

SAN DIEGO STATE UNIVERSITY

How To Use WebPortal/Canvas/Blackboard

First Thing First: Claim your SDSUid

- You should have already received an email a while ago to claim your SDSU ID.
- This email came from DoNotReplySDSUid@sdsu.edu
- Check email, including spam and junk boxes.
- Follow instructions in the email to activate your SDSUid
- Didn't receive the email? Email myuan@sdsu.edu

SDSUid Help

If you have any trouble activating your SDSUid, please send me an email immediately.

Why do I need it? What is WebPortal? How to activate it?

Why do I need to create a WebPortal account?

- Pay for Immediate Access
- o To view official grades from SDSU classes
- To print unofficial transcripts (no fee) at the end of the semester
- To order official transcripts (small fee) at the end of the semester

How do I create a WebPortal account?

- Wait till you register for a class
- Go to the SDSU website http://sdsu.edu/
- Point to "Academic"
- Click on "Webportal"
- Or go to this link below

https://sunspot.sdsu.edu/pls/webapp/web_menu.login/

San Diego State University

Web**Portal**

The Student Information Systems team is currently investigating reports that some users are unable to authenticate into SDSU WebPortal. For updates, please visit the SDSU System Status dashboard.

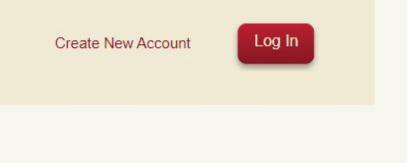
Faculty & Students: If you're unable to authenticate to access the information you need for today's instruction, please submit a ticket to ServiceNow or email us at itd-eis@sdsu.edu so we can assist you.

Parents & Students: For fees and tuition payments, please access the payment system directly via the Student Account Services website.

About WebPortal

The SDSU WebPortal serves admission, enrollment, and registration needs across campus.

- Students: Admission status check, class schedule and registration, transcripts, official contact information
- Faculty: Grade submission, class rosters, add/drop management, course evaluation results
- Staff: Admissions reports, course demand, WebGrades and WebRosters, enrollment reports, student registration



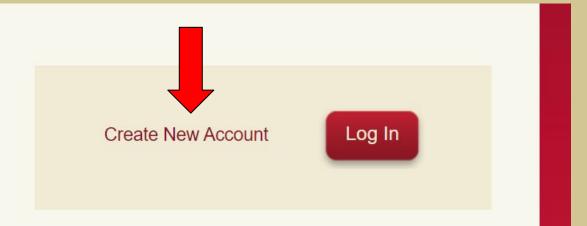
San Diego State University Contact Us

Click On "Create New Account"

About WebPortal

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• Enter Your Red ID Number

- Enter Your Birthdate (MMDDYY)
- Click "Activate"

New Accounts

Faculty and Staff

Faculty: Your account password is issued through your department coordinator.

Staff: If authorized, you may obtain an account by submitting a request form.

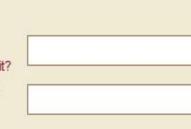
More Info

Students

Setting up your WebPortal account is a two-step process. First you will activate your account. Then you will receive a temporary password that you will use to log in and set your password.

More Info

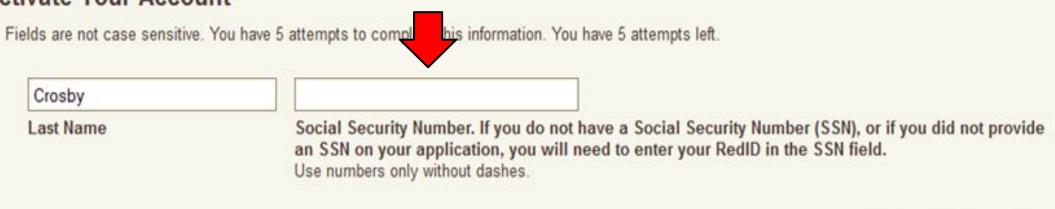






- Enter Your Family Name
- Enter Red ID Number in Social Security Number, then click Submit

Activate Your Account





• Check your email for the confirmation email with your temporary password.

