

CCC  CONFER

ConferZoom

User Guide

This guide is for **CCC Confer** and **ConferZoom** integrations into these course management systems.



OVERVIEW

Access **ConferZoom** or **CCC Confer** through **Canvas** with an LTI connection; your campus administrator is responsible for configuring the connection within your **Canvas** system.

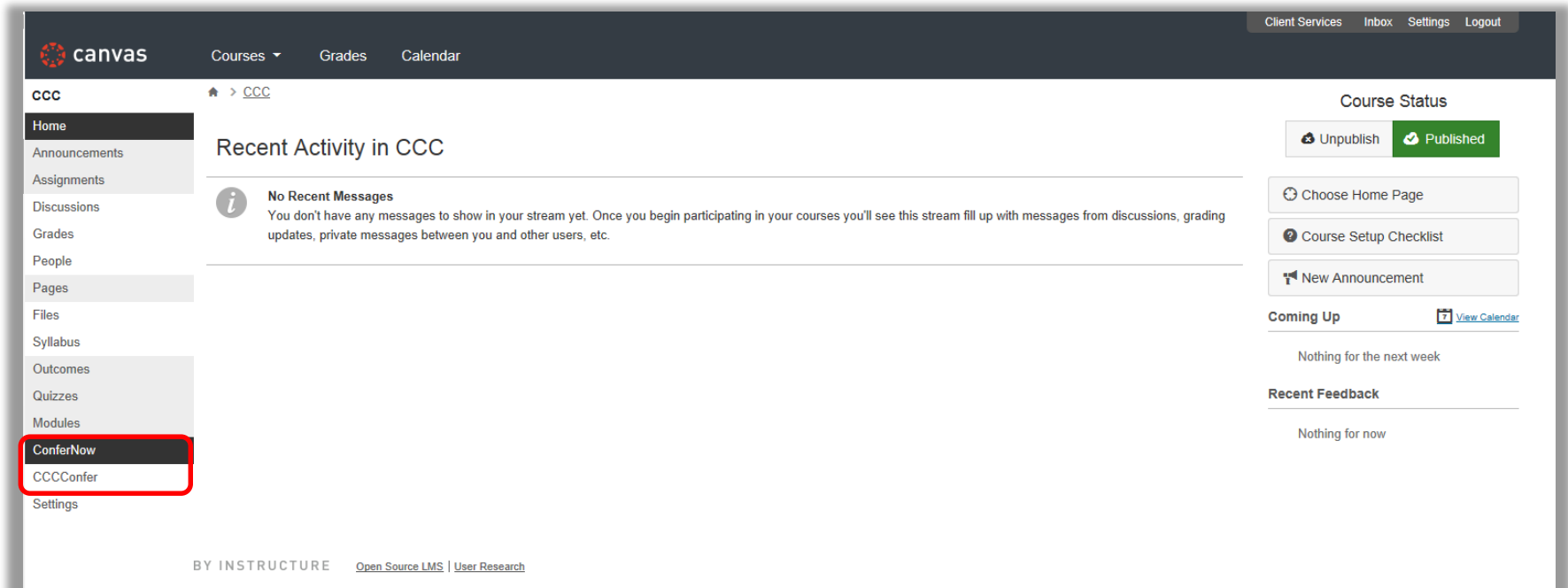
The following pages explain the steps to get started using **ConferZoom** or **CCC Confer** in your course:

- Establish Credentials
- Schedule Sessions
- Host Sessions
- Students View
- Access Recordings
- Attendance Reporting

ACCESSING CONFERZOOM

Open your course from the **Courses** menu.

- You need to have a **ConferZoom** account* to use the link in Canvas.
- The **ConferZoom** and **CCC Confer** integration is added by the college system administrator.
- Click the **ConferZoom** or **CCC Confer** link to access event scheduling.



