icon. The form includes the following fields: First Name (David), Last Name (Gunn), Email (dgunn@cerritos.edu), Organization (Cerritos College), Classification (staff), Title (MPS), and Phone (5628602451). A blue "Sign Up" button is located at the bottom of the form.

First Name	<input type="text" value="David"/>
Last Name	<input type="text" value="Gunn"/>
Email	<input type="text" value="dgunn@cerritos.edu"/>
Organization	<input type="text" value="Cerritos College"/>
Classification	<input type="text" value="staff"/>
Title	<input type="text" value="MPS"/>
Phone	<input type="text" value="5628602451"/>

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. The left sidebar contains navigation links for various course elements. The main content area is titled 'ConferZoom > Settings' and has several tabs: 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. The 'Navigation' tab is selected, and an arrow labeled '1. Navigation Tab' points to it. Below the tabs, there is a section titled 'Drag and drop items to reorder them in the course navigation.' containing a list of course items with three-dot menus. Below this is a section titled 'Drag items here to hide them from students.' containing a single item, 'ConferZoom'. An arrow labeled '2. Drag & Drop' points to the 'ConferZoom' item in this section. On the right side of the page, there are sections for 'Share to Commons', 'Current Users', and 'Observers'.

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 ConferZoom interface within a browser window. The browser title is "ConferZoom". The address bar displays the URL: https://carritos.instructure.com/courses/42307/external_1.... The page header includes "ConferZoom > ConferZoom Demo", "Course: ConferZoom Demo", "Role: administrator, teacher", and "Logged in as David Arnold Gann II - Account Settings". The left sidebar shows navigation 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: "The green check mark indicates your ConferZoom account is connected with Canvas. If you don't see a green mark, contact CCC TechConnect to sign up for an account. Email - support@ccc.edu, 1-760-744-1150 ext. 1111, Monday - Friday". Below this, it says "If you recently made a change in your Canvas email account, please click the grey button to reconnect your account with ConferZoom." A "Zoom Meetings" section shows a green checkmark and the text "Account "71W0cRUuQJWBeYhsdxT1Q" stored for your future use." A "Reassociate my account" button is visible. A callout box labeled "Account Settings" with an arrow points to the "Account Settings" link in the top right corner.

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 with the URL https://cerritos.instructure.com/courses/42307/external_to.... The page title is "ConferZoom Demo". The user is logged in as "David Arnold Gunn II" with the role of "administrator, teacher".

