Student Orientation to Online Learning

Welcome to Hudson Online! This document has basic information on Canvas, a few tips and best practices for succeeding online.

What you should know before taking a Course Online

- You will need to work the SAME amount as a face to face courses – which is 4 hours (3 hours class and 1-hour homework) minimum per week – to succeed in a 15-week course. If you are putting in less work, you are probably getting less out of the online class than you should. In CEU 1 credit = 3 hours class + 1-3 hours work.
- You will need to be organized. If you are taking an online course for the first time, try to make it a 15-week course and take only 1.
- You will need to be assertive in seeking help. There are several ways of getting help. Use them.
- You will need access to and know how to use a computer and MS office to be able to keep up with the class.
- You will need access to appropriate technology and software
- You will need to be familiar with the LMS, Canvas.

Technology Requirements
If you are taking an online course, you must have ready access to an up-to-date computer and good, fast internet access.
- Always use the latest versions of Firefox (for Macs or PC's) or Chrome (for PC's) browsers for Canvas. Ensure pop-ups are allowed in your browser.
- Make sure you have the latest versions of
  - Microsoft Office on your computer. Be familiar with creating documents. Be familiar with using email – an official email will be provided
  - Adobe Acrobat Reader (http://www.adobe.com/products/reader.html)
  - Adobe Flash Player (http://get.adobe.com/flashplayer/)
  - JRE (http://www.java.com/en/)
- Camera/Mic -You may need the ability to join video discussions or proctoring (for online exams you may have to have a secure environment)

CANVAS BASICS
Note: The Center for Online Learning is now offering a pilot Student Orientation. It Will be available for you to self-enroll in a week. You can also contact us at col@hccc.edu to request access.

Logging into Canvas
After you log in to **MyHudson Portal** click on Canvas Logo and enter your credentials

Finding Your Course

All courses are available in Canvas 1 week before the semester begins, however professors may turn them off at will. You will see your course up to 48 hours after enrolling. Courses in which you are enrolled will be listed on the Canvas Dashboard. Alternatively, find it by clicking the Courses button on the left-side menu, and then the All Courses link. Check that you are enrolled correctly and contact the professor if you still cannot see the course.

- **Dashboard:** The Dashboard is the landing page after you log in to Canvas. It exists in the left side menu. This shows notifications for all current Canvas courses.
- **Courses:** All your courses can be found by clicking courses on the left menu bar. It will display any current courses where you are enrolled. To view a course, click the name of the course.

Note: While the Dashboard provides a useful overview, it is important that you regularly visit each of your courses. Relying too much on the Dashboard could cause you to miss important class materials.

- To view Canvas videos:
  - Canvas video tutorials
  - Search for answers, Google-style, in Canvas help documents
  - View the Canvas Student Guide

TIPS & BEST PRACTICES
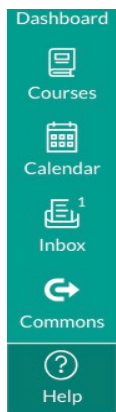
1. Make sure that you reserve time every week to work on your course consistently.
2. Make sure that you reach out for help or clarification whenever you are stuck.
3. Communicate! Be patient as replies may take time to trickle in unlike in a face-to-face where you have synchronous conversations. Ensure you use your HCCC email.
4. Be sure that you have enough time to take the number of credits you sign up for, that is a minimum 4 hours per week for a 15-week course (equivalent to a 3-hour class and 1 hour reading and homework).
5. Be organized and submit early (you may need the time if things go wrong).
6. Get familiar with Canvas before you start the course, so you don't waste time learning the tool.
7. Keep track of your Assignments and deliverables (how to is below).

Getting Help

1. Within Canvas

You can get help with Canvas by using the Help menu. The Help menu generates a list of resources to help you with Canvas:

Canvas Guides: Search the Canvas Guides for information about features inside of Canvas
Canvas Support: Live Chat with Canvas Support 24/7
Canvas Support Hotline: Call Canvas Support 24/7
To view the help menu, click the Help link in the Global Navigation Menu.

Reach out to your instructor or other students using Discussion forums and messages.
If you have a question about course content or assignments, send a message to the Instructor using Canvas Messaging (click Inbox on the Global Canvas menu) or go to the Help menu and select "Send a message to your Instructor." If you choose to email your instructor, ensure that it is from your HCCC email or it may go to SPAM.

2. 24/7/365 Online Tutoring
We have online tutoring available. Having trouble with an assignment? Just schedule an appointment and work with someone 1-1. •   Use Smarthinking the Online Tutoring service available inside every course in the left side menu bar.

3. Support Available 24 hours
We use Canvas as our platform for delivering our online courses. Canvas support is available online and by phone any time you get stuck technically. Chat, call (833-685-8350) or email support@instructure.com for immediate help!
You can contact Canvas Help from within your courses at any time, day or night. To contact Canvas, click Help on the "Global" Canvas menu (the green vertical menu to the far left,) and then choose the type of assistance you want, i.e., a phone call or a chat session. Depending on the issue, Canvas may forward your issue to HCCC service units for resolution.

Keeping on Track: Due Dates and Notifications

Finding Due Dates and Setting Notifications helps you stay on track with your work in online courses.