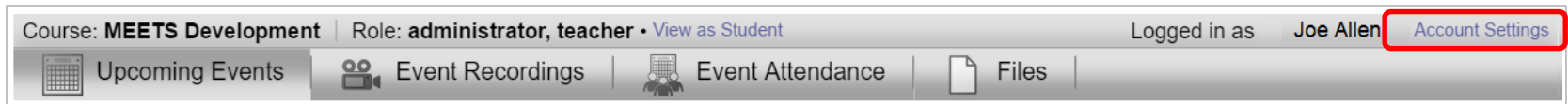
The screenshot displays the Canvas LMS interface. At the top, the navigation bar includes 'Client Services', 'Inbox', 'Settings', and 'Logout'. Below this, the main navigation menu shows 'Courses', 'Grades', and 'Calendar'. The left sidebar contains a list of navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, ConferNow, CCCConfer, and Settings. The 'ConferNow' and 'CCCConfer' items are highlighted with a red rectangular box. The main content area shows 'Recent Activity in CCC' with a message stating 'No Recent Messages'. On the right side, there is a 'Course Status' section with 'Unpublish' and 'Published' buttons, and a 'Coming Up' section with a 'View Calendar' link.

*Note: Sign up for your **ConferZoom** account and view the host guide at <http://ConferZoom.org/>

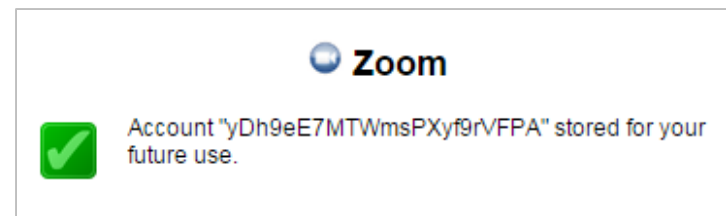
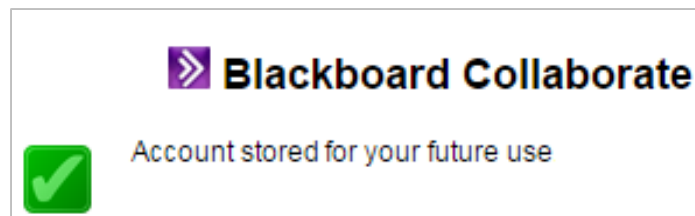
SYNCH YOUR CREDENTIALS

You will be required to synch your **ConferZoom** or **CCC Confer** credentials the first time you access these platforms through Canvas.

- Click **Account Settings**



- Wait for the approval screens, then you are ready to begin.



*Note: You need a (Zoom) **ConferZoom** account before synching your credentials – signup at www.ConferZoom.org.*

*Your LMS email and **ConferZoom** account email must match.*

CREDENTIAL EXCEPTIONS

If you receive either of these errors when synching your account, contact your campus Canvas administrator.

Blackboard Collaborate



Error looking up your account: Invalid key

Zoom



There is no existing account available for you. To create your account, please login to Zoom via your login portal and then return to this page. If you do not have the ability to log in via a portal, please contact your account administrator for assistance.

SCHEDULE EVENTS

- The default time zone can be changed from the drop-down menu.
- Click 'Schedule more events' to create meetings.

The screenshot shows the Canvas LMS interface for a course. The top navigation bar includes 'Client Services', 'Inbox', 'Settings', and 'Logout'. The main navigation menu on the left lists 'Home', 'Announcements', 'Assignments', 'Discussions', and 'Grades'. The main content area displays the following elements:

- A breadcrumb trail: [Home](#) > [CCC](#)
- A status bar: Logged in as **Client Services** (*teacher, student*) in [CCC Confer Course](#)
- A 'Display in time zone' dropdown menu set to '-08:00 America/Los Angeles'.
- A 'Compare other time zones' button.
- A 'Schedule more events' button.
- The text 'No upcoming events scheduled' centered on the page.

