

Technology at NWTC



Logging to NWTC Laptops/Computers

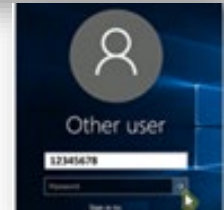
Hold down the Ctrl, Alt, and Delete keys at the same time to bring up the login screen. Enter your 8-digit NWTC username and password, then click Sign in. You can reset passwords at <https://pwd.nwtc.edu>.



Off-Campus access

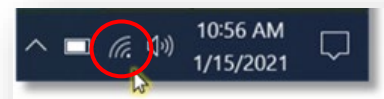
Accessing the Student Portal and other secure NWTC applications will require the use of Microsoft Multi-Factor Authentication (MFA) software.

Need to set up Multi-Factor Authentication? Learn how to set up at <https://www.nwtc.edu/about-nwtc/iit/multi-factor-authentication>



Connecting to the Internet/Wi-Fi

If you are having trouble connecting to the Internet, click the Wi-Fi icon in the bottom right corner to see available networks and then connect.



When using NWTC laptops, the **Global Protect** software allows you to connect to college resources. Check to see if this is connected and working by clicking the up arrow and then the globe icon.

Logging In and Using Canvas

You will be using Canvas for classes. Log in using nwtc.instructure.com or click the Canvas tile in the Student Portal. You can also go to www.nwtc.edu, click Student Login at the top of the screen, and scroll to the Technology Resources section to click Canvas.

Your username is your 8-digit student id number@nwtc.edu. Example: 12345678@nwtc.edu. Your password is your normal NWTC password. All off-campus logins require verification using Microsoft Multi-Factor Authentication software or MFA.

In the Canvas Dashboard, the Course cards will list your classes. Click on the card to access them. Read announcements from your instructor, access learning modules, complete activities and assignments, take quizzes and exams, and check your grades.

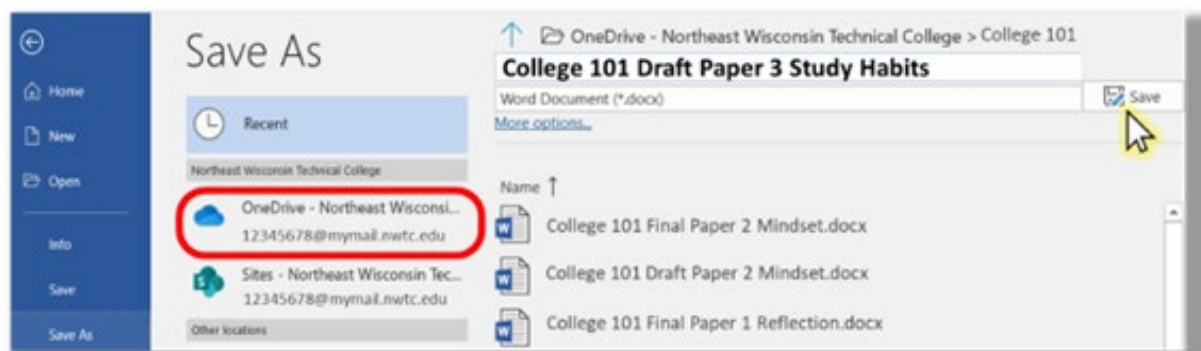
Communicating with Email

To send and receive email, access your student email account from the student portal at

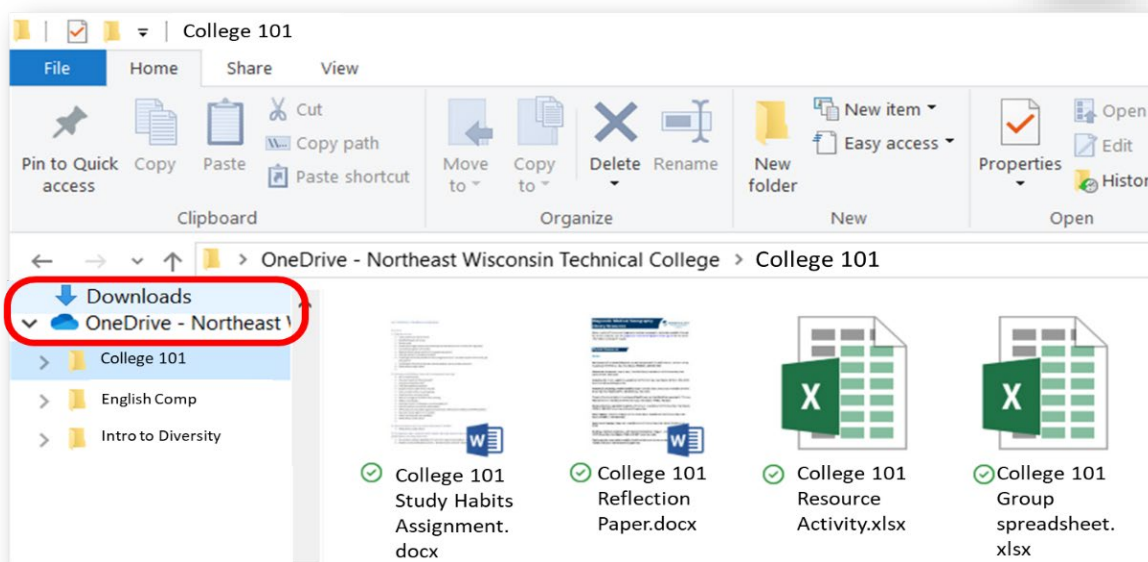
<https://go.nwtc.edu/Student-Portal> or from the NWTC website. Click on Student Login, then go to Technology Resources.

