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.

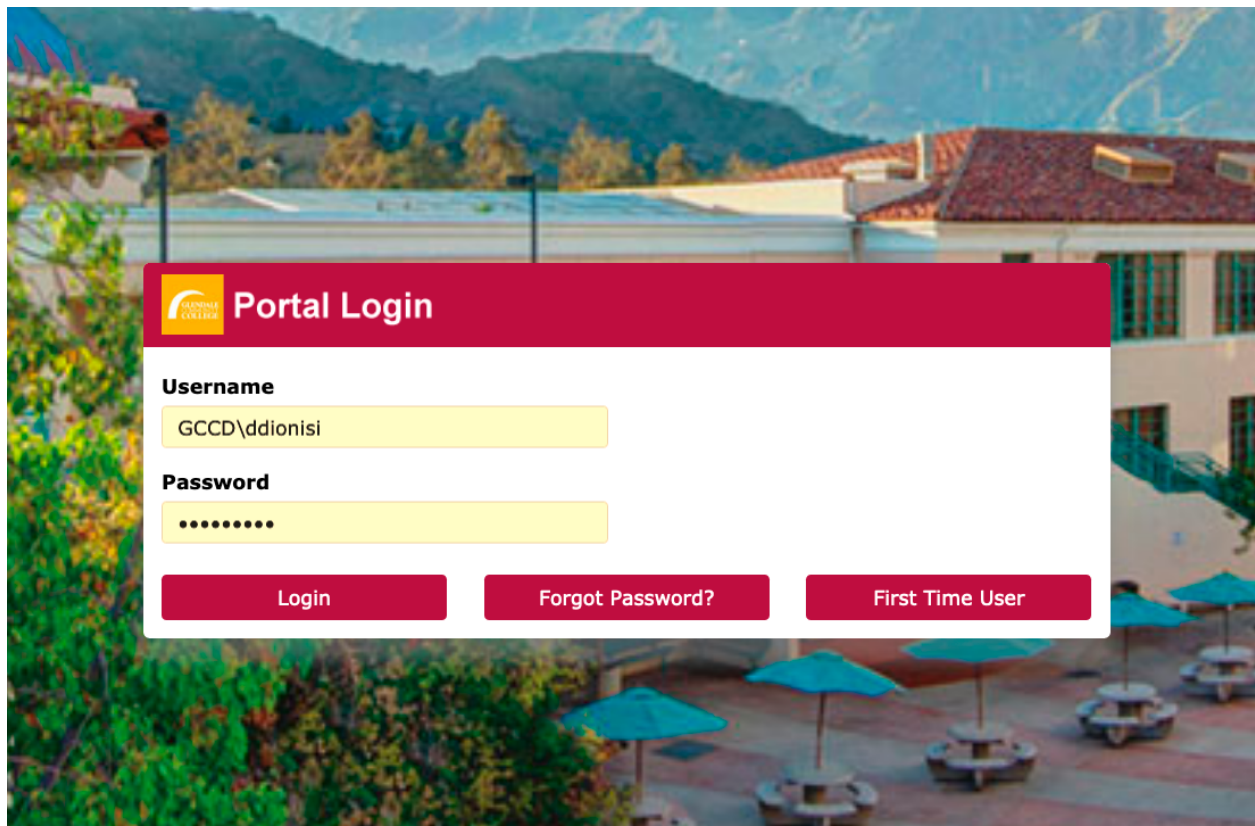## SELECT THE LESSON YOU WANT TO TAKE

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.

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.

