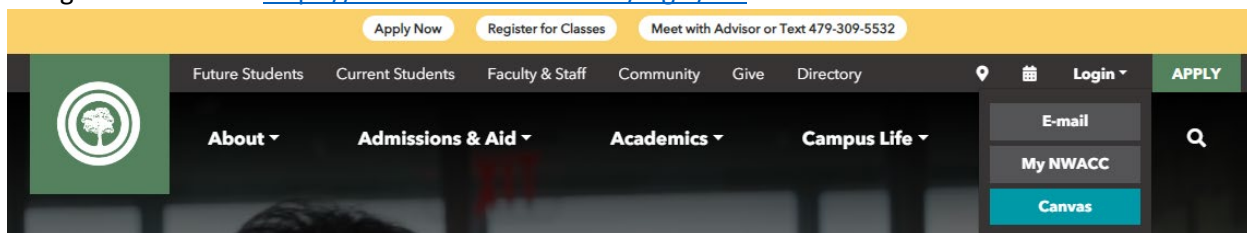


How to submit OJT to Western Arkansas Apprenticeship via NWACC Canvas

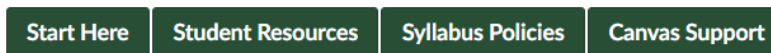
1. Navigate to Canvas – <https://nwacc.instructure.com/login/cas>



2. Log in to Canvas via the NWACC system:

A screenshot of the NWACC Canvas login page. At the top center is the NWACC logo, which consists of a green tree inside a circle, followed by the text "NWACC" and "NORTHWEST ARKANSAS COMMUNITY COLLEGE" below it. Below the logo, the text "Sign in" is displayed. There are two input fields: "Username (Not Email)" and "Password". The password field has a small eye icon to its right. Below the input fields is a green "LOGIN" button. At the bottom of the page, there are links for "First Time User", "Forgot Password", and "Need Help?".

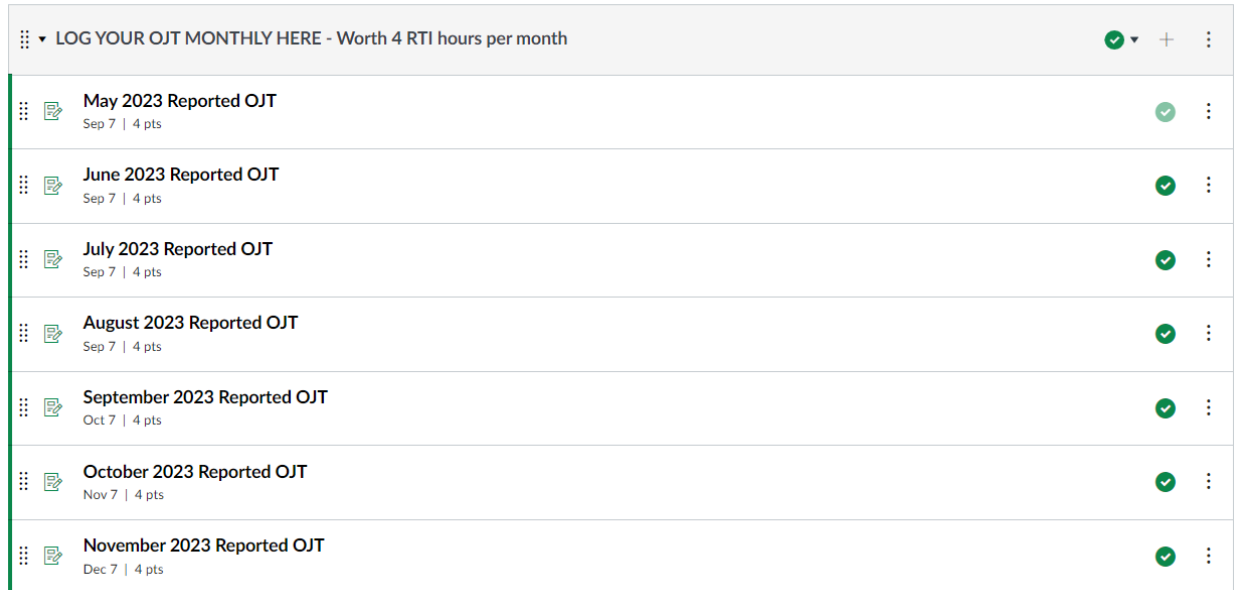
3. At the login screen, enter your NWACC username (without the @nwacc.edu) and your password.
 - a. If you cannot remember your password, please click "Forgot Password"
 - b. If you cannot reset your password via the prompts, please call the NWACC IT Help Desk at 479-619-4357 and tell them your username
4. On your Canvas Dashboard, you should have your course enrollment under "Published Courses" – you may need to scroll down to see it if there are recent video announcements posted at the top of the page
5. On your course Home page – look for a link that says "Submit OJT here" OR you can also click "Start Here" or Click on "Modules" on the left-side menu.



