

# Guide to Canvas

## HOW TO LOGIN

Go to [www.lowercolumbia.edu](http://www.lowercolumbia.edu). Select Faculty & Staff under the menu list on the left hand side. Click the Canvas icon near the center of the webpage.

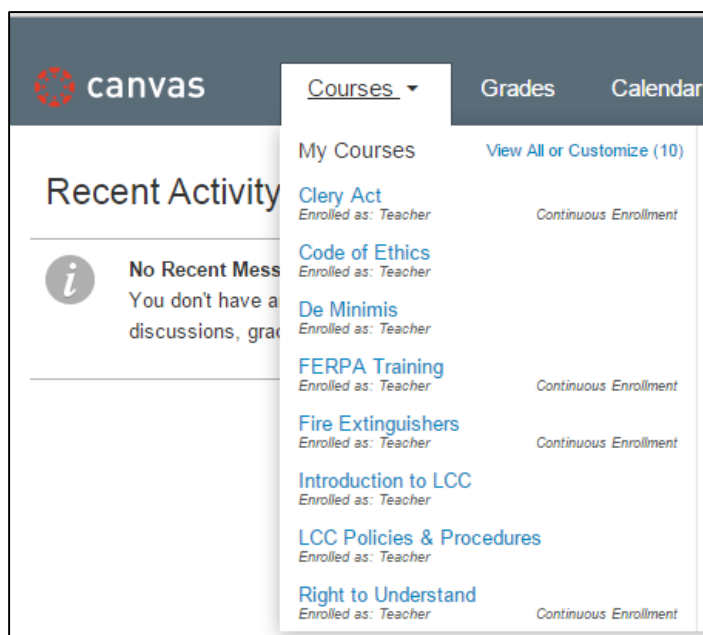


Your username is your LCC email. For example, [sorth@lcc.ctc.edu](mailto:sorth@lcc.ctc.edu) is the username for Samantha Orth. Your password is your employee ID.

You must **accept** the invitation for the course, if you decline it by accident, please call HR to have them re-send you the invitation.

## COURSE INFORMATION

You are required to complete your assigned courses (listed within the Courses menu). Each course is followed by a short quiz. Not all of the courses need to be done at once. In fact, you can do one per week if that works better for you. Feel free to take notes while you are completing the courses. In order for you to complete the course, you have to go through each content page for each course and complete the corresponding quiz.



After you log in and accept the course, hover the mouse over the **Courses** tab and select a course to get started on. (Your screen should look similar to this one.)

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After you have selected the course you wish to complete, read through the content on the page and select the “[Click Here to Start the Module](#)” link.



The screenshot shows the Canvas interface for a course titled "HR\_Clery Act". The main content area displays a welcome message: "Welcome to your new course the Clery Act & Campus Security Authorities!". Below this, it lists the purpose and objectives of the course. A red arrow points to a blue link that says "Click Here to Start the Module!".

