



ConferZoom

What is ConferZoom?

ConferZoom (or Zoom) is a video conferencing tool similar to **WebEx and GoToMeeting**. All participants in a Zoom meeting can:

- speak,
- share webcam video,
- text chat with everyone or with individuals in the meeting,
- deliver a presentation,
- draw on a whiteboard,
- and screen-share

ConferZoom is available to you and your students free of charge. Students do not need an account to access meetings. The following instructions will help you set up ConferZoom for the first time and prepare for sessions.



Step 1 - Get a ConferZoom Pro Account

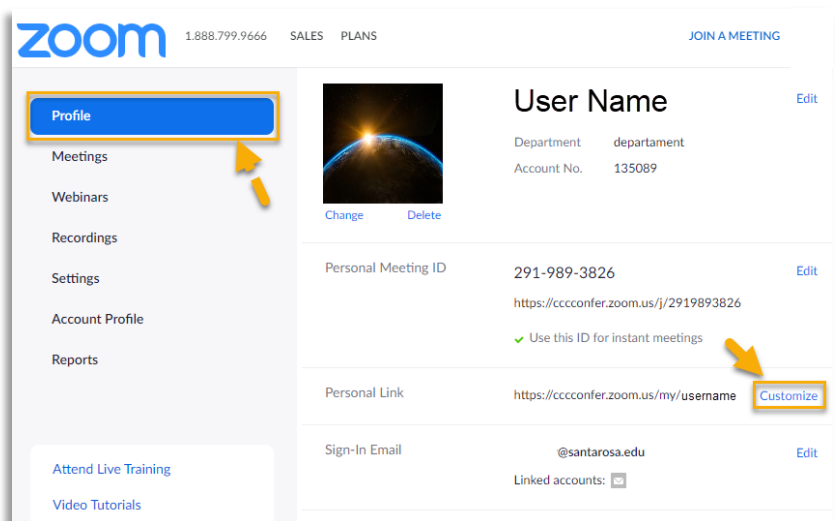
Email: Nate Musser: nmusser@santarosa.edu of Media Services from your santarosa.edu email address with your request for a ConferZoom Pro Account (May take 24-36 hours to process)

If you would like to use the ConferZoom LTI in Canvas, this requires a ConferZoom Pro account.

Step 2 - Log In and Customize Your Personal Link

Return to <https://cccconfer.zoom.us/signin> and then sign into your account. Click on **Profile** to launch your Profile page.

NOTE: Distance Education recommends creating a Personal Link. A Personal Link is a single URL that can be used to access any meeting you have—it is like an online classroom or office. By sharing your



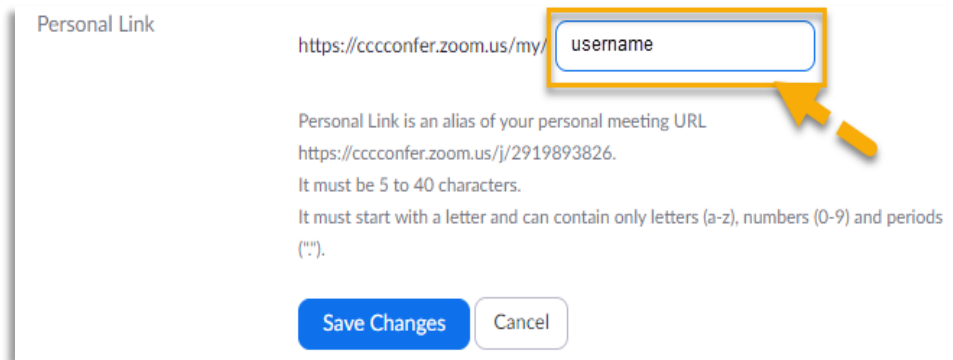
Personal Link, students will be able to access all meetings using a single, non-changing URL.

To customize your Personal Link on your **Profile** page,

Click on **Customize** and type in the **text box** to create a Personal Link

Tip: Choose an easy-to-remember word or use your last name.

Click the **Save Changes** button.



NOTE: While you are on your profile page, you may want to make a note of your **Personal Meeting ID**. This is another means for your students to join your Zoom meetings. Students who do not have access to a computer can call into the meeting via phone with meeting ID number.

