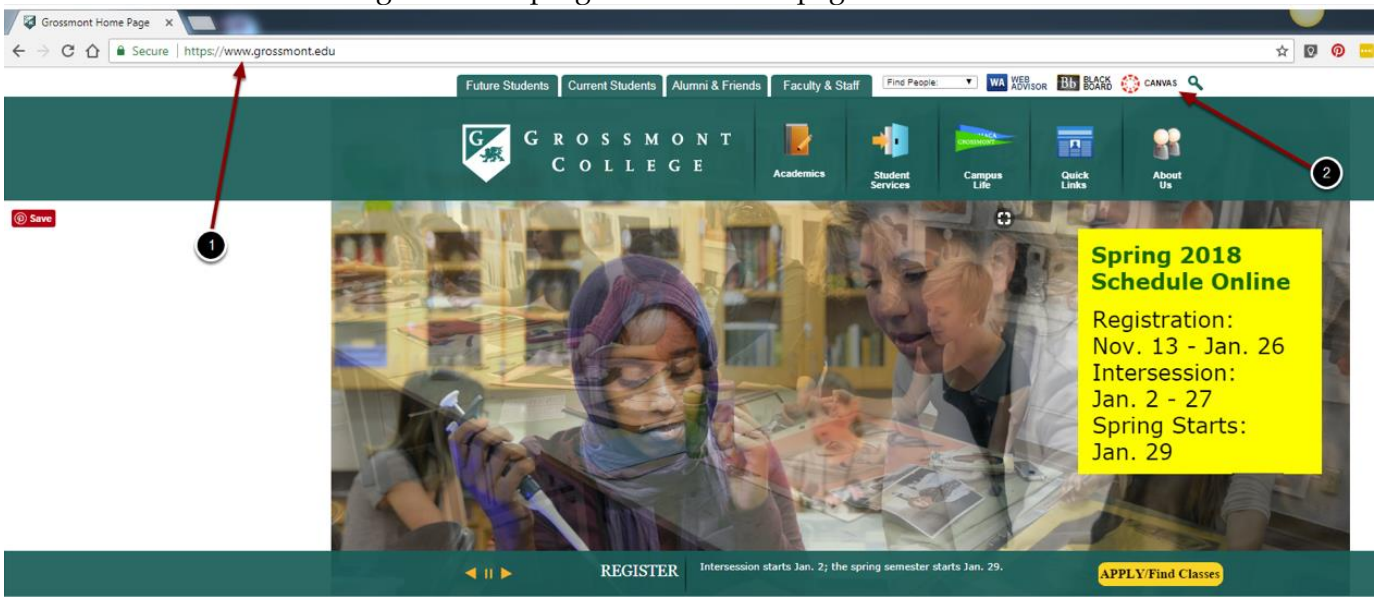
How to Use Canvas

In this guide you will learn how to log into the Canvas Learning Management System at Grossmont College and use some of its more common features.

If you have any problems logging into Canvas, please contact the Canvas 24/7 Support line at 1-844-600-4953.

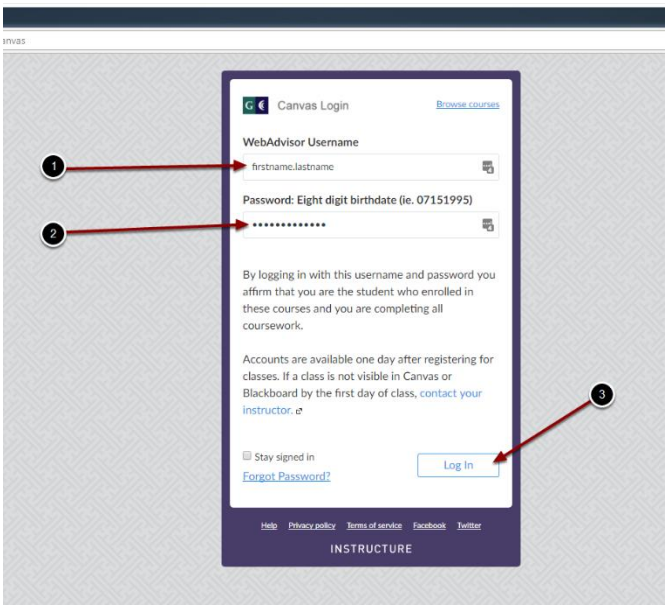
Step 1

1. Open up Google Chrome or Mozilla Firefox. Refer to the address bar and type **www.grossmont.edu**
2. Click on the red Canvas logo on the top right corner of the page



Step 2

1. Enter in your WebAdvisor Username or your legal firstname.lastname
2. Enter in your eight digit birthdate for the password (ie: 07151995).
3. Click "Log In".



Open Dashboard

In Global Navigation, click the **Dashboard** link.

View Dashboard

The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of three views: Card View, List View, or Recent Activity View.

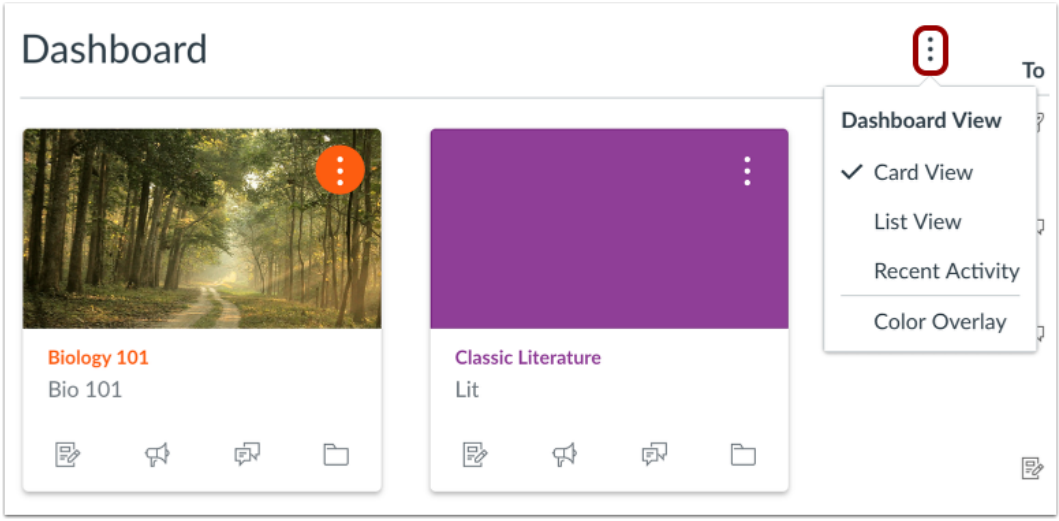
Card View: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)

List View: displays all course to-do items in an agenda view

Recent Activity View: displays all recent activity for all courses

Change Dashboard View

To change your Dashboard view, click the **Options** menu and select your preferred viewing option.

