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

*Note: Sign up for your ConferZoom account and view the host guide at [http://ConferZoom.org/](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

![Account Settings Screen]

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

![Approval Screens]

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.
**Schedule Events**

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

- **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 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.’

![Schedule a Single Event Image](image-url)
**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’.

![Example of scheduling a series of events](image-url)
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.

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.

Students:

• The **Join** button is active 15 minutes prior to scheduled time.
**Event Recordings**

- **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)
SUPPORT

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

support@cccconfer.org