Course: Canvas Student Orientation
Course Prerequisite: None
Mode of Delivery: Online
Developer: Elizabeth Jackson
Email: ochelp@richland.edu
Office: W143
Website: https://www.richland.edu/online
Canvas: https://richland.instructure.com

Course Description:
The Canvas Student Orientation is required for all students taking an online course at Richland for the first time, or using the Canvas Learning Management System for the first time. The Orientation is free; you will not be charged any fees for the Orientation. Failure to satisfactorily complete this required Orientation before classes begin may result in your not being able to access your course(s). Please check with your instructor for more information.

In this Orientation you will learn tips and trick to help you succeed in an online environment and will gain hands-on experience with Canvas. In the hands-on portion of the Orientation, you will practice common online course activities, such as submitting files to an assignment dropdown, posting and attaching files to a Discussion forum, sending messages through the Canvas Inbox, and navigating within a course in Canvas. Activities and quizzes will help you check your progress throughout the course. The Orientation also provides an opportunity for us to assist you with any problems you may be experiencing before your actual classes begin.

Accessing the Online Orientation
The Orientation is available here or by going to https://richland.instructure.com. The Orientation takes approximately 2-3 hours to complete.

Course Objectives/Outcomes:
After completing the Orientation, students should be able to:
- Log into the Canvas Learning Management System
- Be able to navigate through the Canvas environment
- Attach a file to submit to and assignment dropdown
- Post to a Discussion forum
- Take quizzes and exams in a Canvas course
- Send a message through the Canvas Inbox
- Complete additional activities in a Canvas course
- Log out of Canvas

Course Requirements:
Complete all parts of the Orientation
- Readings
- Activities
- Quizzes and Final exam

Methods of Evaluation:
- Module quizzes
- Hands-on activities
- Final Exam

NOTE: The Final exam must be completed with a score of 80% or better in order to pass the Orientation. If you have problems please click on the Canvas “Help” link on the left side of the page and choose “Report a Problem.” Someone will respond to you as soon as possible. Remember, the Canvas Student Orientation must be completed before you are allowed access to your course(s).
Time Frame:
The Orientation will be available to you when you register for your course(s). You should complete the Orientation before classes begin. You will not be able to access your Canvas course(s) until you complete the Orientation!

Additional Course Information
The Orientation is self-paced, which means Canvas will automatically save any work you do. If you log out of Canvas and log back in later, you will be able to go back to the point in the course where you left off and continue your work. If you do log out and log back in later, you can find your stopping point by looking to see which Module folder has a red “minus sign” next to it. This lets you know you still have items to complete in that Module before you can move on to the next Module.

Materials are locked down and protected! You must go through all Modules in the order they are listed; you must also complete all items in each Module in the order they are listed. You will not be able to move on to the next Module until everything in the Module you are currently are completed; once they are, the next Module will automatically unlock.

RCC Core Values:
- **Commitment** - We are dedicated to meeting the needs of the communities we serve.
- **Respect** - We recognize the expertise of all members of the College community and encourage individual contributions.
- **Excellence** - We strive to develop and pursue higher standards.
- **Accountability** - We assume and demonstrate responsibility for our actions.
- **Diversity** - We believe that our similarities and differences are opportunities for establishing a common bond and strengthening the College.

Special Issues for Students in the Online World
You are involved in an experience you may not have been a part of before – the world of online learning. This method of bringing people together may not be like your previous educational experiences. It requires patience and some adjustments in both gathering and transmitting information. As usual with technology, you should also expect that not everything will be perfect all the time. Keeping that in mind, Richland has technology support for you. If you have problems with Canvas at any time, please click on the Canvas “Help” link on the left side of the page in Canvas, and choose “Report a Problem.” Someone will respond to you as soon as possible.

In courses in the online environment, students take a more active role than they might otherwise take in the “traditional” classroom setting, and the instructor becomes more the “guide on the side,” facilitating discussions and directing the course, rather than the “sage on the stage,” giving information to students through lectures.

