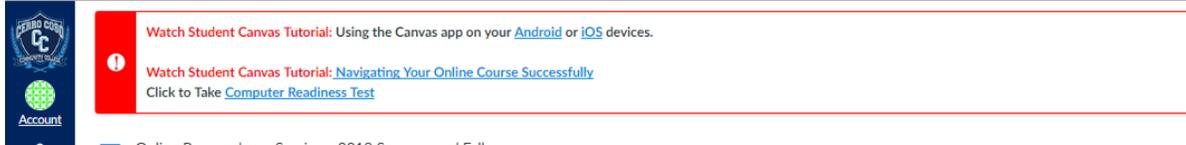


Canvas Communication with Students

Canvas Course Template



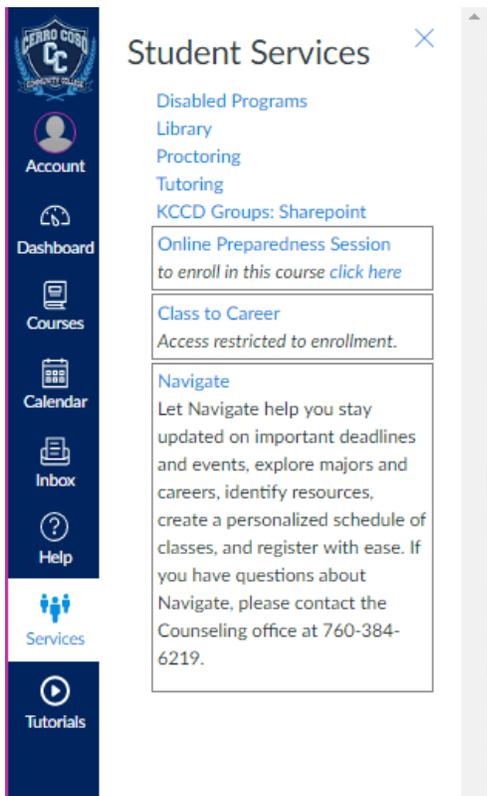
The header of a Canvas course template. On the left is a vertical navigation bar with the Cerro Coso Community College logo and an 'Account' icon. To the right is a red banner with a white exclamation mark icon and the following text: 'Watch Student Canvas Tutorial: Using the Canvas app on your [Android](#) or [iOS](#) devices.' Below this is another line of text: 'Watch Student Canvas Tutorial: [Navigating Your Online Course Successfully](#)' and 'Click to Take [Computer Readiness Test](#)'.

Canvas Course Footer



The footer of a Canvas course template, featuring a dark grey background. It is divided into three columns of text and logos. The first column, 'WEBSITE', lists 'Cerro Coso Community College' and 'Kern Community College District'. The second column, 'GET IN TOUCH', lists 'Contact Cerro Coso Community College', 'Help Desk and Tech Support', 'Distance Education Office', and 'Student Questions & Feedback'. The third column, 'STUDENT POLICIES', lists 'Student Conduct Policy', 'Student Complaint Policy', 'Copyright Infringement Policy', 'Report Ethics Violations', and 'Student Handbook'. To the right of the text are logos for 'BC', 'KCCCD', and 'Cerro Coso Community College'.

Canvas Student Services Icon



A screenshot of the Canvas Student Services icon. The icon is a vertical blue bar with a white 'X' in the top right corner. It contains the following items from top to bottom: the Cerro Coso Community College logo, an 'Account' icon, a 'Dashboard' icon, a 'Courses' icon, a 'Calendar' icon, an 'Inbox' icon, a 'Help' icon, a 'Services' icon (highlighted in white), and a 'Tutorials' icon. To the right of the icon is a white pop-up window titled 'Student Services' with a close button. The window contains the following text: 'Disabled Programs', 'Library', 'Proctoring', 'Tutoring', 'KCCD Groups: Sharepoint', 'Online Preparedness Session to enroll in this course [click here](#)', 'Class to Career Access restricted to enrollment.', and 'Navigate Let Navigate help you stay updated on important deadlines and events, explore majors and careers, identify resources, create a personalized schedule of classes, and register with ease. If you have questions about Navigate, please contact the Counseling office at 760-384-6219.'

Canvas Tutorial Icon



Student Tutorials ✕

- Technical Requirements
 - Technical Requirements
- Canvas Guide
 - Canvas Student Guide
- Video Tutorials
 - Assignments Overview
 - Assignments Submissions
 - Calendar
 - Canvas App for Android Phone
 - Canvas App for iPhone
 - Canvas Help Resources
 - Canvas Overview
 - Chat
 - Collaborations
 - Communication
 - Conversations Overview
 - Discussions
 - ePortfolios
 - Files
 - Grades
 - Groups: Creation and Interaction
 - New Canvas User Interface (UI) Overview
 - Notification Preferences
 - Peer Reviews
 - Quizzes
 - Rich Content Editor
 - Turnitin
 - User Settings and Profile Picture

