

Managing your Program using Zoom & CCE

Fall Semester 2020

What has changed for this semester?

The big change, of course is that we are using Zoom for everything. And some features have been added to the CCE Seminar Registration system. This will help guide through the changes or show you what's what if you're new to the whole thing.

By the way, CCE stands for College of Continuing Education – a Sac State college. We use a variant of their software for Renaissance membership and program enrollment.

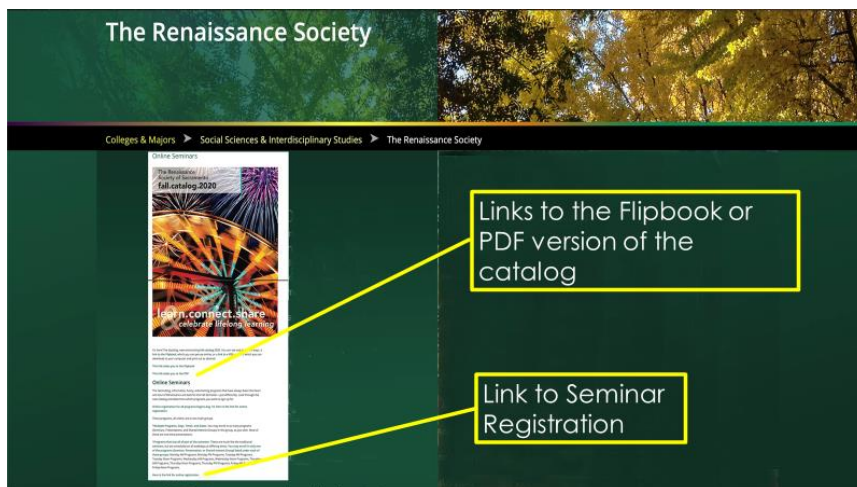
Here are some copies of slides, with explanations where necessary that will help you through the process:

How members enroll in programs

It starts by going to the Renaissance website

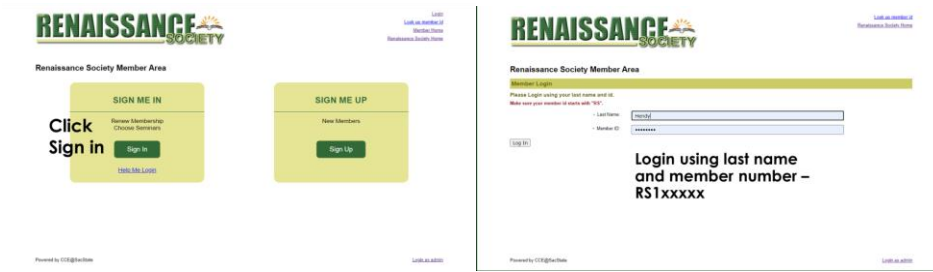
<https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/>

Click Online Seminars

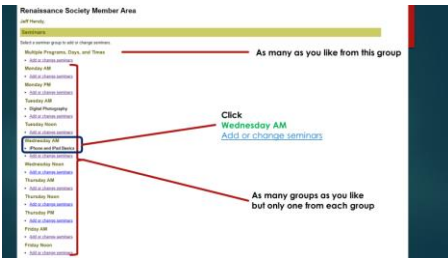


Click the link to Seminar Registration

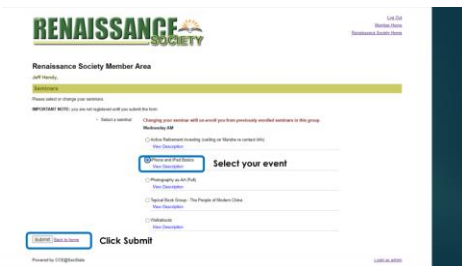
That will take you to the sign-in page



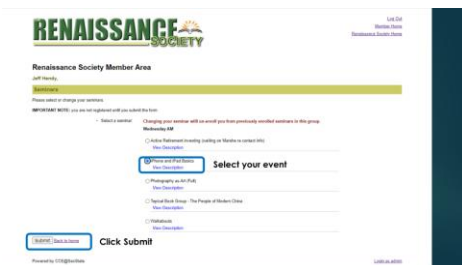
This takes you to the Program selection page



