Transitioning to Remote Learning

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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 (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.
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**

![Image of MyCoast Portal]

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

![Image of Gmail interface]

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

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 (Shown Below) and press ENTER

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

COAST COMMUNITY COLLEGE DISTRICT CANVAS LOGIN

Please select from the following options to login to your course

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
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 or call us at (714) 241-6216 and our staff will be happy to help you.

QUESTIONS?
Contact the Online and Distance Learning Department at 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**.

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.

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**Event Calendar**

- **Overview**
- **Email**
- **Personal Calendar**
- **Time Zones**

**Canvas**

- **CCCNB Canvas: The Student Experience**
- **Log in as Juan Pena Lara**
- **Email Settings**
  - **General**
    - **Identity Email Address**: JuanPenaLara@pain.edu
    - **Messaging Email Address**: JuanPenaLara@pain.edu
  - **Note**: MEETS will never send you unsolicited email. You will only ever be emailed if you have configured your settings here to request them.

**Event Settings**

- **Event Calendar**
- **Appointment Booking**
- **Event Recordings**

**Canvas**

- **Confer Zoom**
- **NameCoach**
When redirected to the zoom website, click on download & run Zoom to install zoom on your computer.

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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