Another element of learning in the online environment that must be considered is the time factor. The fact that you are using technology that may be new to you adds to this time factor. Online and Hybrid courses are generally more time-consuming than a classroom course.

**Have a back-up plan:** You are responsible for completing the work in your course(s), and should plan ahead to avoid problems with flash drives, computer crashes, computer lab availability, and software. **Make sure you have a back-up plan in place before you begin your course(s).** Planning for such an event now will save you the disappointment of a reduced grade for turning in late assignments, missed exams or discussion posts, etc.
Important Information for Students

Being Successful In Your Course(s)
Success requires hard work, motivation, and effort. If you log in to your class(es) regularly, participate in class discussions, submit all materials on time, and master the content materials, you have the potential to excel in your classes. It takes a great deal of hard work on your part, but the satisfaction is great!

Welcome to the world of online learning, and good luck!

Support Services
College Telephone Number: 217-875-7211

Academic Success Center
Accommodations, Room C148, Ext. 6379
Responsibilities: Services for students with documented disabilities, including advisement, counseling, adaptive equipment and materials, instructional aids, tutors, note takers, interpreters, and testing accommodations
Testing, Room S116, Ext. 6238
Responsibilities: Placement testing in English, mathematics, reading, health courses; make-up testing as arranged by instructor; testing for online courses
Tutoring, Room S118, Ext. 6419
Responsibilities: Tutoring on walk-in or appointment basis, study groups, computers

Student Success Center (Temporary Location: Workforce Development Institute—WDI)
Advising and Registration, WDI, Ext. 6267
Responsibilities: Advisement, registration, general student services
Campus Life, Room C131, Ext. 6243
Responsibilities: new student orientation, clubs and organizations, student leadership and service opportunities
Career Services, WDI, Ext. 6305, 6243
Responsibilities: Career exploration, job search, internships, résumé review
Counseling Services, WDI, Ext. 6252
Responsibilities: Academic advising, personal counseling
Financial Aid and Veteran Affairs, WDI, Ext 6274
Responsibilities: federal and state aid, veteran and entitlement benefits, scholarships
On-campus Student Employment, WDI, Ext. 6205
Responsibilities: coordinates student part-time, temporary employment on campus
Student Records, WDI, Ext. 6257
Responsibilities: grades, transcripts, graduation
Transfer Center, WDI, Ext. 6222
Responsibilities: Transfer information, college visits, and campus representatives on campus
Veteran Services, WDI, Ext. 6307, 6205
Responsibilities: assist veterans with comprehensive college services

Learning Resources Center (Library), Room C152, Ext. 6303
Responsibilities: Manages print and electronic resources for students, faculty, and the broader College community. Offers research assistance, information literacy sessions, course reserves, and individual and group study areas.

Online Learning Support, ochelp@richland.edu Room W143, Ext. 6376
Responsibilities: Assists students with navigation in an online course, access and navigation in the student information system, and technical questions regarding personal computer system requirements and troubleshooting. Assistance is also given to students in hybrid and technology enhanced courses. Staff provide technical support through email, telephone, and walk-in service.

The best way for students to contact the Online Help Desk:
From Canvas – click on the “Help” link on the left and choose “Report a Problem.”

Student Orientation Syllabus (Oct 2017)
Non-Canvas related issues: email ochelp@richland.edu. The Request goes directly to the Help Desk email and is checked regularly.

**Open Computer Labs**
Students may use computers in the Learning Resources Center (Library) and in the Academic Success Center. Wi-Fi is also available throughout the main campus.

**Perkins Program:** will be tailored for applicable Occupational/Technical Programs. (Will not appear on every syllabus.)

**Student Support Services/TRiO Program,** Room C143, Ext. 6440.
Responsibilities: Program designed for college students identified as first-generation, low-income, and/or with disabilities, offering academic and personal support.