

# Accessing Your Courses

## Using Canvas

In the event that the campus is closed due to an emergency, there are several easy steps you can take to get access to your courses. Your instructors will be using a system called Canvas. You have two options for accessing Canvas. The first is on a computer using a browser, the second is by downloading the Canvas Mobile app.



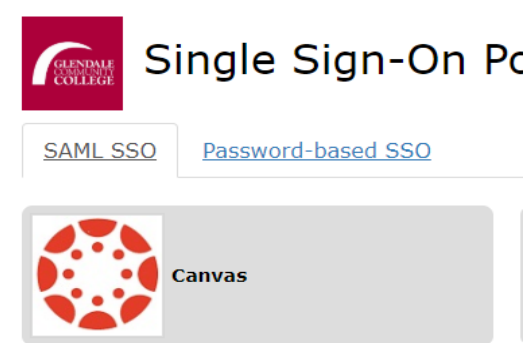
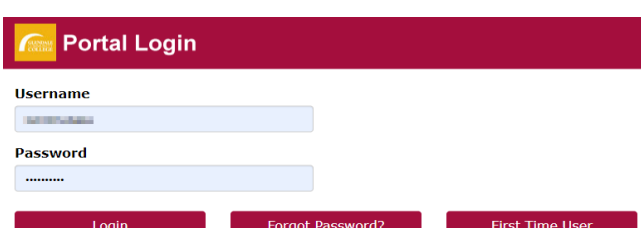
## Canvas on Your Computer

Canvas works with the following browsers:



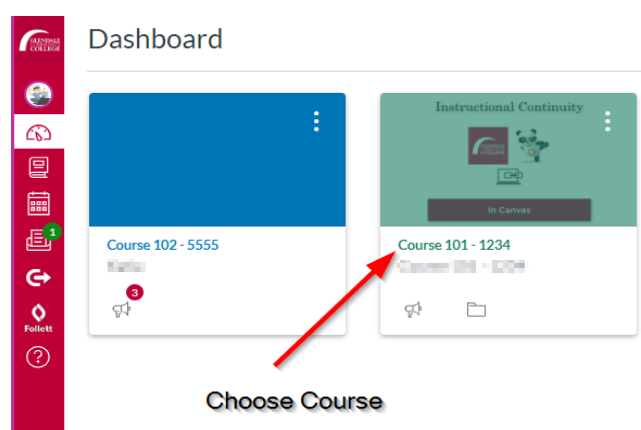
### STEP 1: Log in to Canvas

- Go to the GCC Portal, <http://portal.glendale.edu>.
- Log in using the same GCC Credentials you use for email.
- Click on Login.
- Click on Canvas.



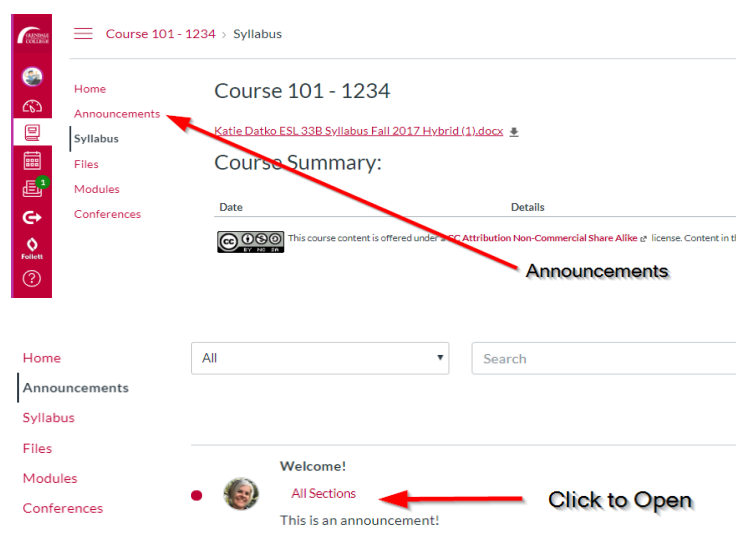
### STEP 2: Find Your Course

- Use the global navigation menu (the menu in red) to access your dashboard. Your current courses should appear.
- Click on your course. You will now see another menu. This is your course navigation menu.



