Getting Started!

Step 1: FACULTY SIGN UP

1) Go to www.cccconfer.org and click on PRESENTER/FACULTY SIGN UP!

2) Sign up by filling out the form. Click on REGISTER when you are done.

If you are successful then you will get this message "The user was successfully registered in the Portal" Click on TEST YOUR COMPUTER READINESS to continue.

3) Clicking on TEST YOUR COMPUTER READINESS will bring you to this page. Here you can learn more about using CCCConfer.

4) Click on HOME located at the top LEFT corner of your screen to get to the log in page again.

You can then login using your login name and password.

Step 2: ORDERING A MEETING

1) Go to www.cccconfer.org and click on PRESENTER/FACULTY LOG IN

2) Enter your Log In Name and Password then click on "Log In"

3) Click on MEETING REQUEST FORMS.

4) Now you have to decide the format in which you would like to meet with your students. I choose TEACH & CONFER for lectures and OFFICE HOURS for when I'm holding office hours.

5) Fill out the form and click SUBMIT.

MEETING DETAILS

Teach & Confer Meeting Request

Status
Active

Meeting Date (mm/dd/yyyy)*
1/14/2011

Group/Organization/College*
Grossmont College

Meeting Title*
demo

Meeting Start Time*
5:00 PM (Pacific Time)

Meeting Duration*
30 min.

Number of participants
1-5

Check here for recurring meetings.

Meeting Options
☐ Recurring Meeting - What's This?
☐ Request Closed Caption - What's This?
    Mon - Sat, 7am - 10pm . 48 hours notice required

Check this box to request Closed Captioning.

6) You will see a confirmation of your meeting.

TEACH & CONFER - MEETING CONFIRMATION

You will be receiving an email with more detailed instructions.

EVENT DETAILS:
Status: Active

Date	Start time	End time	Duration	Closed Caption
1/14/2011	5:00 PM	5:30 PM	30	No

Event: irene palacios - demo
College/Group/Organization: Grossmont College

7) You will be emailed FACULTY and STUDENT instructions for logging in.
Notice that the FACULTY and STUDENT passcode are not the same.

TEACH & CONFER - STUDENT INVITATION.

EVENT DETAILS:
Status: Active
Event: irene palacios - demo
College: Grossmont College

Date	Start time	End time	Duration	Closed Caption
1/14/2011	5:00 PM	5:30 PM	30	No

STUDENT DETAILS
> Dial your telephone conference line: (888) 886-3951
> Enter your passcode: 630044
> Go to www.cccconfer.org.
> Click the Student Log In button under the Teach & Confer logo.
> Locate your meeting and click Go.
> Fill out the form and enter the password: 630044

STUDENT TELEPHONE CONFERENCE FEATURES:
*0 - Contact the operator for assistance with the audio.
*6 - Mute/unmute your individual line with a private announcement.

QUESTIONS?
CCC Confer Client Services is available Monday through Friday between 8:00 am - 4: 00
pm at 760-744-1150 ext 1537 or 1554 or email clientservices@cccconfer.org.

TEACH & CONFER - FACULTY CONFIRMATION.

EVENT DETAILS:
Status: Active
Event: irene palacios - demo
College: Grossmont College
Number Of Students: 5

Date	Start time	End time	Duration	Closed Caption
1/14/2011	5:00 PM	5:30 PM	30	No

FACULTY DETAILS
> Dial your telephone conference line: (888) 886-3951
> Enter your pass code: 5926423
> Go to www.cccconfer.org
> Log into MyConfer to connect to your meeting

IMPORTANT! **Click for NEW ARCHIVE INSTRUCTIONS**
Archive your session at any time when using the telephone or VOIP

FACULTY CONFERENCE FEATURES
*0 Contact the operator for assistance.
*6 Mute/unmute your individual line with a private announcement.
*92 Roll call to hear a private announcement of all participants on the call.
*94 Lock/unlock entrance to the conference with a public announcement.
*96 Lecture mode mutes all participants with a public announcement.
*97 Lecture mode unmutes all participants with a public announcement.

STUDENT PASSCODE: 630044

QUESTIONS?
CCC Confer Client Services is available Monday through Friday between 8:00 am - 4:00 pm at 760-744-1150 ext 1537 or 1554 or email clientservices@cccconfer.org.

Step 3: LOGGING IN TO YOUR MEETING

8) Go to www.cccconfer.org and click on PRESENTER/FACULTY LOG IN. Enter your Log In Name and Password then click on "Log In"

   If the meeting is scheduled for "today" then it will show up immediately on the screen.


