TechConnect Zoom Guide for Faculty

About

Updated 08/16/2022.

These steps show faculty & instructors how to access TechConnect Zoom in Canvas.

The steps from this guide are taken from the Canvas – TechConnect Zoom – Instructor Guide offered by CCC TechConnect.

Additional live trainings are offered weekly by CCCTechConnect, under their TechConnect Zoom Live Online Training sessions.

For students, please have them follow the Canvas – TechConnect Zoom – Student Guide.

To troubleshoot problems with TechConnect Zoom in Canvas -- please contact the Distance Education department at your campus, CCCTechConnect Support, or 24/7 Canvas Support Hotline.

For assistance with all other IT issues, please contact the ITS Help Desk.

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Access TechConnect Zoom in Canvas

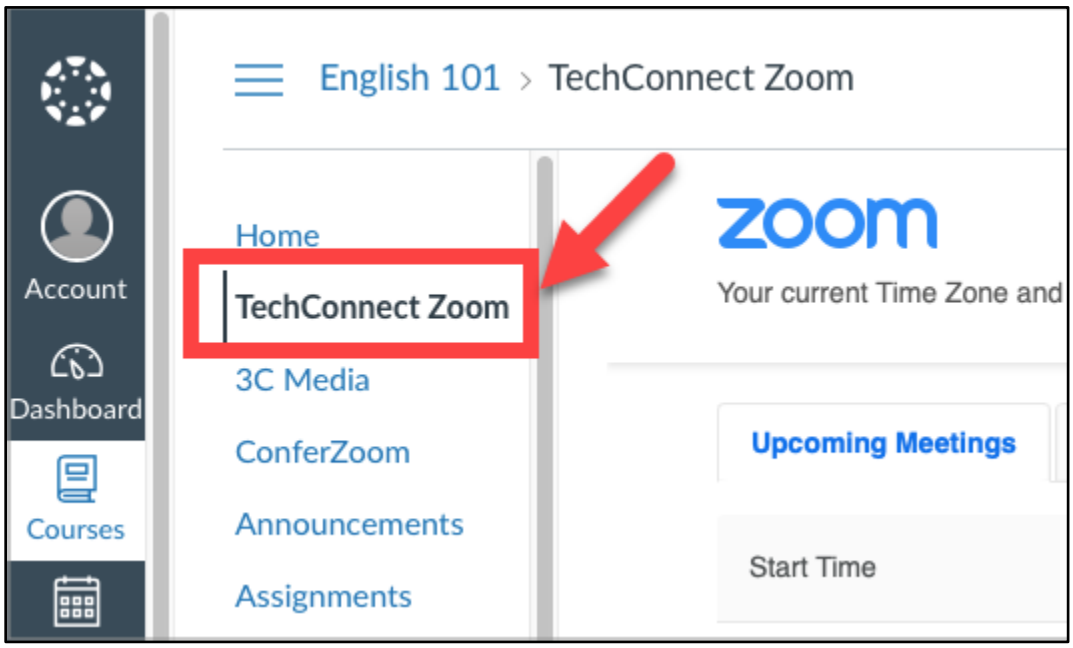
Step 1 – Login to Canvas and Navigate to your Course

Login to Canvas, and navigate to your Course.

Step 2 – Open TechConnect Zoom from Course Navigation

Once in your Course, select "**TechConnect Zoom**" from the course navigation.

If this is your first time using "**TechConnect Zoom**" you will be prompted to authenticate your account allowing Canvas to access your Zoom account.



Add TechConnect Zoom to Canvas Navigation

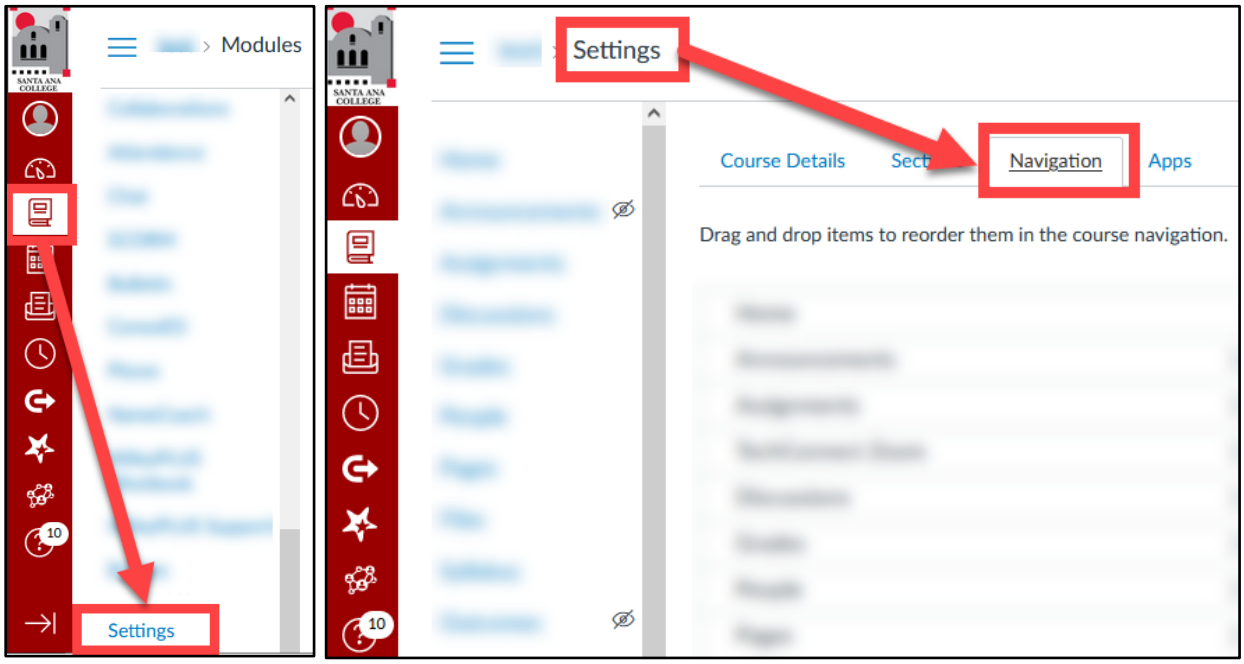
If you do not see the TechConnect Zoom tool in Canvas, it may be hidden under Navigation options. Follow the steps below to make it visible.

