Accessing Canvas & Class Meetings for OFK / Community Education Students

When a student registers for an Ohlone for Kids or Community Education class that is hosted on Canvas, a profile will automatically be created for them (if one does not exist). This profile is linked to the primary email address listed on the student’s household profile at the time they registered for the class.

ACCESSING CANVAS

To access Canvas, go to https://ohlone.instructure.com/login/canvas

You MUST use the URL above. Do not use Google or Ohlone’s website to search for Canvas, or try to access it via any other URL; you will end up at the wrong log in page (pictured below) and your username and password will not work!

If you used the correct URL, you will see a log-in page with a blueish-gray background (pictured at the right), If you’re using a mobile device, you may instead see a white page with the Canvas logo on it (below right).

*** PRO TIP: Bookmark the LOGIN page URL above, not your Dashboard.

Use the following credentials when you log in:

Username: [email address] [student first name]  
example: ofk@ohlone.edu_brandon

Default password: Welcome123
YOUR STUDENT DASHBOARD

After you log in you’ll be taken to your Dashboard, which looks something like the image at the below. (You may have to scroll past a few announcements first). There will be one card for each class you are enrolled in.

NOTE: Classes will not show up on your Dashboard until the Wednesday or Thursday before the class starts, and will not be accessible until the first day of class.

You can return to this page any time by clicking Dashboard in the main navigation menu on the left.

ACCESSING CLASSROOMS

There are two ways of getting to your classes:

a. From your Dashboard: Click on the image / color block, or class name to go to that class’ page.

b. From your Course List: Click Courses in the main navigation menu on the left. A menu will pop out showing all your classes. Click the name of the class to view that class’ page.

CLASS CONTENT & ASSIGNMENTS

A classroom page looks something like the picture at the right. Between the main navigation and the content there’s a list of links called the “Classroom menu”.

The two most important links in the classroom menu are Syllabus and ConferZoom (see next page). When you first enter the class you’ll be taken to the Syllabus page.

* Note: The exact order of the links in the Classroom Menu may vary. Each instructor can change the menu (and the default home page) based on what each class needs.

The Syllabus (pictured at right) begins with a general overview of the class. It will usually also describe what assignments and class activities you’ll be doing each day, followed by what materials you may need to bring. Some of those activities may require downloading files or submitting completed work, and the syllabus will direct you where to go to do those things (sometimes via Announcements at the top of the page or links to assignments or modules).
ATTENDING THE LIVE CLASS VIA ZOOM

ConferZoom is where you will find the links to the live class meetings. Your instructor will prepare the meetings well ahead of time, which you will see on the Event Calendar tab. The Join button will 15 minutes before the class meeting starts. You must join each day’s class meetings from this page; to protect classroom privacy and deter spammers each meeting has a different ID and is secured with a different password. The password is automatically input when you click the Join button on the ConferZoom page.

** We recommend using a desktop or laptop computer to join the class. The Zoom apps for phones and tablets will work if this is not possible, but they lack some of the interactive features of the Zoom platform (such as polls).

TROUBLESHOOTING:  Zoom Meeting Asks for a Password

Every class meeting is secured with a randomly generated password. This password is supposed to be transmitted with the link when you click the Join button. Occasionally this process is interrupted though. If for some reason the meeting asks for a password, here is how to find it:

1. Open the Event calendar. In the view on the right, click the “+” button next to the top meeting on the list (pictured above).
2. Click “More Details”. A screen will pop up that looks like the one at the right.
3. Look for the “Session Password” section. Copy this password and paste it into the Zoom window asking for a password.
CHANGING YOUR PASSWORD  (OPTIONAL BUT RECOMMENDED)

Since every student has the same default password, it’s probably a good idea to change it. To do that, click Account at the top left of the Main Navigation menu, and then click “Settings” in the menu that pops up. On the far right of the screen, click Edit Settings and then “Change Password”. When you’re done, click “Update Settings” to save.

EMAILING YOUR INSTRUCTOR

Canvas has a built-in email system that makes it very easy to contact your instructor.

1. Open your Inbox by clicking the link in the global navigation menu.
2. Click the Compose button at the top of the screen.

3. In the Courses drop-down box, select the course where you want to send your message.
4. To add a user, you can:
   - Search for the user by typing their name in the To field.
   - Click the Address Book icon [1] to use the Course Roster. Clicking on a category of users [2] will change the list to show all users in that group [3].
5. Type out your email, and click the Send button at the bottom of the screen.