1. What is online learning? Is it right for you?
   a. Take the quiz “Is Online Learning for Me?”

Still need help?
Look for Viking Technology Training and Canvas Workshop signs the first week of each quarter. For more help visit the library or call 793-2350.
2. Reading the schedule and understanding new course formats

Big Bend uses Canvas to teach online courses, hybrid courses, and to support classes taught on campus. Here are some terms for understanding the different section designations in the schedule and how Canvas may be used:

a. **Online Course (OL#):** These courses will likely be designated as OL# under the course section heading. These courses will have no face-to-face, on-campus meetings required. All course contact and work will be completed online.

   **PLEASE NOTE:** Students are responsible for checking the schedule and their Big Bend e-mail the week before classes begin for course-specific information. If you have further questions contact the instructor.

b. **Hybrid Course (#H):** These courses will likely be designated as #H under the course section heading. These courses will have a combination of face-to-face, on-campus instruction and some online component. Each instructor can designate how their hybrid course is run. For example, some instructors may have you attend lectures on campus and complete all course work online while other instructors may have you complete everything on campus but require you to complete a couple discussion assignments online.

   **PLEASE NOTE:** Students are responsible for checking the schedule and their Big Bend e-mail the week before classes begin for information about the format of the course. If you have further questions contact the instructor. **Unless noted, you should attend the first scheduled day of class for more information.**

c. **Regular Courses (#):** These courses will likely be designated with a number (01, 02, etc.) under the course section heading. These are your traditional on-campus courses. These courses may incorporate online technology like Canvas; however, this use would be as support to a traditional course format (i.e. to store or access course material on class sites.)
   a. Find your Canvas username and password. They're the same as your Big Bend e-mail account. See step 6 for further information.
   b. Familiarize yourself with the Canvas Student Guide.
   c. Some instructors will send e-mail before the course begins. Others won’t. Either way, be sure to check the class schedule for course-specific information.
   d. Review the tutorials below.
   e. Check your Canvas class site before the quarter begins. If you can't access the course site, the instructor hasn't shared it yet.
   f. Read everything in your Canvas class site once you get access.

4. Accessing online courses & tools
   a. Click here for research and writing tools, including style guides and article databases. Click here for free online learning resources.

5. Navigating Canvas
   Instructions: Click "Canvas" in the upper right corner of bigbend.edu. Next click the Big Bend Canvas image. Log into Canvas with your Big Bend username and password.

6. How do I use Big Bend e-mail?
   a. How do I access my Big Bend e-mail the first time?
      i. What is my username?
         Normally, your username is your first initial, followed by your last name, followed by the last two digits of your Student ID Number (SID). (Example: bwayne66). If this username doesn't work use the "Find Username" button on the Password Assistance website.
      ii. What is my first time password?
         BBCC-(your SID)
         Example: BBCC-919909966
         iii. What are the new password requirements?
         They can be found on the Password Assistance website. You must change your password every 90 days or you will be unable to access your e-mail or Canvas courses.
   b. What if I forget my password?
      i. Click here after you activated your account using the Password Assistance website.
8. Troubleshooting
   a. Click the "Help" link in the upper right of any Canvas page. Next, click Search the Canvas Guides or Report a Problem.

Additional Questions?

Contact the library!
   Phone: 793-2350
   E-Mail: elearningadmin@bigbend.edu
   Located in Building 1800