

# Knock on Door and Cranium Cafe Guide

Using Chrome or Firefox as your browser, login to your ConexED account at <https://mjc.craniumcafe.com/login>

ConexED

[Not your school's page? Click here.](#)

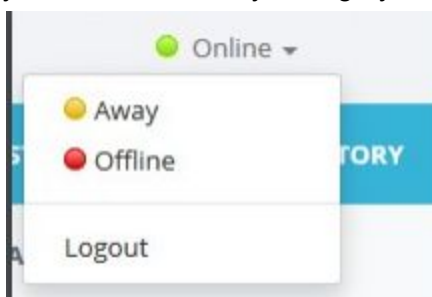


Choose a login button below to access ConexED

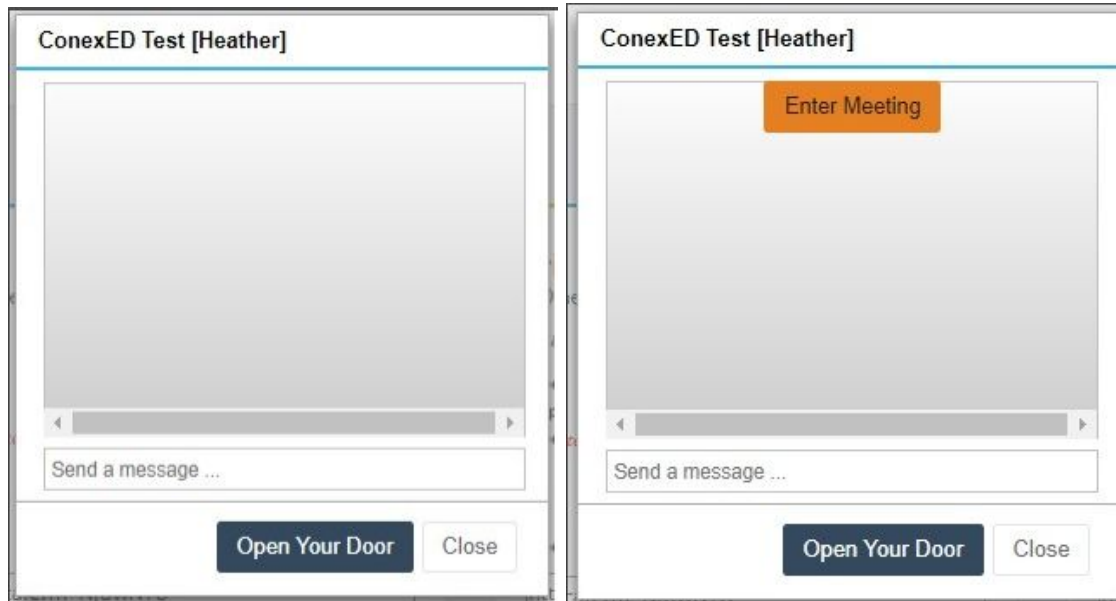
Login



Once you are logged in, the account status will show as Online, and allows others to knock on your door. You may change your status by selecting the pull-down menu, as shown below.



Once another user knocks on your door, you will receive a popup chat window. You can continue to chat here, or (1) Open Your Door and then (2) Enter Meeting to meet in the Cafe. *Please note, once you've opened your door the person who knocked on your door will see the Enter Meeting button as well and will need to select to join the Cafe meeting.*



From the Cafe you will be able to communicate in a face-to-face setting, with the ability for either participant to share their screen and collaborate on a document.

## Settings:

Turn off your audio. From your video/image in the upper left hand of the screen, you can turn off your audio by selecting the microphone icon.