Calendar: A calendar will appear with populated due dates from each of your courses as long as the deliverable is setup with dates. Some may not be setup with dates in the system but still be due so visit your course regularly. You can add events and build your own dates if you like to submit early.

Notifications: Notifications are emails or texts sent from Canvas to your email or phone number, which alert you to activity in your course, including messages from the teacher, discussion points, grade deadlines, assignments which have been graded, and other information.

To get texts, check the **Settings** area under your **Account** menu and then **Ways to Connect** to add a text message number.

Setting up Notification Preferences

1. Click the **Account** Icon on the left side navigation bar, then **Notifications**.
2. Add Ways to Contact by clicking **Add Email Address** or **Add Contact Method**
3. Adjust your Notification Preferences for each type of course action (assignment due, discussion post, announcement) if needed. The default settings are accurate for most people.
4. Edit Notification Preferences by clicking the **Checkmark**, **Clock**, **Calendar**, and **X** icons for each Course Activity.

Communications

Communications are the most important part of being successful in online courses. Apart from official emails, Canvas has a messaging system. Check with your instructor if they will be using this feature. Make sure you always use your HCCC email for all communications.

- **Inbox:** Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages is shown as part of the Inbox icon.

 For more information, please visit https://community.canvaslms.com/docs/DOC-10603-4212710332

Mobile Friendly Platform

Mobile apps are not recommended for tests and quizzes. However, they are very useful for access. Canvas provides a mobile student app you can download at:

iOS

Android

Canvas has an iOS and Android App that can be downloaded from the App Store or Google Play Store. Compatible devices include platforms such as the iPhone/iPad/iPod Touch, and any other Android-based phone or tablet. Users can interact with their Canvas courses on **iOS** and **Android** devices with the app, or use a web browser on the mobile device.

iOS

Please see the Canvas guide on the app for the iPhone (Links to an external site.)or that describes the features of the iOS app.

To navigate within the app

1. Tap the **To Do** button to view assignments you have not submitted yet.
2. Tap the **Courses** button and choose any course to see the course schedule and discussions.
3. Tap the **Inbox** button to view messages and communicate with your teacher or fellow students.
4. Tap the **Grades** button to see a summary of how you are preforming in each of your classes.

Android

Please see the Canvas guide on the app for Android phones (Links to an external site.) that describes the features of the Android app.

To navigate within the app

1. Tap the **To Do** button to view assignments you have not submitted yet.
2. Tap the **Courses** button and choose any course to see the course schedule and discussions.
3. Tap the **Inbox** button to view messages and communicate with your teacher or fellow students.
4. Tap the **Grades** button to see a summary of how you are preforming in each of your classes.

To change a notification for a contact method, hover over the notification type you want to change.

1. Select the **Checkmark** icon to be notified immediately of any change for the activity. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notification in a short amount of time.*
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to notified weekly of any change for the activity
4. Select the **Remove** icon to remove the notification preference so you will not be notified of any change for the activity.
5. **Note:** Each set notification preference will automatically apply to all your courses. They cannot be set individually.

Learn more about updating your Notification Preferences in Canvas.

Course Menu

Announcements

- View announcements from the Instructor
  - *If there are no announcements, you will not see it on the menu.*

Syllabus

- View Course Syllabus (includes information on the books and materials required for the course.)
- View Course Schedule & Due Dates
- View Grading & Late Submission policies
- Access a dynamic (live links) list of graded assignments

Modules

- Contains the course contents
- Content is divided into Units; each Unit has an Overview that summarizes Learning Outcomes and Activities for the Unit.
- The Unit Activities may include:
  - **Lectures; Videos**
  - **Discussion Questions** (with special deadlines for participation)
  - **Assignments**
  - **Quizzes - Important! You are permitted only one attempt on a quiz**, unless otherwise noted. Do not click the "Take the Quiz" button unless you are ready to complete the quiz. Use a computer or laptop with a good network connection when taking a quiz; do not use a smartphone or tablet.

Keep Track of Your Assignments

Assignments in Canvas are any online activity submission that is graded by the teacher. Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.) There are multiple ways to find your Assignments.

To Keep Track of Your Assignments due:

There are many ways to keep track of when your assignments are due. You can:

1. View the **Recent Activity** feed on your Dashboard.
2. View the **To-Do List** on the right sidebar.
3. View the **Coming-Up** feed on the right sidebar.
4. View your **Calendar**.
5. Hover over the **Assignments** link in the Global Navigation and view the To Turn-In list.
6. Locate and click on the **Assignments** navigation link and view the Upcoming Assignments list.
7. Locate and click on the Grades navigation link, select the appropriate course, and view your Assignments list with corresponding grades.

[Learn more about keeping track of your assignments due in Canvas.](#)

Check your Grades

You can navigate to your grades on Canvas assignments by using the course navigation or global navigation menus.

To Check Your Grades in Canvas

1. Click the **Grades** link in Dashboard at the bottom right of the screen.

2. Click on the name of the course in blue to view a specific course.
3. View grades.

Learn more about checking your grades.

Canvas Inbox

- Send a message to your Instructor or classmates using the Canvas Messaging system
- Check for messages that your Instructor or classmates have sent to you.
    - You will get a notification in your regular HCCC email if someone sends you a Canvas message, unless you have changed that in your Notifications Preferences.

Learn more about Canvas Inbox