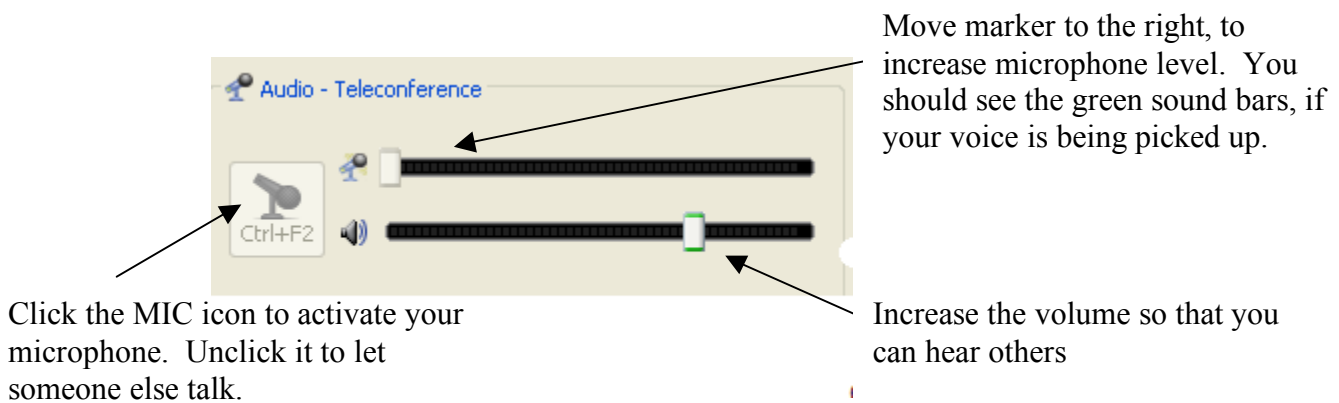   If your meeting is not "today" but you would like to see your list of meetings then click on "MyMeetings".

9) If the meeting is for "today" then click on "CONNECT" so that you can gain access to your meeting.

10) You will be asked to download software. ALLOW the software to download (this may take a few minutes) If you are on a PC and using Internet Explorer you will get a message at the very top of your browser *" to help protect your security, IE blocked this site from downloading files to your computer. Click here for more options"* When you click on this message, make sure to choose download file.

11) A warning security window will pop up asking if you want to run the application. RUN the application to continue.

12) Once you get into the "virtual classroom" run the audio wizard by going to TOOLS then selecting AUDIO then select AUDIO SET UP WIZARD.
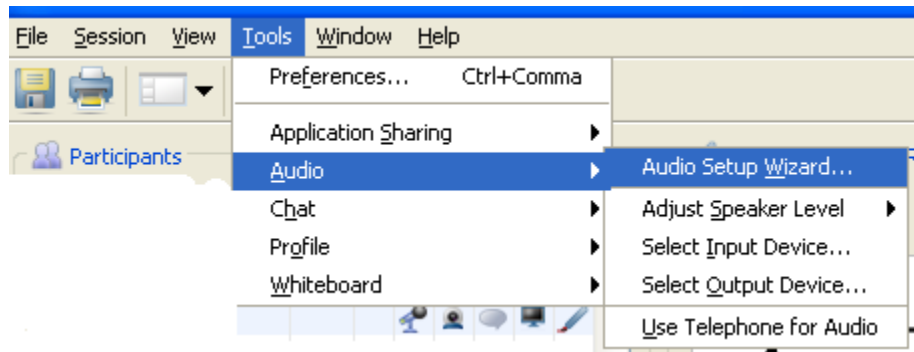

You need to select an audio output device, then select an audio input device.

13) Controlling the volume of your speakers and intensity of your Mic.

Move marker to the right, to increase microphone level. You should see the green sound bars, if your voice is being picked up.

Click the MIC icon to activate your microphone. Unclick it to let someone else talk.

Increase the volume so that you can hear others

You need a noise-canceling microphone. The Logitech headset with integrated microphone and USB 350 connection gives great results but the earpiece is uncomfortable. I switch off with the Snowball Professional USB microphone (produced by BLUE microphones) this is a hands free microphone but it picks ups background noise.

14) Using the Chat Feature
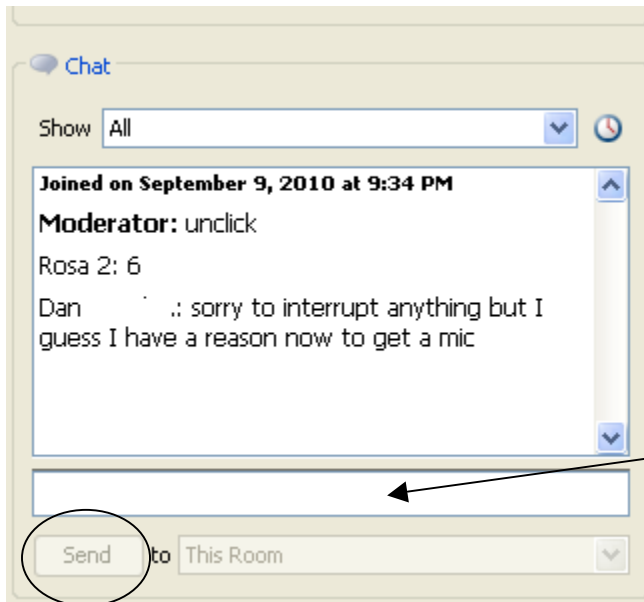
Type your message here and click "SEND"

You can send the message to individual students or to all students. You can also send the message as an announcement. Type your message and then click on the icon " " the announcement can be directed to an individual or the entire group, click SEND.

Chat

Text-based communication is available in CCC Confer using the Chat tool. Use the Chat window to send text messages to everyone, to selected participants, or to a single participant in the session.

Chat messages are color-coded to identify the type of message.

- **Black** indicates a message was sent to everyone in the room.
- **Blue** indicates you sent or received a private message.

Chat Permission

- A participant can send a text message to everyone in the room, to the Moderator, or, to one or several selected participants.
- Participants can always send a private text message to the moderator even if they do not have the Chat permission.
- The moderator can grant and remove Chat permission. Click the Chat icon in the column header to affect all participants, or next to a participant name to affect just that person.