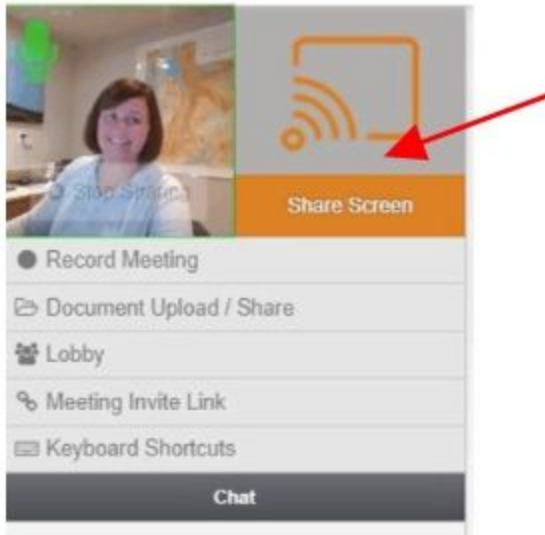


Turn off your video. From the video/image in the upper left hand corner of the screen, you can turn off your video by selecting Stop Sharing.

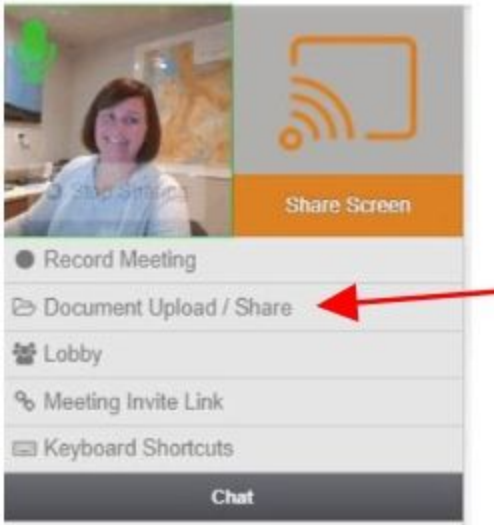


Share Screen. From the video/image in the upper left hand corner of the screen, you can share your screen with others in the Cafe meeting.

*Please note, you will likely need to install the share screen the first time you are trying to access. A popup will appear when you select Share Screen and will walk you through the quick setup process.*



Document Upload. Allows you to upload the documents you use on a regular basis into a 'library' for future use. From here you can share the document in the whiteboard for all Cafe participants to interactively view and edit, or provide the document link for others to access and save independently.



Documents uploaded to the My Documents will be stored and available for all future meetings.

Documents uploaded to the Meeting Documents will be available for the current meeting only and will be removed once the meeting has ended.

Document Upload / Share

Upload Document

- Whiteboard
- Edit Pad
- Google Docs

My Documents *(stored across all my meetings)*

Name	Size	Options
ConexED Integration & Meeting Overview.pdf	155.97 kB	Open  Edit  Share  Delete
ConexED_Overview__Training.pptx	9.05 MB	Open  Edit  Share  Delete
Informed_Consent_Statement_-_Template.docx	13.73 kB	Open  Edit  Share  Delete
New_Cafe_Card (workshop registration update).png	130.84 kB	Open  Edit  Share  Delete
Prerequisite Evaluation.pdf	81.03 kB	Open  Edit  Share  Delete
SARS_API_Info.rtf	2.7 kB	Open  Edit  Share  Delete

Upload

Meeting Documents *(only for this meeting)*

Upload

Selecting the Open option will open the document in the whiteboard.

MSJC METRO STATE COLLEGE OF SAN JACINTO

### Request for Prerequisite Evaluation

<b>San Jacinto Campus</b> 1499 N. State Street San Jacinto, CA 92583 (951) 487-MSJC (6772)	<b>Menifee Valley Campus</b> 29277 La Poudre Road Menifee, CA 92584 (951) 672-MSJC (6752)	<b>Temecula Education Complex</b> 23447 Escondido Circle West Temecula, CA 92590 (951) 506-MSJC (6752)	<b>San Geronimo Pass Campus</b> 3144 W. Woodward Ave. Banning, CA 92220 (951) 922-1127
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Submit form to Enrollment Services

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ MSJC Major: \_\_\_\_\_  
(Required, refer to catalog)  
 Other Colleges Attended: \_\_\_\_\_  
City State Zip

I am trying to meet a Prerequisite for: \_\_\_\_\_  
(ie: MATH 105) Student Comments: \_\_\_\_\_

For the following term: \_\_\_\_\_

I have submitted official transcripts to MSJC and request evaluation of these transcript(s) to meet course prerequisites.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

You will be notified by mail of the results of this evaluation. Please note that equivalencies may not be possible without course descriptions. You may be required to contact your prior institutions attended to obtain course descriptions and provide them for this request.

