

Quick Reference Guides for Faculty

Canvas Quick Reference Guide

Tutorials:

Topic	Written Tutorial	Video Tutorial
How does Canvas work as a supplement to a face-to-face course?	Read/Practice	Watch
How do I use the Dashboard as an instructor?	Read/Practice	N/A
How do I add a module?	Read/Practice	Watch
How do I use Files as an instructor?	Read/Practice	Watch
How do I add an announcement in a course?	Read/Practice	Watch
How do I create a new page in a course?	Read/Practice	Watch
How do I create a discussion as an instructor?	Read/Practice	Watch
How do I create an assignment?	Read/Practice	Watch
How do I add a rubric in a course?	Read/Practice	Watch
How do I use the Gradebook?	Read/Practice	Watch
How do I use SpeedGrader?	Read/Practice	Watch
How do I create a quiz with individual questions?	Read/Practice	Watch

Canvas Tech Support:

- Phone: 844-602-6290

Sources:

Don't see your question listed in the tutorial topics above? Refer to the following sources for more tutorials and videos:

- [Canvas Instructor Guide - Table of Contents](#)
- [Canvas Instructor Video Guide](#)

Quick Reference Guides for Faculty

ConferZoom Quick Reference Guide

Tutorials:

Topic	Written Tutorial	Video Tutorial
What is ConferZoom?	Read	N/A
How do I create a ConferZoom account (the right way)?	Read/Practice	N/A
How do I access ConferZoom outside of Canvas?	Read/Practice	N/A
How do I access ConferZoom inside of Canvas?	Read	N/A
How do I schedule a Zoom meeting inside of Canvas?	Read/Practice	N/A
How do I schedule a Zoom meeting outside of Canvas?	Read/Practice	Watch
How do I start or join a scheduled meeting as the host?	Read/Practice	N/A
How do I use annotations in a Zoom meeting?	Read/Practice	N/A
How do I use mute and unmute participants as the host?	Read/Practice	N/A
How do I setup breakout rooms?	Read/Practice	Watch
How does close captioning work in Zoom?	Read/Practice	Watch
How do I record a meeting to the cloud in Zoom?	Read/Practice	Watch
How do I record a meeting to the local computer in Zoom?	Read/Practice	Watch
How do I share my computer screen during a zoom meeting?	Read/Practice	Watch
How do I find and view my recordings?	Read/Practice	N/A
How do I share my recorded sessions with students/others?	Read/Practice	N/A

ConferZoom Tech Support:

- Phone: 1-760-744-1150 ext. 1537, 1543
- Email: support@ccctechconnect.org
- Hours of Operation: Monday - Friday 7AM - 4PM

Source(s):

Don't see your question listed in the tutorial topics above? Refer to the following sources for more tutorials and videos:

- [Zoom Help Center](#)
- [CCC Confer and ConferZoom Support](#)
- [Zoom Video Tutorials](#)
- [ConferZoom Support](#)