

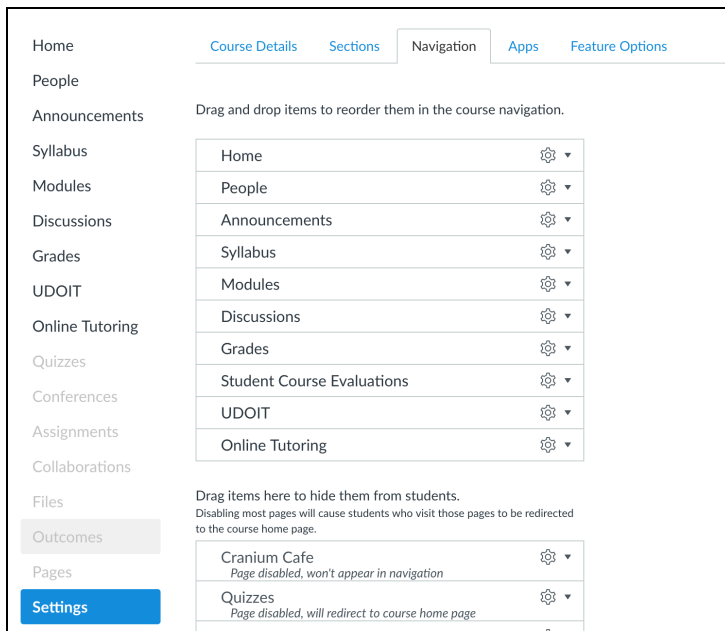
Classrooms for Virtual Instruction

Classrooms is found within Cranium Cafe. Cranium Cafe integrates with Canvas and enables students to virtually connect with you and receive the support they need in the same way they would during your face-to-face instruction. You'll be able to provide homework help, screen-share, complete test reviews, provide tutoring, and various other supports. In your virtual classroom, you can have up to 100 students. However, smaller groups are recommended. Only five (5) video/audio feeds are supported at one time. This includes the instructor and four (4) students.

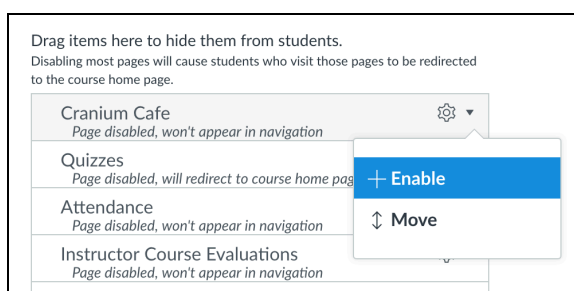
Adding Cranium Cafe to Navigation

To add Cranium Cafe to your course. *Note:* Cranium Cafe works best in **Google Chrome**.

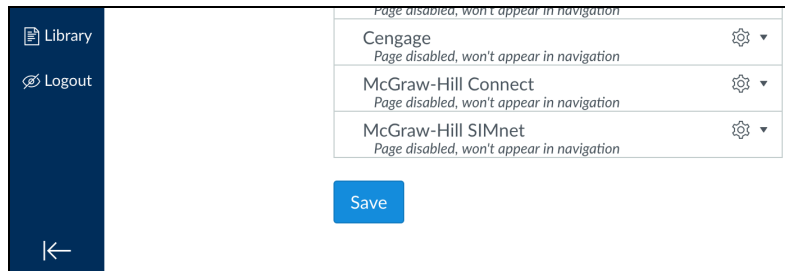
1. Log into [Canvas](#).
2. Access the course you want to add Cranium Cafe/Classrooms.
3. Click on **Settings** in the left-hand Navigation menu. Ensure you are on the **Navigation** tab.
4. Select **Cranium Cafe** from the lower, disabled pages, section.