Step 1 – Login to Canvas and Navigate to your Course

Login to Canvas, and navigate to your Course.

Step 2 – Open the Settings menu and select the Navigation tab

Once in your Course, select **Settings** from the course navigation. Then select the **Navigation** tab.

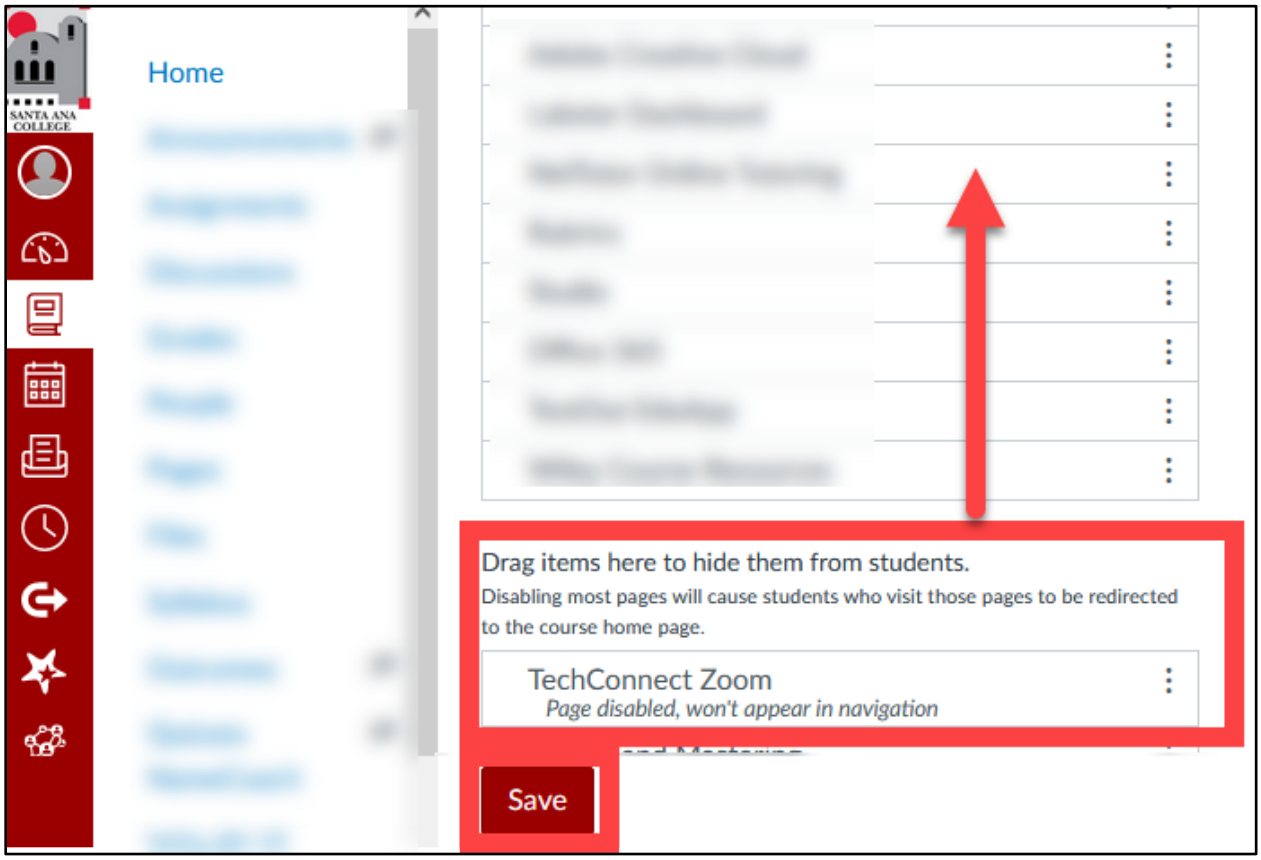


Step 3 – Drag and drop the TechConnect Zoom tool to the Course Navigation list

From the Navigation tab, scroll down to the bottom of the list to find the section for "***Drag items here to hide them from students.***"

Select the T**echConnect Zoom tool** and drag it to the list above for "***Drag and drop items to reorder them in the course navigation."*** This will make the tool visible in the navigation menu.

When complete, select the **Save** button.



Import an Existing Meeting or Recording from Zoom to Canvas

Meetings scheduled directly in Zoom can be imported into your course in the TechConnect Zoom tool in Canvas.

Recordings in your Zoom account can also be imported - the steps are exactly the same.

