Zoom

Campus Resources

Presentation Works Cited

Cranium Cafe

CRAFTON HILLS
COLLEGE
TUTORING CENTER

Using Canvas

How to be an Online Student

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CRAFTON HILLS
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Online Tips

Outside Resources
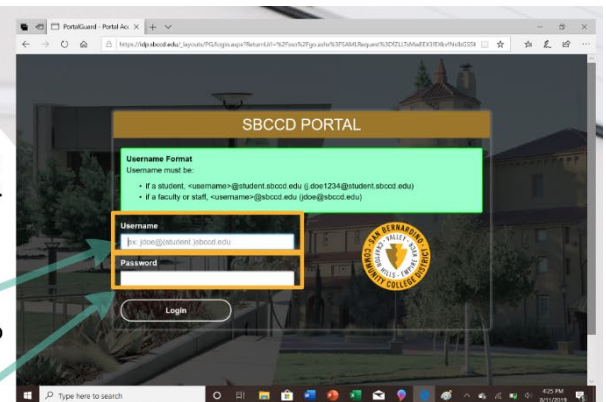
4/2/2020

Notes:

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Tips for the Online Classroom

PLANNING

01. **Communicate** with your professor. It's easy to lose contact if you are not proactive in an online class. Pay attention to your professor's office hours which may take place in person or through Zoom. Your professor may want you to message them using your student email our through the inbox in Canvas.

02. **Plan** to start things for the week ahead of time. Your class may be synchronous(lectures and other aspects of the course require you to be online and active at specific times) or they may be asynchronous(lectures and other aspects of the course are prerecorded and you mostly need to make sure you turn in your work on time.

03. **Update** your computer frequently as well as ConferZoom which is often built into Canvas courses. If you are supposed to go on Zoom at 2pm and start it on time, but if it isn't updated, you will attend the Zoom session late due to how long it takes to update.

04. Consider using a **physical calendar and notebook**. Studies show that notes and reminders you write by hand will be remembered far better than notes jotted down in a computer file. Writing and then typing up notes may help you study as well.

Using Canvas

- To access Canvas, go onto craftonhills.edu and click the Logins tab near the far upper right.

- Click the Online Classes/Canvas icon.

- You will be prompted to put in your username and password.

- Username: first initial +period+Last name+last four digits of student ID.
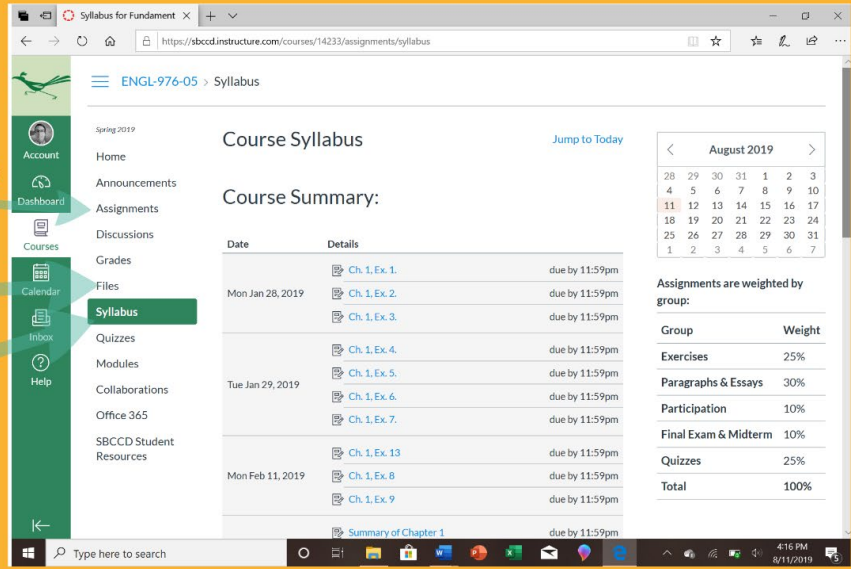- Password: Whatever you choose to set it as.

Canvas Courses

Canvas Course Basics

When you log into Canvas, you'll see notifications at the top, followed by a list of your classes.

Choose a course and you'll have have access to announcements, assignments, grades, files, syllabus, and more.

The Assignments tab is useful to look up what is due and when.

Files will have everything important that your professor posted for the class.

