

GCC Classified Staff Guide to Online Professional Development in Canvas

This guide will show you step-by-step how to get started taking online professional development lessons using Canvas. Canvas is the learning management system that all GCC students use to take their classes. As a classified staff member, you have a Canvas account. These online professional development lessons are *not* webinars that you have to take on a specific time or date. Instead, these are online lessons that are totally self-paced and accessible 24/7.

SELECT THE LESSON YOU WANT TO TAKE

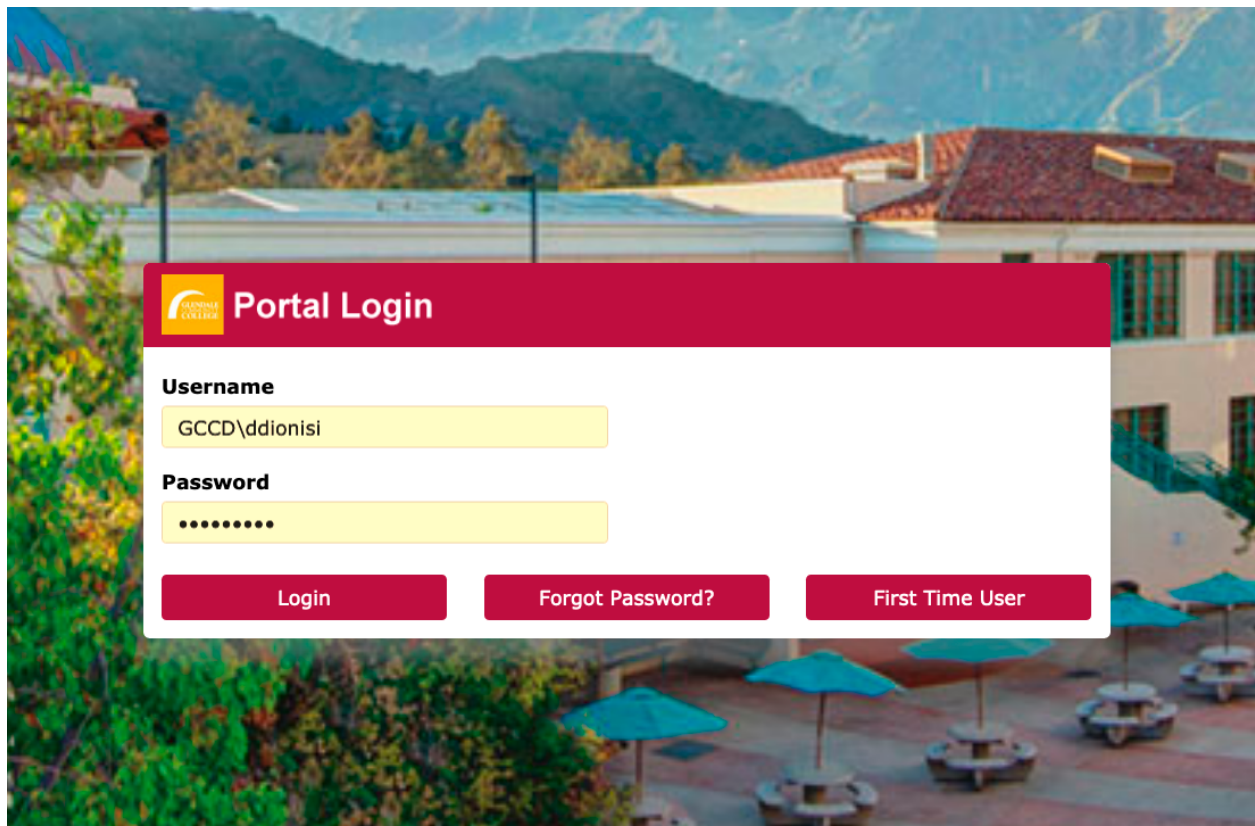
You'll be able to access these lessons in one of two ways:

1. Click on links to the lessons at the Staff Development webpage
2. Click on links in email announcements sent to you by Nonah Maffit or Daphne Dionisio

To get started in a lesson, just click on its name.

