COLUMBIA UNIVERSITY
School of Professional Studies

Student Guide Remote Learning

Steps to Transition to Remote Learning

This concise yet comprehensive guide is a just-in-time resource created for SPS students to get ready to access and participate in their courses remotely. This guide is meant for immediate use and is focused on essential information for the first week of transitioning to remote learning.

Table of Contents

This guide covers the following key areas.

If you are unclear on any instructions in this guide, need troubleshooting help, or have further questions, please reach out to our Helpdesk: SPS Helpdesk

Preparing for Remote Learning in the Current Situation

Your instructor(s) will be sending you regular course-related updates as needed. You are encouraged to reach out to them and to other SPS staff and support resources with any questions or concerns. In addition, the latest information on the current situation at CU can be found here: COVID-19 Guidance for the Columbia Community.

To prepare for the transition to remote classes, please ensure that you have an adequate workspace at home or elsewhere to participate in course activities in a remote capacity. Ideally, you should have access to high-speed internet, a laptop or desktop computer, a headset with microphone, and a webcam. If you do not have access to these resources please let your instructor know ASAP so that they can make adjustments as needed.

Last, but not least, we understand that this is a stressful situation. The highest priority is your own health and safety. So please be sure to practice self-care, stay informed by University alerts/local media, and follow recommended precautions.

Accessing Your Remote Course Site

Your course content, assignments, exams, readings, and discussions have been transitioned online, and are available on Canvas, at Canvas/CourseWorks. Log in with your UNI and password.

You will be taken to your Canvas Dashboard, where you will find links to all of the courses you are enrolled in.
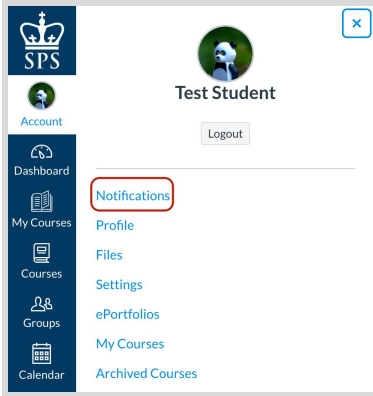
Accessing Communications From Your Instructor(s)

The very first thing you should do is make sure that you can receive all communications sent by your instructor as soon as they are sent out. Communications typically cover updates to the latest course and assignment information and other important instructions.

We would like all students to set their Notification Preferences in Canvas to "Notify me right away" in order to ensure that they receive all course-related communications sent out by their instructor(s) in a timely fashion.

We also highly recommend that you set your preferred Contact Methods to receive notifications on all devices you will have access to.

Setting Notifications Preferences to "Notify me right away"

1. Select **Account** in the Canvas global navigation and open **Notifications**

2. Review and edit Notification Preferences for Course Activities

- Select the **Notify me right away** option for Due Date, Course Content, Files, Announcement, Grading, Invitation, and Submission Comment.
- **Recommended:** Select **Push Notifications For All Devices** for the previously selected Notifications.
- Your selections will automatically be saved.
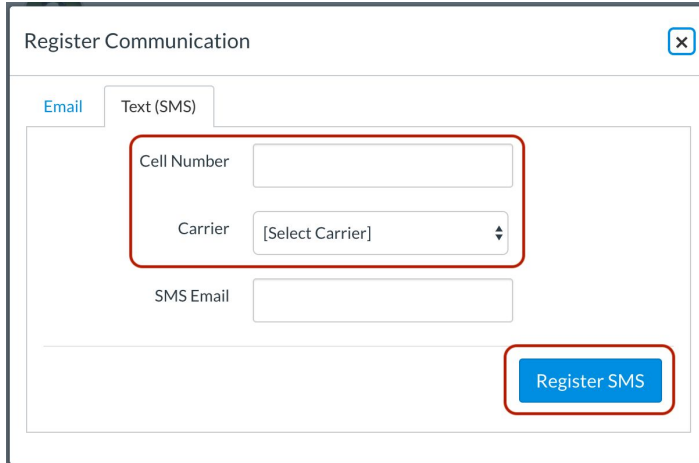
Setting Preferred Contact Methods

1. Select **Account** in the Canvas global navigation and open **Settings**
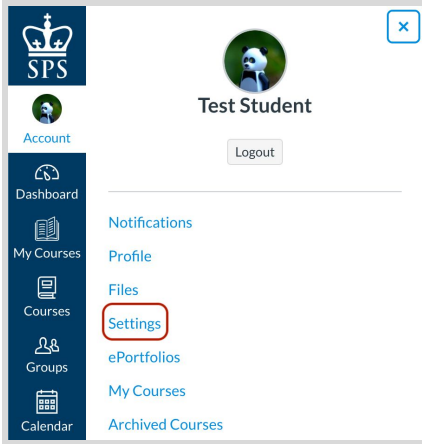
2. Under **Ways to Contact**, add another email address if needed
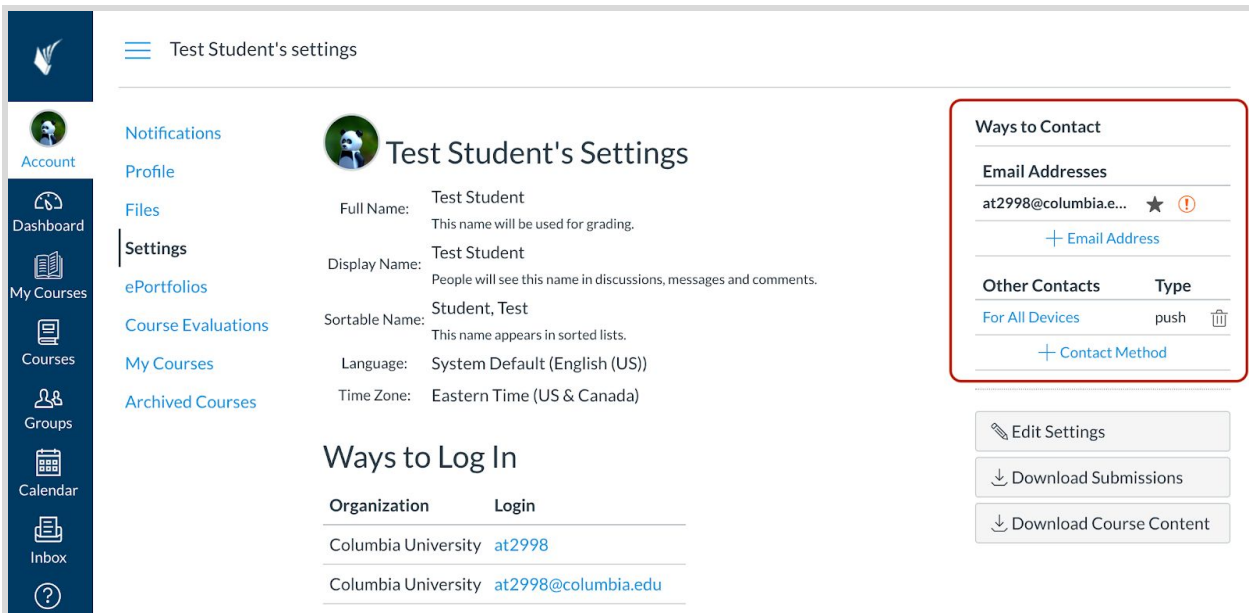
3. Add a **Contact Method** for a mobile phone or tablet:
   a. Add the cell number
   b. Select the carrier
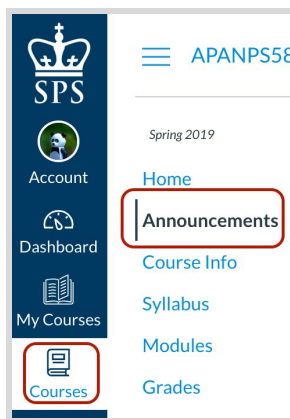
       c.   [Optional] Provide the SMS email

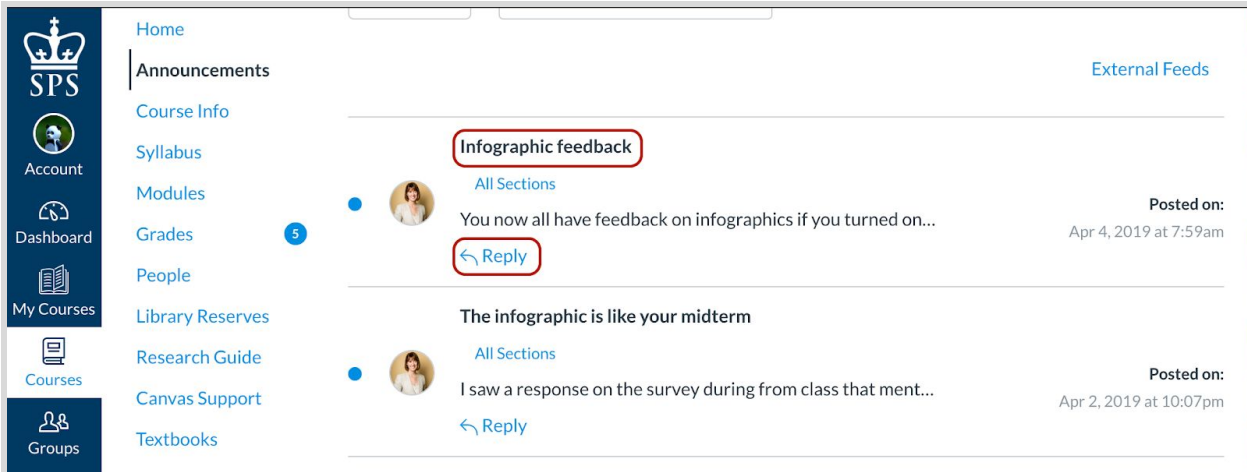4.   Click **Register SMS** to finalize your selections

