



Clatsop Community College

Hello Student. Welcome to the term! I know this letter is long, but it contains valuable information especially for students just starting out in **Canvas** and Online Learning at Clatsop.

Term Information: Term classes start on Monday of the first week. You will have access to your course shells on that Monday, not before. Prior to the term, you will be able to login to the **Canvas** Learning Management System to familiarize yourself with it. If you do not have access, let me know right away at khorning@clatsopcc.edu .

Canvas is very user-friendly, but I have provided a link to the Canvas Student Guides which provide written instructions on how to do anything and everything in Canvas.

<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>

Please read these instructions carefully.

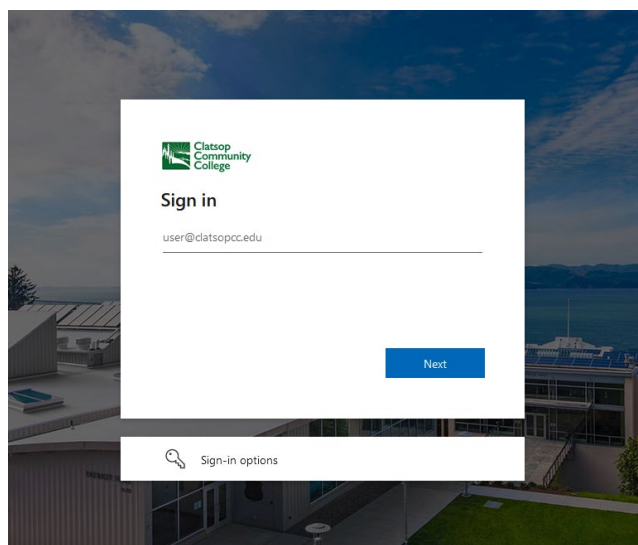
Web Browser:

You should be using the most recent versions of Mozilla Firefox or Google Chrome. Students have experienced problems with Safari and Microsoft Edge in the past.

Login Information:

You should be using your student email address and password to login to your Canvas Account. It is the same login you use for student email and your MyCCC account. If you don't know what your email address is, contact the First Stop and Information Center. If you know your email, but not your password, you can contact the First Stop, or me, to reset your password.

Go to the College's website at www.clatsopcc.edu. Select the **Tools** link on the green bar at the top of the page. Then select the Canvas link that appears in the white bar below it. If you are already logged in to MyCCC or your student email account, you will automatically be taken to your Canvas **Dashboard** page. If you are not logged in, you will be asked to Sign In.



Dashboard and Global Navigation:

The Dashboard is the first thing you see when you log into Canvas. It is your landing page. You can view global announcements here and set your notification preferences. Once courses are published, you will see them on the **Dashboard**, and once classes start, you will be able to see to-do lists for your courses, grades, and feedback on quizzes, etc.

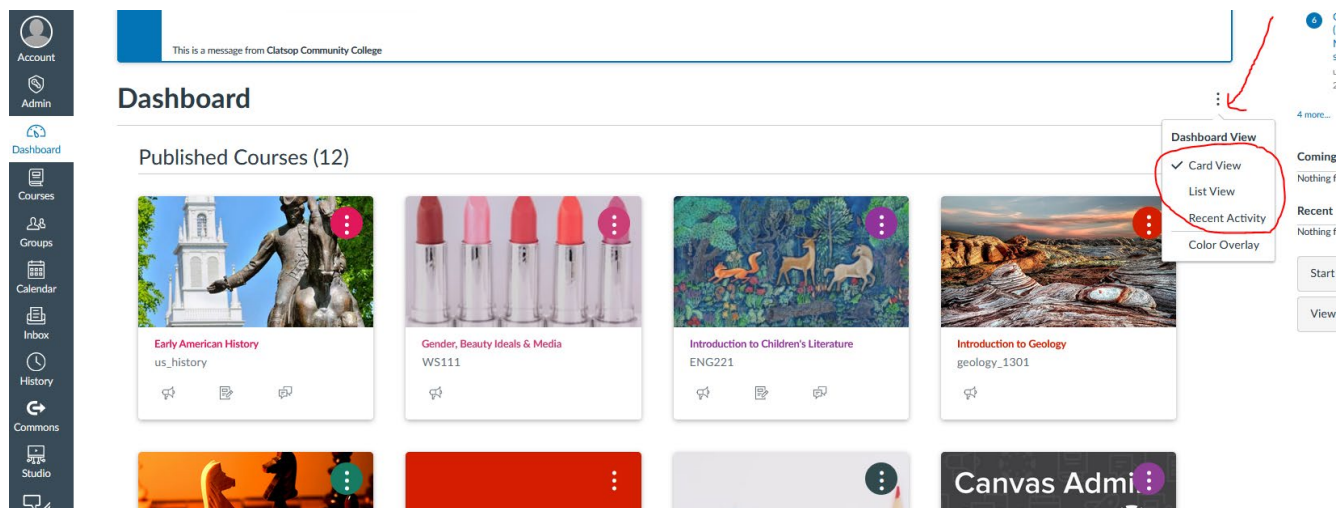
On the **Dashboard** page, notice the dark gray **Global Navigation Bar** on the left side of your screen. Right above **Dashboard**, you will see the **Account** link. Click on **Account** and choose **Settings** to change pronouns, add an image to your account, add email addresses and other contact methods for notifications. You can choose a mobile device as well. **Canvas** will inform you of newly posted announcements, changes, and updates to your class/es, approaching due dates for quizzes and assignments.

