

Instructions for Accessing Online Workshops

Fall 2020: Online Achievement Workshops

Workshops open to all Mt. SAC students!

Student Success/Study Skills Topics:

- Capturing the Topic Essence: Notetaking
- Coping Strategies for Academics
- Critical Thinking in Academics
- Locus of Control
- Memory Techniques
- Passing Quizzes & Tests
- Remember What You Read
- Time Management & Online Learning

Technology-Based Topics:

- Linking Your Emails
- Microsoft Office vs Google Suite
- Navigating Canvas
- Navigating Mt. SAC Online

Instructions for accessing the workshops on the next page.

Instructions for Accessing Online Workshops

Fall 2020

Online Achievement Workshops:

Workshops open to all Mt. SAC students!

To register for a workshop:

1. Log in to your portal
2. Add **CRN 25884** (non-credit) to your current schedule
3. Click on the "Canvas" tab in your Mt. SAC portal
4. Click on the "Achievement Workshop" course
5. Click on "View Course Calendar" (top right)
6. To see available workshop days/times and register for a live workshop, click "Find Appointment."
7. Select Course "BS-LRN50-0-25884.202020"
8. Click on a workshop day/time you prefer
9. At the bottom of the pop-up window, click "Reserve."
10. Workshop URL will be listed in the appointment reservation.
11. Click on that URL to attend the workshop online.
12. If the workshop is not on the schedule for the month, you can still access it through the links provided at the top of the home page.

For more information or help registering, contact Kathleen High at khigh@mtsac.edu.

Academic Support & Achievement Center
Mt. San Antonio College
<https://www.mtsac.edu/asac/>