



Emeritus Institute Online Classes: ABOUT CANVAS Quick Start

Since the Emeritus Institute has shifted its classes to an online platform, participation requires that each student has access to a computer (or other electronic device) and has a willingness to learn the basics of Canvas, the online program the classes are taught through. These pages explain a few technical concepts and provide a link to the [Canvas Instruction Guide](#), a step-by-step informative introduction to navigating the program.

INTERNET & BROWSER REQUIREMENTS

Reliable Internet connection is needed to access Canvas. Using a hard-wired cable connected to your computer is more reliable than Wi-Fi. Wi-Fi will work, but be aware that Wi-Fi may have a slower connection or you may be dropped.

When you have both audio and video on, it uses more bandwidth. Some tips to increase your bandwidth are: use a hard-wired cable, switch browsers, or close extra tabs on your browser.

Whether you are using a desktop computer, a laptop, tablet, iPad, iPhone or android phone to access the Internet, click on a web browser icon to begin. All computers and devices use a web browser. A few of the best browsers for the Saddleback College website and programs it uses are, for the PC user, Chrome, Mozilla Firefox and Microsoft Edge. For the MAC user Safari and Mozilla Firefox work well.

Google Chrome is the preferred web browser to access Canvas. You can download it for free at <https://www.google.com/chrome/>. If you are doing other activities outside of Canvas, other web browsers are OK to use. Here are some common web browsers that exist.



Most web browsers can be downloaded to your computer for free. Search for the site of the browser that you want and follow the instructions to download it.

COMPUTER / DEVICE REQUIREMENTS

Desktops and laptops, whether PCs or MACs, are ideal for participation in online classes. Other devices such as smartphones, iPads, tablets and Chromebooks will also work; however, there may be limitations. There may be some features that you will not be able to use with other devices.

VIDEO

If you don't have video functionality, this means we can't see you, but you will be able to see us. If you want video functionality, your smartphone has it. Warning, although the smartphone has the video feature, it does lack the "Chat" feature, and the ability to see multiple screens all at the same time.

If you want video functionality on your computer, consider purchasing a webcam for around \$35 and up.

AUDIO

Most laptops and smartphones have audio functionality. If you don't have audio on your desktop, you can log in to both your smartphone and your computer. You can see the bigger picture on your desktop and participate via your smartphone.



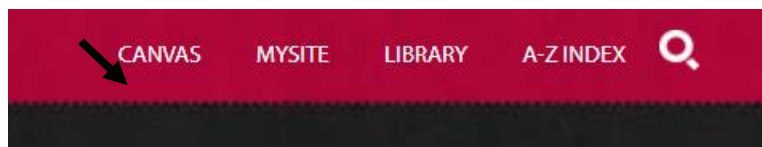
DOWNLOADING THE CANVAS APP TO A DEVICE

To access the course from your phone, tablet, iPad, etc. you will initially need to download the Canvas App to the device. A link to the Canvas App is located on the Saddleback website under **Student Success** under **Technical Help** under **Canvas Student Support** under **Canvas Help** (at bottom) then in the **Enter a keyword or topic to search**, type: **How to download canvas app to smartphone** then clicked on **Search**.

WARNING: Your smartphone will have limited features. You may or may not be able to type in the chat on your phone while you are on video, or you may not be able to see everyone, but at a minimum you can hear and the lesson.

ACCESSING CANVAS – THE VIRTUAL CLASSROOM!

To access the Canvas portal, go to the school website www.saddleback.edu If you don't know how to do this, open any web browser by clicking on the Web Browser icon and type www.saddleback.edu in the address bar. From the college website, on the top, click on **Canvas** and log in with your username and password.



You will need to thoroughly review the **Emeritus Institute CANVAS INSTRUCTION GUIDE**. The link to type into your browser is below, and the Guide can also be found in the monthly Emeritus eNewsletter!

