



# Transitioning to Remote Learning

**PG. 2** | Checking your student email

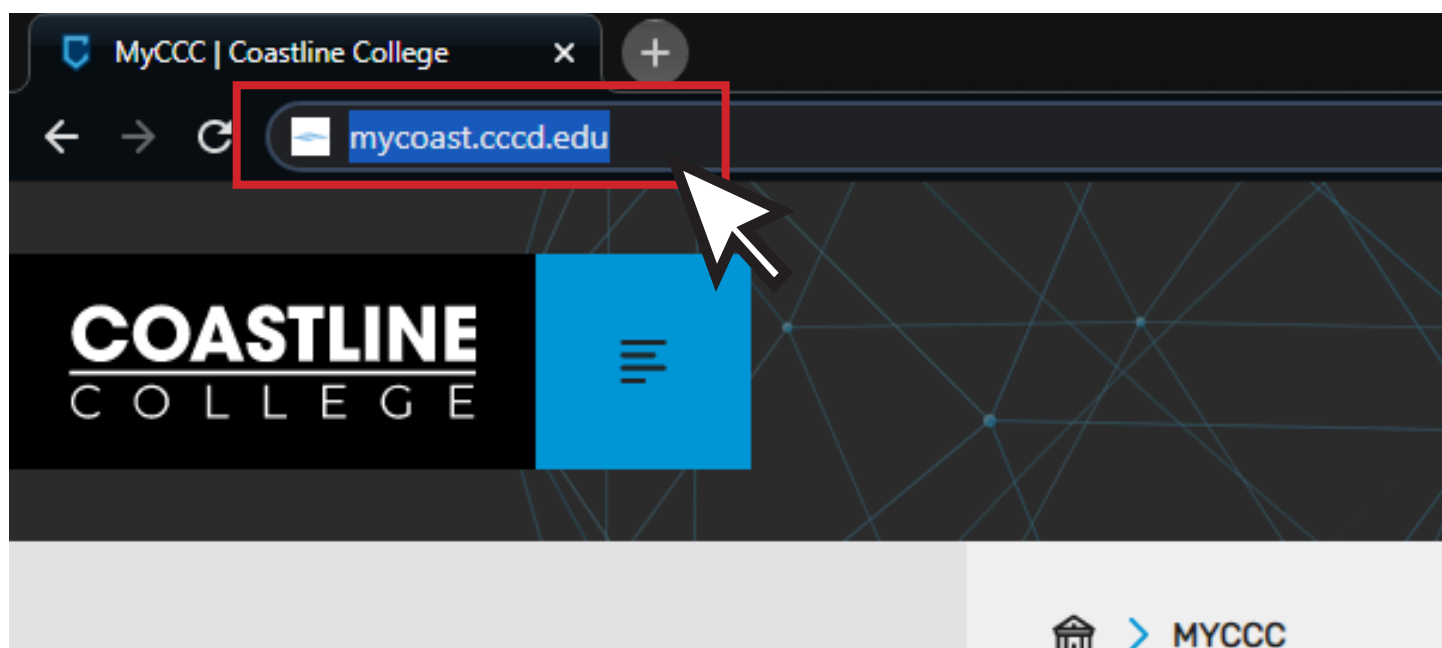
**PG. 4** | Taking online classes

**PG. 9** | Using zoom for online classes

# CHECKING STUDENT EMAIL

It is important that you know how to access your student email account as you need it for official communication with Coastline

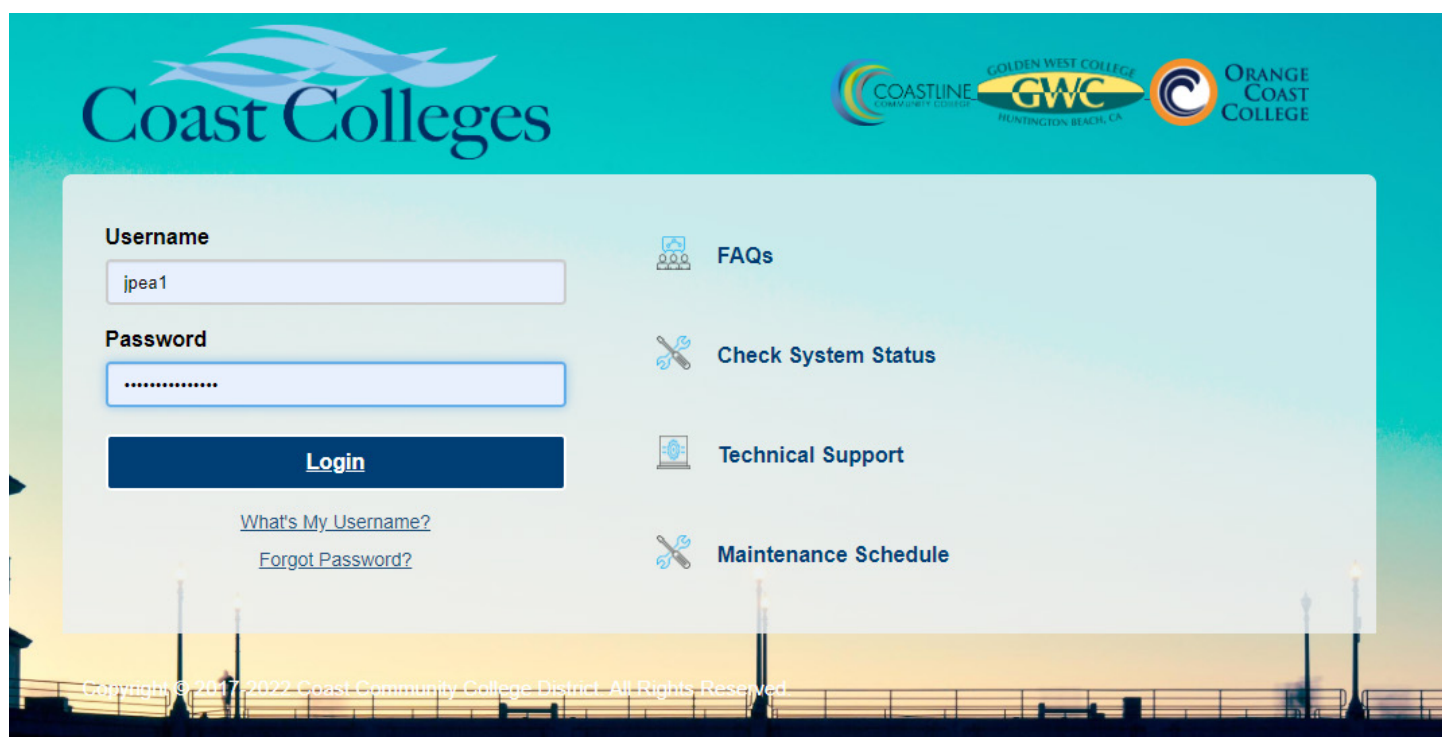
1. On your Web Browser (Google Chrome or Firefox) type [www.mycoast.cccd.edu](http://www.mycoast.cccd.edu) (Shown Below) and press **ENTER**



