



Workshop Handout for SRJC Faculty

ConferZoom & Canvas Conferences

What are ConferZoom & Canvas Conferences?

These conferencing tools allow you to communicate online in real-time using text, audio, and video. All participants can speak, share webcam video, text chat with everyone or privately, deliver a presentation, draw on a whiteboard, and screen-share. To get started, you might consider offering online Q&A sessions before exams or office hours. The tools discussed here are available to you and your students free of charge.

Why use a conferencing tool?

Strategically placed conference meetings throughout the semester can foster inquiry, the social construction of knowledge, and collaboration as well as decrease isolation (especially in online courses). Screen sharing, either live or recorded, allows you to demo applications and online resources, such as software and online databases. Conferencing is especially useful for these instructional strategies:

- ❖ **Modeling and explaining:** An expert demonstrates the desired performance including false starts, mistakes and dead ends so students can see a process in action. *Modeling* shows how a process unfolds, whereas *explaining* involves giving reasons why it happens that way.
- ❖ **Coaching:** The instructor observes a student complete a task and provides guidance and help.
- ❖ **Articulation:** Ask students to think about their actions and explain their decisions and strategies. Articulation has been described as an elaboration strategy in which students articulate personal knowledge by summarizing, paraphrasing, creating analogies, etc.
- ❖ **Collaboration and social negotiation:** Encourage interaction to share different viewpoints and to collaborate on problem-solving and knowledge building through joint construction of knowledge, negotiation, using peers as learning resources, & sharing workloads.
- ❖ **Multiple perspectives:** Expose students to multiple points of view to construct new knowledge and acquire flexible and meaningful knowledge structures. Invite guest speakers to your meetings!

Which tool do I use?

Canvas Conferences: It's good for you to know about Canvas Conferences if you use Student Groups because students can use Conferences in the Group area to conduct their own meetings with the instructor present. See [the Canvas Guides](#) and [Video](#) to learn more. (**Note:** Conference recordings disappear after 14 days.)

ConferZoom: In most cases ConferZoom is the best choice for its ease of use, for your ability to record and save, download, and share your meeting recordings.

The rest of this handout will get you started with ConferZoom and provide few tips. Also see the [ConferZoom Guides](#) and [Live User Trainings](#).

One-time setup

The following instructions will help you set up ConferZoom for the first time and prepare for sessions.

Get a ConferZoom Account

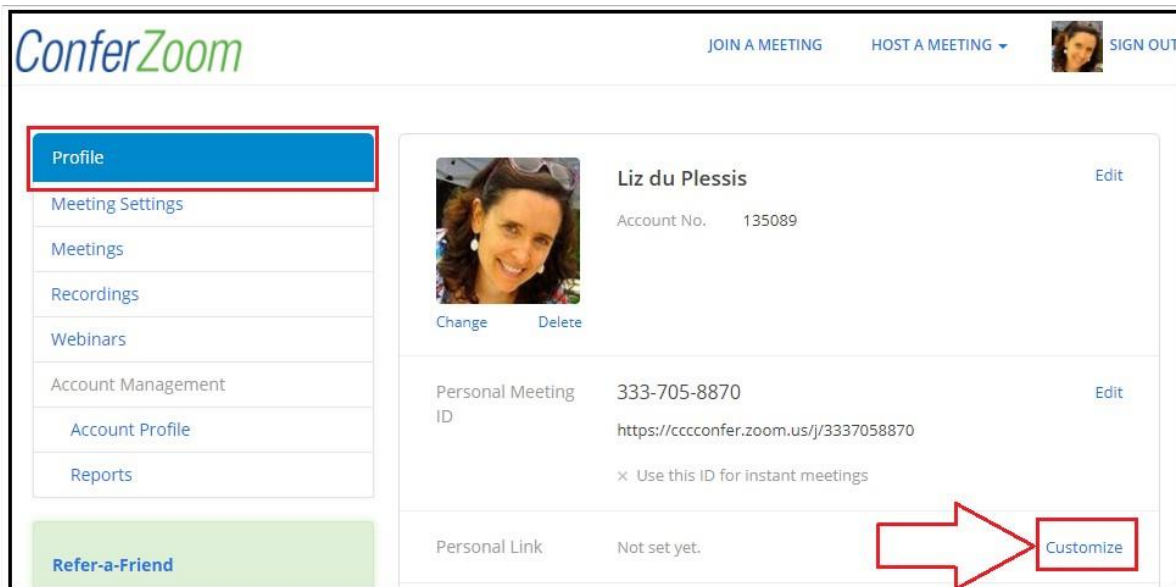
First, request a ConferZoom account: Go to www.conferzoom.org/ConferZoom/SignUp and follow the screen prompts. Within minutes, you will receive an email to complete the process of account activation. Once activated, your account is ready to use.