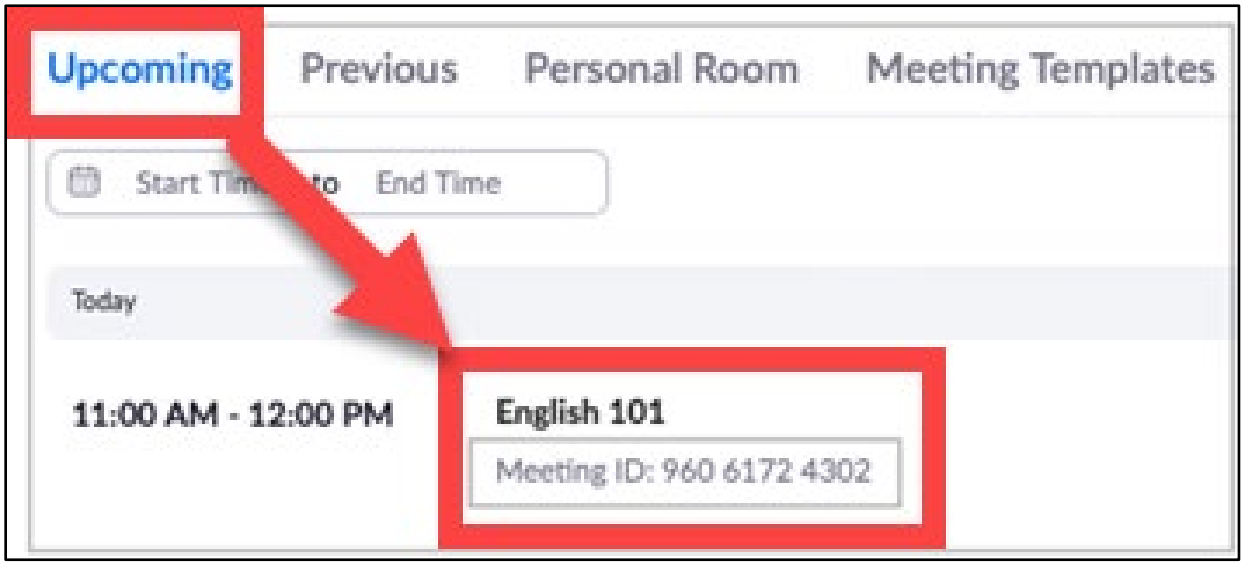
Step 1 - Sign into your Zoom account

Sign into your Zoom account on the desktop app or on the Zoom website.

Step 2 - Navigate to Meetings > Upcoming, and copy the Meeting ID

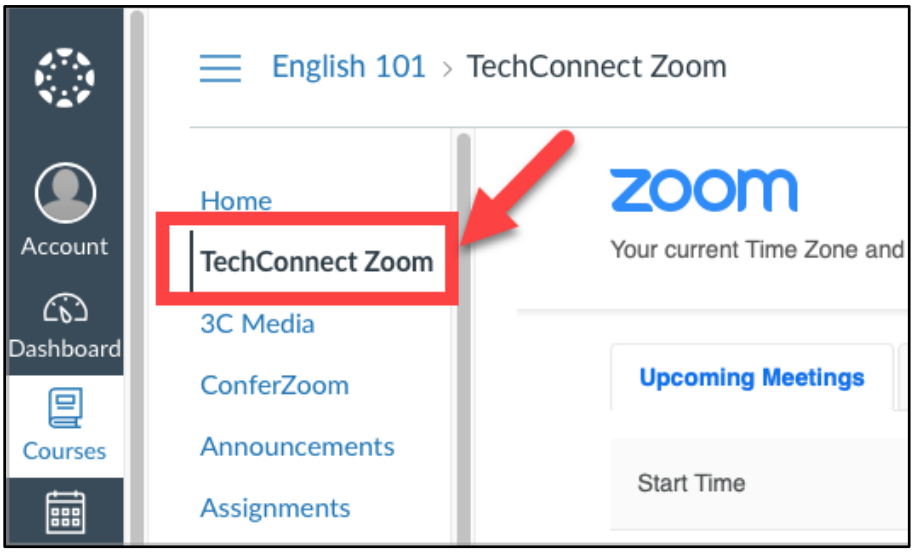
After signing in, navigate to **Meetings** > **Upcoming**.

Copy the Meeting ID for the scheduled meeting to be imported into Canvas.