2. You will be redirected to our Single Sign-on website. The credentials to login are the **same as in your MyCCC Account**

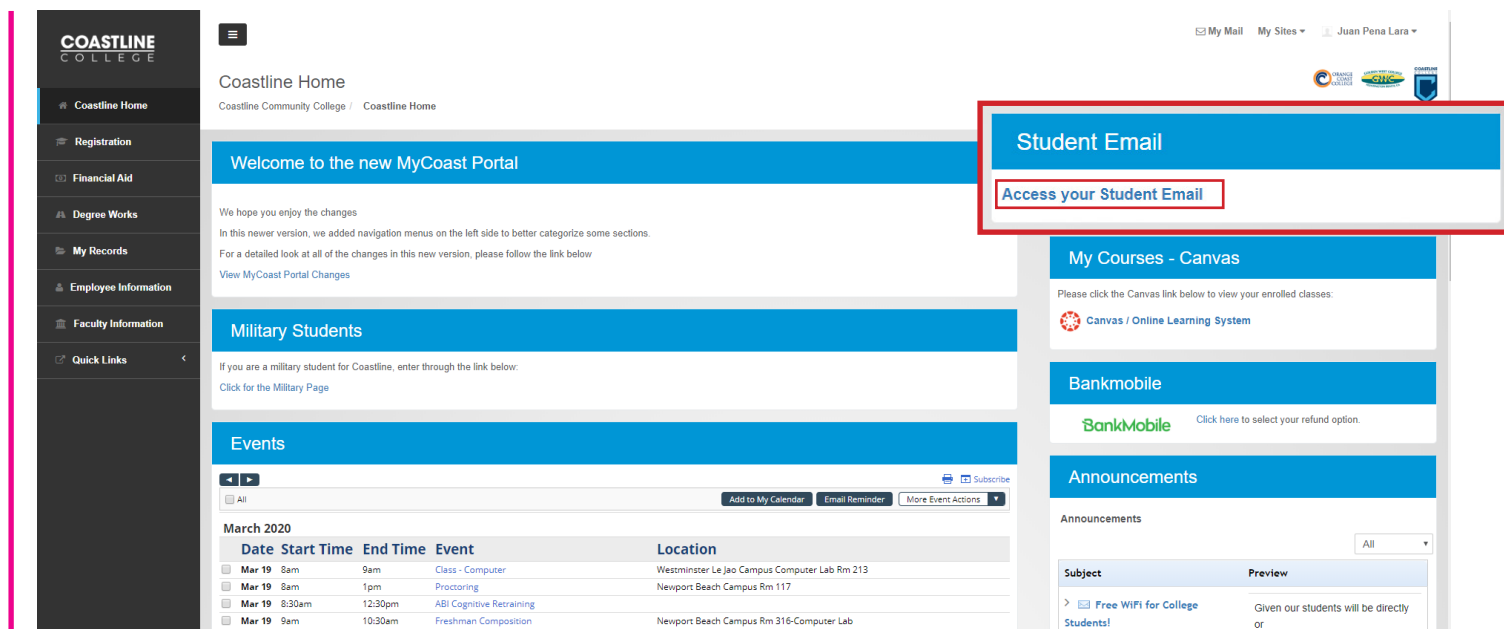
**Username:** First letter of your first name, followed by your last name, and there may be numbers after it

**Password:** Something that you made up when you logged-in for the very first time upon admission, and is at least 12 characters long

