

## IMPORTANT INFORMATION

The following information will be helpful to you when teaching your Dual Credit course. Your User Name and password will be the same for Canvas and MyNTC. If you have any content questions please contact your Dual Credit Faculty Mentor, if you have any other questions pertaining to your Dual Credit course please contact Tracy Ravn.

To access MyNTC, visit <https://my.ntc.edu>

**User Name:**

**Password:** Your password is defaulted to the first two letters of your first name, first two of your last name and last four digits of your SSN.

**Dual Credit Faculty Mentor:**

**Phone:**

**Email:**

**Director of K-12 Pathways:** Tracy Ravn

**Email:** [ravn@ntc.edu](mailto:ravn@ntc.edu)

**Phone Number:** 715-803-1782



## NTC Dual Credit Canvas Frequently Asked Questions



## WHERE IS MY CANVAS CONTENT?

When you first log into Canvas, you will have multiple courses on your Dashboard. The course you want to add content to is the current semester and academic year's. To do this:

1. Navigate to Settings along the left menu bar.

2. Click on the Import Course

Content from the right menu.

- Delete this Course
- Copy this Course
- Import Course Content
- Export Course Content
- Reset Course Content
- Validate Links in Content

Adjust All

Office 365

LockDown  
Browser

Starfish

Instructor

Settings

3. Select the content type: Copy a Canvas course.

## Import Content

Content Type: Copy a Canvas Course

Search for a course: Course name

Include completed courses

Content:  All content  Select specific content

Options:  Adjust events and due dates

Cancel Import

4. Search for your Master (course title) Dual Credit Sandbox course, and click the radial button that says All Content.

## Import Content

Content Type: Copy a Canvas Course

Search for a course: Course name

Include completed courses

Content:  All content  Select specific content

Options:  Adjust events and due dates

Cancel Import

5. When the content is finished copying you will see the following and your content is in your course.

## Current Jobs

Course Copy Master Intro to... Mar 14 at 10:51am Completed

Content import files cannot be downloaded after 500 days.

## PUBLISHING YOUR COURSE

In order for your students to be able to see the content, you have to publish the course.

1. Navigate to the Home page

INTRODUCTION

2019 Spring

Home

Announcements

Modules

2. Center

2. Click on the Publish button so it turns green.

Course Status

Unpublished Publish