

Using ConferZoom in Canvas

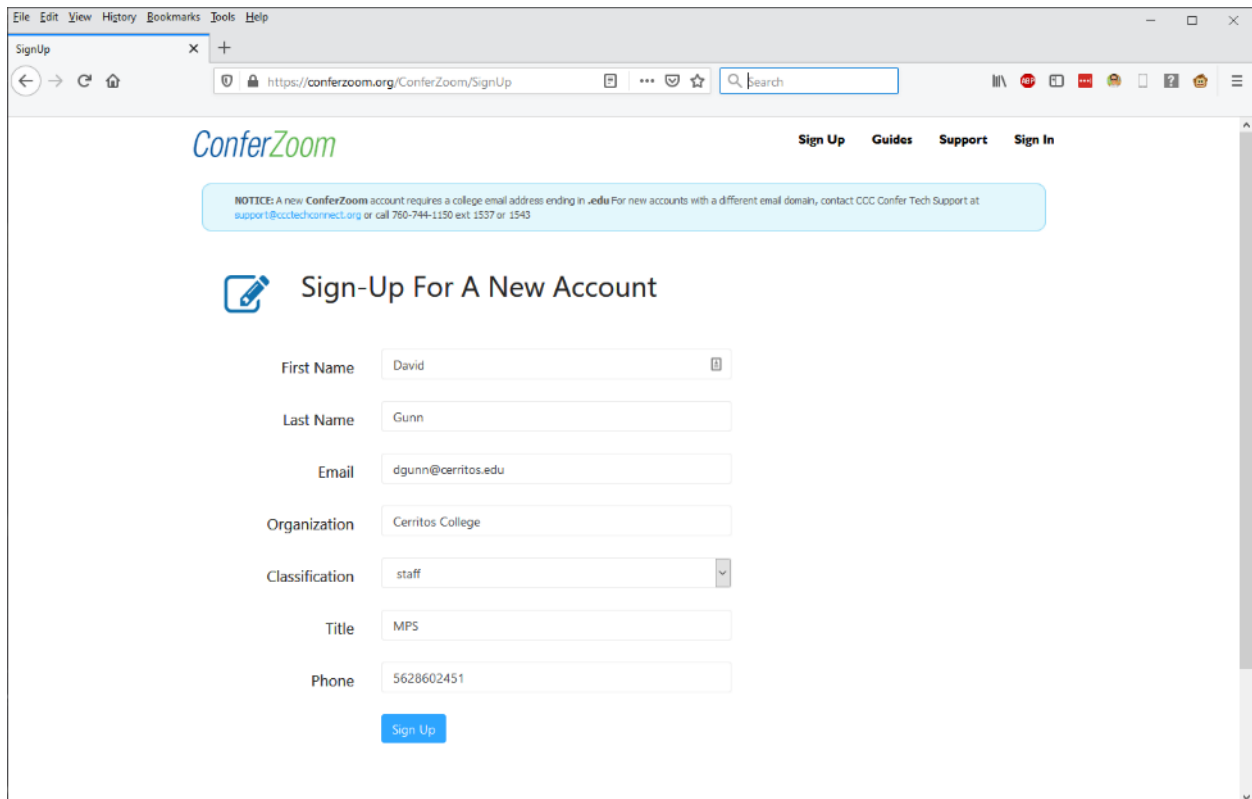
The ConferZoom integration with Canvas facilitates efficient scheduling and connecting to web conferences using Zoom, virtual office hours management, attendance reporting, and session recordings.

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.