Next, log into your account: Return to <https://cccconfer.zoom.us/signin> and then sign into your account. This will take you to your Profile page.

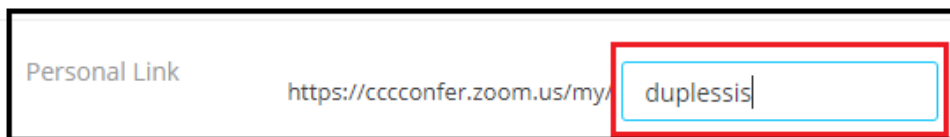
Customize Your Personal Link

Distance Education recommends creating a Personal Link. A Personal Link provides your students with a single URL to access any meeting you have and is like your online classroom or office. By sharing your Personal Link, students will not need accounts and access all meetings using a single, non-changing URL.

First, customize your Personal Link on your **Profile** page. Click on **Customize...**



...and type in the **text box** to create a Personal Link:

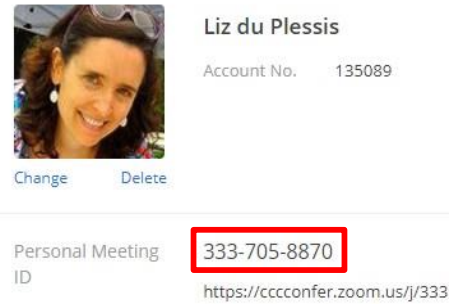


Tip: choose an easy-to-remember word. (The last name “duplessis” isn’t a good model.)

Click the **Save Changes** button.

Make a note of your Personal Meeting ID

While you are on your profile page, you may want to make a note of your Personal Meeting ID. This number is another way students can access your room and is helpful for students who need to phone in.



Install the Zoom app

The Zoom app can be downloaded from <https://www.zoom.us/download/> Download the appropriate software for your device and log in.

Set up the Zoom app to use your Personal Meeting Room

By default, Zoom creates a new Meeting ID for each meeting you start. In our experience, this confuses students when attending online sessions. For this reason, we strongly encourage you to use your Personal Meeting Room for all online meetings or office hours.

To set Zoom to default to your Personal Meeting Room (PMI) After opening the Zoom app (and signing in if necessary)

1. Select "Meetings" from the toolbar along the bottom of the Zoom window
2. Check "Always use PMI for instant meetings on this computer"

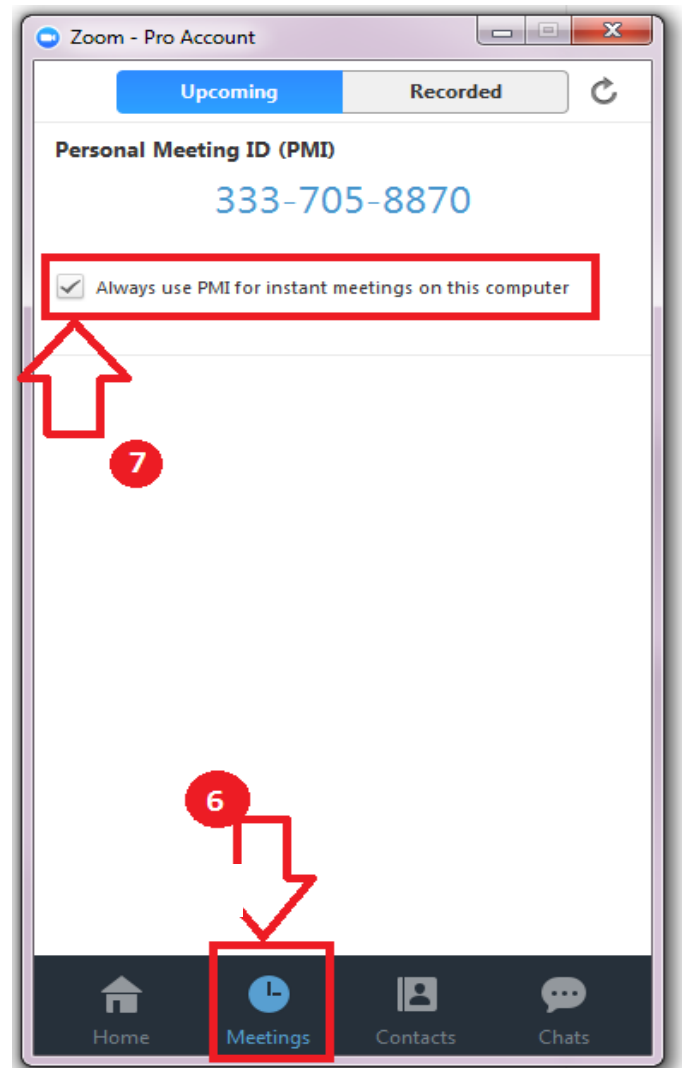
Once this is set up, whenever you start a meeting in Zoom it will open in your Personal Meeting Room.

