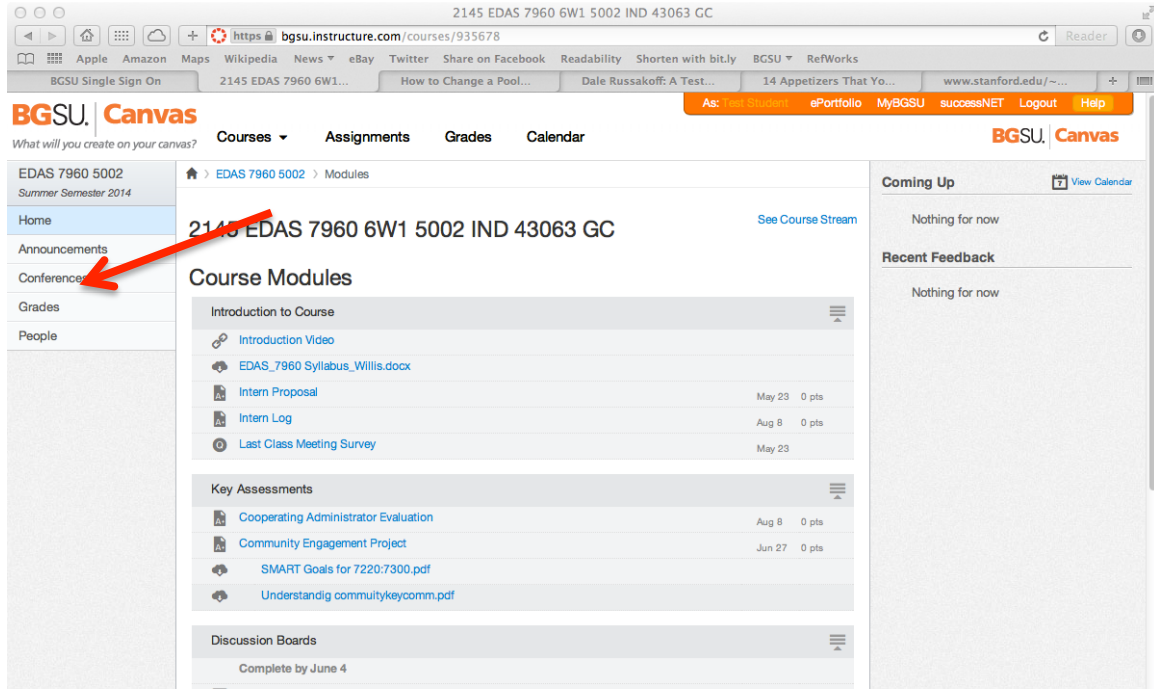
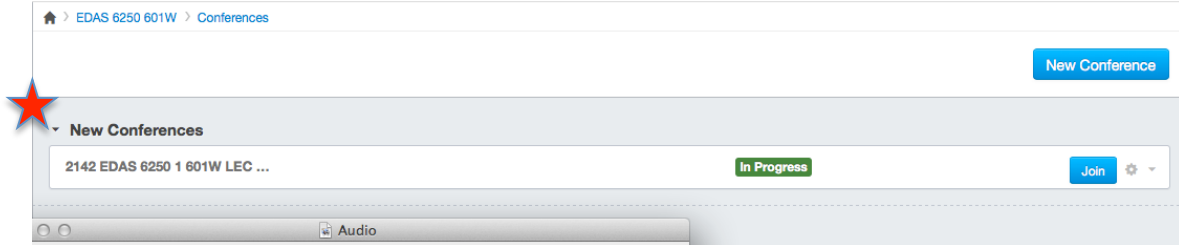


Some directions for you to join the web conference via Canvas.

1. Log into Canvas and enter our course shell.
2. Select “Conferences” from the menu at the left



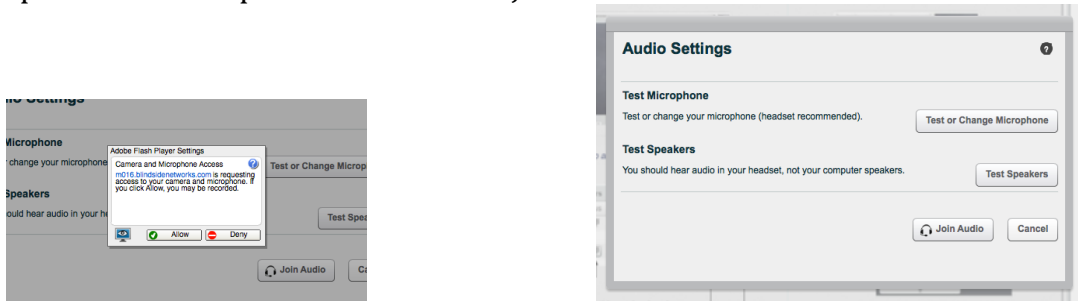
3. Click “Join” to connect to the conference. I will be in the conference early to get things started and set-up.