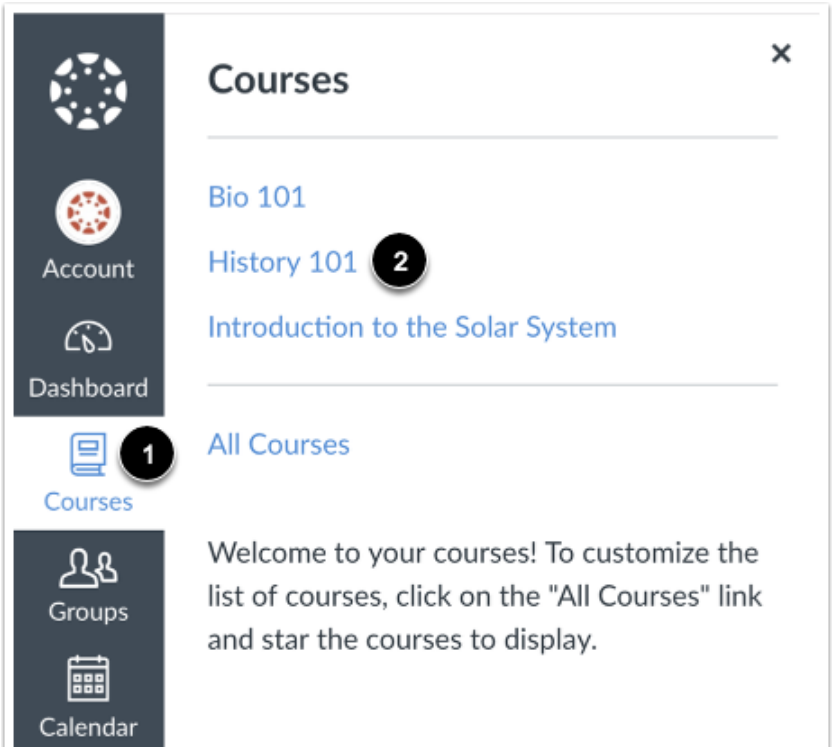


How do I use the Course Home Page?

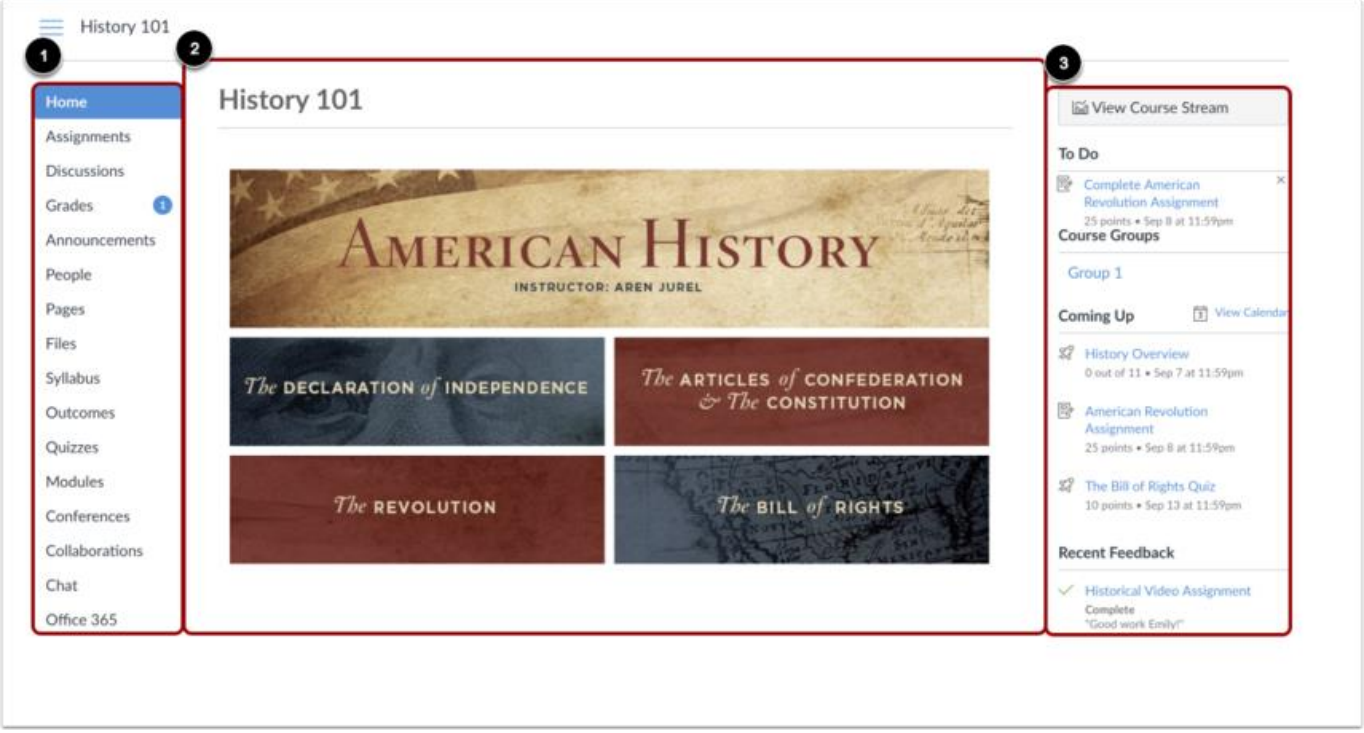
If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework.

Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

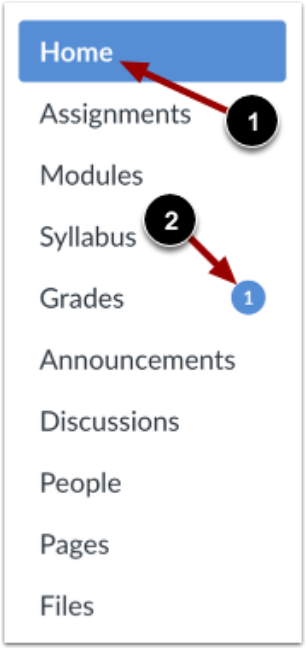


View Course Home Page



The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].

View Course Navigation



The Course Home Page is viewed from the Course Navigation **Home** link [1].

Course Navigation includes links that help you and your students get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your instructor has hidden those links from your view.

The active link of the page you are viewing is highlighted in blue. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.

You may also see course indicators [2] that show updates to your course grades when your instructor grades your assignments.

View Content Area

Home Page content (and all Canvas content) is displayed in the content area.