Go to **Notifications** to opt in or out of notifications for Course Activities. The **Global Navigation Bar** also has links to your **Courses**, **Calendar**, **Inbox**, and **Help**. You can get Canvas support 24/7 by selecting the **Help** link. There is even a toll-free 24-hour **Canvas** support Hotline that you can call.

Another feature on the **Global Navigation Bar** is **Inbox**. It is a messaging tool used to communicate with a course, an individual student, or a group of students. **The Inbox** is not email and can only be opened in **Canvas**.

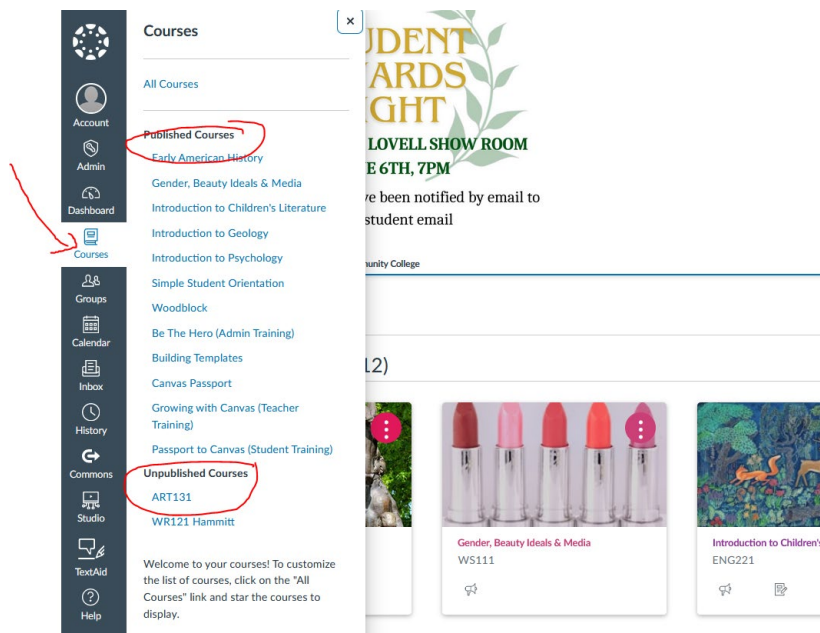
Accessing Your Classes:

After logging in, you will either see your courses on the **Dashboard** in card view, list view or recent activity, depending on which option you chose. You can switch the view by selecting the three stacked dots (vertical ellipsis or kebab menu) at the top right portion of the screen - below the URL address line.

