

# Cranium Café / Classrooms

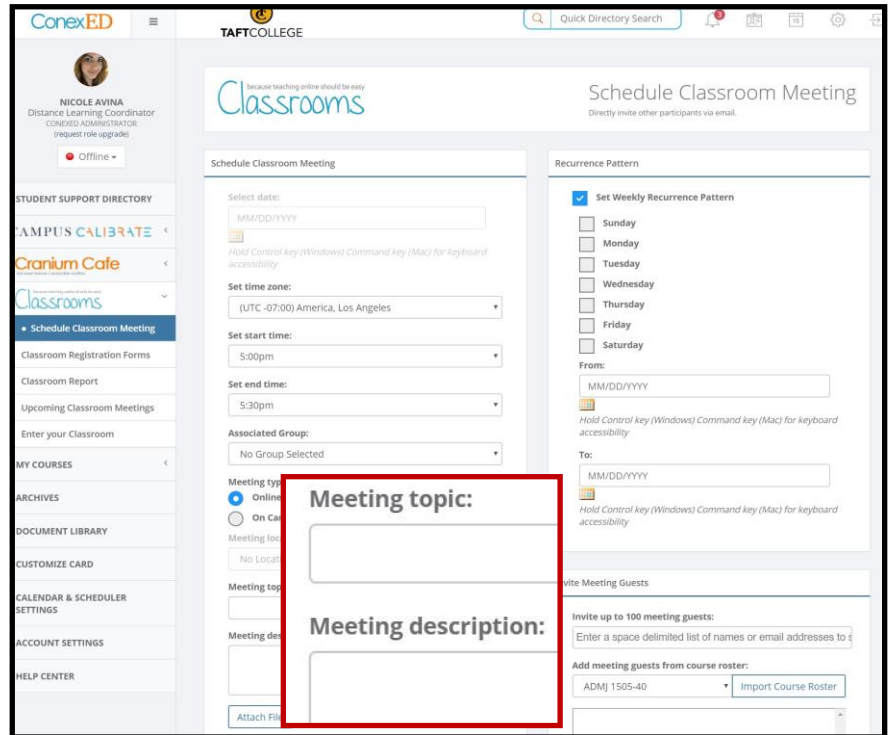
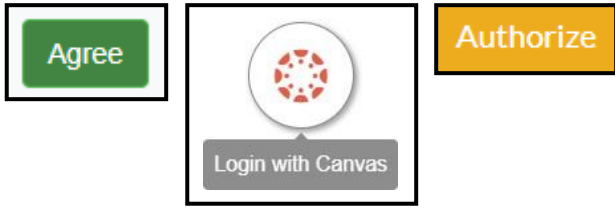


[Back to Fac. Toolbox](#)

## First...

Click on the [ConexEd](#) tab in your Canvas course.

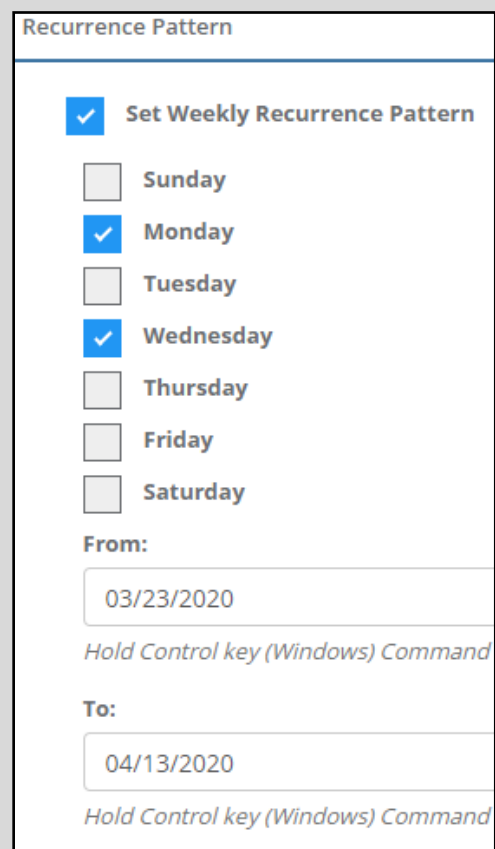
You will have to **Agree** to the privacy policy. Then **Login** using Canvas. Then authorize Cranium Café access to Canvas.