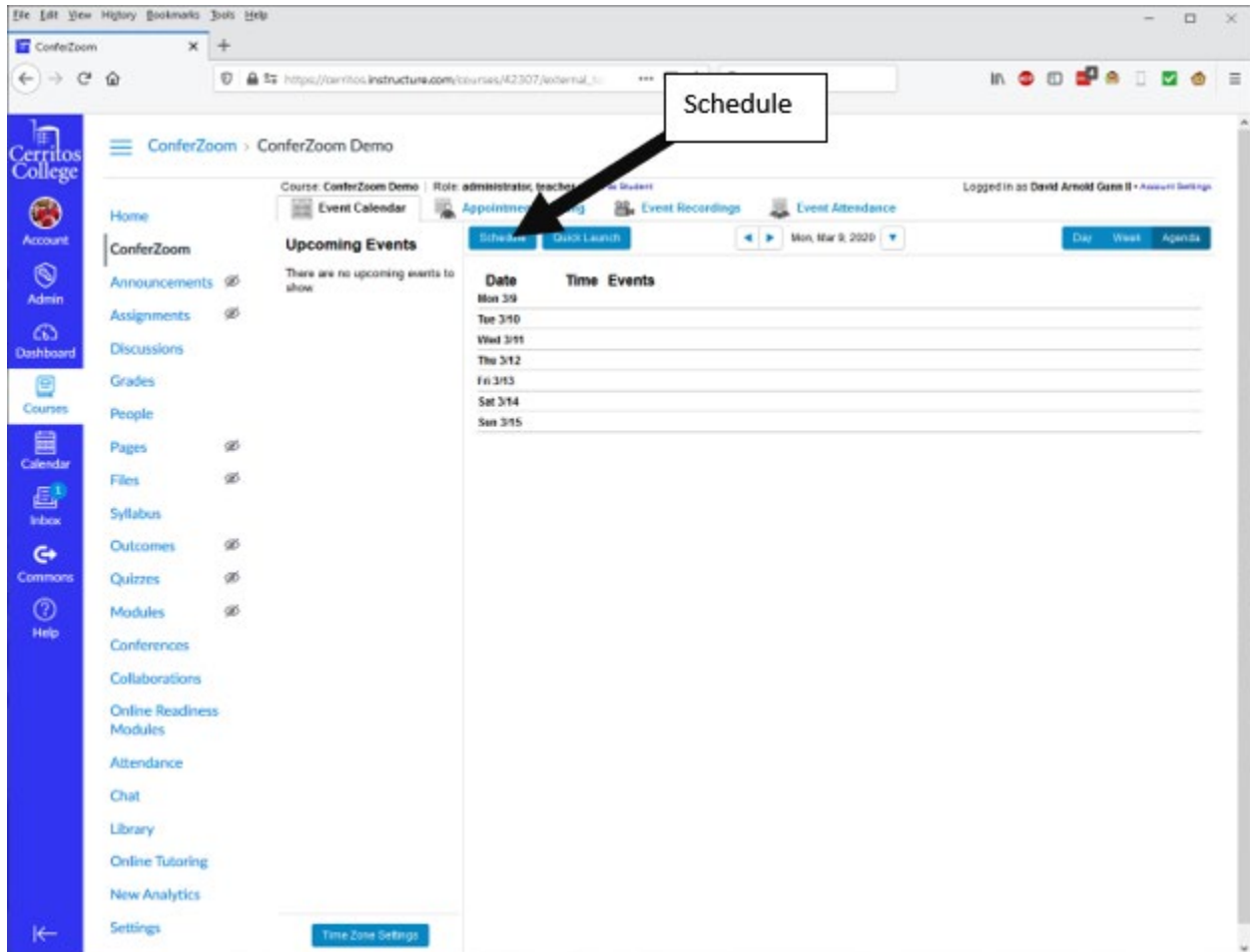
The left navigation bar includes the following items: Home, ConferZoom, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, Library, Online Tutoring, New Analytics, and Settings.

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

- 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://carritos.instructure.com/courses/42307/external_.... The page title is "ConferZoom > ConferZoom Demo". The user is logged in as "David Arnold Game II" with "Admin Settings". The interface includes a left-hand navigation menu with options like Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows the "Event Calendar" tab selected, with a "Schedule" button highlighted by a black arrow and a white box labeled "Schedule". Below the "Upcoming Events" section, there is a table with columns "Date" and "Time Events".

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 displays the ConferZoom interface for scheduling a new event. 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 is titled 'Schedule new event' and contains the following form fields:

- Name:** ConferZoom Demo Event
- Description:** Weekly Meeting
- Repeat:** Single, Daily, Weekly (selected)
- Time Zone:** -07:00 America/Los_Angeles
- Days:** S M T W T F S (M, T, W, T, F selected)
- 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)

At the bottom of the form, there are 'Discard' and 'Save' buttons. A 'Time Zone Settings' button is also visible at the bottom of the page. The right-hand side of the interface shows a calendar view for 'Mon, Mar 9, 2020' with a table of events:

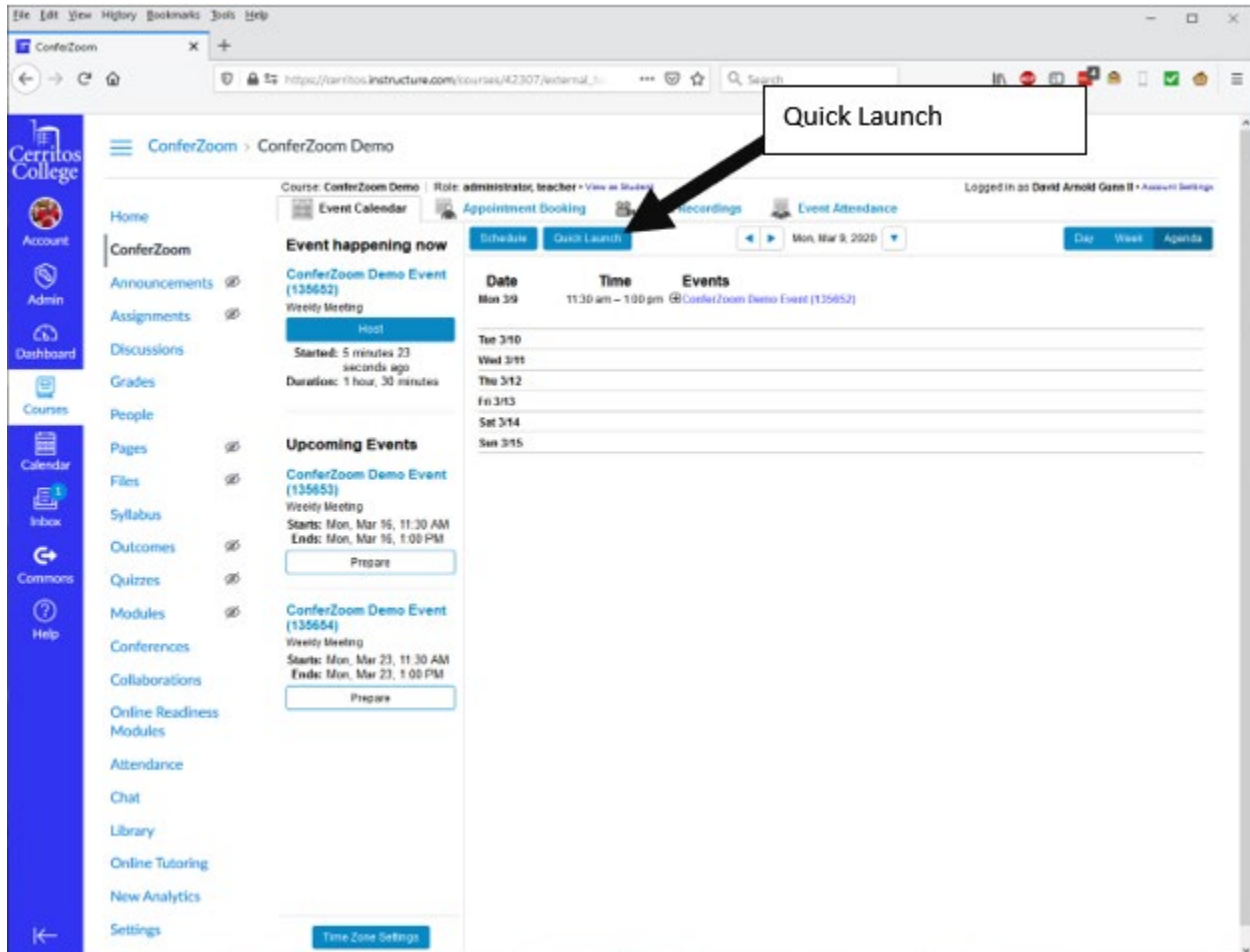
Date	Time	Events
Mon 3/9	11:30 am – 1:00 pm	ConferZoom Demo Event (Unsaved)
Tue 3/10		
Wed 3/11		
Thu 3/12		
Fri 3/13		
Sat 3/14		
Sun 3/15		

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://carrihos.instructure.com/courses/42307/externals_.... The interface includes a left-hand navigation menu with options such as Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, 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 'ConferZoom Demo' and shows a course 'ConferZoom Demo' with the role 'administrator'. It features an 'Event Calendar' and 'Appointment' tab. A 'Host' button is highlighted with a black box and an arrow pointing to it. The 'Event happening now' section displays a 'ConferZoom Demo Event (135652)' with a 'Weekly Meeting' and a 'Host' button. The 'Upcoming Events' section lists two more events: 'ConferZoom Demo Event (135653)' and 'ConferZoom Demo Event (135654)', both with 'Weekly Meeting' and 'Prepare' buttons. The 'Time' column shows the start and end times for each event. The 'Events' column shows the event name and ID. The interface also includes a 'Time Zone Settings' button at the bottom.

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 is titled 'ConferZoom Demo' and includes tabs for Event Calendar, Appointment Booking, Recordings, and Event Attendance. The 'Appointment Booking' tab is active, showing a 'Quick Launch' button highlighted with a black arrow and a white callout box labeled 'Quick Launch'. Below this, there are sections for 'Event happening now' and 'Upcoming Events'. The 'Event happening now' section shows a 'ConferZoom Demo Event (135652)' which is a 'Weekly Meeting' that has just started. The 'Upcoming Events' section lists two future events, each with a 'Prepare' button. At the bottom right, there is a 'Time Zone Settings' button.

