

Noncredit Online ESL Student Guide

City College of San Francisco



Start Your Learning Journey

Get Ready for Online Learning

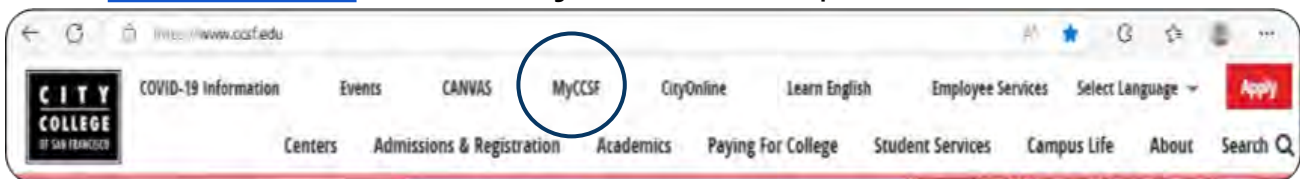
Welcome to your online ESL class at CCSF! This guide helps you:

1. Set up your **myCCSF Portal / RAM ID**
2. Log in to **Canvas** for your online class
3. Attend live class meetings on **Zoom**

Set Up myCCSF Portal (RAM ID)

Note: Wait 24 hours after you receive your student ID number before setting up your myCCSF Portal (RAM ID).

1. Go to www.ccsf.edu and click **MyCCSF** in the top menu.



2. Click **myCCSF Login Portal (RAM ID)** to open the student portal page.



3. Click **New to RAM ID? Forgot Password?**

A screenshot of the MyCCSF Login Portal login form. The form has a title "MY CCSF LOGIN PORTAL". It includes fields for "Username" (with a hint "W00000000 or jsmith") and "Password" (with a hint "Enter your password"). There is a checkbox for "I am Staff/Faculty". A red "Login" button is at the bottom. Below the button, the link "New to RAM ID? Forgot Password? | Change Password" is circled in blue.

4. For **Username**, enter your **Student ID**. It starts with S, W, WA, or @.



5.



Answer the 3 questions, then click **Next** to continue.

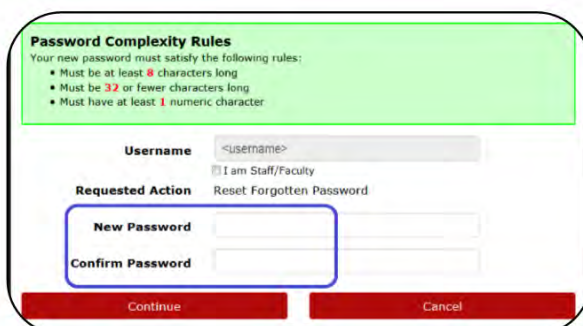
Note:

- Enter your **date of birth** in MMDDYY format.
Example: April 4, 1998 → 040498.
- Your answers must match CCSF records **exactly**!
- If you cannot answer the questions correctly, please email nc_admit@ccsf.edu for help.
- If you do not see the 3 questions, your account may already be set up. Use password

recovery or submit an IT Ticket at www.ccsf.edu/help-desk

6. **Create a password** following the rules in the green box. Enter your password twice, then click **Continue**.

If accepted, you will see **Password Reset Successfully**. Select **Click here to continue**.



7. Select 2 questions and type your answers. Then, click **Continue**.

Note: These questions will help you recover your password in the future. Choose answers you will remember.

END-USER SELF SERVICE

Please answer at least 2 of the 10 questions below.
NOTE: Answers must be at least 7 characters long.

Username: W12345678
☐ I am Staff/Faculty

Please choose a question
-- Please choose a question --

Answers remaining: 2 optional

Cancel

8. **Optional:** Enter your 10-digit **mobile phone number** and/or **email address** to receive a security code. Enter the code to **continue**, or click **Skip** to move past this step.

Enter the box below before skipping. You can always enroll from the Account Management page.

Username: W12345678
☐ I am Staff/Faculty

Password: ••••••••

Country: United States

Phone Number:

☐ Do not remind me again

Continue Skip

END-USER SELF SERVICE

A One Time Passcode (OTP) has been sent to your phone. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username: W12345678
☐ I am Staff/Faculty

One Time Passcode:

[Problems with the OTP?](#)

Continue Cancel

To permanently not display reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page.

Username: W12345678
☐ I am Staff/Faculty

Password: ••••••••

Email Address:

☐ Do not remind me again

Continue Skip

END-USER SELF SERVICE

A One Time Passcode (OTP) has been sent to your phone. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username: W12345678
☐ I am Staff/Faculty

One Time Passcode:

[Problems with the OTP?](#)

Continue Cancel

You have now set up your RAM ID!

