



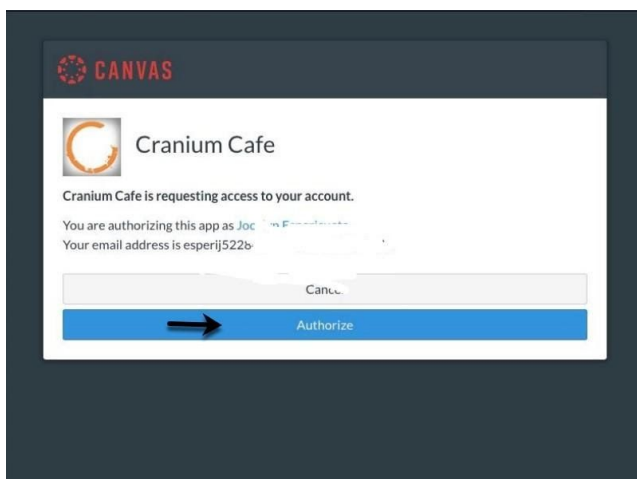
Cranium Cafe for Online Office Hours

Cranium Café is an online platform where students, faculty, and staff at CGC can interact with each other. Along with being able to instant chat with someone, other features include screen sharing, document sharing, video (face-to-face) meeting, and a whiteboard you can virtually write on. This is also the platform we are using for Virtual Online Office Hours.

Scheduling an Appointment:

When you login to canvas' Online Office Hours, you will automatically land within the Student Support Directory. To schedule an appointment follow these steps.

1. Access the canvas course and in Navigation, Click **Online Office Hours**.
2. First-time users will need to **Authorize**.
3. Locate **My Courses** to ensure the correct course is displayed.
4. Click **Schedule Meeting**.





Scheduling an Appointment:

When you login to canvas' Online Office Hours, a new window will appear, and you will automatically land within the Student Support Directory. To schedule an Online Office Hours appointment follow these steps.

2. Locate **My Courses**
3. Click on the course you want to schedule an Online Office Hour appointment displayed.
4. Click **Schedule Meeting**.

The screenshot shows the Canvas LMS interface for Chandler-Gilbert Community College. The top navigation bar includes the ConexED logo, the college name, and utility icons. The left sidebar contains navigation links: STUDENT SUPPORT DIRECTORY, CAMPUS CALIBRATE, Cranium Cafe, Classrooms, MY COURSES (with a green arrow pointing down), Course Management, CG Technical Cranium Cafe Test, and CG Cranium Cafe Training Course (highlighted in blue with a '3' badge). The main content area is titled 'Course Directory' and shows 'Users in CG Cranium Cafe Training Course'. Three user cards are displayed: Jimmy Timberlake (Student, Online), an Online Teacher, and an Offline Teacher. Each card includes a 'Knock on Door' button and a 'SCHEDULE MEETING' button. The 'SCHEDULE MEETING' button for the second teacher has a notification badge with the number '4'.



5. Select **Meeting Date** and **Moderator** (Your Instructor) and **Virtual Meeting** as the **Location**.
6. Verify the **Meeting Location** and **Meeting Date** appears.
7. Choose a **Time Slot** or **Click Show More** (show more to see other time slots available).

The screenshot shows a web interface for scheduling a meeting. It is divided into several sections:

- SELECT A MEETING DATE:** A calendar view for the week of September 6-12, 2020. Friday, Sep 11, is highlighted with a green circle containing the number 5.
- FILTER BY MODERATOR:** A section with a blue button for "All Moderators" (checked) and a grey button for "Call Andrews" with a left-pointing arrow.
- SELECT A MEETING LOCATION:** A section with a radio button for "Video Meeting" and a left-pointing arrow.
- SELECT A MEETING LOCATION:** A section with a radio button for "Video Meeting" and a green circle containing the number 6.
- SELECT A MEETING DATE:** A section with a radio button for "Friday, 09/11/2020".
- RECOMMENDED TIME SLOTS:** A section for Friday, 09/11/2020, showing two time slots: "1:30 PM to 2:00 PM" and "2:30 PM to 3:00 PM". Both slots have a right-pointing arrow and a green circle containing the number 7. Below each slot is a small icon representing a meeting room with participants.
- Show More...:** A blue button at the bottom of the time slots section.



