Online classes can be intimidating for any student however, if the right tools are put into place, you can succeed as a student in any environment!

Tips and Tricks to Succeed:

- 1. Check your canvas regularly; this is likely where your professor will post updates on the course
- 2. Stay organized
 - Use a planner or google calendar to keep track of your important due dates, lecture times, and other obligations
- 3. Take good notes!
 - Make sure your notes are functional and organized
 - Try using active note taking strategies, such as graphic organizers or concept maps, after class to reorganize and simplify your in-class notes
- 4. Communicate with your professor
 - If you are having any problems with your course, academically or technologically, reach out to your professor early in the semester so that they can help you
- 5. Understand the layout of Canvas
 - The rest of this guide is here to help you understand Canvas and it's different functions, especially in the context of an online class. Keep reading!

First, make sure you login to canvas using your netid and password.

When you login, you will see a screen similar to this:



Click on the book icon to access your courses:



Today, we will be going through the "Online Course- Guide to Succeed" course. Therefore, we will click on that course heading. Once we have done that we should be brought to the course home, displayed below:

Sandbox - Me	elissa Snov	w⇒ Syllal	bus		ç	Search	Q
Home Announcements	Or	nline C	ourse- Guide to Succeed!	Jump to Today		교 View Course Stream	
Assignments	Weld	ome to ou	r online course taking place this fall semester!				
Discussions Grades	My n <u>exam</u>	ame is Mel <u>ple@echo</u>	lissa and I will be your professor this semester. Any questions or concerns and you can email me at rutgers.edu.		То	ပ္ View Course Notificatio	ons
People	We v	vill have ho e will also l	mework (worth 10 points) and discussion threads (worth 5 points) due each week.		¢1	Welcome!	×
Files Syllabus	Our	tentative c	ourse schedule is as follows:		P	Homework 1 10 points	×
Quizzes Modules	Lec	Date	Topic		ē.	What is your major and wh 5 points	×
Conferences	2	F 9/11	Microbial Cell Structure and Function		ş	Sep 18 at 11:59pm Modern Science Developm	×
Chat	3	T 9/15	Microbial Metabolism		P	5 points Sep 25 at 11:59pm	×
Proctortrack	4	F 9/18	Molecular Information Flow and Protein Processing		2	10 points Sep 25 at 11:59pm	
Rutgers Libraries	5	T 9/22	Microbial Growth		P	Essay 1 50 points Sep 30 at 11:59pm	×

On the left hand side, we will see a list of different things available in this course. Some important ones to keep in mind are **announcements**, assignments, discussions, grades, files, syllabus, quizzes, modules, etc.

This course displays the syllabus as the home page but this is not the case for all courses.

On the left hand side, your **"To Do"** list is displayed. You can find upcoming assignments, discussion threads, and quizzes here, as well as recent announcements.

ANNOUNCEMENTS TAB

Home	All Search	Q
Announcements Assignments	announcements made by your professor or TA can be found under this tab,	External Feeds
Discussions	Welcome!	
Grades	MS All Sections	Posted on:
People	Hi all! Welcome to our online course this semester! I am excited to get to know you all and work together this semester.	May 17, 2020 at 3:54pm
Files		
Syllabus		
Quizzes		
Modules		
Conferences		
Collaborations		
Chat		
Proctortrack		
Google Drive		

Announcements made by your professor or TA can be found by clicking on the announcements tab on the left hand side of the screen. Your professor may announce things like new assignments, exam dates, extensions on assignments, etc.

Check the announcements tab regularly to get important updates from your professor throughout the semester. I would recommend checking this every day.

Home	Search for Assignment SHOW BY DATE SHOW BY DATE	ГYРI
Announcements		
Assignments		
Discussions	Upcoming Assignments	
Grades		
People	Homework 1 Not available until Sep 11 Due Sep 16 at 11:59pm -/10 pts	
Files	— What is your major and why did you choose it?	
Syllabus	Due Sep 18 at 11:59pm -/5 pts	
Quizzes	FU Modern Science Developments	
Modules	Due Sep 25 at 11:59pm -/5 pts	
Conferences	E Homework 2	
Collaborations	Due Sep 25 at 11:59pm -/10 pts	
Chat	Essay 1	
Proctortrack	Due sep so at 11:37pm 730 pts	
Google Drive	X Exam 1 Not available until Oct 11 Due Oct 13 at 11:59pm -/50 pts	
Rutgers Libraries	Exam 2. Paquiras Perpendus Lesk Deuro Provisor	
Search	Not available until Nov 8 Due Nov 10 at 11:59pm	
Student Instructional Rating Survey	X Exam 3 Not available until Dec 13 Due Dec 15 at 11:59pm	