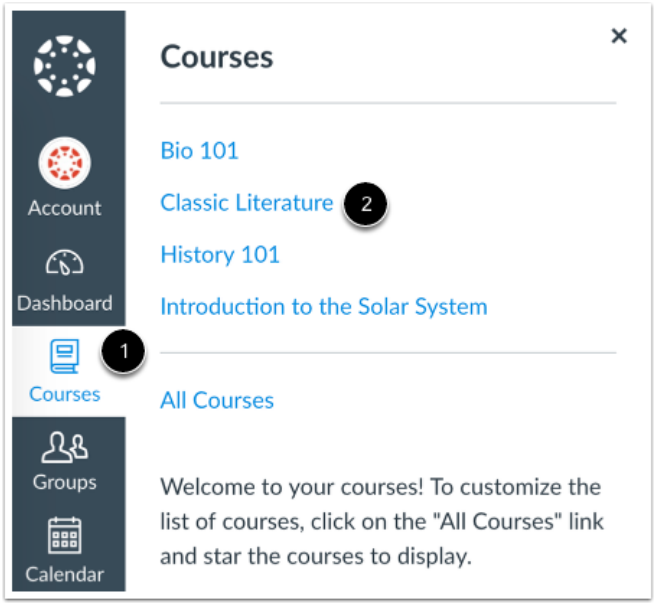
The content can be a page, the syllabus, modules, discussions, announcements, quizzes, or other content [1]. The content can also show the a list of all recent activity in the course. Your Home Page may also display recent announcements at the top of the page [2]. Your instructor will choose what the Home Page looks like.

How do I view my grades?

The Grades page in a course displays all current grades for all course assignments.

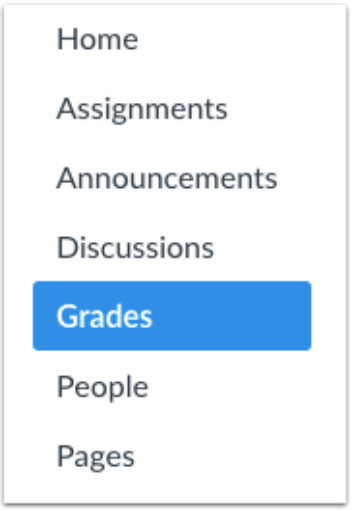
Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

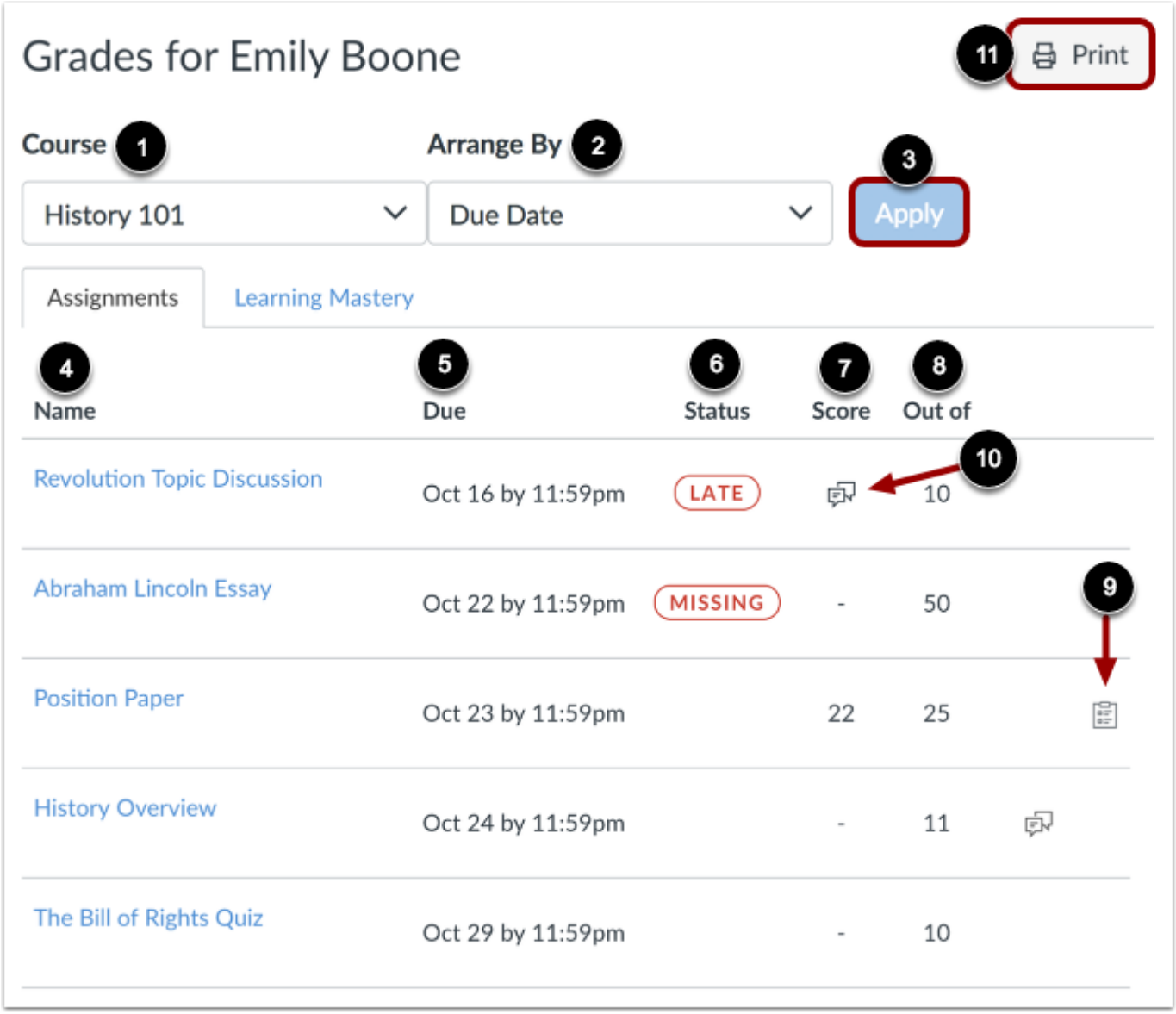


Open Grades

In Course Navigation, click the **Grades** link.



View Grades



From the grades page you can select the **Course** for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [2], you can also sort by module, assignment title, or assignment group. To see the specified grades, click the **Apply** button [3].

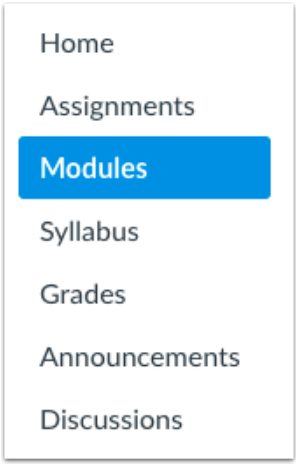
You can view the name of the assignment [4], the assignment due date [5], the status of the assignment [6], the score you earned [7], and the total possible points for the assignment [8]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [9].

You may see various grade icons in the score column [10] indicating the type of assignment you submitted. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

To print your grades, click the **Print** button [11].

How do I view Modules?

Some instructors will use modules to organize the course.



