LEARNING AT A DISTANCE

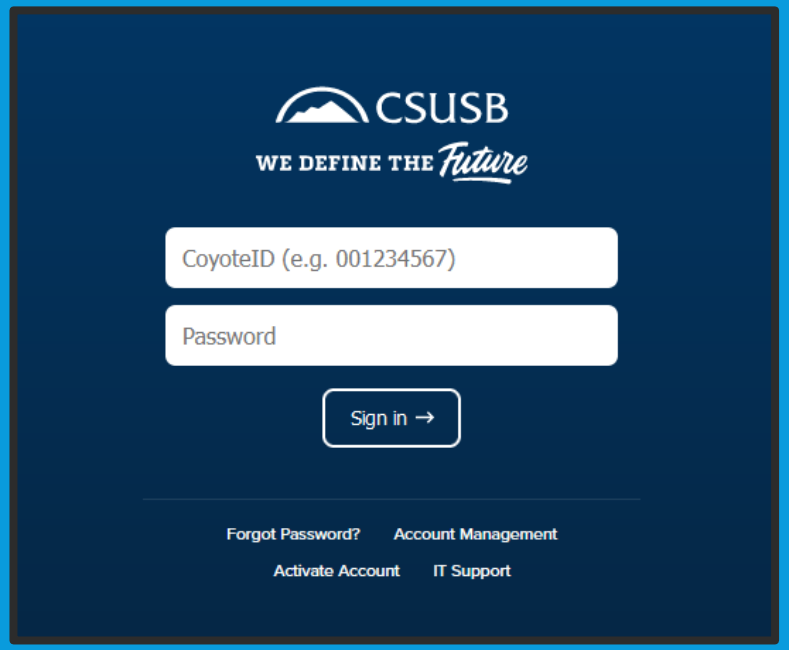
Training Services

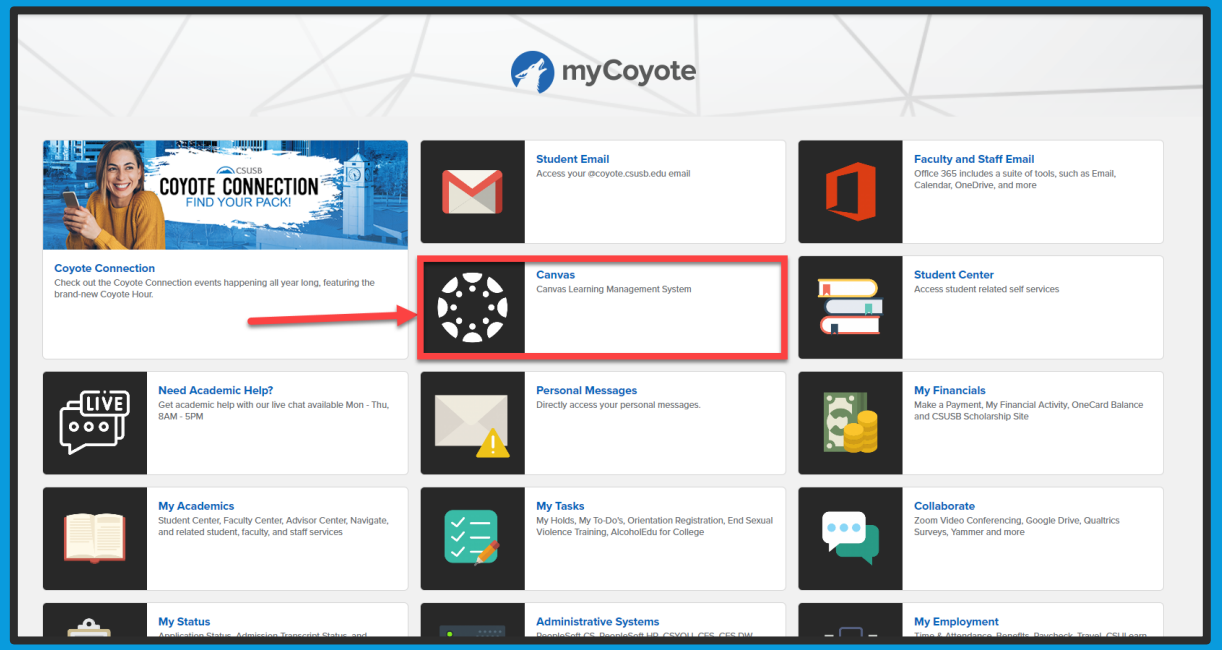
Agenda

Accessing the myCoyote portal
Canvas
Zoom
Personal Study guidelines
Motivational tips
Technical Support

