

How To Be A Successful Online Learner With Canvas

Get Yourself Ready	
Find a computer or mobile device to use	Find a computer that you'll have permission to use. Most computers, smartphones, or tablets can be used in Canvas. However, please update to the latest version of your web browser. An Internet connection is required.
Set up a workspace for yourself	Find a quiet space with few distractions. Collect what you'll need for your work such as a notebook, your class handouts and textbooks, a pen, telephone, and lamp. Figure out what works best for <i>you</i> in your dedicated area.
Be an active participant	It's in your best interest to complete all your assignments. Take advantage of discussion questions to share your perspective and learn from others. Everyone brings their unique life experiences to a class, share yours. Students who actively interact with their instructors and other students usually get more out of their online classes (and remember more).
Ask questions	During the live web lectures with your instructor, ask the questions that are on your mind, or are confusing you. Other people likely have the same questions. When you need more in-depth help, make sure you attend an Office Hours session with your instructor. You may need to schedule an appointment for an Office Hours meeting.
Hold yourself accountable	Online classes require the same amount of work as in-person classes. However, some of the work you'll be doing will be on your own. If you are having trouble completing your assignments on time, look for a fellow student (or family member) to help you stay accountable for your class assignments.
Manage Your Time	
Check the Calendar every week	Check the Canvas Calendar (or class agenda) at the beginning of each week to see what assignments are due. Set reminders for yourself or write them on a calendar.
Break your work into sections	Schedule certain days and times each week to complete your work. Don't let other tasks take up that scheduled time. Commit to your independent online work assignments the way you do for your live web lectures with your group. Schedule breaks for yourself.
Don't wait until the last minute	If you ignore your class work until the last minute, and you run into a technical problem, you may miss the deadline for an assignment. If you experience problems, ask for help as soon as possible.
Start Using Canvas	
Email Invitation	You will receive an invitation to join your Canvas class by email. It will provide you with a link to use to log into Canvas and directions on how to set up a password. Keep this email, it has helpful information.
Logging in	Go to canvas.instructure.com/login/canvas . Your work email address will be your username, use the password you set up when you received your invite. (Forgot your password? Go to the login page and click "Forgot Password.")
Getting Help	
Questions for your instructor?	Don't get discouraged. Ask for help. Your instructor holds weekly Office Hours just to help you. Schedule time to attend one. You can also email your instructor a question using the Canvas Inbox.
Technical problems with Canvas?	Email CanvasHelp@nyscseapartnership.org about technical problems. We're available 8:00-4:00 Monday-Friday.

Live Lectures

- Required classroom time
- Two sessions a week (your class may be 1-2 weeks)
- Instructor-led



Assignments

- Required homework assignments
- Independent work
- Feedback from instructor



Discussions

- Required homework assignments
- Whole class discussions
- Feedback from peers and instructor



Quizzes

- Required pre and post assessments
- Collection of questions
- Automatic feedback



Office Hours

- Voluntary time for instructor assistance and extra tutoring
- Scheduled by you and your instructor
- Student-led (come with questions!)

