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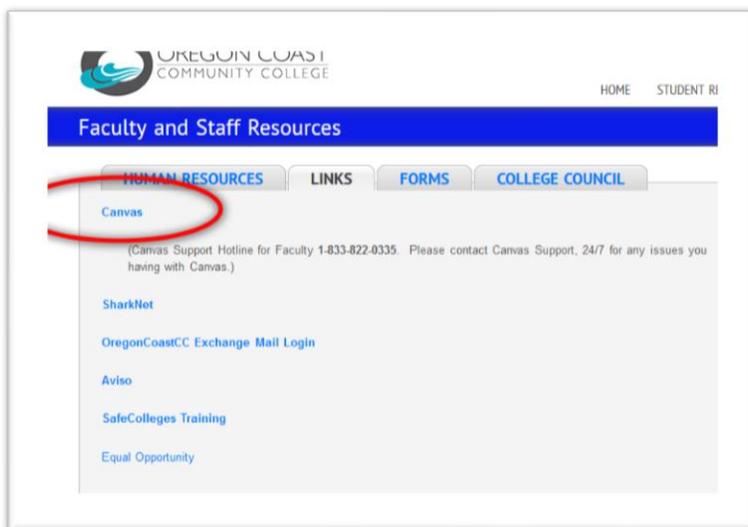
»If Canvas Support says you are not in the system, contact Enrollment Services to verify that you are in Sharknet: enrollment.services@oregoncoastcc.org.

- o **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).

- o **Step 2:** To find the spot to log-in, start at the College website: www.oregoncoastcc.org and scroll all the way down to the bottom. There you will find a list of Quick Links.
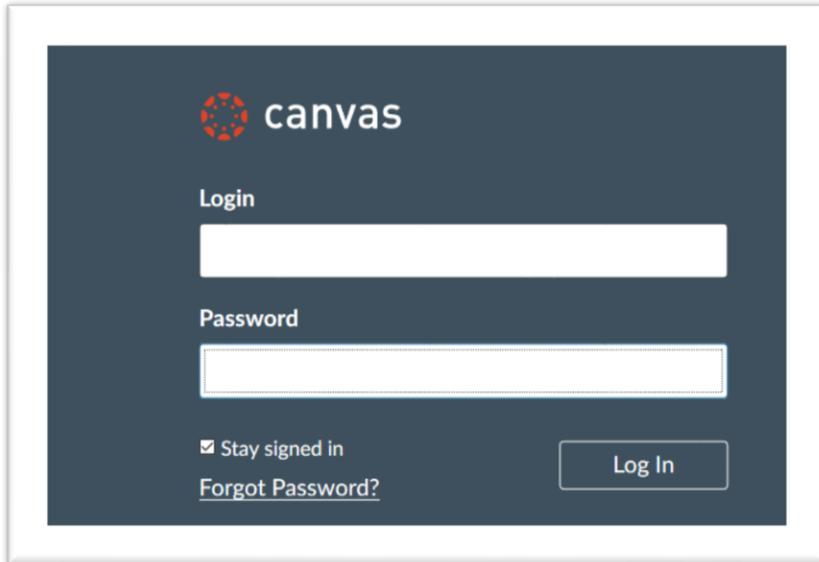   Choose "Faculty & Staff Resources," and click on it (see diagram).

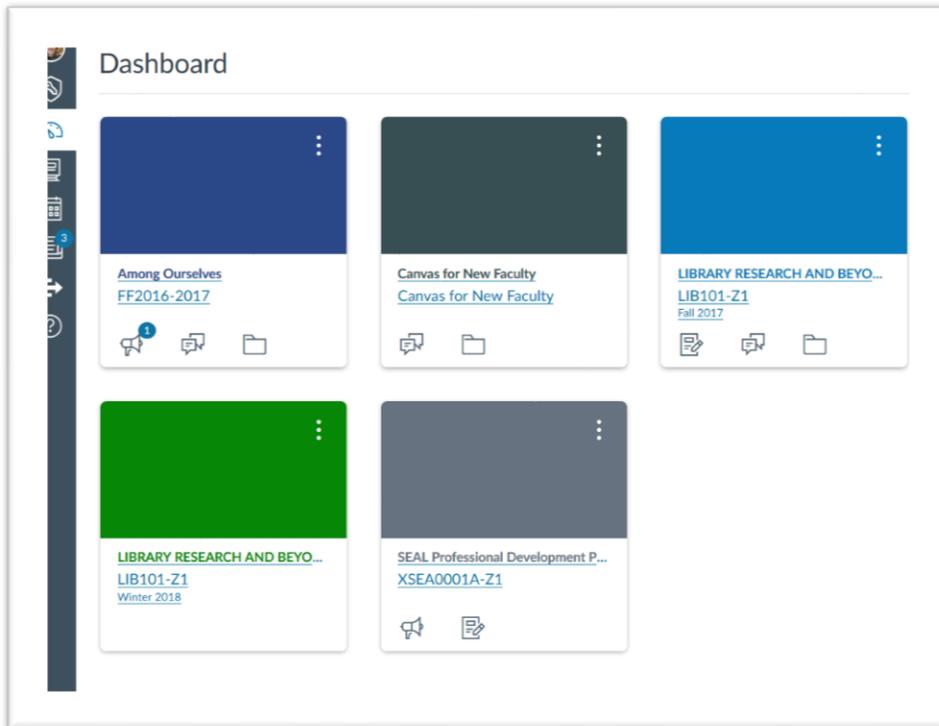On the Faculty & Staff Resources page, select the tab that says, "Links."