CANVAS INSTRUCTION GUIDE – <https://conta.cc/2XwZTQ8>

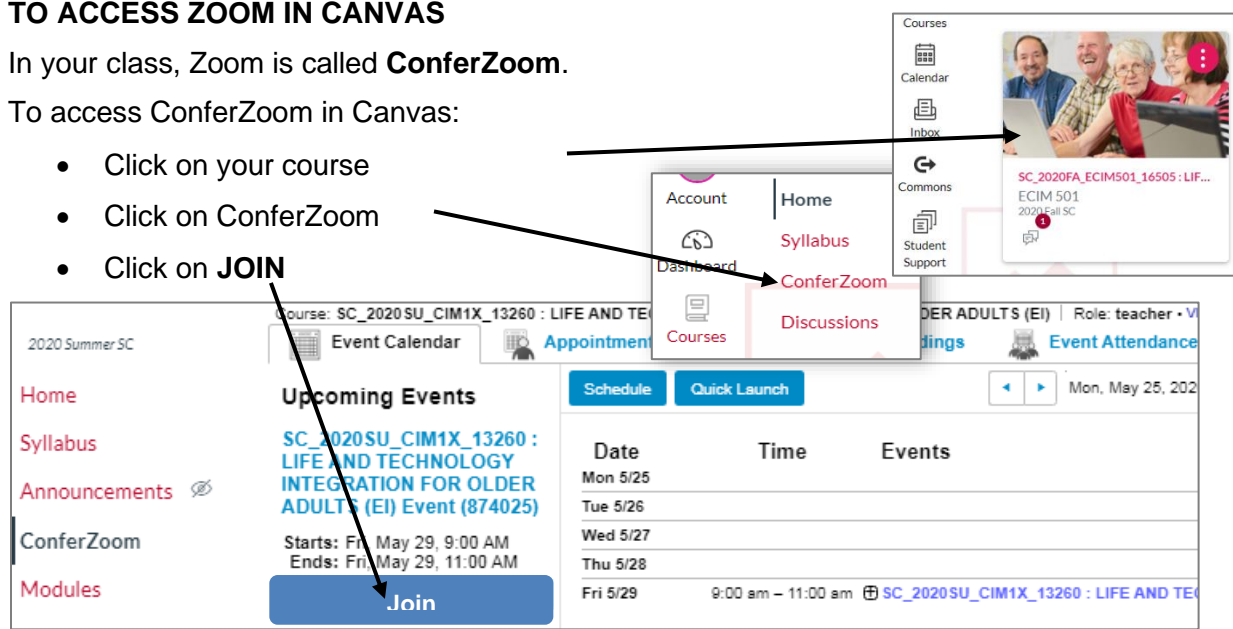
After you have reviewed the Canvas GUIDE and logged into your account, click on a class and use the visuals below to locate your Zoom lectures.

TO ACCESS ZOOM IN CANVAS

In your class, Zoom is called **ConferZoom**.

To access ConferZoom in Canvas:


- Click on your course
- Click on ConferZoom
- Click on **JOIN**

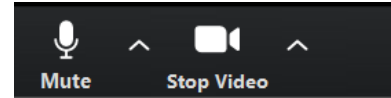


WAIT A FEW MINUTES. IF IT TAKES MORE THAN A FEW MINUTES, LOG OUT AND TRY AGAIN.



YOU MAY ENTER THE COURSE 15 MINUTES BEFORE CLASS STARTS.

While in ConferZoom, you can turn off your audio by clicking the MUTE button, and turn off your video by clicking on STOP VIDEO. This example shows these features are ON. When they are OFF, a red line appears. 



A bright red **Recording** circle on top of the screen means the lesson is being recorded.

A FEW CONFERZOOM FEATURES

Other ConferZoom features are look for: Turn Audio On/Off, Turn Video On/Off, Chat, Reactions, Share Screen, Resize Screen, Set Different Views.