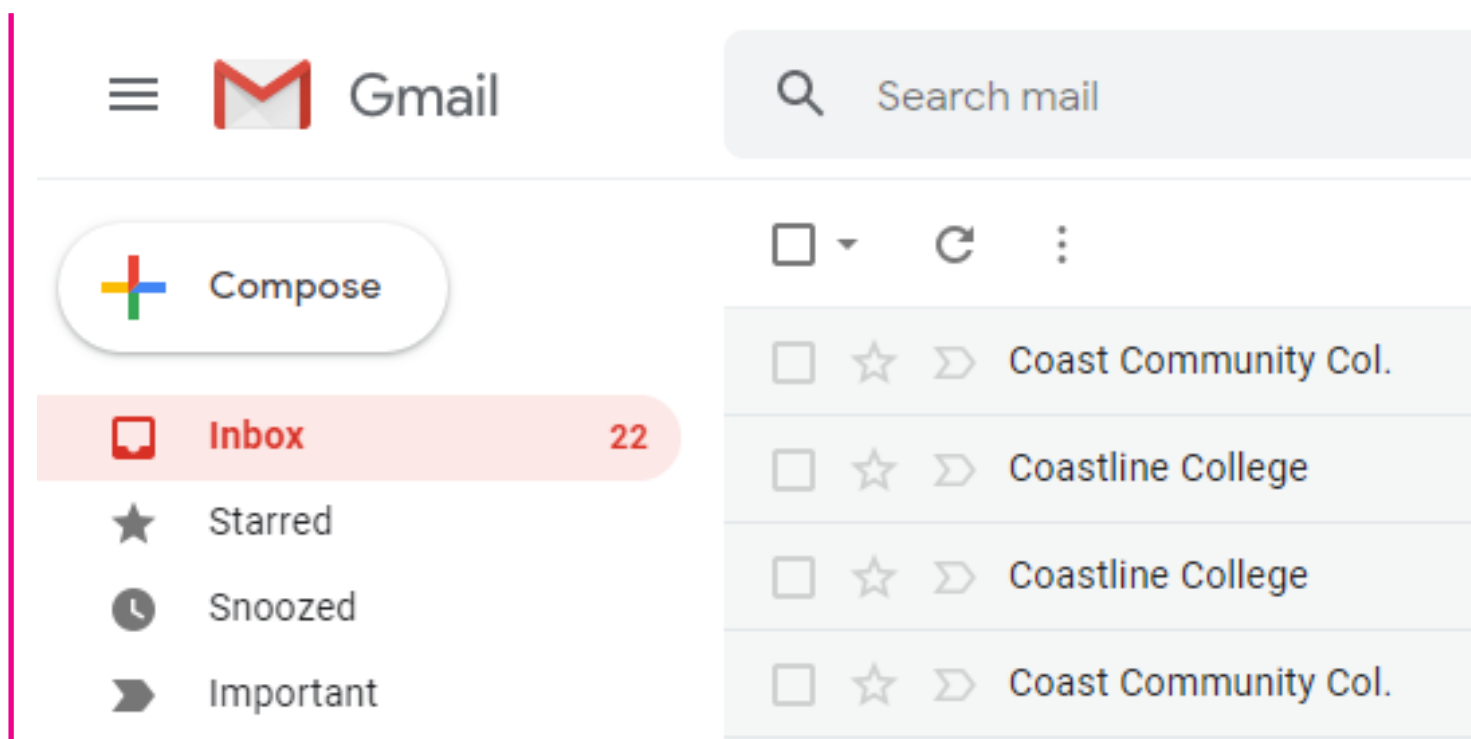


# CHECKING STUDENT EMAIL

3. Upon logging in you will see this screen (Picture Below). On the right side of the screen you will see a section that reads **Student Email**, click on link **Access your Student Email**



4. You are all set, make sure to check your email regularly as you will be receiving information regarding your online classes and general information about Coastline

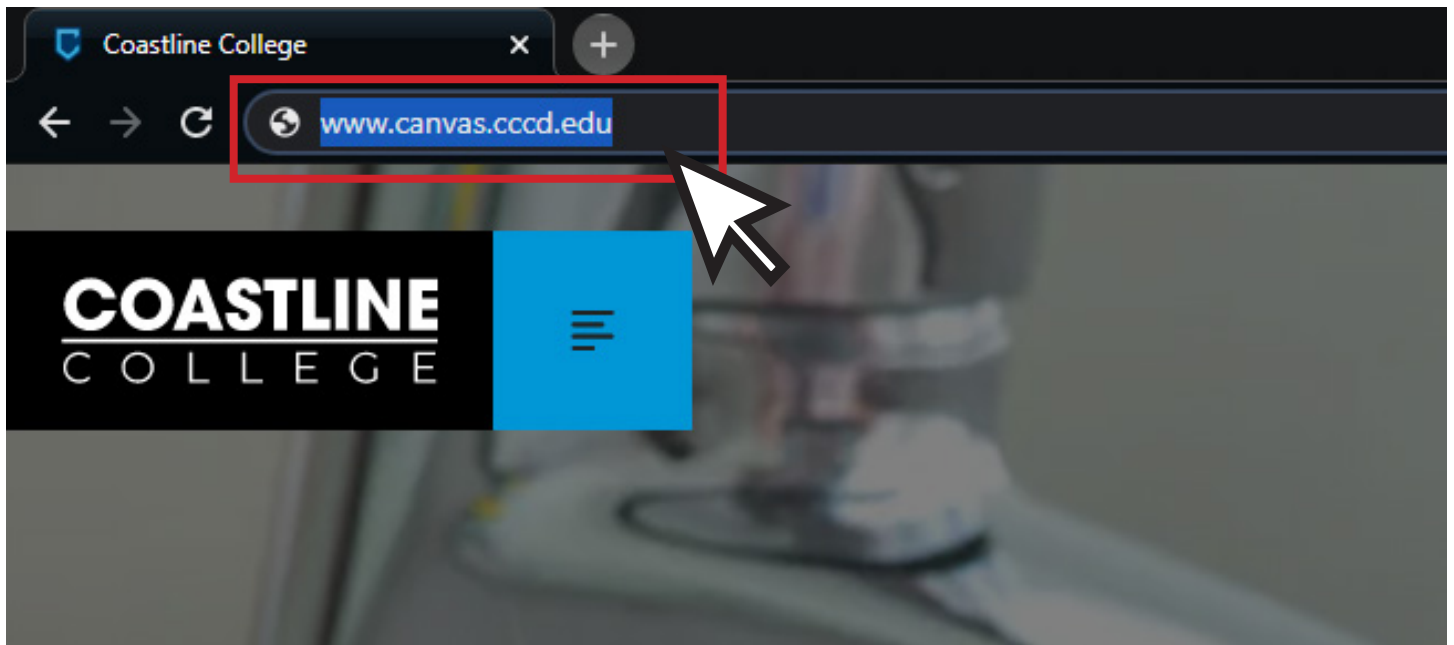


**Do you have more questions?**  
Contact the Online and Distance Learning Department at  
**dlearning@coastline.edu** or at **(714) 241-6216**