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

Scheduling ConferZoom Meetings

Let students know when you will be in your ConferZoom meeting room by adding dates to your Canvas calendar for each course.

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

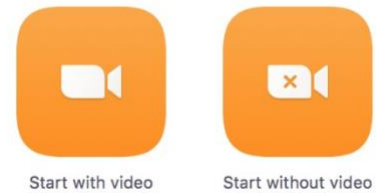


Start a ConferZoom Meeting

Once you have setup up your profile, Personal Meeting Room, and installed and signed into the Zoom app, you are ready to start your meeting.

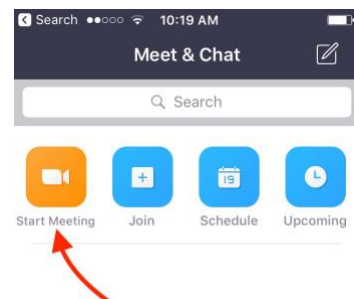
From the Desktop App:

It's really quick and easy to use the Desktop App to start meetings. After opening Zoom (and signing in if needed), click on the "Start with/out video" button.



From the smartphone or tablet app

It's also really easy to start a meeting on the smartphone or tablet app. 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.

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.

Enable Audio Transcription

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

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, 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

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

MEETING ID #:

MEETING DATE:

MEETING START TIME:

MEETING END TIME:

MEETING TITLE:

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).

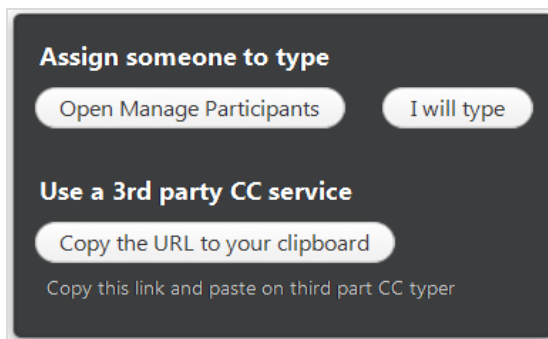
Assign Close Caption Input

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

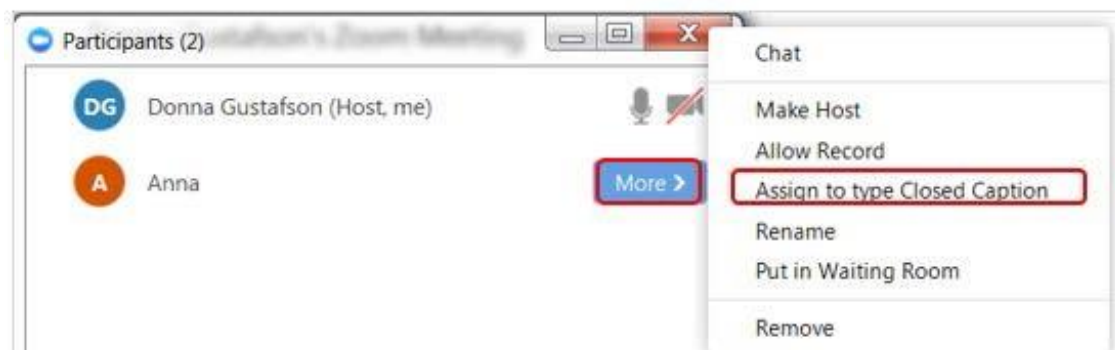
1. Click the **Closed Caption** icon on the tool bar



2. Select **“Open Mange 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.



“Open Mange 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” is 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.

(The “Copy the URL to your clipboard” button is not required, just share the join URL link with the captioner prior to the meeting.)

Tutorials & Help

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