Click on the Day/Time slot for the program you want to enroll in

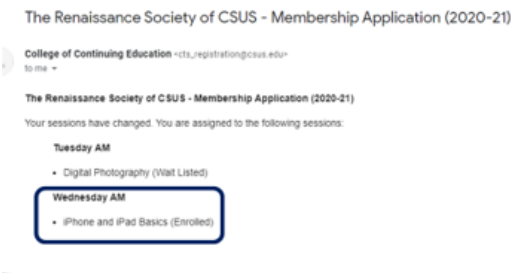


Select the program you would like to enroll in, then click "Submit"



Continue this process if you would like to enroll in additional programs

You will receive an email confirming those programs that you are enrolled in



Your Program Leader will send you the link for the Zoom meeting before first class

Managing your Program

What's New for Fall 2020?

- You don't have to worry about remembering which is your classroom
- Or whether the previous class is finished
- Or whether someone has left the classroom computer in a strange way

- But you do have the responsibility of emailing the Zoom link to your class

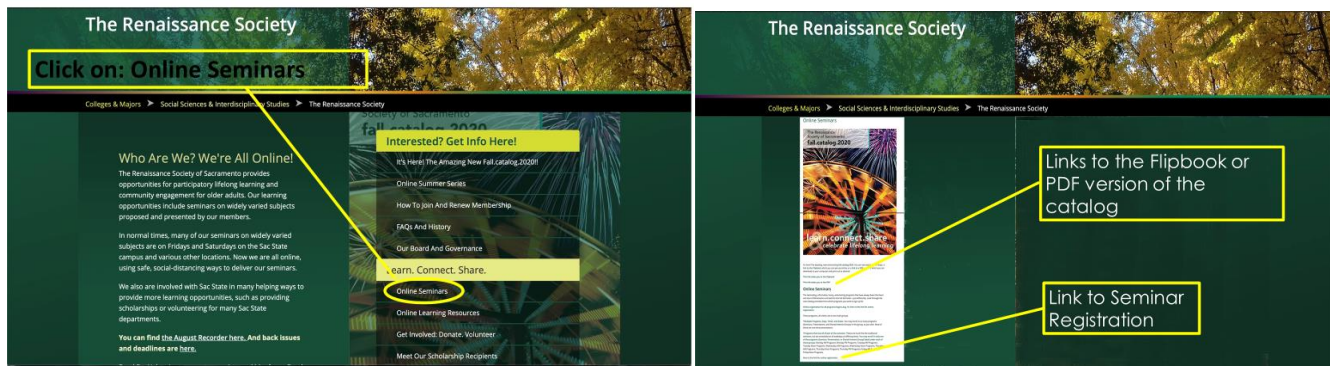
A Bit About Zoom

- The leader or tech host will schedule the Zoom meeting(s)
- When you schedule the meeting(s) you will get the link to attend them
 - Copy and paste the link – for Apple devices, “Notes” is a convenient place to save it, for PC's you can use “Notepad”
- The “How's” of this have been covered in the Zoom training sessions
- Each week the leader will email the Zoom meeting link to those enrolled in the class using the Registration system email capability
- So please pay careful attention when we come to that part!

Go to the Renaissance website and

Click on Link to Seminar Registration

Click Online Seminars



Renaissance Society Member Area

SIGN ME IN

Renew Membership
Choose Seminars

Sign In

[Help Me Login](#)

SIGN ME UP

New Members

Sign Up

Click on
Login as admin



Powered by CCE@SacState

[Login as admin](#)

Enter user name and password

Admin Area

Please Login using your CCE Account.

User Name:

Password:

[Log In](#)

User Name: Registered email address*

Password: rensoc@86

* If you have more than one email address, please make sure that you use the one that is in the system

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Click on (2020-21)

Admin Area

Year Title	Start Date	End Date
The Renaissance Society of CSUS - Membership Application 2020-21	7/9/19	6/30/19
The Renaissance Society of CSUS - Membership Application 2020-21	6/30/19	6/30/17
The Renaissance Society of CSUS - Membership Application 2020-21	6/9/17	6/30/16
The Renaissance Society of CSUS - Membership Application 2020-21	6/30/16	12/31/19
The Renaissance Society of CSUS - Membership Application 2020-21	6/1/19	1/31/20
The Renaissance Society of CSUS - Membership Application 2020-21	6/1/20	6/30/21

Click on 2020-21

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Click on the name of your program