[Submit OJT Here](#)

How to submit OJT to Western Arkansas Apprenticeship via NWACC Canvas

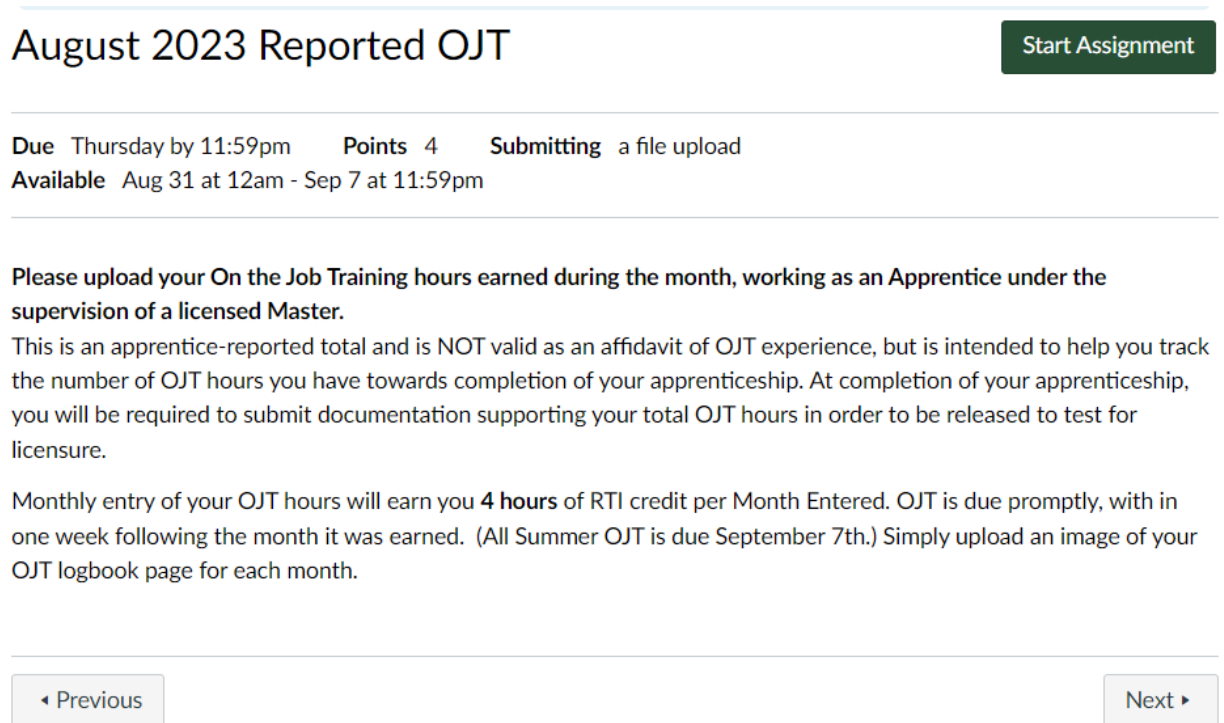
- From the Modules page, you should see the “LOG YOUR OJT MONTHLY HERE” at the top of the listing:



The screenshot shows a list of modules under the heading "LOG YOUR OJT MONTHLY HERE - Worth 4 RTI hours per month". Each module is for a specific month from May 2023 to November 2023, each worth 4 points. Each item has a green checkmark icon on the right, indicating it is complete or available.

