

**Instructions for Attending Workshops**  
**Winter 2023: Achievement Workshops**  
**Workshops Available Online Only**

<https://www.mtsac.edu/asac/achievement-workshops/>

Workshops open to all Mt. SAC students!

**Workshop Topics**

**Student Success/Study Skills Topics:**

- Academic Mindset
- Asking for Help in Academics
- Boundaries for Academic Success
- Clarify Priorities for Academics
- Coping Strategies for Academics
- Critical Thinking in Academics
- Emotional Intelligence in Academics
- Final Exams First Aid
- Know Your Audience
- Learning Styles and Strategies
- Locus of Control
- Memory Techniques
- Organize Your Semester
- Overcoming Procrastination
- Notetaking Essentials
- Pass Quizzes & Tests
- Power of Expectations in Academics
- Remember What You Read
- Success in Everyday Life
- Time Management
- Welcome Back to Mt. SAC

**Technology-Based Topics:**

- Create a LinkedIn Profile
- Find Technology Help
- Link Your Emails
- Microsoft Office vs Google Suite
- Navigating Canvas
- Navigating Mt. SAC Online
- Presentation Tools (Using Microsoft PowerPoint and Other Presentation Software)
- Spreadsheet Tools (Using Microsoft Excel and Other Spreadsheet Programs)
- TI Calculator Stat Training
- Word Processing Tools (Using Microsoft Word and Other Word Processing Software)

Instructions for accessing the workshops on the next page.

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**Instructions:**

**To register for a workshop:**

- Log in to your portal
- Add **CRN 33476** (Winter, 2023— non-credit) to your current schedule
- Click on the "Canvas" tab in your Mt. SAC portal. *(Please note that it could take up to 24hours for the workshop course module to show up in your portal.)*
- Click on the “BS-LRN50-0-33476.202230” course
- To see available workshop days/times, download the monthly calendar available near the top of the home page.
- **To Register for workshops:**
  - Click on the “BS-LRN50-0-33476.202230” course
  - Click on "View Course Calendar" (top right)
  - To see available workshop days/times and register for a live workshop, click "Find Appointment."
  - Select "BS-LRN50-0-33476.202230"
  - Click on a workshop day/time you prefer
  - At the bottom of the pop-up window, click "Reserve."
  - Workshop Zoom link will be listed in the appointment description.
- **Online:**
  - Click on that URL listed in the calendar to attend the workshop online.
  - Upon entrance to the Zoom link, inform the attendant on the “ASAC Online Virtual Front Desk” that you are there to attend the workshop.
- **In Person Opportunities:**
  - Students who lack technology access or skills can request an in-person appointment by emailing [LALI@mtsac.edu](mailto:LALI@mtsac.edu).

**Notes:**

1. Please plan to log in five minutes early to avoid technical difficulties affecting your ability to join or delays in entering. Late entries may not be admitted if workshop is full or already started.
2. If the desired workshop is not on the current schedule, you can still access the information provided through related the links at the top of the home page of the Canvas course shell.
3. Please note that the course, shell, and course number, will change each semester, and will thus require re-registration each semester.
4. For more information or help registering, contact ASAC Lab Instructor at [LALI@mtsac.edu](mailto:LALI@mtsac.edu).
5. There is a ‘how to video’ that demonstrates this process on the workshop webpage.

Academic Support & Achievement Center, Mt. SAC  
<https://www.mtsac.edu/asac/achievement-workshops/>