Hello Student. Welcome to the term! Forgive me, if this is long, but it contains a lot of good information, especially for students just starting out in **Canvas** and Online Learning at Clatsop.

Classes start on Monday of the first week of the term.  You will have access to your course shells on that Monday. You should be able to login to Canvas, our online Learning Management System, before that, to familiarize yourself with it. **Please read these instructions carefully.**

**Web Browser:**

The browsers that work best are **Mozilla Firefox** or **Google Chrome**. Students in the past have had problems with Safari or Microsoft Edge.  
  
**Login:**  
To login, use the link for [**Canvas**](https://www.clatsopcc.edu/academics/online-education/brightspace) on the College's web page (you’ll find it either at the top or bottom of the page or under the **Student Resources** tab).  Once on the page, find the **Canvas Login** link (green Bar with white letters) and follow it to the login screen. You can also navigate directly to <https://clatsopcc.instructure.com> .

* If you applied to Clatsop **6/15/20 or after**, your **username** will be **first name.last name** followed by **@students.clatsopcc.edu** . If you applied or attended Clatsop **before 6/15/20**, and the previous format doesn’t work, try **first initial last name last 4 numbers of your student ID** followed by **@students.clatsopcc.edu**
* **Example:** *For John Smith who applied to Clatsop after 6/15/20, and whose ID# is 909-1234,   
  his username will be* [***john.smith@students.clatsopcc.edu***](mailto:john.smith@students.clatsopcc.edu) *.* ***Or*** *if he attended before 6/15/20, his username could be* [***jsmith1234@students.clatsopcc.edu***](mailto:jsmith1234@students.clatsopcc.edu)*.*
* **New students**– if you applied online, you created your own password.  If not, your password was randomly generated and sent to the personal email address you originally furnished to the College. If the password does not work, or if you did not receive or can’t find the welcome email, contact the First Stop to have them reset and resend your password or call (503) 338-2411 for assistance.

Enter your username and password at the login screen.  If you don't understand the login format or if you used the correct format and it doesn't work, contact Kirsten Horning immediately at [khorning@clatsopcc.edu](mailto:khorning@clatsopcc.edu)   
or (503) 338-2341.

**Canvas Home Page:**

After you login, you should be on your Canvas Dashboard page.

* You will see a **Welcome to Canvas** and a message about **Notification Preferences**.
* Part of being a **successful online student** is **keeping up to date with** the **course material**. To receive information about any changes or additions to your course, click on your Account and choose **Notifications** to have Canvas inform you of newly posted announcements, changes and updates to your class/es, approaching due dates for quizzes and assignments, etc. You can **choose where these notifications** are sent (personal email), and you can **choose a mobile device** as well.
* The dark gray navigation bar on the left side of the screen also has links to Courses, Calendar, Inbox, etc. The most important link will be 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.
* Remember, your instructors may be communicating with you using your college-generated email, not your personal one.  If you have not activated your student email account, go to the College [web page](http://clatsopcc.edu) and place your cursor on the **Student Resources** tab and follow the **Office 365** link on the menu. Your email login and password should be the same as those for Canvas. One new feature that Canvas has on the Navigation bar is **Inbox**. The **Inbox** is a messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can use the **Inbox** to communicate with other people in your course at any time. The Canvas **Inbox** is not email.

**Accessing Your Classes:**

After logging in to Canvas, you should be on the Dashboard page. Click on the Courses link on the Navigation Bar and you’ll see a pop-up list of your published courses. Choose the course you want to enter.

If you do **not** see a course that you are registered for, email me at [khorning@clatsopcc.edu](mailto:khorning@clatsopcc.edu)

* On your course page, you will see a Course Navigation list. Always examine the **Announcements** for the class (this is the easiest way for instructors to post important information to students.)

* Be sure to find your **Syllabus** link for important information and policies about the class - instructor contact information, course requirements, late work policy, course grading, extra credit, etc. Printing the syllabus out is a really good idea.  If your instructor posts a class schedule, print that out as well.
* Then click on **Modules** to open course documents, assignments, discussion boards, etc. The content of the course will consist of modules, and your instructor decides whether they'll 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 touch with your instructor - he or she is not a mind reader and neither are you.  Let your instructor know if you have questions about material, assignments, due dates, etc. - sometimes dates from the previous term may show up let you instructor know when this happens.

* Find out from your instructor, if it isn’t posted in the syllabus, what their response time is for answering emails, grading assignments and quizzes, correcting papers, etc.

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.  If you don't participate (this usually involves posting an introduction in the discussion board or submitting an initial assignment) in your class by Thursday of the first week, this can cause all kinds of problems, especially when it comes to **Financial Aid**. Your financial aid could be reduced and you could end up getting dropped from your classes.) If there is a reason why you cannot participate before Thursday, make sure to contact your instructor by email.  
  
Again, if there is any way I can help, please let me know.  I will be available for technical or moral support Mon-Fri from 8:30am – 5:30pm. (The first week of the term, I am usually here until at least 5:30 pm.)

I know this is a lot to read and I apologize, but taking classes online usually involves a lot of careful reading and following instructions. Email me with any questions or call me at (503) 338-2341. My office is in Towler Hall, Rm. 104A.

Kirsten  
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