ASSIGNMENTS TAB

Under the assignments tab, you can find important due dates for the semester. Your professor may update this periodically, so make sure to check this regularly. You can find discussion threads, homework assignments, essay due dates, and quiz due dates under this tab.

At the beginning of the semester, I would suggest getting a planner or using google calendar to put the due dates of all major assignments into to keep you on top of your schoolwork.

Check this tab at least every 3 days to once a week for updates as your professor may add an assignment at any time.

DISCUSSIONS TAB

Home	All Search	by title or author	Q + <u>Discussion</u> 鐐
Announcements			
Assignments	✓ Discussions		Ordered by Recent Activity
Discussions Grades	What is your major and why did you choose it?	Click on individual discussion to view the thread and classmates replies	Due Sep 18 at 11:59pm
People	Modern Science Developments		п
Files	•		Due Sep 25 at 11:59pm
Syllabus			
Quizzes			Ordered by Recent Activity
Modules			
Conferences	r e		
Collaborations			
Chat			
Proctortrack			
Google Drive	You currently	have no discussions with closed comments	
Rutgers Libraries			

Under the discussions tab, you can see the discussion threads that your professor has posted. To view details and your classmate's replies, you can click on the individual discussion. We will now take a look at the discussion labeled "Modern Science Developments" in this course.

Try to check this tab at least once or twice a week! Often times, discussion threads will be done once a week.

	:
This is a graded discussion: 5 points possible	due Sep 25
Modern Science Developments MELISSA SNOW	
Research one scientific development made in the last 20 years and write about what you think its implications are or on society. Your post is due 11:59 PM on Friday.	will be
Reply to at least two of your classmates posts by the Sunday at 11:59 PM of the week this discussion was due.	
Search entries or author Unread	ubscribe
← <u>Reply</u>	

The instructions for the discussion post are now listed. Once a classmate posts, you can reply to their post. Often, professors will ask you to make your post by a certain date and to reply to one or more peer's posts by a later date.

GRADES TAB

Home	Grades for Test Student					Print Grades
Announcements Assignments Discussions	Arrange By Due Date					
Grades	Name	Due	Status	Score	Out of	
Files	Homework 1	Sep 16 by 11:59pm		-	10	
Syllabus Quizzes	What is your major and why did you choose it?	Sep 18 by 11:59pm		-	5	
Modules Conferences	Modern Science Developments	Sep 25 by 11:59pm		-	5	
Collaborations Chat	Homework 2	Sep 25 by 11:59pm		-	10	
Proctortrack Google Drive	<u>Essay 1</u>	Sep 30 by 11:59pm		-	50	
Rutgers Libraries Search	<u>Exam 1</u>	Oct 13 by 11:59pm		-	50	
Student Instructional Rating Survey	Exam 2- Requires Respondus LockDown Browser	Nov 10 by 11:59pm		-	0	

Under the grades tab, you should be able to find your grades for a given semester.

Check your grades a couple of days after each assignment, quiz, or exam is due to see what your standing in the class is.

FILES TAB

Home	Sandbox - Melissa Snow > Files	5			
Announcements					
Assignments	Search for files	Q	0 items selected		
Discussions		Name		Data Created	Data Madified
Grades	 Online Course-Guide to Succeed: Course image 			Date Created	
People		<u>cour</u>	<u>se image</u>	2:27pm	
Files		Hom	ework 1.docx	2:32pm	2:32pm
Syllabus		Lect	<u>ure 1.mp4</u>	3:36pm	3:36pm
Quizzes					
Modules					
Conferences					
Collaborations –			A 11 N A - 1711		
Chat			<u>All My Flies</u>		

Under the files tab, you will be able to find all uploaded files for a given course. These files are also usually posted elsewhere (such as assignments, announcement, and modules).