Use it to log in to Canvas and join your online classes.

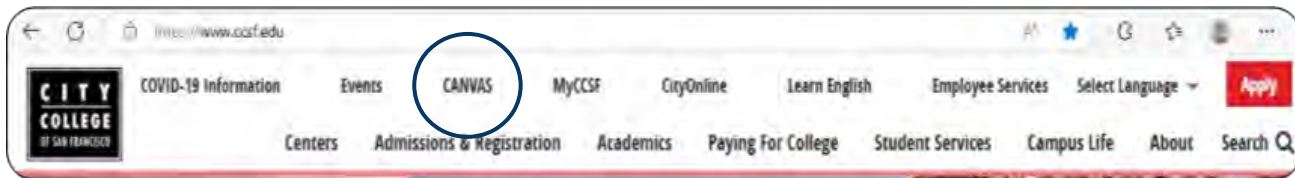
Attend Online Classes with Canvas

Canvas is an online learning system. You'll use it to access class materials, join Zoom, message your teacher, and submit assignments.

You can use Canvas in a web browser (like Chrome) or on a mobile app.

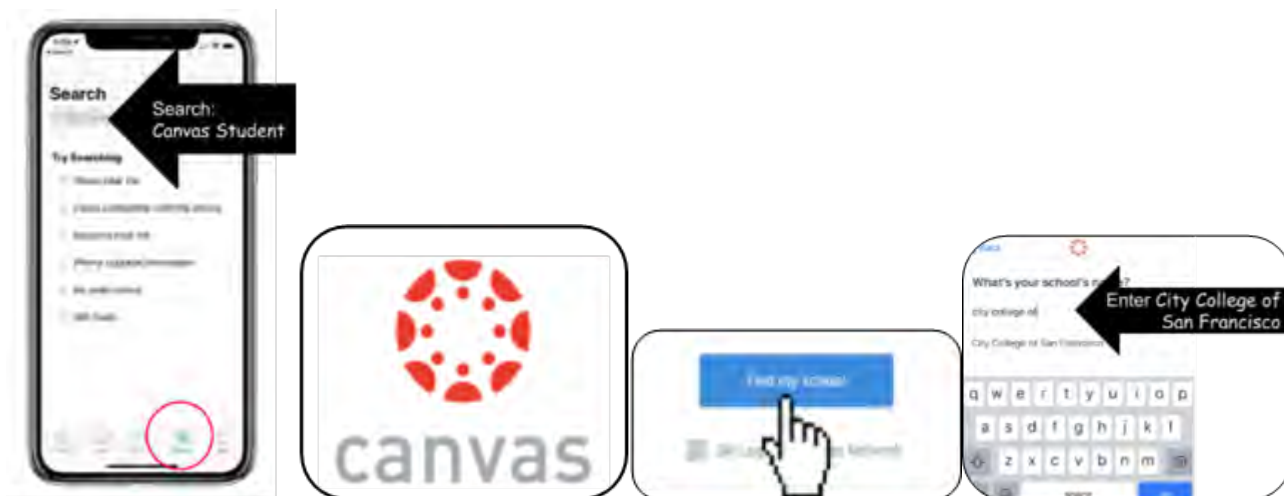
Access Canvas in a Web Browser

1. Go to www.ccsf.edu
2. Click CANVAS in the top menu
3. Log in with your **myCCSF RAM ID** and **password**



Access Canvas on a Smartphone

1. Go to the **App Store** (iPhone) or **Google Play** (Android)
2. Search for **Canvas Student**
3. Download and open the app
4. Select **Find my School** → type **City College of San Francisco**
5. Log in with your **myCCSF RAM ID** and **password**



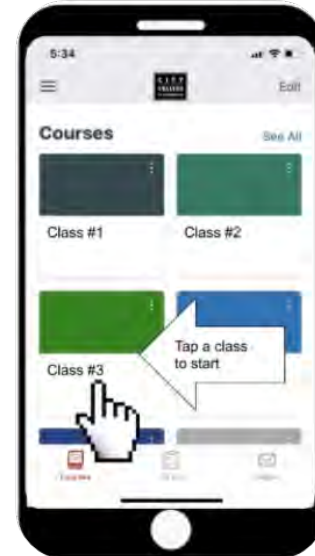
Explore Canvas Dashboard

When you log in to Canvas:

- You will see your available classes on the **Dashboard**.
- **Important:** Classes appear about **24 hours** **after** **registration** or the **first day of the semester**.
- Click your class tile



Dashboard on a computer



after
to enter.