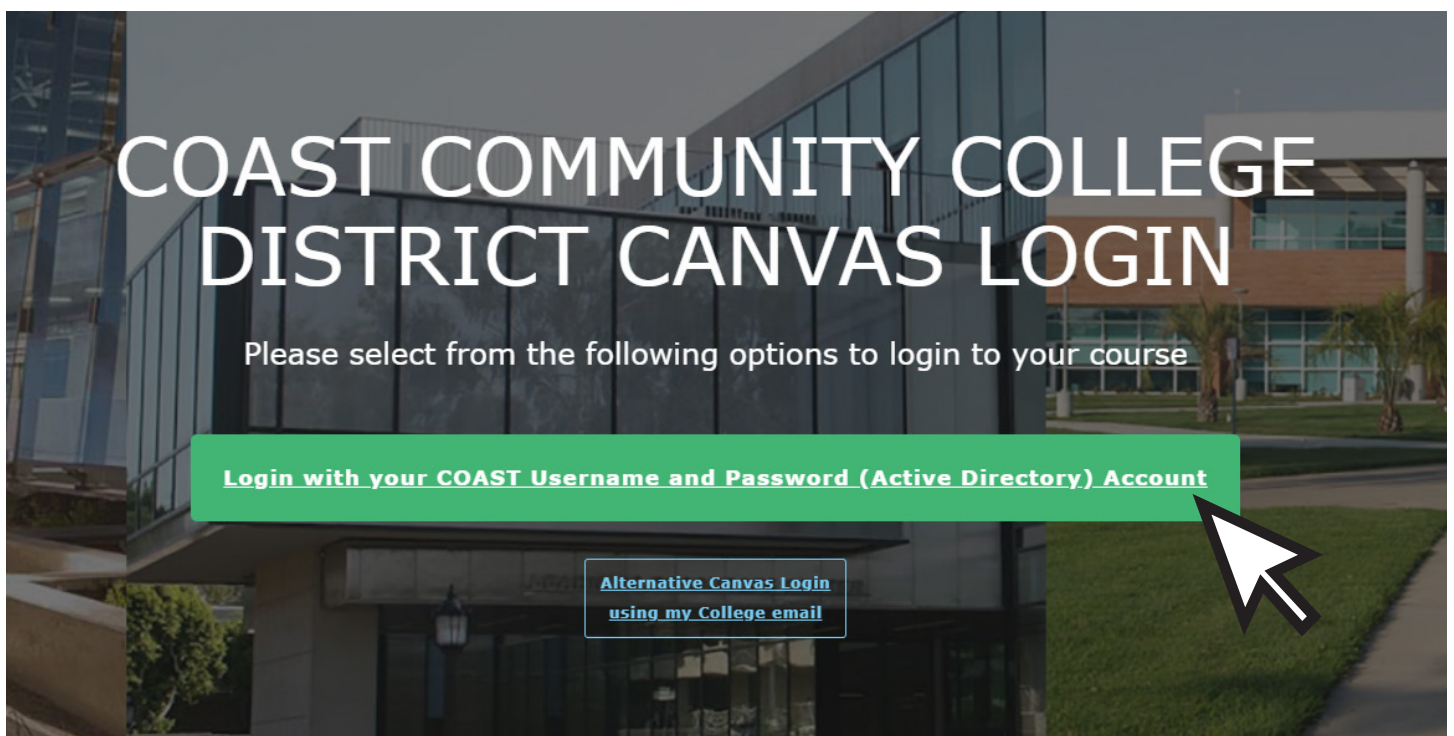


**CANVAS** is the online platform Coastline College uses to host our online classes.

1. On your Web Browser (Google Chrome or Firefox) type [www.canvas.cccd.edu](http://www.canvas.cccd.edu) (Shown Below) and press **ENTER**



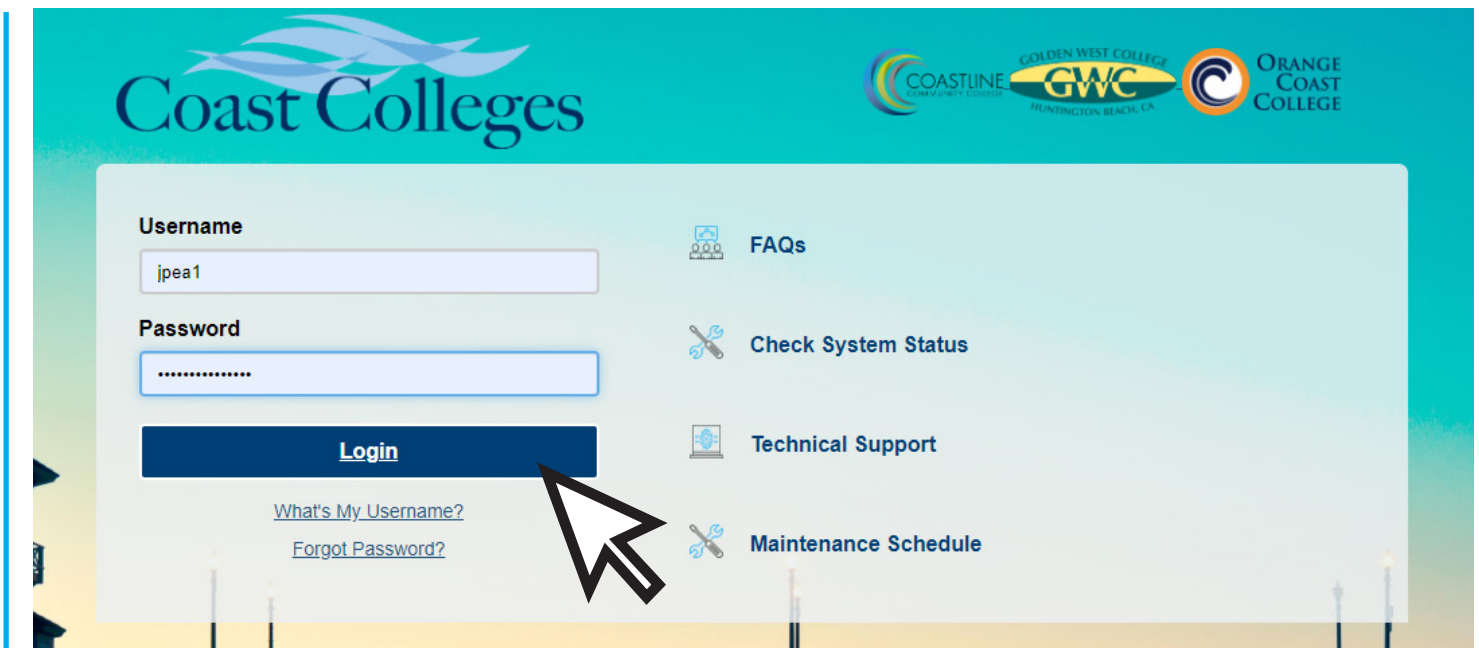
2. You will now be at [www.canvas.cccd.edu](http://www.canvas.cccd.edu) (Shown Below). Click on the button that reads **Login with your COAST Username and Password (Active Directory) Account**