For office use only  Met Prerequisite for \_\_\_\_\_

Comments: \_\_\_\_\_

Prerequisite Evaluation Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

White: Student File Yellow: Student 15877 Rev: 04/17

Selecting the Share option will send the document link in the Chat window of the Cafe meeting.

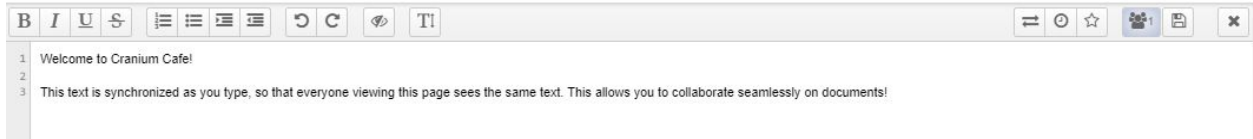


Whiteboard opens a blank page.

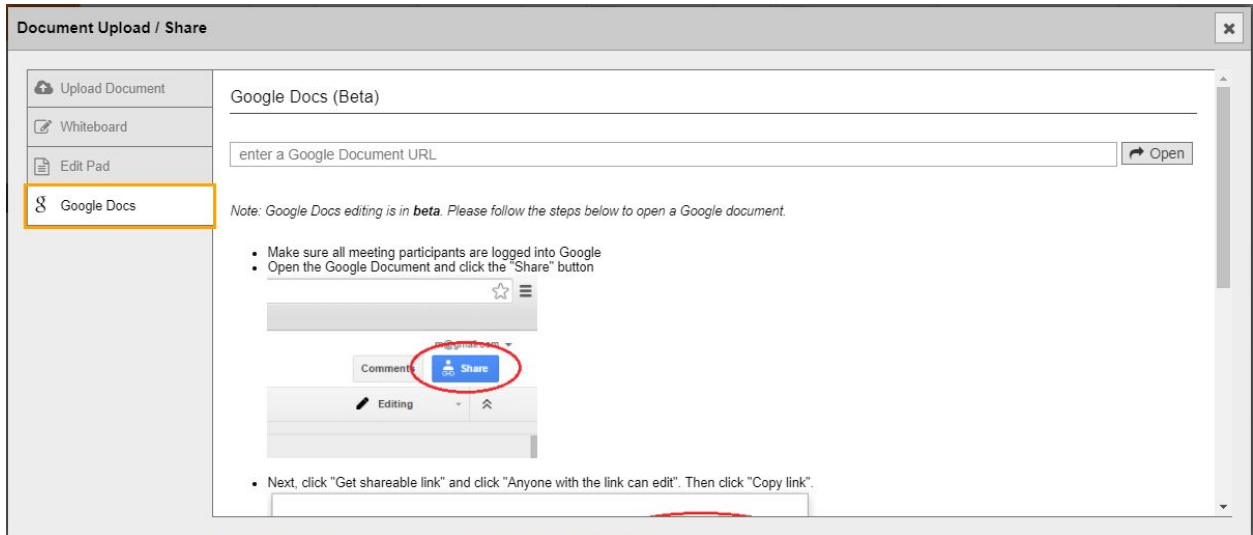


Edit Pad opens a blank pad where Cafe meeting participants are able to collaborate seamlessly on documents.





Google Docs allows you to real-time edit Google docs with Cafe meeting participants.



