

## HOW ARE CLASSES BEING OFFERED? HOW/WHERE TO ZOOM?



Students taking classes in the Coast Community College District may be taking classes LIVEONLINE for the first time. Here are some tips that will help you understand how your classes are being offered and how to access them.

**GWC ONLINE:** This class is fully online and does not require in-person or face-to-face contact. Students must email the instructor by Wednesday of the first week of class. All students should log into their courses in Canvas on Monday, 8/24/20.

**GWC LIVEONLINE:** Similar to an in-person class with set meeting times, this class is offered synchronously using ConferZoom, Canvas Conference, or other synchronous technology during the scheduled time. **SYNCHRONOUS:** Students should be prepared to log in, and attend class via Zoom or other technology during posted times. Refer to your STUDENT CLASS PROGRAM for your class times. Students should use a computer/laptop with administrator rights. PC (Windows 7 or 10) or Mac (OSX Mojave or higher). Caution – Mobile phones may not be sufficient.

**GWC ONLINE/GWC LIVEONLINE with HY code:** This class is online and does require a portion of the class to be in-person with a synchronously scheduled time (see schedule).

### HOW ARE MY CLASSES BEING OFFERED?

All of the important information you need to know about HOW your classes are being offered, WHEN they are being offered, and your PROFESSOR'S EMAILS are found on your **STUDENT CLASS PROGRAM**.

#### FIND YOUR STUDENT CLASS PROGRAM

1. Log into MyGWC
2. Click on the REGISTRATION tab on the left-hand side
3. Find OTHER STUDENT RESOURCES
4. Click on STUDENT CLASS PROGRAM  
*Select term (FALL 2020)*

### Other Student Resources

- [W-9S, Request for Student's or Borrower's Taxpayer Identification Number Form](#)
- [Social Security Number Verification](#)
- [Dates and Deadlines to Remember](#)
- [Detail Schedule with Waitlist Position](#)
- [Tuition, Fees, & Drops for Non-Payment Policy](#)
- [Holds Information](#)
- [Student Class Program \(Web Schedule Bill\)](#)
- [1098T Tax Notification Form](#)
- [Verify Enrollment](#)

### FINDING YOUR COURSES IN CANVAS

Log into MyGWC and find **My Courses - Canvas**

Whether your class is offered strictly ONLINE (no face-to-face time required), or LIVEONLINE (face-to-face class attendance on camera is required), your courses can be accessed through Canvas.

**IMPORTANT NOTE:** Classes do not show up in Canvas until the FIRST DAY OF CLASS. Refer to your STUDENT CLASS PROGRAM.

**TO ALL STUDENTS:** LOG IN TO CANVAS on Monday, 8/24/20 to find important information about your classes.

### My Courses - Canvas

Please click the Canvas link below to view your enrolled classes:



[Canvas / Online Learning System](#)

### HOW TO GET THE ZOOM LINK FOR CLASSES

Many professors will be emailing you in advance to give you the Zoom link for your class meetings, but some may not. Be sure to log into Canvas and your course, and read the Syllabus. Follow the instructions your professors give you to access the Class Meetings. Attendance in these meetings will be part of your grade in many cases.

Some professors may be using **CONFERZOOM** to schedule your Class Meetings. Find the ConferZoom link on the MENU inside your Canvas course.

## ADDING CLASSES AFTER BEING ON THE WAITLIST

If you were on the WAITLIST and didn't get an email prior to the start of the semester, you can still try and get into the class. Email the professor and ask if there is still room in the course and politely request an ADD CODE. Be aware, that professors are NOT REQUIRED to add students from the WAITLIST.

**FACULTY DIRECTORY** <https://www.goldenwestcollege.edu/about/faculty-directory/>

## GWC COUNSELING DIVISION

<https://gwc.craniumcafe.com/group/counseling>

The Golden West College Counseling Division wants you to be successful here at the college - If you have questions and don't know who to ask or where to find the answers, let us help! Call in to speak with a Counselor or to make an appointment.

**714.895.8119 ext.1**

Monday-Thursday 8am-6pm

Friday: 8am-5pm

**DROP-IN COUNSELING**

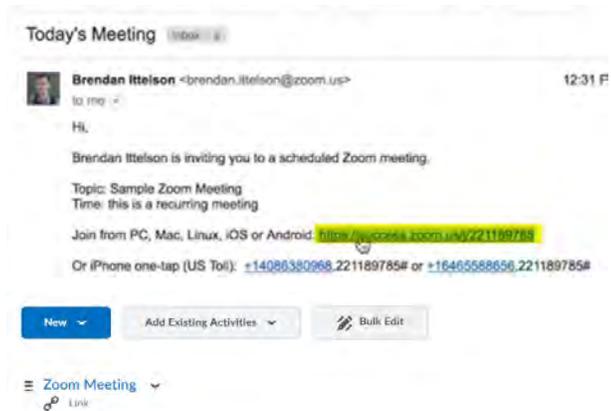
Monday - Thursday 10am - 4pm

## ZOOM FOR STUDENTS

### ACCESSING A ZOOM MEETING

There are three ways to access a Zoom meeting:

1. Find link in Email sent by professor **OR**
2. Inside your Canvas course **OR**
3. Enter Meeting ID directly into Zoom website (Zoom.us)

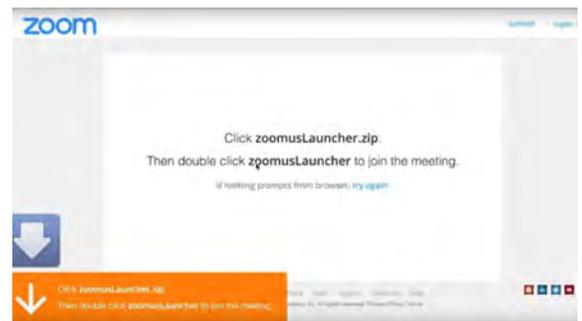


### ZOOM INTERFACE

1. STAGE
2. AUDIO - Allows you to be heard
3. VIDEO - Allows you to be seen
4. PARTICIPANTS - Displays everyone attending the meeting
5. SHARE SCREEN - Allows you to share your screen and have participants follow along
6. CHAT - Allows you to ask questions, share ideas, resources, etc.
7. RECORD - Controlled by host (professor) only
8. LEAVE MEETING - Exits the meeting
9. GALLERY VIEW - Allows you to change your stage view

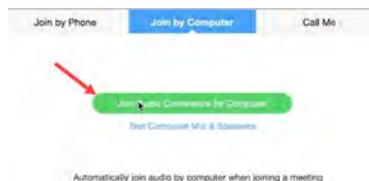
### DOWNLOAD ZOOM LAUNCHER

Click and download the ZoomusLauncher.zip file to install the launcher to your computer



### JOIN A ZOOM MEETING

Select the "Join Audio Conference by Computer" button to connect to your meeting.



### TESTING YOUR AUDIO/VIDEO SETTINGS

Select the Test Computer Mic & Speakers link before entering the Zoom meeting

