

Student Guide to Cranium Café

What is Cranium Café?

Cranium Café is an online platform where students, faculty, and staff at El Camino College can interact with each other. Along with being able to instant chat with someone, other features include screen sharing, document sharing, video (face-to-face) meeting, and a whiteboard you can virtually write on.

Technological Requirements

You can use Cranium Café on your computer or on the go with your mobile device. Some things to keep in mind are:

- 1) Laptops or desktops are preferred
 - a) Mobile devices such as iOS will have limited features, where Android devices will have the same features as a desk/laptop
- 2) The use of Google Chrome and Mozilla Firefox as your browser is required. Cranium Café is not compatible with Safari or Internet Explorer.
- 3) Webcam and microphone availability are preferred, but if you do not have access to that, please try to have a microphone available to communicate with the other person.

Logging in & Instant Chat

You will be taken to a page where you will see a district agreement to the Informed Consent Statement to use Cranium Café, once you read it and agree, and you will be prompted to log into your El Camino student account.

ConexED

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

 El Camino College

Choose a login button below to access ConexED

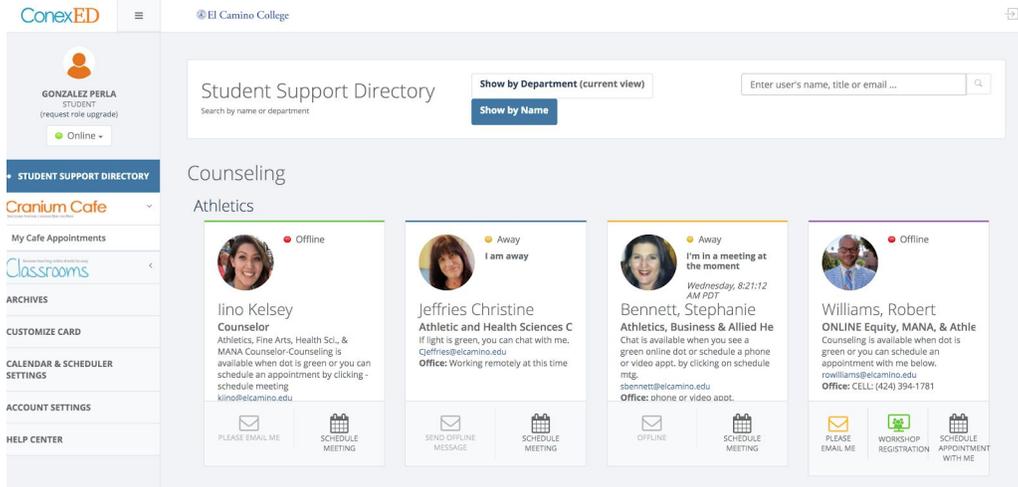
Login



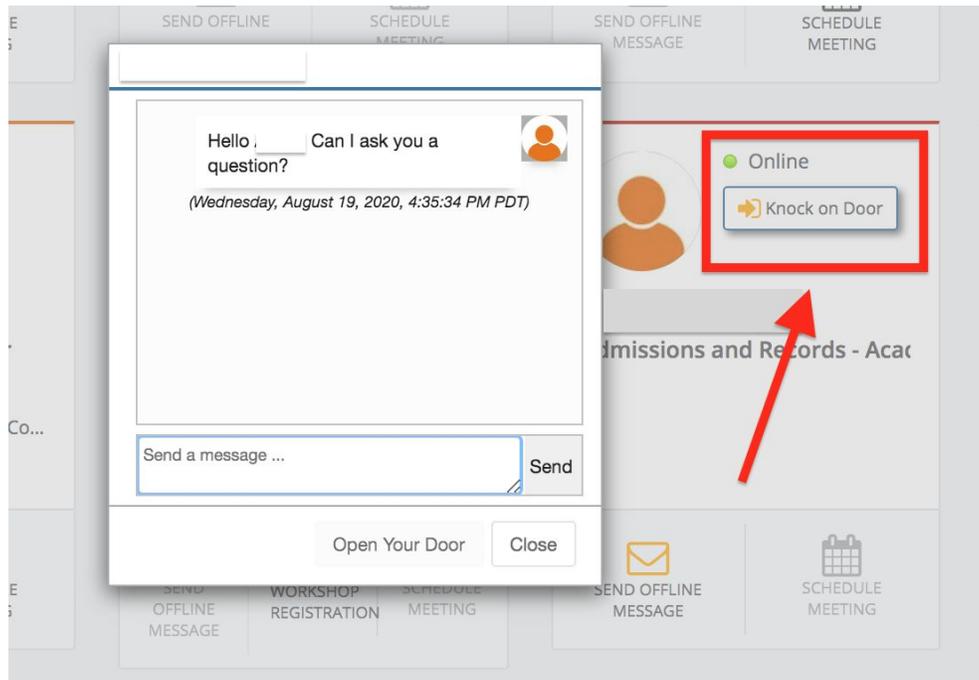
- 1) Log in using your El Camino credentials by using this link: Use this link:
<https://elcamino.craniumcafe.com/login>
- 2) Upon logging in, you will be directed to the website's home page, that houses all of the student services staff and faculty.