SCHEDULE FIELDS

Name: CCC Confer Course Event

Repeat: **Single Event** Daily Weekly

Timezone: -08:00 America/Los Angeles

When: 2015-12-02 11:10 AM

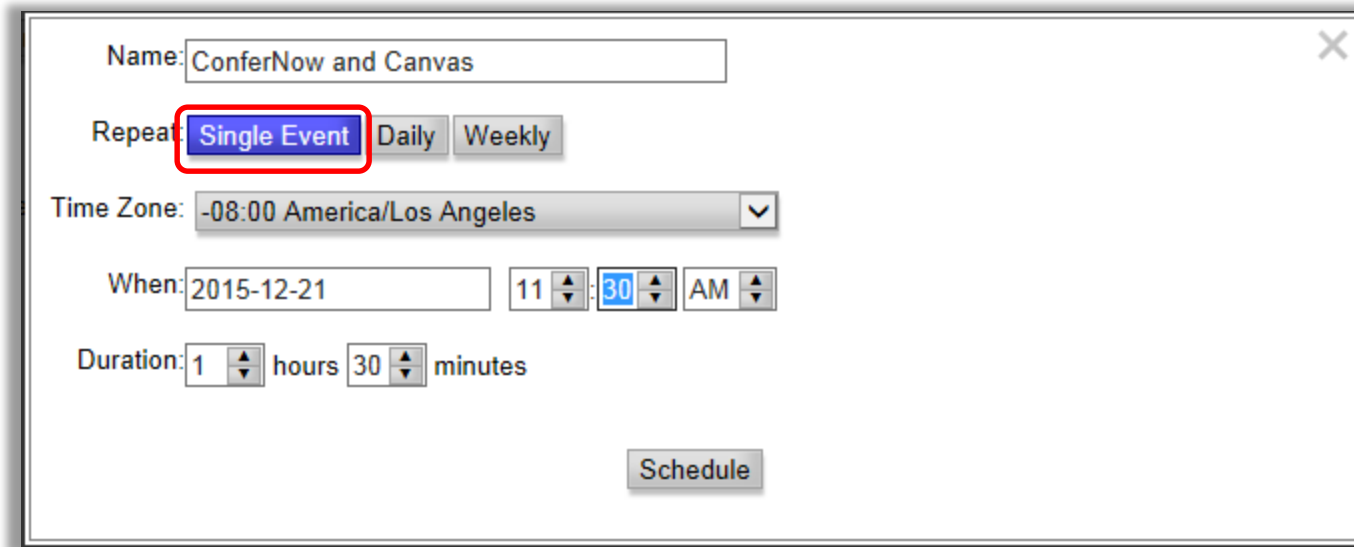
Duration: 1 hours 30 minutes

Schedule

- **Name:** Retitle the default session name (this does not affect the course name).
- **Repeat:** Schedule single, daily or weekly events.
- **Select:** Choose to meet one time, or create a daily or weekly series of meetings.
- **Time Zone:** Select a different time zone other than the default.
- **When:** Enter the meeting date and start time.
- **Duration:** How long the meeting will last.
- **Hosted by:** This field appears with a drop-down menu when when multiple instructors are enrolled in the same course.

SCHEDULE A SINGLE EVENT

- Enter a name for the meeting.
- Choose 'Single Event'.
- Complete the remaining date and time fields.
- Click 'Schedule.'



