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WHAT IS MY B#?

Your User ID (also called Student Identification Number) is your 8-digit number that begins with a capital “B” - and you must enter the “B” as a capital letter before the 8 numbers when logging in to EFSC systems that use this ID.

For Assistance Contact Admissions & Records Office
1-321-632-1111
HOW DO I GET MY PIN?

Your PIN is a number that is used like a password when you login to the secure area with your User ID. Your PIN is set to your birthdate, initially, in the form of MMDDYY. EFSC does not use Social Security Numbers as student ID numbers. When you first apply or readmit to EFSC, you will be given your student ID number, either in person or via your new student admission letter. You must protect your ID number, as it is your gateway to your personal student records.

HOW DO I CHANGE MY PIN?

1. Log into Titan Web Services through the MyEFSC Portal link in the upper right of this page.
2. Click on “Personal Information.”
3. Click on “Change Password.”
WHAT IS TITAN MAIL?

The college offers a free student e-mail called Titan Mail. Your Student E-Mail account will be activated within 24 hours after you are admitted to the college.

HOW DO I ACCESS MY TITAN MAIL?

The URL for the EFSC email system is http://www.outlook.com/titans.easternflorida.edu

You can also easily access this through the MyEFSC Portal button at the upper right of all Eastern Florida public website pages.
THE EFSC APP!

The Titan-Mobile App allows you to view Eastern Florida State College’s latest news and events from the convenience of your smart phone or tablet. Students also can view their schedule and grades from their mobile device through a secure log in feature.
Canvas is the Learning Management System (LMS) used by EFSC. The Canvas Student Orientation will provide useful information on how to navigate Eastern Florida State College’s online learning environment. The orientation module, available in the course list when you login to Canvas, will take about two hours to complete. Access the orientation by logging into https://my.easternflorida.edu
HOW TO LOG INTO YOUR CANVAS CLASS
Username:
EFSC eight-digit B number without dashes.

Pin:
MMDDYY of birth
(example: April 14, 1982 = 041482)

Forgot PIN?
Call 321-433-7600
ACCESS YOUR COURSE IN CANVAS

You may not see your course in Canvas until the day the course opens (first day of the semester for online classes and day of first class meeting for on-campus classes).

Log into your course on the first day! Daily course log in is recommended!
- Read the syllabus and schedule of activities to review the grading policy, due dates and course expectations.

Complete attendance requirement!
- Students must log in and complete the instructor’s attendance activity
- If you do not, you may be withdrawn from the class for non-attendance
- Your financial aid may be affected.
Open Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

In Global Navigation, click the Calendar link.
**View Calendar**
The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

**Add Calendar Items**
Each calendar view shows any assignments or events that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the Add button. Instructors can add assignments and add course events, and all users can add personal events.
View Calendar List
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1]. For instance, in the above example, assignments and events from the History 101 course will appear as pink in the calendar view.

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].
YOUR CANVAS COURSE HOMEPAGE
UPLOADING AN ASSIGNMENT IN CANVAS

• Create your assignment and save it as a “doc”, “docx”, “pdf”, “rtf”. It is important that you save your document in a format that your instructor will be able to open. If you submit an assignment in an unreadable format, your instructor may not accept that assignment. Please check your syllabus for directions from your instructor.

• Before you submit your work, make sure you proofread it carefully for any factual, spelling or grammatical errors.

• You may use the online tutoring system Smarthinking to submit written work for review prior to submission.
Find the module to which you wish to upload an assignment.
Click on the assignment into which you will upload your document.
Click on **Submit Assignment** to upload your assignment.
Click on Choose File to find your file.
Select the file you want to upload. Click **Open**.
Once you see your assignment is attached, click the blue “Submit Assignment” button.
TAKING TESTS AND QUIZZES IN CANVAS

Find the quiz you need to take and click on the title.
Click on the “Take the Quiz” button.

- Answer all questions
- Be sure to click on the “Submit Quiz” button before your time is up.
Here you can see the test information.
Every online class requires that you take at least one proctored exam. Some classes may require more than one proctored exam. Please make sure to read your syllabus and/or schedule of classes carefully so that you are aware of how many proctored exams you will need to take. It is important to schedule your proctored exam as soon as the course begins. You may contact the testing center if you have any questions about scheduling your proctored exam.
How do I make a proctored-testing appointment?

1. Go to EFSC’s home page www.easternflorida.edu and log in to “myEFSC”.
2. myEFSC opens to your Welcome page. Browse your Welcome page to locate EFSC Student Applications section.
3. Select **"Student Proctored Testing Scheduler"** from drop down menu and click **"Launch"**.

4. The Student Proctored Testing Scheduler opens and you can view Pending Exams, Scheduled Exams, and Past Exam Appointments. Note: If there are no Pending Exams, then your instructor(s) have not submitted the exams yet. Please contact your instructor(s) for further information.
1. Locate the correct course and exam name, then click *Schedule this exam*.

2. Choose a date convenient to your personal calendar that is within Start Date and End Date for the test being active. Click drop down menu to select month. Click on calendar to select your desired testing date.
3. Choose a convenient location for you and click on the “Schedule Appointment” button next to that location.

4. Next, click on a time that fits in with your schedule for that day.

5. Once appointment time has been selected click “Submit Registration”.
6. The next screen confirms your appointment has been made!

NOTE: If you need to change your testing appointment date and/or time, just go back to this page by following the directions above, and click on the “View/Modify” link to change it!
CHECKING YOUR GRADES IN CANVAS

On the left-hand navigation pane, click on “Grades”.
Your grades will appear in the “Score” column.
You can view instructor feedback/comments on your assignments by clicking on the assignment you want to see.

- **Note:** Not all instructors use this feature, so check with your individual instructor to find out how they will provide feedback to you on your assignments.
CONTACT US

eLearning@easternflorida.edu
321-433-7100
Melbourne Campus
Building 10-204
TIPS FOR SUCCESS

1. Take the Is Distance Learning for You? Quiz to determine your readiness for online courses at http://web12.easternflorida.edu/distancelearning/
2. Talk to an advisor about your academic goals. Review the EFSC College Catalog and Course Schedule to determine the best online courses to assist you in reaching your academic goals.
3. Taking online classes offers flexibility and convenience, but requires the same kind of time planning skills that on-campus classes require. Review your life’s commitments, i.e. family, work, and extracurricular activities to determine how much time you can devote to your classes.
4. Plan to spend at least 3 to 6 hours per week per online class reading the textbook, studying, and participating in your online class via the discussion board. Students are encouraged to purchase textbook by the first week of class.
5. Become aware of the eLearning attendance policy. Students must consistently submit course work, take quizzes/exams, and post to the discussion board to support active attendance in the course.
6. Log in to Canvas to access your online class on the first day of the term. Complete the initial attendance activity.
7. Create a back-up plan to access your online class should your primary computer become unavailable. Print out a copy of the syllabus to keep in a safe place to reference later should you need to.
8. Always check your email and class announcements at least 2 to 3 times per week to stay abreast of current class information.
9. Follow the course schedule and submit assignments on or before the due dates. Online classes are not self-paced courses.
10. All online classes require at least one proctored exam. You are advised to schedule your testing appointment(s) in a timely manner to meet test/exam deadlines.