

# **Instructions for Attending Workshops**

## **Spring 2025: Student Achievement Workshops**

### **Workshops Available Online Only**

<https://www.mtsac.edu/asac/achievement-workshops/>

Free online workshops open to all Mt. SAC students!

For a quick tutorial, watch “How to Access ASAC Student Achievement Workshops” at

<https://youtu.be/CAqyhFIUeQc>

### **To register for a workshop:**

- Log in to your Mt. SAC student portal
- Add **CRN 44206** (Spring 2025— non-credit) to your current schedule (all workshop CRNs are FREE)
- Click on the "Canvas" tab in your Mt. SAC portal. *(Please note that it could take up to 24 hours for the workshop course to show up in your Canvas dashboard.)*
- Once you see the workshop “BS-LRN50-0-44206.202440” course on your Canvas dashboard, click to open it.
- To see workshop days/times, click on "View Course Calendar" (top right) of the homepage.
  - Click "Find Appointment."
  - Select " BS-LRN50-0-44206.202440"
  - Click on a workshop day/time you prefer
  - At the bottom of the pop-up window, click "Reserve."
  - Workshop Zoom link will be listed in the appointment description.

### **Zooming into a workshop:**

- Click on that URL listed in the calendar to attend the online workshop.
- Let the “ASAC Zoom Host” know that you are there to attend a workshop.

### **Notes:**

1. Please plan to log in five minutes early. The ASAC Zoom host can only admit one student at a time, so please log in early because sometimes there are delays admitting students to the online workshops.
2. If the workshop you want is not on the schedule, you can still access the information provided through related the links at the top of the home page of the Canvas course shell.
3. The workshop course shell and course number changes each semester, so this requires re-registration each semester.
4. Students who lack technology access or skills can request an in-person appointment by emailing [LALI@mtsac.edu](mailto:LALI@mtsac.edu).
5. For more information or help registering, contact ASAC Lab Instructor at [LALI@mtsac.edu](mailto:LALI@mtsac.edu) or call the ASAC at 909-274-4300.
6. Here’s a “how to” video that shows how to register: <https://youtu.be/CAqyhFIUeQc>



Academic Support & Achievement Center, Mt. SAC  
<https://www.mtsac.edu/asac/achievement-workshops/>  
909-274-4300