5. Click on the **gear icon** to enable Cranium Cafe. Cafe will move to the top section

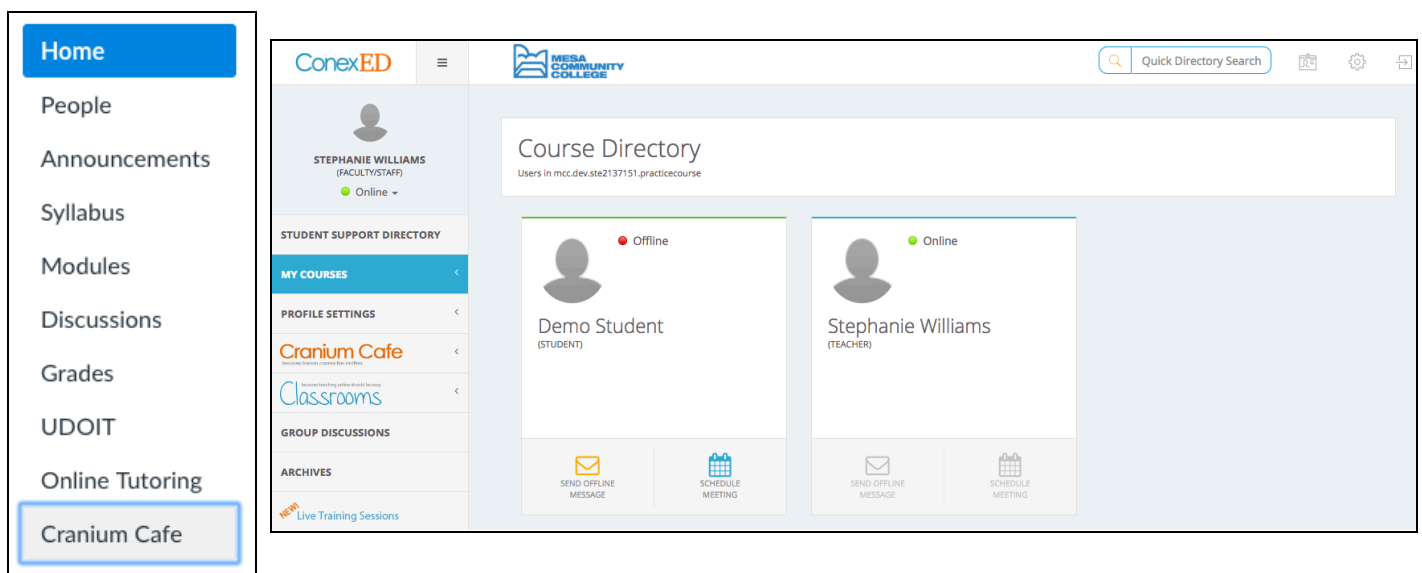


- Click **Save** in the bottom right corner of the page, before navigating away from the Settings page.



- Repeat these steps for each course to add Cranium Cafe.

