

# Using ConferZoom in Canvas

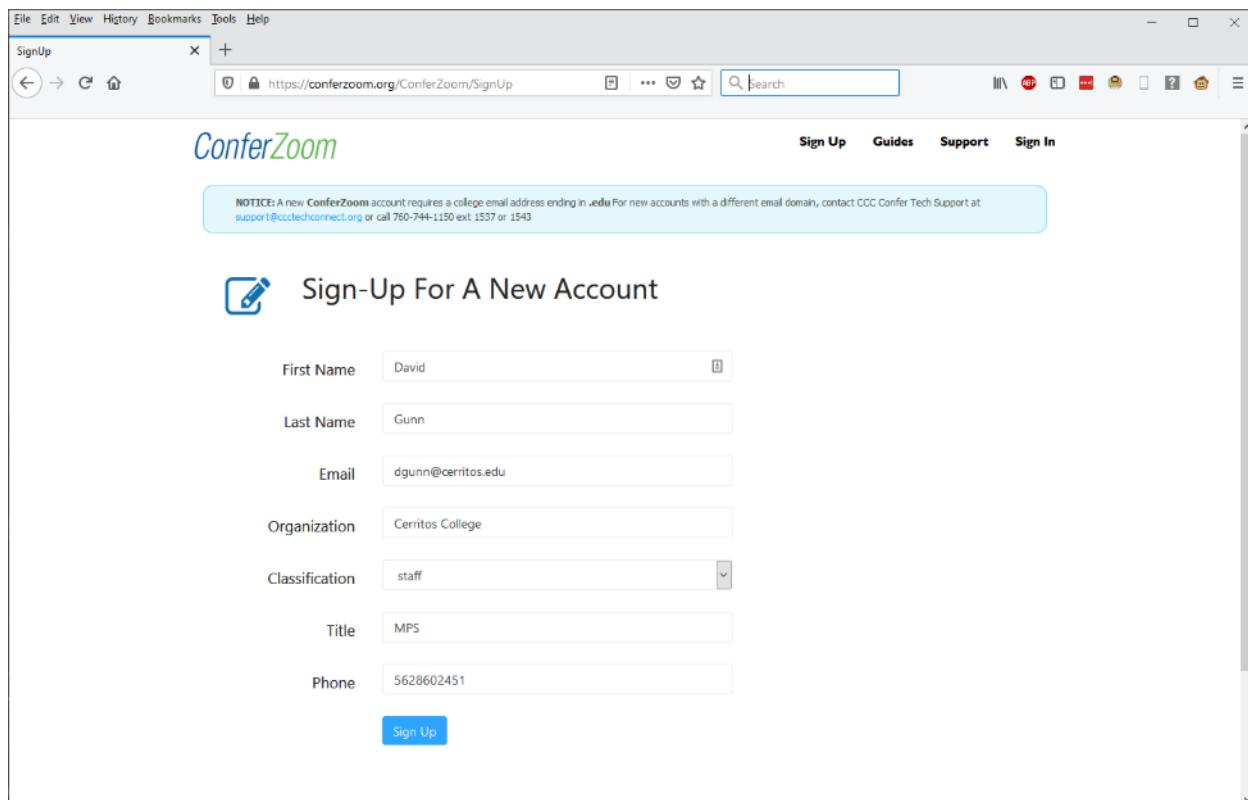
*The ConferZoom integration with Canvas facilitates efficient scheduling and connecting to web conferences using Zoom, virtual office hours management, attendance reporting, and session recordings.*

## 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.

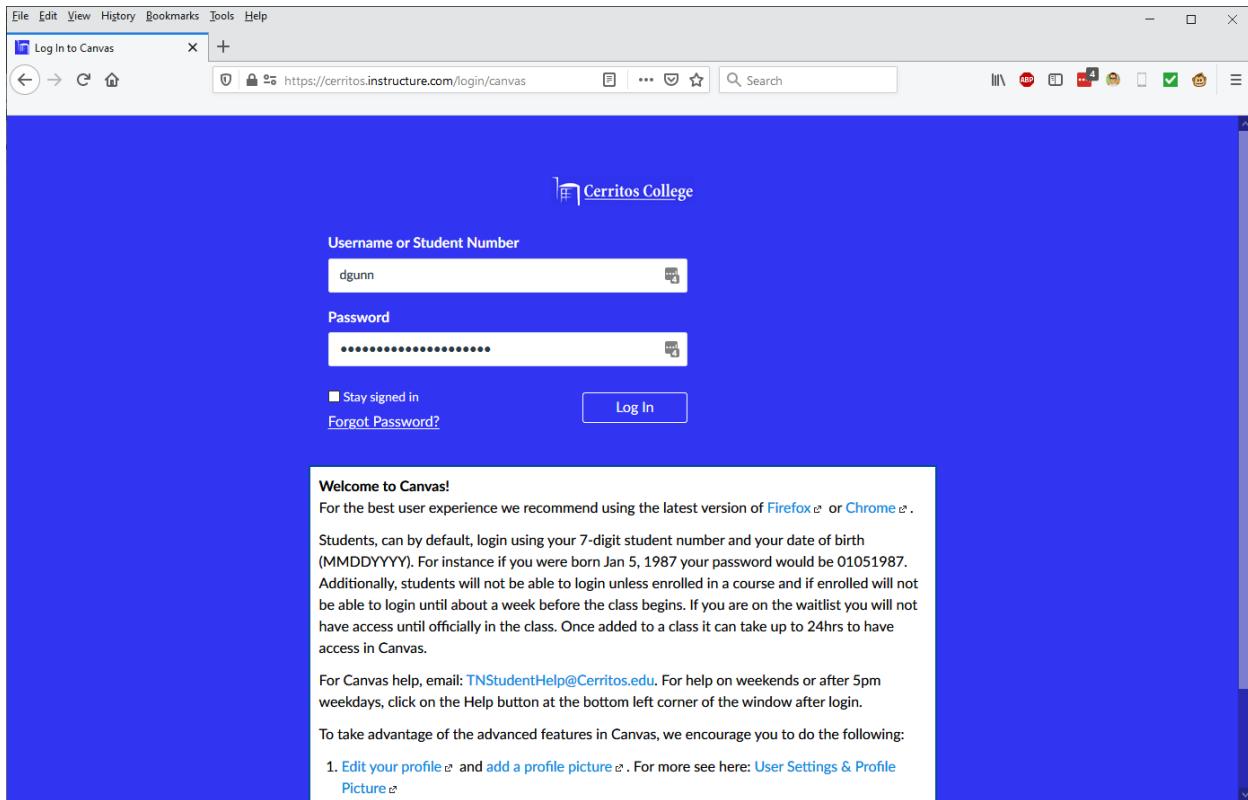
*Note: Creating an account only needs to be done if you are hosting a video conference, it is not required of participants.*