Confirmation

WebPortal

The temporary password for your new account has been sent to your email address on file: cblood747@cox.net Check your email and follow the instructions to finish activating your WebPortal account.

Note: Please allow extra time to receive your temporary password by email. Temporary passwords are sent immediately, but many factors can influence how fast it appears in your inbox (internet traffic, ISPs, software settings, etc.).

Log In to WebPortal

• You should receive the following email.

SDSU WebPortal Account Information. Your request to activate your account has been received. Your temporary password: 1234567 To finish setting up your account, <u>log in to WebPortal</u> using your RedID and entering your temporary password in the password field.

If these changes were made in error or not authorized, please <u>contact us</u>.

Thank you.

Once you receive your temporary password by email, you should log into WebPortal using that password.
If you don't see your password in your inbox, check your spam folder.

Account Authent	ication
RedID/User Name (Hide Value)	810608091
Password	•••••

You will now need to create a new password. Usually the following pattern of password will work <u>aaaBBB@123</u>

Warning: Use standard characters such as: #, \$, %, *, @, !. Do not use unusual characters such as ~, ', `, or &.

You are now officially in WebPortal!

Web Portal	
Extended Ed Undergrad Log Out	
Warren Crosby	
Course Forgiveness	
E-Mail & Address	
Emergency Contact Info	
eVote	
Official Transcript	
Student Account Services	
Unofficial Transcript	
Message Center	
Change Password	
	Welcome, Warren Crosby, to the SDSU WebPortal

Please select an option from the menu.

You will receive the following email.

Your WebPortal account has been successfully activated. Please note that within 4 hours, your new password will take effect in other Web-based systems outside of the WebPortal, such as Blackboard, AidLink, CASHNet SMARTPAY, etc. The next time you log in to your account, you will be asked to set three challenge questions. Challenge questions will be used if you forget your password and it needs to be reset If these changes were made in error or not authorized, please contact us. Thank you.

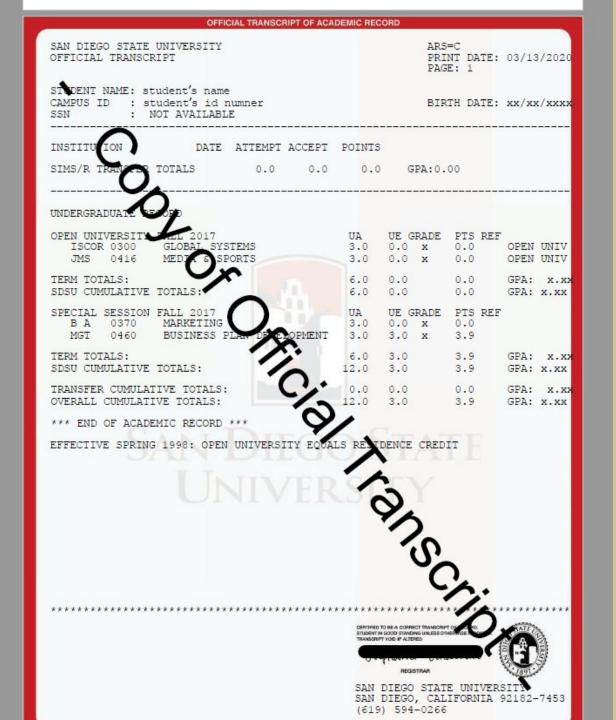
Note the transcript choices for the end of the semester.

