

# Academic Skills Center

## GETTING STARTED on CATALYST

You must be registered in SKIL 232 or 233 to log in  
Library 107A \* <http://www.deanza.edu/studentsuccess/academicskills/>



1. Visit Catalyst, De Anza's online course management system: <https://catalyst.deanza.edu>. (Firefox web browser is recommended.)
2. Log-In
  - What is my **Username**? Your Catalyst Username is your De Anza College Student ID; the same one you used to register for classes. It is not your social security #.
  - What is my **Password**? Your initial Catalyst Password is your Birthday entered in this format: MMDDYYYY (example: January 10, 1995 = 01101995). No slashes or spaces.
  - Change your password to something you can easily remember, and update your Profile. If you changed your password and cannot remember it, request your account details be emailed to you by completing the form in Catalyst.
  - For more information, visit the Catalyst log-in page and click Frequently Asked Questions: <http://catalysthelp.deanza.edu>
3. To get into your SKIL course, go to **My courses** and click on **SKIL 232 Alves de Lima**. The course will be available only if you are officially registered in the class. An add code is given out in person during Weeks 3 - 4 of the quarter only. See *Course Syllabus* for registration deadline. **Note:** if you have taken SKIL 232 before, you will be officially enrolled in SKIL 233, then transferred to the Catalyst section for SKIL 232, where you submit all your work. If you have a problem, please email Diana
4. Once in the course, you will see **Topic outline** at the top. Read **Welcome and Course Information** and click the links to learn more.
5. Scroll down the page to read the topics with links, resources, and requirements:
  1. **Orientation** (Online Quiz results appear in your Grades—10 points)
  2. **Group Sessions** (attendance credit added to your Grades—10 points each)
  3. **Labs** (4 labs required and credit added to your Grades—25 points each)
  4. **Final Evaluation** (credit included in your Orientation Grade)
6. On the left side of the page, you can scroll through helpful resources and tools to successfully keep track of activities, due dates, and timelines:
  - **Calendar:** click on a highlighted date to learn about activities and due dates.
  - **Course Menu:** click on a topic for quick access to the course information.
  - **Administration:** click on **Grades** to see your scores.
  - **Profile:** click to update, add an email and photo, track your forum posts, etc.

**How to Complete the Orientation Quiz:** Go to topic **Orientation** and click on the quiz link **Orientation & Study Skills Inventory Quiz**. After you complete the quiz, your score is directly added to your Grades. You can retake the quiz for a 100% score before the deadline date.

**How to Submit a Lab:** Go to topic **Labs** and click on **Lab #1, Lab #2, Lab #3, or Lab #4**. Read the lab requirements on the page before submitting your typed Notes and Journal.

**Forums:** Connect with other students, and SIs for your subject/instructor. This is a great way to extend group discussions, share tips, prepare for exams and hw, or just get to know your classmates and SIs. You can ask questions, follow up with discussions, or answer questions by other students to help learn the subject material.