Step 3 - Set up Zoom to use your Personal Meeting Room

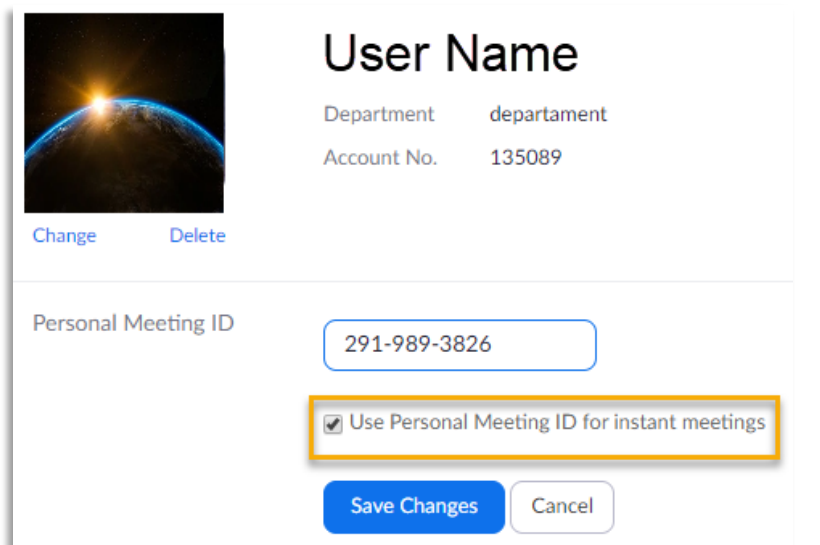
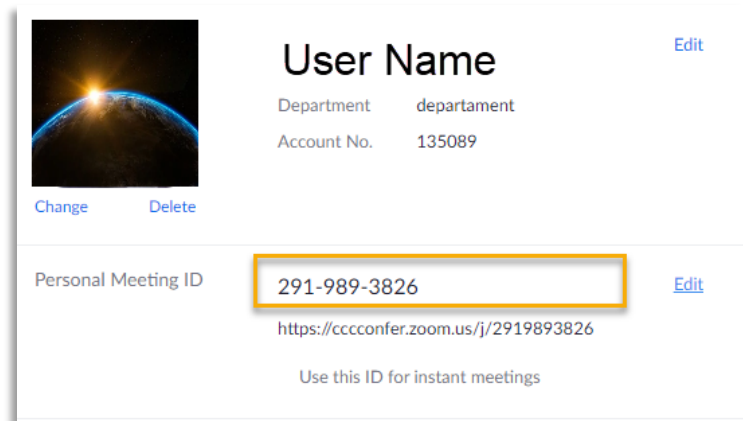
By default, Zoom creates a new Meeting ID for each meeting you start. To avoid having to keep track of these individual meeting IDs, we strongly encourage you to use your Personal Meeting Room for all online meetings or office hours.

Once the Personal Meeting Room is set up, whenever you start a meeting in Zoom it will open in your Personal Meeting Room.

To set this option, click the **Check Box** next to **Use Personal Meeting ID for instant meetings**.

Click **Save Changes**.

Note: Since your Personal Meeting Room is always open, it is important to let students when you will be there.