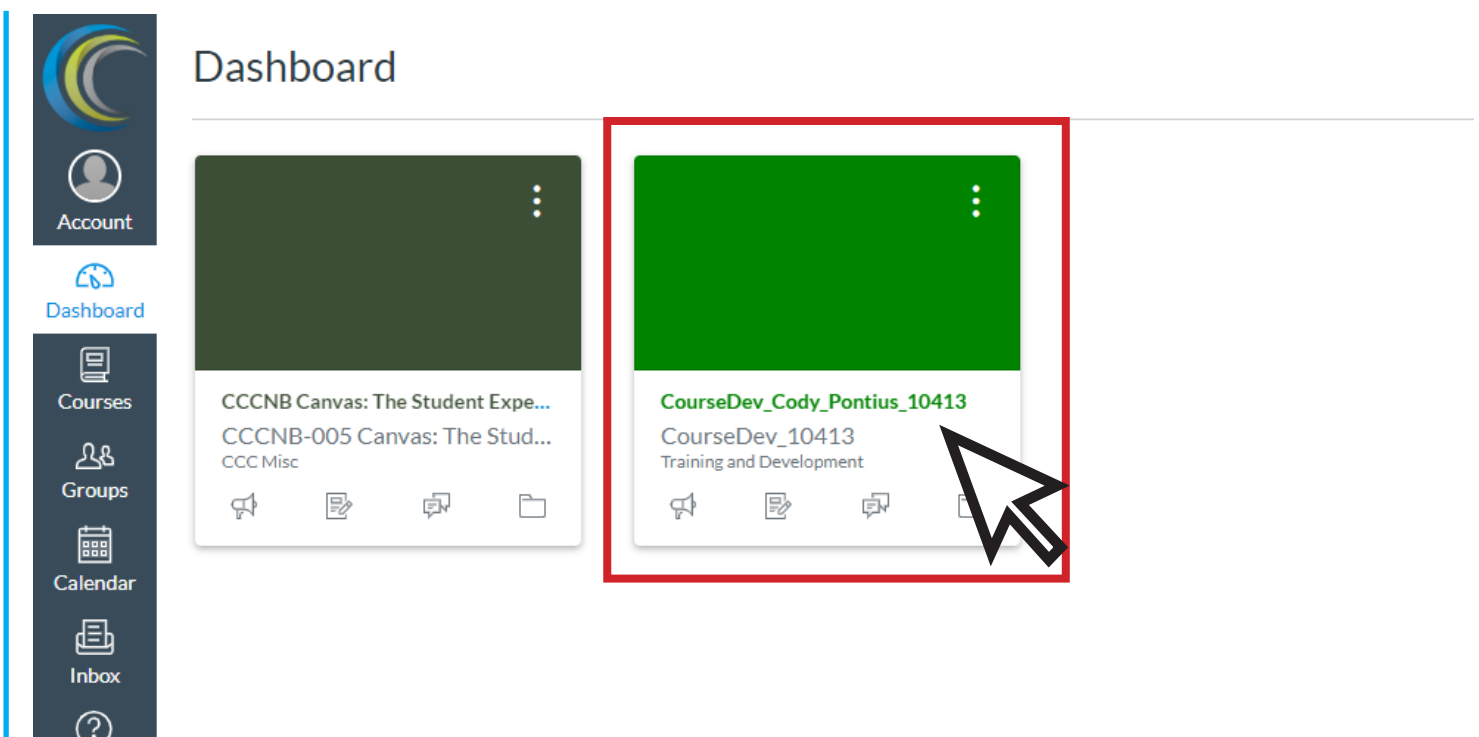
**3.** You will be redirected to our Single Sign-on website. The credentials to login are the **same as in your MyCCC Account**

