

Technology at NWTC

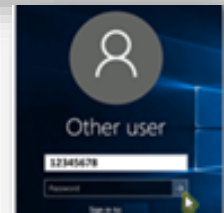


Logging to NWTC Laptops/Computers

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 your password at <https://pwd.nwtc.edu>.



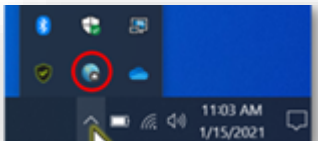
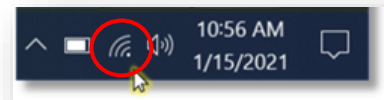
Off campus access

Accessing the Student Portal and other secure NWTC applications will require the use of Microsoft Multifactor Authentication software or MFA.

Need to set up Multi-Factor Authentication? [Learn how.](#)

Connecting to the Internet/WiFi

If you are having trouble connecting to the Internet, click the WiFi 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. Login using <https://nwtc.instructure.com/login/saml> or click the Canvas tile in the Student Portal. You can also go to www.nwtc.edu, click the Student Login button 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.

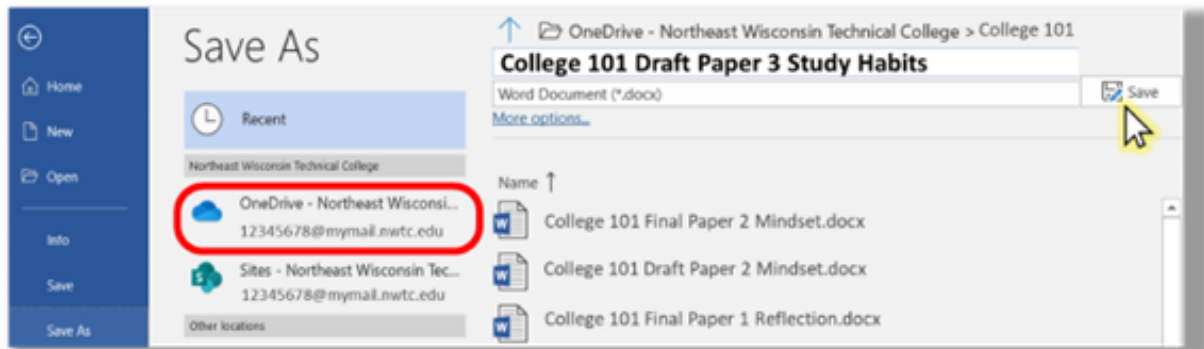
Communicating with Email

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

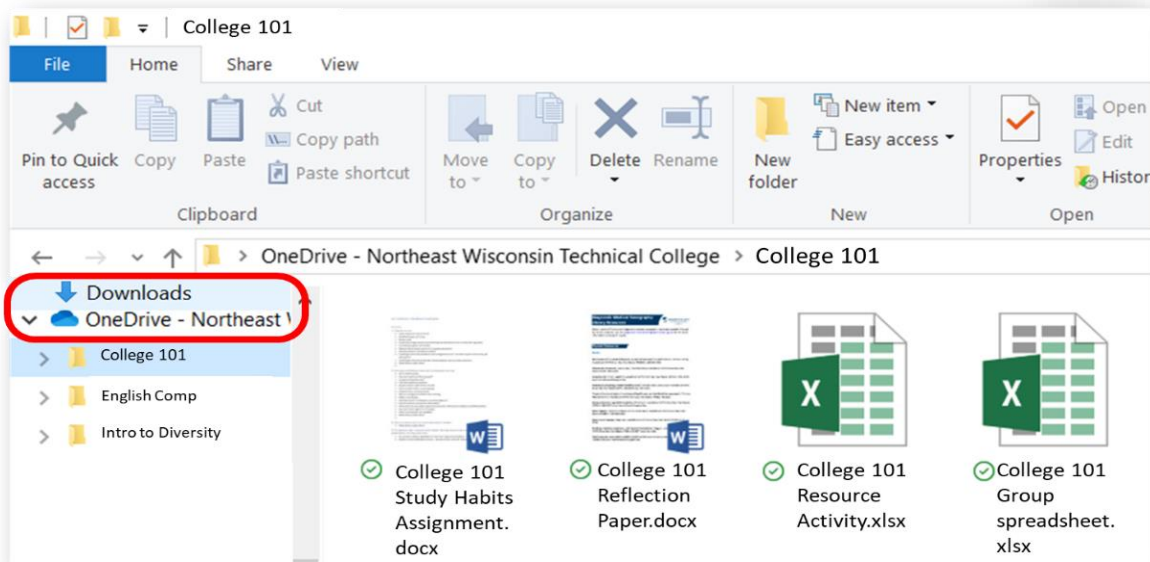
student.nwtc.edu or from the NWTC website. Click on Student Login then go to Technology Resources.