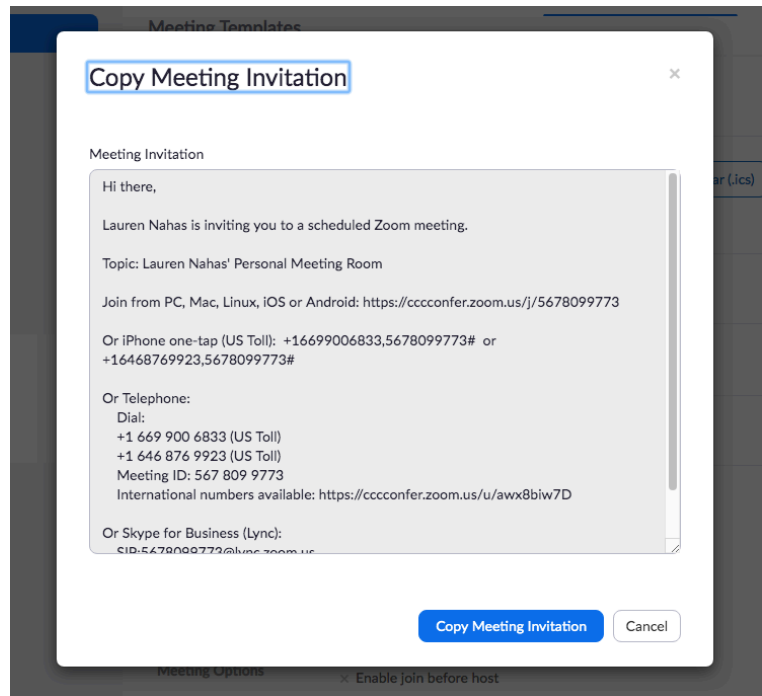
Step 4 - Scheduling ConferZoom Meetings

Zoom provides an auto-generated invitation to your Personal Meeting Room (or Zoom Room). The invitation includes instructions on various ways that participants can access the room, including calling in.

To access the invitation, in Zoom select **Meetings** from the left menu, select the **Personal Meeting Room** tab, then click **Copy the invitation**.

There are several different ways to inform your students about scheduled Zoom meetings:

- Add meeting dates, times, and the invitation information to your Canvas calendar for each course.
- Send an email or to your students with your meeting information.
- Send a Canvas Announcement to your students with your meeting information.



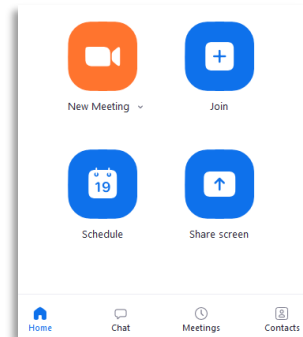
You may want to copy and paste the URL to your Personal Meeting Room into the contact section of your course and/or syllabus.

Host a ConferZoom Meeting

Once you have set up your profile, Personal Meeting Room, and installed and signed into ConferZoom, you are ready to start your meeting.

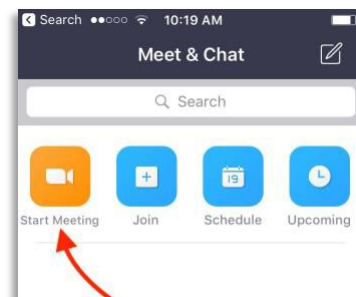
From the Desktop

After opening Zoom (and signing in if needed), click on the “Start New Meeting” button.



From the smartphone or tablet

After opening Zoom (and signing in if necessary), press on the “Start Meeting” button.



A Few Tips

Headset: To help provide the clearest audio and avoid audio feedback or echo, use a headset. Depending on the type of live session you are using, you may also want to

ask students to use a headset as well. As a host, you can mute some or all students if there are audio issues such as feedback or background noise.

Attendance: Before you end a meeting, take attendance by asking participants to type their full name in Chat. Before you end the meeting, save the chat transcript. From Account Management, you can also export usage Reports, which are more complex and rely on participants to supply their full name upon entering the meeting.