Communicating with your Instructor(s) and Peers
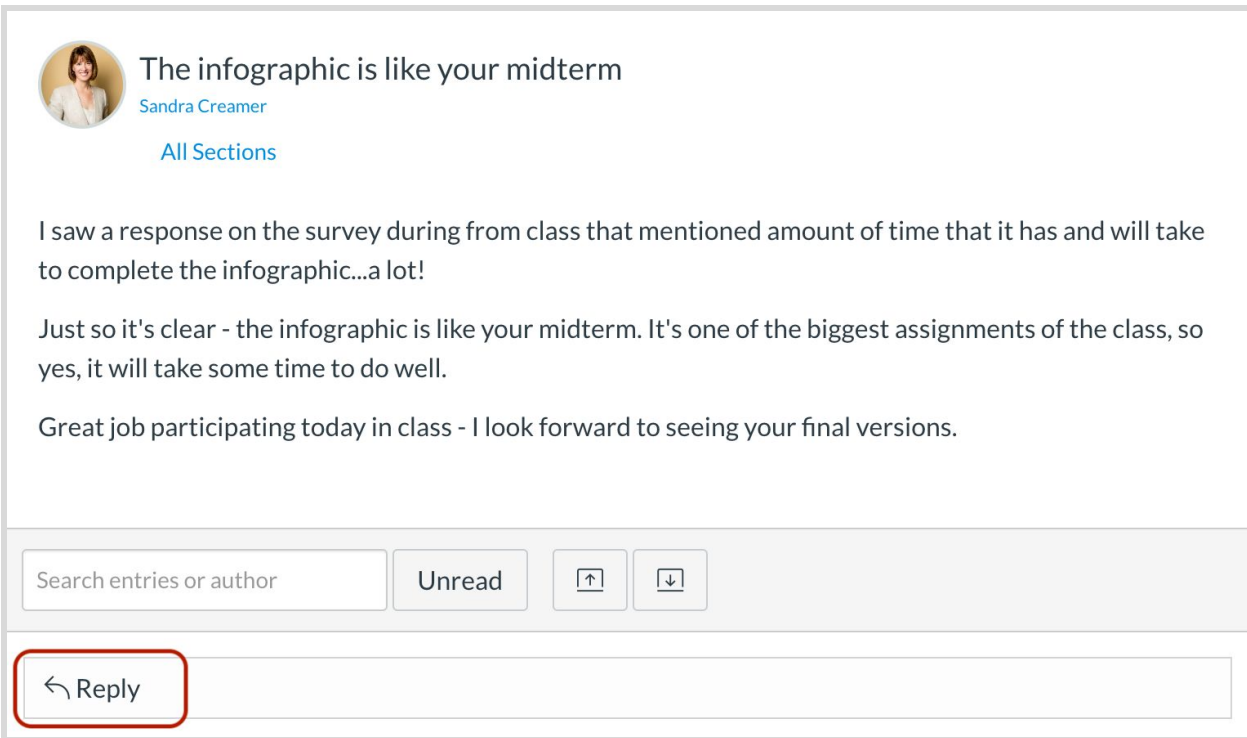
Responding to an Announcement

1.   Select **Courses** in the Canvas global navigation and navigate to your course.
2.   From the Course Navigation, click the **Announcements** link

-    ○   In Announcements, you can view all the announcements in your course.
-    ○   Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

3.   Open the announcement you would like to view by clicking on its title

4. Click on **Reply** if you wish to send a response to the announcement

Attending Virtual Class Sessions

Zoom is the video conferencing tool you will use during remote learning periods to attend your class sessions and virtual office hours (if any are provided). This tool will allow you to meet with your instructor and fellow students in real-time via webcam/audio, and share instructional content through screen share. You may also be asked to make use of interactive features like polling or video breakouts with other students.

What You Need to Get Started

- An internet connected computer, laptop, or device
- A headset or earbuds (if you're participating with a laptop)
- [Download and Install the Zoom App](link) (it will start a download automatically from that page); follow the installation instructions

Prepare for your virtual Class Session

Please follow these best practice guidelines to ensure that you can fully participate in your Virtual Class Sessions:

- Use a hard-wired Internet connection. A hard-wired internet connection (Ethernet) is highly recommended. Weak Wi-Fi will cause issues such as latency, choppy audio, and loss of connection.
- Use Firefox. Firefox is the preferred browser, but most other modern browsers should work as well.
- Prepare to talk a lot during our Class Sessions! While many laptops come with built-in mics and speakers, we highly recommend that you use a USB-based headset with microphone, such as the [Logitech ClearChat Comfort USB Headset](link)
- If you are using a laptop with a built-in microphone, please use headphones or earbuds during the Class Session to avoid echo or feedback. Listening through speakers may cause echo that disrupts the entire class.
- [Submit a support ticket](link) if you need help.

## *Join Your Class Session*
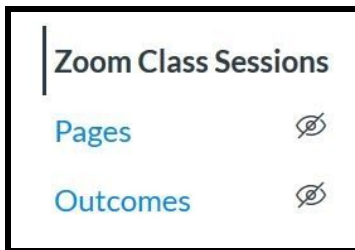
- Click the **Zoom Class Sessions** link from your Course Navigation options
- Click the URL to the Zoom room posted by your instructor
- If you haven't already installed Zoom, you will be prompted to download the application
  - Download and install the Zoom application
  - Click the URL of the Zoom room posted by your instructor, again
- Launch the Zoom application from your browser
- If you need additional guidance, this video resource is helpful: [How to Join a Meeting](link)

Participate in your Zoom class session

Once you have logged into your Zoom meeting you will have access to a variety of meeting controls.

1. **Activate your audio**

When you open your Zoom meeting, you will be prompted to select an audio conference option.
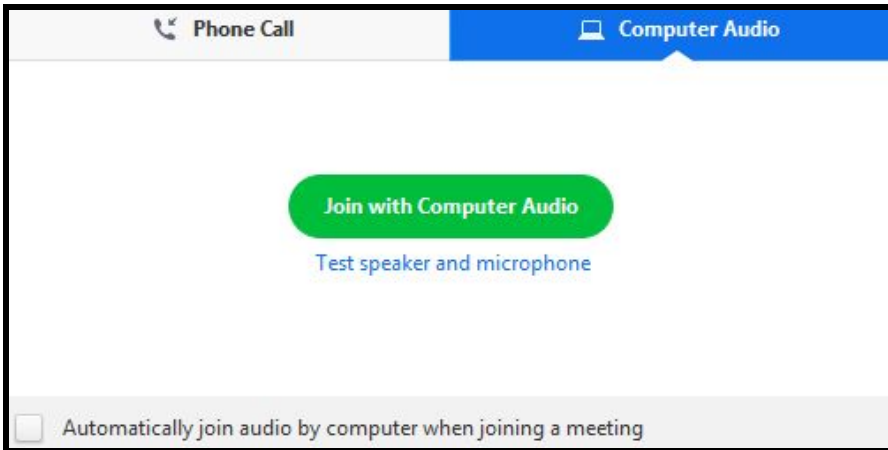
Click the **Join With Computer Audio** button. To test your audio, you can select **Test Speaker and Microphone**.

2. Review your meeting controls

After you have joined your meeting with computer audio, you will see your meeting controls in a black toolbar at the bottom of your screen. Meeting participants will have most of these controls, unless your meeting host turns certain settings off for participants during the meeting.
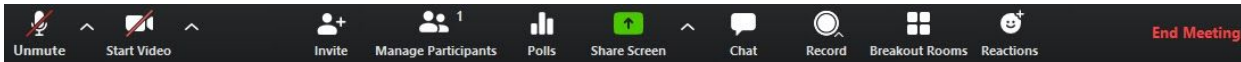
The controls are as follows from left to right:

- **Mute/Unmute**: This allows you to mute or unmute your microphone.
- **Start/Stop Video**: This allows you to start or stop your own video.
- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share.
- **Chat:** Access the chat window to chat with the participants.
- **Reactions:** Allows participants to send a thumbs up or clap to communicate without interrupting the meeting.

3. Turn on your webcam

To activate your webcam, click the "**Start Video**" button on the left side of your meeting toolbar.

Depending on the size of the class, you may be able to see all of the participants at once in a grid in gallery view. If you have a large group, you can click on the arrow on the right side of the page to see more participants' webcam thumbnails.

