

Teaching with ConferZoom FAQs

When I use ConferZoom, should I schedule class meetings from the app, the website, or from within Canvas?

We suggest that you launch ConferZoom from within Canvas, for two reasons:

1. Students will always have one stable place to find the link.
2. Non-students are less likely to discover the link.

Can I use ConferZoom to meet students for Office Hours or other meetings?

Yes, ConferZoom can offer you and a student a place for private interactions. We recommend that when you expect to engage in private conversations (e.g., about a student's performance) you use the Waiting Room feature of ConferZoom. Enabling the waiting room is useful for protecting privacy during meetings that have numerous participants. The Waiting Room does not allow a new participant to join until the host allows them access. You can also choose the option to 'Lock the Room' from the Security Panel.

How do I use the Waiting Room feature of Confer Zoom?

1. When scheduling a meeting, select the "enable waiting room" feature
2. When a participant joins the live meeting, there will be a notification in the "participants" list with the option to allow or deny the participant from joining. When you are ready to accept the participant, select allow and the participant will be connected to the meeting.

[For a video on how to enable the waiting room, watch here.](#)

Can I do group work in ConferZoom?

Yes, you can use the Break Out Room function to engage students in group work.

How do I use Break-Out Rooms in ConferZoom?

1. Start an instant or scheduled meeting.
2. Click breakout rooms.
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms: Automatically: Let Zoom split your participants up evenly into each of the rooms.
4. Click Create breakout rooms.

For more breakout room settings and tips, and a video overview on enabling breakout rooms during a live meeting, see this [Zoom Guide to Enabling Breakout Rooms](#).

How do students know what to do during a ConferZoom class?

Just as in your face-to-face classes, you set the ground rules. This may be new for many of your students, so it's even more important that you clearly describe what students should do. Should students:

- Arrive early or just on time?
- Camera on, or off?

Teaching with ConferZoom FAQs

- Speak freely, wait to be called on, or raise hand (real or virtual hand)?
- Use the chat feature?

Can I create community amongst students using ConferZoom?

Just as in your on-campus class, you can open ConferZoom a few minutes early and stay on a few minutes after class. Ask students how they're doing. Offer some prompts to get students speaking with one another.

Can students set their preferred names in ConferZoom?

Yes, this is an effective way to make students feel welcomed in your class and enables you to know their preferred names and to use them. You can also ask students to add preferred pronouns.

How do students set their preferred names in ConferZoom?

During a meeting, a participant may change their name by hovering over their name in the participants list. "Rename" will appear, and a participant may enter their preferred name.

How can I give students resources to use outside of ConferZoom?

Canvas is a great tool for placing all of your extras in one place! You can upload documents, links to websites, and embed videos inside of Canvas. With a discussion forum in Canvas, students can continue discussing what you covered in class. Canvas can hold all your course content and is also the recommendation for hosting the ConferZoom link for students to join your sessions.