# Getting Started: FanshaweOnline

Logging In

There are currently **two** main sources in which a student is able to log into FanshaweOnline; through the *FanshaweOnline* homepage and through the *myFanshawe* Student Portal.
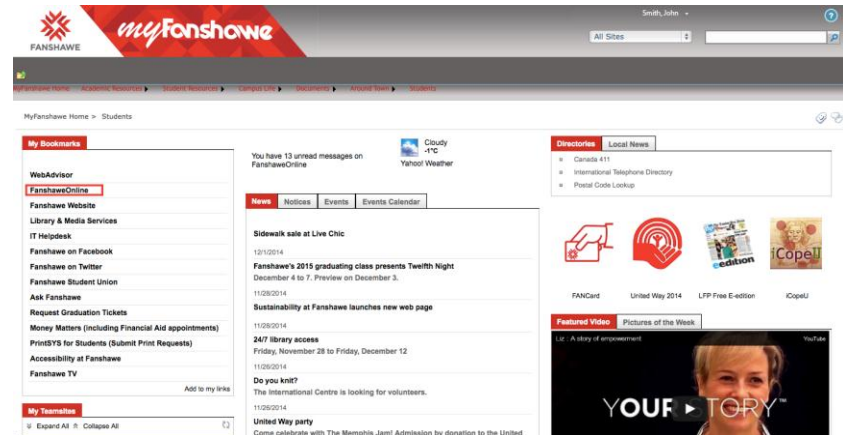
myFanshawe

1. Start your internet browser, and type the following address into the URL address field: https://portal.myfanshawe.ca/

2. A dialog box will appear:
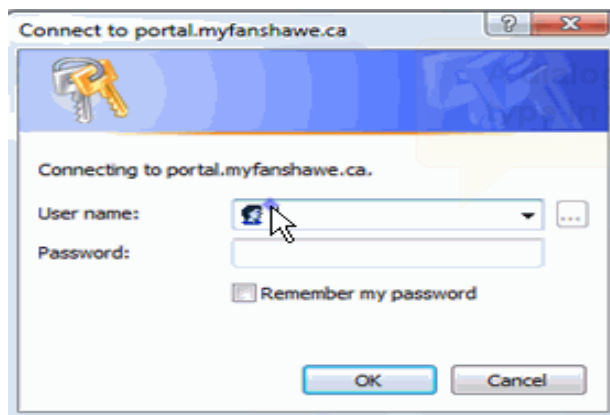
Please note: This dialog box could appear differently depending your current internet browser.

3. To login, you will need your Fanshawe username and password, provided in your Welcome Package.

4. Enter your username and password into the username and password fields.

5. Click the **OK** button.

6. You will see the myFanshawe website:

7. Located in the upper-left section of the site is a tab marked **My Bookmarks** which contains many useful links to various College information sites. Click on the link **FanshaweOnline**.

8. You will be automatically signed in and redirected to the **Homepage** of FanshaweOnline.

FanshaweOnline

1. Start your internet browser, and type the following address into the URL address field: https://www.fanshaweonline.ca/

2. You will see the FanshaweOnline login page:

3. To login, you will need your Fanshawe username and password, provided in your Welcome Package. *If you have this information, please proceed to step 7.*

4. If you do not know your Fanshawe username and password, click on the link **LOGIN HELP**, followed by the link **Account Self Service: Password Reset**.

5. In order to retrieve your username and password, you will be prompted to enter some personal information.

6. Once you retrieve your username and password, return to the FanshaweOnline login page: https://www.fanshaweonline.ca/

7. Enter your username and password into the username and password fields.
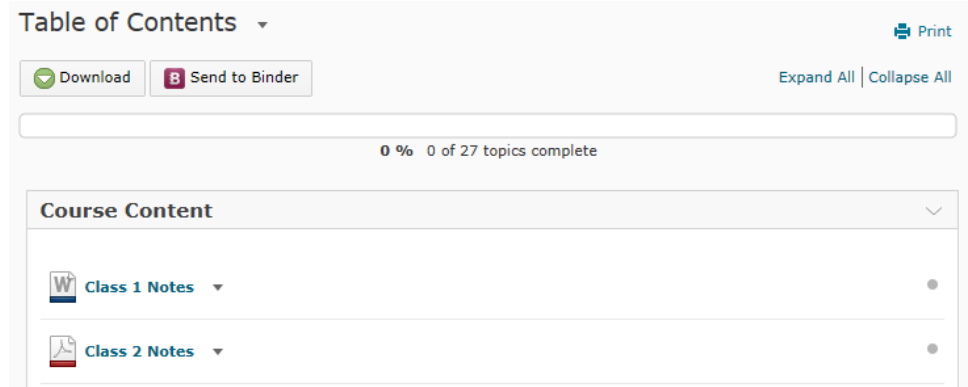
8. Click the **LOGIN** button.

Accessing Course Content

In the **Content** area of a course, you can download files posted by the course instructor.

