OCCC Faculty Quick-Start Guide to Canvas

Welcome to Oregon Coast Community College! The College uses Canvas as their LMS, and all classes are required to have a posted syllabus and keep an active gradebook, at a minimum.

After you have been entered in to Sharknet and have your OCCC College email address, you are ready to get started in Canvas.

»If you need to get an OCCC Email, contact: it@oregoncoastcc.org.

»If Canvas Support says you are not in the system, contact Enrollment Services to verify that you are in Sharknet: <u>enrollment.services@oregoncoastcc.org</u>.

- Step 1: If you are a first-time Canvas user at OCCC, or if you've forgotten your username or password, you need to call Canvas Support to get your user name & password set up:
 - o 1-833-822-0335 Canvas Support Hotline (Faculty).
- Step 2: To find the spot to log-in, start at the College website: <u>www.oregoncoastcc.org</u> and scroll all the way down to the bottom. There you will find a list of Quick Links. Choose "Faculty & Staff Resources," and click on it (see diagram).

	LOCATIONS	QUICK LINKS
s Transfer Degree (AAOT)	Central County Campus	Home
eral Studies (AGS)	Newport, OR 97366	Advising
Program	North County Center	Apply & Register
rium Science Degree	3788 SE High School Drive Lincoln City, OR 97367	Board of Education
ience Certificate	Could County Coulor	Calendars
	South County Center 3120 Crestline Drive	College Catalog
Science Oregon Transfer in Business (ASOT)	Waldport, OR 97394	Community Education
AS Degree	HOURS	Course Schedule
s Accounting Certificate Options	Central County Camous	Employment Opportunities
Assistant AAS Degree	Newport	Facilities and Safety
trative Assistant Certificate Options	7:30am-5pm Mon-Fri Between Academic Terms	Faculty and Staff Directory
Health	North County Center	Faculty and Staff Resources
Applied Science Nursing	7:30am-5pm Mon-Fri Between Academic Terms	Finance and Operations
ing Asst. Lvl. 2 Career Pathway Cert.	South County Center	Library Services
ing Asst. Lvl. 2: Certificate	Waldport Hours Vary By Term	My OCCC
edical Technician Certificate		OCCC Foundation
sing Certificate	OUTDOORS	Room Use and Tabling Requests

On the Faculty & Staff Resources page, select the tab that says, "Links."

Now look for the Canvas link, and click on it. The Canvas Support number is also listed there for your convenience.



The log-in page looks like this (below). There is a link beneath the log-in if you have forgotten your password, and need to request a new one (you must first have had one assigned).

🛟 canvas
Login
Password
Stay signed in Log In

Once you log in, your active courses will appear on your dashboard. (below).



If your active course is not on your dashboard, click on the small icon on the left that says, "Courses." Then click on the "All Courses" link. You may find it there, and by clicking the star next to its name, it will stay on your dash; if not, contact Canvas Support. 1-833-822-0335 Canvas Support Hotline (Faculty)



 Step 3: If you are starting your course from scratch, you will want to find the "Course Setup Checklist" found on your main screen (see below). This will give you some steps to take to add content to your course, and more.





The Canvas LMS integrates with Sharknet, so students will populate the class as they enroll.

Please check out the resources found at:

https://community.canvaslms.com/community/answers/resources for tutorials, guides, and videos.

And, <u>"How do I use the gradebook?"</u> guide for faculty.

If after going through the guides you feel that you need help with an issue, please contact Canvas Support; they are available 24/7 to assist you:

1-833-822-0335 Canvas Support Hotline (Faculty).