Month	Points	Status
May 2023 Reported OJT	4 pts	Complete
June 2023 Reported OJT	4 pts	Complete
July 2023 Reported OJT	4 pts	Complete
August 2023 Reported OJT	4 pts	Complete
September 2023 Reported OJT	4 pts	Complete
October 2023 Reported OJT	4 pts	Complete
November 2023 Reported OJT	4 pts	Complete

- Click the month you wish to submit for.
- Example for the “August 2023 Reported OJT” assignment:



The screenshot shows the assignment page for "August 2023 Reported OJT". It includes a "Start Assignment" button, due date (Thursday by 11:59pm), points (4), and submission type (file upload). The page also contains instructions for uploading OJT hours and a "Next" button.

August 2023 Reported OJT Start Assignment

Due Thursday by 11:59pm **Points** 4 **Submitting** a file upload
Available Aug 31 at 12am - Sep 7 at 11:59pm

Please upload your On the Job Training hours earned during the month, working as an Apprentice under the supervision of a licensed Master.

This is an apprentice-reported total and is NOT valid as an affidavit of OJT experience, but is intended to help you track the number of OJT hours you have towards completion of your apprenticeship. At completion of your apprenticeship, you will be required to submit documentation supporting your total OJT hours in order to be released to test for licensure.

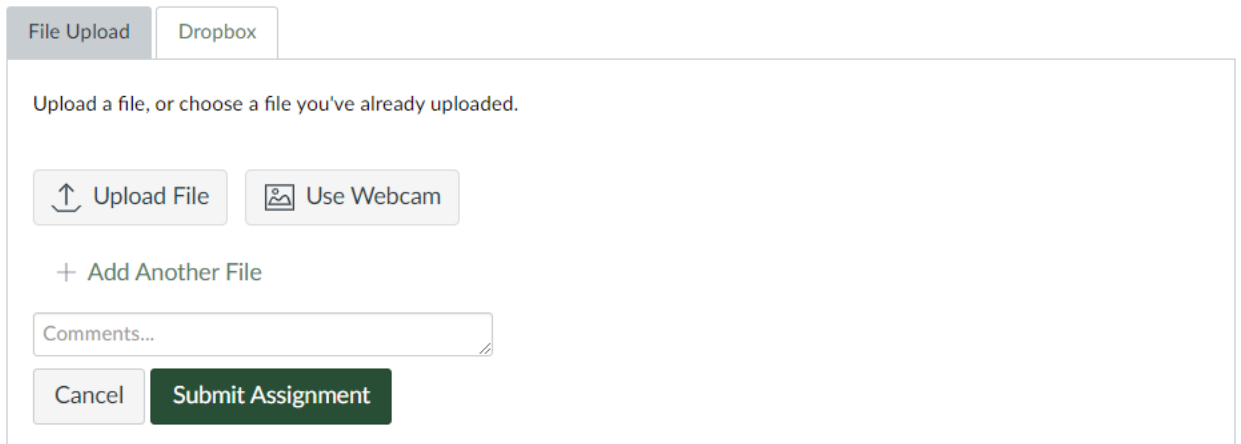
Monthly entry of your OJT hours will earn you **4 hours** of RTI credit per Month Entered. OJT is due promptly, with in one week following the month it was earned. (All Summer OJT is due September 7th.) Simply upload an image of your OJT logbook page for each month.

◀ Previous Next ▶

- Click the “Start Assignment” button

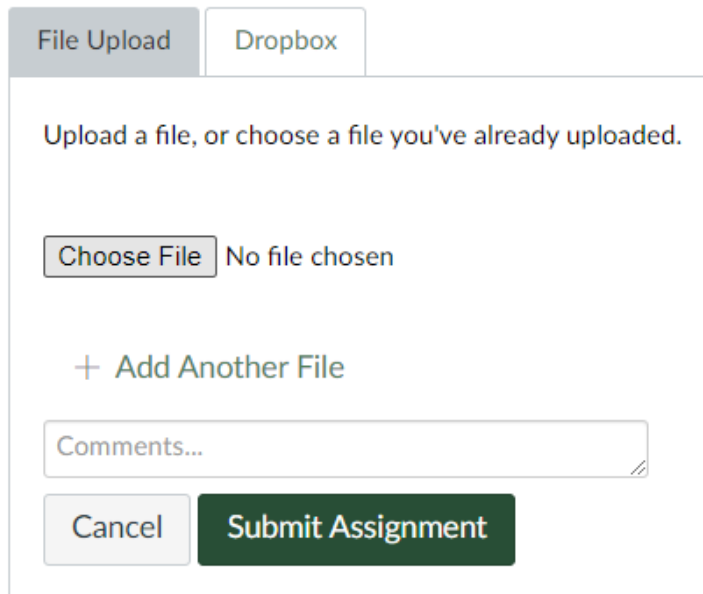
How to submit OJT to Western Arkansas Apprenticeship via NWACC Canvas

