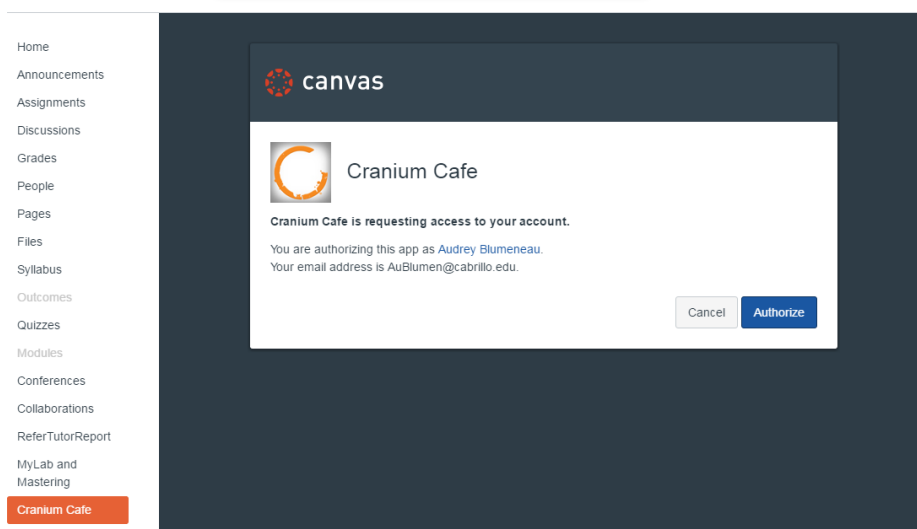


## USING CRANIUM CAFÉ:

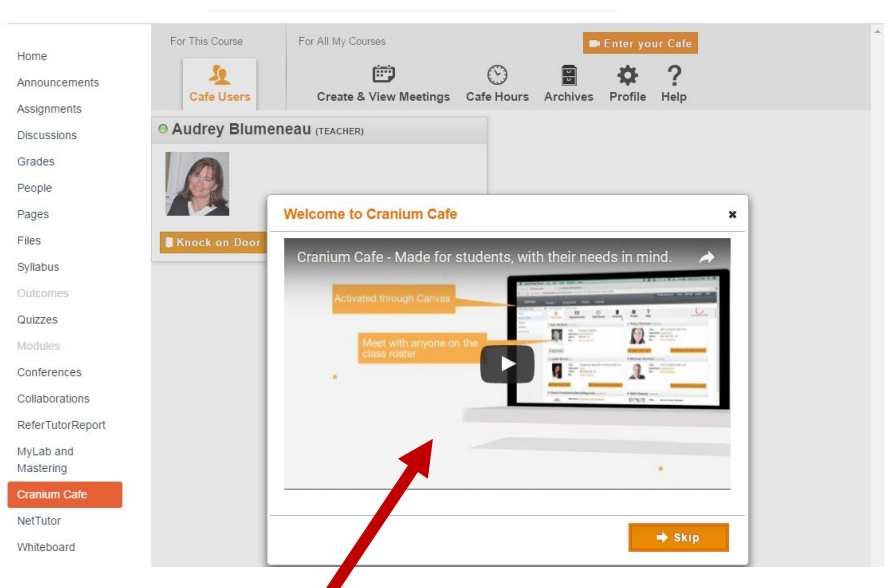
- **Help:** <https://help.craniumcafe.com/>
- **Faculty Guide for Canvas:**  
<https://help.craniumcafe.com/wp-content/uploads/2016/01/Cranium-Cafe-in-Canvas-Guide.pdf>
- **Real-Time Student Advising, counseling, tutoring and professor hours in one-click:**  
<https://youtu.be/ipYRMYicN3E>

Log into Canvas, and click on Cranium Café in the left menu. If you do not see it there, then it might need to be [enabled in the Navigation menu](#).

When you first click on Cranium Café link, you may see this screen – just click **Authorize** and it will find you via your Canvas login information.



Once authorized, you will get to watch short video which you can skip if you wish.



This video is available on YouTube: <https://www.youtube.com/watch?v=h5IQbTHUb2Y>

Next, a dialogue box asks you to sign in; use your Canvas Username & Password (one time only).

## How to Set Hours of Availability in Cranium Café <https://www.youtube.com/watch?v=rlx6PnBxSBA>

### Resources:

<https://help.craniumcafe.com/faculty-guides/>

The screenshot shows the Cranium Café help page with a navigation bar at the top containing: Technical Team Guides, Faculty Guides (highlighted), Student Guides, Cranium Café Features List, Contact Support, and Help Videos & Tutorials. Below the navigation bar are eight steps, each with an icon, a title, a brief description, and a 'More Info' link:

- Step 1: Learn Best Practices**  
Guide to best practices using Cranium Café to connect with your student and maximize meaningful face-to-face engagement. The human connection does matter — let's bring back "knocking" on doors!  
[More Info >](#)
- Step 2: Technical Requirements for Cafe Meetings**  
A checklist and guide to the technical requirements of hosting Cranium Café meetings. This guide will help you set up your computer with the right software and hardware for meeting success!  
[More Info >](#)
- Step 3: Customize Your Card & Profile**  
Learn how to customize your profile photo, personalized bio, meeting settings, and other Cranium Café custom settings.  
[More Info >](#)
- Step 4: Online Scheduler Settings & Calendar Integration**  
Integrate your Cranium Café online scheduler to Google Cal or Outlook for push/pull calendar controls.  
[More Info >](#)
- Step 5: Cafe Card Webpage Integration**  
Learn how to create Cafe Card groups, customized colors and fonts, add users, and generate the Cafe Card code to embed into a specific webpage.  
[More Info >](#)
- Step 6: Cranium Café – Canvas LMS Course Integration**  
Learn how to enable Cranium Café within your Canvas LMS course to connect with your students walk-in and scheduled office hours.  
[More Info >](#)
- Step 7: Desktop Application Download**  
An option to be logged into your Cranium Café account on your desktop instead of a web browser, similar to other chat clients.  
[More Info >](#)
- Step 8: Joining Instant & Scheduled Cafe Meetings**  
Guide to the "Knock on Door" button and instant Cafe meetings. Learn how to join a scheduled Cafe meeting.  
[More Info >](#)

### Videos and Tutorials:

<https://help.craniumcafe.com/help-videos-tutorials/>



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The screenshot shows the Cranium Café help navigation bar with the following items: Technical Team Guides, Faculty Guides, Student Guides, Cranium Café Features List, Contact Support, and Help Videos & Tutorials (highlighted).

#### Help Videos & Tutorials

This page is dedicated to help you learn how to navigate ConexED and your Cafe account and the meeting functions. Please feel free to regularly check this page for new videos.

[Customizing Your Cafe Account & Calendar Integrations \(4 Videos Total\)](#)

The screenshot shows a video player interface with a progress bar and the text "1/4 Creating and Customizing your Cranium Cafe Account".