



SIENA HEIGHTS UNIVERSITY

EXPECTATIONS OF STUDENTS TAKING ONLINE COURSES

BEFORE YOUR ONLINE COURSE STARTS

- **Order your textbooks.** Go to the Barnes & Noble Bookstore website (<http://sienahs.bncollege.com>), determine the textbooks for each of your online courses, and **order your books in time to have them prior to the first day of your online course.** It is important to emphasize that most online courses are accelerated in delivery (e.g., 8-week format) and have assignments that require preparation OR completion the first weekend of the course. As such, your instructors will **expect that you will have your textbooks at the start**, and are ready to actively engage in your online courses.
- **Login to Canvas (under My LMS Courses section in My Siena) to complete the Canvas Student Orientation!** The orientation will help you become familiar with your online courses presented in Canvas. **Complete the orientation PRIOR TO accessing your first online course.** You will be expected to navigate your online course, use the discussion board, retrieve and submit assignments, check your grades, and complete other actions in Canvas, as needed. It is your responsibility to become familiar with the Canvas interface prior to the start of your online course!
- **Login to Canvas one week before your online course begins** to tour it in its entirety in preparation for the course start. Be sure to identify ahead of time the "pre-class assignment," an assignment often due the first weekend of the course. Check the official start date of your online course; for example, many online courses start on a Saturday.
- **Prepare ahead to ensure success!** Time management and self-motivation are necessary tools in the successful completion of online coursework. Since most online courses are compressed into an 8-week delivery format, **online courses are considered intensive and require a significant time commitment.** Review the course syllabus for important course policies and expectations to guide your access in completing assignments and their related deadlines. Use the course calendar, if applicable, or your own weekly calendar to keep track of discussion and other course assignments.
- **Check your computer's readiness.** It is important to ensure your hardware and software applications are working properly prior to the start of your online course. While Canvas is mobile and tablet friendly, the use of a laptop or desktop computer is strongly recommended to complete course assignments. If you need technical assistance, contact our IT Assistance Center at 517.264.7655 or eLearning_support@sienaheights.edu. For technical assistance with Canvas, 24/7 support is provided by contacting 877.703.3906.

- **Basic Computer Specifications:** <https://community.canvaslms.com/docs/DOC-2059>
- **Browser Compatibility:** <https://community.canvaslms.com/docs/DOC-1284>





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DURING YOUR ONLINE COURSE FROM START TO FINISH

- **Access your online course on a daily basis.** Establish a routine for checking course communication, participating in the discussions forums, and submitting assignments. Identify time increments to view and regularly engage in your online courses.
- **Check course announcements** frequently. This will ensure that you are aware of any new or updated information for the course.
- **Prepare for each upcoming unit.** Review the information and applicable assignments in preparation for the upcoming week/module/unit that will include active participation in discussion forums, as well as other written assignments, presentations, and/or exams/quizzes, as noted. Review assignment rubrics or expectations for content and format requirements of each assignment, and identify corresponding due dates.
 - **Academic Honesty:** http://stilllearning.sienaheights.edu/uploads/1/8/6/3/18634728/responsible_authorship.pdf
- **Stay actively engaged in the online discussion forums.** Online courses will include weekly discussion forums that will require steady and thorough participation from you. Review the discussion forum rubric or participation expectations in the course (or the course syllabus) to successfully guide you as an active class member. As a general rule of thumb, plan to properly participate, at minimum, several times on several days per week/unit.
 - **Posting & Netiquette Tips:** <http://uncw.edu/oel/documents/pdfs/netiquette.pdf>
- **Communicate with your instructors.** In online courses, you can raise questions about course content and assignments in a specified chat forum, such as an office forum. The office forum allows all students to view postings, those of whom may have similar questions OR may be able to respond with an answer to a question, providing peer-to-peer support. In addition, you can contact your instructor directly by checking the course syllabus for the instructor's preferred method of communication. Don't wait to post questions, whether in the office forum or via direct communication with your instructor, to help provide explanation and support sooner.
- **Plan to take online courses as they are presented.** Accelerated online courses offer potentially faster degree completion. With accelerated delivery, though, online courses commonly stay active on various holidays or breaks throughout the year and often do not follow the same academic calendar schedule as face-to-face courses (e.g., main campus courses). Review the course calendar, commonly included on the course syllabus or provided in the online course, for due dates and other important dates. Accommodations for extenuating circumstances, such as a medical emergency, are at the discretion of the instructor. Personal or extra-curricular activities/events are not considered extenuating circumstances, and students should consider their availability during these activities and its impact on their coursework.

