E-Learning Quick Start Guide

STEP 1: Activate your WCCS email account:

- www.wccs.edu
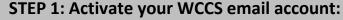- Click on, *Student Email*
- Read the detailed instructions then click on, *Sign in to Student Email*
- Your WCCS student email consists of: your last name, student number without the "W"@student.wccs.edu (ex. doe12345678@student.wccs.edu)
- Initial Password: Wallace + the last four digits of your Social Security Number (ex. Wallace1234)

STEP 2: Login to Canvas:

- www.wccs.edu
- Click on the E-Learning Tab
- Click on Canvas Login
- Enter your
  WCCS email address (ex. doe12345678@student.wccs.edu) and
  Password – Wallace + the last four digits of your Social Security Number (Ex. Wallace1234)

STEP 3: Mandatory Activity

Upon login on the first day of class, students are required to read the course syllabus and complete the Syllabus Quiz located in the "Getting Started" Module. If you do not complete this activity by day three of the course start date, you will be submitted as a "NO SHOW" and dropped from the class.

STEP 4: Set up Canvas Notifications:

Canvas includes a set of notifications you can receive, via email or text message, to stay updated on course announcements and updates. For example, students may now receive notifications when a due date changes, an assignment has been graded, etc. You can select which notifications you want to receive and how often you want to receive them under **Account>Notifications.**