Guide to Canvas

HOW TO LOGIN

Go to 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 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.

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

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.