LOG IN TO CANVAS

When you click on the name of a lesson, it let's you enroll in that lesson. But first, you have to log in to Canvas using your USERNAME and password. It is the same username you use for Windows Active Directory, SharePoint, and Outlook webmail. **If you are using your home computer, you may need to type GCCD\ in front of your username.**

A screenshot of the Canvas Portal Login interface. The background is a scenic view of a building with a red-tiled roof and greenery. Overlaid on this is a white login form with a red header. The header contains the GCC logo and the text "Portal Login". The form has two input fields: "Username" with the text "GCCD\ddionisi" and "Password" with a masked password of ".....". Below the fields are three buttons: "Login", "Forgot Password?", and "First Time User".

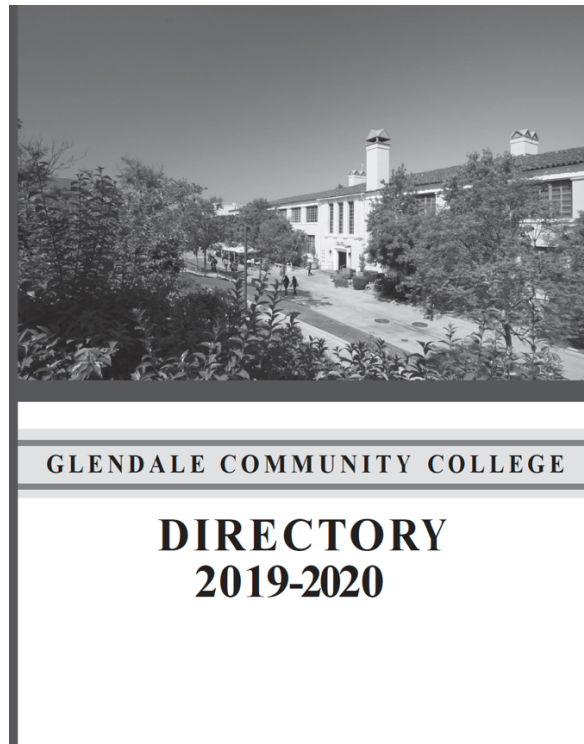
Portal Login

Username
GCCD\ddionisi

Password
.....

Login Forgot Password? First Time User


If you aren't sure what your username is, just look it up in the college's Directory. You can download a PDF of the [directory](#) at the college's website. Find your username under the column called Email.



Last Name	First Name	Position	Ext.	Email	Office
Accounting					
Nour.....	Amir.....	Controller.....	5208	amir	AD 118
Baghoomian.....	Angineh.....	District Accountant.....	5209	abaghoom	AD 116
Chia.....	Diane.....	Grant Accounting Specialist.....	5212	dchia	AD 116
Flexser.....	Terry.....	Assistant District Accountant.....	5213	tflexser	AD 116
Fong.....	Julia.....	Accounting Technician.....	5133	mfong	AD 116
Gasparyan.....	Gohar.....	Sr. Accounting Clerk.....	5131	gohar	AD 116
Martirosyan.....	Lilit.....	Sr. Accounting Clerk.....	5132	lilitm	AD 116
Accreditation					
Kronbeck.....	Elizabeth....	Accreditation, Faculty Coordinator....	5743	ekronbeck	SR 362
Administrative Services					
Culpepper.....	Anthony.....	Executive Vice President, Administrative Services	5210	aculpepper	AD 114
Ahaus.....	Merrilee.....	Administrative Assistant IV..... Confidential	5113	mahaus	AD 114
Darcourt.....	Mark.....	Administrative Assistant.....	5109	darcourt	AD 114
Ayrapetian.....	Tamar.....	Office Assistant II.....	5121	tamara	AD 114

ENROLL IN A LESSON

Click on Enroll in Course.