Dashboard on a smartphone

Four important buttons in Canvas

1. **Home:** Information about your class and teacher
2. **CityZoom:** Zoom link to online class meetings
3. **Modules:** Class lessons and assignments
4. **Inbox:** Send messages to your teacher

Note: On smartphones, the **Inbox** is in the bottom menu.



Tip: Enroll in the free, self paced course **Learning with Canvas** to practice using Canvas tools:

Click this link to enroll: <https://ccsf.instructure.com/enroll/DP8CAM>

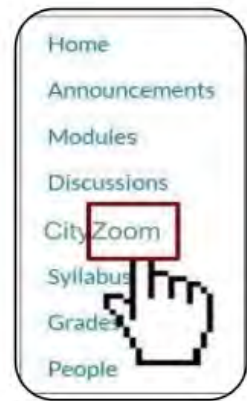
Attend Online Classes with Zoom

Most online classes meet on **Zoom**. You'll join your teacher and classmates to learn and practice English together.

Join Your Zoom Class

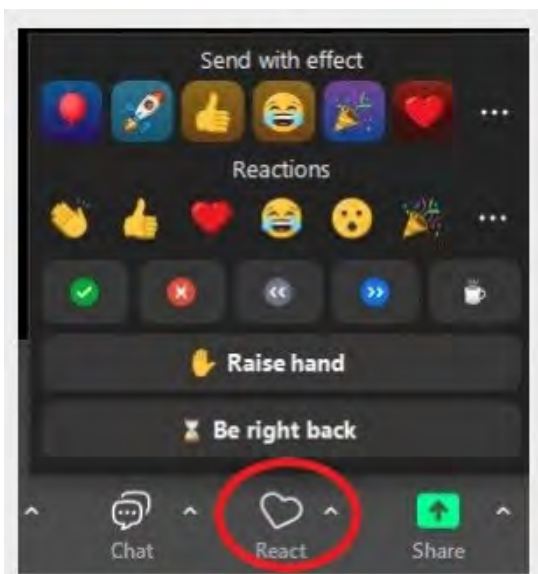
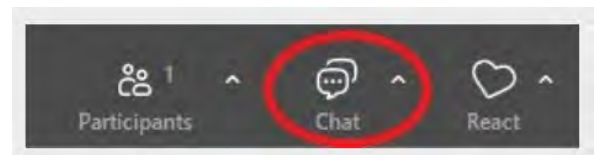
1. Open your class in **Canvas**.
2. Click **CityZoom**.
3. Find your class date and time. Click **Join**.

Note: The first time you use Zoom, you may need to download and install the Zoom app.



Important Buttons in Zoom

1. **Microphone and Camera** – Turn your sound and video on or off.
2. **Chat** – Read and send messages.
3. **React** – Raise your hand or use emojis to share your reactions.



Attend Online Classes

Canvas Dashboard

- Log in to **Canvas**.
- Click on the **course tile** to enter your class.
- Check your schedule for **live Zoom meetings** in **CityZoom**.
- Go to **Modules** to review lessons, discussions, and assignments.

Meet Your Teacher

On the first day, your teacher will explain what the class is about and how you will learn.

If you join late, send a short **Canvas Inbox** message to introduce yourself.

Hello [Teacher's Name],

My name is [your name]. I'm happy to join your class!

This shows your teacher that you can use Canvas and are ready for online learning.

You can ask questions anytime—your teacher is here to help!

Classroom Activities

Everyone is welcome at CCSF!

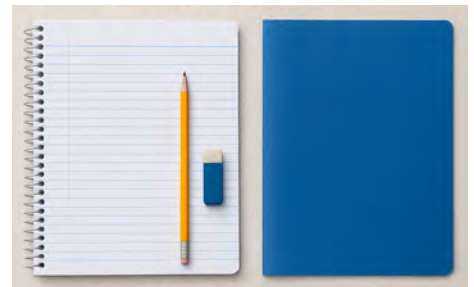
You will learn by speaking, listening, reading, or writing through short lessons, group work, and discussions.

These activities help you improve your English and make friends, too!

You can practice English without fear. **Mistakes are okay; they help you learn.**

Be Ready to Learn

Bring a notebook, pen or pencil, and a folder for notes and downloads.



Be on time and attend every class.

If you must miss class, **tell your teacher.**

If you don't understand something, ask for help. We all learn together.