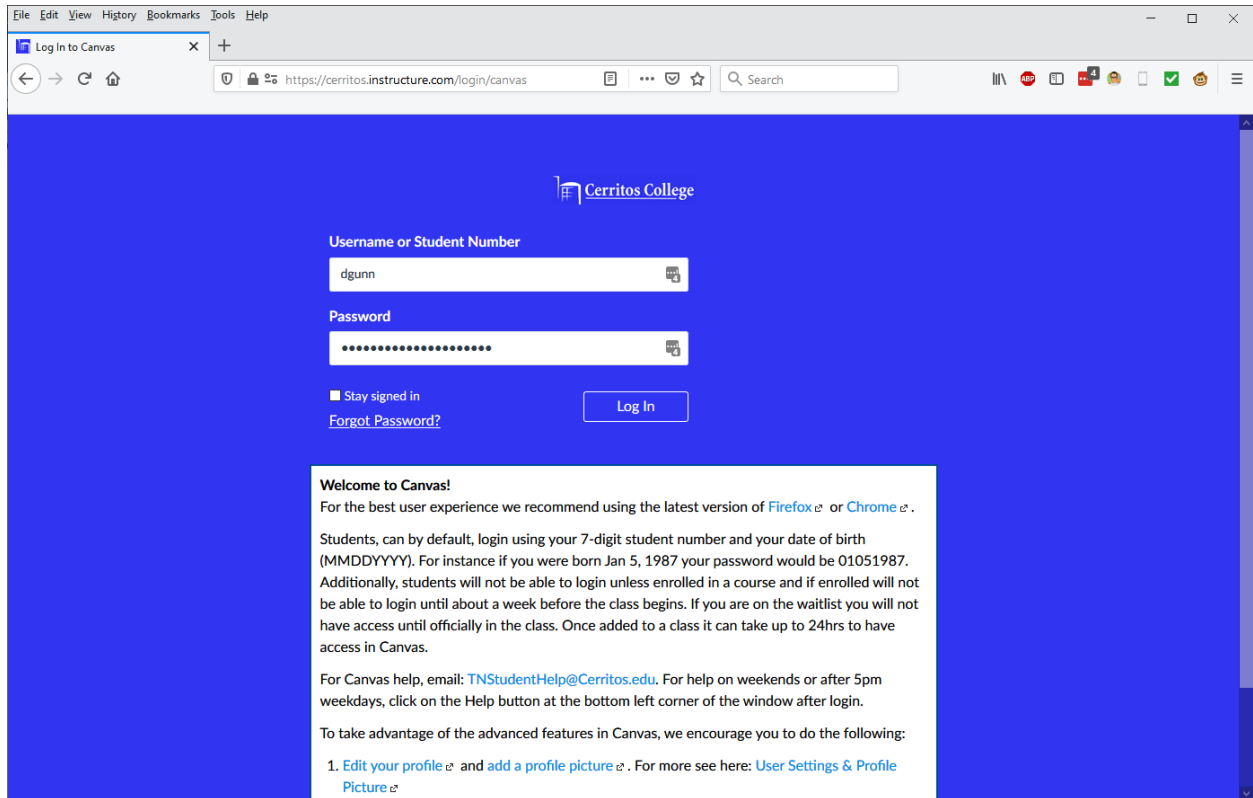
Note: Creating an account only needs to be done if you are hosting a video conference, it is not required of participants.



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 has a navigation bar with links for Sign Up, Guides, Support, and Sign In. A blue notice 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." The main heading is "Sign-Up For A New Account" with a pencil icon. Below this is a form with 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 at the bottom of the form.

Field	Value
First Name	David
Last Name	Gunn
Email	dgunn@cerritos.edu
Organization	Cerritos College
Classification	staff
Title	MPS
Phone	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.



The screenshot shows a web browser window with the address bar displaying <https://cerritos.instructure.com/login/canvas>. The page has a blue background with the Cerritos College logo at the top center. Below the logo, there are two input fields: "Username or Student Number" with the text "dgunn" and "Password" with masked characters. To the right of the password field is a "Log In" button. Below the input fields, there is a checkbox for "Stay signed in" and a link for "Forgot Password?". At the bottom of the page, there is a "Welcome to Canvas!" section with a message recommending the latest version of Firefox or Chrome, and instructions for students on how to login using their student number and date of birth. It also provides contact information for Canvas help and encourages users to edit their profile and add a profile picture.

File Edit View History Bookmarks Tools Help

Log In to Canvas

https://cerritos.instructure.com/login/canvas

Cerritos College

Username or Student Number

dgunn

Password

Stay signed in

Log In

Forgot Password?

Welcome to Canvas!

For the best user experience we recommend using the latest version of [Firefox](#) or [Chrome](#).