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Chat



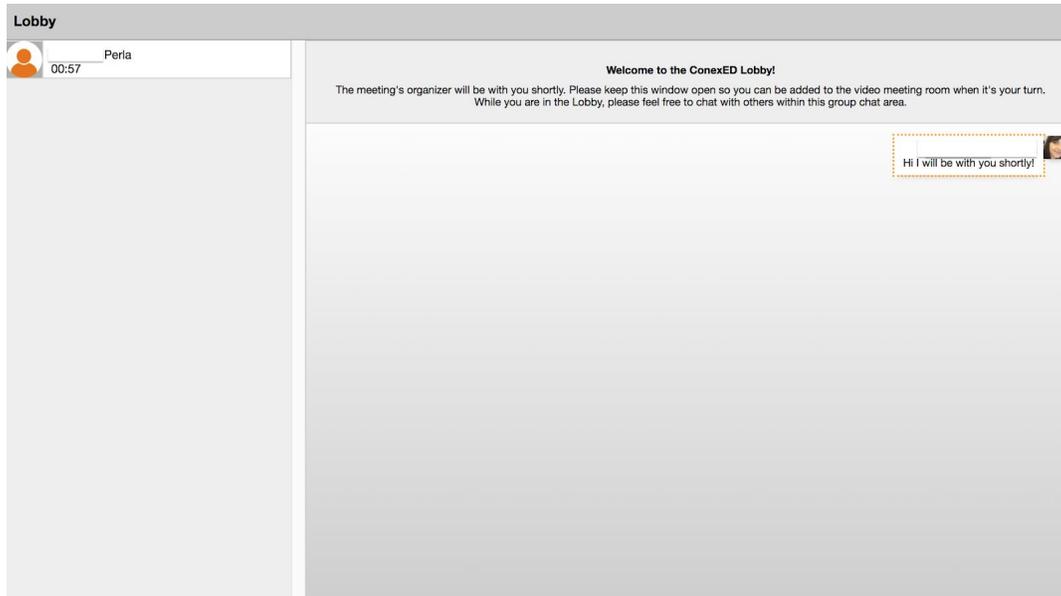
- 3) To chat with them, just click on “Knock on door”, and make sure their status icon reads “Online”. A chat box will appear and you can begin a conversation with that individual.



- 4) As you are chatting with someone, they can “Open their Door” (like the image above) to meet with you virtually if you’d like, but you will be first put into their waiting room before they let you into the meeting room.
- a) This will show up as a “Lobby”.
 - i) Keep scrolling to the picture on the next page to see what the lobby looks like!

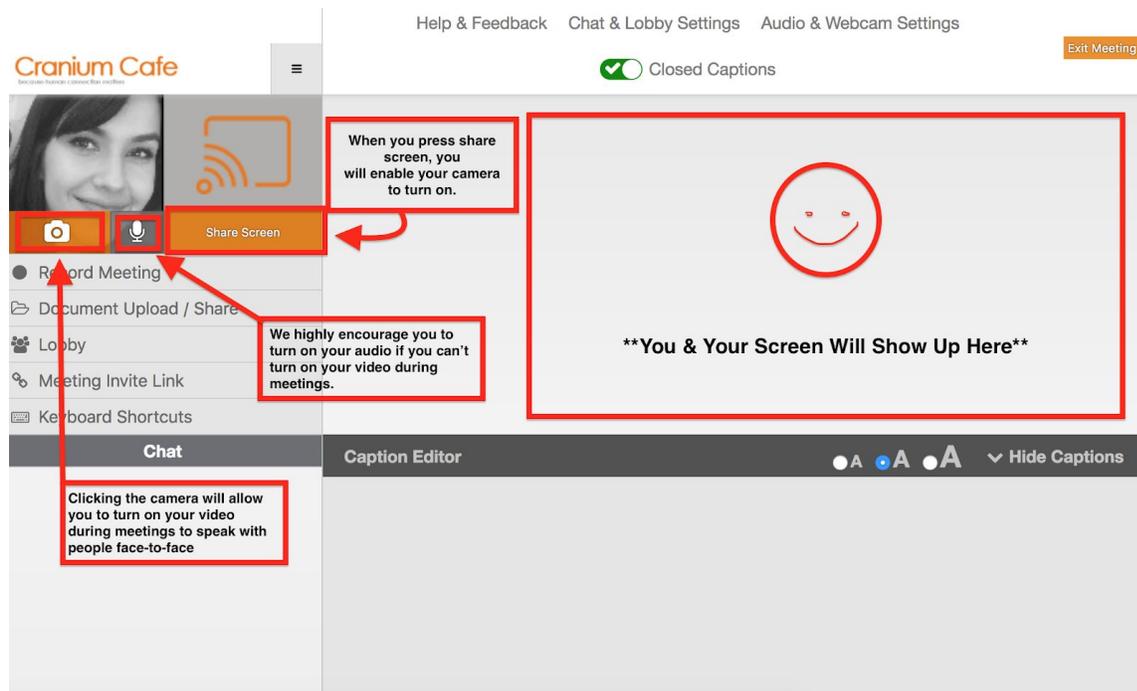
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Lobby



- 5) Once you are in the lobby the faculty/counselor or staff member can send you a message in case they are possibly still helping another student.