WebPor
Extended Ed Undergrad
Warren Crosby
Course Forgiveness
E-Mail & Address
Emergency Contact Info
eVote
Official Transcript
Student Account Services
Unofficial Transcript
Message Center
Change Password

SAN DIEGO STATE UNIVERSITY Unofficial Transcript	PRINT DATE: 12/21/2020
REQUESTED BY: WSG	PAGE: 1
STUDENT NAME: XXXX, XXXXXX	E MONTHER / DN 82 /
CAMPUS ID : XXXXXXXX BIRTH DATI	E MONTH/DAY: xx/xx/xxxx
UNDERGRADUATE MATRICULATION PERIOD: FALL 2018	_*_*_
CURRENT INFORMATION IS FOR FALL 2020.	
GE CATALOG: 2018 MAJOR CATALOG: 2018	
MAJOR: 221752/05011 BUSINESS ADMINISTRATION (GENERAL BUS	
DEGREE OBJECTIVE: (3) SEEKING A BACHELOR OF SCIENCE DEGRI STUDENT STANDING: (0)	E.E.
ACADEMIC STATUS: (), PERIOD=20204 DEGREE PERIOD/STATUS/EVALUATOR: 20204/E/9	
TEST SCORES	
EWP (WPA/TWA): 8 (PASS)	
UNDERGRADUATE REQUIREMENTS	
US HISTORY : (O.K.) US CONSTITUTION : (O.K.)	
US CONSTITUTION : (O.K.) CAL. GOVERNMENT : (O.K.) ELM : (O.K.)	
EPT : (O.K.)	
GWAR : (O.K.)	_*_*_*
TRANSFER CREDIT TO SEMESTER UNITS GRADE RECY	
INSTITUTION DATE ATTEMPT ACCEPT POINTS ST	vD IS
GUANGDONG IND TECH C 05/04 0.0 2.0 0.0 B	
GROSSMONT COLL 05/18 32.0 32.0 117.9 * B CUYAMACA COLL 05/18 36.0 36.0 144.0 * B	
EVAL SERV REPORT 05/18 0.0 0.0 0.0 N	ſ
SIMS/R TRANSFER TOTALS 68.0 70.0 261.9 GP2	A: 3.85
* MAXIMUM 70.0 UNITS ALLOWED FROM COMMUNITY COLLEGES COL	URSES
--*Unofficial Transcript	_* _* _*
UNDERGRADUATE RECORD	
	ADE PTS REF
HTM0301SERVICE LEADERSHIP DEVEL2.02.01HTM0320HOTEL MANAGEMENT3.03.01	B- 5.4 OPEN UNIV B+ 9.9 OPEN UNIV
	A- 3.7 OPEN UNIV
HTM 0498 INTERNSHP II IN HOSP&TOUR 0.0 3.0 (CR 0.0 OPEN UNIV
HTM 0499 SPECIAL STUDY 1.0 1.0 2	A 4.0 OPEN UNIV
TERM TOTALS: 9.0 12.0	29.6 GPA: 3.28
SDSU CUMULATIVE TOTALS: 9.0 12.0	29.6 GPA: 3.28

Unofficial Transcript

- Free of charge
- Print out at any time
- Check with your university and see if this is accepted due to COVID
- We can issue a letter of verification for you
- We can send it on your behalf (you will have to send us a copy first)



Official Transcript

- \$15/copy
- DO NOT order it until all grades are posted!
- Has digital version

Useful Information about your SDSU WebPortal

- You will have access to WebPortal for many years to come, so you will be able to order official transcripts and print unofficial transcripts even after you leave San Diego.
- Do Not order your official transcripts before grades are posted.
- If you forget your WebPortal password, you can reset it in WebPortal using your <u>Red ID</u> number (you do not need a Social Security number-SSN).
- If you are having trouble with your password, email cesreg@sdsu.edu

Canvas / Blackboard

Why do I need them? What are they? How to set them up?