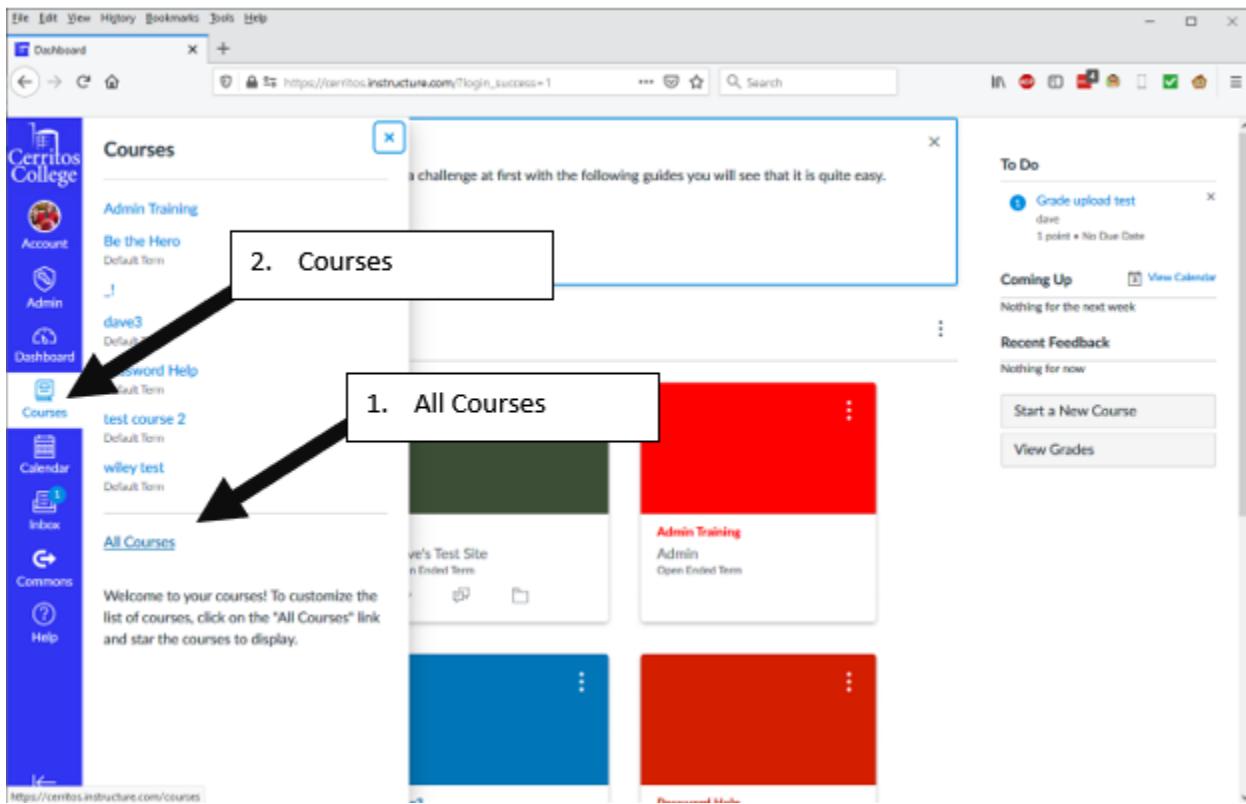
The screenshot shows a web browser window with the following details:

- Header:** The browser menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The address bar shows the URL <https://conferzoom.org/ConferZoom/SignUp>.
- Content:**
  - Page Title:** ConferZoom
  - Header Buttons:** Sign Up, Guides, Support, and Sign In.
  - Notice:** A message 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@ccctechconnect.org or call 760-744-1150 ext 1537 or 1543".
  - Form:** The "Sign-Up For A New Account" form contains the following fields:
    - First Name: David
    - Last Name: Gunn
    - Email: dgunn@cerritos.edu
    - Organization: Cerritos College
    - Classification: staff
    - Title: MPS
    - Phone: 5628602451
  - Buttons:** 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 a web browser window with the URL <https://cerritos.instructure.com/courses/42307/details>. The page is titled 'Course Details: ConferZoom'. On the left, there is a vertical sidebar with various course navigation items. The 'Navigation' tab is selected in the top navigation bar. A large text box labeled '1. Navigation Tab' is overlaid on the top right. A black arrow points from this box to the 'Navigation' tab in the top bar. Another text box labeled '2. Drag & Drop' is overlaid on the bottom right, with a black arrow pointing to the 'ConferZoom' item in the list of navigation items.