### Whiteboard functions and features:

- All features are available in both the document upload/share and whiteboard functions.
- Pallet of tools. Once you have opened the document you will see the pallet of tools at the top of the page. These tools will allow you to fill-in, edit, or sign the document.  
*Please note, the person who opens the document will see all tools and be the only person with edit rights until the Unlock icon is selected.*

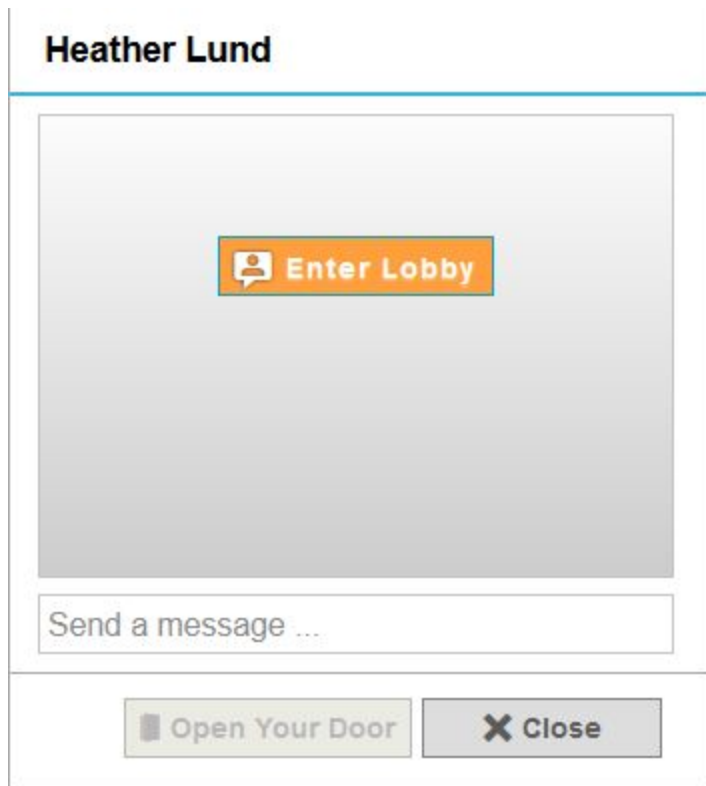


- Using the picture above, from left to right the tools are as follows:
  - Cursor
  - Pencil allows you to sign the document using your mouse, or finger/stylus if using a touch screen device. Documents signed through the whiteboard are considered legal binding documents.
  - Highlighter allows you to highlight certain parts of the document
  - Ellipse allows you to draw/add circles to the document
  - Rectangle allows you to draw/add rectangles to the document
  - Arrow allows you to add arrows to the document
  - Text allows you to add typed text to the document

- Checkmark allows you to quickly add checkmarks to the document
- Select color allows you to select the color associated with your edits, each collaborator will show edits in a different color.
- Select and move shape allows you to move text, checkmark and shapes added to the document.
- Undo allows you to undo the last function
- Clear Whiteboard allows you to clear all edits made to the document
- Fit to Width expands the document to fit to the width of the whiteboard
- Fit to Page view the full document within the whiteboard window
- Toggle Full Screen Mode allows you to expand the whiteboard to full screen
- Drop-down page menu use the drop-down menu if the uploaded document is multiple pages
- Upload an image used when you are uploading an image to the document
- Save as PDF allows all Cafe meeting participants to save the document as a PDF
- Unlock/Lock function as discussed above
- Close Whiteboard

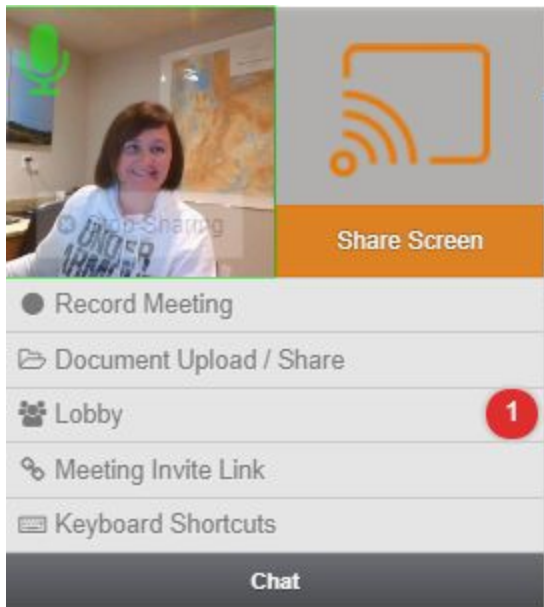
**Lobby.** The lobby is a place for additional users to wait in if you are already meeting with someone in a Cafe meeting. Additional users would knock on your door, they receive the chat box and are able to chat with you in this space, or Enter Lobby.