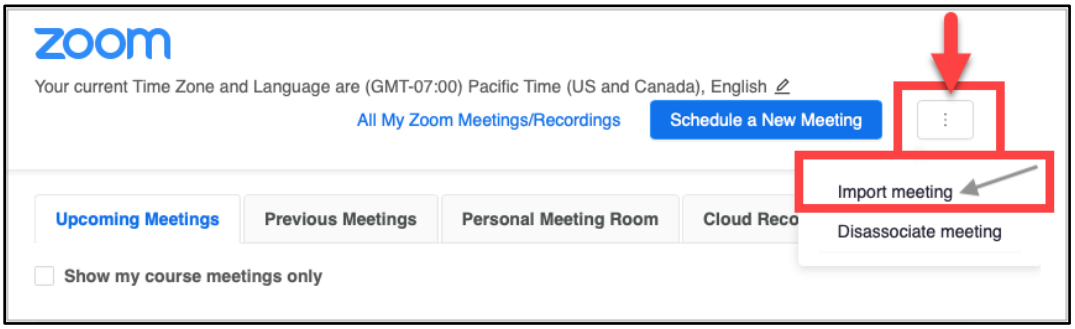


Step 3 – Import the Meeting ID into TechConnect Zoom

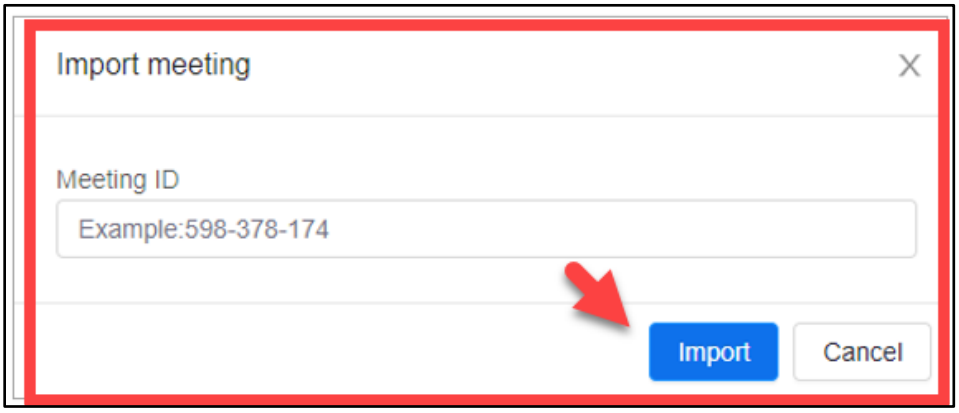
Return to Canvas and access TechConnect Zoom.



Select the 3 dots icon next to Schedule a New Meeting, select **Import meeting**.



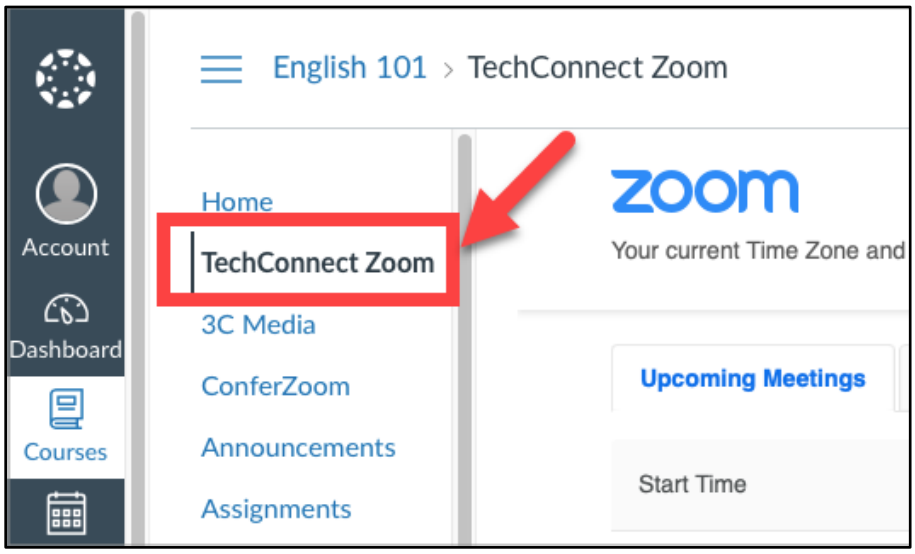
Enter the Meeting ID, and select **Import.**



Schedule a New Meeting using TechConnect Zoom

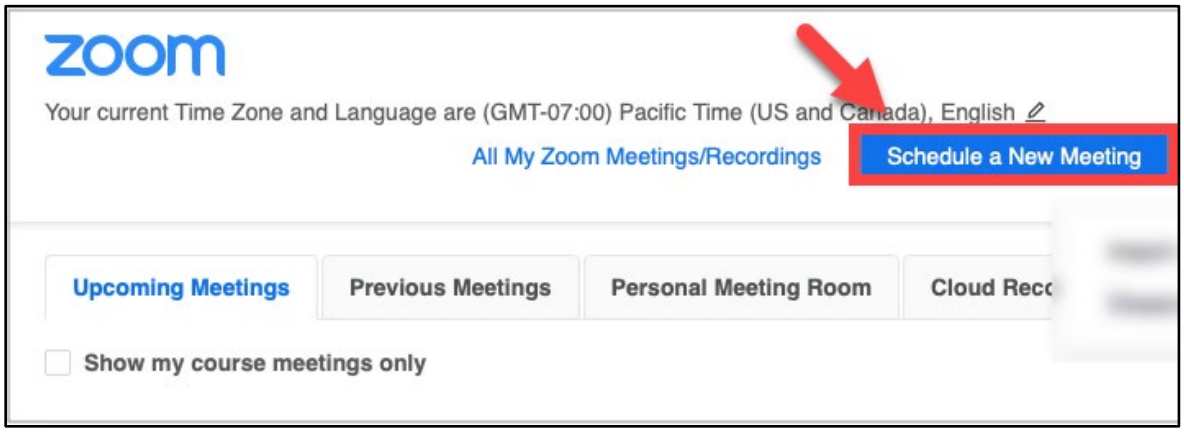
Step 1 – Sign in to Canvas and Access TechConnect Zoom

Login to Canvas and access TechConnect Zoom.



Step 2 – Select Schedule a New Meeting

From TechConnect Zoom, select the button for Schedule a New Meeting.