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 and click 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 Office

You can use Microsoft Office to create your files. NWTC provides this software to you for free! To access Microsoft Office on your computer, go to the My.NWTC student portal at student.nwtc.edu and click the Office 365 option.

Use your student ID @nwtc.edu to login. 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 Office 365 on your computer by clicking **Install Office** in the upper right-hand corner of Office Online. Follow the prompts to complete the installation. If you have previous versions of Office on your computer, un-install them first.

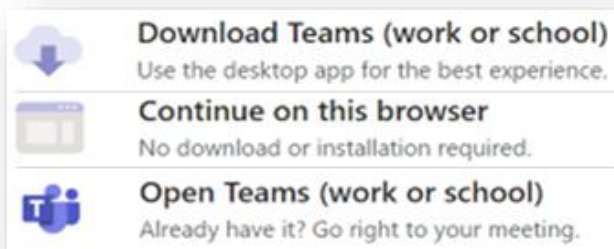
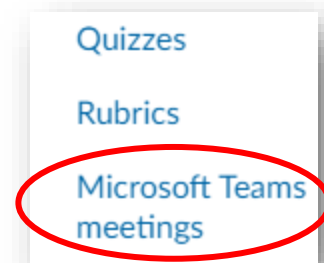
Video Conferencing

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.

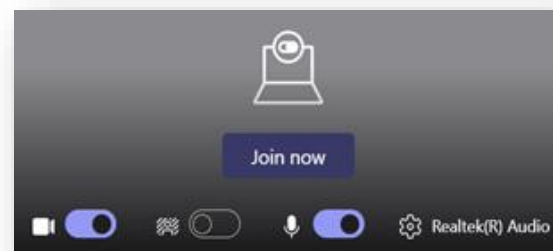
To access recorded sessions, use the recordings link in the Microsoft Teams meetings page or in the Teams Chat option.



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.

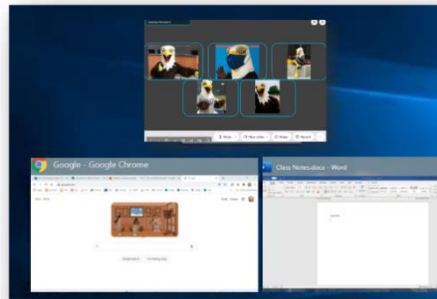
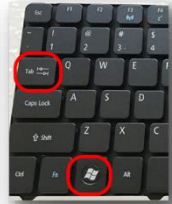
You can select your audio device and test your speaker and microphone. Always mute volume before joining.



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.

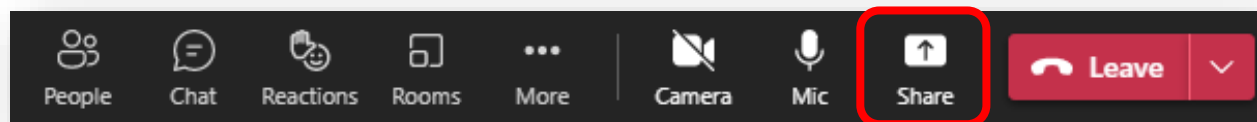
Opening Windows

During the video conference, you can hold down the Window and Tab keys at the same time to see everything that is open on your computer and change to other applications. When looking for a web site 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.



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 chat with Help Desk technicians by accessing <https://www.nwtc.edu/about-nwtc/iit/help-desk>. The NWTC Library can also help you when you are stuck!

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