4. Share your screen to share content

The main way to share content in Zoom is via the **Share Screen** feature.
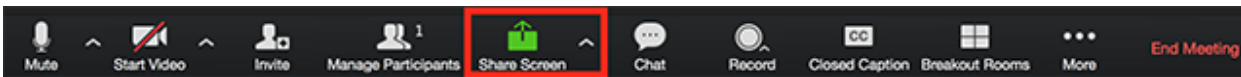
To share your screen, click the green "**Share Screen**" button in the middle of your toolbar. In the window, select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.
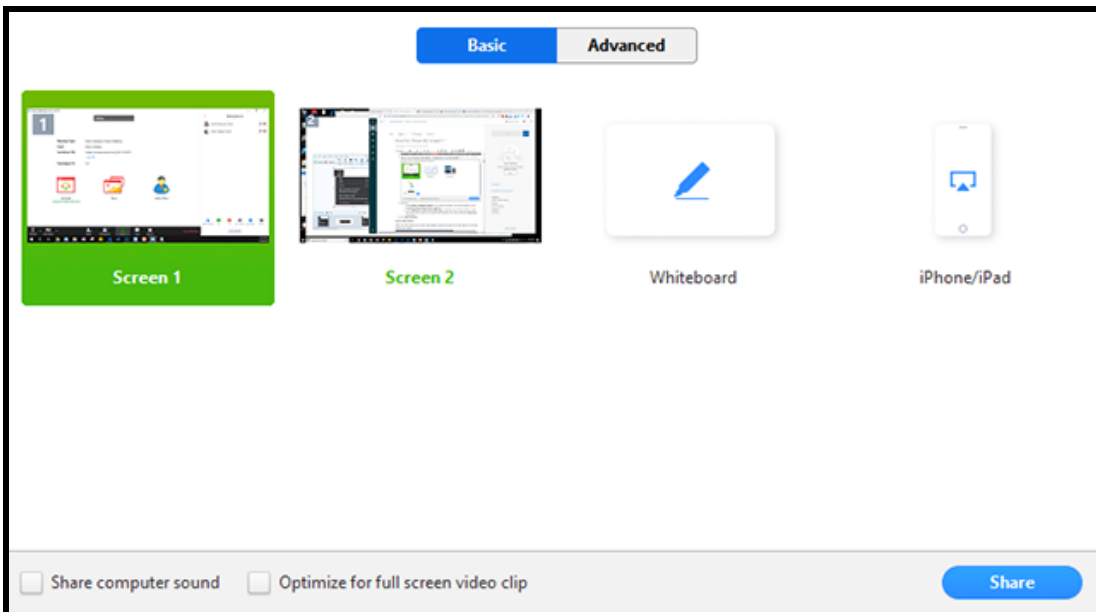

If you are sharing sound or a video, click "**Share computer sound**". Check **"Optimize for full screen video clip"** if you will be sharing a video clip in full screen mode.

When you start sharing your screen, the meeting controls will move to the top into a menu that you can drag around your screen. You can click "More" to access additional toolbar items such as "Chat". Click "Stop Share" to end the screenshare.

5. **Participate in meeting chats**
The in-meeting chat allows you to send chat messages to other users within a meeting, either to the entire group or privately to an individual.

To open the chat window, click on "**Chat**" in your toolbar.
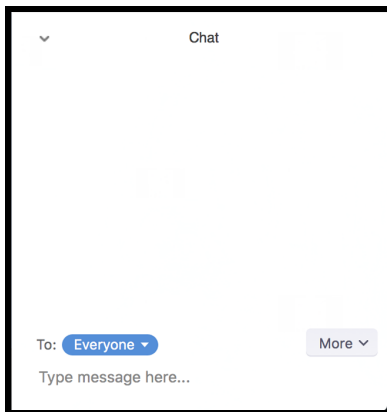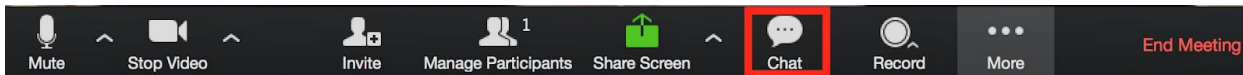
To chat with the entire class, type a message in the chat box and press enter. To chat with an individual, click on the **"Everyone"** button to see a drop-down menu with participants' names. Select the participant's name, type your message, and press enter.

During share screen mode, click on the **"More"** drop down on the right of the meeting controls to open a floating chat window.

Participating in Your Remote Learning

Accessing Course Files

Your instructor(s) may choose to make files available in Canvas. There are multiple places where files can appear: the Files menu and in Pages, Discussions, and Assignments.

The Files Menu
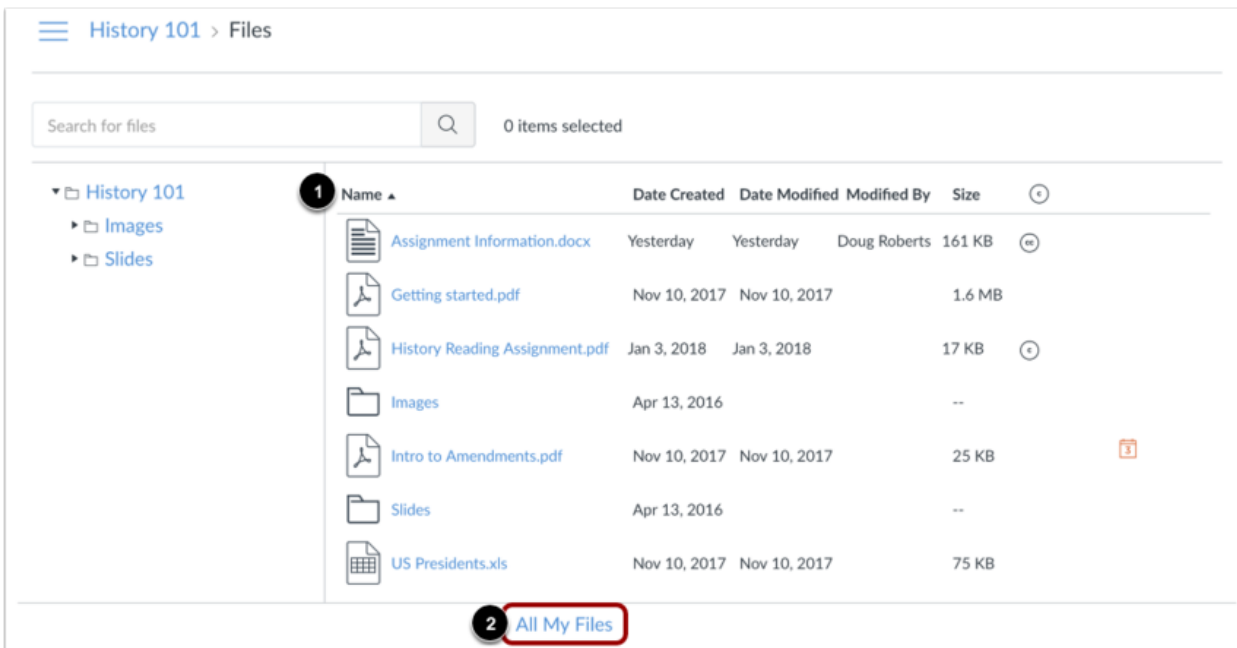
Course files include any content uploaded to a course. If your instructor allows you to view the Files link in Course Navigation, you can view the files in your course.

Open Files
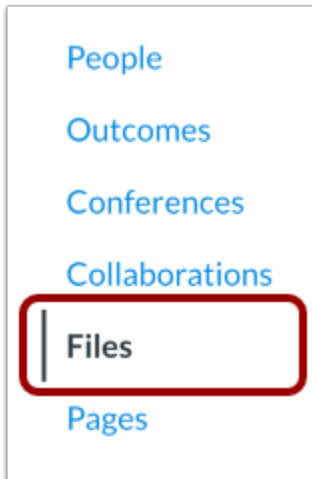
In Course Navigation, click the Files link.

View Course Files

All published course files can be viewed by all course users [1]. However, some files may restrict access to specific users.
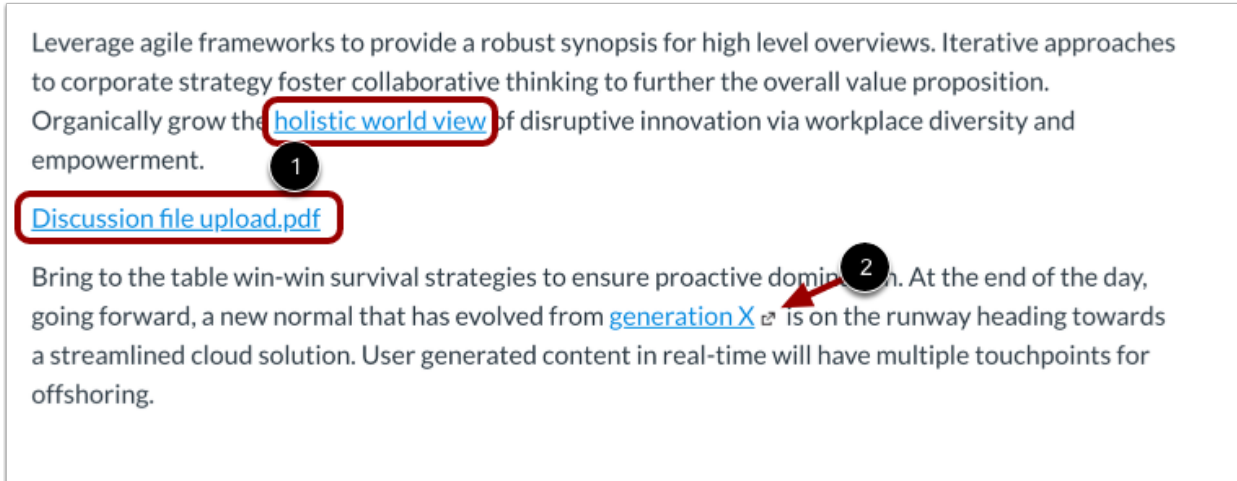
You can preview and download all published files in Course Files.