Enroll in Equity 101 Part B. Addressing the Achievement Gap

You are enrolling in **Equity 101 Part B. Addressing the Achievement Gap**


[View Privacy Policy](#)

[Enroll in Course](#)

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Studio

START THE LESSON

Click on Go to Course. As you take a lesson, be sure to *carefully* read all the instructions you are given in the lesson. This will help you avoid missteps and will reduce the need for you to reach out for help.



Enroll in Equity 101 Part B. Addressing the Achievement Gap

You have successfully enrolled in **Equity 101 Part B. Addressing the Achievement Gap**.

[Go to your Dashboard](#) [Go to the Course](#)

- Account
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- Courses
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- Studio

You can leave a lesson and come back to it anytime. To return to the lesson, just log into Canvas. You can find the link to Canvas at the *top* of the college's webpage. Then, click on the red Canvas Login button.



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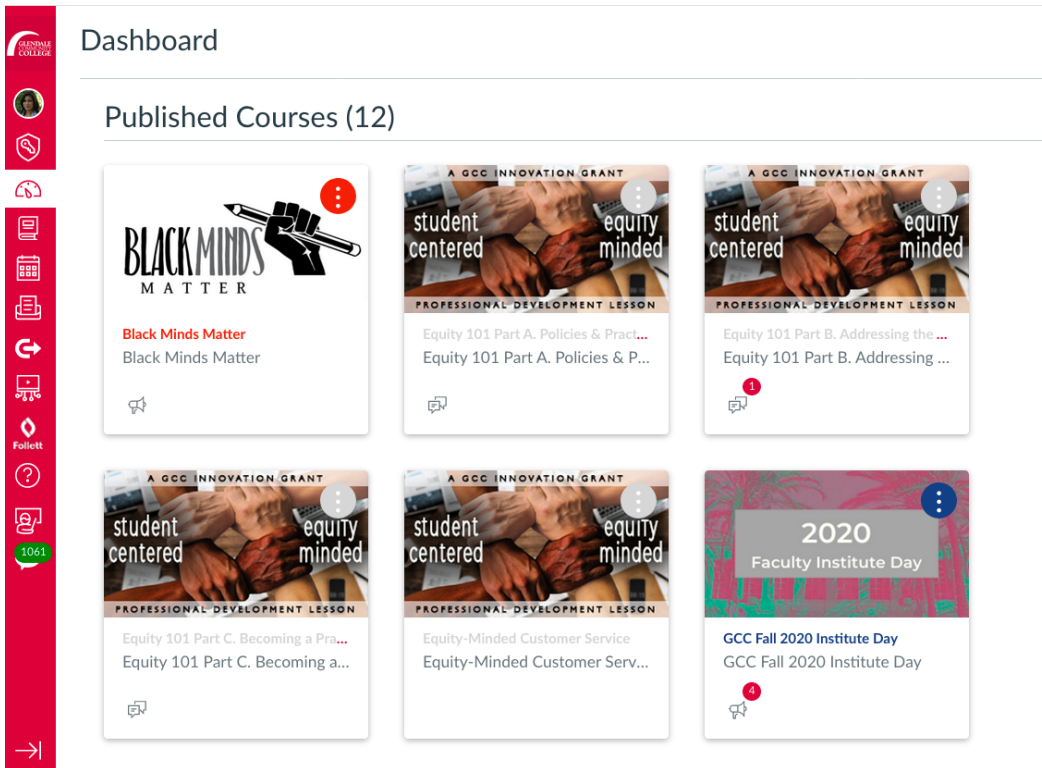
LIVE CANVAS HELP for STUDENTS ONLY

LIVE CANVAS HELP NOW/ZOOM

Monday-Friday: 10 a.m. - 7 p.m.

THE CANVAS DASHBOARD

Whenever you log into Canvas, it shows you a dashboard that contains all lessons you are enrolled in. Just click on the lesson you want to enter.



Also, try to get familiar with all parts of Canvas by clicking on different icons in the left navigation menu. A couple of icons that you'll probably use a lot are the ones for the Dashboard and the one for Courses.

Dashboard



Courses



If you need any help with Canvas or the online professional development lessons, contact Nonah Maffit nmaffit@glendale.edu