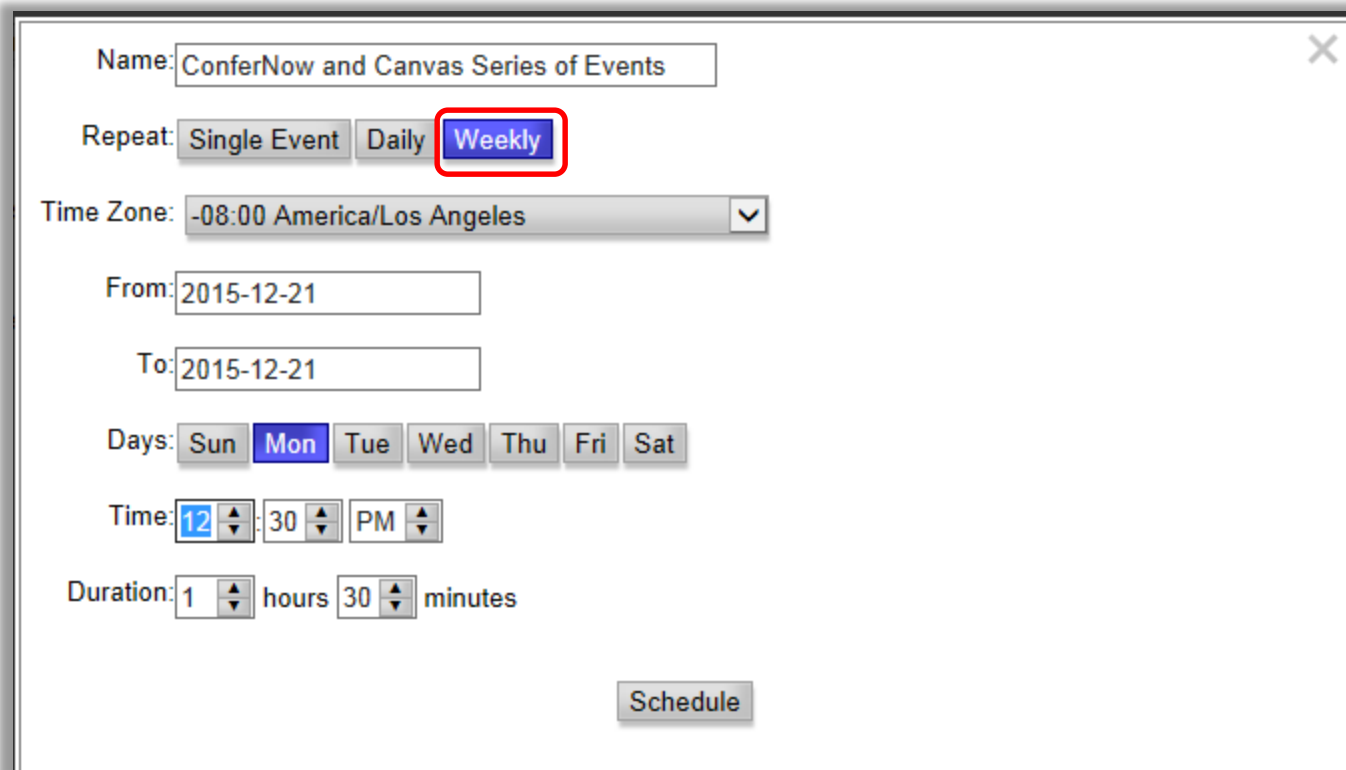
The screenshot shows a dialog box for scheduling an event. The fields are as follows:

- Name:** ConferNow and Canvas
- Repeat:** Single Event (highlighted with a red box), Daily, Weekly
- Time Zone:** -08:00 America/Los Angeles
- When:** 2015-12-21, 11:30 AM
- Duration:** 1 hours 30 minutes

A 'Schedule' button is located at the bottom center of the dialog.

SCHEDULE A SERIES OF EVENTS

- Enter a name for the series of meetings.
- Select 'Daily' or 'Weekly.'
- Enter the 'From' date to begin, and 'To' date to complete the series.
- Complete the remaining fields.
- Click 'Schedule'.





A screenshot of a scheduling dialog box with a close button (X) in the top right corner. The form contains the following fields and options:





- Name:** ConferNow and Canvas Series of Events
- Repeat:** Single Event, Daily, Weekly (highlighted with a red box)
- Time Zone:** -08:00 America/Los Angeles
- From:** 2015-12-21
- To:** 2015-12-21
- Days:** Sun, Mon (highlighted), Tue, Wed, Thu, Fri, Sat
- Time:** 12:30 PM
- Duration:** 1 hours 30 minutes
- Schedule** button

UPCOMING EVENTS PAGE

All of your scheduled events within the selected platform are displayed.


- Delete any scheduled session or series by clicking on the  .
- Invite guests outside of Canvas by clicking  to generate a link.
- Join the session at anytime on the scheduled date.
- The **Host** button turns gold within 15 minutes of the start time.

Course: **CCC Confer Course** | Role: **teacher, student** • [View as Student](#) Logged in as **Client Services** • [Account Settings](#)

 **Upcoming Events** |  Event Recordings |  Event Attendance |  Files

Display in time zone: 11:10:39 AM Jul 11th, 2016 [Schedule more events](#)

[Compare other time zones](#)

Name	Start	Date and Time	Duration
 CCC Confer Course Event (311:155) Host	Currently in progress	Mon, Jul 11th, 2016 11:10 AM PDT*	1 hour 30 minutes

Note: Sessions may not be edited; schedule a new event when a different date or time is needed.

