How to submit OJT to Western Arkansas Apprenticeship via NWACC Canvas

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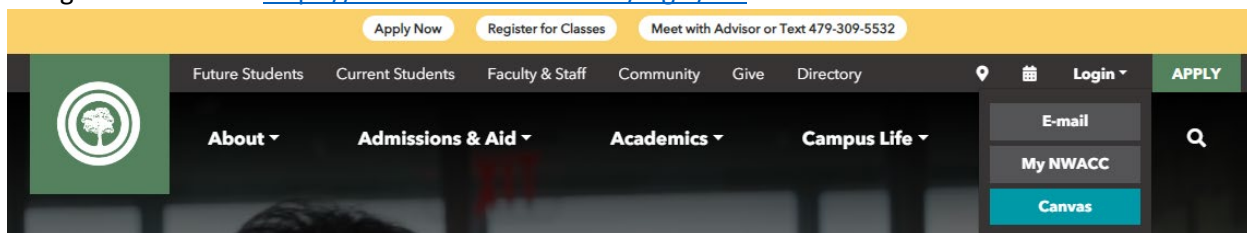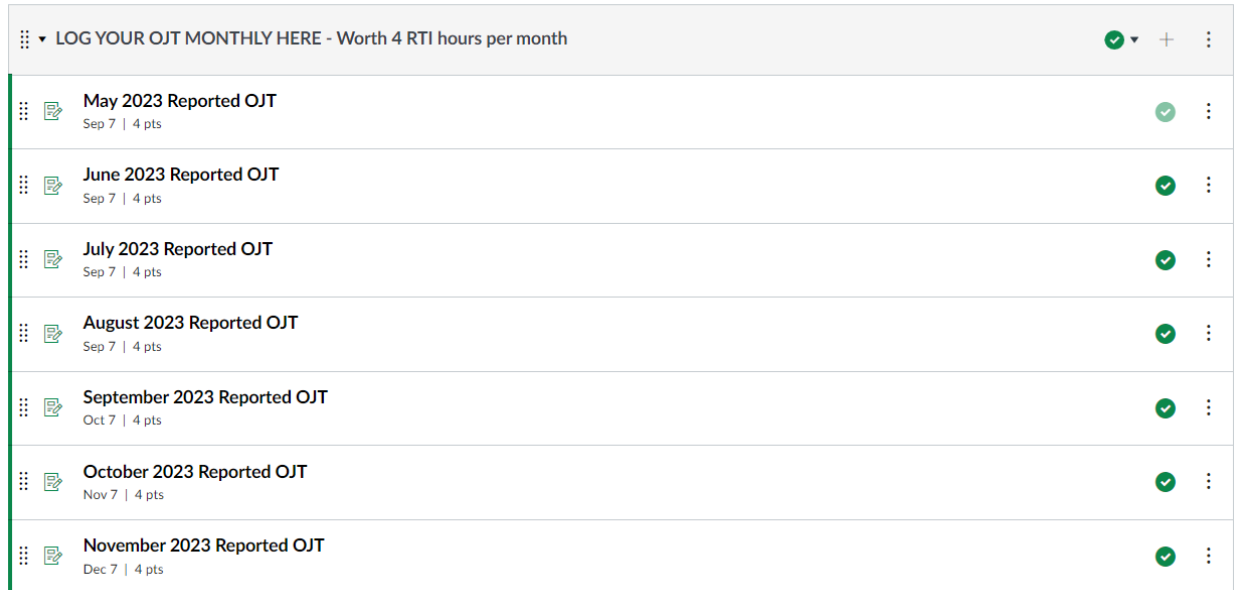

2. Log in to Canvas via the NWACC system:

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.
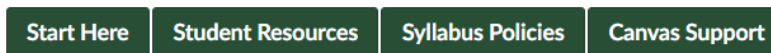
Submit OJT Here

