

**Welcome  
to today's orientation  
to online courses!**

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# Agenda

1. Online courses
  - what they are, how to succeed
2. Canvas
  - logging in, navigating, taking exams
3. Technology
  - technical requirements
4. Student Support
  - technical help, academic help

# Communicating in Zoom

- Alt + H on keyboard to access Chat
- Post questions in Chat
- Wanda Butterly available for technical help
- Send Wanda private message in Chat with your name and email address
  - 1-minute survey after orientation

Let's go to Canvas!

# Succeeding in an Online Course

# What is an online course?

- Conducted over the Internet
- Time flexibility
- Expect 9 hours of work each week for a 3-unit class

# Successful online learners

- Independent learner
- Self-disciplined
- Self-motivated
- Good technology skills
- Takes initiative for contacting instructor and classmates

# Successful online learners

- Taken over 21 units of college credit in lifetimes
- GPAs over 2.0
- If fit neither category, might want to contact Counseling (424-1400)
- Students are responsible for withdrawing from courses



# Get ready to learn

- Purchase books and/or other materials asap
- Organize on your computer
- Organize your email program
- Set up your notifications

# Don't procrastinate!

- Waiting until the last minute can cause problems
- Set specific goals, prioritize them, reward yourself for meeting them
- Contact Counseling for help combating procrastination

# Other tips

- Make friends with one or more classmates
- Ask questions
- Read textbooks actively
- Read instructions carefully

# Preparing for exams

- Review actively prior to exams
- Anticipate the kinds of questions to be asked
- For essay questions, practice writing short paragraphs on important topics
- Set up a study group

# Group work

- Done asynchronously in group discussion board
- Log in every day
- No outsiders allowed in groups
- Might be graded for participation

# Netiquette

- Definition: describes what you should and shouldn't do while communicating online
- Don't capitalize all letters
- Be careful when using humor or sarcasm
- Respect diverse opinions
- Don't post inappropriate pictures, links or comments

# Email, Discussion Boards

- Make sure that the subject line of your email is relevant
- Read your instructor's policy on how quickly she will reply to your email
- Compose Discussion Board postings in a word processor first

# Word processing

- Microsoft Word is the preferred Word processor
- Save documents in other programs as .docx
- Can use Google Docs and download as a Word document



**Back to Canvas!**