

Mt. SAC High School Referral CHECK-INS GUIDE

How to Access Check-Ins

Go to <https://mtsac.instructure.com>

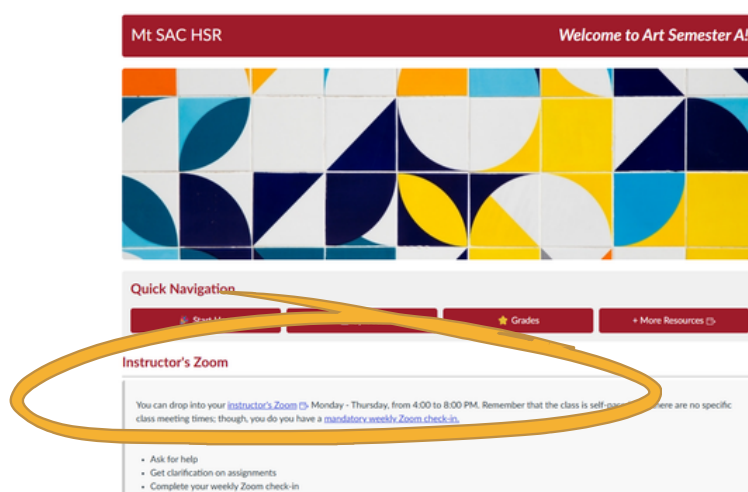


Find your course on the Dashboard

Not seeing your class? It will show up at 3pm on the first day.
Still not seeing it? Make sure you can see the Mt. SAC logo in the corner.

Click on the course tile

Locate the “Instructor’s Zoom” section



Instructors are available **Monday-Thursday from 4-8pm** and you can do your check-in **ANYTIME** during those hours.

You can reach them via **Canvas inbox** outside of these times.

YOU WILL ALSO USE THIS LINK FOR THE FIRST-DAY ORIENTATION

Orientation counts as your check-in for Week 1

Register for the Zoom

You will be prompted to register for the Instructor’s Zoom.
Your registration will be active for the entire summer.

Do **NOT** use your Mt. SAC email as you won’t get the verification email.

What will be discussed at the check-in?

The weekly check-ins allows you to review your progress, ask questions, and get tutoring or support. You can also go into the Instructor’s Zoom more than once a week if you have questions or need assistance.

How long will the check-in be?

Check-ins are typically about 5-10 minutes. However, if you sign in during a busy time, you might have a wait of 30+ minutes as students are seen one at a time. We recommend signing in on Tuesday or Wednesday for the shortest wait time.

What if you can’t make it to a week of check-ins?

Let your instructor know in **ADVANCE**. At your check-in for the week prior, let your instructor know you can’t make it the following week and they will provide you with an alternative (usually two check-ins during another week).

What if I’m taking two classes with two instructors?

You will need to do two check-ins per week, one with each instructor.

When am I done with check-ins?

After you submit the “Last Assignment” and do your final check-in for that course.

NEED HELP?

Email
hsr@mtsac.edu

Check out the
“Get Started” Guide

