

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

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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