If you want to see the files for all your courses, click the All My Files link [2].

Files in Pages, Discussions and Assignments

Your instructor may choose to include access to files in pages, discussions, and assignments in Canvas. These will appear as links in the text of the page, discussion, or assignment content.

View Content

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

1
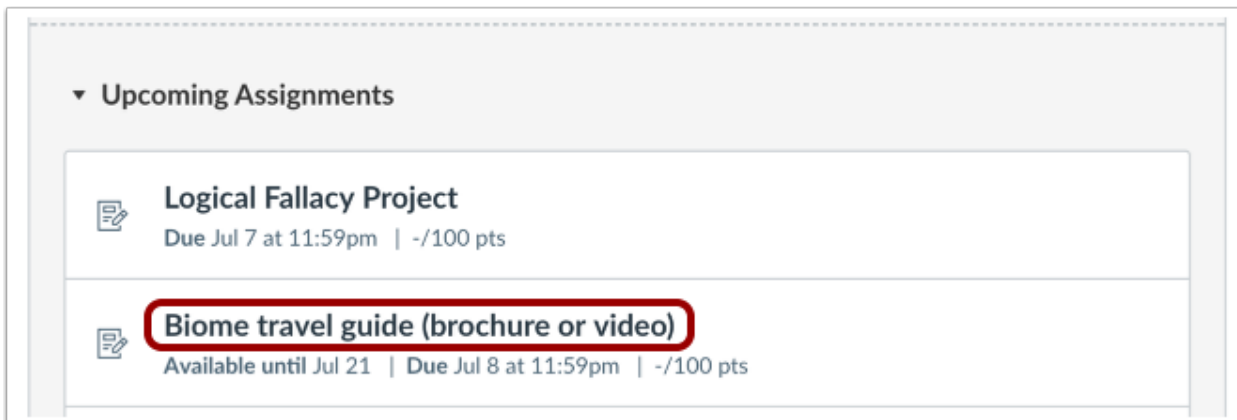
Discussion file upload.pdf

2

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.

View the content. To view the linked file, click the link [1].

Note: Links to external URLs display an Open icon [2].

View Course Assignments

▼ **Upcoming Assignments**

Logical Fallacy Project
Due Jul 7 at 11:59pm | -/100 pts

Biome travel guide (brochure or video)
Available until Jul 21 | **Due Jul 8 at 11:59pm** | -/100 pts

Click the name of an assignment.

Submit Assignment

Biome travel guide
(brochure or video)

Submit Assignment

Due Tuesday by 11:59pm **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload
Available Oct 12 at 12am - Dec 20 at 11:59pm 2 months

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

To submit an assignment, click the Submit Assignment button to submit your work.

File Upload   Text Entry   Website URL   Media

Upload a file, or choose a file you've already uploaded.
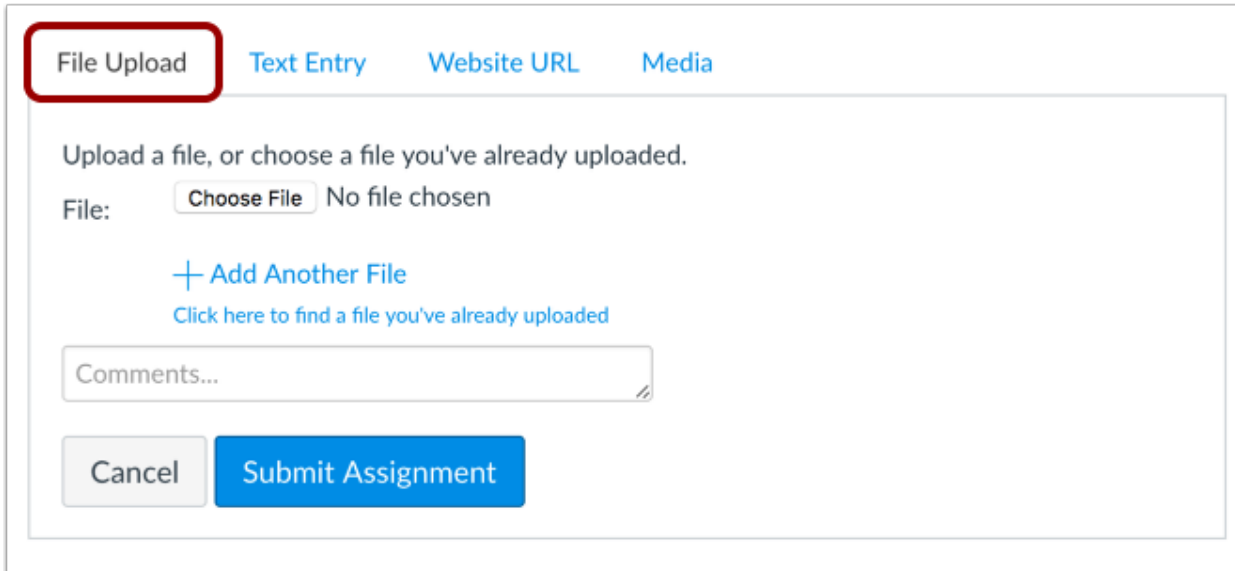
File: Choose File No file chosen

+ Add Another File
Click here to find a file you've already uploaded

Comments...

Cancel   Submit Assignment

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

Note: Not all file types may be available for your Assignment, depending on the assignment submission type set by your instructor.

Submit a File Upload

To upload a file from your computer and submit it as your assignment, select the File Upload tab.

Submit a Text Entry

To submit a text entry assignment, select the Text Entry tab.

Submit Website URL

To submit a website URL, select the Website URL tab.
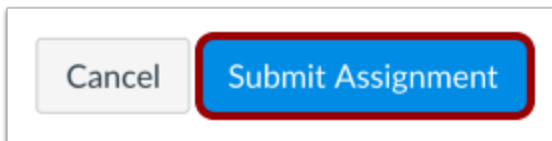
Submit Media Recording

To submit a media recording, select the Media tab.
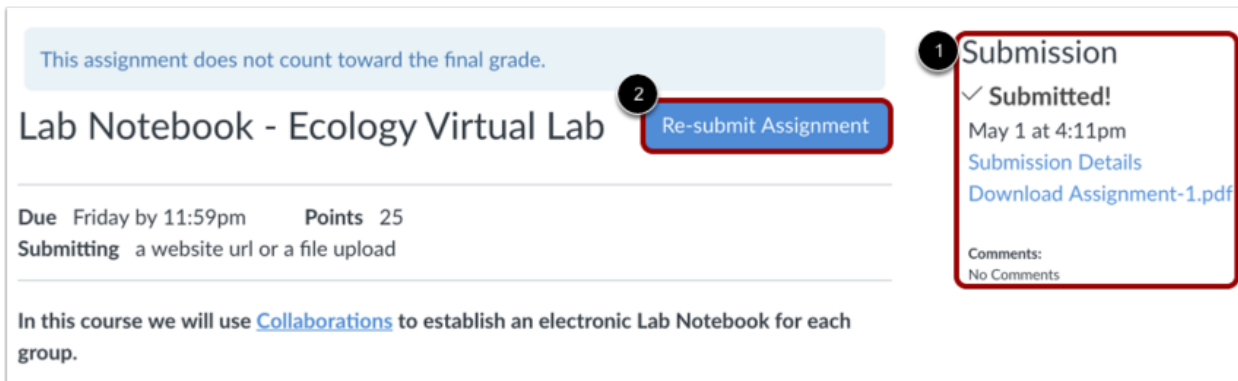
Submit Assignment

When you are ready to submit your assignment, click the Submit Assignment button.

View Submission

After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the Re-submit Assignment button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator.

You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

Taking Quizzes and Exams Online

For detailed instructions, see the **Canvas Student Guide: How do I take a quiz?**

Your instructor(s) may administer your quizzes and exams online in Canvas. In Canvas, all quizzes and exams are referred to as "quizzes."

You can easily take a quiz by accessing the Quizzes page. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz you may be able to resume it at a later time.

Open Quizzes
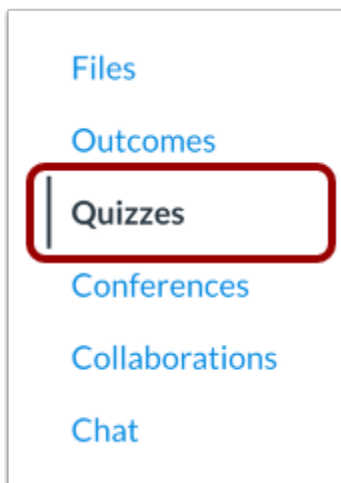
In Course Navigation, click the Quizzes link.

