

Academic Skills Center

GETTING STARTED on CATALYST

You must be registered in SKIL 232 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 Catalyst Password is your Birthday entered in this format: MMDDYYYY (example: January 10, 1995 = 01101995). No slashes or spaces. If you changed your password and cannot remember it, please request your account details be emailed to you by completing the form in Catalyst.
 - Change your password and update your profile.
 - For more information, visit the Catalyst log-in page and click Frequently Asked Questions: <http://catalysthelp.deanza.edu>
3. To get into your SKIL 232 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.
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)
 2. **Group Sessions** (attendance credit added to your Grades)
 3. **Labs** (4 labs required and credit added to your Grades)
 4. **Final Evaluation** (credit added to your Grades)
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.
 - **Unenrol me**: click to remove yourself from Catalyst. In order to officially drop the course, please visit Admissions and Records or Your Portal. *Students are required to officially drop themselves from SKIL 232.*
 - **Profile**: click to read about yourself, 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: There are Discussion Forums on Catalyst where you can connect with your Supplemental Instructor (S.I.) or another S.I. recommended by the instructor and tutoring students in the same subject during other group session days and times. Also, it is a great way to stay in touch with classmates and members of the group tutor sessions. You can ask questions, follow up with discussions after class, or answer questions by other students to help learn the subject material.