
ACCESSING YOUR COURSES USING CANVAS

Student Instructions

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

BROWSERS

Canvas works with the following browsers:

- ✓ **Chrome**
- ✓ **Firefox** ([Extended Releases](#) are not supported*)
- ✓ **Edge**
- ✓ **Safari**

(Internet Explorer is **not** compatible with Canvas.)

STEP 1: LOG IN TO CANVAS

- ✓ Go to the GCC Portal, <http://portal.glendale.edu>.
- ✓ Use your **GCC Student ID number as Username**.
 - a. Use your initials in caps followed by @ followed by your six-digit date of birth (mmddyy) as the password.
 - b. For example, password for John Smith born January 23, 1990 would be JS@012390.
 - c. You will be asked to change your password the first time you login.
- ✓ 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. (Locate your course using the course name and ticket number.)
- ✓ Click on your course. You will now see another menu. This is your **course navigation menu**.

STEP 3: CHECK THE COURSE 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 YOUR 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**.

STEP 6: SUBMITTING ASSIGNMENTS

If your instructor requires online assignments, you can follow these instructions for submitting assignments in Canvas.

- ✓ Click on your Assignment. In the assignment you will see the different ways you can submit the assignment such as: **text box entry or a file upload**.
- ✓ Click on the **Submit Assignment** button.

FOR A FILE UPLOAD:

- ✓ Click on the **Choose File Tab**. Browse your computer for your **File**.
- ✓ Click **Open**. Double check your file is uploaded.
- ✓ Click on **Submit Assignment**. You will receive a confirmation that your assignment has been submitted.

FOR A TEXT ENTRY:

- ✓ Click on the **Text Entry Tab**. Copy and paste and/or type in your submission.
- ✓ Click on **Submit Assignment**. You will receive a confirmation that your assignment has been submitted.

CANVAS ON YOUR PHONE

Canvas has both an iOS and Android Student App for your mobile device. For more information about the apps, you can check out these resources:

- ✓ [Canvas Student App for iOS](#)
- ✓ [Canvas Student App for Android](#)

STEP 1: LOG IN TO CANVAS

- ✓ Open the app and click on **Find my school**.
- ✓ Type in **Glendale Community College**. (Make certain to choose Glendale in **CA**.)
- ✓ Log in using the same GCC Credentials you use for email.
- ✓ Click on **Login**.

STEP 2: FIND YOUR COURSE

- ✓ Click on your course. You will now see another menu. This is your **course navigation menu**.

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