Now that Cranium Cafe is active in your course, click the Cranium Cafe link in Navigation which will open a new tab for ConexED Cranium Cafe and Classrooms.

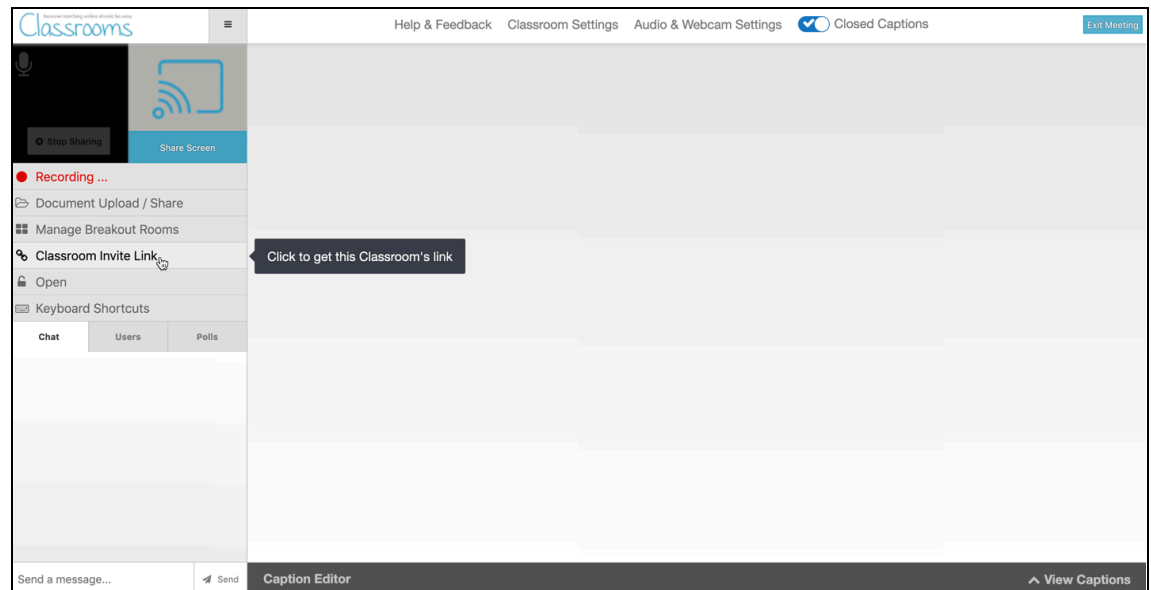
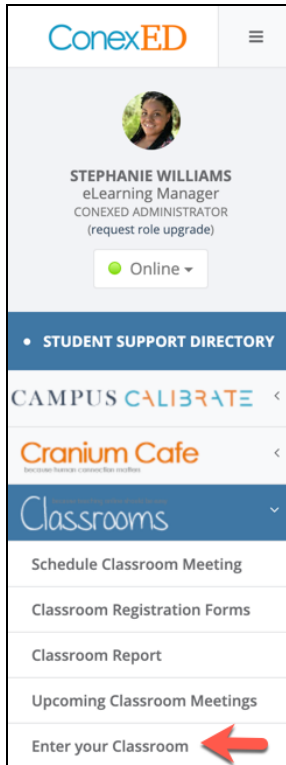