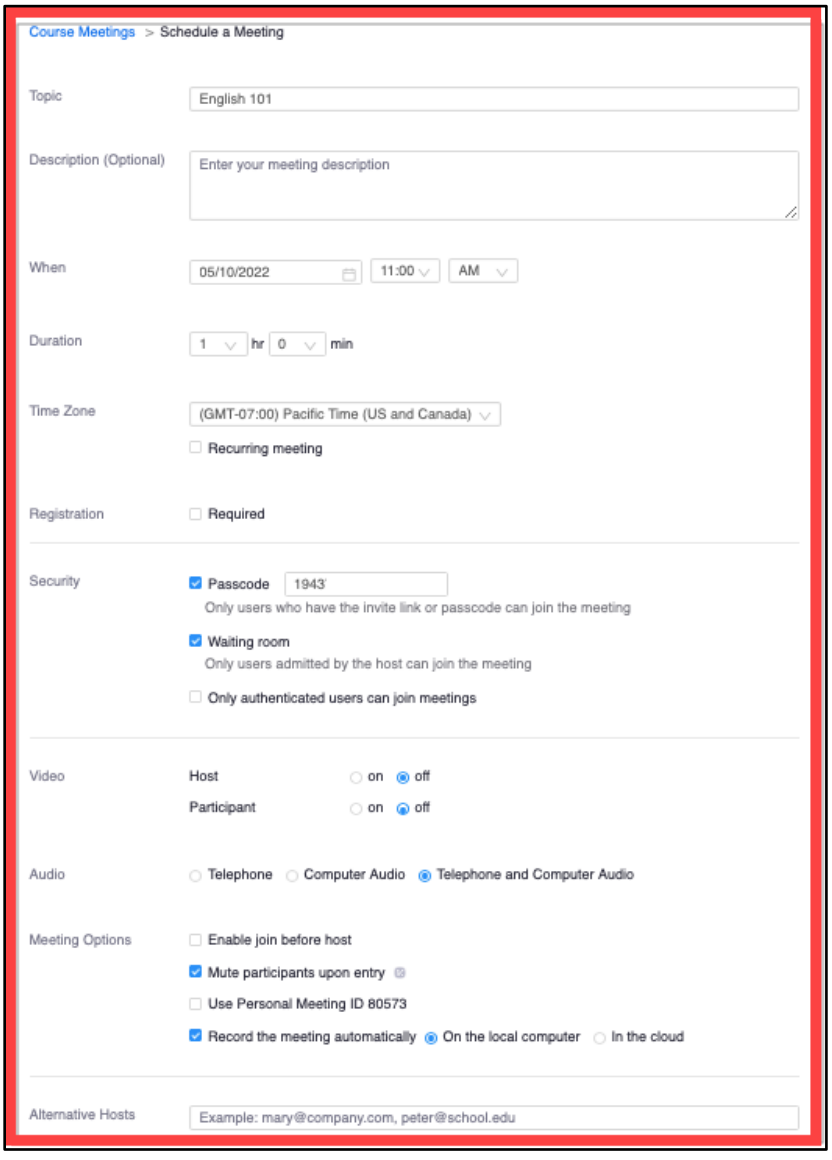


Step 3 – Enter the information for the new Meeting and Save

The default features settings in your Zoom account will apply to all scheduled meetings and classes. The form here also allows you to select or deselect the default feature on a per meeting basis.

When scheduled, the connection will be made for the meetings to also appear in your Zoom account.

Enter the appropriate information for the new meeting, and then click the Save at the bottom of the page.



Add a Scheduled Meeting to Another Course

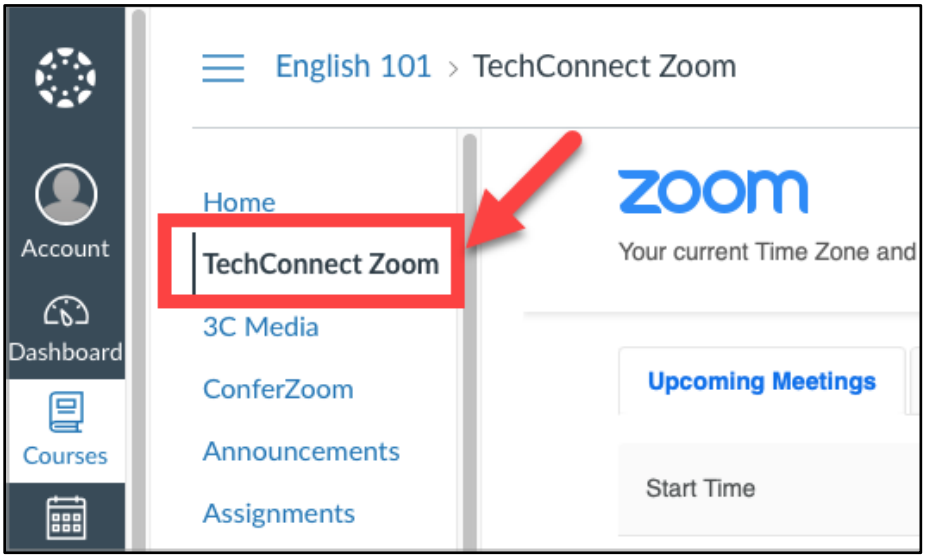
Meetings can be scheduled in one course, then shared with other courses in which you are a teacher. This method can be used for open office hours courses.

Step 1 – Schedule the meeting and copy the meeting ID of the first course

First, follow the steps to schedule the meeting for the *first course*. Then copy the meeting ID of the first course.