The Syllabus tab allows you to keep track of everything as you complete assignments.
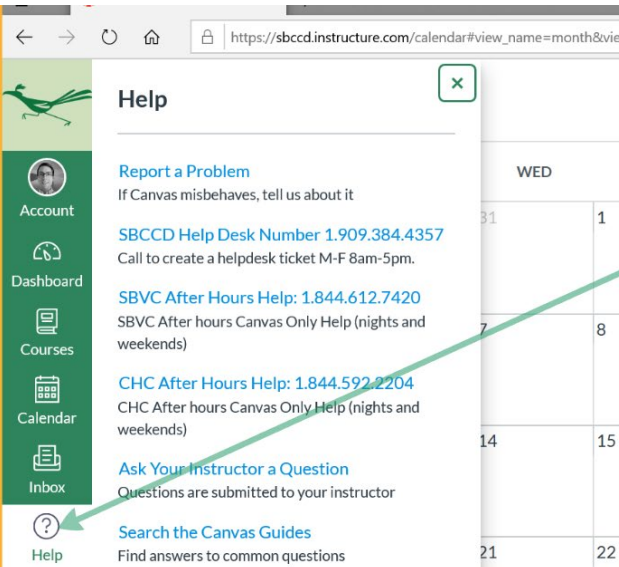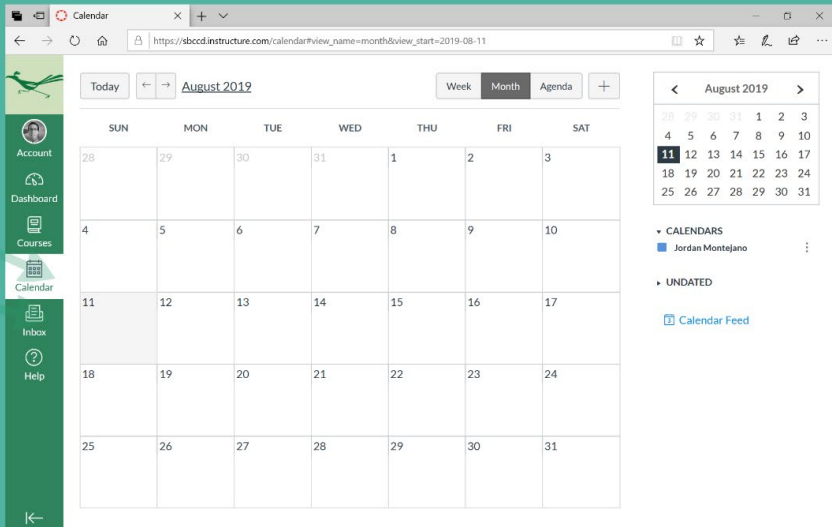

Canvas Calendar

The Calendar tab allows you to add events and reminders. It can serve as an effective calendar for an online class.

The Inbox allows you to see messages from your professor and other students as well as send messages out.

Depending on your professor, the canvas inbox may be the way to message your professor outside of class and office hours, or they may prefer you contact them through their campus email.
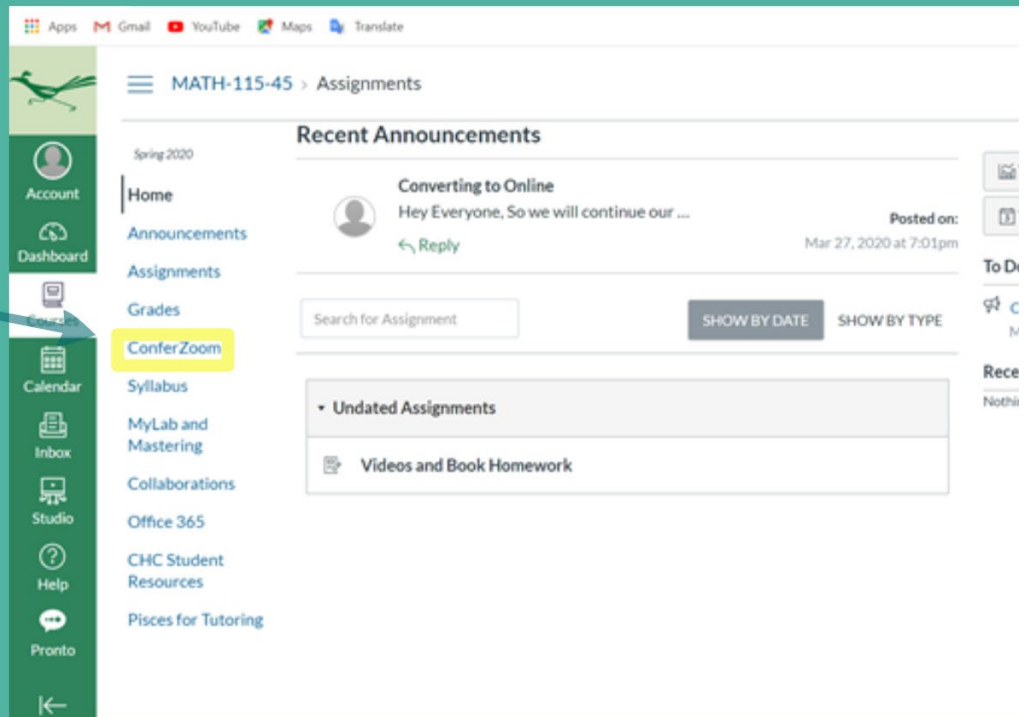

Canvas Help

The Help tab gives you access to various resources in case you run into any issues.

