

# Zoom your Classroom Within Canvas

A Quick Start Guide for Video Lectures, Online Office Hours and Virtual Student Appointments

## ACCOUNT SET UP

All users need to set up or verify their accounts. Even if you think you have an account, this is an important first step – your account may not be the free Pro account provided by CCC. **A Pro account allows you to have unlimited participants and unlimited time in your conferences.**

1. Go to <http://conferzoom.org>
2. Click Sign Up
3. Sign up for Conferzoom using your @fhda email address.
4. Follow the on-screen prompts and verification process.
5. If the sign-up process completes without error, you're good to go.
6. If you receive a message that a Zoom account already exists for your @fhda email, you can try resetting your password using the on-screen prompts; however, it's more likely you have a basic Zoom account associated with your @fhda email address. You will need to contact conferzoom support to merge your accounts.

If you are 100% sure that you have a pro account on [conferzoom.org](http://conferzoom.org) that uses your @fhda email, you can just log in.

Your @fhda email allows you to pair with Canvas

Conferzoom Technical Support:  
1-760-744-1150  
ext. 1537, 1543

## ACCOUNT SETTINGS

Once your account is set up, change these settings

1. At <https://conferzoom.org>, click My Account in the upper right corner of your screen.
2. Click Recordings in the menu on the left.
3. Click Settings in the upper right corner of the window that appears.
4. Turn on Cloud Recordings. A window will appear. Click Turn On.
5. Check Audio Transcript.
6. Click Save.
7. Turn on Automatic Recording.

Audio transcripts are not equivalent to captioning, and do not meet the accessibility requirements as a permanent solution. However, they can be used temporarily for sharing your videos.

## ACCESSIBILITY

While Zoom can create audio transcriptions of your conferences, those transcriptions can only serve as a temporary accessibility tool, and can not replace immediate-need captioning in real time.

### KNOW YOUR STUDENTS' NEEDS

Ask your students if anyone needs accommodations. If those accommodations require captioning, you can request captioning services from Conferzoom with 5 days advance notice.

For real-time captioning services if they are immediately required by one or more of your students, send an email to [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org) at least 5 days in advance of your conference. They will help you set up a live captioner.

You can share cloud recordings of conferences with your students using the link provided (emailed to you after your recording is rendered). You can also download this video and upload it to Studio.

If you want to use a video in future classes, you need to get them captioned. Utilize Studio to caption your videos. Contact [onlinelearning@fhda.edu](mailto:onlinelearning@fhda.edu) for additional instructions.

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## Connecting with Canvas

Once you're sure your conferzoom.org account is established, you can easily connect with Canvas.

1. Go to your course in Canvas.
2. Click Settings.
3. Click the Navigation tab at the top of your screen.
4. Scroll down and find ConferZoom. Click the three vertical dots to the right of the name and Enable.
5. Update your settings (bottom of the screen).
6. Click Home. You should now see ConferZoom in your course navigation.
7. Select ConferZoom. Does it recognize you? Do you see your name in the upper right corner? Do you see the Schedule and Quick Launch buttons? If not, click Account Settings to the right of your name, then Conferencing Accounts. If you don't see the option to associate your account, return to the previous page and contact Conferzoom support.

## Scheduling Video Lectures

1. In Canvas, Click ConferZoom in your Course Navigation.
2. Click Schedule.
3. Use the Panel on the left to schedule your lectures.
4. Students will see the lectures and be able to join by clicking on ConferZoom. Students may need to download the plug in and will be prompted to do so before joining a scheduled session.

### Yes, Students Can Use the Canvas App with ConferZoom

Students will first need to download the Zoom app. After that, they can go to the Canvas App, click ConferZoom, and click to join your lecture. They will be guided to the Zoom app and will be able to participate in your lecture.\*



Please note that students who rely solely on their phone for accessing any Zoom recordings will not be able to see your transcript. This is one reason captioning is critical – transcripts are only available on a computer.

## You can utilize your ConferZoom account without using Canvas

1. Go to <http://conferzoom.org> and log in.
2. If you are not immediately brought to a page where you see a "Schedule a Meeting" button, click your account in the upper right corner of your window.
3. Click Schedule a Meeting.
4. Fill out the necessary information, then copy the link provided and share that with your student.

## Managing Your Meetings

- If you followed the steps on Page 1, your meetings should automatically record with transcripts.
- Open Chat – instruct your students to type questions in the chat window so you can address them.
- Manage participants – Click this button to see a list of all who is in your video conference. If your students click on Participants, a side panel will open where they can virtually raise their hand so you can address them.
- Use the Share button at the bottom of your Zoom window to share your screen with students – you can share a window, a presentation, or select White Board if you want to write.



## Online Office Hours

Turn on your Waiting Room setting to admit students one at a time – this a great feature of online office hours!

Your Waiting Room must be set at <http://conferzoom.org>, not via Canvas. It can be found in Settings near the bottom third of your page.

## Student Appointments

The ConferZoom interface in Canvas allows you to set up appointments. Once appointments are established, students can sign up. Great for presentations or providing feedback on papers/assignments. In your Canvas Course, click ConferZoom, then click Appointment Booking.

REMEMBER...if you want to share your Zoom conferences with students in the future, you will need to make sure they are recorded, download them, then upload 3CMedia to request Captioning. Find out more about 3CMedia at <http://deanza.edu/online-ed/faculty/recording.html>