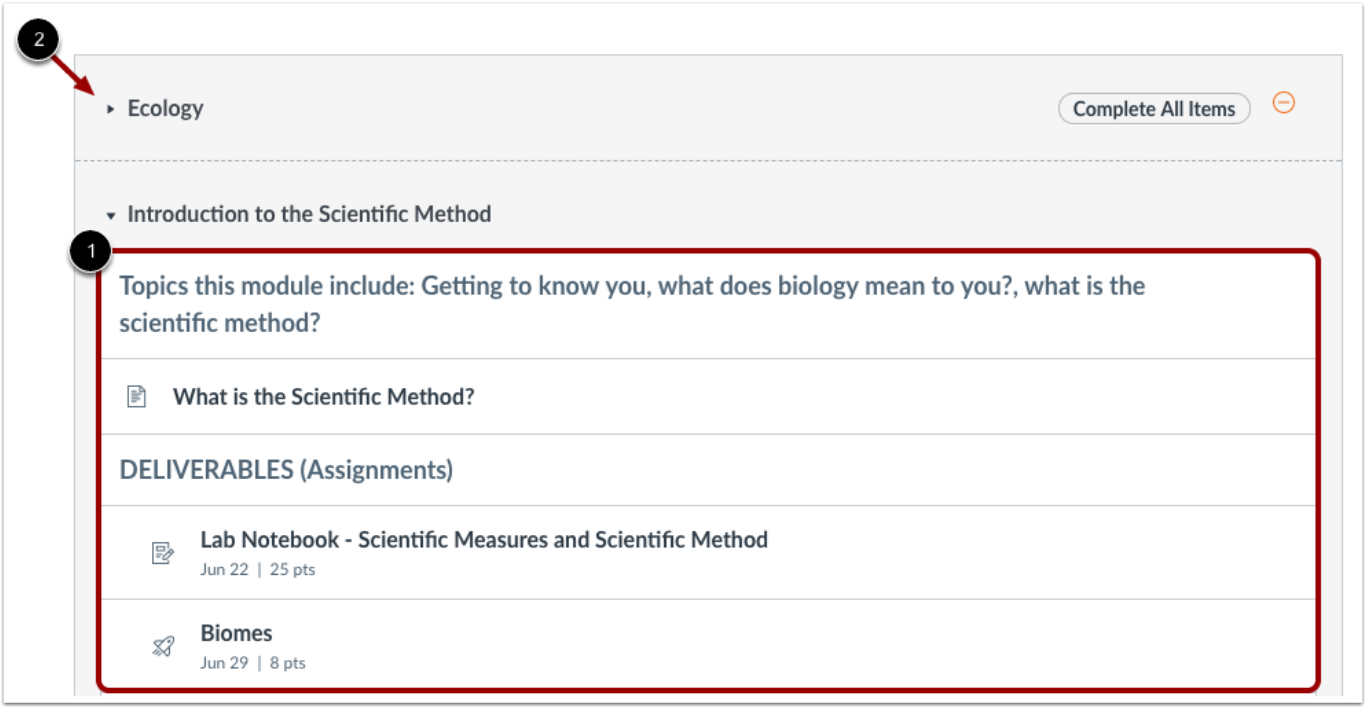
Open Modules

In Course Navigation, click the **Modules** link.

View Modules

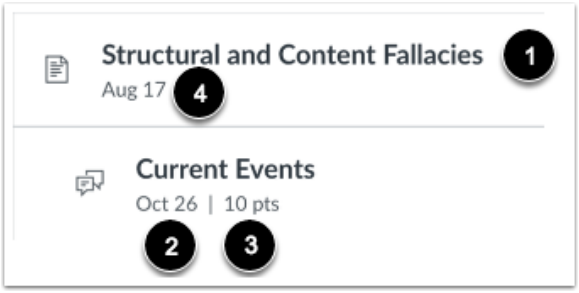
In Modules, you can view all the modules in your course. Modules are organized by order of progression.

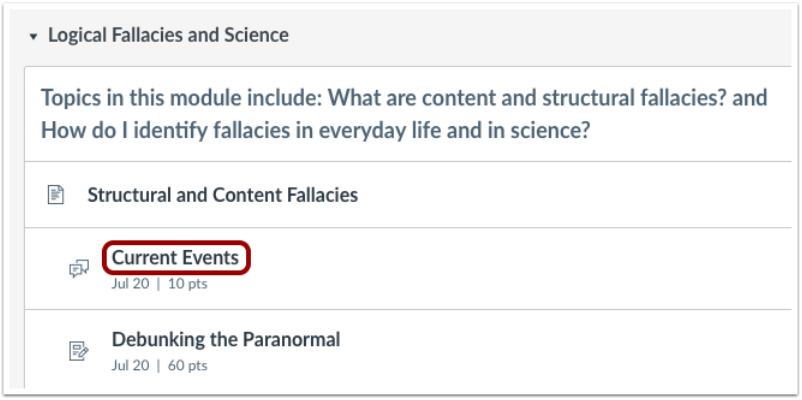
Modules house the content items within each module. Modules are expanded and show all items in the module [1]. To close the module, click the collapse arrow [2].



View Individual Module Item

Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

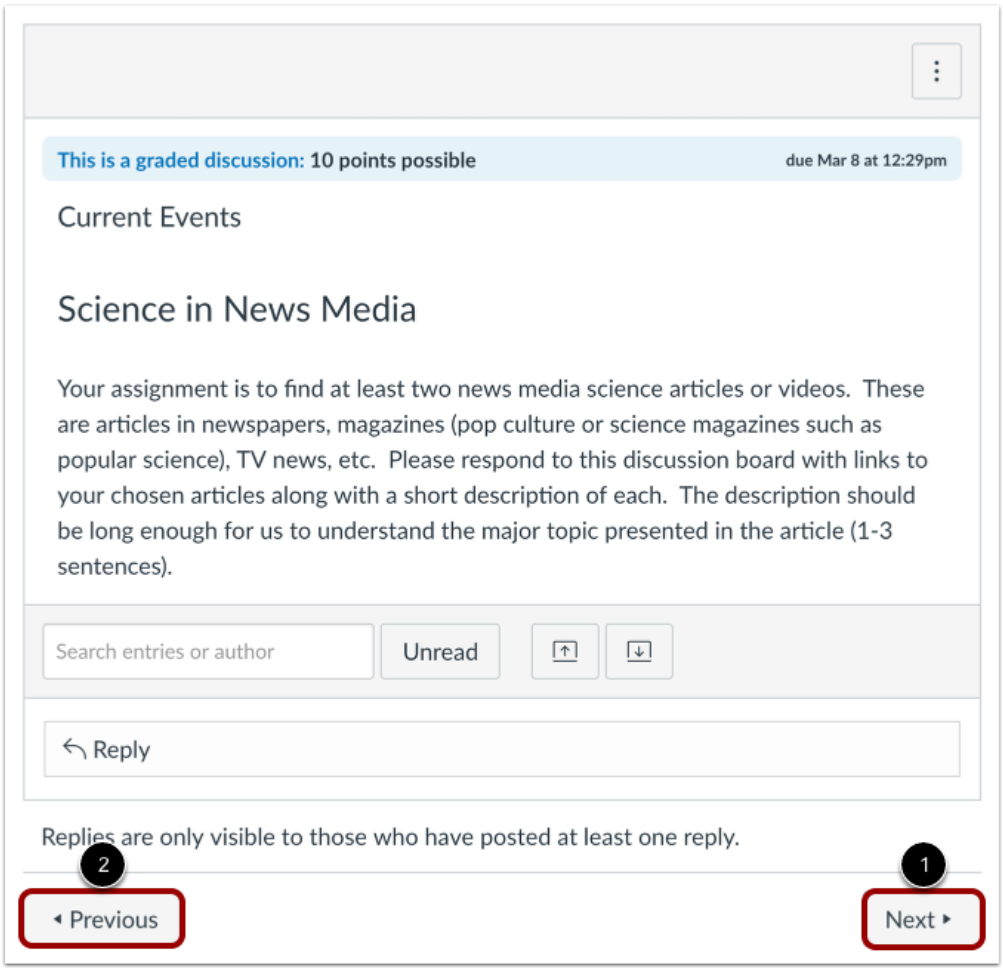




Open Module Item

To begin a module, click the first item in the module.