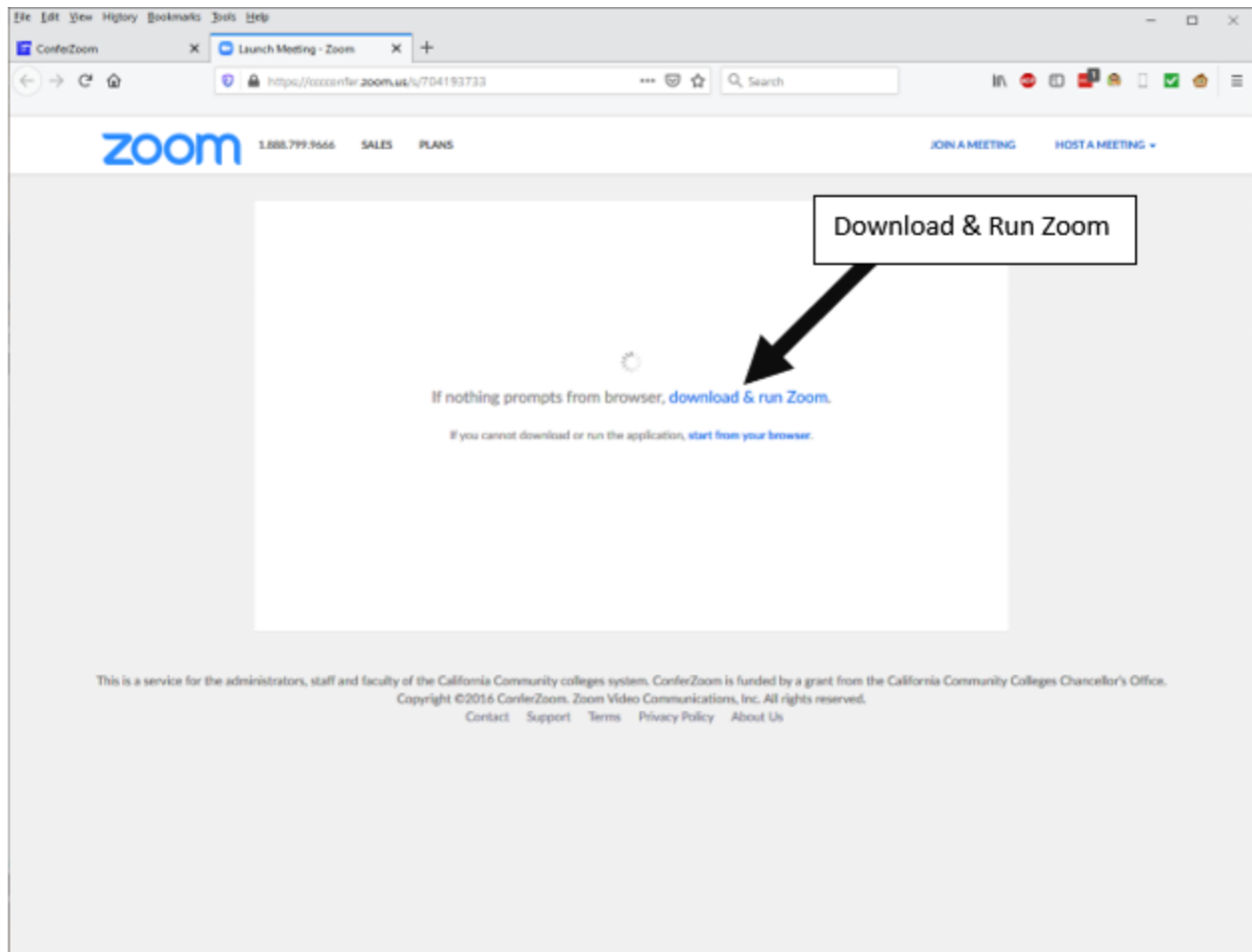
Date	Time	Events
Mon 3/9	11:30 am - 1:00 pm	ConferZoom Demo Event (135652)
Tue 3/10		
Wed 3/11		
Thu 3/12		
Fri 3/13		
Sat 3/14		
Sun 3/15		