Saving Files

Sometimes you will need to submit a file for an assignment. When saving files, always choose File, then Save As, and select your student OneDrive account.



Click the file folder icon at the bottom of your screen to open Windows Explorer to see your files in OneDrive and create folders for each class. Click on files to open them. Downloaded files are saved in the Downloads folder.



Submitting Work in Canvas

You can submit online assignments in Canvas using several submission types. Access your assignments through your To Do list in your Dashboard, Course Home Page, Syllabus, Gradebook, Calendar, or Modules.

There are four submission types: Upload a File, submit a text entry, enter a Website URL, or submit media by using the button to record your submission. **Note:** Canvas does not support file uploads larger than 5GB.

Accessing Microsoft 365

You can use Microsoft 365 to create your files. NWTC provides this software to you for free! To access Microsoft 365 on your computer, go to the Student Portal and click the Microsoft 365 button.

Use your student ID @nwtc.edu to log in. Do not use your actual student email address here. Click Next and enter your NWTC password.



You can access all the online versions of the applications, or you can also download and install Microsoft 365 on your computer by clicking **Install Apps** in the upper right-hand corner of Microsoft 365 Online. Follow the prompts to complete the installation. If you have previous versions of Microsoft Office applications on your computer, uninstall them first.

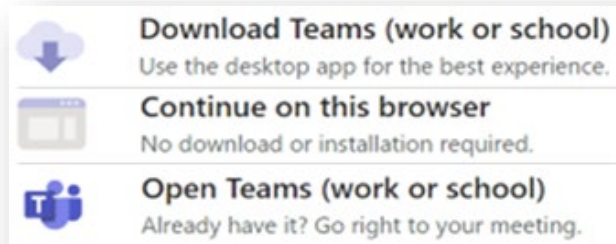
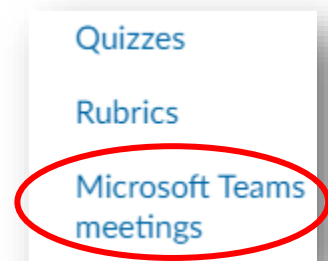
Video Conferencing

Sometimes you need to video conference with your instructor or with other students for class.

To access a scheduled video conference from your instructor in Canvas, click the Microsoft Teams meeting button and select the class session you wish to join.

You may also have a link to the meeting through your Outlook or Canvas Calendars.

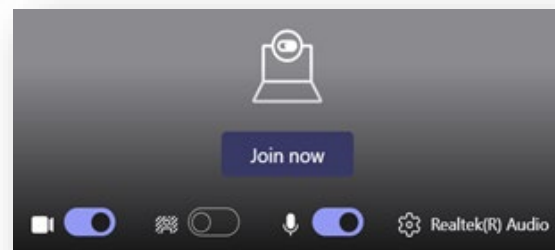
To access recorded sessions, use the recordings link in the Microsoft Teams meetings page or in the Teams Chat option.



Choose how to open your meeting. You can download the Teams app, use the browser, or open the Teams app if already installed on your computer.

You will be able to mute or unmute your audio and stop or start your video before and after you click to join.

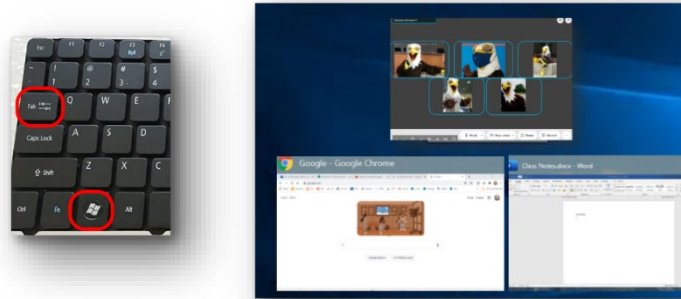
You can select your audio device and test your speaker and microphone. Always mute the volume before joining.



Once successfully in the session, open the chat box to type questions or responses to your instructor/classmates. Use the Reactions option to raise your hand or use emojis.

Opening Windows

During the video conference, you can hold down the Windows and Tab keys at the same time to see everything that is open on your computer and switch to other applications. When looking for a website you opened, remember that you may have several web browsers with multiple tabs to check.



Sharing Your Screen

If asked to share your screen, click the Share icon on the toolbar, then select the application or screen to show others.



Starting Your Own Meeting

If you need to meet online with others, you can start your own meeting by using the calendar function in Outlook or in Teams and choosing Meet Now or New Teams Meeting (or by clicking the meeting icon in Teams Chat). Then share the meeting link or send the invitation.

Accessing Off-Campus Software

To access other NWTC software from off-campus or from your personal laptop, go to www.nwtc.edu/students and click Off-Campus Software Access.

Getting Help

If you need assistance with technology issues, call the Student Help Desk at 920-498-6900 or contact Help Desk technicians at nwtc.edu/helpdesk.

The NWTC Library can also help you when you are stuck!

Go to the Ask a Librarian site at nwtc.libanswers.com to view answers to common questions, watch Technology 101 videos at go.nwtc.edu/tech101, or contact the Librarians through chat, phone, email, or text.