1. Navigation Tab

2. Drag & Drop

Course Details: ConferZoom

https://cerritos.instructure.com/courses/42307/details

ConferZoom > Settings

Navigation

Apps

Feature Options

Share to Commons

Student View

Course Statistics

Course Calendar

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Validate Links in Content

Current Users

Students: None

student\_manual\_add: None

Teachers: 1

Teacher\_manual\_add: None

TAs: None

TA (with gradebook access): None

Tutor: None

Observer: None

ConferZoom

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Online Readiness Modules

Attendance

Chat

Library

Online Tutoring

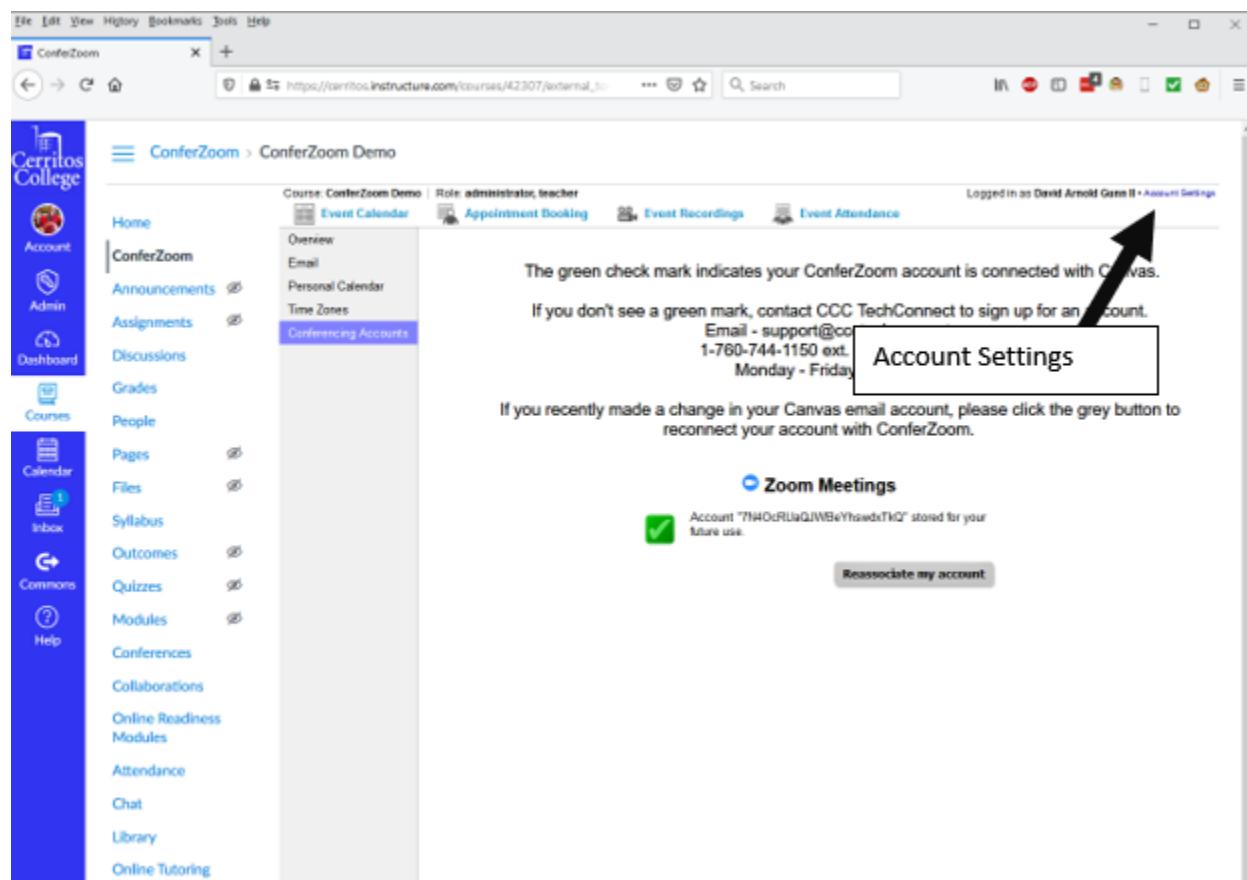
New Analytics

Settings

Drag and drop items to reorder them in the course navigation.

Drag items here to hide them from students.  
Hiding most pages will cause students who visit those pages to be redirected to the course home page.

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](mailto:TNFacultyHelp@Cerritos.edu).



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.  
Monday - Friday

**Account Settings**

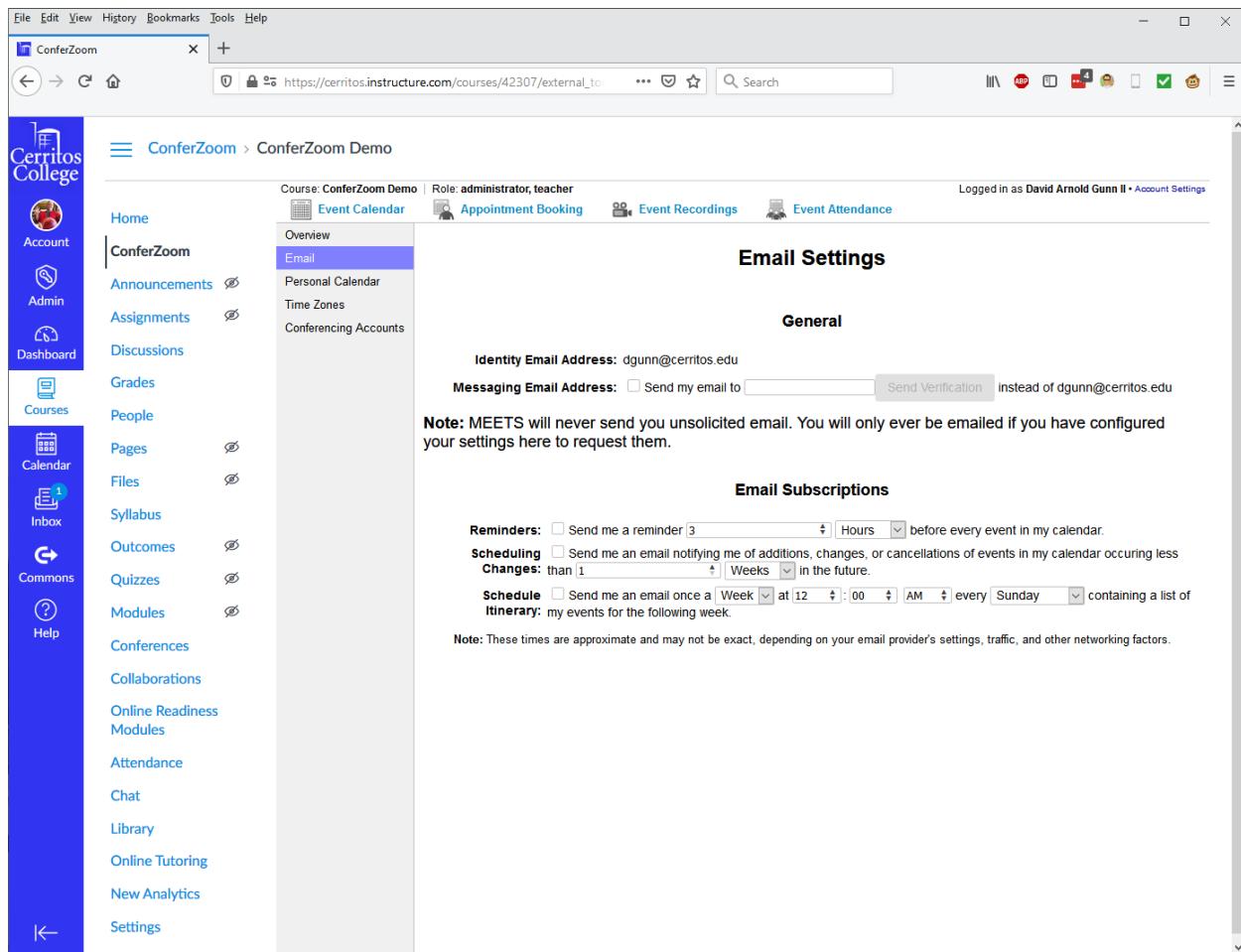
If you recently made a change in your Canvas email account, please click the grey button to reconnect your account with ConferZoom.

