

Online Learning: Expectations and Navigation

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Overview

This document explores the resources, tools, and equipment you will need as a student in the Digital Campus. You will learn the following:

- Time management tips
- Basic navigation of the platform
- How to update your timezone and notification settings

Time Management

Time Management for Online Learners

As an online student, you have the power to engage with your courses at the time and place of your choosing. This delivery mode has proven to be both effective and convenient for students who may have life/career responsibilities that prevent them from being physically present on campus or who prefer the flexibility and interactivity of the online learning environment. This model also presents a host of challenges for online students who must take responsibility for keeping up with a continuous stream of content and assignments in a way that fits their learning habits, styles and needs. To address these challenges, online learners must develop a personal plan to focus their time and attention on coursework on a regularly scheduled basis.

Time management, self-discipline and organization are critical to achieving success in this program. The online learning environment is less structured than the traditional classroom, and your ability to manage your time resources is imperative to success. Here are some considerations in managing your time as a student in the program.

Ready, Set, Value

No doubt, your decision to enroll in this program is a significant one that involved consideration of a number of areas in your life. Most students find themselves juggling, managing, and in some cases, compromising different dimensions of their life. That may perhaps include a successful professional career, a spouse or partner, family, community commitments, and other areas of responsibility. Realize that although they are all very important in your life, it will take an incredible commitment for you to balance your time. These areas will remain during your academic journey, so make sure that you manage the time to value them along the way. Although they may weigh differently at urgent points in time, they are all important to you.

Tested and Proven

You have tested and proven professional experiences that can serve you well as a student. As an employee or supervisor, you have managed your time effectively and efficiently. You have set and achieved short- and long-term goals. You achieved success in the window of time that was provided. You managed relationships to accomplish goals. With this proven success, apply your strengths and experiences for success in the academic environment as well. Your success with personal best practices is certainly transferable.

Priorities and Time Management

Set priorities: Manage a WIN. (What's Important Now?) In setting priorities, many people may focus on the overwhelming number of assignments or tasks that must get done and get overwhelmed. You can't do it all in one day. Instead, priority setting should start with identifying the actual amount of free time that you have available that day outside of already committed time fillers. Then prioritize what's important and needs to be accomplished in that period of time. Doing so, you will feel a sense of accomplishment as you knock each priority off your list.

Manage distractions and off-time. We respond to the academic deadlines that are imposed with each assignment, project, and paper by arranging our time to produce the expected product. Why not do so with our own personal lives as well? Have a fixed goal in mind when you decide to take the time away from your studies and the self-imposed deadline will send you back to work.

Communication and Dedication

Communicate. Communicate your schedule and academic deadlines to your family, friends and professional colleagues. The more they know what's pressing you, the more they can understand, appreciate and respect the time that you need to accomplish that assignment.

Dedicate time and space. Identify a work area that switches you into the school mentality. Stepping into the area makes it time. The venue should be free of distractions and welcome you into the workspace.

Personal Time and Goals

Set aside time for yourself. Be sure to schedule time for yourself. Get sufficient sleep, exercise regularly, maintain a healthy diet, spend time with family and friends, and keep up your hobbies. Take those much-needed breaks. Give yourself time to collect yourself when you need it the most, so you can return with a clear head. Whenever you accomplish something for your program, especially the important things, make sure to take the time to reward yourself.

Keep the end in mind. Why am I putting myself through this? Keep your priorities fixed and look at long-term goals. Remember why you're doing it. Keep your goals in mind whenever it starts to feel like too much. The motivation for why you enrolled in the program should propel you to persevere through the challenging times.

It is worth it!

Navigating the Learning Platform

Overview

The Digital Campus is what you will use extensively during your time in the program. This is where you will create a social network with your classmates and professors, join live classes, complete coursework, and turn in your assignments. It functions as the backbone of your online program. The broad functional areas are described below.

Asynchronous Material

The asynchronous portion of the program includes structured course materials that the course lead and course instructors prepare ahead of time. We use the term *asynchronous* because you complete the content at a time convenient to you, independently of your classmates. We will cover asynchronous material in depth in the next unit, but please note that students are required to independently complete the weekly asynchronous modules *prior* to the respective weekly synchronous sessions.

