

MJC STUDENT GUIDE TO ACCESSING CANVAS



Canvas

How to Access MJC Courses on Canvas and Tips for Students

In this guide you will find:

- Accessing Your Courses on Canvas
- Canvas Orientation
- Additional Resources
- Helpful Guidance and Tips



Accessing Courses on Canvas

Canvas is a course management system for online learning and teaching. Many colleges and universities use this system. When you log in to Canvas, you will have a Canvas shell for every course you are registered* in.



You can access Canvas from www.mjc.edu top right icons, you will see the red circle icon. You can choose to download the Canvas app if you'd like.

MJC uses a single sign-on for your MJC Email and student accounts. For example:

Username: jane456789@my.yosemite.edu

Password: the password you created when you set up your MJC Email

To reset your password, call the **MJC Help Desk** at 209-575-7900 and then press 4.

Your Canvas dashboard will list the Canvas shells for each of the courses you are registered in. Some professors will publish their Canvas shell the day the class begins. For example, if your course is a late start and begins November 9, you may not see it on your Canvas dashboard until then.

** If you recently added the course, the course should appear in your Canvas Dashboard within 3-9 hours.



Canvas Orientation

Zoom and Canvas Webinars

For dates and times, visit: <https://www.mjc.edu/instruction/online/index.php>

These webinars are geared toward students that would like to learn how to use Zoom and Canvas. Simply click on the link on the date and time of the one you'd like to join.

You can also check out the Help with Online Courses page at: <https://www.mjc.edu/instruction/online/>

If you encounter any technical issues, contact:



**MJC Daytime
Tech & Canvas Support**

(209) 575-7900

"4" Tech Support | "5" Canvas Support
Fall & Spring: M–F 8:00 a.m.–5:00 p.m.
Summer: M–Th 7:30 a.m.–5:30 p.m.

Contact Support

24/7

Canvas Support

To live chat or call,
go to the new [Canvas Support page](#)
and select "Contact Support"



**MJC Daytime
Zoom Support**

(209) 575-7763

Fall & Spring: M–F 8:00 a.m.–4:30 p.m.
Summer: M–Th 7:30 a.m.–5:30 p.m.



Additional Resources

Make sure to look at and bookmark these pages for your reference:

- MJC's Online Student Resources

<https://www.mjc.edu/instruction/online/index.php>

- MJC's Instructional Continuity Resources for Students

<https://www.mjc.edu/instruction/online/studentcontinuityresources.php>

- Canvas Student Guides

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



Guidance and Tips

There are some key aspects you need to take into account in order to do well in your online courses.

- **Review the Syllabus:** Review the syllabus for your course(s) and use the Canvas calendar or your preferred calendar format to keep track of assignment due dates, tests, quizzes, and projects/research papers. If your course is a remote learning class, then verify the meeting times and attendance policy with your instructor.
- **Seek Help:** It is vital that you seek help when you need it. o Reach out to your professor for any course questions or clarifications.

Use MJC's resources for students:

- FREE tutoring available through MJC's Tutoring, Math Drop-in Center and Writing Center:
<https://libguides.mjc.edu/tutoring/subjecttutoring>
- MJC Library: <https://ww.mjc.edu/instruction/library/>



Guidance and Tips

Time and Study Management Skills

You will need to set time aside for each course. Although you are not going to class physically, you will need set time aside for lectures and reading in addition to completing homework and making time to study.

Treat your classes like a job. Choose to show up and be present!

- Make daily and/or weekly to-do lists; develop a routine.
- Keep firm boundaries and limit social media to break times.
- Don't wait until the last minute to complete and submit assignments. This does nothing but add unnecessary stress.
- Don't plagiarize or cheat. These have very serious consequences.
<https://www.mjc.edu/student-services/freedom-integrity.php>



Guidance and Tips

Know the Time Commitment Required

For every one unit in which you register, you will spend class time plus additional time doing coursework and studying.

- California Education law states that each unit requires 54 hours of coursework.
- Fall and spring semester are 16 weeks
- Summer term consists of 5, 10, and 16 week courses that may begin in May, June or July

Let's take a look: a three-unit class is 162 hours (3 units x 54 hours =162 hours)

- For example, if this is a 16 week, three-unit course then it would be 10.12 hours of coursework per week outside of class time
- Courses that are a 5 weeks, 7 weeks, or 10 weeks (or other reduced-week courses) require more time per week.
 - If it's a five-week, three-unit class then it would be 32.4 hours of coursework per week outside of class time

Those hours are like a part-time job. It is important to balance your college course load, especially if you also work.

Guidance and Tips

Communication

Communicating with your professor will be key to doing well in the class. It will help you connect with your professor and get some insight on their approach, in addition to receiving feedback that can help you do better in class.

When communicating with your professor:

- Use appropriate language and style for college when emailing or calling a professor, as well as when communicating with other classmates.
- Communicate respectfully and honestly.
- Try to be clear and concise when asking questions or need clarification on a topic or subject.
- Engage with your professor when you need help or guidance. Getting to know your professor is beneficial.



Your professor is a valuable part of your network and they are great for academic advice.

Guidance and Tips

Form Online Study Groups

Get together with classmates and form online study groups.

- You can message in Canvas or use the Canvas discussion tools, like the Q&A discussions (if available) in your courses.
- You can sign up for a free Zoom account at www.Zoom.us and use Zoom to meet or another platform of your choice, like Google Hangouts, Skype, etc.



Create Your Work Environment: Try to create a space that will allow you to focus on your course and limit distractions. Experiment with different times and make sure to schedule in breaks.

Find what works for you!

Guidance and Tips

Most importantly, know you have support services and resources at MJC to help you reach your goals! Find your motivation and remember why you are here. If at any time you need extra support and would like to be connected to resources, reach out to a MJC Student Success Specialist. You can be connected by:

- Logging in to your MJC Starfish Account and clicking on “My Success Network”

- Visit the Pathways Center page:

<https://www.mjc.edu/student-services/equity/pathwayscenter.php>

- Visit the Student Success & Equity page:

<https://www.mjc.edu/student-services/equity/student-success-specialist-online.php>

Check out MJC Counseling Services: <https://www.mjc.edu/student-services/counseling/>

Counselors are available in person, via phone call or **online** for personal, academic and career advising.

Don't forget, we also have the MJC Chat feature at www.mjc.edu during business hours to chat with MJC Student Services staff and get answers to all your questions!