GLENDALE COMMUNITY COLLEGE

DIRECTORY
2019-2020
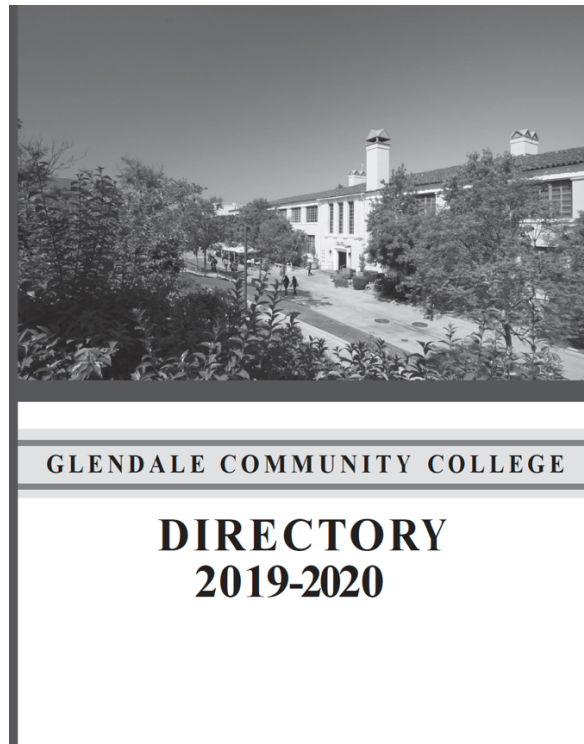
Last Name	First Name	Position	Ext.	Email	Office
Accounting					
Nour..............	Amir..........	Controller..	5208	amir	AD 118
Baghoomian.....	Angineh......	District Accountant........................	5209	abaghoom	AD 116
Chia..............	Diane.........	Grant Accounting Specialist...........	5212	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.

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.

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.

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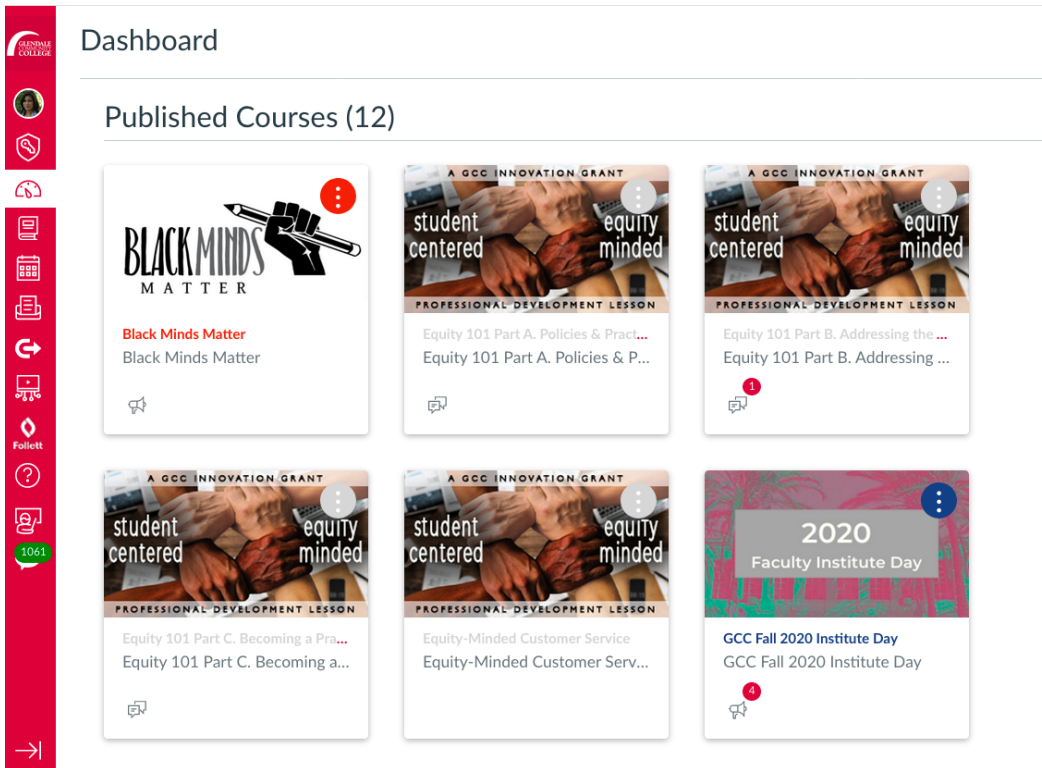
Also, try to get familiar with all parts of Canvas by clicking on different icons in the left navigation menu. A couple of icons that you'll probably use a lot are the ones for the Dashboard and the one for Courses.

Dashboard

Courses

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