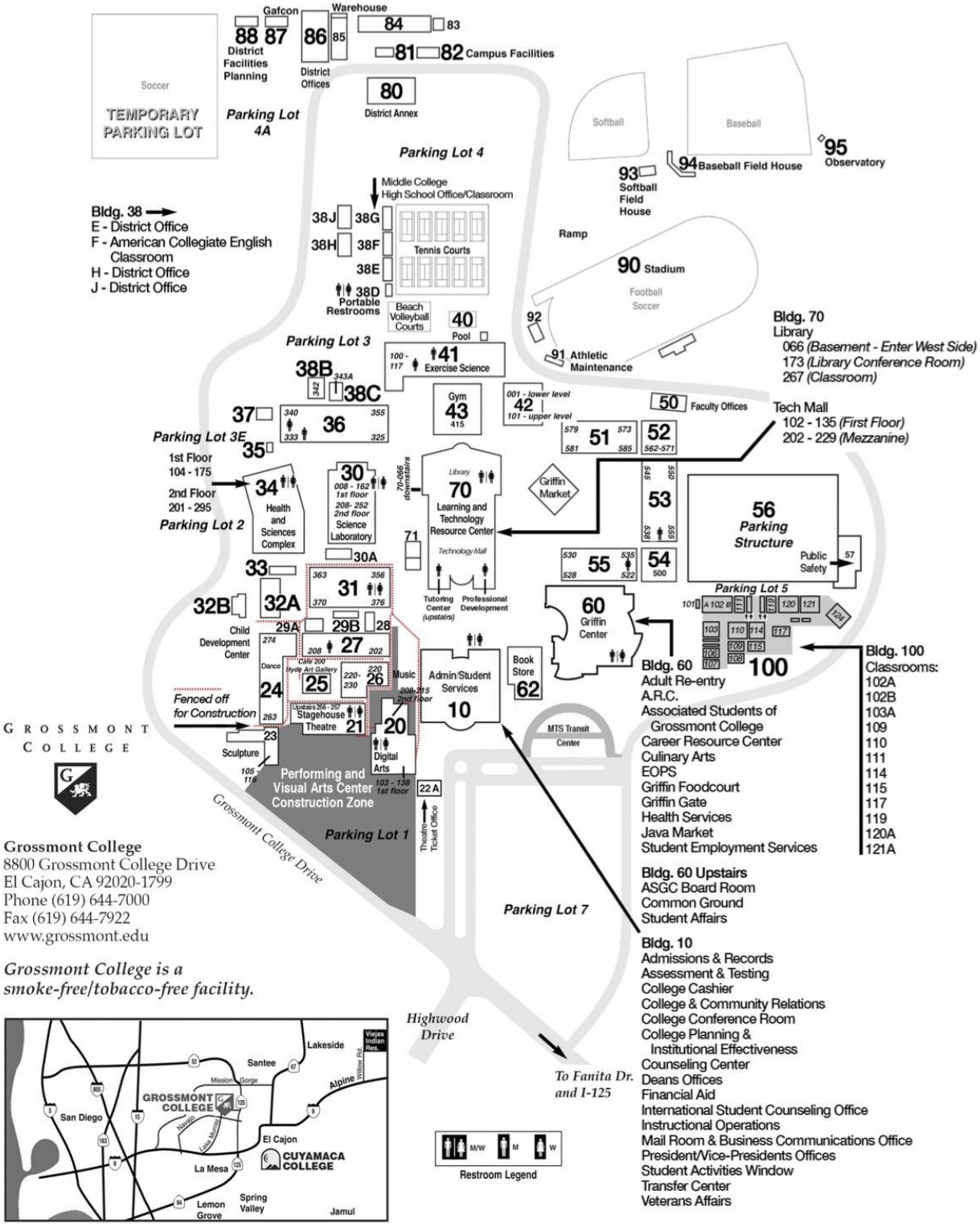
Navigate Module



You can go forward through module items or return to previous modules using the buttons at the bottom of the page. To go to the next module item, click the **Next** button [1]. To return to a previous module item, click the **Previous** button [2].

- Read the campus map. After you have become familiar with the map, answer the questions on the next page.

Grossmont College Campus Map



1. **Where do you think you would see this map? Make a list.**

_____

_____

2. **Who do you think made this map?**

_____

_____

3. **Who do you think this map is supposed to help?**

_____

_____

4. **Why do you think your school made this map?**

_____

_____

5. **What is your school's address?**

_____

_____

6. **Where can you find the Career Resource Center? (Look at the list on the map)**

_____

_____

7. **Where can you meet your instructor for office hours? Check Canvas or your syllabus to find the information, write the building and room number below, and then mark the location on the map.**

_____

_____

8. **Where are the restrooms closest to your classroom? Write your answer and mark the location on the map.**