**Username:** First letter of your first name, followed by your last name, and there may be numbers after it

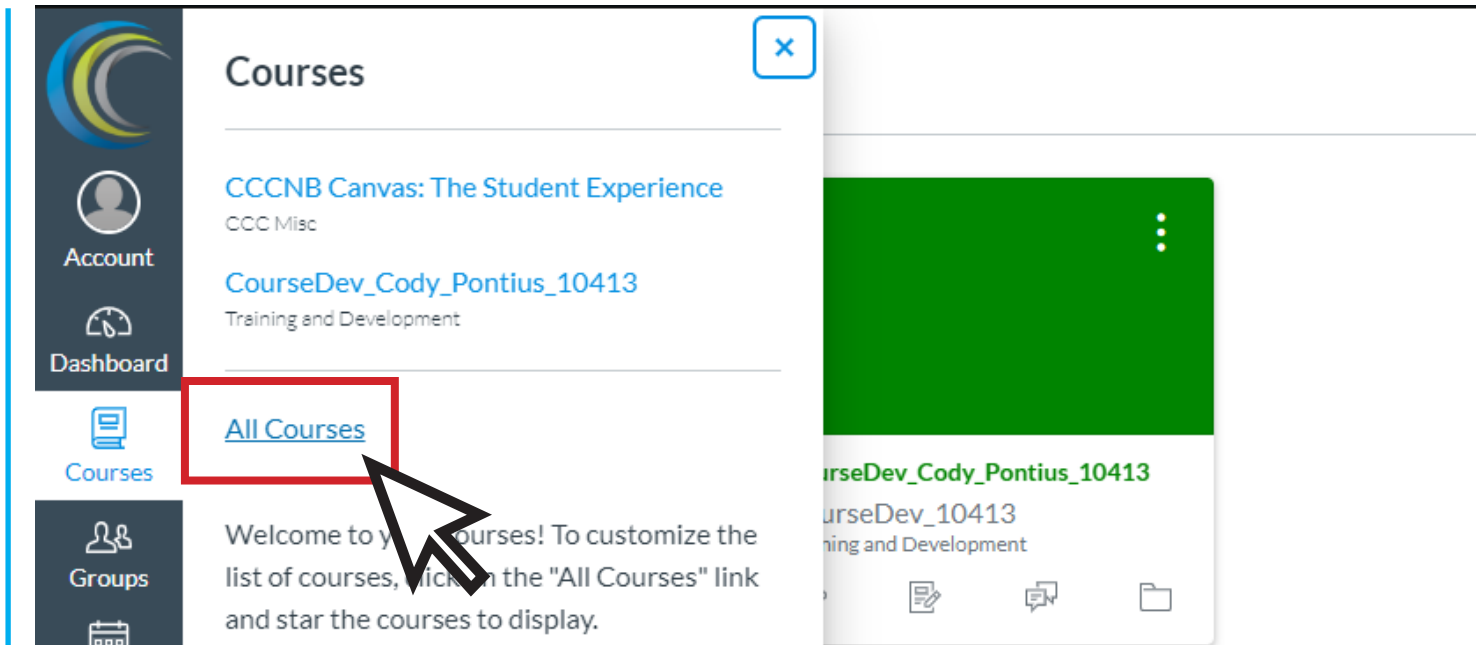
**Password:** Something that you made up when you logged-in for the very first time upon admission, and is at least 12 characters long



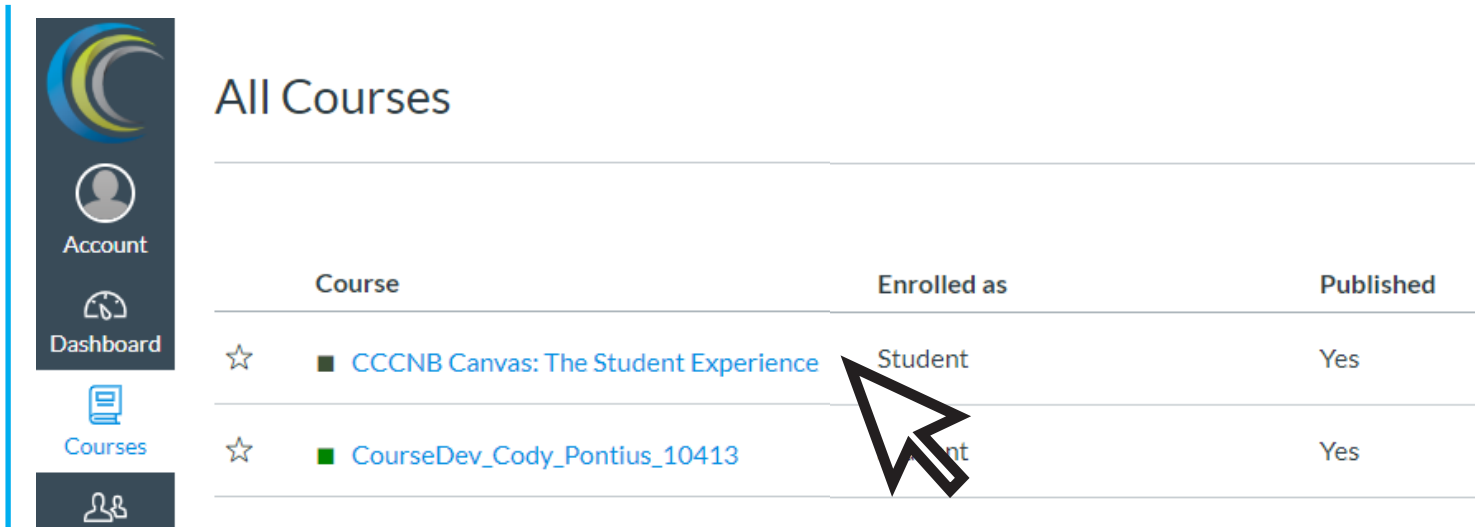
**4.** Upon logging in, you'll see the **Dashboard** which will display current courses that you have access to. Click on one of the **Course Cards** to get into the course.



5. If you don't see your course in the Dashboard, click on **Courses**, then click on **All Courses**.



6. If your course has already begun but you can't see it, contact us at [dlearning@coastline.edu](mailto:dlearning@coastline.edu)



**7.** Online Classes are divided in different sections. Once inside an online class, you will see a menu similar to this image below