Admin Area

The Renaissance Society of CSUS - Membership Application (2020-21)

[Event List](#) [Sessions](#)

[Open Form](#) [Add Item](#) [Print Table](#)

Session	Dates	Times	E	EM	WM	HC
DW	9/15/20 - 11/24/20	10:00 AM - 11:45 AM	1	0	20	
Digital Photography						
TOTAL:			1	0	0	

Click Program name

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Admin Area

The Renaissance Society of CSUS - Membership Application (2020-21)

[Event List](#) [Dates](#) [Sessions](#) [Class Seminars](#) [Results](#)

You can:

- Export a class list to Excel
- Produce a printable class list
- Edit class information
- Email the class

Seminar Lead(s): Jane Steele, Colleen Wong

[Export students \(excel\)](#) | [Printable Class List \(pdf\)](#) | [Email Class](#)

[Edit session info](#)

Session Detail

Session Name: Digital Photography Class-P

Description: "We are geared toward photographers who are interested in exploring the various modes and settings of their cameras. This year we will explore techniques such as time-lapse photography, macro, black and white, etc. The class alternates between class sessions and field trips. Field trips will provide an opportunity to practice what...

Start Date: 9/10/19

End Date: 12/06/19

Start Time: 10:00 AM

End Time: 12:00 PM

Date Pattern: Tuesday

Location: Arden-Dimick Library, Watt Ave

Registration Start: 8/19/19

Registration End: 12/06/19

Max Attendees: 65

Max Waitlist: 10

[Update Session](#) [OR](#) [Cancel Edit](#)

Digital Photography

You can edit any of the items about your seminar.

But you must click the "Update Session" button for them to take effect.

Send an email to Class List

Instructor(s): Jane Steele

[Export students \(excel\)](#) | [Printable Class List \(pdf\)](#) | [Email Class](#)

[Edit session info](#)

Name Email

Even more important now because it's the main method for communication.

And you MUST send the Zoom link!

Send Student Email

An email will be sent to either 0 Enrolled, 1 waitlisted, or All 1 Students in The Seminar leader will get a copy of the email.

List: Enrolled Waitlisted All

Sender: **Your email address**

Subject:

Body content:

Here is the link to the Zoom meeting for next Tuesday's class:

<https://csus.zoom.us/j/6123456789>

Keep this email

Jane

RENAISSANCE SOCIETY

Renaissance Society Class Email

Jeff,

Here is the link to the Zoom meeting for next Tuesday's class:

<https://csus.zoom.us/j/6123456789>

Keep this email

Jane

Renaissance Society
Email: rsociety@csus.edu
Phone: (916) 278-7034

Printable Class List

Instructor(s): Jane Steele

[Export students \(excel\)](#) [Printable Class List \(pdf\)](#) [Email Class](#)

[Edit session info](#)

Name	Email
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Export Class List to Excel

Instructor(s): Jane Steele

[Export students \(excel\)](#) [Printable Class List \(pdf\)](#) [Email Class](#)

[Edit session info](#)

Name	Email
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Controlling Enrollment

- ▶ Set the maximum attendees to 1
- ▶ Enroll your self as the only member
- ▶ All new enrollees will be wait listed
- ▶ You can then check if they meet your criteria
- ▶ If they do, increase the max attendees by 1 and change their status to "Enrolled"

Change Member Enrollment Status

ID	Name	Phone	Status
1	Bernice Ott	916 844 1034	Enrolled
2	Bernice Ott	916 844 1034	Wait Listed
3	William Jen	916 844 1034	Enrolled
4	Frank Peter	frankpeter@csus.edu	Enrolled
5	Frank Peter	frankpeter@csus.edu	Enrolled

Click on **Edit** for specific member

Wait Listed
Dropped
Cancel Edit

College of Continuing Education www.cce.csus.edu

The Renaissance Society of CCE - Membership Application (2020-21)

Your enrollment has changed. You are assigned to the following seminars:

Seminar 001

- Digital Photography (Enrolled)

Wednesday AM

- Phone and iPad Basics (Enrolled)

Member
Receives
an email

So Now, You Can

- ▶ Edit information about your seminar
- ▶ Edit the status of your enrollees
- ▶ Export a student class list to Excel
- ▶ Produce a printable class list in PDF
- ▶ **Send emails to all class members**

If all else fails, edhjeff@gmail.com