**Zoom Meetings**

Account "7N40cRlaQIVB6YhsadxFhQ" stored for future use.

**Reassociate my account**

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 for ConferZoom. The URL is [https://cerritos.instructure.com/courses/42307/external\\_tool](https://cerritos.instructure.com/courses/42307/external_tool). The page title is "ConferZoom Demo". The top navigation bar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". The left sidebar has a blue header "Cerritos College" and a navigation menu with the following items:

- Home
- ConferZoom (selected)
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Online Readiness Modules
- Attendance
- Chat
- Library
- Online Tutoring
- New Analytics
- Settings

The main content area is titled "Email Settings". It shows the course "ConferZoom Demo" and role "administrator, teacher". The "Email" tab is selected in the sub-navigation. The "General" section contains the following fields:

- Identity Email Address:** dgunn@cerritos.edu
- Messaging Email Address:**  Send my email to  Send Verification 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.

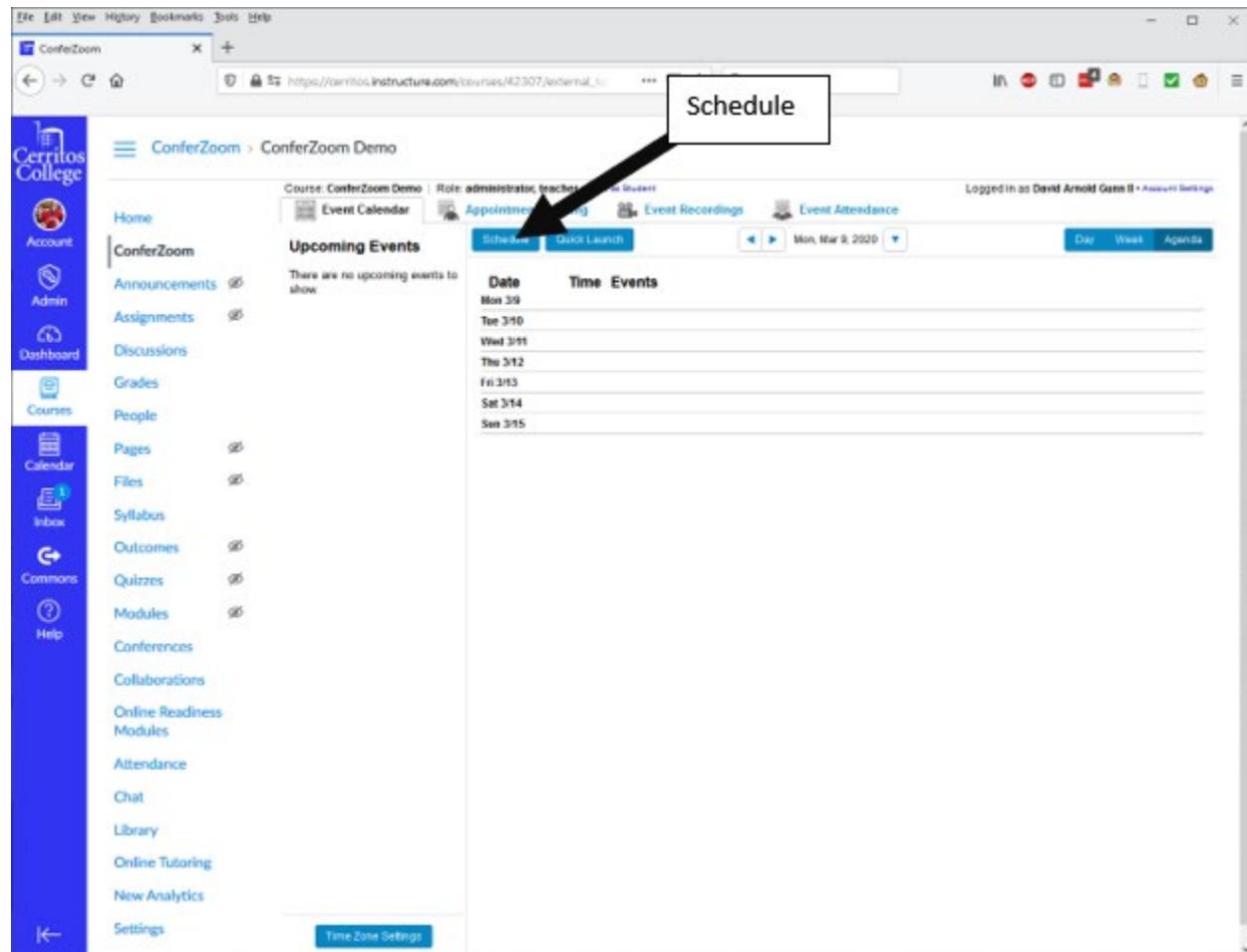
The "Email Subscriptions" section contains the following settings:

- Reminders:**  Send me a reminder  Hours  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  Weeks in the future.
- Schedule:**  Send me an email once a  at  AM every  containing a list of my events for the following week.