ConferZoom

What is ConferZoom?
- ConferZoom is a video conferencing software that instructors use for video lectures and is often built into Canvas courses.

- ConferZoom can give professors the ability to give live lectures in an online environment and allows students to communicate and collaborate on group projects.

- Make sure that Zoom is updated on your device regularly. You might end up attending a lecture late if you need to update last minute.
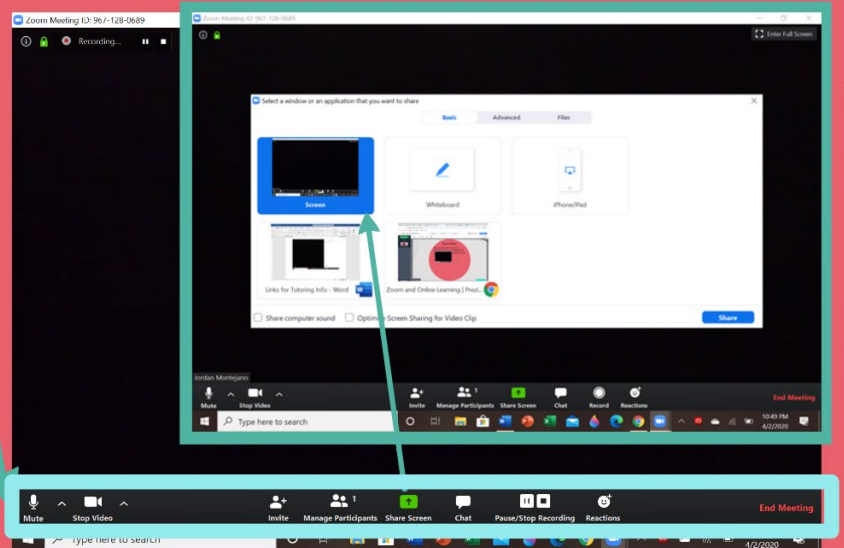

Zoom Controls Toolbar

Mute: A good strategy is to mute your microphone when you aren't talking so you don't cause audio feedback for others. The arrow key next to mute will let you adjust audio settings.

Chat: If you don't have a microphone, you can use the chat feature at the bottom.

Video: If you need to turn off your video, you can turn it off with the stop video button. the arrow key next to the video button will let you adjust video settings such as turning HD on and off, choosing a virtual background.

Invite: The invite button allows you to invite people to the meeting using a zoom URL. Depending on your meeting settings this may or may not be password protected.
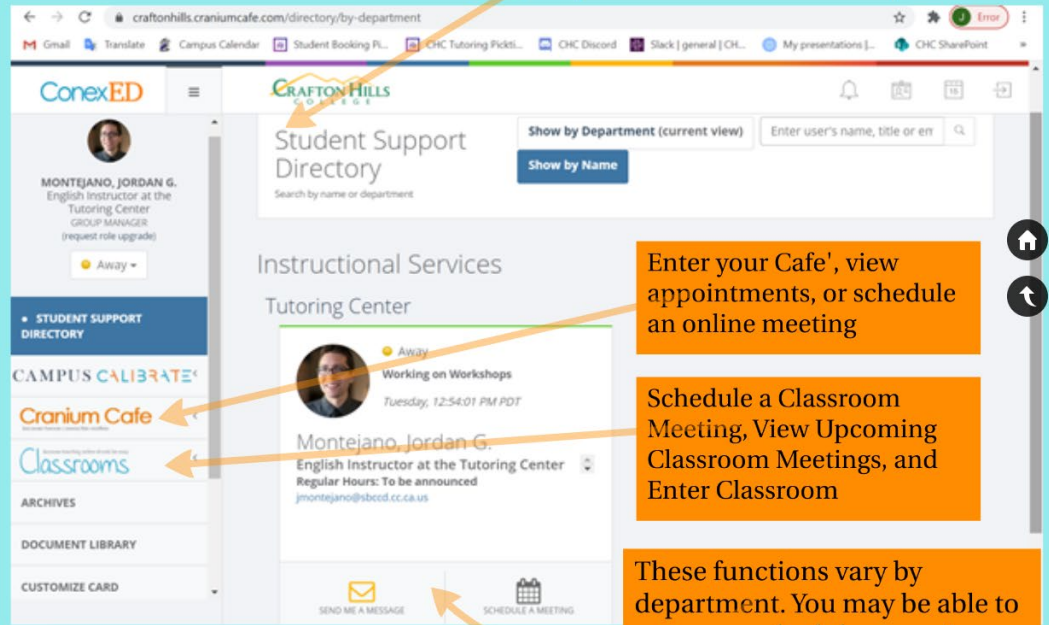