10. This opens a File Upload menu:



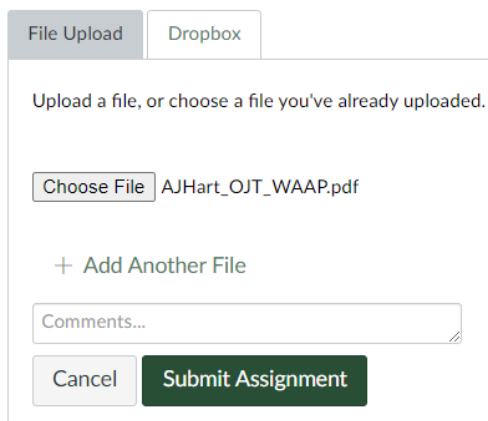
The screenshot shows the 'File Upload' menu with two tabs: 'File Upload' (selected) and 'Dropbox'. The main area contains the text 'Upload a file, or choose a file you've already uploaded.' Below this are two buttons: 'Upload File' (with an upward arrow icon) and 'Use Webcam' (with a camera icon). Underneath is a '+ Add Another File' link. A text input field labeled 'Comments...' is present. At the bottom are two buttons: 'Cancel' and 'Submit Assignment'.

11. From here you can click "Upload File" to upload an existing file, OR take a picture of your OJT form.



The screenshot shows the 'File Upload' menu with the same tabs. The main area contains the text 'Upload a file, or choose a file you've already uploaded.' Below this is a 'Choose File' button followed by the text 'No file chosen'. Underneath is a '+ Add Another File' link. A text input field labeled 'Comments...' is present. At the bottom are two buttons: 'Cancel' and 'Submit Assignment'.

12. Select the File you wish to submit.



The screenshot shows the 'File Upload' menu with the same tabs. The main area contains the text 'Upload a file, or choose a file you've already uploaded.' Below this is a 'Choose File' button followed by the text 'AJHart_OJT_WAAP.pdf'. Underneath is a '+ Add Another File' link. A text input field labeled 'Comments...' is present. At the bottom are two buttons: 'Cancel' and 'Submit Assignment'.

How to submit OJT to Western Arkansas Apprenticeship via NWACC Canvas

13. Click the “Submit Assignment” button

A successful submission will display like this example:

The screenshot shows a submission interface for 'August 2023 Reported OJT'. At the top, a light blue banner states 'This assignment does not count toward the final grade.' Below this, the assignment title 'August 2023 Reported OJT' is displayed in a large font, with a 'New Attempt' button to its right. Underneath the title, the due date is 'Thursday by 11:59pm', the points are '4', and the submission type is 'Submitting a file upload'. The availability is 'Aug 31 at 12am - Sep 7 at 11:59pm'. On the right side, under the 'Submission' header, it shows 'Submitted!' with a checkmark, the submission time 'Sep 5 at 10:52am', and options for 'Submission Details', 'Download', and the filename 'AJHart_OJT_WAAP.pdf'.

You can also click “Use Webcam” to take a picture of your submission and submit using the same steps.

TIPS:

Don't have access to a smartphone or camera not working?

- There is an iPad kiosk at the Shewmaker Center front desk that you may use to navigate to NWACC website > log in to Canvas > capture an OJT submission to submit in Canvas.
- At the Washington County Center, the printer/copier station on the second floor should have a “scan” function so you can scan a paper document, email as an attachment to yourself and then attach to your submission in Canvas. If prompted for log in credentials on the printer kiosk, use your NWACC username and password.
- Laptops with web cameras are available in each classroom.

If you are submitting multiple months on one form – only one assignment submission is necessary. Please submit the document as an attachment on the last month covered by the date range of the affidavit/letter you are submitting.