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Fall Online & Remote Learning Courses

One of the keys to doing well in an online or remote learning course is to get familiar with how the system works. Here are some tips for you as you begin your course(s).



Canvas is a course management system for online learning and teaching. Many colleges and universities use this system. When you log in to Canvas, you will have a Canvas shell for every course* you are registered** in.

* Some instructors will publish their Canvas shell the day the class begins. For example, if your course begins June 8, you may not see it on your Canvas Dashboard until then.

** If you recently added the course, the course should appear in your Canvas Dashboard within 3-9 hours.

MJC uses a single sign-on for your MJC Email, Canvas and

Starfish Username: jane456789@my.yosemite.edu

Password: the password you created when you set up your MJC Email



If this is your first time taking an online or remote learning course, check out the Canvas and Zoom webinars

Fall 2020 workshops will be offered online. These webinars are geared toward students who would like to learn how to use Canvas and Zoom. Join us at one of our upcoming one-hour webinars. Simply click on the date and time of the webinar you would like to join.

August 24 at 10 a.m.

August 25 at 5:30 p.m.

October 5 at 10 a.m.

October 6 at 6 p.m.

October 26 at 10 a.m.

October 27 at 6 p.m.



You can also check out this video: [MJC Canvas Student Orientation](#)

If you encounter any technical issues, use the Canvas Helplines:

- **209-575-7900 and press #5** for Help with Canvas (Fall MJC business hours: Monday-Friday 8:00am-5:00pm)
- **1-844-303-8280** (available 24/7: all night and weekends)

IMPORTANT Make sure to look at and bookmark these pages:

- MJC's Online Student Resources: <https://www.mjc.edu/instruction/online/index.php>
- MJC's Instructional Continuity Resources for Students: <https://www.mjc.edu/instruction/online/studentcontinuityresources.php>
- Canvas Student Guides: <https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents>



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There are some key aspects you need to take into account in order to do well in your online courses. Here are a few:

- **Review the Syllabus:** Review the syllabus for your course(s) and use the Canvas calendar or your preferred calendar format to keep track of assignment due dates, tests, quizzes, and projects/ research papers. If your course is a remote learning class, then verify the meeting times and attendance policy with your instructor.
- **Seek Help:** It is vital that you seek help when you need it.
 - Reach out to your professor for any course questions or clarifications.
 - If you encounter any technical issues, use the Canvas Student Helplines:
 - **209-575-7900** (Fall MJC business hours: Monday-Friday 8:00am-5:00pm)
 - **1-844-303-8280** (24/7: all night and weekends)
 - Use **MJC's free resources** for all students:
 - Tutoring & Writing Center: <https://libguides.mjc.edu/tutoring/subjecttutoring>
 - MJC Library: <https://www.mjc.edu/instruction/library/>
- **Time and Study Management Skills:** You will need to set time aside for each course. Although you are not going to class physically, you will need set time aside for lectures and reading in addition to completing homework and making time to study.
Treat your classes like a job. Choose to show up and be present!
 - Make daily and/or weekly to-do lists; develop a routine.
 - Keep firm boundaries and limit social media to break times.
 - Don't wait until the last minute to complete and submit assignments. This does nothing but add unnecessary stress.



Know the Time Commitment Required: For every one unit in which you register, you will spend class time plus additional time doing coursework and studying. California Education law states that *each unit* requires 54 hours of coursework. Fall and spring semester are 16 weeks.

- A three-unit class is 162 hours (3 units x 54 hours = 162 hours).
 - For example, if this is a five-week, three-unit class then it would be 32.4 hours of coursework per week (162 hours/5 weeks).
- Courses that are a 5 weeks, 7 weeks, or 10 weeks (or other reduced-week courses) require more time per week.

Those hours are like a part-time job. It is important to balance your college course load, especially if you also work.



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- **Communication:** Communicating with your professor will be key to doing well in the class. It will help you connect with your professor and get some insight on their approach, in addition to receiving feedback that can help you do better in class. When communicating with your professor,
 - Use appropriate language and style for college when emailing or calling a professor, as well as when communicating with other classmates.
 - Communicate respectfully and honestly.
 - Try to be clear and concise when asking questions or need clarification on a topic or subject.
 - Engage with your professor when you need help or guidance.



Getting to know your professor is beneficial. Your professor is a valuable part of your network and they are great for academic advice.

- **Make an Online Study Group:** Get together with classmates and form an online study group. You can message in Canvas or use the Canvas discussion tools, like the Q&A discussions (if available) in your courses. You can sign up for a free Zoom account at www.Zoom.us and use Zoom to meet or another platform of your choice, like Google Hangouts, Skype, etc.
- **Create Your Work Environment:** Try to create a space that will allow you to focus on your course and limit distractions. Experiment with different times and make sure to schedule in breaks. Do what works for you!



Most importantly, know you have support services and resources at MJC to help you reach your goals! Find your motivation and remember why you are here. If at any time you need extra support and would like to be connected to resources, reach out to a **MJC Student Success Specialist**. You can be connected by

- Logging in to your MJC Starfish Account and clicking on "My Success Network"
- Visit the Pathways Center page:
<https://www.mjc.edu/student-services/equity/pathwayscenter.php>
- Visit the Student Success & Equity page:
<https://www.mjc.edu/student-services/equity/student-success-specialists-online.php>



Don't forget, we also have the **MJC Chat** feature at www.mjc.edu during business hours to chat with MJC Student Services staff and get answers to all your questions! MJC Chat Hours: Monday-Friday 8am-6pm.