Share screen allows you to pull up a digital whiteboard, project to your iphone or ipad, or show other participants content from another window.

Notes:

What is Cranium Cafe'?

- Cranium Cafe' is a tool used to communicate. Your professor may use Cafe' to hold office hours, give lectures, and hold virtual workshops.

- You log in using the same credentials as webadvisor from the following link: https://craftonhills.craniumcafe.com/login

- Many departments use Cranium Cafe' to communicate with students including Admissions and Records, the Tutoring Center DSPS, the Career Center, Counseling, and more.

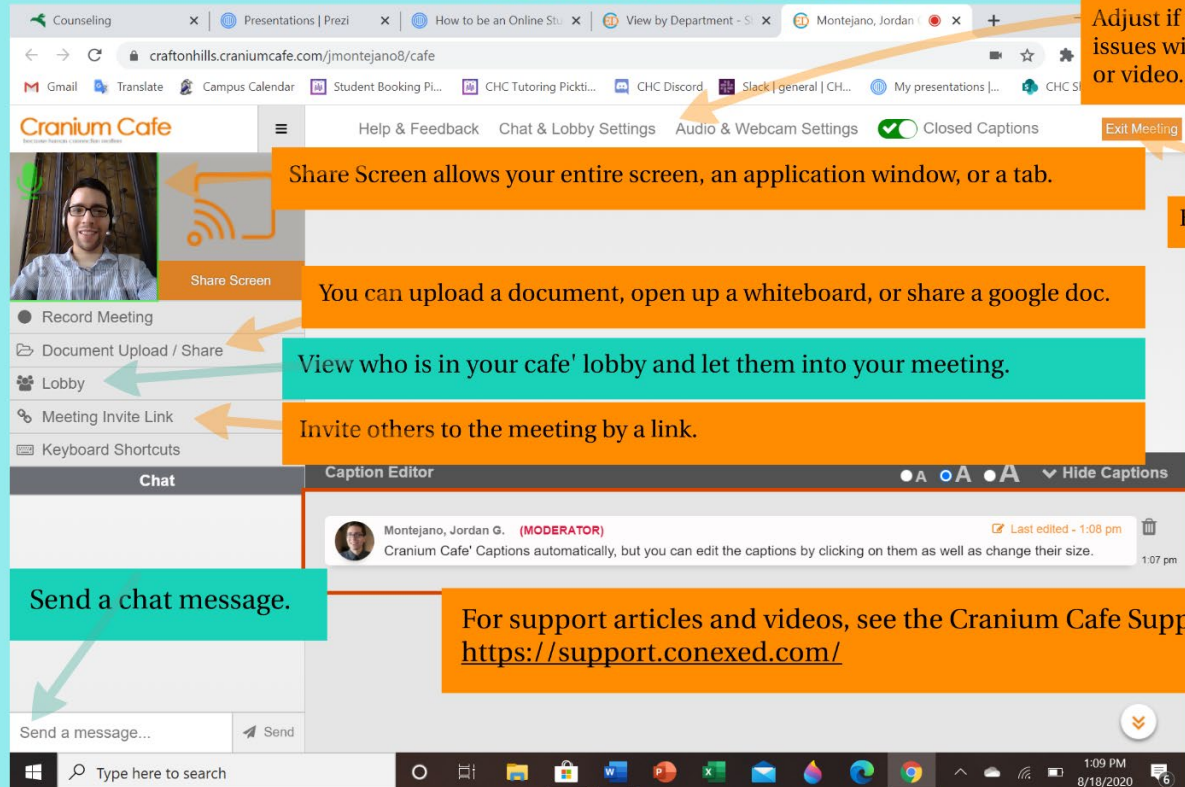Search for the person you are looking for by name or by department

Enter your Cafe', view appointments, or schedule an online meeting

Schedule a Classroom Meeting, View Upcoming Classroom Meetings, and Enter Classroom

These functions vary by department. You may be able to message, schedule a meeting or knock on door.