**Home:** This provides information about your professor as well as an introduction to the course

**Modules:** Sections within the class that include lectures, tips, and activities that you need to complete

**Quizzes:** All your quizzes and exams you need to complete in the course

**Assignments:** Direct access to all the assignments you need to complete in the course

**Discussions:** Topic discussions with your classmates that may be required in the course

**People:** Roster of students enrolled in the course

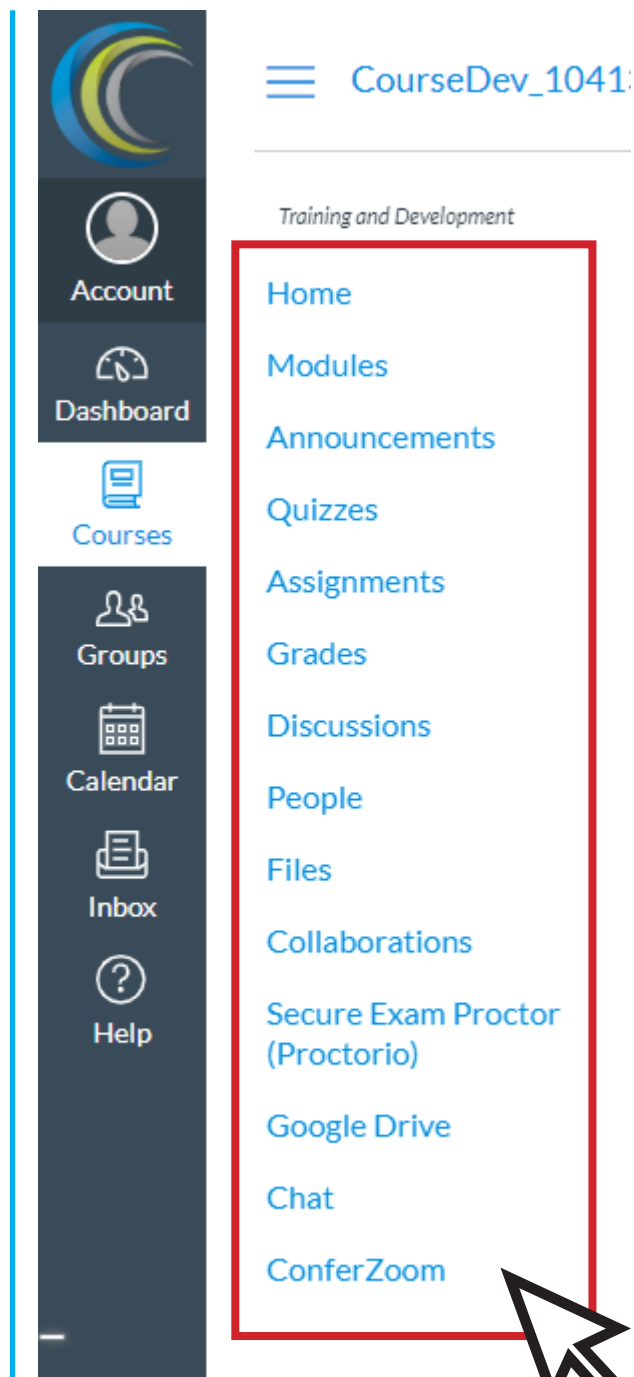
**Files:** Documents shared with you by the professor such as PowerPoint Presentations, Word Documents or PDFs.

**Collaborations:** Web-based tools for working together on a shared document, e.g. Google Drive

**Proctorio:** Remote proctoring service software that monitors test takers for suspicious behavior during exam taking

**Chat:** Open chat with all your classmates and professor

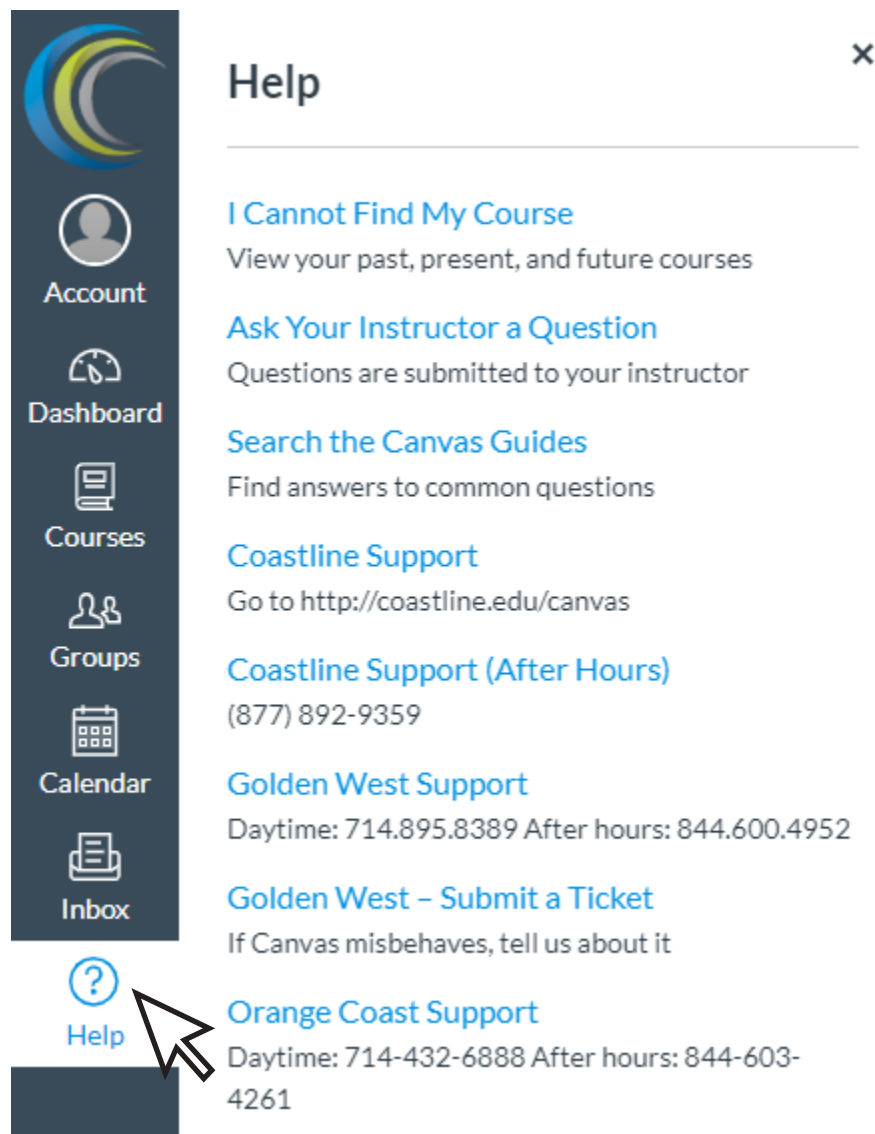
**Confer Zoom:** See scheduled Zoom Broadcasts to participate in lectures or meetings.



