1. You will receive an invitation from notifications@instructure.com inviting you to participate in a course. For each course, you will receive a separate email. The website to log in is classes.stanford.edu

2. Use your SUNet ID and password to log in. Once you log on, the home page will appear which shows:
   1) Recent activity for all courses
   2) To dos (for students, it will show a list of homeworks, and for instructors it will show a list of pending assignments ready for grading)
   3) Coming up (assignments not yet due or not yet ready for grading)
   4) A dropdown menu of all courses in which you are enrolled
3. Click on “Courses” in the upper left side to see all of your courses.

4. The “EFS 688 Gateway” site is the main page for the program. Program announcements, materials, and all students will be included in this page.
5. The gateway page has the following key characteristics:
   1) Inbox – check regularly for messages from instructors and fellow classmates!
   2) Courses- you can return to your other courses at any time on this menu.
   3) The left-hand side menu is specific to the selected course only.
      i. “Announcements” should be checked often to make sure you remain informed about the course and program activities.
      ii. “People” shows you who else is in your class.
      iii. “Files” is where instructors, program coordinators, or even fellow students will add relevant course materials.
      iv. “Discussions” and “Chat” are features that allow you to communicate with classmates. For group projects, instructors might create a group chat for you to track your project groupwork.