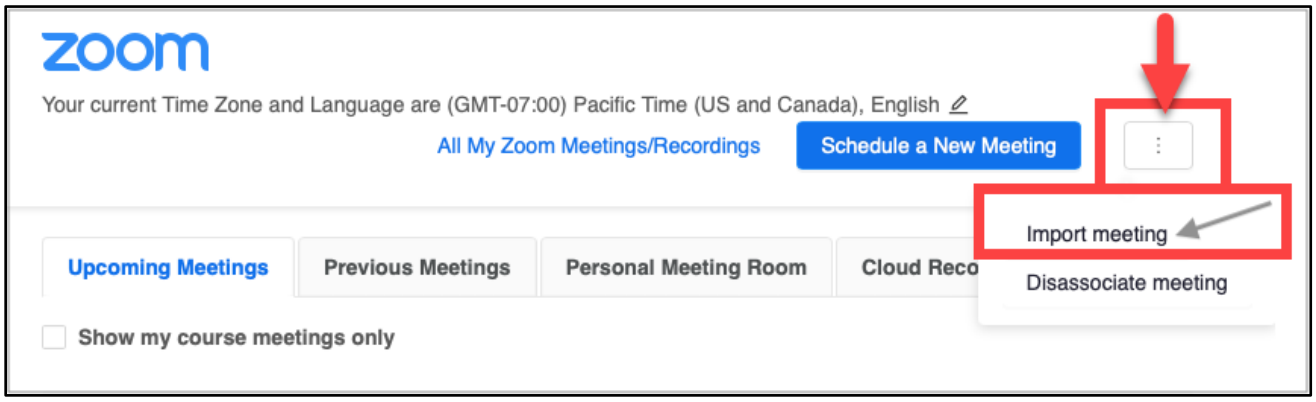
Step 2 – Login to Canvas and Access TechConnect Zoom in the second course

Login to Canvas and access TechConnect Zoom in the *second course*.

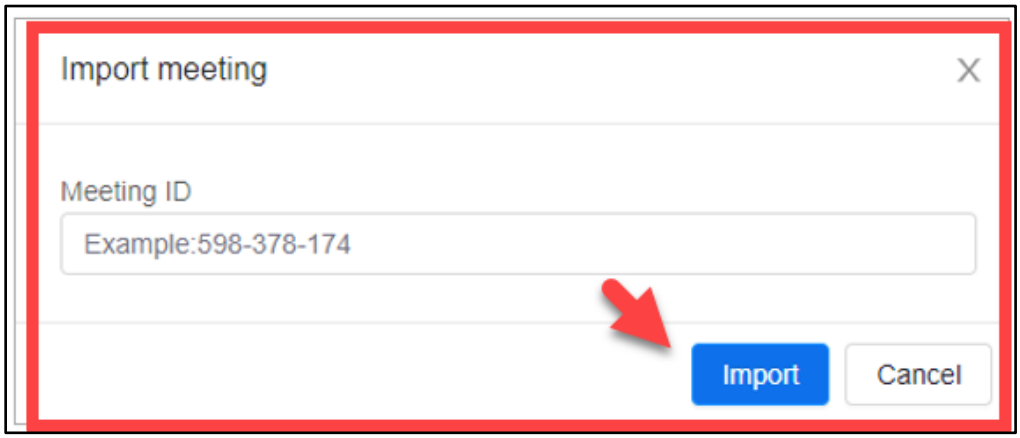


Step 3 – Import the Meeting ID into the second course

In the second course, select the 3 dots icon next to **Schedule a New Meeting**, then select **Import meeting**.



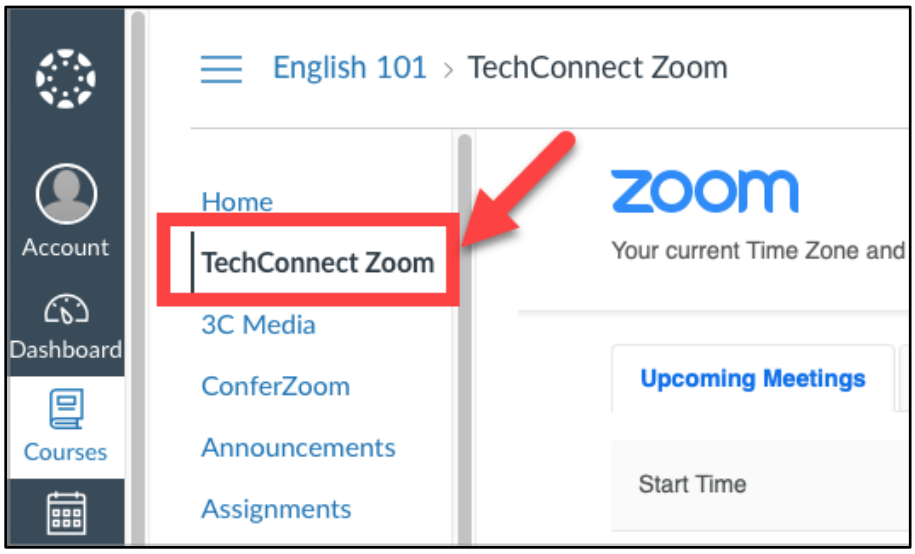
Enter the Meeting ID of the first course, and select **Import.**



View Upcoming Meetings

Step 1 – Sign in to Canvas and Access TechConnect Zoom

Login to Canvas and access TechConnect Zoom.