SYLLABUS TAB

Home	Co	urse S	yllabus	Jump to Today
Announcements				
Assignments	Welco	ome to our	online course taking place this fall semester!	
Discussions	My na <u>exam</u>	ame is Mel <u>ple@echo.</u>	issa and I will be your professor this semester. Any questions or concerns and you can email me at rutgers.edu.	
Grades	Wew	vill have ho	mework (worth 10 points) and discussion threads (worth 5 points) due each week.	
People	There	e will also b	e 3 exams (worth 50 points) and 2 essays (worth 30 points) over the course of this semester.	
Files	Our te	entative co	purse schedule is as follows:	
Syllabus Quizzes	Lec	Date	Торіс	
Modules	1	T 9/8	Introduction and The Microbial World	
Conferences	2	F 9/11	Microbial Cell Structure and Function	
Chat	3	T 9/15	Microbial Metabolism	
Proctortrack	4	F 9/18	Molecular Information Flow and Protein Processing	
Google Drive	r	T 0/00	Mineshiel Consulta	
Rutgers Libraries	5	1 9/22	MICrodial Growth	

Under the syllabus tab, you can often find things like a tentative lecture schedule, course overview, your professor's email, etc.

Your professor may also upload the syllabus as a document instead of posting it directly to canvas.

Check this page at the beginning of the semester to see what to expect in each of your online courses.

QUIZZES TAB

Home	Search for Quiz
Announcements	
Assignments	
Discussions	 Assignment Quizzes
Grades	
People	Exam 1 Not available until Oct 11 Due Oct 13 at 11:59pm 50 pts 2 Questions
Files Syllabus	Exam 2- Requires Respondus LockDown Browser Not available until Nov 8 Due Nov 10 at 11:59pm
Quizzes	Image: Second state Exam 3 Not available until Dec 13 Due Dec 15 at 11:59pm
Conferences	
Collaborations	

Under the quizzes tab, you may find exams or quizzes. Some quizzes may require LockDown Browser or ProctorTrack so please check with your professor before taking any exams or quizzes.

Quizzes may have a window of time or a specific time at which you need to complete them by. This information should be listed on this page.

MODULES TAB

Assignments	
Discussions	✓ Introduction and the Microbial World 9/8/2020
Grades	
People	Lecture 1.mp4
Files	
Syllabus	
Quizzes	Microbial Cell Structure and Function 9/11/2020
Conferences	B Homework 1
Collaborations	56 10 1 10 pts
Chat	
Proctortrack	
Google Drive	 Microbial Metabolism 9/15/2020
Rutgers Libraries	
Search	
Student Instructional	
Madia Callery	Microbial Growth 9/22/2020
Media Gallery	
My Media	Ber Homework 2 Sep 25 10 pts
	Essav 1 Sep 30 50 pts

You will find a lot of important information under the modules tab typically.

Your professor may post lecture notes, homework assignments, essay assignments, etc. here.

Additionally, if your class is not doing simultaneous lectures, your professor may upload lecture videos here or under files.

You should check your modules page at least once of twice a week. This page can be updated on a weekly basis.

CONFERENCES TAB

Home		i
Announcements		Canvas Conferences (Big Blue Button) Use Guidelines
Assignments		- Upload PDFs of PowerPoint slides and presentations.
Discussions		- Do not share desktop.
Grades		- Limit the number of participants to NO MORE THAN 100 users in a conference.
People		- All participants can view the Moderator web camera.
Pages @	в	- Viewing participant webcams is limited to the Moderator. Moderator privileges may be passed to other conference participants so they can share their web camera.
Files		- In breakout rooms, webcams can be shared among all participants.
Syllabus		
Outcomes @	б	
Rubrics		
Quizzes		
Modules		New Conterences
Conferences	>	Lecture 1 - 9/8/2020 In Progress
Collaborations		
Chat		
Attendance		Concluded Conferences
Proctortrack		

Under the conferences tab is where you can access simultaneous lectures by your professor. On the day of lecture, your professor will create a conference. You can click the **join** button and you will be redirected to "Big Blue Button" where your lecture will take place. You can choose to join with or without your microphone.

If your professor is doing simultaneous lectures, you should be checking this tab every time a lecture is scheduled. Attending class weekly and on time is the first step to success!

When in doubt with a course or where to access certain information, try reaching out to a classmate or to the professor directly. Good luck with your online course this term!