**NOTE:** Not all classes will have these sections. It varies depending on each class and the instructor teaching it

8. If you need assistance or have any questions, click on the **Help** button and you will see all the resources available to you through Canvas

You can also email us at **[dlearning@coastline.edu](mailto:dlearning@coastline.edu)** or call us at **(714) 241-6216** and our staff will be happy to help you



The screenshot shows the Canvas user interface. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The Help icon, which is a question mark inside a circle, is highlighted with a mouse cursor. To the right of the sidebar is the 'Help' dropdown menu, which is titled 'Help' and has a close button (an 'x') in the top right corner. The menu lists several support options:

- I Cannot Find My Course**  
View your past, present, and future courses
- Ask Your Instructor a Question**  
Questions are submitted to your instructor
- Search the Canvas Guides**  
Find answers to common questions
- Coastline Support**  
Go to <http://coastline.edu/canvas>
- Coastline Support (After Hours)**  
(877) 892-9359
- Golden West Support**  
Daytime: 714.895.8389 After hours: 844.600.4952
- Golden West - Submit a Ticket**  
If Canvas misbehaves, tell us about it
- Orange Coast Support**  
Daytime: 714-432-6888 After hours: 844-603-4261

## QUESTIONS?

Contact the Online and Distance Learning Department at **[dlearning@coastline.edu](mailto:dlearning@coastline.edu)** or at **(714) 241-6216**



# USING ZOOM FOR ONLINE CLASSES

**Zoom** is an online video conferencing software we use to hold online lecturing and meetings

**You do not need an account.** Your Instructor will provide you with a **link**, or you can also access directly through **Canvas**

On **Canvas** you can access meetings scheduled by your instructor directly from **Confer Zoom**. To set up notifications via email, Click on **Account Settings**

The screenshot shows the Canvas LMS interface for a course titled "CCCNB-005 Canvas: The Student Experience". The user is logged in as Juan Pena Lara. The interface includes a sidebar with navigation options like Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main content area shows the syllabus with a section for "Event happening now". A specific event is highlighted: "CCCNB Canvas: The Student Experience Event (283105)" on Thursday, 3/19, from 1:00 pm to 9:30 pm. The event details include a "Join" button, start time (11 minutes 14 seconds ago), duration (8 hours, 30 minutes), host (Cody Pontius), and platform (Zoom Meetings). A red box highlights the event details and the "Join" button.

Upon Clicking on **Account Settings**, click on **Email**. Here you can modify the way you want to be notified when an Online Meeting is scheduled

The screenshot shows the "Email Settings" page in Canvas. The user is logged in as Juan Pena Lara. The page includes a sidebar with navigation options like Overview, Email, Personal Calendar, and Time Zones. The main content area shows the "Email Settings" section, which is divided into "General" and "Email Subscriptions". The "General" section includes fields for "Identity Email Address" (jpea1@coastline.edu) and "Messaging Email Address" (Send my email to [ ] instead of jpea1@coastline.edu). The "Email Subscriptions" section includes checkboxes for "Reminders", "Scheduling Changes", and "Schedule Itinerary", each with a dropdown menu for frequency and time. A red box highlights the "Email Subscriptions" section.

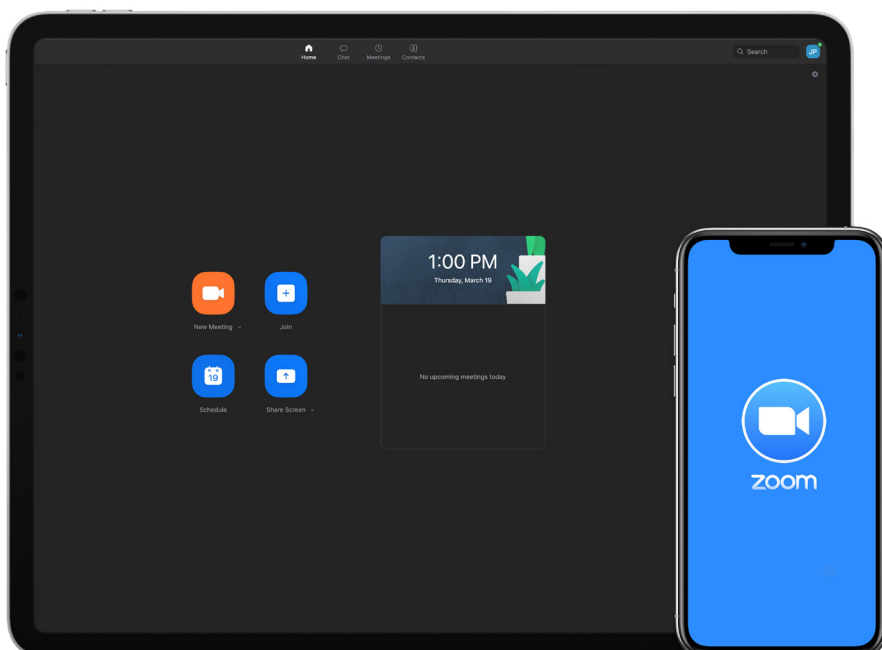
When redirected to the zoom website, [click on download & run Zoom](#) to **install zoom** on your computer

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom.](#)

If you can't use a computer, Zoom can also be accessed through your **Phone or Tablet**, just download the **Zoom** app



Once connected to zoom, you will be able to **video chat live** with your teacher and classmates, as well as attend **online lectures**.



## QUESTIONS?

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