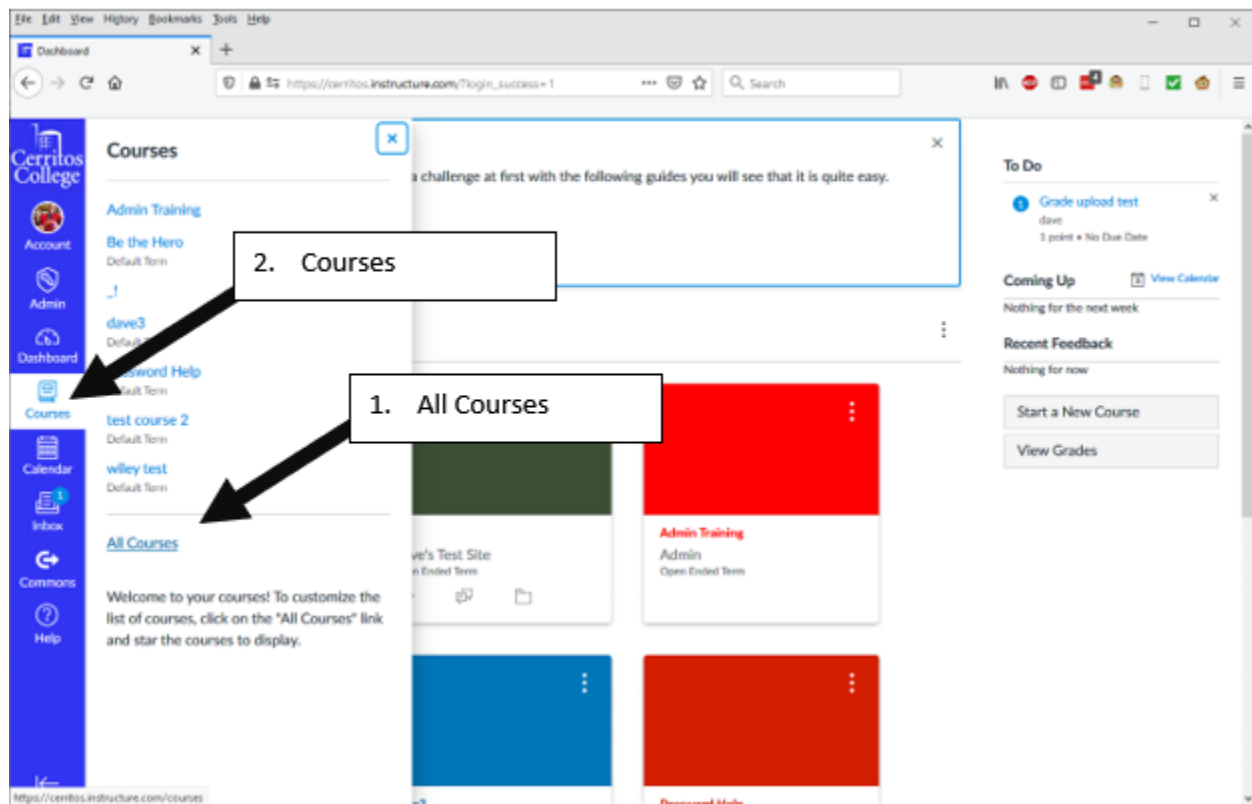
Students, can by default, login using your 7-digit student number and your date of birth (MMDDYYYY). For instance if you were born Jan 5, 1987 your password would be 01051987. Additionally, students will not be able to login unless enrolled in a course and if enrolled will not be able to login until about a week before the class begins. If you are on the waitlist you will not have access until officially in the class. Once added to a class it can take up to 24hrs to have access in Canvas.

For Canvas help, email: TNStudentHelp@Cerritos.edu. For help on weekends or after 5pm weekdays, click on the Help button at the bottom left corner of the window after login.

To take advantage of the advanced features in Canvas, we encourage you to do the following:

1. [Edit your profile](#) and [add a profile picture](#). For more see here: [User Settings & Profile Picture](#)

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 left sidebar contains a navigation menu with items 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 'ConferZoom > Settings' and has tabs for 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. The 'Navigation' tab is selected, and a callout box 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.' 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 in the list. On the right side of the page, there are sections for 'Share to Commons', 'Current Users', and 'Observers'.

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 left sidebar contains a 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, and Online Tutoring. The main content area is titled "ConferZoom Demo" and includes a sub-menu with "Event Calendar", "Appointment Booking", "Event Recordings", and "Event Attendance". The "Conferencing Accounts" link is highlighted in the sub-menu. The main content area displays the following text:

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. 1150
Monday - Friday

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 "7fW4OcRlUaQJWBeYhwdxTnQ" stored for your future use.