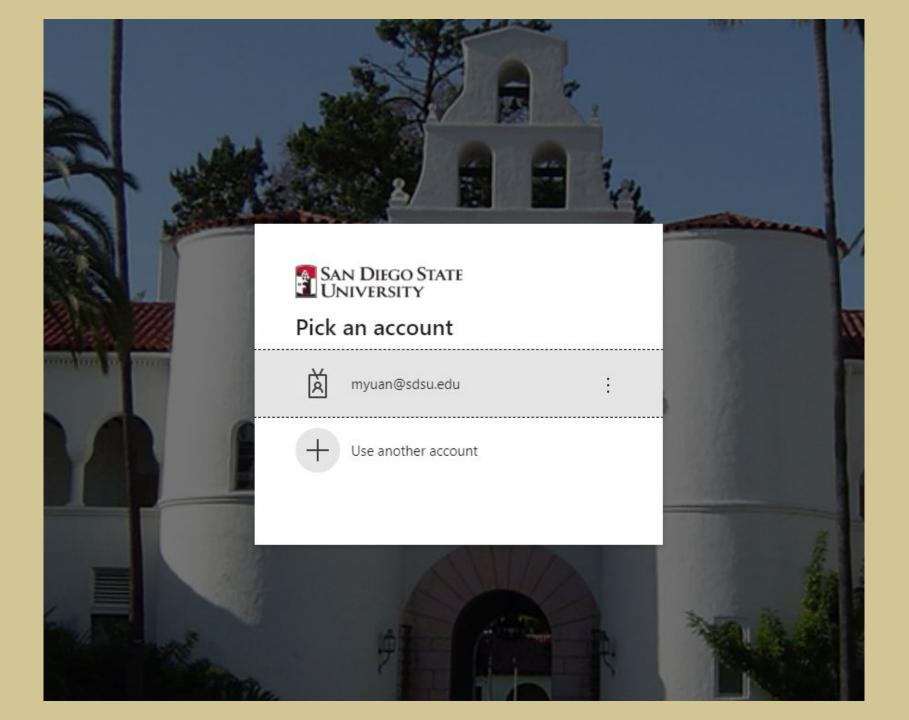
SDSU Canvas or Blackboard

- Learning management systems (LMS)
- To access course information, such as announcements, assignments
- To send email to course instructors and classmates
- To submit assignments, take quizzes and exams
- To access grades <u>during</u> the semester

SDSU Canvas

SDSU is in the transition from using Blackboard to Canvas

- Not all professors will use Canvas this spring. Please refer to your syllabus for more information
- Go to <u>canvas.sdsu.edu</u>
- Use your SDSUid to log in to Canvas





(i)

Dashboard

Welcome to Canvas! You don't have any courses, so this page won't be very exciting for now. Once you've created or signed up for courses, you'll start to see conversations from all of your classes.

Coming Up 📑 View Calendar

Nothing for the next week

View Grades

;

Account

Help

SDSU Canvas

For tutorials on how to use Canvas, like <u>HERE</u>

- Student Overview Video
- Update Your Notification Preferences (also found <u>HERE</u>)

SDSU Blackboard

- Another LMS some professors may choose to use in spring 2021. lease refer to your syllabus for more information
- Go to <u>https://blackboard.sdsu.edu/</u>
- Log in with your SDSUid



SAN DIEGO STATE UNIVERSITY

Blackboard at San Diego State University

Login with your SDSUid

Need help with your SDSUid? Visit the SDSUid Information Page.

Non-SDSUid users, login here.

San Diego State University

Sign in

SDSU ID eg jdoe@sdsu.edu

Next

1 Same

Can't access your account?

Having trouble? Visit http://sdsuid.sdsu.edu for more information.