Syllabus

There is a Syllabus visible in every course. The Syllabus may contain a course syllabus, how-to documents, reference guides, or other user guides for a simulation or software you may be using for that particular course. The Syllabus can be found in the Course Navigation section within a specific course. Please let Student Success know if you are unable to access or download any of the files.

Date	Details	
Wed Jul 4, 2018	 Holiday - No Class	12am
Fri Jul 6, 2018	 Position Paper	due by 11:59pm
Wed Aug 1, 2018	 Road to Revolution: Patriotism or Treason	due by 11:59pm
	 Revolutionary War Required Reading	to do: 11:59pm
Thu Aug 2, 2018	 Course Questions	 to do: 11:59pm
Fri Aug 3, 2018	 Office Hours	9am to 1pm
	 Office Hours	10am to 10:30am
	 Class Survey	
	 Constitution Assignment	
	 group assignment	
	 Moderated Assignment	

The Syllabus is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date in the syllabus [3]. Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items [4] are listed in alphabetical order.

Synchronous Material

Every student is required to attend a weekly live session for each of his or her classes in which students are online and interacting at the same time, *synchronously*. These synchronous sessions are held in the virtual classroom, where students and faculty have audio and an active camera on themselves during the session.

Social Networking

In addition to delivering the academic portion of the learning platform experience, the platform provides a rich social networking environment. It is essential for students to connect with each other, share information, and create professional networks and relationships as they would in a traditional program or in the professional realm. As you progress through this orientation, we will outline different communication methods, such as Groups, Chat, and Inbox.

Groups

You can view any groups where your instructor has added you as a member, as well as any available self sign-up groups in your course.

Within a course, click the **People** link in the **Course Navigation**. Then click into the **Groups** tab.

View the groups available in your course. Each group shows the name of the group and how many members are part of that group.

If there are any self sign-up groups available to join, you can join the group by clicking the join link [1] or you can change groups by clicking the switch to link [2]. If you are already part of a self sign-up group, you can leave the group by clicking the leave link [3].

Everyone

Groups

+ Group

Search Groups or People

Group 1 Project Groups

Visit

3 students

LEAVE

Group 2 Project Groups

2 students

2 SWITCH TO

Reading Group 1 Reading Groups

2 students

Reading Group 2 Reading Groups

Visit

4 students

Discussion Group 1 Student Groups

Visit

4 students

3 LEAVE

Discussion Group 2 Student Groups

2 students

1 JOIN

Note: You cannot leave groups that are not self sign-up groups.

Chat

The Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation. All content in a course chat can be viewed by anyone in the course.

To use Chat, click into a course, and then in **Course Navigation**, click the **Chat** link.

When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1]. To receive alerts for new chat messages, click the New message alerts button [2]. If this option is turned on, you will receive alerts if Chat is open in the Digital Campus but your browser window is minimized or you are viewing another browser tab. Alerts will not be sent if you leave Chat to view another area in the Digital Campus. Message history each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

Course Chat

1 person online

New message alerts

1

Doug Roberts 1/30/18 2:53 PM INSTRUCTOR

Hi class! I'll be online today until 4:30 to answer any questions you might have had from class today.

Remember, this chat is visible to everyone in our class.

Emily Boone 1/30/18 2:55 PM

Will we talk about the Declaration of Independence next week?

Doug Roberts 1/30/18 2:55 PM INSTRUCTOR

Thanks, Emily. Yes that is on my lesson plan for next week

Emily Boone 1/30/18 2:57 PM

Thanks Mr. Roberts. I'm having a hard time remembering who signed the Declaration

Doug Roberts 1/30/18 2:58 PM INSTRUCTOR

Don't worry, we'll discuss that next week. Remember to study for the test on early colonial life!

Emily Boone 1/30/18 2:58 PM

Will there be a lot of essay questions on the test?