Step 2 – Select the Upcoming Meetings tab and Start the Meeting

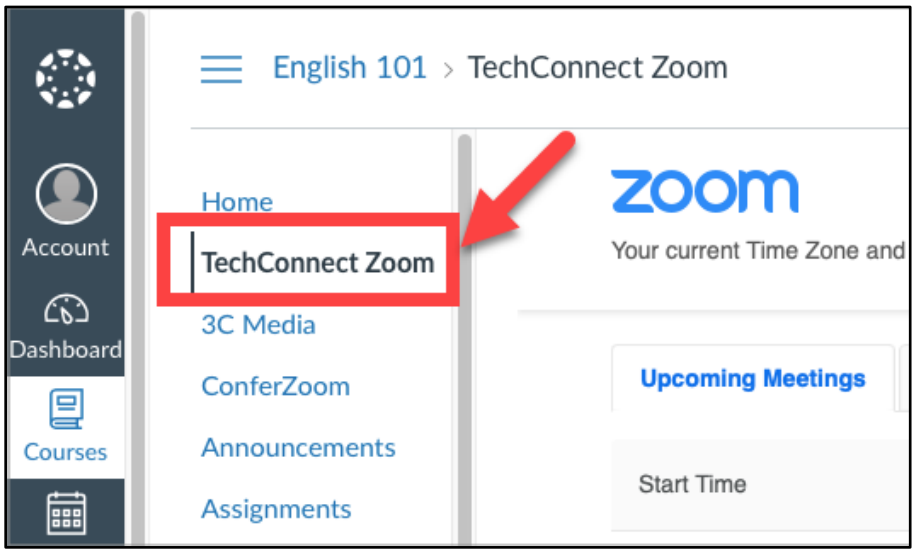
Select the **Upcoming Meetings** tab. This displays all of the scheduled events.

To launch a meeting. select the **Start** button.

View Previous Meetings and Attendance Reports

Step 1 – Sign in to Canvas and Access TechConnect Zoom

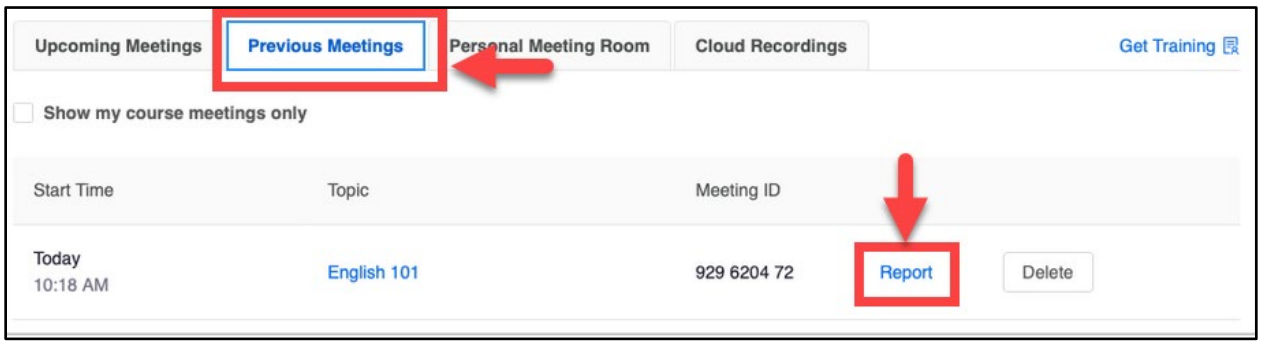
Login to Canvas and access TechConnect Zoom.



Step 2 – Select the Previous Meetings tab and Select Report to view Attendance reports

Select the **Previous Meetings** tab. This displays previous events, and meetings will appear on this page after the scheduled end time.

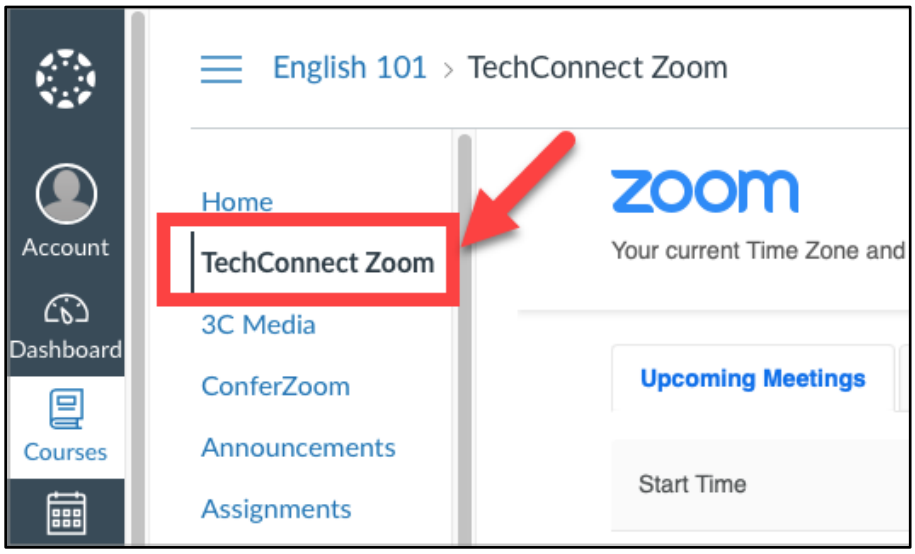
To view Attendance Reports for a meeting, select the **Report** link.



Personal Meeting Room

Step 1 – Sign in to Canvas and Access TechConnect Zoom

Login to Canvas and access TechConnect Zoom.



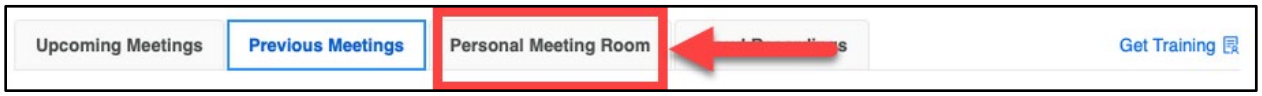
Step 2 – Select the Personal Meeting Room tab

Select the **Personal Meeting Room** tab.