## - Scheduling a Meeting

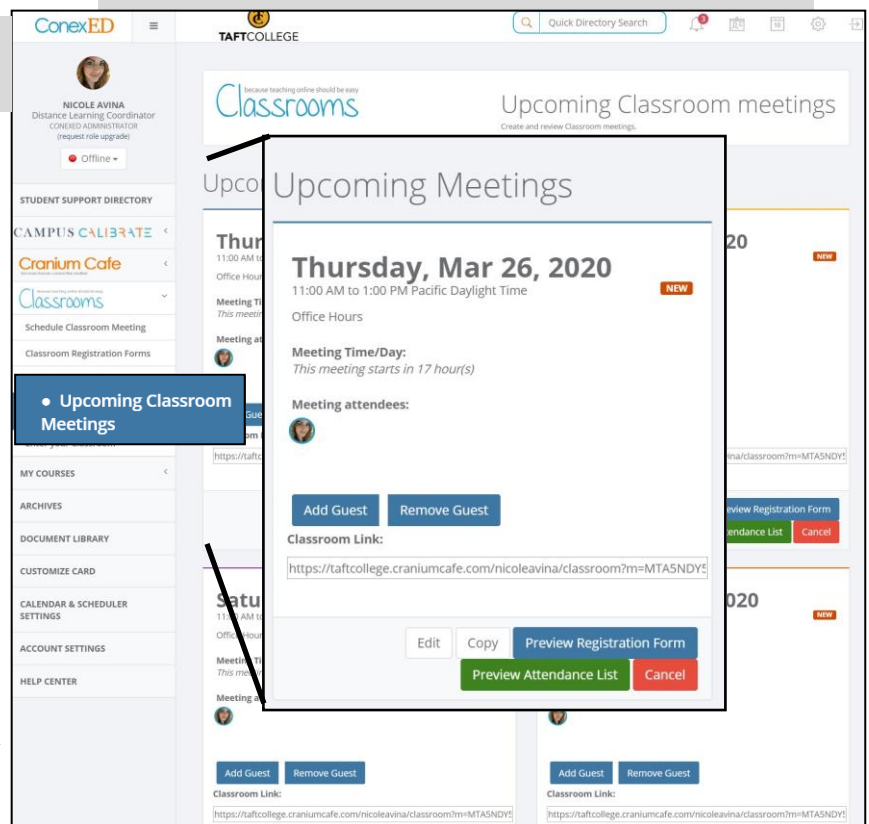
1. If you want to schedule regular meetings for a specific class (or office hours) click on [Schedule Classroom Meeting](#)
2. You will be **required** to set a date, time, topic, and meeting type. You can invite students here or you can send them the link once it is scheduled.
3. If you select [Set Weekly Recurrence Pattern](#) then you will be able to schedule these meetings for when you are scheduled to lecture or have office hours.

**Suggestion:** For **Topic** use the Name of the **Class** for Reoccurring Meetings



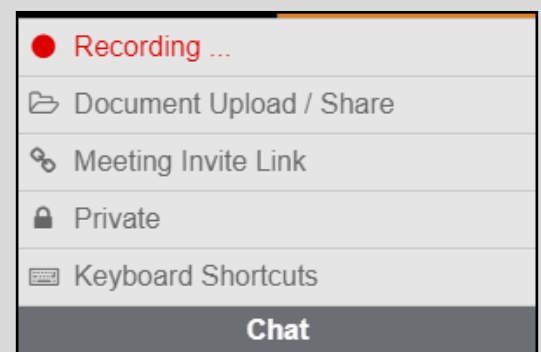
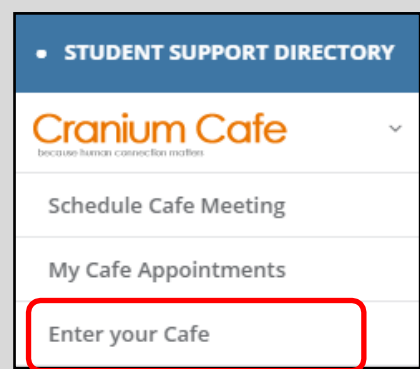
## - Go to your Meetings

1. To find your scheduled meetings go to [Upcoming Classroom Meetings](#)
2. Your Meetings will be listed with the most recent meetings at the top.
3. You can **add/remove** guests once scheduled. You can also **link the meeting** in your Canvas Course. (You can also link this to multiple classes if you want to hold office hours)
4. You can always **Edit** or **Cancel** your Meeting. If you want to have another meeting with the same information you can also **Copy** it.



## - Recording a New Unscheduled Meeting

1. Click into **"Enter your Café"**
2. You will be prompted to allow the computer access to the Mic and Camera for the first use.
3. Your meeting will automatically begin recording. You can click on Recording to pause the live stream. Otherwise you can begin and start Uploading Documents or Inviting others to your meeting.
4. At the top you can also enable Closed Captions! Also, you or your students can communicate in the chat box if they cannot verbally communicate.



If you need any help please call Distance Education and we can help: Click [here](#) for contact information