Accessing Cranium Cafe/Classrooms outside of Canvas

- Navigate to the URL: mesacc.craniumcafe.com
- Select the Canvas logo.
- Log in with your MEID and password.
- Select **Authorize**.

Navigating to your Classroom

Now that you are in the ConexEd tab, take note of the options in the left navigation. Select **Classroom** to expand. Then, select **Enter your Classroom** to open your classroom meeting space.

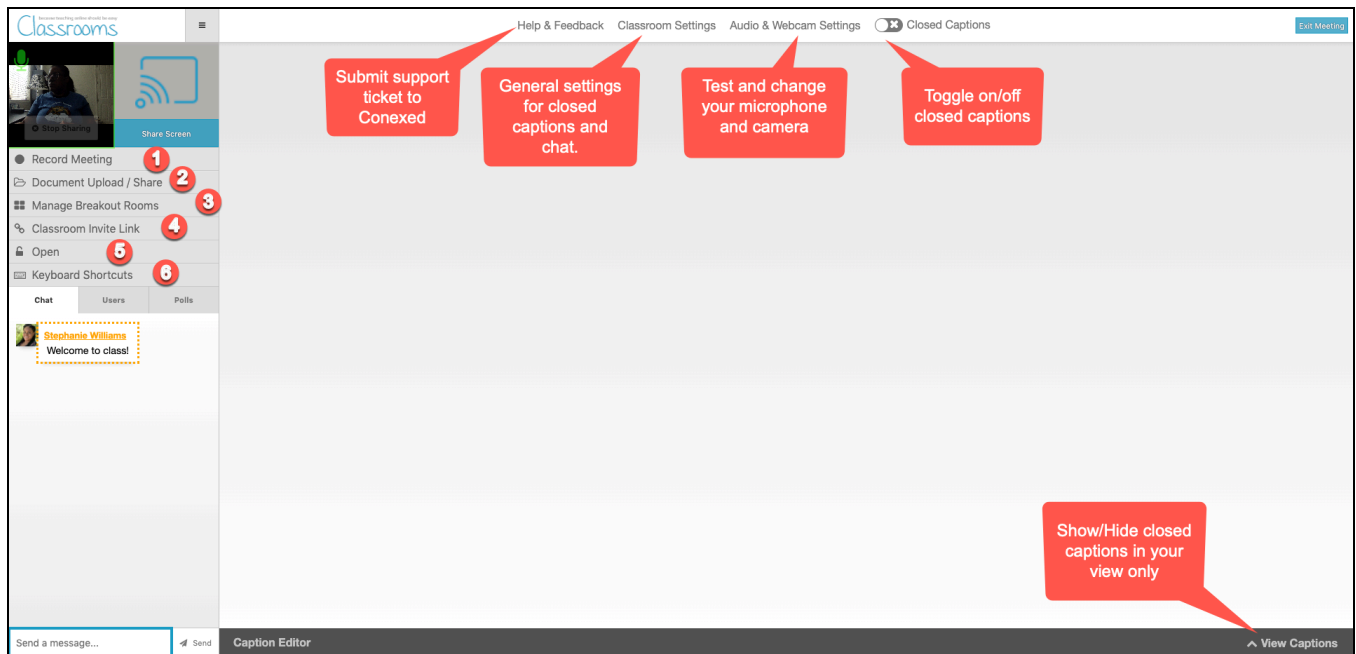


Navigating the Classroom

In your virtual classroom, you will be able to toggle on and off your camera and microphone by clicking on your image. The **Chat** allows you to type messages to your students and your students to message each other. **Users** displays who has ever logged into the Classroom as well as provides access to moderate user controls. **Polls** allow you to create polls for your class.

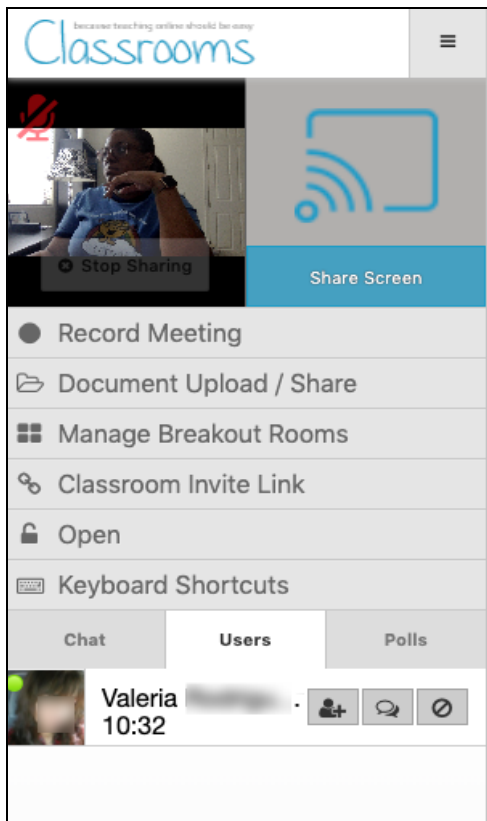
Tip: You may need to [install the Chrome extension to screen-share](#).

1. Toggle on/off session recording
2. Access the collaborative whiteboard, uploaded document, or Google Doc
3. Setup and manage breakout rooms
4. Access or send the invite link your Classroom meeting space
5. Lock the classroom to prevent new participants from entering
6. Access a list of keyboard shortcuts to use while in the Classroom



Moderating the Classroom-Users Panel

As the moderator you will enter the Classroom audio and video access. Your students will enter and be able to hear and see you, but will not have audio or video unless you promote them to Moderator. You can promote up to four (4) students at a time. This is completed from the **Users** panel.



1. Find the student you want to promote to moderator in the list
2. Click on the "+" symbol across from their name.
3. Repeat for more students