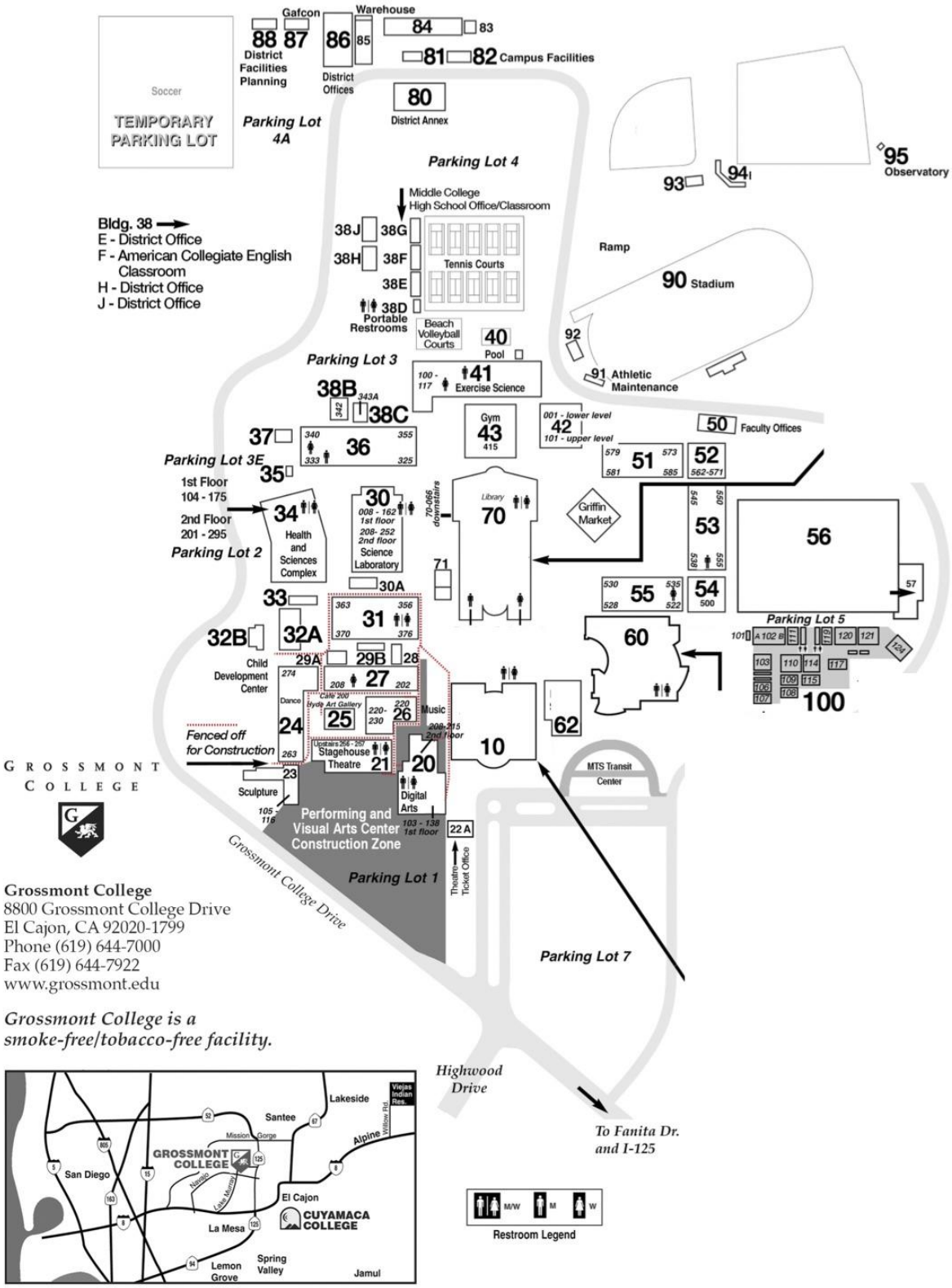
_____

_____

Grossmont College Campus Tour

- You and your classmates will walk around school and find important locations around campus.
- Use the campus map on the next page to mark the places you find. Don't forget to write the name of each place you visited on the map.
- Take pictures of the places you visit. You will need the pictures for another activity.
- Find these places:
    1. **This is where I pay for my tuition and parking pass.** Write the building number here, mark it on the map, and take a picture to prove you where there.
       _____
    2. **I have a question about getting help paying for my tuition.** Write the building number here, mark it on the map, and take a picture to prove you where there.
       _____
    3. **When I feel sick, I can visit a nurse here**. Write the building number here, mark it on the map, and take a picture to prove you where there.
       _____
    4. **When I need some energy before my morning class, I can buy coffee here**. Write the building number here, mark it on the map, and take a picture to prove you where there. _____
    5. **I want to use a computer and print out my work. Where can I go?** Write the building number here, mark it on the map, and take a picture to prove you where there. _____
    6. **I need help with my writing assignment and my ESL homework. Where do I go?** Write the building number here, mark it on the map, and take a picture to prove you where there. _____
    7. **My instructor asked me to buy a dictionary. Where can I buy that on campus?** Write the building number here, mark it on the map, and take a picture to prove you where there. _____
    8. **I heard there is a place on campus where I can get some exercise. Where is that?** Write the building number here, mark it on the map, and take a picture to prove you where there. _____
    9. **My friend invited me to a Grossmont College football game. Where will the game be on campus?** Write the building number here, mark it on the map, and take a picture to prove you where there.
       _____
    10. **I need to see my instructor in her/his office to ask help with a homework assignment. Where do I go?** Write the building number here, mark it on the map, and take a picture to prove you where there.
        _____

Grossmont College Campus Map



GROSSMONT COLLEGE

Grossmont College
8800 Grossmont College Drive
El Cajon, CA 92020-1799
Phone (619) 644-7000
Fax (619) 644-7922
www.grossmont.edu

Grossmont College is a smoke-free/tobacco-free facility.

Noun Types

Pay attention to your instructor's presentation and explanations about nouns and noun types. As you listen and learn, take notes and answer the questions on this handout.

What is a NOUN?

In general, you can think of a noun as a type of word that gives the name of a _____, a _____, or a _____. They can also name abstract things like love or friendship, so they really are words that name anything. (slide 2)

Here are a few examples of nouns. Can you think of any others? (slide 3)

Person	Thing (also anything abstract like a feeling or an idea)	Place
student	book	classroom
Mr. Paul Kohlmeier	grade	campus

There are different types of nouns.

Common Nouns vs. Proper Nouns (slide 4-5)

A **common noun** is a noun that refers to a person, thing, or place in general.

students	*a textbook*	*homework*	*the library*
_____	_____	_____	_____
_____	_____	_____	_____

A **proper noun** is a noun that refers to a specific person, thing, or place.

Ms. Johnson	*Monday*	*Grossmont College*	*Griffin Gate*
_____	_____	_____	_____

Think of proper nouns as the "official names" of people, things, and places. Do you notice something different about the first letter of each word? → Proper nouns are capitalized.

Common Nouns	Proper Nouns

Singular and Plural Nouns

- (slide 6) Nouns show the idea of number or quantity because nouns can be singular or plural.

If a noun is singular, that means there is only 1 of that noun.

→ I am using one student **desk**, but there are many student desks in this classroom.

If a noun is plural, that means there are more than 1 of that noun.

→ I am using one student desk, but there are many student **desks** in this classroom.

1. DESK → 2. DESKS

How do you know that the word **desks** is plural and the word **desk** is singular? (see slide 6)

- ❖ Turn to a classmate and introduce yourself. Ask him/her what he/she thinks about this class or lesson so far. Now, you tell him/her what you think about this lesson so far.
- ❖ Did you agree or did you have different opinions?

After you talk, think about some of the words you used in your conversation. What singular nouns did you use? What plural nouns did you use? Write them in the table below.

Common Nouns	Proper Nouns

Noun and Sentence Capitalization

- As you saw on page 13, proper nouns are official names for people, things, or places. They are always capitalized. (slide 8)

Natalia Aylett *Grossmont College* *Associated Students of Grossmont College*

- The word "I" is also always capitalized in English. (slide 9)

Examples: *I am an ESL 088 student.*
i want to improve my English skills.