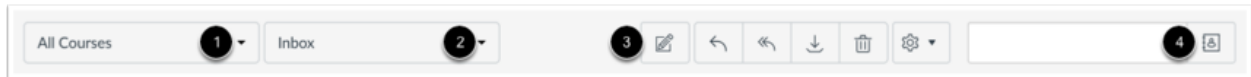
Send

Inbox

The Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

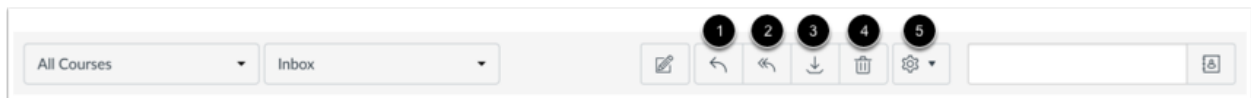
In Global Navigation, click the **Inbox** tab (mail icon). If the Inbox link includes a numbered indicator, the indicator shows how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

The toolbar includes global message options. To load conversations, filter your messages by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can compose a message at any time using the compose icon [3]. You can also search for conversations by user in the Search by user field [4].



Once you have selected a conversation, you can use the other options in the toolbar to:

- **Reply** to a conversation
- **Reply-all** to a conversation
- **Archive** a conversation
- **Delete** a conversation
- **Forward**, mark a conversation as read or unread, and star conversations



General Computer Requirements

Below, you will find the general requirements for your online program. Please ensure you are checking your notifications for announcements regarding hardware or software requirement changes, and note that certain courses may require additional software.

General Requirements

- Headset or headphones with speakers and a microphone in a quiet location to prevent feedback: built-in to computer or USB plug-in
- Webcam or HD webcam: Either built-in or through USB plug-in
- Telephone (*only if* VoIP network connection fails): either cell phone or landline with strong service
- Software: Microsoft Office Suite (Word and Excel)
- Hardware: Printer and Scanner
 - *Note, there are apps on the Apple Appstore and Google Playstore that can be used in place of a scanner. Ensure the app you use can save the scanned images as a pdf.*

Windows User Requirements

Your computer must meet the following minimum hardware and software requirements:

- 2.0GHz Intel Core Duo or faster processor
- 4GB or more of RAM recommended
- Windows 7, 8.1, 10
- Google Chrome (recommended for security and compatibility)

- Additional backup browsers: Mozilla Firefox

Mac OS User Requirements

Your computer must meet the following minimum hardware and software requirements:

- 2.0GHz Intel Core Duo or faster processor
- 4GB or more of RAM recommended
- Mac OS X 10.9 or higher
- Google Chrome (recommended for security and compatibility)
- Additional backup browsers: Mozilla Firefox and Apple Safari

Internet Bandwidth Requirements

- 10/100 wired Ethernet connection
- Wireless 3G, Wireless N, Wireless AC or faster WiFi connection
- Internet bandwidth speed
 - Minimum download speed: 10 Mbps
 - Minimum upload speed: 5 Mbps

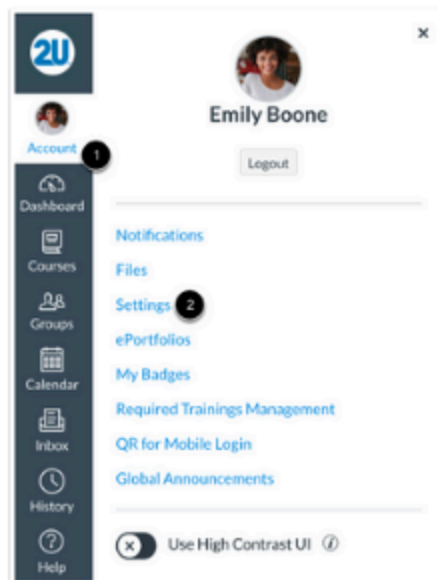
Note: If you are not sure of your bandwidth speed, please go to www.speedtest.net to test your connection. If your connection does not reach these requirements, please contact your ISP.

Software Requirements

- Additional software may be required for certain courses and will be listed in your course syllabus.

Settings and Notifications

To navigate to your settings page in the Digital Campus platform, click on the Account tab (person icon) in the upper left hand side of your screen and then click on **Settings** and then **Edit Settings**.



You will be able to make changes to your name, pronouns, default email, language, time zone, and password.

Note: Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.