Open Quiz

Find an available quiz you'd like to take and click the title of the quiz.

Take Quiz

To begin the quiz, click the Take the Quiz button.

Complete the quiz per your instructor's instructions. Quizzes will either have all the questions on one page, or each question will be shown <u>one at a time</u>.

View Sidebar

At any point during the quiz, you can view a summary of your quiz. Questions you've answered will be faded out and identified by a checkmark icon [1], while unanswered questions will be bolded and identified by a question mark icon [2].

You can also view the due date for the quiz [3]. In the sidebar, the quiz due date refers to the autosubmit date, which can be a specified Until date or the last day of the course. This is not the due date set for when the quiz will be marked late.

You'll also see a timer showing your progress on the quiz. For untimed quizzes [4], the quiz shows as the elapsed time. If you are taking a timed quiz [5], the timer shows the running time and counts down until time expires.
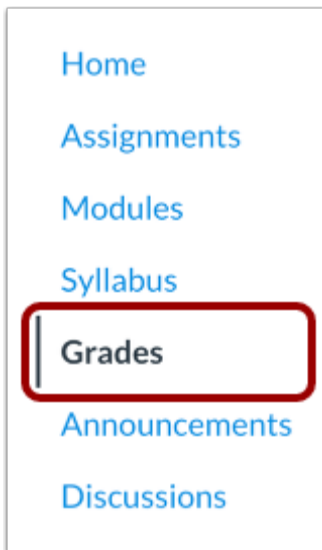
Submit Quiz

Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.

Viewing Grades

For detailed instructions, see the **Canvas Student Guide: How do I view my grades in a current course?**

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics.

Open Grades

In Course Navigation, click the Grades link.

View Grades
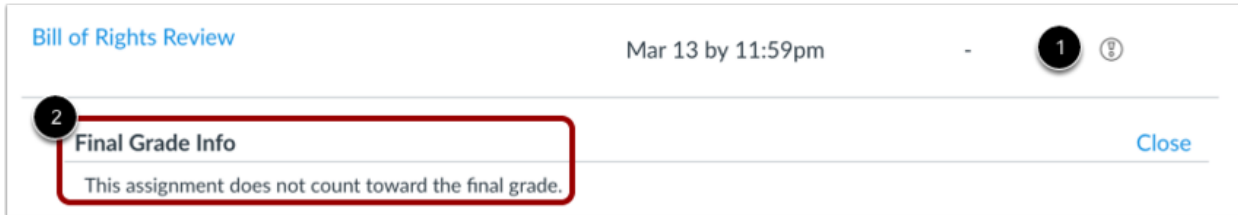
From the grades page you can select the Course for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the Arrange by menu [2], you can also sort by module, assignment title, or assignment group. To see the specified grades, click the Apply button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your course, they won't be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the assignment status [6], the score you earned [7], and the total point value of the assignment [8]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [9].

You may see various grade icons in the score column [10] indicating the type of assignment you submitted. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.
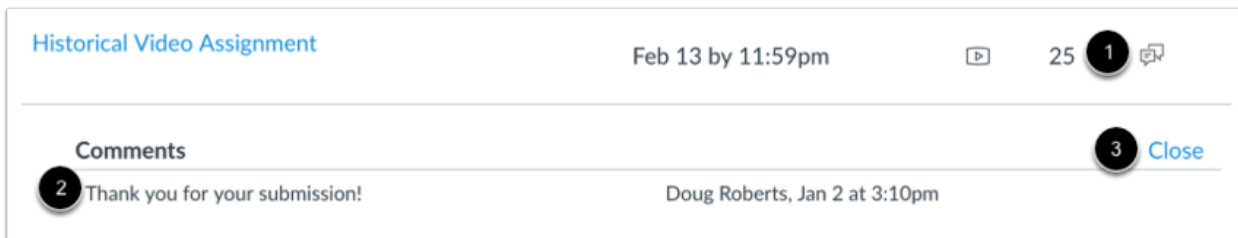
View Grade Info

Some assignments include a black warning icon [1], which alerts you that points earned from this assignment will not count toward your final grade [2]. You should still submit this assignment unless it has been excused by your instructor.

View Comments

If there are comments in your assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the Close link [3].

View Scoring Details

If you can view scoring details, click the Check Mark icon [1]. You can view the grade distribution for the assignment and view the mean, high, and low scores [2].

The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your score appears as a blue square on this plot.

You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment.

To close scoring details, click the Close link [4].

View Rubric

An assignment may also include a Rubric icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your score based on the rubric [2]. To close the rubric, click the Close Rubric link [3].

Note: The total rubric score may be restricted by your instructor.

View Points Grade Calculation

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	➡ 80.88%	80.88 / 100.00

If your course does not use assignment groups, your total grade can be displayed in points or percentage. If your total grade is displayed in points, you can view your overall grade percentage. Again, your instructor may restrict you from viewing your total grade.

Note: Your instructor may restrict you from viewing grade totals.

How to Participate in Group-based Assignments

Some activities in your course may require group participation. The following resources will guide you in those assignments.

Discussions

For detailed instructions, see the **Canvas Student Guide: How do I reply to a discussion as a student?**

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

Open Discussions
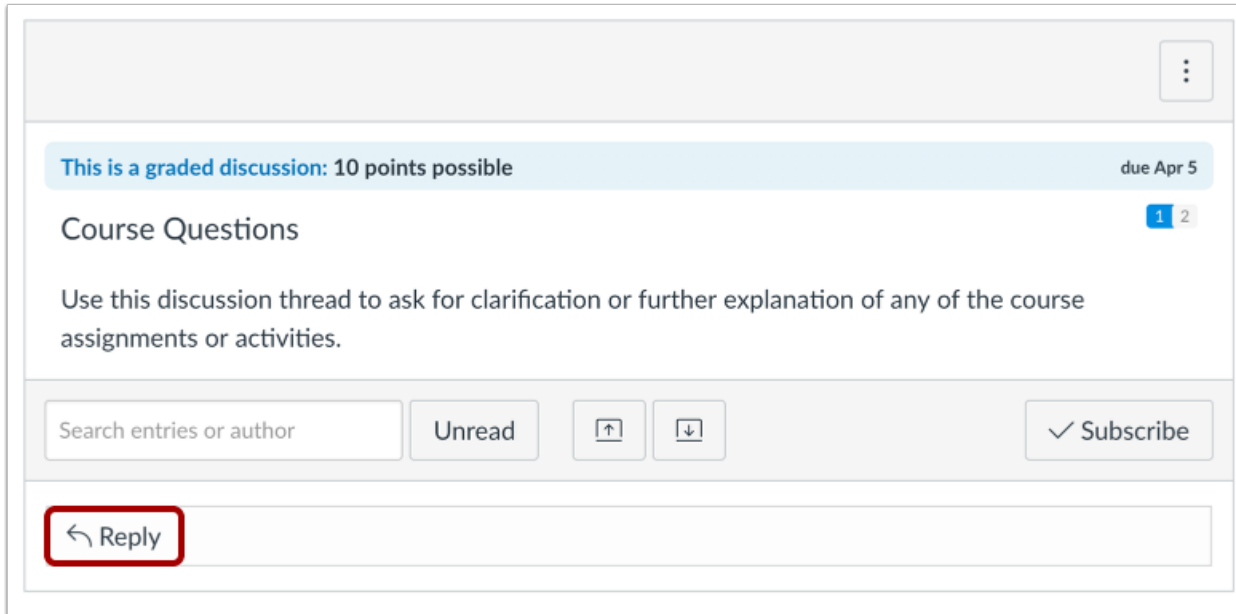
In Course Navigation, click the Discussions link.

Open Discussion

Click the title of the discussion.

Reply to Discussion
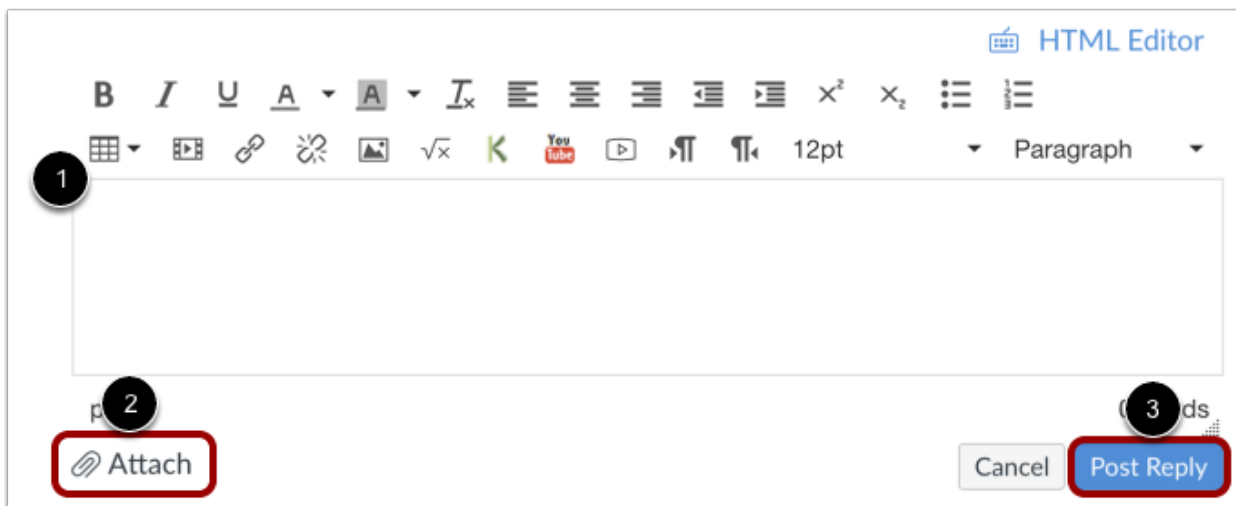
To reply to the main discussion, type your reply in the Reply field.