Account

Dashboard

Courses

Calendar

Inbox

Help

Services

Tutorials

Canvas Help



Help ✕

- Ask Your Instructor a Question**
Questions are submitted to your instructor
- Search the Canvas Guides**
Find answers to common questions
- Report a Problem**
If Canvas misbehaves, tell us about it
- 24/7 Canvas Support Hotline (Bakersfield Courses)**
(844) 589-3852
- 24/7 Canvas Support Hotline (Porterville College Courses)**
(844) 602-6285
- 24/7 Canvas Support Hotline (Cerro Coso Community College Courses)**
(844) 589-3854

Account

Dashboard

Courses

Calendar

Inbox

Help

Services

Tutorials

Canvas Online Preparedness Orientation (part of confirmation registration email – see separate email for registration email template)

The screenshot shows the Canvas user interface for an "Online Preparedness Session - 2018 Summer and Fall". On the left is a dark blue navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Help, Services, and Tutorials. The main content area has a white background with a blue "Home" button. Below the button is a header "Online Preparedness Session - 2018 Summer and Fall" and a photograph of students. A navigation bar contains links for "Welcome Message", "IMPORTANT! MUST READ!", "Online Preparedness Modules", and "Contact Information". The main text reads: "Welcome to your 'Online Student Preparedness' session at Cerro Coso Community College. The 'Online Student Preparedness' session is an overview of your responsibilities in online courses, our expectations of you as an online student, how you can navigate through your online course with ease, and how you can find campus support to help enrich your online experience. The goal is to help you become successful in an online environment. If you have already completed the Online Student Preparedness session, please feel free to use these resources for review."

Canvas Inbox with a reminder message to read Exchange email.

The screenshot shows a Canvas pop-up message. On the left is a dark blue sidebar with icons for Courses, Calendar, and Inbox. The message box has a red border and contains the following text: "Don't forget to check your college email account. Your college email inbox is not in Canvas. Information regarding financial aid, registration, technical support, campus activities, and emergencies will not come to this inbox. [Click here to check your college email account.](#)"

Canvas Pop-up Message (See below sample messages)

Message from Cerro Coso x

Online Tutoring Available in English and Math

Would you like to work with a peer tutor as you prepare for mid-terms?
[Click tutoring for more information.](#)

24/7 Librarian Access

Would you like to work with a peer tutor as you prepare for mid-terms?
[Click tutoring for more information.](#)

Message from Cerro Coso x

What is Navigate?

Navigate helps you explore majors and careers, stay updated on important deadlines and events, identify resources, create a personalized schedule of classes, and register with ease. [Go to the Navigate website.](#)

If you have questions about Navigate, please contact the Counseling office at 760-384-6219.

Message from Cerro Coso x

Online Tutoring Available in English and Math

Would you like to work with a peer tutor as you prepare for mid-terms?
[Click tutoring for more information.](#)

Message from Cerro Coso x

Don't forget to check your college email account.

Your Canvas inbox is not the same as your official college email account. Any information regarding your registration status, wait list actions, financial aid, technical support, campus activities and emergency information will not come to your Canvas inbox. [Click here to check your college email account.](#)

Message from Cerro Coso x

Priority Registration Time - Apr 4th -17th

Open Registration begins Apr 18th

Priority or early registration is given to Continuing Students who have completed the core components required for early registration. [Click here for more information on early registration.](#)

Email Address to Use: DistanceEd@cerrocoso.edu

Subjectline: Registration Confirmation for Online Course – [insert name of course]

Dear [insert name of person],

This is to confirm your successful registration for the online course below.

Course Term:

Course Category:

Course Name:

Course Date:

Please complete the “Online Student Preparedness” session prior to the first day of class if you have never completed the session before. This is a **session** on how to succeed in your online course and typically takes 45 minutes to complete. To self-enroll in the session, please here (link the word “here” with the link - www.cerrocoso.edu/orientation) to login to your Canvas account and begin your session.

A few friendly reminders about Cerro Coso online (CCOnline) courses:

- Order your **textbook and materials** (link the word “textbook and materials” with the link - <http://kccd.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=65145>) in enough time to arrive well before the first day of your online course.
- Student access to CCOonline courses is available on Friday by noon prior to the class start date. **You must log in to your class before 8pm on the start date or you will be dropped.**
- For information on how to login to InsideCC and your online course, click on video link (link the word “link” with the link - www.cerrocoso.edu/login).
- For technical issues with the Canvas classroom system, call (844) 589-3854.
- Let Navigate (link the word “Navigate” with the link - <https://cerrocoso.edu/canvasletter>) help you stay updated on important deadlines and events, explore majors and careers, identify resources, create a personalized schedule of classes, and register with ease. If you have questions about Navigate, please contact the Counseling office at 760-384-6219.
- The college is only authorized to offer online programs to residents in the states and territories listed in <https://www.cerrocoso.edu/cconline>.

For additional information about CCOonline, please click here. (link the word “For additional information about CCOonline, please click here.” with the link - <https://www.cerrocoso.edu/cconline/current-online-students>)

Please do call if you have questions – we are here to help! We are delighted that you have chosen to take an online course from Cerro Coso Community College.

Sincerely,

Distance Education Office Staff
(760) 384-6175

Please do not reply back to this email address. To be connected to the appropriate office at Cerro Coso Community College, please call (760) 384-6100.