8. Place a **Meeting Topic** message in the text entry box. For example, homework help, questions about grades...
9. Click **Schedule Appointment**
10. A confirmation message will appear, and
11. A confirmation email will be sent to the Moderator. (Instructor)

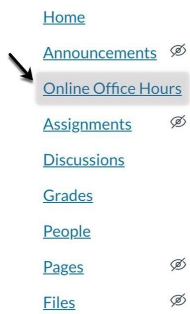
The image displays two screenshots of a web-based appointment scheduling interface. The top screenshot shows a form with the following elements: a date selector for 'Friday, 09/11/2020 1:00 PM to 1:30 PM', a 'Where: (Video Meeting)' field, and a 'Why:' field. A green circle with the number '8' highlights the 'Meeting topic' text entry box, which contains the text 'Students enter the reason for the meeting.' Below this is a 'Telephone number' field and a checkbox for 'Send me SMS Reminders for this Meeting'. A blue 'Attach File' button is also visible. At the bottom of the form, a green circle with the number '9' highlights the 'Schedule Appointment' button. The bottom screenshot shows the same form, but with a confirmation dialog box overlaid that reads 'Your appointment has been scheduled with Kali Andrews.' and an 'OK' button. A 'Scheduling appointment...' progress bar is also visible over the form.



Three Ways to Join Your Scheduled Appointment: Entering a Scheduled Appointment via Canvas

Be sure to login to canvas with your MEID credentials prior to entering your scheduled meeting. To enter Online Office Hours Scheduled Appointments through Canvas follow these steps.

- Click the Online Office Hours link in Canvas.
- A new tab will open in Cranium Café. Upcoming meetings will be displayed on the left side of the homepage.



CHANDLER-GILBERT COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Cranium Cafe
Because Human Connection Matters

My Appointments
Create, review and decline appointments.

Upcoming Meetings

Friday, Sep 11, 2020 NEW

1:00 PM to 1:30 PM Pacific Daylight Time

Students enter the reason for the meeting.

Meeting Location:
In Cafe

Meeting Time/Day:
This meeting starts in 1 week(s)

Meeting attendees:

Meeting Link:

Friday, Sep 11, 2020 NEW

2:30 PM to 3:00 PM Pacific Daylight Time

Homework help

Meeting Location:
In Cafe

Meeting Time/Day:
This meeting starts in 1 week(s)

Meeting attendees:

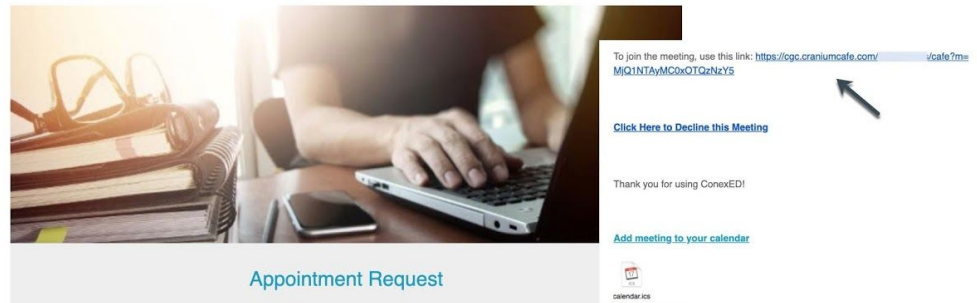
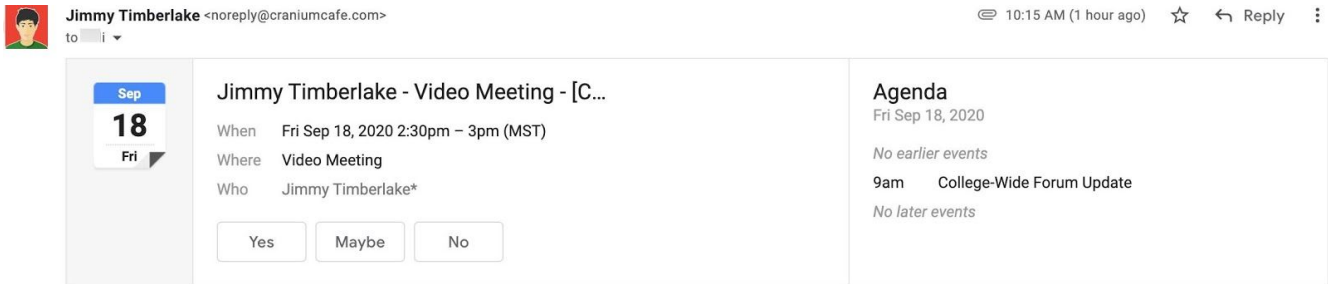
Meeting Link:



Entering a Schedule Appointment via Google Email

Be sure to login to canvas with your MEID credentials prior to entering your scheduled meeting. To enter Online Office Hours Scheduled Appointments follow these steps.

- To enter your Scheduled Meeting for an Online Office Hour Appointment, click the link in the email you received confirming your appointment **OR** copy and paste the URL **Meeting Link** in a web browser (Google Chrome is recommended).





Once in, you will land in the Virtual Lobby. You must wait until the Moderator (Instructor brings you into the meeting. While in the lobby you can chat with your Instructor by using the text message field below. If the Scheduled Meeting Time has not arrived, a message appears with a countdown to the Meeting Time.

Cafe Meeting Not Yet Started

This meeting is scheduled to start in 17 minutes 57 seconds.
Please check back later.

A screenshot of a virtual lobby interface. At the top, the 'Cranium Cafe' logo is on the left, and navigation links for 'Help & Feedback', 'Chat & Lobby Settings', 'Audio & Webcam Settings', and 'Closed Captions' are in the center. An 'Exit Meeting' button is on the far right. Below this is a 'Lobby' window with a title bar and a close button. Inside the lobby, there are two sections: 'My Lobby' and 'CTLA'. The 'My Lobby' section shows a user profile for 'Jimmy Timberlake' with a timer at '00:12' and icons for adding, messaging, and removing users. The 'CTLA' section contains the text 'There are no guests waiting in this group'. At the bottom of the lobby window is a text input field labeled 'Send a message...' with a green arrow pointing to it, and a 'Send' button. Below the lobby window, a 'Caption Editor' is visible with a 'Send' button and a 'View Captions' button.



When prompted, allow permission/access to your web camera and microphone. Some features in your Online Office Hours are:

- Chat
- Upload/Share Documents
- Screenshot
- Closed Caption
- View Captions
- Caption Editor
- One Click Exit Meeting
- Keyboard Shortcuts

A screenshot of a Zoom meeting interface. The meeting title is 'Cranium Cafe'. The top navigation bar includes 'Help & Feedback', 'Chat & Lobby Settings', 'Audio & Webcam Settings', and 'Closed Captions' (which is currently disabled). An 'Exit Meeting' button is in the top right corner. On the left sidebar, there is a 'Share Screen' button with a green arrow pointing to it, and a 'Document Upload / Share' button also with a green arrow. Below these are options for 'Record Meeting', 'Lobby', 'Meeting Invite Link', and 'Keyboard Shortcuts'. A 'Chat' window is open at the bottom left, showing a 'Send a message...' input field and a 'Send' button. The main meeting area shows a video feed of a participant named 'Jenny Timbertale' who is sharing their screen. The shared content is a grid of colorful squares. At the bottom right of the meeting area, there is a 'View Captions' button with an upward-pointing arrow and a green arrow pointing to it.



Cancelling a Scheduled Appointments:

Be sure to login to canvas with your MEID credentials prior to entering your scheduled meeting. To Cancel an appointment follow these steps.

- To cancel a previously scheduled appointment Click on **Cancel**, input a reason for the cancellation and Click **Yes**.

- A cancellation email will be sent to both the Scheduler (You) and the Moderator (Instructor).



Resources:

[Video Meeting Collaboration & Sharing Features](#)

[Sharing Your Webcam & Audio](#)