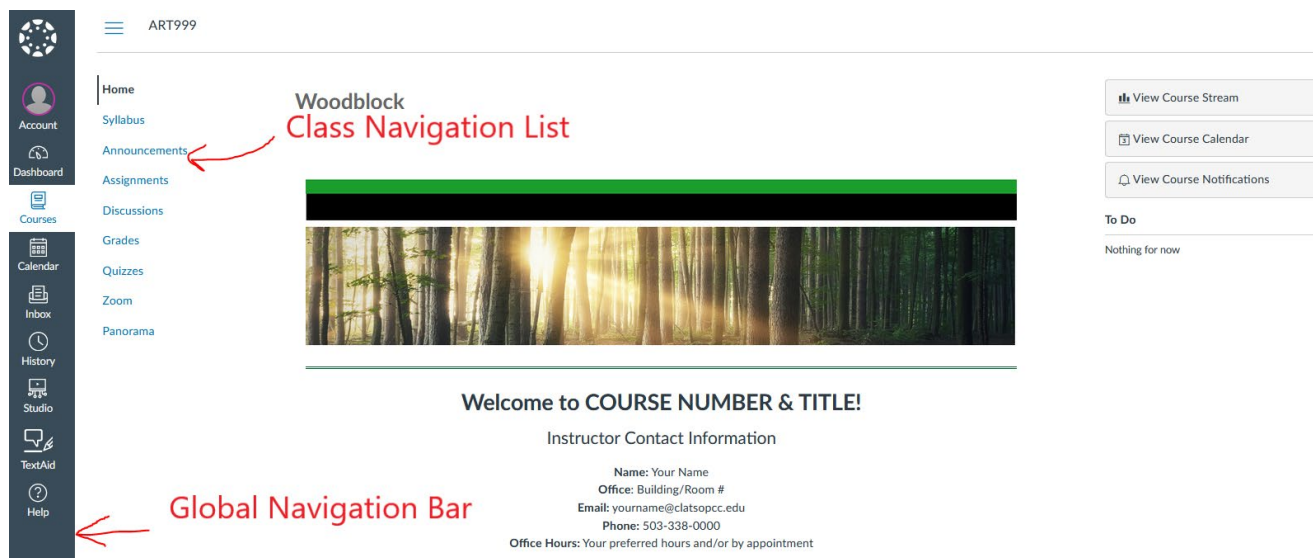


You can also click on the **Courses** link on the Global Navigation Bar, and you will see a pop-up list of your published and unpublished courses.

Choose the published course you want to enter. If you do not see a course that you should be registered for, email me at khorning@clatsopcc.edu.



Home Page: On your course **Home Page**, you will see the **Class Navigation List** on the left just next to the dark gray **Global Navigation Bar**. Your instructor can customize the list, so it will not be identical for all classes, but make sure read the **Announcements** for the class (this is the easiest way for your instructors to post valuable information to students.)



Syllabus-Step 1: Be sure to find the **Syllabus** link on the **Navigation** list for information and policies about the class, which should include instructor contact information, course requirements, late work policy, course grading, extra credit, etc. The **Syllabus** link may be located on the **Class Navigation List**, or in the course **Modules** themselves. Printing the syllabus for quick reference may be a good idea. If your instructor posts a class schedule, print that out as well.

Modules-Step 2: Then click on the **Modules** to open course documents, assignments, discussion boards, etc. The content of the course will consist of modules, and your instructor decides whether they will be organized according to the weeks of the term, to the units in your textbook, or according to the different activities in the class like **Lectures**, **Discussions**, or **Assignments**.

Read all posted information in your class carefully and thoroughly, and keep in close contact with your instructor – they are not mind readers, and neither are you. Let your instructor know if you have questions about the material, assignments, due dates, etc. Sometime dates from previous terms may show up, let your instructor know when this happens.

If it is not posted in the syllabus, be sure to find out from your instructor what their response time is for answering emails, grading assignments and quizzes, correcting papers, etc.

ID Verification:

To ensure that that the person who registers for the online class and receives the credit associated with it is the same person who actually completes the work, we are asking that students verify their identity.

All students taking an online class need to present their picture ID to the Distance Ed office on campus (Towler Hall, Room 305-F.) The picture ID should consist of a valid state Driver's License, a state-issued ID card, or a Military ID.) **If you have completed the verification within the last few terms, you do not have to do so a second time.**

If it is not possible for you to come to campus, you can arrange for a **Zoom** session with me and you will appear on camera with your valid picture ID. If you have any questions, don't hesitate to contact me at khorning@clatsopcc.edu .

Class Attendance:

You will need to login to your class **as soon as you can BEFORE Thursday of the first week** and start working. Instructors complete administrative drops during the first week based on your "attendance" in the class. Attending usually involves posting an introduction in the **Discussion Board**, submitting an initial **Assignment**, completing an activity designed by the instructor, or a combination of some or all these tasks. If you do not "attend" class, you **can** and **will** be dropped from the course. This can cause all sorts of problems, especially when it comes to Financial Aid.

If you suddenly lose access to your class during the first 2 weeks of the term, and you haven't dropped, contact me **immediately** at khorning@clatsopcc.edu so that we can see about getting you reinstated in the course. If there is a good reason you cannot participate before Thursday, be sure to contact your instructor in advance by email. (Instructor emails are usually found in your **Syllabus**.)

Textbooks:

Below is contact information for the **Clatsop Bookstore**.

URL <https://bookstore.clatsopcc.edu/home>

Phone number **503-338-2447**.

Email cccbookstore@clatsopcc.edu

Tech Support:

Kirsten Horning

khorning@clatsopcc.edu

503-338-2341

Canvas Support Hotline

1-855-219-4132

Support Services:

<https://www.clatsopcc.edu/services/support-services/>

Students Access Services - Accommodations

<https://www.clatsopcc.edu/services/support-services/student-access-services/>

Title IX

<https://www.clatsopcc.edu/resources/title-ix/>

Non-Discrimination

<https://www.clatsopcc.edu/about-ccc/policies/non-discrimination-title-ix/>

Again, if there is any way I can help, please let me know. I will be available for moral and technical support Mon-Thurs 8:30 am – 4:00 pm. Email me with any questions or call me at (503) 338-2341.

Kirsten Horning

khorning@clatsopcc.edu