[Reassociate my account](#)

An arrow points to the "Account Settings" link in the top right corner of the interface.

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 displays the ConferZoom interface within a web browser. The browser's address bar shows the URL `https://cerritos.instructure.com/courses/42307/external_to...`. The ConferZoom application has a blue sidebar on the left with various navigation options. The main content area is titled "Email Settings" and is divided into two main sections: "General" and "Email Subscriptions".

General Section:

- 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.

Email Subscriptions Section:

- 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
- Changes:** 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 application 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 Gagne II" with the role of "administrator, teacher, and student". The "Event Calendar" tab is selected, and the "Schedule" button is highlighted with a black box and an arrow. The "Upcoming Events" section shows a table with columns "Date" and "Time Events". The table is currently empty, with a message "There are no upcoming events to show". The left sidebar contains a navigation menu with options: 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 "Event Calendar" tab is also visible in the top navigation bar.

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 Cerritos College ConferZoom interface. The left sidebar contains navigation links: 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 'ConferZoom Demo' and shows the 'Schedule new event' form. The form includes fields for Name, Description, Repeat (Single, Daily, Weekly), Time Zone, 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 hour, 30 minutes), Hosted By (David Arnold Gunn II (357)), and Conferencing Account (Zoom Meetings (7N4OcRUaQJWBeyHawdxTkQ)). A 'Save' button is visible at the bottom right of the form. The right sidebar shows a calendar view for the week of March 9, 2020, with a table of dates and times.

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 displays the ConferZoom web application interface. On the left is a blue sidebar with navigation links: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, and a list of course-related items like 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 tabs for 'Event Calendar', 'Appointment', 'Recordings', and 'Event Attendance'. The 'Event Calendar' tab is active, showing a calendar view for 'Mon, Mar 9, 2020'. A 'Host' button is highlighted with a black box and an arrow pointing to it. Below the calendar, there are sections for 'Event happening now' and 'Upcoming Events'. The 'Upcoming Events' section lists two events: 'ConferZoom Demo Event (135653)' and 'ConferZoom Demo Event (135654)', both with 'Prepare' buttons. The 'Host' button is located in the 'Event happening now' section, next to the 'ConferZoom Demo Event (135653)'.

Creating a Video Conference Immediately

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

The screenshot displays the ConferZoom web application interface. On the left is a blue sidebar with navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, and a back arrow. The main content area is titled 'ConferZoom > ConferZoom Demo'. Below this, there's a 'Course: ConferZoom Demo' header with a role of 'administrator, teacher' and a 'View as Student' link. A 'Logged in as David Arnold Gann II' status is shown with a 'Logout Settings' link. The interface features several tabs: 'Event Calendar', 'Appointment Booking', 'Recordings', and 'Event Attendance'. The 'Appointment Booking' tab is active, showing a 'Quick Launch' button highlighted by a black arrow. Below the tabs, there's a section for 'Event happening now' with details for a 'ConferZoom Demo Event (135652)' including a 'Host' button, start time, and duration. To the right, a table lists upcoming events with columns for Date, Time, and Events. The table shows events for Mon 3/9, Tue 3/10, Wed 3/11, Thu 3/12, Fri 3/13, Sat 3/14, and Sun 3/15. A 'Time Zone Settings' button is located at the bottom of the sidebar.

Quick Launch

ConferZoom > ConferZoom Demo

Course: ConferZoom Demo | Role: administrator, teacher | View as Student | Logged in as David Arnold Gann II | Logout Settings

Event Calendar | Appointment Booking | Recordings | Event Attendance

Event happening now

ConferZoom Demo Event (135652)
Weekly Meeting
Host
Started: 5 minutes 23 seconds ago
Duration: 1 hour, 30 minutes

Upcoming Events

ConferZoom Demo Event (135653)
Weekly Meeting
Starts: Mon, Mar 16, 11:30 AM
Ends: Mon, Mar 16, 1:00 PM
Prepare

ConferZoom Demo Event (135654)
Weekly Meeting
Starts: Mon, Mar 23, 11:30 AM
Ends: Mon, Mar 23, 1:00 PM
Prepare