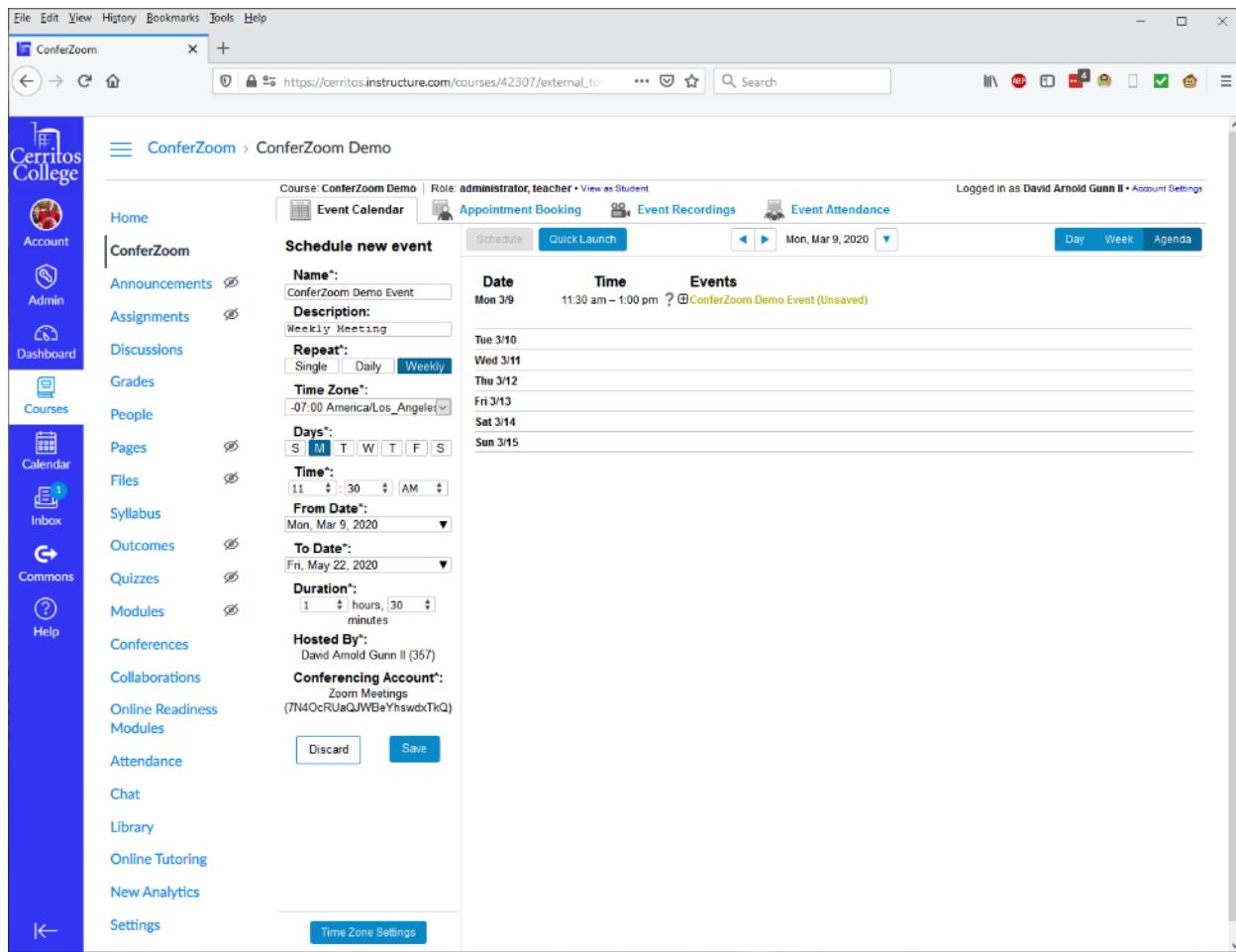
**Note:** These times are approximate and may not be exact, depending on your email provider's settings, traffic, and other networking factors.

## Creating a Scheduled Video Conference

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



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.