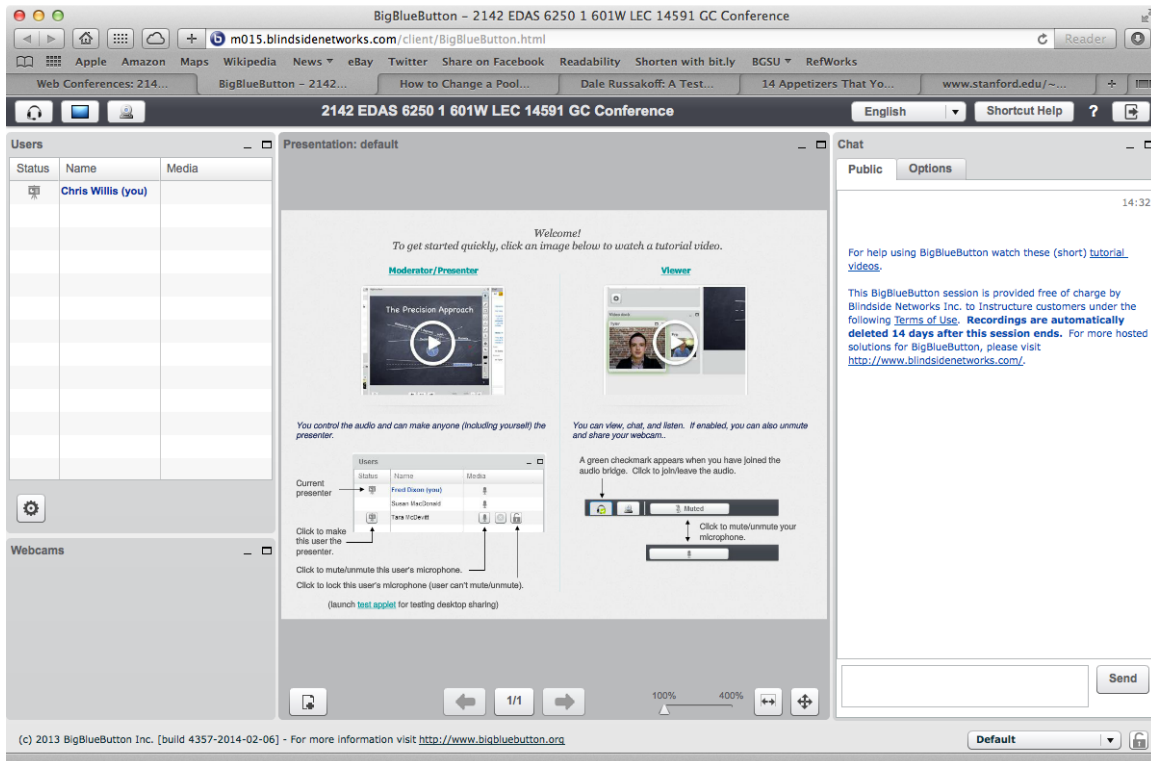
* It is important that you make sure the New Conference area is expanded. This means the arrow is pointed down. You will not see our conference if the arrow is pointed to the right



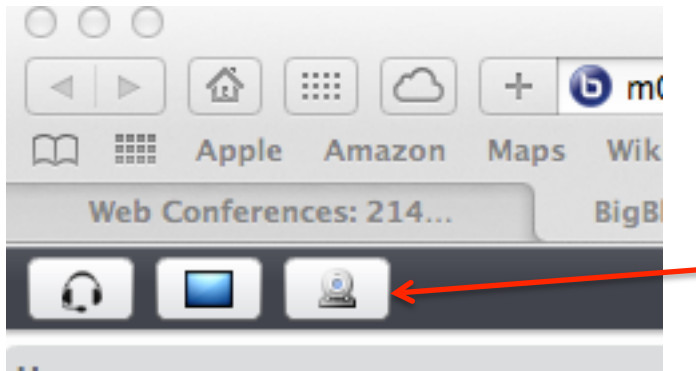
4. When you enter the conference you will receive a prompt to join the audio. Depending on your computer's setting this may include a request to allow Flash Player. Click "Allow" and then you can test your audio – both microphone and speakers or headphones. Then click "Join Audio."



