CISCO COLLEGE
ONLINE STUDENT CHECKLIST

1	GET READY!
	Visit the *Cisco College Bookstore* for your books.
	Log in to *Campus Connect* for your Student ID. It is the nine-digit number in parentheses next to your name. Your Student ID is different from your SSN.
	Write out your Cisco College email address, using this format: Firstname.LastnameLast4ofStudentID@students.cisco.edu
	Log in to your Cisco College *Gmail* account, using your email address as the username and Student ID as the password (numbers only, no hyphen or spaces). Contact *HelpDesk@cisco.edu* if you have questions.
	Log in to *Canvas*, using your email address as the username and Student ID as the password (numbers only, no hyphen or spaces). Visit the *Canvas Help* webpage if you have questions.

2	GET SET!
	Plan for reliable computer and Internet access.
	Download Google Chrome, the preferred web browser to use with Canvas.
	Visit the *Student Resources* webpage for information about learning Canvas and other Distance Education resources.
	Check out the Resources icon in the Canvas Global Navigation menu to familiarize yourself with college resources.
	Locate your courses in Canvas by clicking on the Courses icon in the Global Navigation menu, and then All Courses. Scroll down to Future Enrollments. Most classes will not be available until after 8am on the first day of the semester.

3	GO!
	On the first day of the semester, log in to Canvas and access your classes.
	Review the syllabi, course schedules, and announcements to begin planning your semester.
	Log in to Canvas and participate in your classes several days each week.
	Check Gmail weekly for messages from your instructors and the college.
	Begin your assignments early. Don't wait until the last day.
	Ask your instructors questions when you need clarification.
	Prepare for technical issues by backing up your files (ex: Google Docs or Dropbox) and locating a temporary alternative computer (ex: college computer lab or public library).