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		

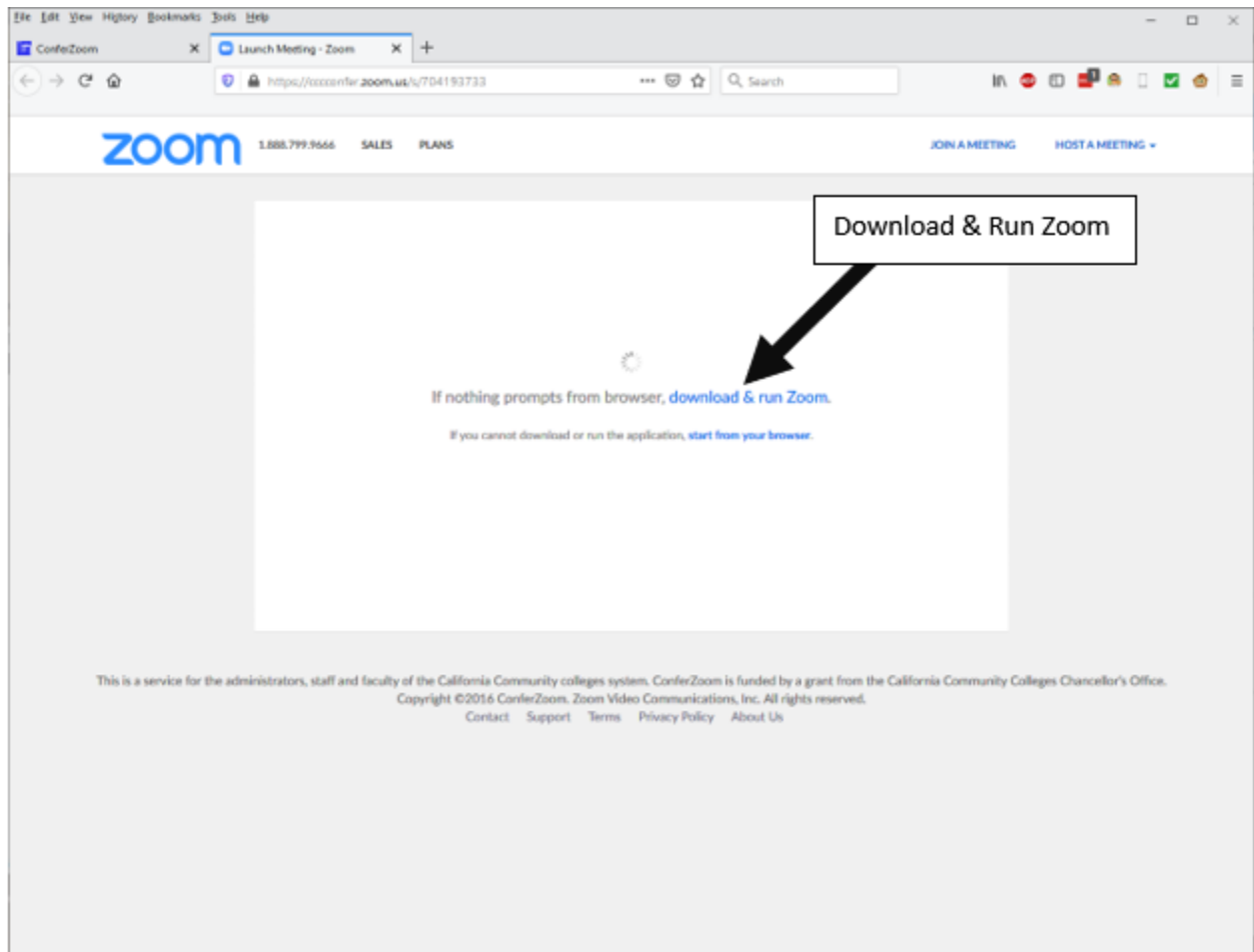
Time Zone Settings

Then choose a duration and your conference will begin

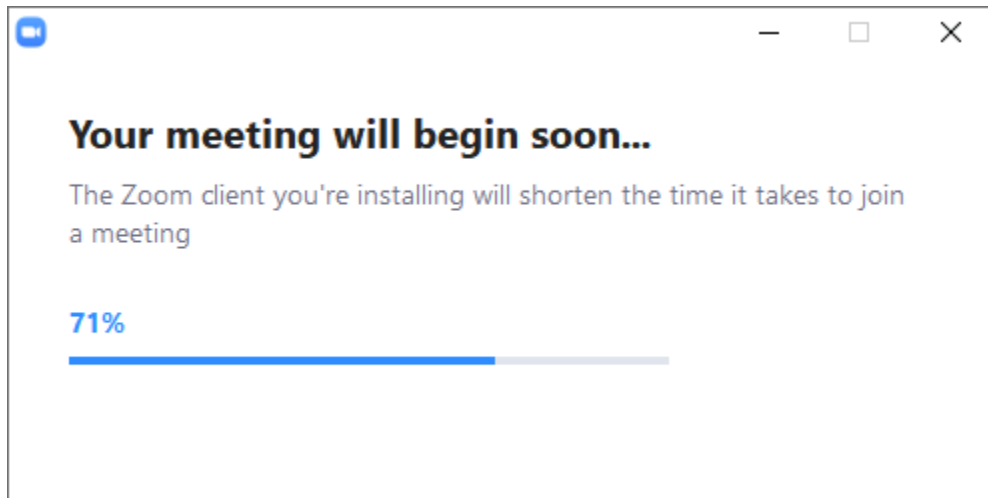
The screenshot displays the Cerritos College ConferZoom web application. The interface includes a top navigation bar with 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. Below this is a browser address bar showing the URL 'https://cerritos.instructure.com/courses/42307/external_to...'. The main content area is titled 'ConferZoom Demo' and features a sidebar with navigation links: 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 panel shows a 'Event happening now' section with a 'Quick Launch' button. A modal dialog box is open, titled 'Quick Launched Event', with a 'Name' field containing 'Quick Launched Event' and a 'Conferencing Account' field containing 'Zoom Meetings (7N4OcRUaQJWBcYhswdxTkQ)'. Below these fields is a grid of buttons for selecting a duration: 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. The background shows a list of upcoming events, including 'ConferZoom Demo Event (135653)' and 'ConferZoom Demo Event (135654)', each with a 'Prepare' button.