CONNECT TO A SESSION

Instructor:

- The **Host** button is active 30 minutes prior to the scheduled time.
The **Prepare** button is active anytime on session date; content is not retained once you exit.

Course: CCC Confer Course Role: teacher, student • View as Student Logged in as Client Services • Account Settings

Upcoming Events | Event Recordings | Event Attendance | Files

Display in time zone: -07:00 America/Los Angeles 11:14:29 AM Jul 11th, 2016

Compare other time zones Schedule more events

Name	Start	Date and Time	Duration
CCC Confer Course Event (311:155)	Host Currently in progress	Mon, Jul 11th, 2016 11:10 AM PDT*	1 hour 30 minutes
CCC Confer Course Event (312:156)	Host 5 minutes 31 seconds	Mon, Jul 11th, 2016 11:20 AM PDT*	1 hour 30 minutes
CCC Confer Course Event (313:156)	Prepare 1 week	Mon, Jul 18th, 2016 11:20 AM PDT*	1 hour 30 minutes

Students:

- The **Join** button is active 15 minutes prior to scheduled time.

Course: CCC Confer Course Role: student • Exit Student View Logged in as Client Services

Upcoming Events | Event Recordings | Files

Display in time zone: -07:00 America/Los Angeles 11:15:27 AM Jul 11th, 2016

Compare other time zones

Name	Start	Date and Time	Duration
CCC Confer Course Event (311:155)	Join Currently in progress	Mon, Jul 11th, 2016 11:10 AM PDT*	1 hour 30 minutes
CCC Confer Course Event (312:156)	Join 4 minutes 33 seconds	Mon, Jul 11th, 2016 11:20 AM PDT*	1 hour 30 minutes
CCC Confer Course Event (313:156)	Join 1 week	Mon, Jul 18th, 2016 11:20 AM PDT*	1 hour 30 minutes

EVENT RECORDINGS

Course: CCC Confer Course | Role: student • [Exit Student View](#) | Logged in as Client Services

Upcoming Events | **Event Recordings** | Files

Display in time zone: -07:00 America/Los Angeles | 11:37:17 AM Jul 11th, 2016

[Compare other time zones](#)

Name	Recordings	Date and Time	Duration
CCC Confer Course Event (312:156)	View Recordings	Mon, Jul 11th, 2016 11:20 AM PDT*	1 hour 30 minutes

- **CCCC Confer** recordings will be available through Canvas.
- **ConferZoom** recordings download to the desktop of the instructor; the recordings can be copied from the desktop and embedded into the course. The 'Event Recordings' page will display a list, however, they cannot be accessed from Canvas.

EVENT ATTENDANCE


- Select 'Event Attendance' tab
- Click 'View Records' for the event
- View on screen or download to a CSV file (spreadsheet)

Course: CCC Confer Course | Role: teacher, student | Logged in as Client Services • Account Settings

Upcoming Events | Event Recordings | **Event Attendance** | Files

Display in time zone: -07:00 America/Los Angeles | 01:35:52 PM Jul 11th, 2016

Compare other time zones

Name	Attendance	Date and Time	Duration	Hosted By
 ConferNow Attendance Records #2 (678:462)	View Records	Mon, Jul 11th, 2016 1:20 PM PDT*	10 minutes	Client Services (35)

Attendance Records for ConferNow Attendance Records #2

Was Host	Name	Email IP Address Browser	Joined	Left	Present for
	CCC Confer Client Services	0.0.0.0	Mon, Jul 11th, 2016 1:24:21 PM PDT*	Mon, Jul 11th, 2016 1:26:35 PM PDT*	2 minutes 14 seconds
	iPhone	0.0.0.0	Mon, Jul 11th, 2016 1:25:54 PM PDT*	Mon, Jul 11th, 2016 1:26:35 PM PDT*	41 seconds

[Download CSV](#)

SUPPORT

For assistance with the **ConferZoom** or **CCC Confer** LTI connect, contact your campus administrator or CCC Confer Support at:

support@cccconfer.org