1. On the navigation bar at the top of the screen, click on the **Course Links** dropdown and select the **Content** link:
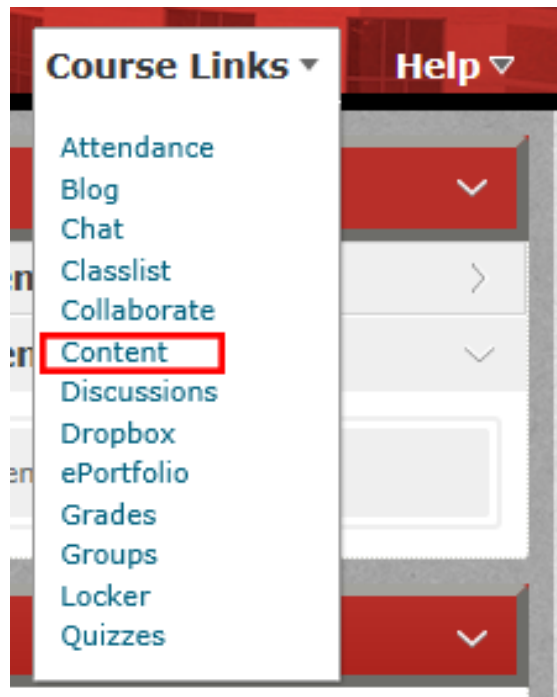
2. You will see a **Table of Contents** page that provides a listing of links that will open course-related files.
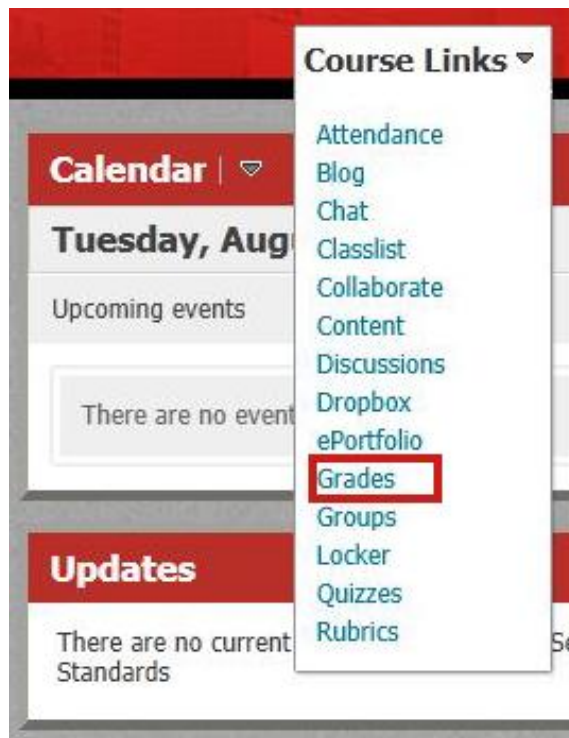
3. To open a course file, click one of these links.

Viewing Your Grades

The **Grades** area of a course contains assessments for tests and assignments that the instructor has posted for you.

1. On the **Course Links** dropdown and select the **Grades** link:

2. You will see a page similar to the following, detailing your course progress. Note: the grade book view will vary widely from student-to-student and course-to-course:
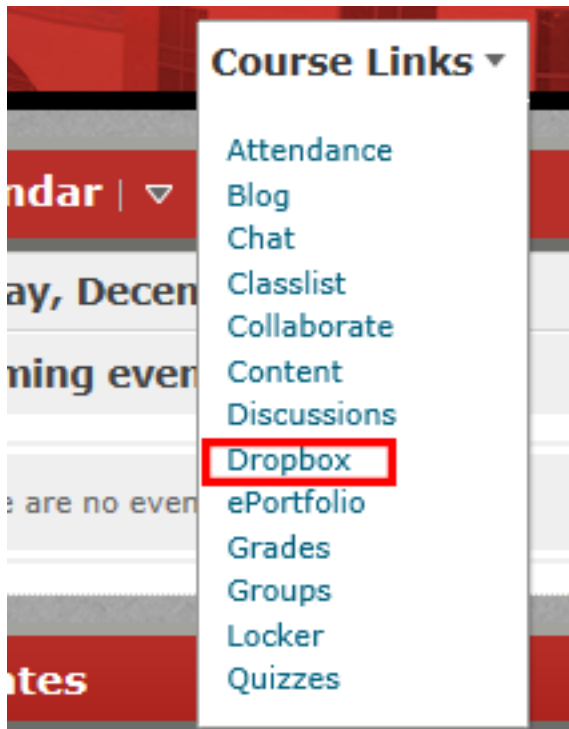
The Dropbox Tool

The Dropbox tool lets you submit assignments through FanshaweOnline. Your instructors can then grade them and leave feedback.

Accessing the Dropbox

To access the Dropbox tool, click the **Course Links** dropdown and select the **Dropbox** link on your course's navigation bar. This will take you to the Folder List page of your Dropbox.

From here you can view:
- A list of assignment folders
- The assignments you've submitted
- Whether feedback, including grades, has been left for you.

Submitting an assignment

1. On the Folder List page of your Dropbox, click the name of a folder.
2. Click **Add a File.**
3. Click **Upload** and select the file you wish to submit. Click **Add** to add the file to your submission. Repeat for any additional files.
4. Enter any comments in the **Comment** field.
5. Click **Submit** to finish submitting.

Reviewing your submission history

1. To review your submission history, click the **History** button in the Dropbox tool.

Dropbox Folders

View History

There are no folders
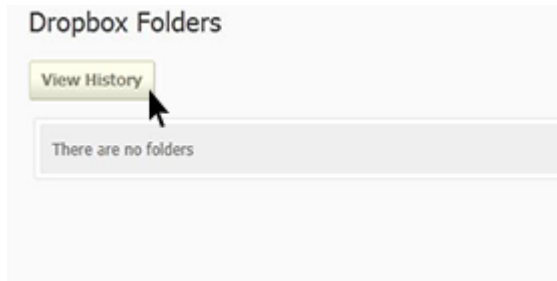
2. Click the **Folder** for which you want to view submissions.

A list of submitted files displays on the Submission History page. You can check each file's size, when it was submitted, whether comments were included with it, and whether your instructor has retrieved it.