*Please note this is the additional user view.*





When users enter your lobby you will hear a 'ping' and a popup will appear in the Lobby portion of the Cafe.

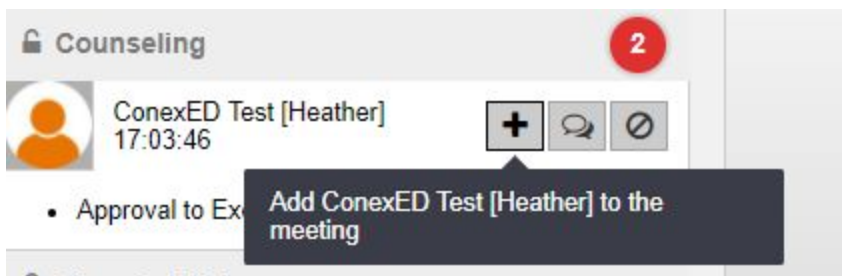


After selecting Lobby above, you will see who is waiting in your Lobby, the amount of time they've been waiting, and the reason they would like to meet (if entered in the Group's Reason Codes).

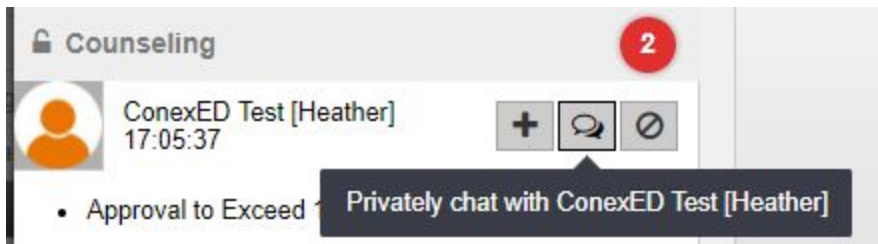


From here, you can

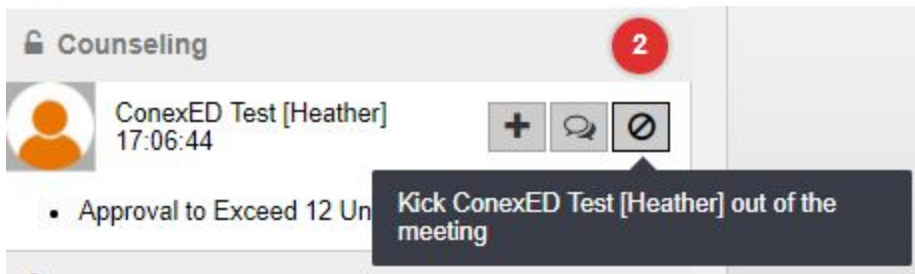
- Add or bring them into the Cafe meeting



- Privately chat with that user



- Or Kick the user out of the meeting/lobby



If the user has been brought into the Cafe meeting, you can

- Privately chat. The card will flip and you will be able to privately chat with the user.



- Promote to a meeting moderator.



- Add notes and reason codes about the meeting. The card will flip and you will be able to add notes and/or reason codes.



- Send user back to the lobby. If a user is idling or taking a longer time to respond, you can send them back to the lobby and help someone else. You can always bring them back into the Cafe using the steps above.



When your meeting has ended, Exit Meeting (in the upper right hand corner) to close the meeting and then close the browser window.