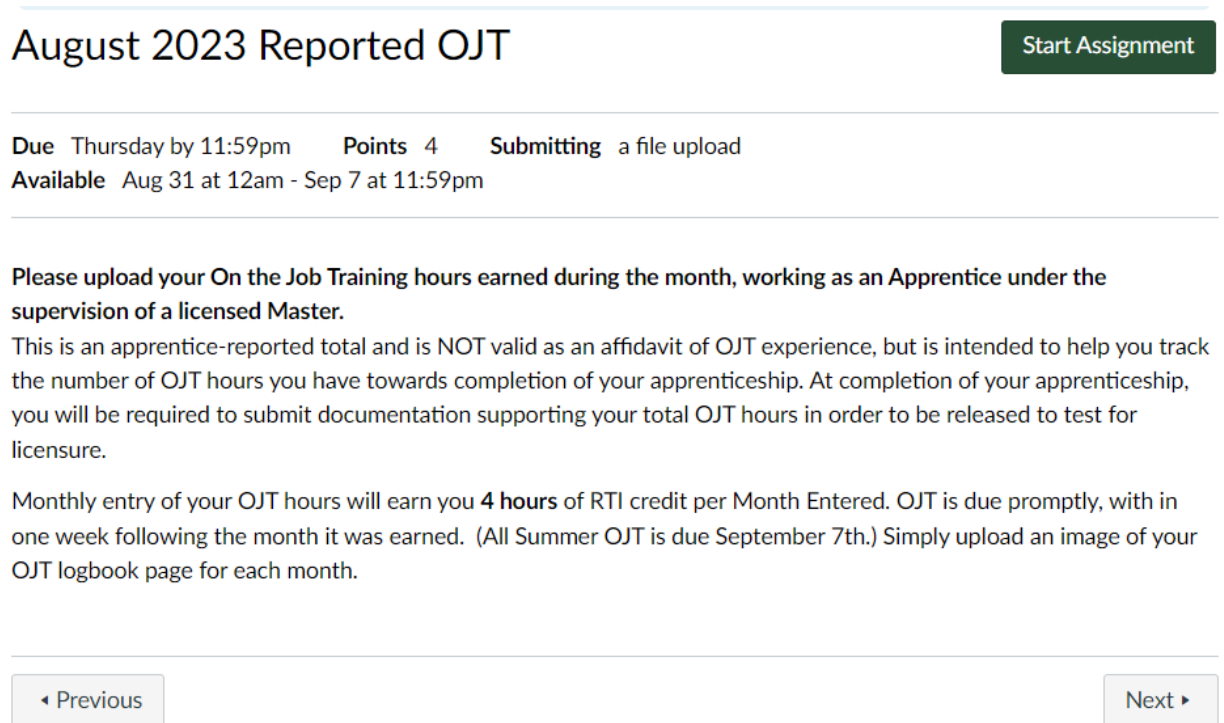# How to submit OJT to Western Arkansas Apprenticeship via NWACC Canvas

6. From the Modules page, you should see the "LOG YOUR OJT MONTHLY HERE" at the top of the listing:

7. Click the month you wish to submit for.

8. Example for the "August 2023 Reported OJT" assignment:

9. Click the "Start Assignment" button
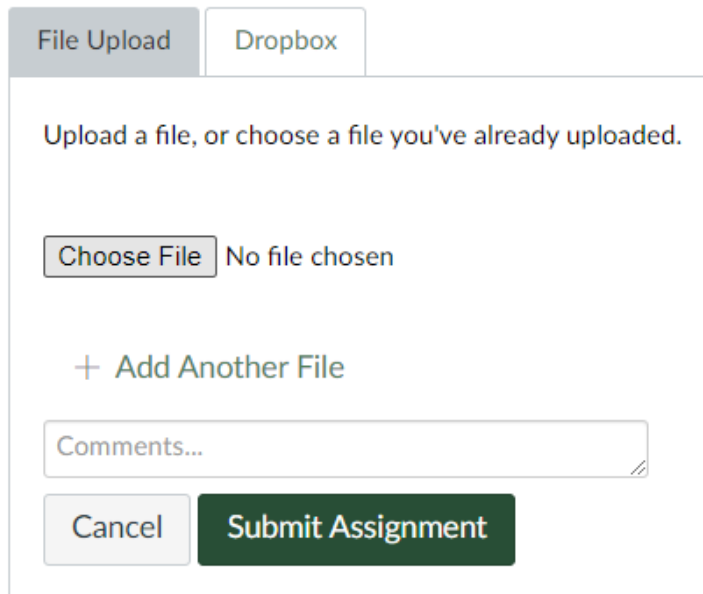
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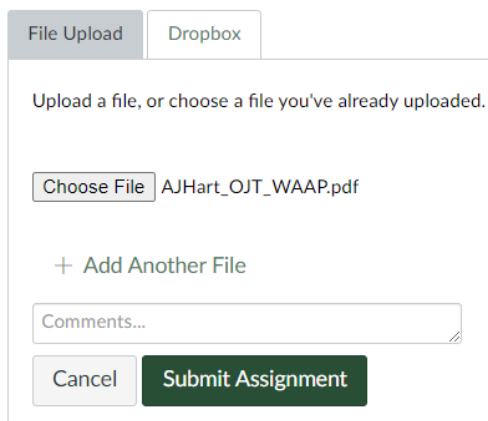
10. This opens a File Upload menu:

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

12. Select the File you wish to submit.

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13. Click the "Submit Assignment" button

    A successful submission will display like this example:

    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.