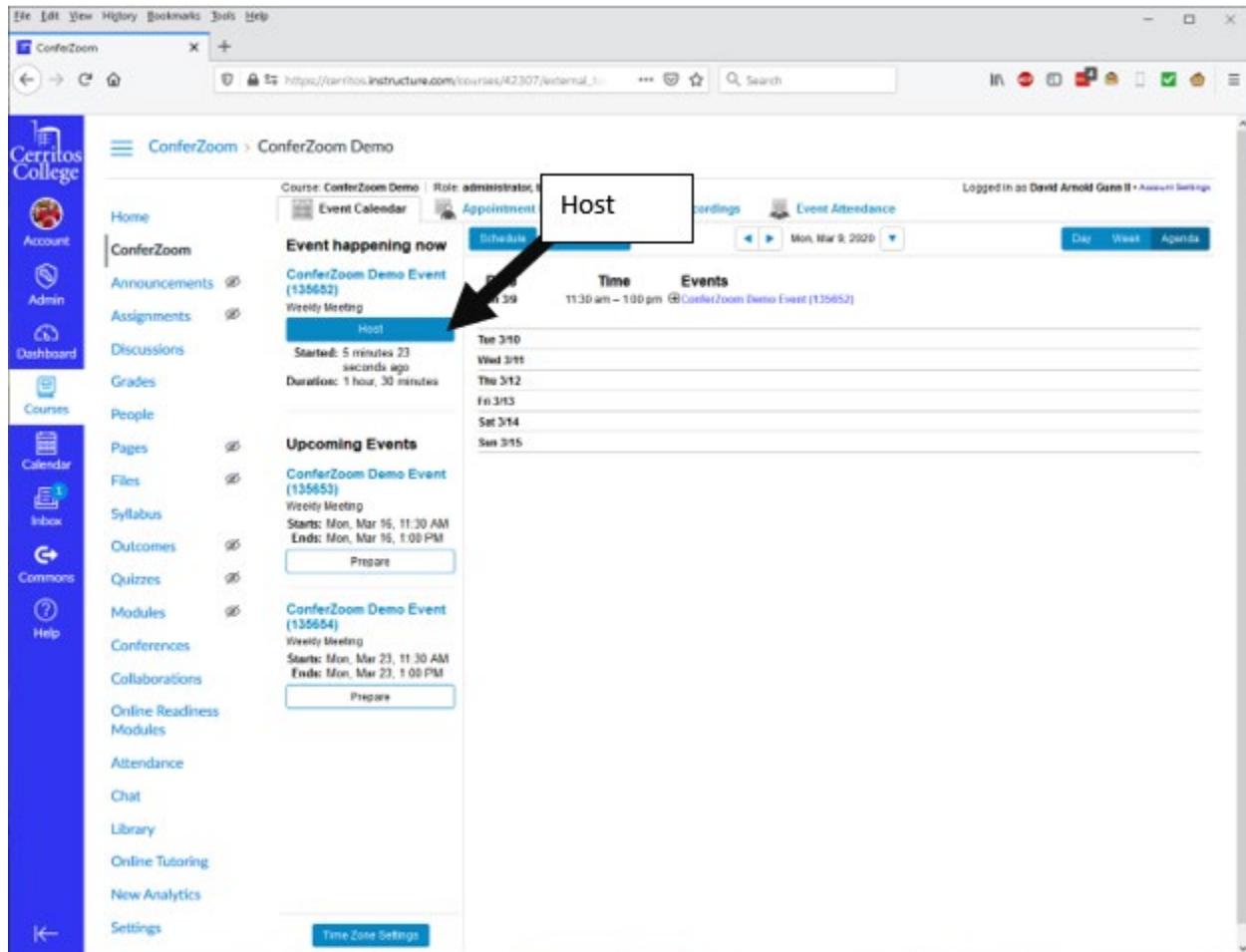


The screenshot shows the ConferZoom Demo course page. On the left is a blue sidebar with various icons and links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, and Settings. The main content area shows the ConferZoom interface with the following details:

- Course:** ConferZoom Demo | **Role:** administrator, teacher | **View as Student**
- Schedule new event** (button)
- Name:** ConferZoom Demo Event
- Description:** Weekly Meeting
- Repeat:** Daily (radio button selected)
- Time Zone:** -07:00 America/Los\_Angeles
- Days:** S M T W T F S (M is 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 (7N40cRJaQJWBBeYhswdxTkQ)

At the bottom of the form are **Discard** and **Save** buttons. The status bar at the bottom of the browser window shows "Mon, Mar 9, 2020".

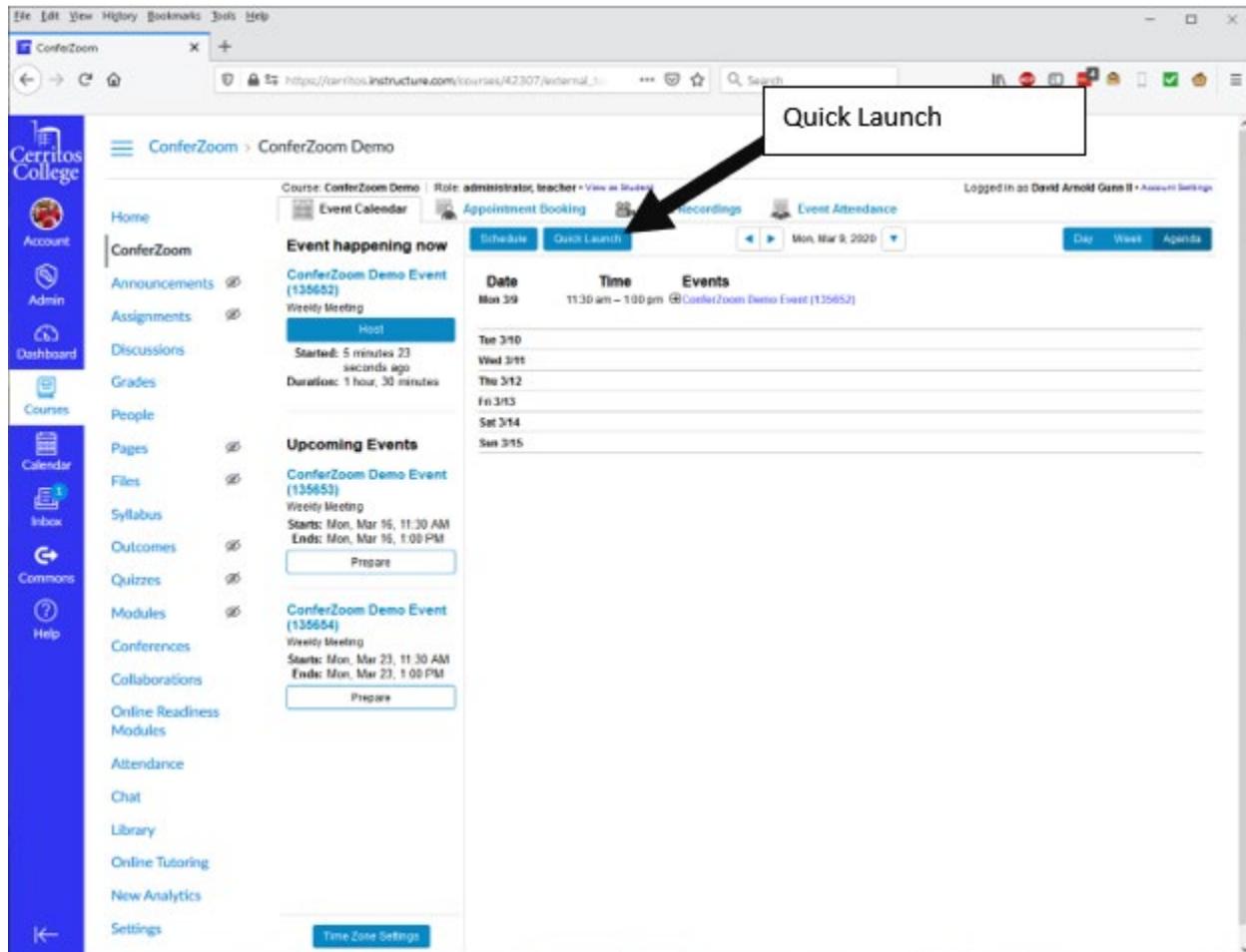
You will now see the conference you just created in your list of upcoming events. To begin the conference, click the Host button.