Post a Message

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].

View Your Reply
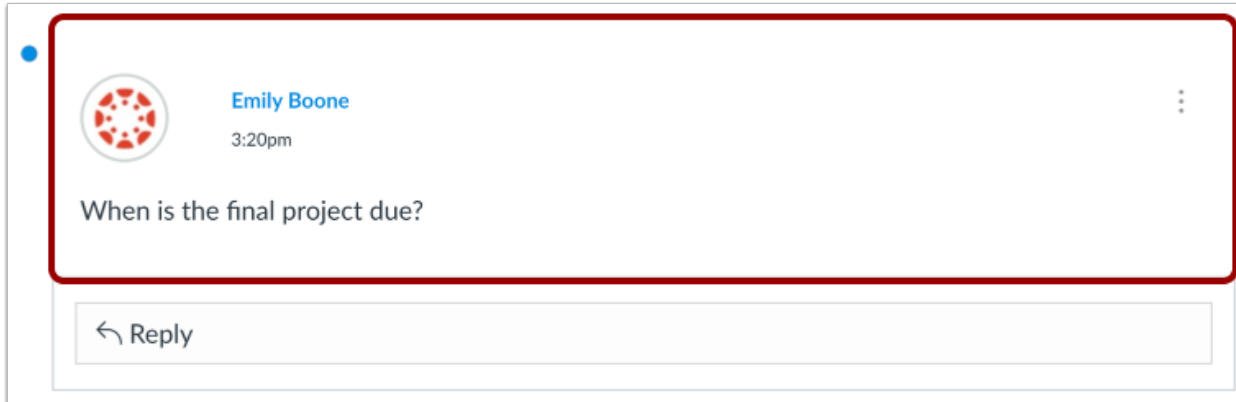
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash indicating it has been newly posted. The unread icon next to your post will immediately change to the read icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the unread icon will remain until you manually mark it as read.

Reply to a Comment
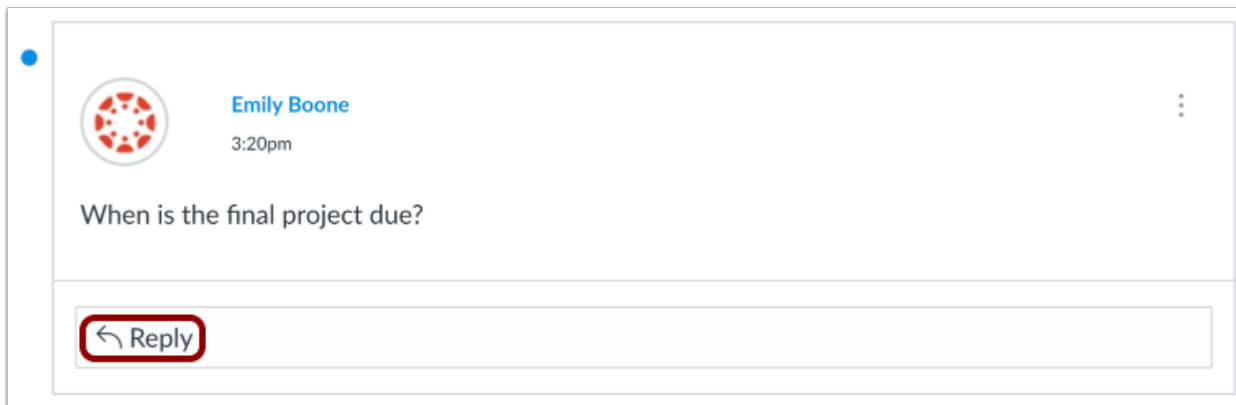
You can reply to a comment already posted by another student by clicking in the reply field below the post.

**Note:** Depending on how your instructor set up the discussion, the reply field may look slightly different.

Groups

For detailed instructions, see the Canvas Student Guide: People and Groups

As a student, you can create your own Student Groups for study groups, discuss an assignment, etc. You can be part of more than one student group.
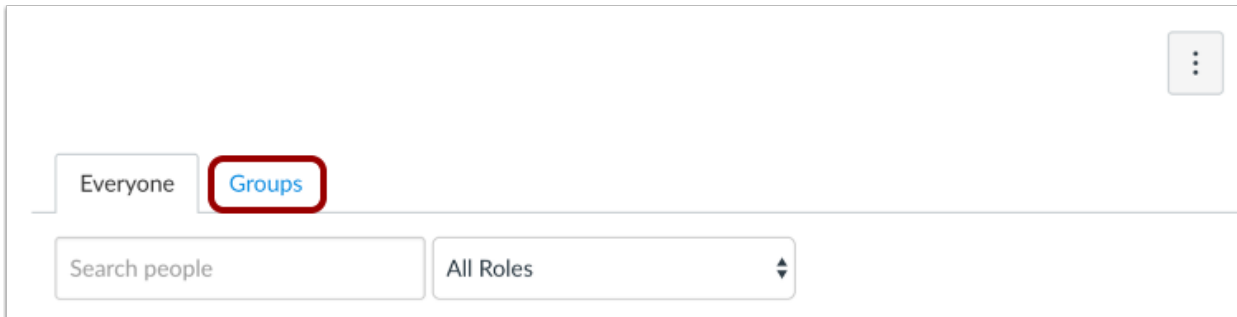
Note: If you cannot see the People tab in your course, or if you cannot see the Add Group button, your instructor has restricted this feature.
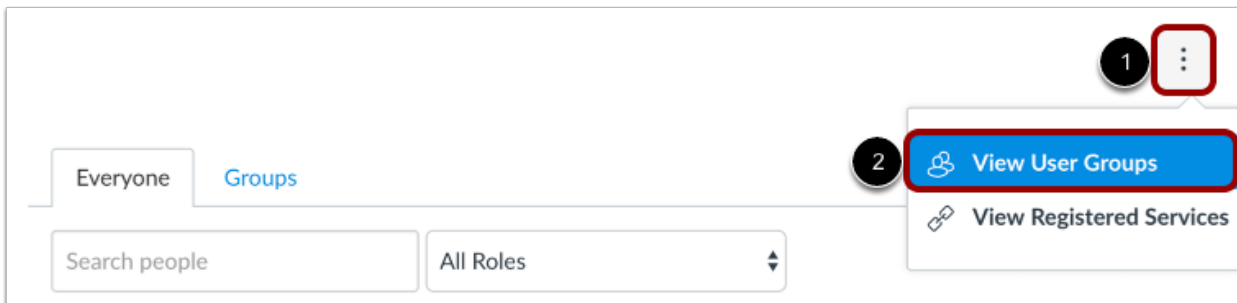
Open People
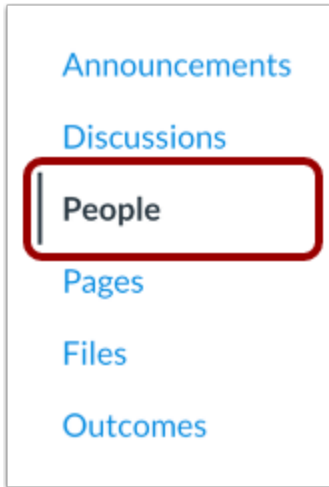
In Course Navigation, click the People link.

View Groups

Click the Groups tab.

You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].

