

Dear Student:

You are registered for **[insert course prefix and number]** which is delivered via the Internet using Canvas.

Get Ready

If this is the first online course you have ever taken using Canvas, then I strongly urge you to do at least one of the following:

1. Attend one of the [on-campus “Student Canvas Orientation” sessions](#) held during the first week of each quarter.
2. Review the information provided in the online “[Student Canvas Orientation](#)” site at http://www.foothill.edu/fga/canvas_orientation.php
3. Complete the [Self-Assessment Questionnaire](#) and visit the [Online Learning Tour](#) webpages at <http://www.foothill.edu/fga/getstarted.php#new>

Access to Your Course Site

To access or log in to your online course site in Canvas:

1. Log in to MyPortal (<https://myportal.fhda.edu>)
2. Click on the Student tab
3. Look for “My Online Courses”
4. Click on “Log into Canvas”



Troubleshooting

- If you are not able to log in to MyPortal, go directly to the Foothill College Canvas login webpage at <http://foothillcollege.instructure.com> and then type in your Student ID and Password.
- If you have problems accessing or logging into the course, go to the [Student Help Desk](#) at <https://foothillcollege.freshdesk.com> or call the Foothill Online Learning office at (650) 949-7446.
- Guides about how to use Canvas are available at <https://community.canvaslms.com/docs/DOC-4121>

To avoid being dropped for non-attendance, you need to **[insert your instructions]**.

Enjoy your quarter,

[insert Instructor's Name and email address]