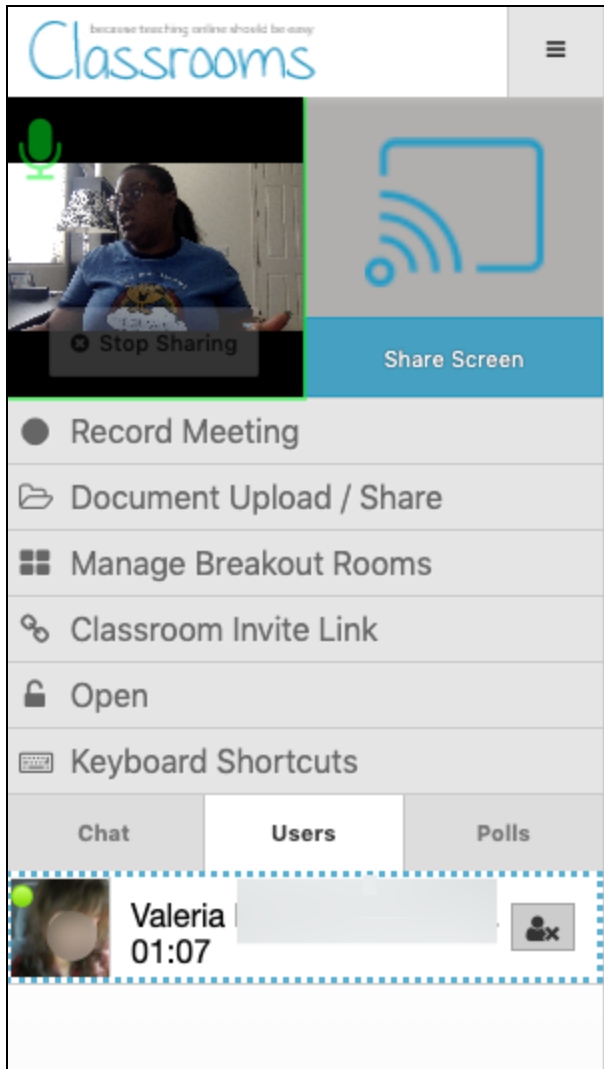
This gives the students access to audio/video, Document Upload/Share, and Manage Breakout Rooms. Students always have view access to Users.

Additional Options in Users Panel

To send a private message to a student click on the callout icon next to their name.

To eject a student from the classroom click on the circle with the line through it. The student cannot return until the classroom is closed and reopened.

Demote a User



To demote a student and return them to participant status click on the “x” next to their name. They will lose their previous access.

Post an Announcement in Canvas

Post an announcement in Canvas about your virtual class meeting. The html text below includes an announcement example and tutorials for students to use Cranium Classrooms. Follow these steps to post the announcement text to Canvas.


1. Access your Canvas announcements.
2. Click the blue Announcements button at the top of the page.
3. Add the Announcement Title: Live Class Meeting through Cranium Classrooms




4. Click on the HTML Editor link on the top right side of the page (just below the announcement title) and copy and paste the text below. Click the blue save button at the bottom of the page.

 [HTML Editor](#)

```
<p>Hello! I will use Classrooms to provide live class meetings.</p><ul><li><span>[Add URL for your
ConexED Card]</span></li></ul><p>You can also use Cranium Cafe to meet with students virtually
that are in this class.&nbsp; Watch this tutorial to learn more about Cranium Cafe. Be sure to use <a
href="https://www.google.com/chrome/"><span style="background-color: #ffff99;">Google
Chrome</span></a> as your browser when you use the tool. You can also use the <a
href="https://apps.apple.com/us/app/conexed/id1208098450">ConexED app</a> on your phone or
tablet.</p><p><iframe src="https://www.youtube.com/embed/VhkDY3bmGDY" width="560"
height="315" allowfullscreen="allowfullscreen" allow="accelerometer; autoplay; encrypted-media;
gyroscope; picture-in-picture"></iframe></p><p>This video tutorial will assist you to install the share
screen in Chrome.</p><p><iframe src="https://www.youtube.com/embed/Ot6k9bhq-Pw" width="560"
height="315" allowfullscreen="allowfullscreen" allow="accelerometer; autoplay; encrypted-media;
gyroscope; picture-in-picture"></iframe></p><p>This video tutorial will assist you to share your web
camera and audio by allowing permissions in Chrome.</p><p><iframe
src="https://www.youtube.com/embed/7fxO0sfH9Jk" width="560" height="315"
allowfullscreen="allowfullscreen" allow="accelerometer; autoplay; encrypted-media; gyroscope;
picture-in-picture"></iframe></p>
```

You will need to edit the announcement to personalize the message for your course. Add the URL for your ConexED Card for students to schedule an appointment by copying the URL from your Cranium Cafe profile.



 Quick Directory Search
 


Customize
ConexED Card

Add information about you for others to read

Your ConexED Card URL

<https://mesacc.craniumcafe.com/meganka>

(send this link to anyone so they can knock on your door)

Additional Resources

[ConexEd Video Tutorials/Support Website](#)

[Classrooms Student Guide](#)

[Cranium Cafe for Virtual Office Hours](#)

[Cranium Cafe Student Guide](#)