Online Course- Guide to Succeed!

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:

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

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.

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**

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.
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**

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.
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**

Course Syllabus

Welcome to our online course taking place this fall semester!

My name is Melissa and I will be your professor this semester. Any questions or concerns and you can email me at example@echo.rutgers.edu.

We will have homework (worth 10 points) and discussion threads (worth 5 points) due each week.

There will also be 3 exams (worth 50 points) and 2 essays (worth 30 points) over the course of this semester.

Our tentative course schedule is as follows:

<table>
<thead>
<tr>
<th>Lec</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T 9/8</td>
<td>Introduction and The Microbial World</td>
</tr>
<tr>
<td>2</td>
<td>F 9/11</td>
<td>Microbial Cell Structure and Function</td>
</tr>
<tr>
<td>3</td>
<td>T 9/15</td>
<td>Microbial Metabolism</td>
</tr>
<tr>
<td>4</td>
<td>F 9/18</td>
<td>Molecular Information Flow and Protein Processing</td>
</tr>
<tr>
<td>5</td>
<td>T 9/22</td>
<td>Microbial Growth</td>
</tr>
</tbody>
</table>

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.

Melissa Snow 2020
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.

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.
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!