**HR\_Clery Act**  
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HR\_Clery Act > HR\_Clery Act

## Clery Act

**Welcome to your new course the Clery Act & Campus Security Authorities!**

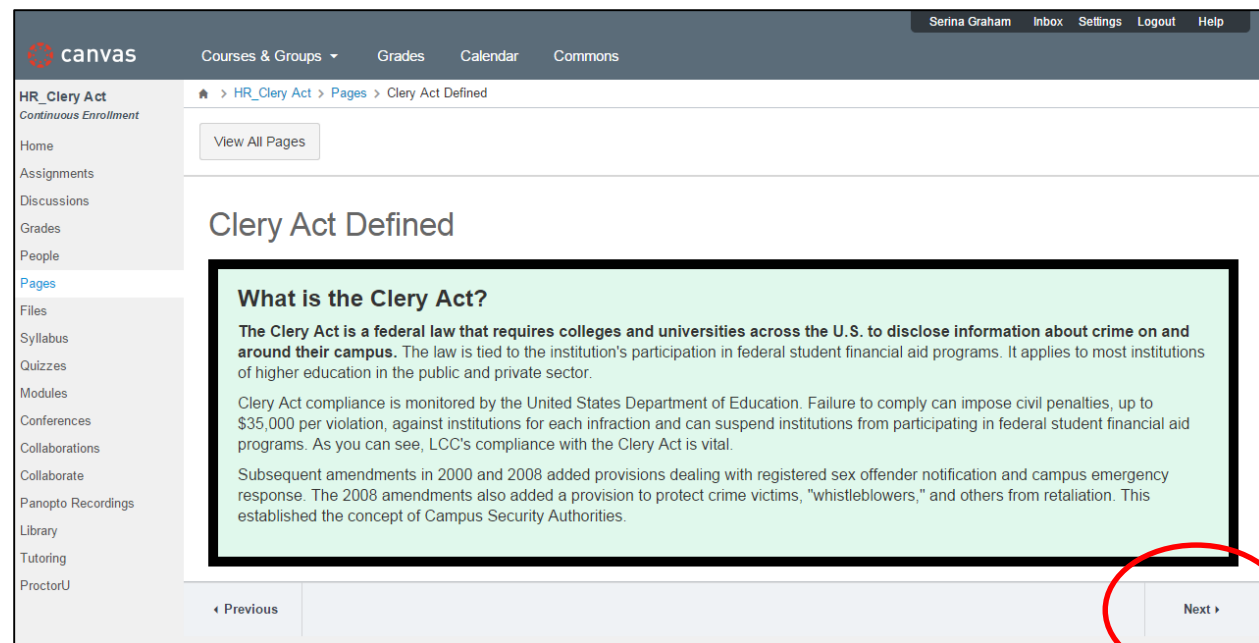
**Purpose-**  
This course was designed to inform LCC employees about the Clery Act and their role as a Campus Security Authority (CSA).

**Objectives-**  
By the end of this course you will:

- Know the history of the Clery Act
- Be able to define CSA
- Know your requirements as a CSA
- Understand how you can help LCC comply with the Clery Act

[Click Here to Start the Module!](#)

Select **Next** on the lower right side of the screen to move through the pages in the module.



The screenshot shows the Canvas interface for a course titled "HR\_Clery Act". The main content area displays a page titled "Clery Act Defined" with the heading "What is the Clery Act?". The page contains text explaining the Clery Act and its requirements. At the bottom right, a "Next" button is circled in red.

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View All Pages

## Clery Act Defined

### What is the Clery Act?

**The Clery Act is a federal law that requires colleges and universities across the U.S. to disclose information about crime on and around their campus.** The law is tied to the institution's participation in federal student financial aid programs. It applies to most institutions of higher education in the public and private sector.

Clery Act compliance is monitored by the United States Department of Education. Failure to comply can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. As you can see, LCC's compliance with the Clery Act is vital.

Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers," and others from retaliation. This established the concept of Campus Security Authorities.

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If you want to read more about different sources mentioned within the course content, you can click the links listed on the bottom of the page and/or links within the content.

The screenshot shows a Canvas page titled "How to report". The main content area has a light green background and contains the following text:

To make a report, contact Safety & Security via phone, email, or schedule an in-person meeting. Contact information is below. Feel free to contact Safety & Security with any questions regarding crimes and/or your CSA responsibilities as well.

**Director of Safety & Security, Casey Tilton**  
Phone: 360-442-2270  
E-mail: [ctilton@lowercolumbia.edu](mailto:ctilton@lowercolumbia.edu)  
[Safety & Security Webpage](#)

Congratulations, you are now an expert on your duties as a Campus Security Authority and can help LCC comply with the Clery Act!

**Click next to take the quiz!**

The content included in this course can be verified in the [Handbook for Campus Safety and Security Reporting](#).

Navigation buttons at the bottom are "Previous" and "Next".

Annotations: A red arrow points to the "Safety & Security Webpage" link, and a red oval highlights the "Handbook for Campus Safety and Security Reporting" link.

Once you reach the last page, you are ready to take the quiz. Good Luck!!

If you have any questions please contact HR at x2120.