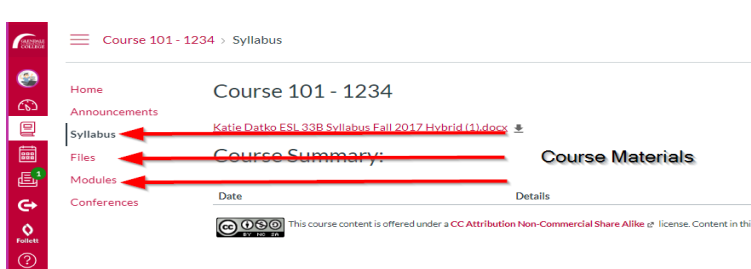
### STEP 3: Check Announcements

- Click on Announcements in the course navigation menu. Your instructor will be posting information about how to access your course here.



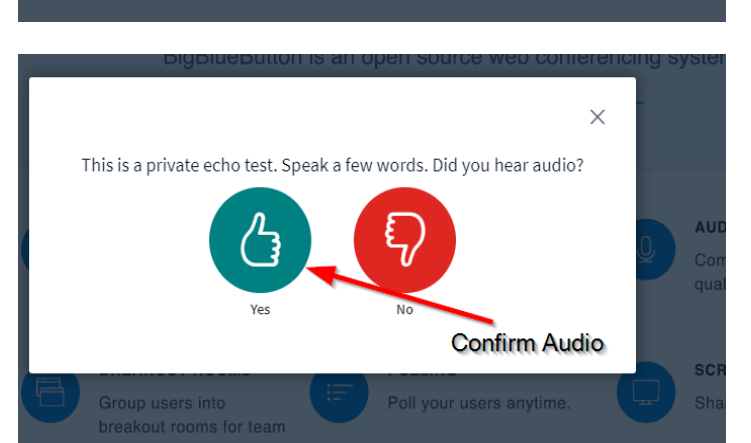
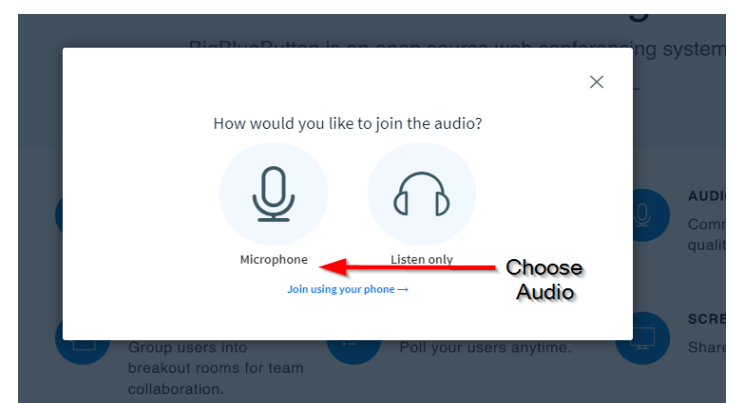
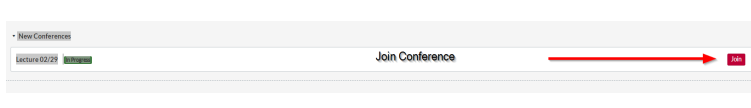
### STEP 4: Access Course Materials

- Your instructor should have course materials uploaded to Canvas. Here are a few places you can find your course content in your course navigation menu. (This may vary from instructor to instructor.)
  - Files
  - Syllabus
  - Modules



### STEP 5: Class Meetings

- You will still need to attend classes during your scheduled class time. Your instructor will let you know the tool that they have decided to use. Most instructors will be using Conferences in Canvas. To access your Conference:
  - Click on Conferences in the course navigation menu.
  - Click on Join to access your conference.
  - Choose your audio preference and Allow Conferences to access your microphone. Confirm you hear audio.
  - To access your webcam, click on the WebCam icon and Allow Conferences to access your camera, you might need to click Start Sharing.



For more information visit [bigbluebutton.org](http://bigbluebutton.org) →

WebCam



### Need Additional Help?

- For help with your GCC password, contact the ITS Help Desk [helpdesk@glendale.edu](mailto:helpdesk@glendale.edu) or (818)240-1000 x 4357
- For help with Canvas, contact 24/7 Canvas support at (844)600-4951

