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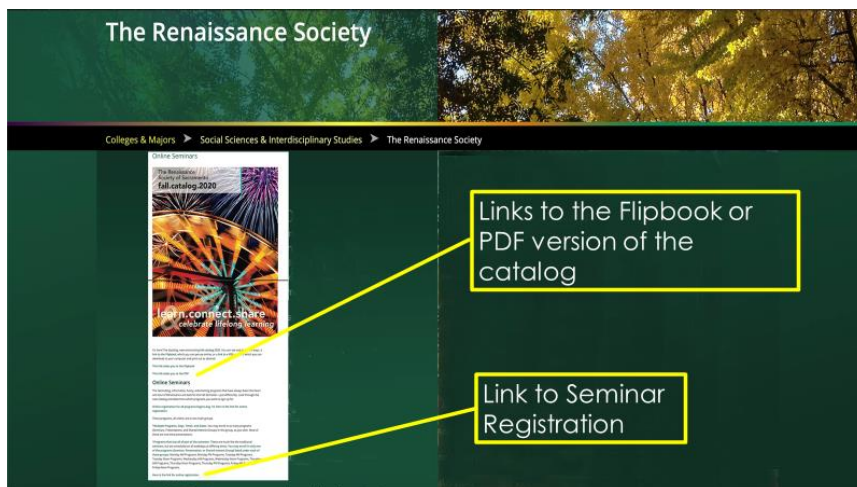
Here are some copies of slides, with explanations where necessary that will help you through the process:

How members enroll in programs
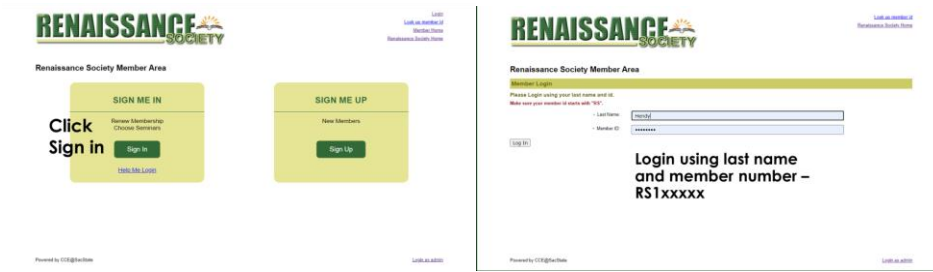
It starts by going to the Renaissance website

https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/
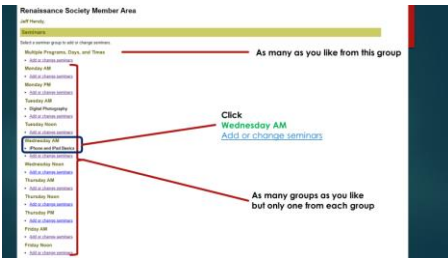
Click Online Seminars

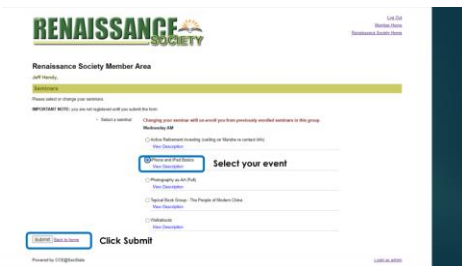Click the link to Seminar Registration

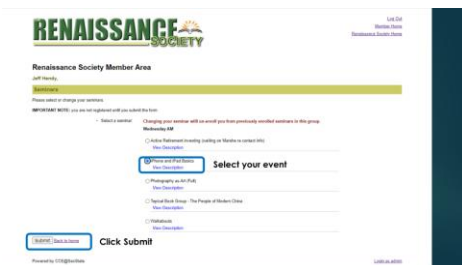That will take you to the sign-in page

This takes you to the Program selection page

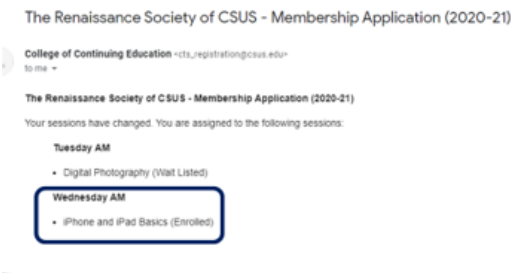Click on the Day/Time slot for the program you want to enroll in

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

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
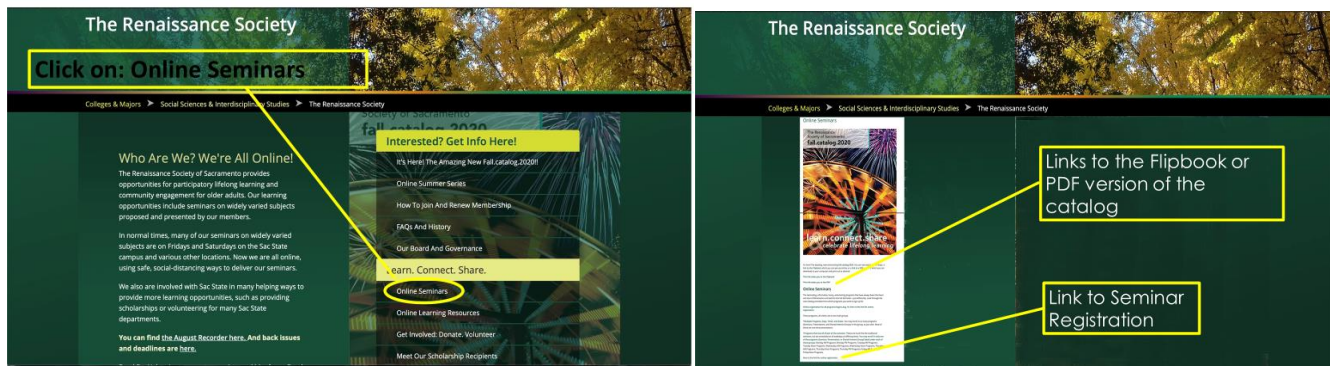
Enter user name and password | Click on (2020-21)

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

Click on 2020-21

Click on the name of your program

Click Program name

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

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!

Printable Class List

Instructor(s): Jane Steele

Export students (excel) | Printable Class List (pdf) | Email Class

Edit session info

| Name | Email |

Export Class List to Excel

Instructor(s): Jane Steele

Export students (excel) | Printable Class List (pdf) | Email Class

Edit session info

| Name | Email |

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

Click on Edit for specific member

Wait Listed
Dropped
Cancel Edit

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