This is an instant meeting when launched from the Personal Meeting Room page. Please note that you can also **Schedule a New Meeting** using the Personal Meeting ID.

The ID is a static number used for every meeting when Personal Meeting ID is selected. It is a 24/7/365 room; anyone with the ID could join at any time, possible interrupting a session in progress.

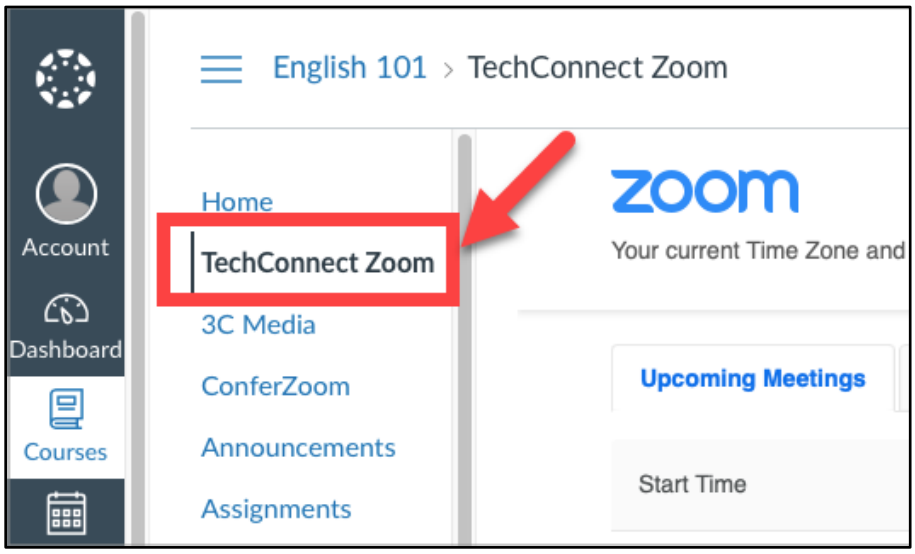
We recommend using a password if you prefer to use your Personal Meeting ID. Attendance reports will be provided as long as there is more than one person in the meeting.



Cloud Recordings

Step 1 – Sign in to Canvas and Access TechConnect Zoom

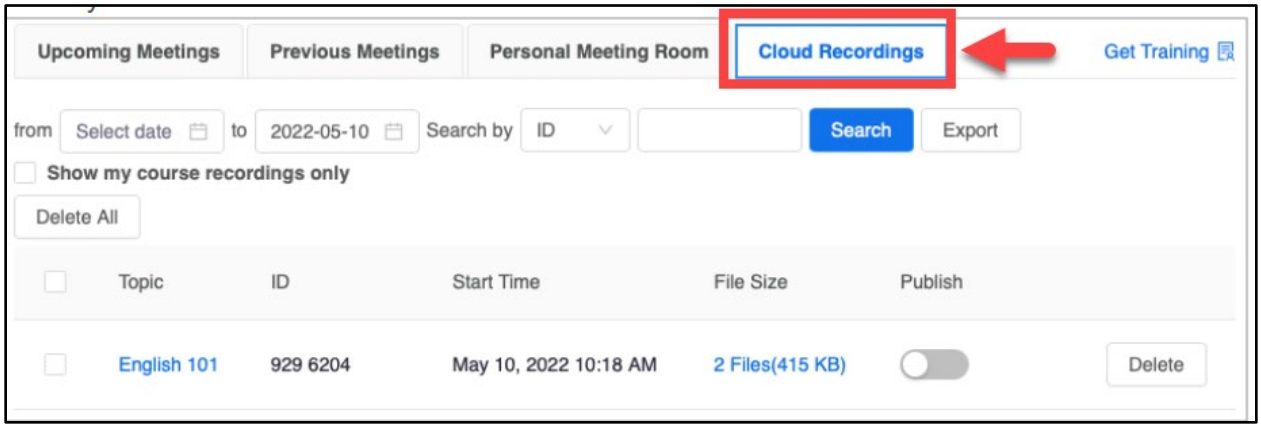
Login to Canvas and access TechConnect Zoom.



Step 2 – Select the Cloud Recordings tab

Select the Cloud Recordings tab.

Recordings process after the Host ends the meeting. When processing is complete, the recording will appear on this page. You will be notified if you have no recordings. If you have recordings, they will be listed by date.



Troubleshooting problems

Troubleshooting Canvas issues

- Please contact the Distance Education department for your campus.
  - Santa Ana College – DistanceEd@sac.edu
  - Santiago Canyon College: SCC Distance Education Faculty & Staff Online Resources
- Please contact 24/7 Canvas Support Hotline.
  - Santa Ana College: **844-612-7428**
  - Santiago Canyon College: **844-629-6834**

Troubleshooting TechConnect ConferZoom Problems

- Please refer to the **Canvas – TechConnect Zoom documentation**.
- Please contact CCCTechConnect Support.
  - Email: **support@ccctechconnect.org**
  - Website: **https://conferzoom.org/ConferZoom/Support**
  - Office Hours: Monday – Friday 8:00AM – 4:00PM

Troubleshooting sign-in problems

- Use the **Password Reset page** if you've forgotten your password, or need to retrieve your username.
- Use the **Change Password page** to create a new password.
- Read the **Single Sign-On FAQs page** for other sign in issues.
- **Faculty and Staff** may contact the **ITS Help Desk** for further assistance.
  - Employees only: **ITS Help Desk page**

(Select this link to return to the beginning of the document)