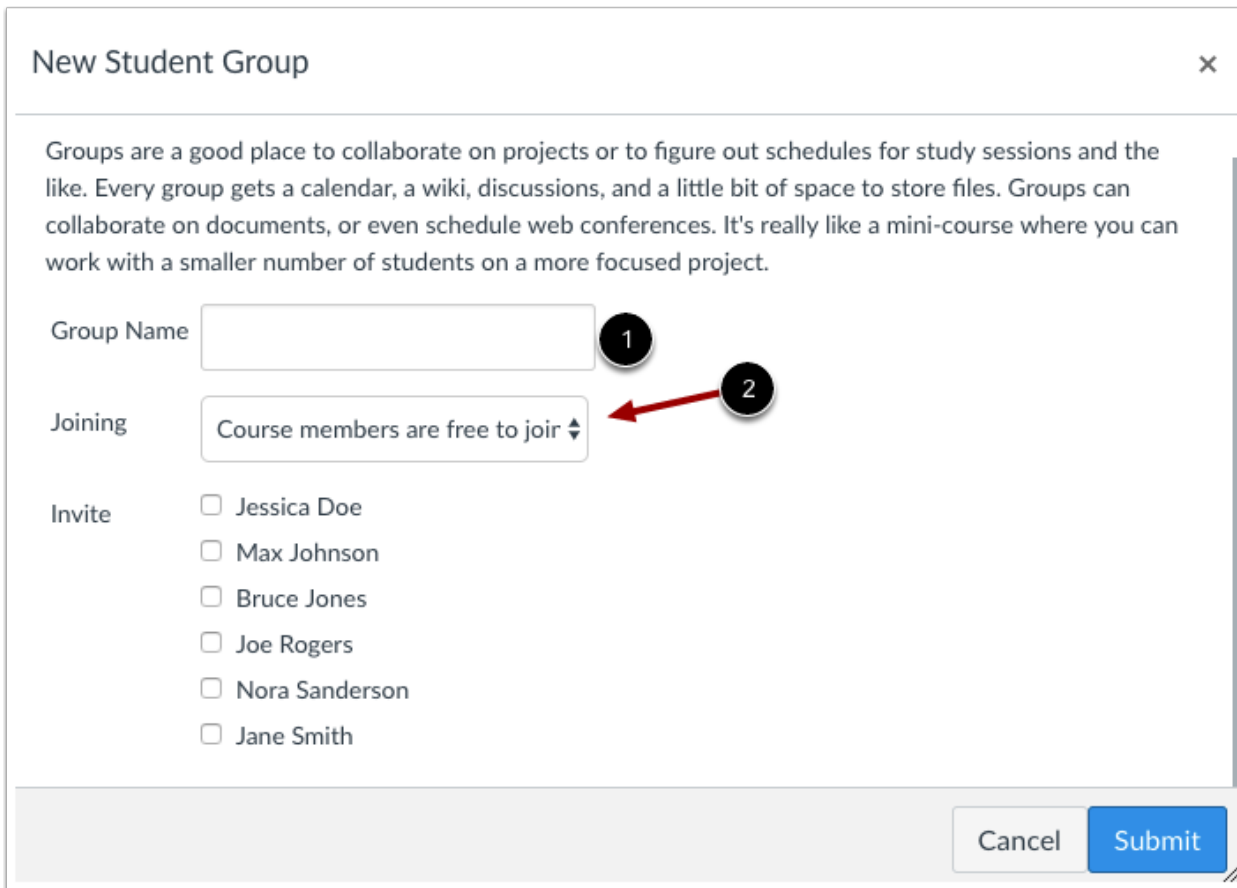## *Add Group*

Click the Add Group button.

Choose Group Membership Option

Name the group by typing in the group name field [1].

Determine who can join the group by clicking the Joining drop-down menu [2].

Course Members are Free to Join

If you want anyone in the course to join your group, choose the Course members are free to join option.

Membership by Invitation Only

If you want to create a group with only specific people in your course, choose the Membership by invitation only option.

Invite Users

Invite users to join the group by clicking the checkbox next to each user's name. Users are listed alphabetically by last name.

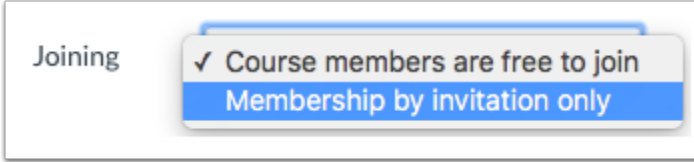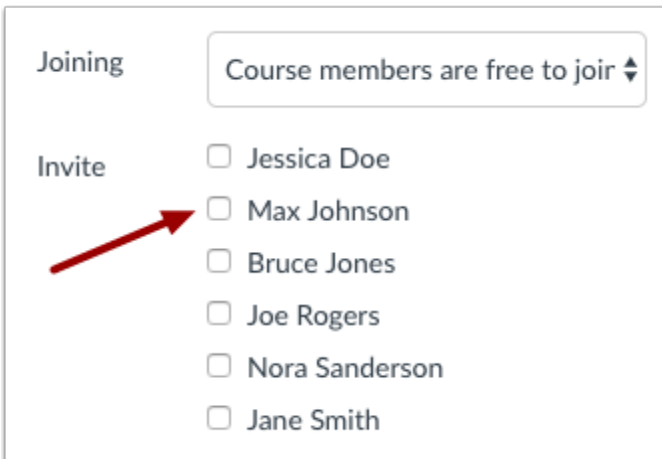Notes about invitations and group membership:
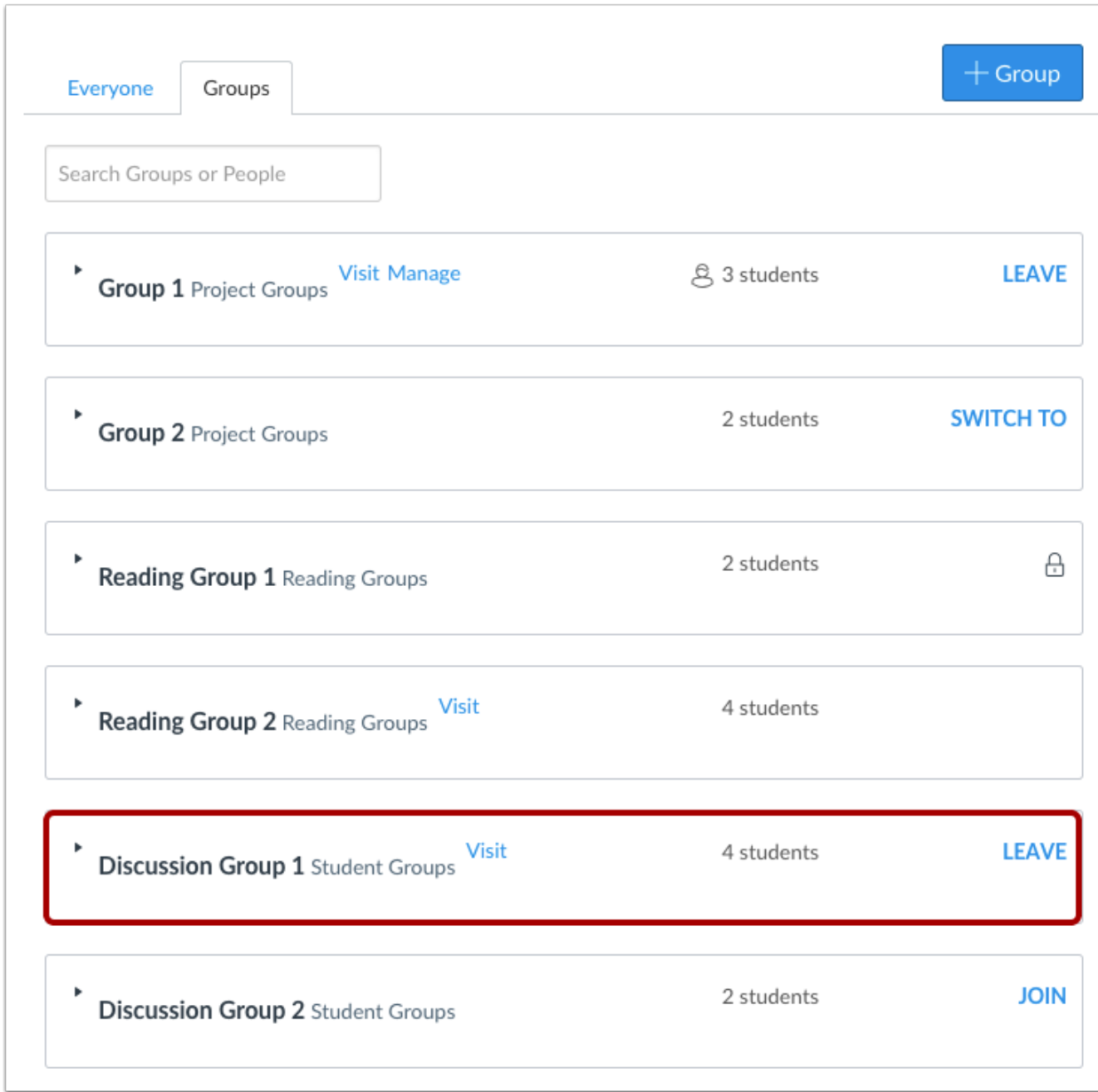
- If you set the group membership option so that anyone can join, but you choose to select only a few of the students to invite to the group, the remaining students who were not invited can see the group in the student group list and can join the student group later.

- If you set the group membership option as invitation only, students who were not invited will not be able to see the group in the student group list. If you want to add a new user to an invitation-only group at a later time, contact your instructor for assistance.

Save Group
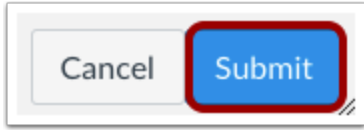
Click the Submit button to create a new group.

View Group

The new group you created will now appear in your course groups.