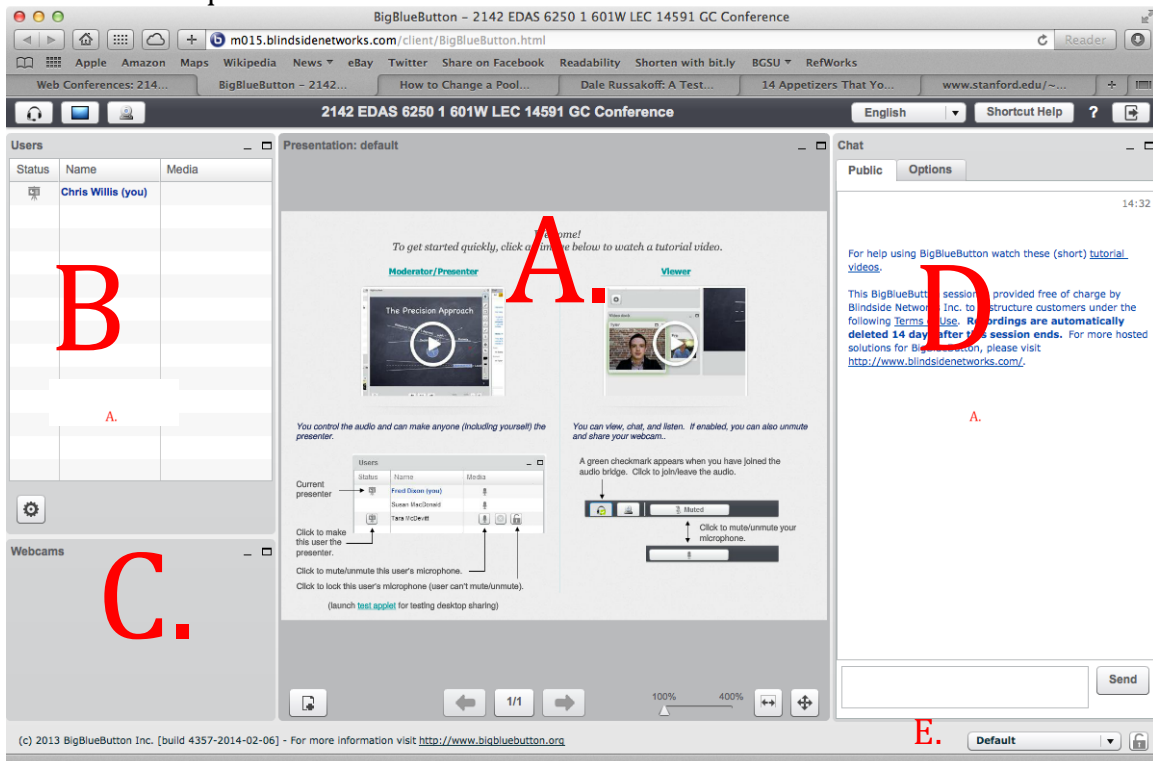
5. CONGRATULATIONS! You have entered the conference. You will see a screen similar (but not exactly) like this.



6. First, you should turn on your webcam (if you have one). Selecting the button at the upper left of your screen does this. Click the icon and your webcam should turn on and your picture appear in the bottom left of the screen. Note: You will not have the monitor icon on your interface.



7. Let's take a quick tour around the Web Conference Interface.



- A. Is the Presentation Space. I will have the course syllabus here when you enter the conference.
- B. This is the roster of participants. At the bottom of this space you will have a button to “raise your hand.” I might ask for some info from you using this tool so I can get particular counts during the class session.
- C. As we turn on our webcams the various participants will appear here.

- D. This is the chat space. The default is the public tab and all participants can see the chat comments made here. There is also private chat option on the other tab. If you need to make a private comment to me please use this during the conference.
- E. This menu allows you to select different layouts for the various windows. If we are just talking and having discussion you might want to switch to a layout that puts the webcams in a more prominent location. Other layouts would make the presentation much larger.

Looking forward to our meeting!