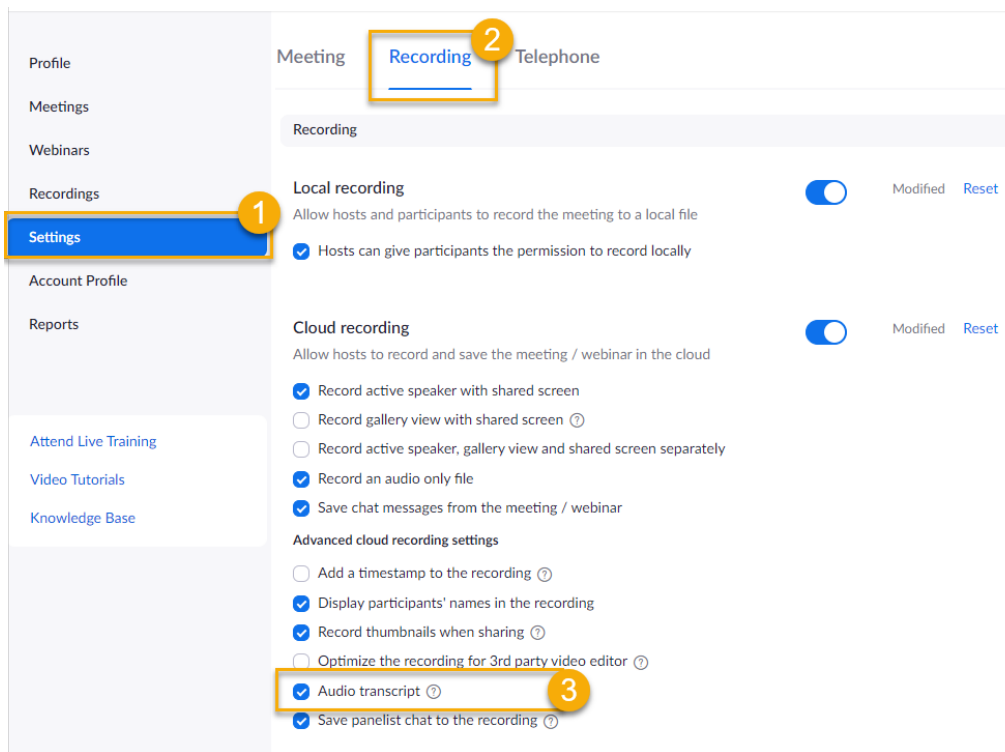
Record: Select **Record to the Cloud** if you want to share the recording later. Find it in your My Recordings list.

Accessibility

Enable Audio Transcription

Audio Transcription can act as a temporary accessibility solution while videos are being captioned by 3C Media.

1. Sign into ConferZoom web portal, and click **Meeting Settings from the side navigation**. Then click on the Recording tab.
2. From the **Recording** tab, navigate to the **Cloud recording** option and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
3. Click the **Audio Transcript** checkbox to enable it, then click **Save** to confirm the change.



Generating a Transcript

1. Start a meeting or webinar.
2. Click the **Record** button and choose **Record to the Cloud**.

Viewing and Editing the Transcript

Navigate to the **My Recordings** page on the Zoom web portal and click the name of the recorded meeting if you wish to review and edit. The transcript is automatically embedded within the audio and video file, but is hidden by default. [Request Live Captions](#)

Should you need to add live captioning, **requests should be made at least 5 days in advance**. Live captions should not be used for future viewing, use the Audio Transcript feature (see above).

Live caption service is available by request through clientservices@cccconfer.org. Live caption service is reserved for live online classes with student participation. You will need to provide the following information:

MEETING ID #:

MEETING DATE:

MEETING START TIME:

MEETING END TIME:

MEETING TITLE:

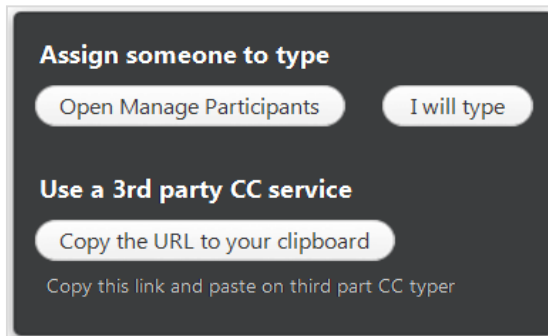
Assign Close Caption Input

The host of a meeting can assign a participant the ability to enter closed captions.

1. Click the **Closed Caption** icon on the tool bar



1. Select **“Open Manage Participants”** or **“I will type.”** The latter opens a window where you can type caption. Click the Enter key on your keyboard to broadcast the text.



2. **“Open Manage Participants”** opens the participant list. Click the **More** button next to the participant name, then **Assign to type Closed Caption**



“A 3rd Party CC typer” applies if you have a service to do the captioning. The service can join the meeting as a participant, using the same meeting URL link as all other participants. When the captioner joins the meeting, the host will follow the same steps (above) to assign the participant as captioner.

Learn More

See the [ConferZoom Guides](#) and [Live User Trainings](#) at conferzoom.org.