

## Student Quick Guide 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 course – which is 4 hours (3 hours class and 1- hour homework) minimum per week – to succeed in a 15-week course, and correspondingly more (8 hours!) if you are taking an accelerated 7-week course. If you are putting in less work, you are probably getting less out of the online class than you should.
- 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 one.
- You will need to be assertive in seeking help. There are several ways of getting help, which are listed below.
- 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 Learning Management System, Canvas.

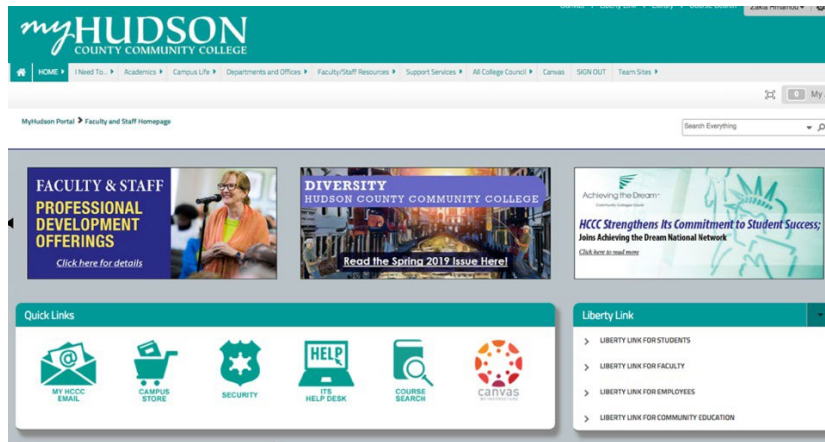
### Technology Requirements

If you are taking an online course, you must have ready access to an up-to-date computer and reliable, fast internet access.

- Always use the latest versions of Firefox or Chrome browsers when accessing Canvas. Ensure pop-ups are allowed in your browser; ad blockers can cause issues.
- Make sure you have the latest versions of
  - Microsoft Office on your computer. Be familiar with creating documents. Be familiar with using email – and always use your HCCC email account. If you do not have Microsoft Office 365, reach out to Information Technology Services as HCCC provides it for all students.
  - Adobe Acrobat Reader (<http://www.adobe.com/products/reader.html>)
  - JRE (<http://www.java.com/en/>)
- Camera/Mic -You may need the ability to join video conferences or have a proctored exam; (for proctored online exams you may have to have a quiet environment)

## Logging into Canvas

After you log in to MyHudson Portal, click on the Canvas logo and enter your HCCC credentials.



## Finding Your Course

Courses in Canvas are made available one week before the semester begins. Note, however, that when you first register for a course, it takes about 24 hours that course enrollment to show up in Canvas.

Courses in which you are enrolled will be listed on the Canvas Dashboard, which is the landing page after you log in to Canvas. Alternatively, find it by clicking the Courses button on the left-side menu, and then the All Courses link. 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.

## Tips & Best Practices

- Make sure that you reserve time every week to work on your course consistently.
- Make sure that you reach out for help or clarification whenever you are stuck.
- 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.
- 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) and 8-hrs per week for a 7-week course.
- Be organized and submit early (you may need the time if things go wrong).
- Get familiar with Canvas before you start the course, so you don't waste time learning the tool.
- Keep track of your assignments and deliverables.

## Getting Help

### 1. **Within Canvas**

You can get help with Canvas by using the Help menu. The Help menu generates a list of services and 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. The Student Support Hotline is 1-833-225-1548
- You can also email [support@instructure.com](mailto:support@instructure.com)

To view the Help options, click the Help link in the green Global Navigation Menu.

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.

Here's a couple of Canvas resources:

- [Canvas Video Tutorials](#)
- [Canvas Student Guide](#)

### 2. **24/7/365 Online Tutoring**

We have online tutoring available. Having trouble with an assignment? Just schedule an appointment and work with someone one-on-one. Select "Smarthinking Online Tutoring" in the left-side course menu.

## **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 have populated due dates from each of your courses as long as the assignment is setup with dates. Some may not be setup with dates in the system but still could 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.

### **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.

### **Mobile Friendly Platform**

Canvas provides a mobile Student app you can download to your smartphone. (Note: Mobile apps are not recommended for tests and quizzes.) Find [instructions for downloading here](#).