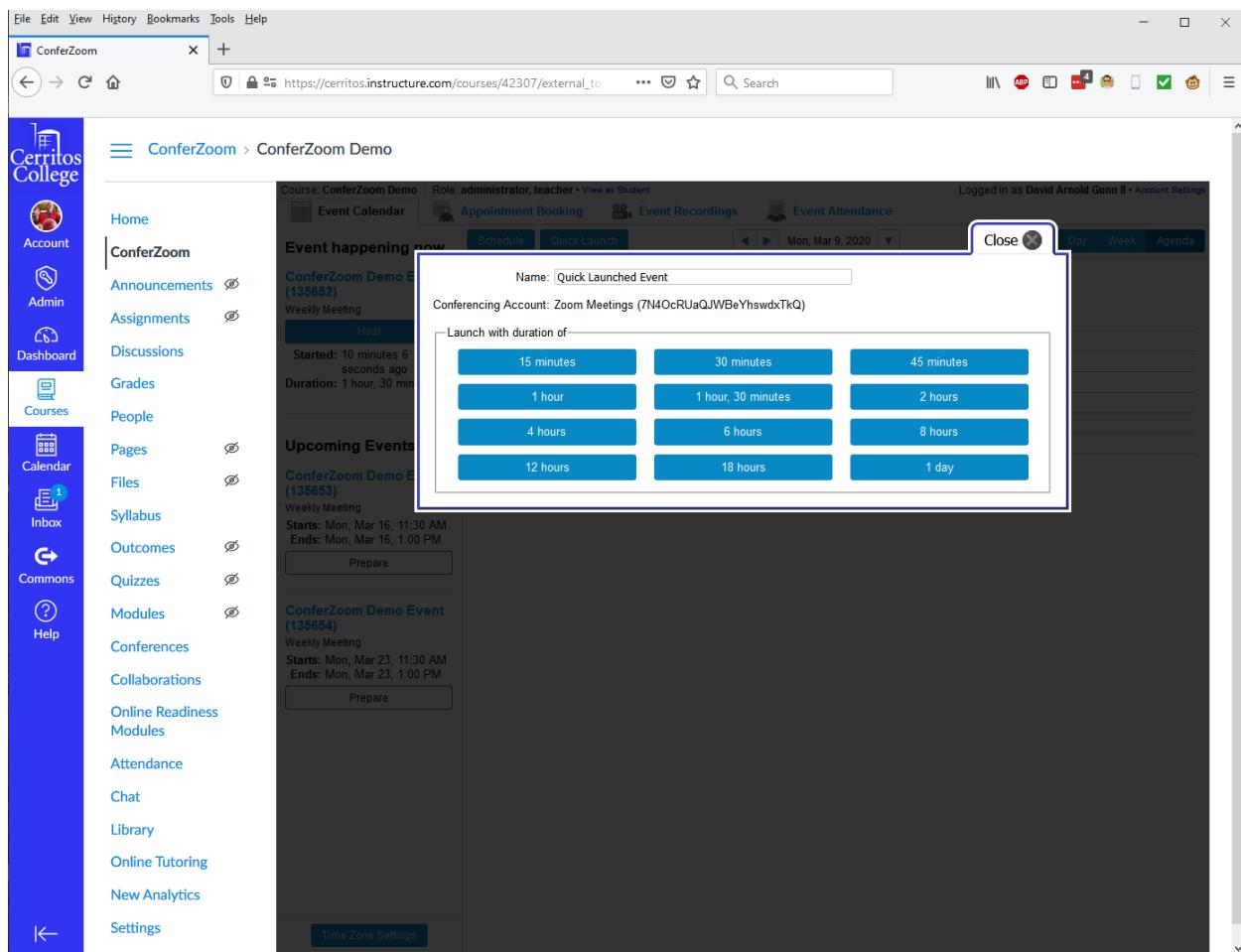
The screenshot shows a web browser window with the ConferZoom interface. The left sidebar has a blue header and contains links for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows the ConferZoom Demo course. The 'Event happening now' section displays a 'ConferZoom Demo Event (135652)' which is a 'Weekly Meeting' starting at 11:30 am. A large blue button labeled 'Host' is highlighted with a black box and an arrow pointing to it from the text above. Below this, the 'Upcoming Events' section lists another 'ConferZoom Demo Event (135654)' for the same day at 11:30 AM, also with a 'Host' button. The top of the page shows the URL [https://ceritos.instructure.com/courses/42307/external\\_tools/conferzoom](https://ceritos.instructure.com/courses/42307/external_tools/conferzoom) and the date Mon, Mar 9, 2020.