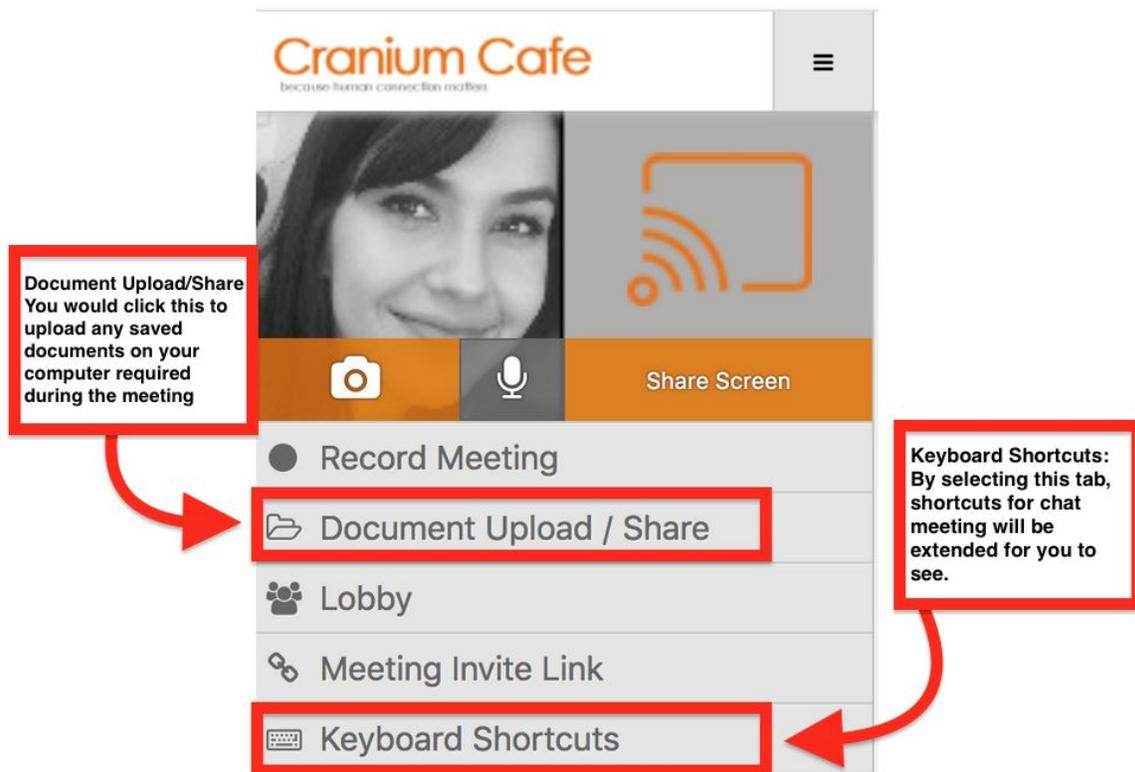
Virtual Meeting



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- 6) If you want to meet with someone face-to-face, please ensure that you turn on your audio and your video, just how the instructions indicate above. If you need accommodations, please let the staff or faculty member know to best serve you.

PLEASE NOTE: If you are only using the chat feature, you will NOT be required to turn on your camera or microphone.



Upload/Share Documents

Students will be able to share their documents such as unofficial transcripts from other colleges, but only upload any paperwork if you are asked by a staff or faculty member. Follow the next steps to upload:

- 1) Save any documents you want to share on your desktop or personal computer file.
- 2) Click on “**Document Upload/ Share**” (refer to the picture above).

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Counseling Appointments (~30-60 minutes)



The screenshot shows the ConexED interface. At the top, there is a user profile section with a photo, the text 'FACULTY/STAFF (request role upgrade)', and a status indicator 'Online'. Below this is a navigation menu with three items: 'STUDENT SUPPORT DIRECTORY', 'Cranium Café', and 'My Cafe Appointments'. Each item is highlighted with a red box. To the right of each red box is a corresponding instruction in a red-bordered box: 'FIRST: Click on Student Support Directory', 'NEXT: Cranium Café', and 'LAST: Click on My Cafe Appointments to enter a room where you can see all of your meeting times and days!'. Below the navigation menu, there are links for 'Schedule Cafe Meeting' and 'Enter your Cafe'.

How to prepare:

- 1) Log into your Cranium Café, on the left navigation bar, click on “Cranium Café”.
- 2) Click on “**My Café Appointments**” to check that you have an appointment scheduled
- 3) Test your microphone and webcam settings: <https://my.craniumcafe.com/pre-meeting-check>
- 4) Click “Activate and Microphone” for webcam and microphone access

Tips for Scheduled Appointments

- ❖ If you have any documents/transcripts from all colleges attended readily available to share with staff/faculty during your session.