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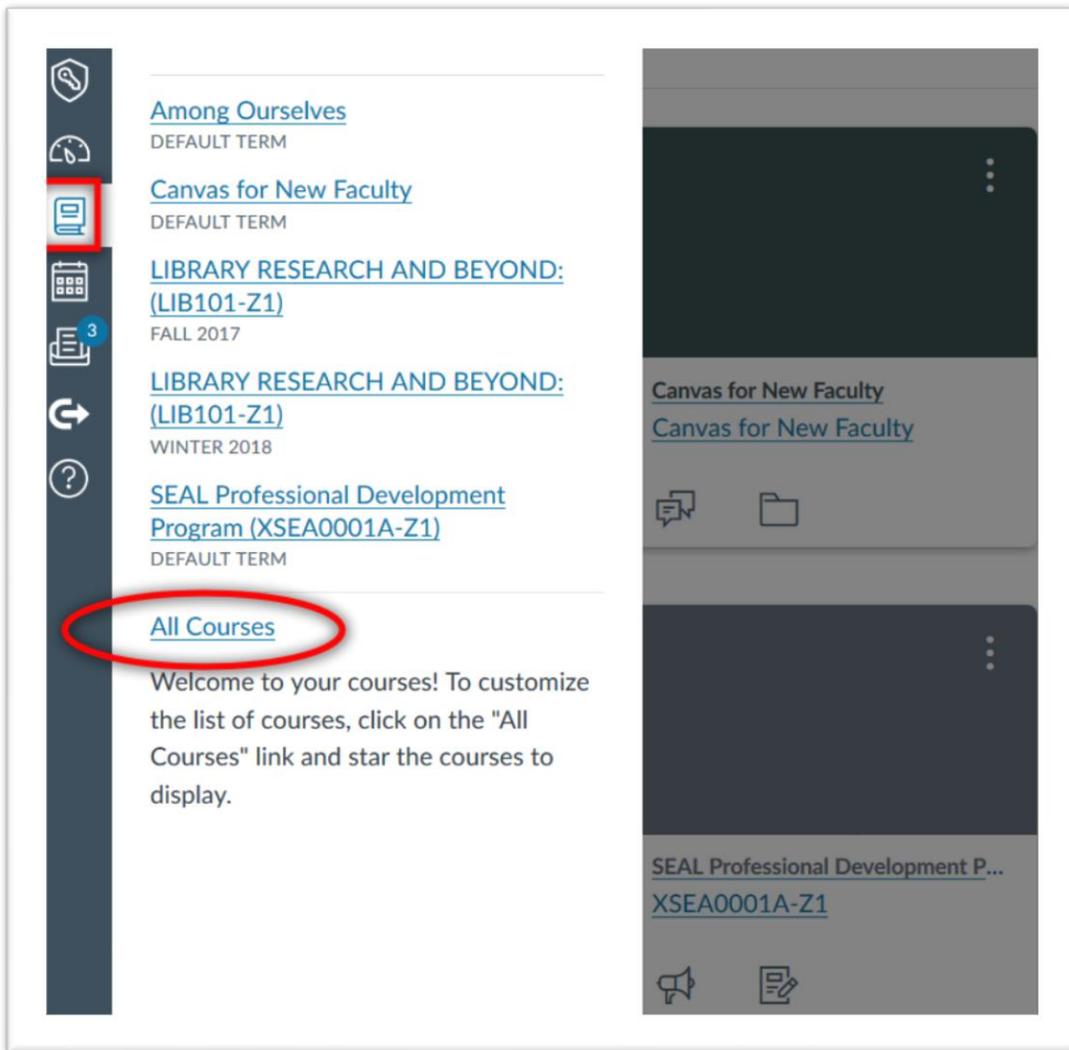