## 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



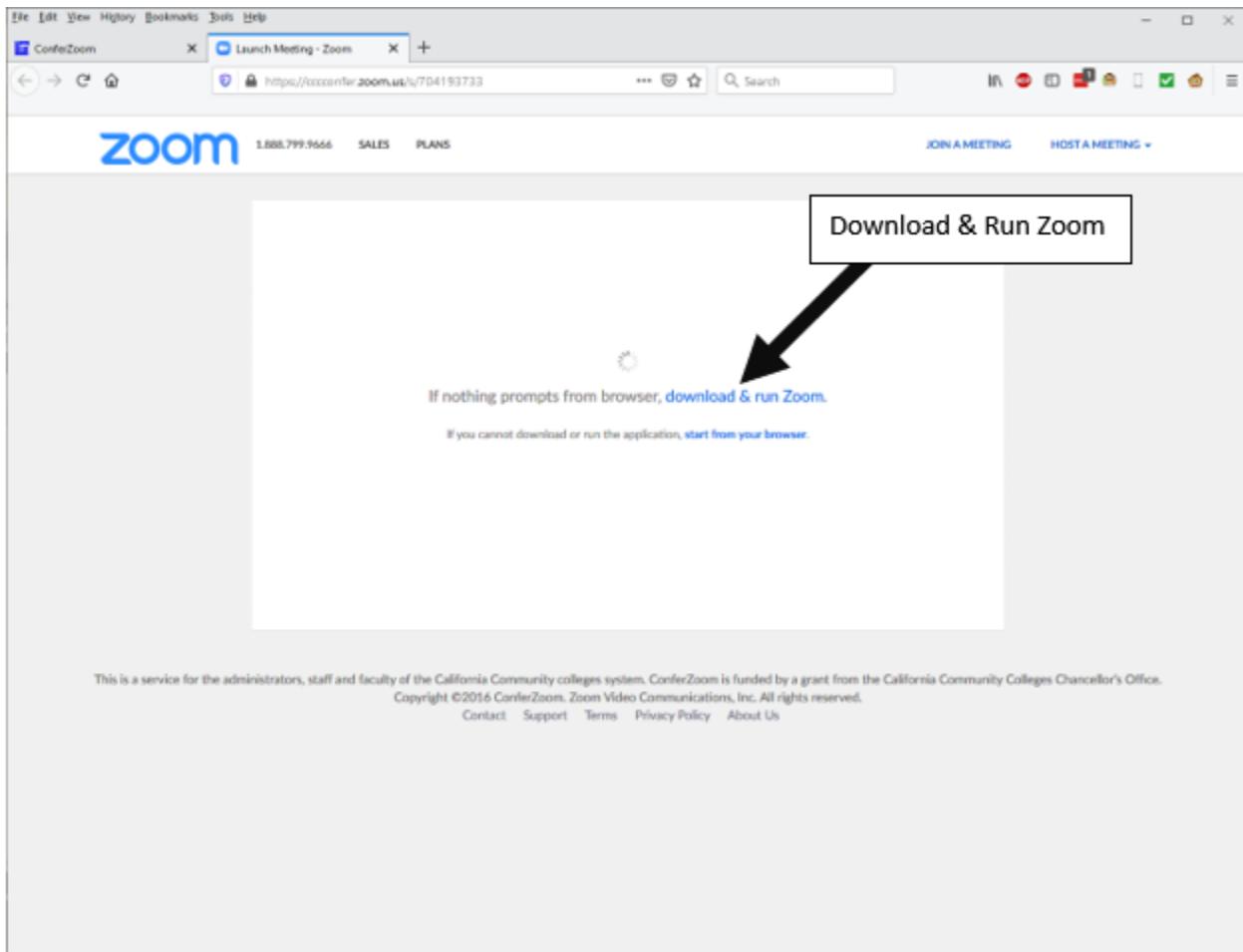
The screenshot shows a web browser window with the URL [https://cerritos.instructure.com/courses/42307/external\\_tool](https://cerritos.instructure.com/courses/42307/external_tool). The browser interface includes a menu bar (File, Edit, View, History, Bookmarks, Tools, Help), a tab bar (ConferZoom), a search bar, and a toolbar with various icons. The main content area displays the ConferZoom interface for a course named 'ConferZoom Demo'. On the left, a sidebar lists various course modules: 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. A modal window is open in the center, titled 'Quick Launched Event'. It shows the 'Conferencing Account' as 'Zoom Meetings (7N40cRUaQJWBeYhswdxTkQ)'. Below this, a grid of duration options is displayed:

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

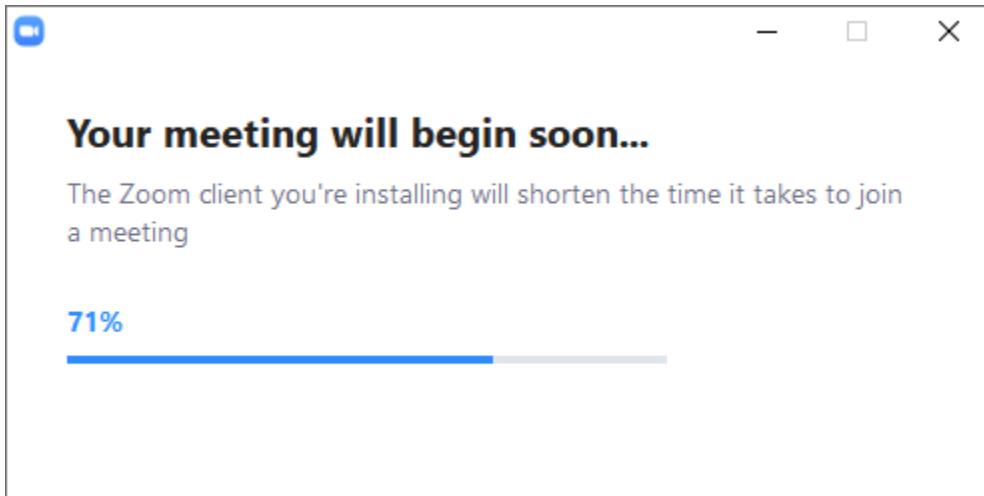
The '1 hour' option is highlighted with a blue background. A 'Close' button is located in the top right corner of the modal.

## 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.



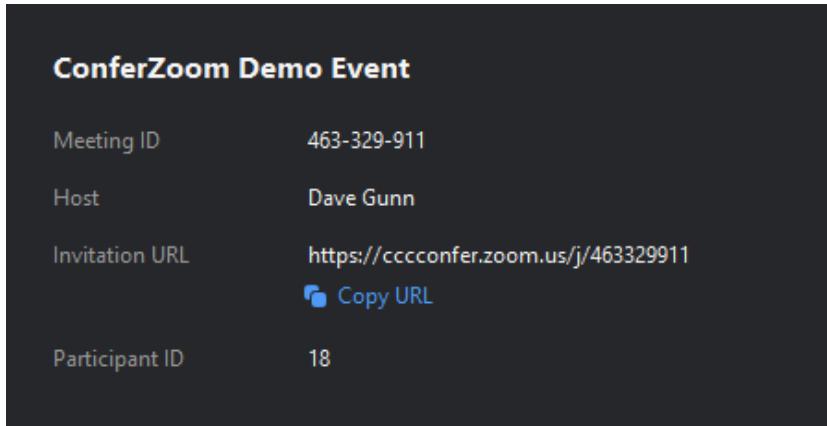
Save the installation file to a location such as your desktop or downloads folder then double click the file to install and run the Zoom client application.



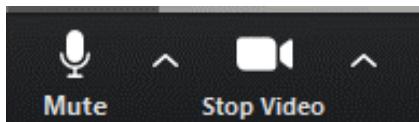
Once installation is complete your video conference should begin automatically. Note it may ask how you wish to connect your audio and if you have a microphone you can choose it or you can choose to call in on your phone to the number provided.



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 toolbar. 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.

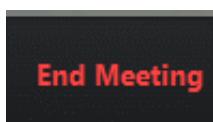


In the middle are your main controls including Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, & Reactions.

**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](mailto:TNFacultyHelp@Cerritos.edu)