Edit Group Details

If you need to change the details of your group later, such as renaming the group you created, click the Edit Group [1] button.
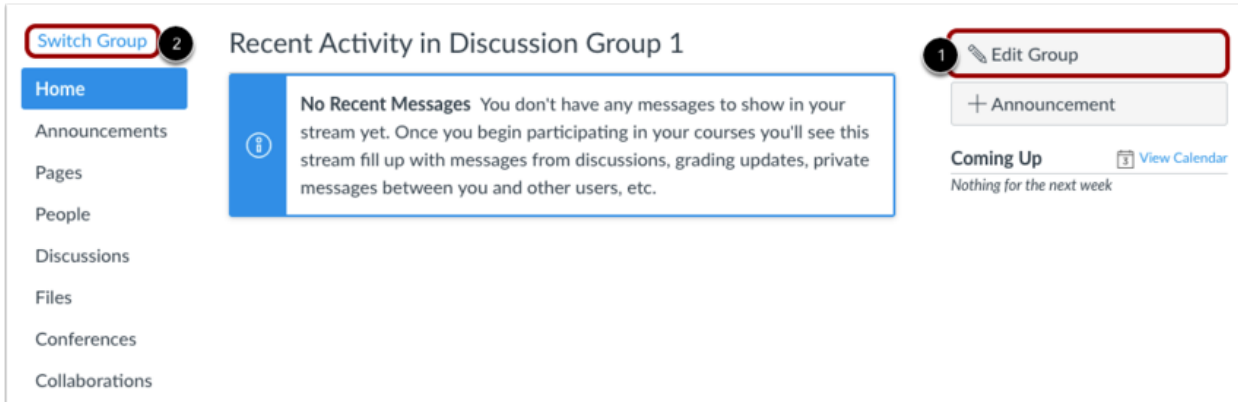
To switch between groups you have created, click the Switch Groups [2] link.

Conferences in Canvas (BigBlueButton)

For detailed instructions, see the **Canvas Student Guide: Conferences**

You can create a conference in your student group. Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users.

You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences
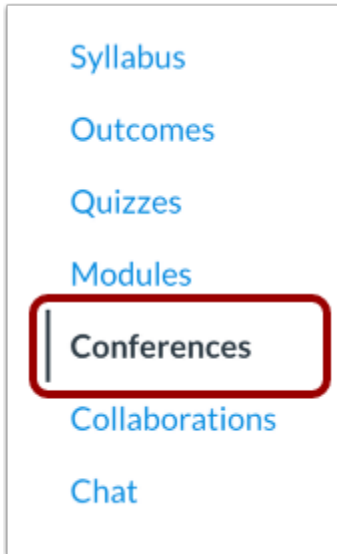
In Group Navigation, click the Conferences link.

Create New Conference

Click the Add Conference button.

Add Conference Details

To create a new conference, type a name for the conference in the name field [1].
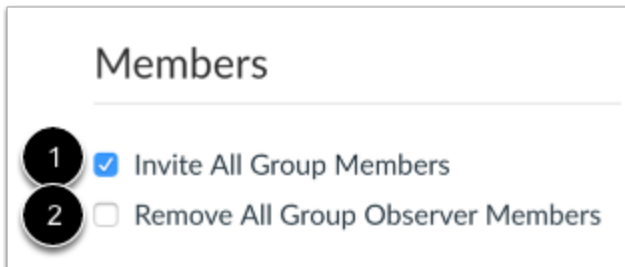
If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the duration field [2]. The time lim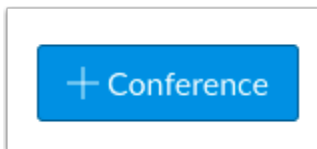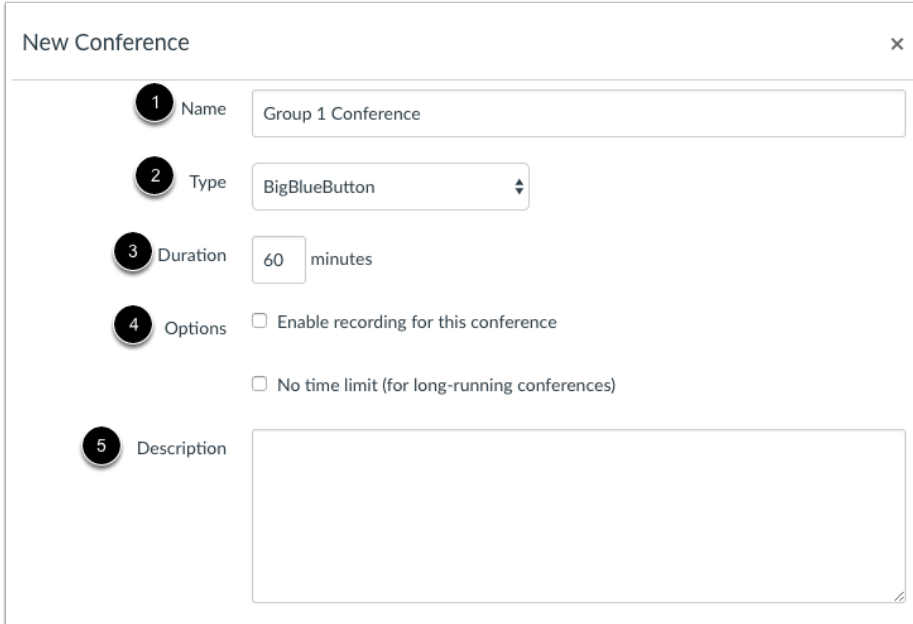it will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join and the conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.

If you want to enable recording options for this conference, select the Enable recording for this conference checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the No time limit (for long-running conferences) checkbox [4].

To create a description of your conference, type a description in the description field [5].
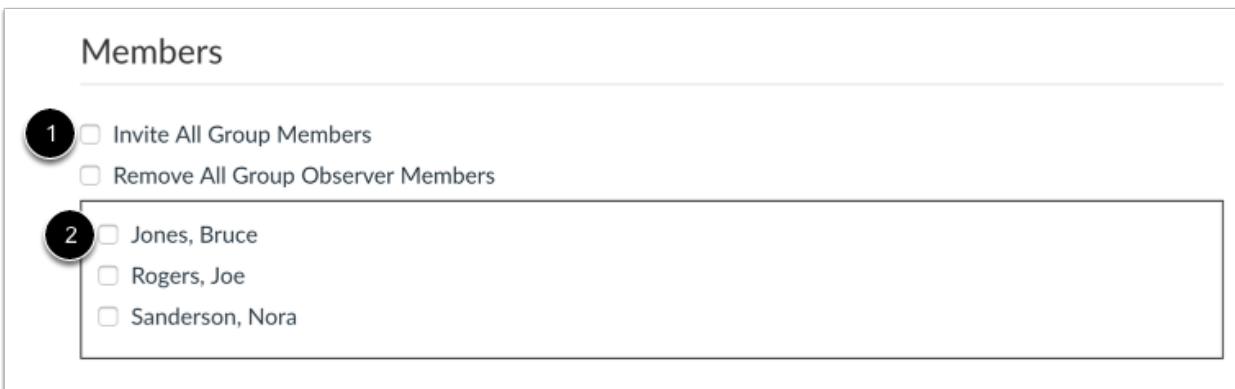
Invite Course Members

You can add any user in your group to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the group will be invited to the conference [1].

To remove all group observer members from the conference invitation, select the Remove All Group Observer Members checkbox [2]. When this checkbox is selected all course members except observers are invited to the conference.

Note: Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users. If your group contains more than 50 people, you will have to invite group members individually.

Select Individual Members
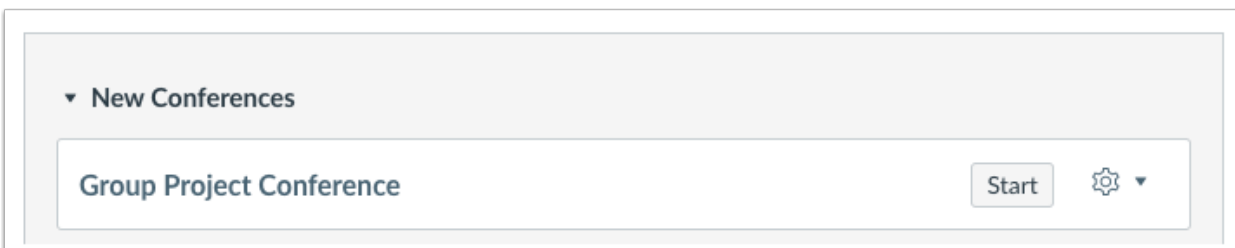

If you want to select specific members of your group, deselect the Invite All Group Members checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

View Conference

View your created conference.

Start Conference

Next to the conference you want to start, click the Start button. Canvas will direct you to the conference room for your conference.

Where to Get Help

Educational Technology Guides

These documents are part of a series of helpful guides created by the Online Curriculum and Instruction unit to identify specific educational technologies and best practice in online pedagogy. We are making these resources publicly available to help our online students and faculty better understand the tools used in their online courses.

SPS Educational Technology Guides

CUSPS Helpdesk

For technical support and general troubleshooting please reach out to our helpdesk at cusps.zendesk.com

Canvas Student Guide

For detailed guides to all of the features, see the Canvas Student Guide.