- The first word of a sentence is always capitalized. (slide 10)

Examples: *Our reading teacher wants us to read one chapter each day.*
the listening teacher gives us songs to practice pronunciation.

Grammar practice

Read the sentences below and circle the nouns you find. On the lines write the type of noun (common, proper, singular, plural), and fix any capitalization mistakes you see. If there is a mistake, rewrite the sentence on the lines provided.

1. i am a student at grossmont college.

_____

_____

2. I Am in class three times each week.

_____

_____

3. Mr. kohlmeier is my ESL 88L professor.

_____

_____

5. my classmates are friendly.

_____

_____

6. I am In the classroom now.

7. My favorite Assignments are reading assignments

8. The ESL 088, ESL 088R, and ESL 088L teachers are helpful.

9. Ms. Aylett is a mother.

10. I am happy to be here!

- Read along as your instructor and three of your classmates read the first three tips for success in the U.S. college system.

Important Tips on How to Succeed in the U.S. College System

The following tips are to help new international and immigrant students succeed in the U.S. college system. Some ideas will not be new to all students, but all ideas are included because college and classroom expectations are different in different countries. Please read all of the suggestions and advice carefully to see which ones are new and necessary for you.

Tip #1: Attend one of the scheduled college orientation meetings.
This is important because at this meeting you will meet with a counselor to learn about classes and the requirements for degrees and transfer and learn about the many student services provided by Grossmont College.

Tip #2: Choose courses following the recommendations of a counselor or ESL instructor.
If you have friends or family members who have taken courses at Grossmont College, they will want to suggest certain classes or instructors. This information can be helpful, but remember that they may not have the same skill level, interests, or needs as you. You should rely more on the suggestions of a Grossmont counselor or ESL instructor.

Tip #3: Before choosing a course, read its description in the college catalog, check its prerequisites, and visit the bookstore to review the assigned textbook(s).
The description of the course will tell you if you have already covered or still need to cover this material. If the course has a prerequisite class, you must complete it first or show that you have already completed a similar course at another college. Looking at the text(s) will show you the level and content of the class. If the text is too difficult, you might want to take the class after you have studied more English. After you have thought about all these things, ask yourself, "Do I have the English skills to be successful in this class?"

Class discussion:

Ask a partner the questions below and figure out if the information in the reading is for you. Report your conclusion to the rest of the class.

1. What do you think the word "tips" means in the title?
2. Who was this written for?
3. Do you think this information is important for you? Why? Why not?

Content and Function Words

Read some sentences from the reading again and listen to your instructor as he/she explains the difference between **content** and **function** words.

- Write down the definition of Content Word (slide 4):

_____

_____

_____

- Look around the classroom and find 10 content words. List them here:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Read the sentence explaining Tip #1 in the reading to find content words (slide 5)

"This is important because at this meeting you will meet with a counselor to learn about classes and the requirements for degrees and transfer and learn about the many student services provided by Grossmont College."

- Write down the definition of Function Word (slide 9):

_____

_____

_____

- Read the sentence explaining Tip #2 in the reading to find content words (slide 10)

"This information can be helpful, but remember that they may not have the same skill level, interests, or needs as you."

- Think about your experience as a Grossmont College student so far and write two sentences about it. The sentences can be about your campus, your classes, your classmates, or anything else related to school.
- After you write the sentences, circle at least five (5) content words, and three (3) function words you used in them.

Sentence 1:

_____

_____

_____

Sentence 2:

_____

_____

_____

When we learn a language, we tend to learn content words first because they carry the most meaning in the messages we hear and read. Function words are still important because they help us make our sentences more clear and grammatically correct when we write and speak. They just take a little longer to learn, but don't be discouraged.

Question Formation

- Watch this video about asking questions: https://www.youtube.com/watch?v=a1uTdQ-F5J0

Class Discussion:

1. Why does Vanessa say that asking questions is a good speaking strategy for learners of English?
2. Many teachers have YouTube learning channels like Vanessa's.
3. Have you ever used this type of online learning tool?
4. What do you think about this?
5. Do you know of other online places where someone learning English may find helpful information or lessons? Share them with the class.

To ask a question in English, you need TWO very important things: an _____ and a _____ as the end punctuation of the sentence (slide 13).

- In the simple present tense (used to talk about facts and habits about the present), there are a few auxiliary verbs that you can use to make a question (slide 14):

1. _____ (am, is, are)
2. _____
3. _____ (for I, You, We, and They subjects)
4. _____ (for She, He, It subjects)

- Which auxiliaries require a second verb in the question? (slide 16)

  _____
  _____
  _____

- What are the two types of questions in English? (slide 17)

1. _____
2. _____

- What are the four steps to write a Yes/No question (if you already have an auxiliary)? (slides 18-20)

1.

2.

3. _____

4. _____

- What are the four steps for writing a Yes/No question (with added auxiliary Do/Does)? (slides 21-23)

1. _____
2. _____
3. _____
4. _____

Practice: Read the sentences below and re-write them as yes/no questions.

1. The teacher has office hours on Tuesday.

Does *the teacher* ***have*** *office hours on Tuesday****?***

2. The library is open every day of the week.

_____

3. Our textbook is *The Heinle Picture Dictionary*.

_____

4. The tutor can help students with homework.

_____

5. Students study outside of class too.

_____

6. The teacher likes everyone to be on time for class.

_____

7. My textbook has important information for my learning.

_____

- **Read the rest of the success tips. Then read the provided answer and guess what the Wh-question is. Pay special attention to the underlined information in the answer. Write the question in the blank provided.**

Tip #4: Follow the recommendations of the math and English placement.
WebAdvisor will not allow students to enroll in math and English classes above your proficiency level, so take the math and English courses in which you have been placed.

Q: *Why do I need to take math and English courses in which I placed?*
A: I need to take math and English courses in which I placed because WebAdvisor does not allow me to enroll in other classes.

Tips #5: Take ESL or English classes in the beginning.
If you do not have high enough English skills, it will be more difficult to succeed in your other classes. A strong English foundation is your first priority. It is also important to take at least one English class each semester until you have completed all of your English courses.

Q: _____

A: A strong English foundation is your first priority.

Tip #6: Enroll in no more than 12 units your first semester.
Schedule your time carefully. Think about the time required for work, family, transportation, exercise, relaxation, and other activities outside of school when you decide on the number of courses to take. For every hour that you are in class, you need to study for at least two hours outside of class. For example, if you take 12 units, you will need to study or do homework for at least 24 hours a week. This means a minimum of 36 hours a week are needed for your studies. In addition to these hours, you will sometimes need to meet with instructors, other students, tutors, or do research or lab work.

Q: _____

A: At least 36 hours a week are needed for your studies.

Tip #7: Once you have completed ESL 098, take some general education courses.
After you have completed ESL 098, your English proficiency may be high enough to enroll in certain general education classes. Meet with an academic counselor to advise you on appropriate classes.

Q: _____

A: Take some general education courses **after** you complete ESL 098.

