Dear Student:

You are registered for **[*insert course prefix and number*]** which is delivered via the Internet using Canvas.

**Get Ready**

If this is the first online course you have ever taken using Canvas, then I strongly urge you to do at least one of the following:

1. Attend one of the [on-campus “Student Canvas Orientation” sessions](http://fhweb.foothill.edu/onlinelearning/students/canvas-orientation.html) held during the first week of each quarter.
2. Review the information provided in the online “[Student Canvas Orientation](https://foothillcollege.instructure.com/courses/62/)” site
3. Check out the [Readiness Self-assessment Questionnaire](http://www.unc.edu/tlim/ser/%22%20%5Ct%20%22_blank) and the [Online Student Readiness Tutorials](http://apps.3cmediasolutions.org/oei/students.html)

**Access to Your Course Site**

To access or log in to your online course site in Canvas:

1. Go to the [Canvas login webpage](https://foothillcollege.instructure.com/) (https://foothillcollege.instructure.com)
2. Type in the same student ID number and password that you use to login to MyPortal
3. Click on Dashboard
4. Click on your course

## **Troubleshooting**

* If you have problems accessing or logging into the course:

	+ Go to the [Student Help Desk](https://foothillcollege.freshdesk.com/) (https://foothillcollege.freshdesk.com) or
	+ Call the Foothill Online Learning office at (650) 949-7446.
* [Guides about how to use Canvas are available](https://community.canvaslms.com/docs/DOC-4121)

To avoid being dropped for non-attendance, you need to **[*insert your instructions*]**.

Enjoy your quarter,

**[*insert Instructor’s Name and email address*]**