Then choose a duration and your conference will begin

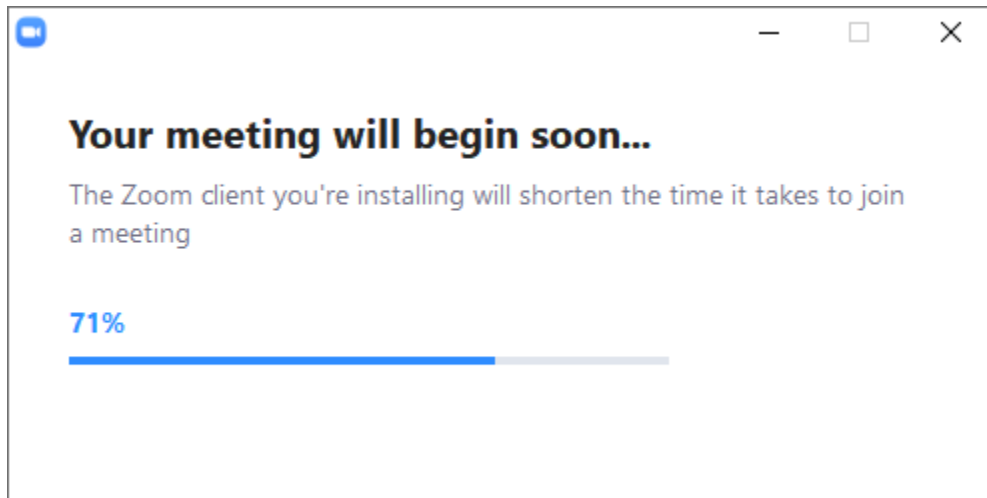
The screenshot shows a web browser window displaying the ConferZoom interface. The browser's address bar shows the URL: https://cerritos.instructure.com/courses/42307/external_to.... The ConferZoom interface includes a left-hand navigation menu with options like Home, ConferZoom, Announcements, Assignments, 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, displaying the event name 'Quick Launched Event' and the conferencing account 'Zoom Meetings (7N4OcrUaQJWBeYhswdxTkQ)'. Below this, there is a section titled 'Launch with duration of' with a grid of buttons for various durations: 15 minutes, 30 minutes, 45 minutes, 1 hour, 1 hour, 30 minutes, 2 hours, 4 hours, 6 hours, 8 hours, 12 hours, 18 hours, and 1 day. A 'Close' button is visible in the top right corner of the dialog box.

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.



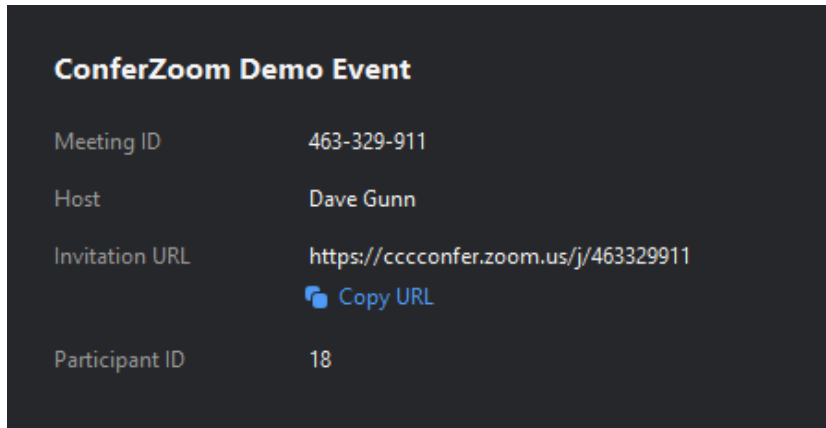
Save the installation file to a location such as your desktop or downloads folder then double click the file to install and run the Zoom client application.



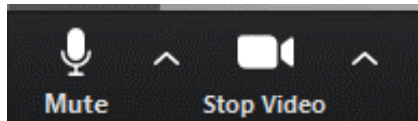
Once installation is complete your video conference should begin automatically. Note it may ask how you wish to connect your audio and if you have a microphone you can choose it or you can choose to call in on your phone to the number provided.



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.

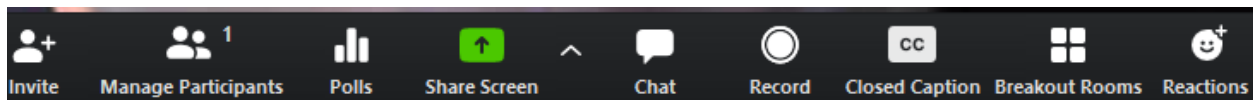


Along the bottom of the window you will see the ConferZoom taskbar. On the left are your audio and video controls where you can mute or unmute your microphone as well as your start and stop your video.

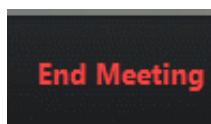


In the middle are your main controls including Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, & Reactions.

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