The screenshot shows the 'Emily Boone's Settings' page. It includes a profile picture of a woman and the title 'Emily Boone's Settings'. Below the title are several settings fields, each with a numbered callout (1-8) in a black circle. Callout 1 points to the 'Full Name' field containing 'Emily Boone'. Callout 2 points to the 'Display Name' field containing 'Emily Boone'. Callout 3 points to the 'Sortable Name' field containing 'Boone, Emily'. Callout 4 points to the 'Pronouns' dropdown menu showing 'She/Her'. Callout 5 points to the 'Default Email' field containing 'emily.boone.canvas@gmail.com'. Callout 6 points to the 'Language' dropdown menu showing 'English (US)'. Callout 7 points to the 'Time Zone' dropdown menu showing 'Mountain Time (US & Canada) (-)'. Callout 8 points to the 'Password' section, which includes a checkbox for 'Change Password' and a red arrow pointing left.

- Full Name [1] is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
- Display Name [2] is how other users will see your name in Announcements, Conversations, and Discussions.
- Sortable Name [3] defaults to your last name, first name and appears in sorted lists so admins can search for it.
- Pronouns [4] display after your name in various areas throughout the Digital Campus.
- Default Email [5] can be set when you have multiple Notification email addresses associated with your account.
- Language [6] can be set to your native language and is the language you want to use in the Digital Campus (does not apply if an instructor sets a specific language for a course).
- Time Zone [7] can be set to where you are located and displays assignments in your local time.
- Password [8] is the combination of characters you choose to use to log in to your Digital Campus account.

Click **Update Settings** to save changes.

Timezone settings

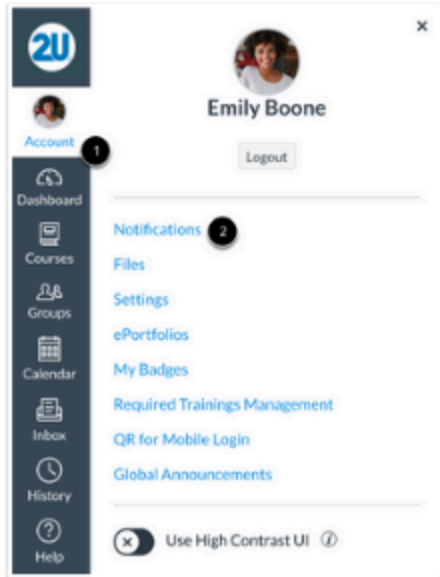
By default, both your course and account time zones are set to Eastern Standard Time. Students have the option to change the time zone for their personal account. If needed, please update your timezone to ensure that all of your live sessions will automatically change to reflect the timing based on your timezone. Always create a Zoom meeting for the timezone you are in; the system will convert the times for those who live outside your timezone. If you travel, you should adjust the timezone to reflect the new timezone. Be sure to also check your computer's time to ensure your general computer settings match the timezone you are in.

Notification Settings

The Digital Campus includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users.

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account. Notification settings apply to all of your courses unless you set notification preferences for individual courses.

In Global Navigation, click the Account link [1], then click the Notifications link [2].



The Account Notification Settings page displays a banner reminding you that account-level notifications apply to all courses [1]. View the account-level notification types [2] and your listed contact methods [3]. Each notification has a default delivery frequency preference. To view the current notification delivery

frequency for a notification type and contact method, hover over the notification icon [4].

Account Notification Settings

1 Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. X

2 **Course Activities**

3

	Email emily.boone...	Email emboone86...	Push Notification For All Devic...	SMS 123456789...
Due Date				
Grading Policies				
Course Content	3 ← 4			
Files	Daily summary			
Announcement				

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for the contact method [1]. To receive a notification right away, select the Notify immediately option [2]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time. To receive a daily notification, select the Daily summary option [3]. To receive a weekly notification, select the Weekly summary option [4]. The date and time of your weekly notifications are posted at the bottom of the notifications page. If you do not want to receive a notification, select the Notifications off option [5]. Unsupported notification types display the Unsupported icon [6]. Unsupported notification types cannot be enabled.

Account Notification Settings

i Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. X

Course Activities

	Email emily.boone.can...	Email emboone86@gm...	Push Notification For All Devices	SMS 1234567890@t...
Due Date	1			6
Grading Policies	2 Notify immediately			
Course Content	3 Daily summary			
Files	4 Weekly summary			
	5 Notifications off			
Announcement				