N DIEGO STATE IVERSITY			Home Co
Module			Personalize Page
▼ Tools	✓ My Announcements	▼ My Courses	4
Announcements	No Institution Announcements have been posted in the last 7 days.	Courses where you are: Student	
Calendar	CONTEMPORARY_NUTRITION	B_A360-C1-Spring2020-ExtEd: INTRO_OP_&_SC	MGT
Tasks	Exam 2 Results	MGT352-C1-Fall2019-ExtEd: HUMAN_RESOURC	E_MANAGEMENT
My Grades	LEADERSHIP_IN_ORGS	MGT434-C1-Summer2020-ExtEd: BUSINESS_NE	GOTIATION
Send Email	 End of Class Survey Link Module 6 Activities and Assignments 	MGT475-C1-Summer2020-ExtEd: LEADERSHIP	IN_ORGS
Personal Information	more announcements→	Announcements: End of Class Survey Link	
Goals		 Module 6 Activities and Assignments 	
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Application Authorization	You are not a student or instructor in any courses available to Qwickly, or do not have any Qwickly Apps enabled.	NUTR313-C1-Summer2020-ExtEd: CONTEMPOR Announcements: > Exam 2 Results	ARY_NUTRITION
	Download Blackboard's Student App Today	PHIL329-C1-Spring2020-ExtEd: SOCIAL_ETHICS	1

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Tools	My Announcements	▼ My Courses	1
Announcements	No Institution Announcements have been posted in the last 7 days.	Courses where you are: Student	
Calendar	CONTEMPORARY_NUTRITION	B_A360-C1-Spring2020-ExtEd: INTRO_OP_&_SCMGT MGT352-C1-Fall2019-ExtEd: HUMAN_RESOURCE_MANAGEMENT MGT434-C1-Summer2020-ExtEd: BUSINESS_NEGOTIATION	
Tasks	Exam 2 Results		
My Grades	<pre>LEADERSHIP_IN_ORGS</pre>		
Send Email	 Module 6 Activities and Assignments 	MGT475-C1-Summer2020-ExtEd: LEADER	
Personal Information	more announcements→ Announcements:		
Goals		 End of Class Survey Link Module 6 Activities and Assignments 	
Qwickly	v Qwickly	MKTG371-C1-Spring2020-ExtEd: CONSUM	MER_BEHAVIOR
Application Authorization	You are not a student or instructor in any courses available to Qwickly, or do not have any Qwickly Apps enabled.	NUTR313-C1-Summer2020-ExtEd: CONTE Announcements: > Exam 2 Results	MPORARY_NUTRITION
	Download Blackboard's Student App Today	PHIL329-C1-Spring2020-ExtEd: SOCIAL_E	ETHICS

Canvas / Blackboard Help

Help with Canvas or Blackboard can be found on the same library webpage as the SDSUid help.

<u>https://library.sdsu.edu/computers-technology</u>

SDSU G Suite

Free Google G Suite accounts

Simply go to <u>gmail.sdsu.edu</u> and login with your SDSUid

Helpful Hints

- Computers and systems can crash, if there is something in Blackboard/Canvas you really need, save it elsewhere or print it out.
- You will not have access to Blackboard or Canvas after the end of the semester, so make arrangements to save information before the end of the semester.
- Most professors expect students to participate in class, even virtually.

Helpful Hints

- Class participation is often part of the grade, so failure to join class discussions can lead to a lower grade.
- Students are expected to pay attention during class.
- Refer to your syllabus for "Netiquette"

SDSU Cheating & Plagiarism Policy

- Cheating and plagiarism are VERY SERIOUS and can lead to you being removed from the class and given a failing grade.
- Even working together on a homework assignment can be seen as cheating if you and your friend turn in very similar assignments.
- If you are not familiar with how to cite sources when writing a paper, be sure to speak to your professor for help.
- Visit <u>HERE</u> for important information regarding SDSU's policy

Final Notes

A copy of this presentation will be posted on the Semester at SDSU blog.

https://aliblog.sdsu.edu/semester-at-sdsu/

Questions?

Reminder regarding Red ID

When you pick up your Red ID Card, if you don't already have a sticker, make sure to get your sticker from the CES Registration Windows.

SAN DIEGO STATE UNIVERSITY American Language Institute This card is nontransferable and must be presented on request for authorized services and privileges. This card is valid

to: May 17, 2019



CES Registration Windows: Open 8:00 – 4:30 Monday - Friday