Tip #8: Soon after the beginning of your first semester, make an appointment with a counselor to set up your educational plan.
It is important to have a plan that shows which classes you want to take each semester until you graduate or transfer to a university. If you get financial aid, this educational plan is required.

Q: _____

A: A counselor can help you set up your educational plan.

Tip #9: Make your decisions about adding and/or dropping classes before the end of the first two weeks of classes.
If you drop a class during the first two weeks, you can get a refund of your tuition/fees and the class will not show up on your transcript (record of classes taken and grades). If you wait until later than this, there will be no refund, and the letter W (Withdraw) will appear on your transcript. When trying to decide whether or not you have chosen the right classes based on your English level, ask yourself the following questions:

- Can I understand this teacher's speech?
- Can I find the information?
- Can I understand the textbook?
- Will I get the assignments far enough ahead to complete them?
- Can I finish the homework on time?
- Do I have to write a research paper?
- Will I have to give an oral report or do a group project?

Depending on how you answer these questions, you may decide to drop the class and choose something that is more appropriate for your level and needs.

Q: _____

A: To get a refund, you should drop your class during the first two weeks of class.

Tip #10: If you want to add a class that is already closed, put your name on the class waitlist using WebAdvisor. On the first day of class, show up early and sit in front where the instructor can see you.

Many instructors will add more students to their closed classes if there are seats available. You can ask to get the instructor's permission to do this. If the instructor tells you to come back to the next class, do so and have any homework prepared, even though you are not in the class yet. At the same time that you are trying to add classes, be sure to continue attending the classes that you are registered in. You may not get into the closed class.

Q: _____

A: You should sit in front of the class where the instructor can see you.

Tip #11: If you want to drop a class after the first two weeks, you can do so through WebAdvisor.

If you stop attending a class, do not expect the instructor to drop you. It is your responsibility to let Admissions and Records know that you have dropped. If your name is still on the class list at the end of the semester, and you have stopped attending the class, you will get an F or NP in the class.

Tip #12: Check the calendar in the class schedule and drop a class before the deadline for withdrawal.

You cannot drop after the official withdrawal date. The instructor must give you a grade if you do not remove your name from the roster by this date.

Q: _____

A: Students get an F or NP (No Pass) grade if they stop attending class but don't drop it.

Tip #13: International students must see an international student counselor before dropping any course.

If you drop below the required 12 units without approval, your F1 Visa and student status with immigration may be cancelled.

Q: _____

A: International students take 12 units per semester to keep their visa.

Tip #14: Students on financial aid should check with their EOPS counselor or financial aid counselor before dropping a class.

If you drop a class during the semester, your aid may be lowered or cancelled.

Tip #15: Repeat courses in which you have earned a below-average grade as soon as possible.

You must repeat a course in which you have earned a "NP," "F" or "D" grade if the course is required for graduation or for transfer, or if the course is a prerequisite to another course. The new grade will be used to determine your GPA, but the original grade will remain on your transcript with a note. In some cases, it is not necessary to repeat a course in which you have earned a "D." You may repeat a course three times without special permission.

Q: _____

A: Students can repeat a course three times without special permission.

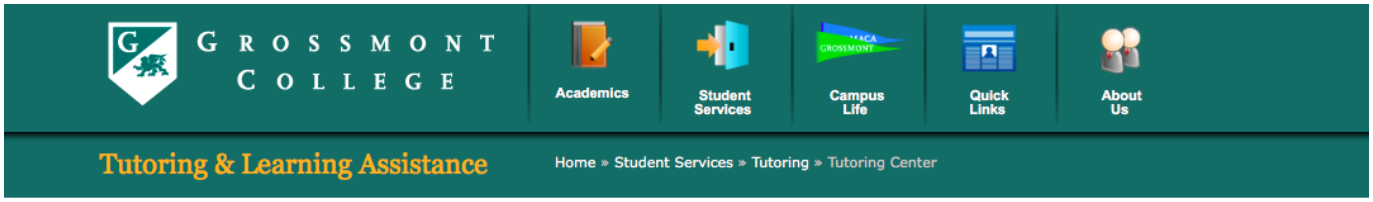
Tip #16: If you have an "Incomplete" grade in a course, you must complete any missing work by the end of the next semester.

You must meet with the instructor of the class as soon as possible to plan how and when you will complete the course requirements. An Incomplete Grade Contract must be filled out and signed by you and your teacher. If you have an incomplete at the end of the fall semester, you must complete the missing work by the end of the spring semester. If the incomplete is for the spring semester, you have until the end of the fall semester to finish the work.

Q: _____

A: The student and the instructor sign an Incomplete Grade Contract.

Next week you will watch a presentation about the Tutoring Center at Grossmont College. Read the website information about this important place on campus.



Student Services
- Tutoring & Learning Assistance
  - Assistive Technology Center
  - Biology Learning Center
  - Chemistry Lab
  - English Writing Center
  - ESL Lab
  - Health Professions Computer Center
  - Math Study Center
  - **Tutoring Center**

Request Tutoring

LTRC Tutoring Center Handbook

Contact

Keith Turner
Tutoring Center Specialist
Email: Keith.Turner@gcccd.edu
Phone: (619) 644-7686

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Tutoring Center

The Tutoring Center is one component of Grossmont College's Student Development Services. It assists those students who desire instructional support to ensure academic success!

- Expand your knowledge
- Build your confidence
- Overcome your weaknesses
- Improve your study habits
- Enhance your learning skills
- Achieve your goals

The Tutoring Center provides supplemental assistance, at no cost to the student, in the form of individual tutoring to all enrolled students requiring help with their academic needs. This assistance makes a valuable contribution to the students' education in that it furthers their academic knowledge and instructs them in useful skills as well. Tutors are selected on the basis of their GPA and faculty approval. In order to receive tutoring assistance in the Tutoring Center, the student must be enrolled at Grossmont College in the courses they are requesting help in.

All Grossmont College students may receive free tutoring for many subjects they are enrolled in at Grossmont College. Tutoring is by appointment only. Students are allowed a maximum of 5 hours per week. Appointments are scheduled in advance and are on a one-on-one basis.

We are happy to assist you in the Tutoring Center and wish you success in your educational endeavors.

The Tutoring Center has adopted the National Tutoring Association's Code of Ethics, which can be found on this link: http://www.ntatutor.com/code-of-ethics.html

NEW!!!

Students, You Asked, We Listened!

We have heard your request and you can now reserve your tutoring session online! Click on the Tutoring Request button to register and book appointments.

Tutoring Center
Location: Room 70-202
Spring Hours:
Monday - Thursday
9:00am - 7:00pm
Friday 9:00am - 3:00pm
Phone: (619) 644-7387
Email:
grossmont.tutoringcenter@gcccd.edu

Now that you know a little bit about the tutoring center and about asking questions, write at least five questions that you could ask one of the tutors about the tutoring center and its services. Think about things that you would like to know about the tutoring center and how it can be helpful to you.

1. _____

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2. _____

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10. _____

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