Cranium Cafe' Tools

Adjust if you have issues with audio or video.

Share Screen allows your entire screen, an application window, or a tab.

Exit the Meeting

You can upload a document, open up a whiteboard, or share a google doc.

View who is in your cafe' lobby and let them into your meeting.

Invite others to the meeting by a link.

Send a chat message.

For support articles and videos, see the Cranium Cafe Support Page: https://support.conexed.com/

Notes:

Free Office 365

Crafton Hills College students get free access to Office 365 by logging in with their student email.

Our new Microsoft license allows students to receive Office 365 for free.

Crafton Hills College students are now eligible to install Office 365 on up to five PCs, Macs and mobile devices, including Windows tablets and iPads, at no cost to the student. This includes the latest version of Office, OneDrive and SharePoint Designer 2013.

The process starts by logging in with your student email account at this URL:

https://portal.office.com

If you have trouble logging in, please contact our helpdesk at **http://stac.craftonhills.edu**

Here is what Microsoft says about how long the student can use the application:

"If you are eligible, you can use the plan until you graduate or are no longer enrolled at a qualified school. Student eligibility may be re-verified at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer work."

Don't delay; get your free software now!

www.craftonhills.edu

CRAFTON HILLS COLLEGE

Library Resources

Tutoring Center Resources

Campus Directory

Library Physical Resources

Library Digital Resources

- The Library is located in the LRC building on the second level.

- Chromebook and hotspot check-out is available Monday and Tuesday from 10 a.m. - 7 p.m.

- The Library is open for computer-use and Chromebook/hotspot check-out only. If you have any questions about the process contact CLCdesk@craftonhills.edu with questions.

- https://www.craftonhills.edu/current-students/library/index.php

Notes:

Library Digital Resources

https://www.craftonhills.edu/current-students/library/index.php

You can search books that are in the library using their directory, or you can search for articles from various databases like EBSCO.

For an essay, you will most likely need to cite your sources in MLA or APA. Ebsco has an auto citation feature, or you may use purdue Owl's auto citation. It is still up to you to check the accuracy of the source using a Style Guide or Purdue Owl's Style Guide.

Tutoring Center LRC-137 Resources

https://www.craftonhills.edu/current-students/tutoring-center/index.php

All Tutoring for Fall 2020 will be done online Using Cranium Cafe.

We offer walk-in tutoring, appointments, and workshops.

Online Tutoring Page:
https://www.craftonhills.edu/current-students/tutoring-center/online_tutoring.php

Schedule a Tutoring Session:
https://craftonhills.craniumcafe.com/group/tutoring-center/scheduler

Notes:

Campus Directory

For Food Insecurity see **COACH Coupboard** at the old gymnasium. Janine Ledoux Phone: 909-389-3278 Email: jledoux@craftonhills.edu https://www.craftonhills.edu/current-students/coach-cupboard.php

Career Services CCR-220 Phone:909-389-3399 Email: careercenter@craftonhills.edu https://www.craftonhills.edu/current-students/counseling/career-services/index.php

For Early Education and Childcare see the **Child Development Center** at the west end of Crafton Hills College. Phone: 909-389-3400 Email:dwasbotten@craftonhills.edu. https://www.craftonhills.edu/visitors-and-alumni/child-development-center/index.php.

Counseling is locatied at CCR-201 Phone: 909-389-3366 Email: counseling@craftonhills.edu. https://www.craftonhills.edu/current-students/counseling/index.php.

Admissions and Records is at CCR-111 Phone: 909-794-2161, ext. 3372 Email: admissions@craftonhills.edu https://www.craftonhills.edu/admissions-and-records/index.php

DSPS CCR-101 Phone: 909-389-3325 Email: chc_dsps@craftonhills.edu https://www.craftonhills.edu/current-students/disabled-student-services/index.php.

For more information, see craftonhills.edu, and click on the Student Services tab.

Outside Resources

Khan Academy Has a host of free instructional videos covering Math, Science, Arts, Humanities, Test Prep and More.

https://www.khanacademy.org/

Purdue Owl's website has information on the writing process, writing styles, citation, college applications and more. Purdue Owl also has videos on YouTube.

https://owl.purdue.edu/owl/purdue_owl.html

Grammar Girl has easy to follow grammar tips with practical examples.

https://www.quickanddirtytips.com/grammar-girl

The Punctuation Guide explains how to use various punctuation marks and gives examples.

https://www.thepunctuationguide.com/index.html

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