*Dear Students,*

*Due to safety issues, all lecture-based classes will be moving to remote instruction, effective March 16th, 2020-April 12, 2020. Fully online courses will not be affected.*

***What you will need to do:***

*Please check that you can see your Canvas course shell at* ​[*losmedanos.instructure.com*​](https://losmedanos.instructure.com).

* *To log in to Canvas, use your InSite username and password.*
* *We will hold classes online “asynchronously”. This means that you do NOT have to check in at a particular time or place.*
* *You will have activities such as discussion boards and assignments that are due online through Canvas.*
* *Each of these activities has a due date and instructions for submission.*
* *You will be responsible for these activities as you would be if our course continued face-to-face.*

***Important: Your instructor will communicate with you in the following ways and/or through an individual course specific Communication Plan. You may meet via Zoom or in person with your instructor to satisfy your in-class hour/s or office hours depending upon your professor’s Communication Plan.***

***Your instructor will:***

* *Be available to answer your questions through the* ***Canvas Inbox*** *with a 24-hour response time Monday to Friday.*
* *Use* ***Announcements*** *and the* ***Canvas Inbox*** *to communicate important course information and updates with you two to three times a week.*
* *Hold weekly* ***Zoom Video*** *virtual office hours (Mondays, from 2-3 p.m. through Canvas for example)* 
  + *Please Access Zoom through the left-hand side navigation tab “ConferZoom” on our Canvas course shell.*
  + *You can view the* [*C​onferZoom Student Guide*](https://ccctechconnect.zendesk.com/hc/en-us/articles/360009517753-Overview-of-ConferZoom-in-Canvas)​ ​*for step-by-step instructions.*
* *Participate on Canvas* ***Discussion Boards*** *and providing feedback on your discussion posts.*
* *Respond to your assignment submissions by checking your feedback through the “Grades” tab on Canvas.* 
  + *Remember If you are not sure how to access the Grades tab or find comments, please see the guide:* [*H​ow do I view assignment comments from my instructor?​*](https://community.canvaslms.com/docs/DOC-10666-how-do-i-view-assignment-comments-from-my-instructor)

***Student Services***

Student Services will continue to be primarily provided onsite at Los Medanos College for both locations (Brentwood and Pittsburg).

***How LMC will communicate with you:***

*Please check your InSite email frequently to receive important updates from the college.*

***If you need help with Canvas technology:***

* ***Canvas 24-7 Student Helpline****:*​ *844-303-5586*
* *Use Canvas on the go. Download Canvas Student for* [*Android*](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) *o*​*r* ​[*iOS*](https://apps.apple.com/us/app/canvas-student/id480883488)
* [*Getting Started with Canvas*](https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student)​*(Learn the basics of Canvas. Includes a video guide.)*