The log-in page looks like this (below). There is a link beneath the log-in if you have forgotten your password, and need to request a new one (you must first have had one assigned).
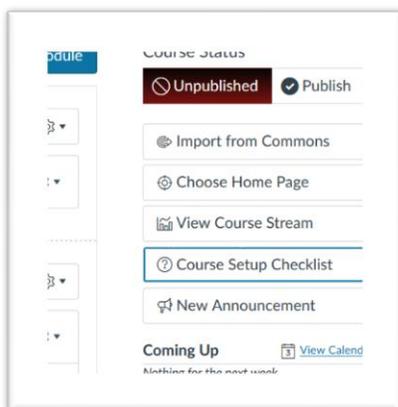
Once you log in, your active courses will appear on your dashboard. (below).
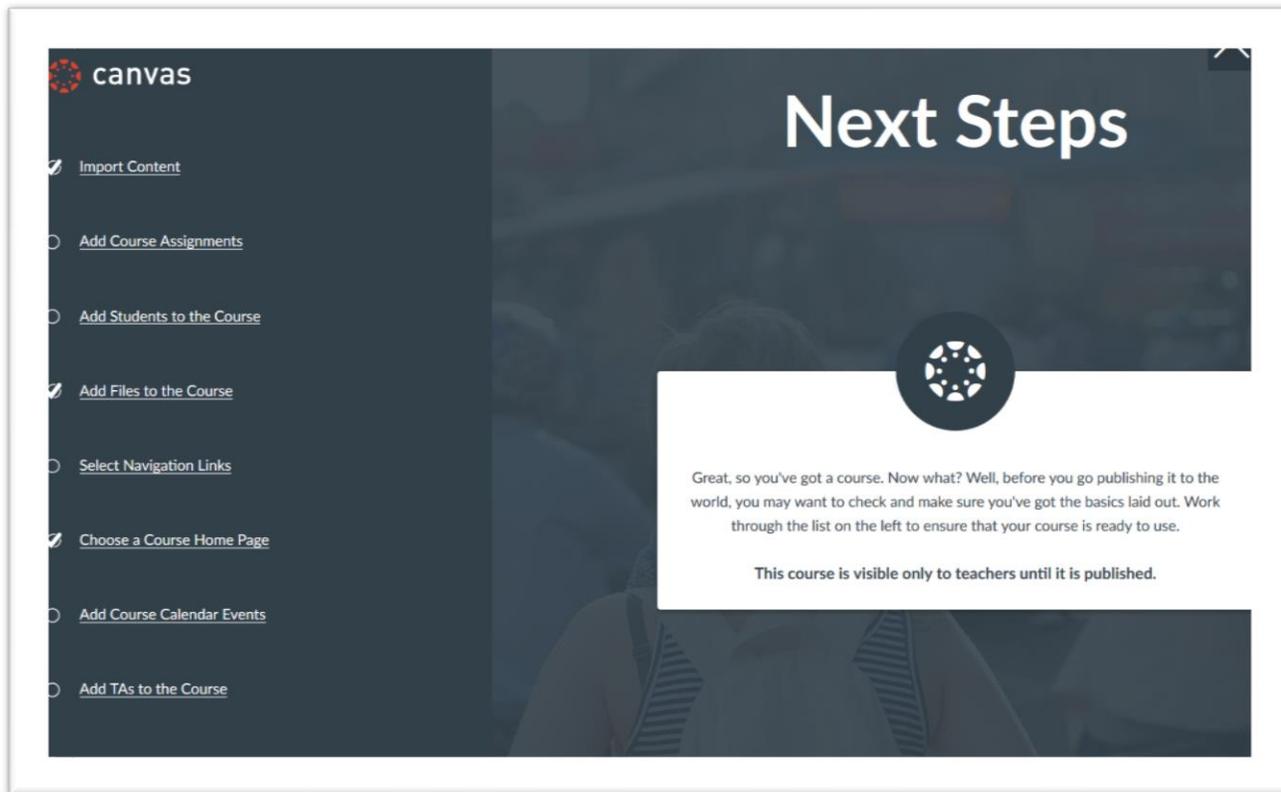

If your active course is not on your dashboard, click on the small icon on the left that says, "Courses." Then click on the "All Courses" link. You may find it there, and by clicking the star next to its name, it will stay on your dash; if not, contact Canvas Support. 1-833-822-0335 Canvas Support Hotline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

o **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, "How do I use the gradebook?" 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).