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.



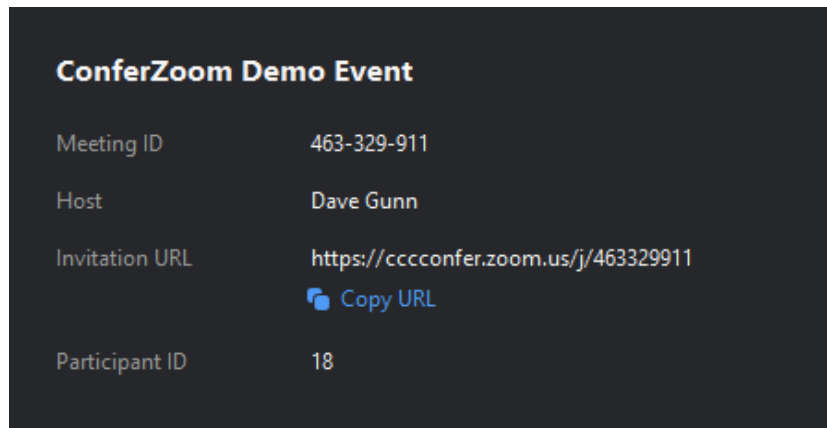
Save the installation file to a location such as your desktop or downloads folder then double click the file to install and run the Zoom client application.



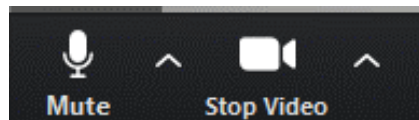
Once installation is complete your video conference should begin automatically. Note it may ask how you wish to connect your audio and if you have a microphone you can choose it or you can choose to call in on your phone to the number provided.



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.

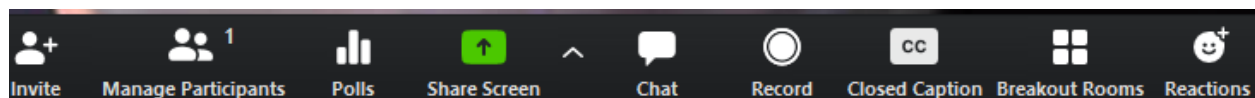


Along the bottom of the window you will see the ConferZoom taskbar. On the left are your audio and video controls where you can mute or unmute your microphone as well as your start and stop your video.

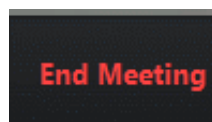


In the middle are your main controls including Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, & Reactions.

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