Accessing Canvas > myCoyote Portal

- Log into MyCoyote
- Select Canvas





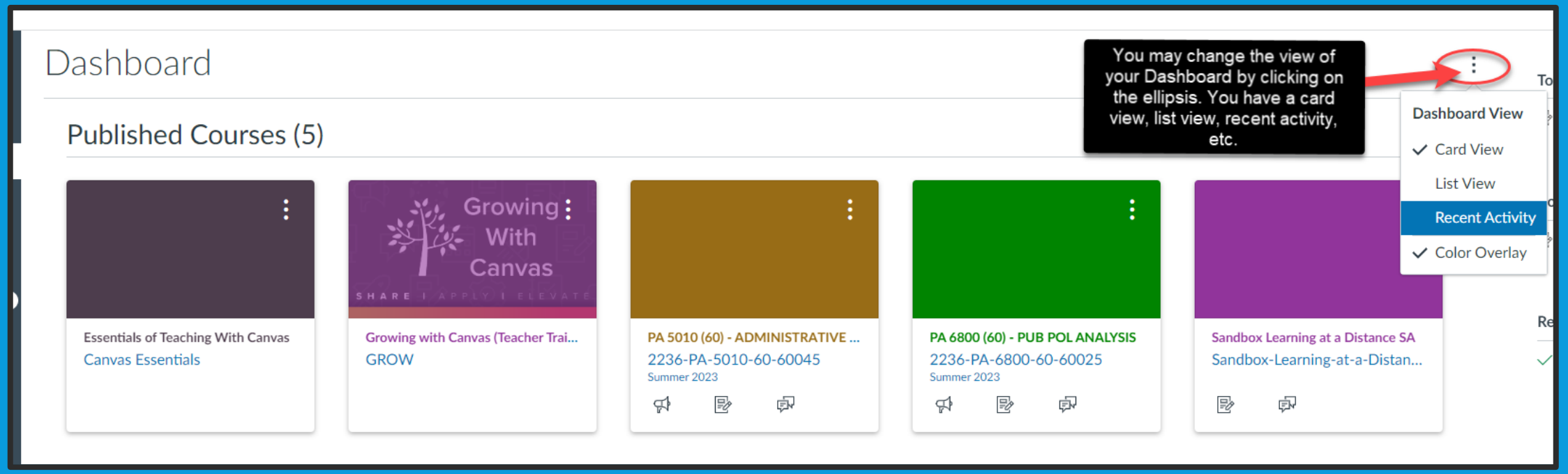
Accessing Canvas > Mobile Device

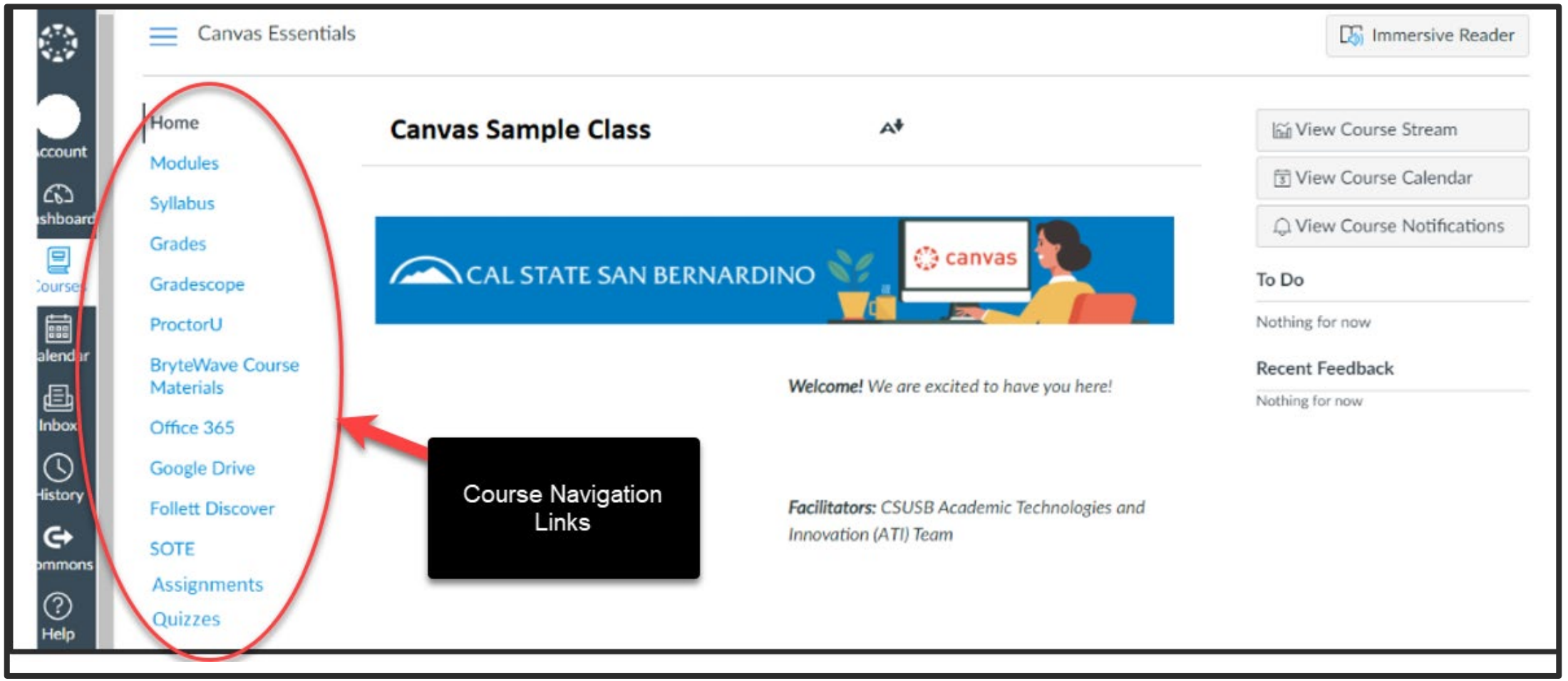
- Open your App Store or Google Play Store
- Download Canvas App
- Find your Institution CSU San Bernardino
- Sign into using your MyCoyote credentials

Global Navigation Menu

- Account
- Dashboard: Classes displayed in card view or your to-do list/ assignments in list view depending on the display settings enabled
- Courses: Classes you are currently enrolled in. If you select “All courses” you’ll be able to see all classes, you’ve taken before
- Calendar
- Inbox
- History
- Commons
- Help

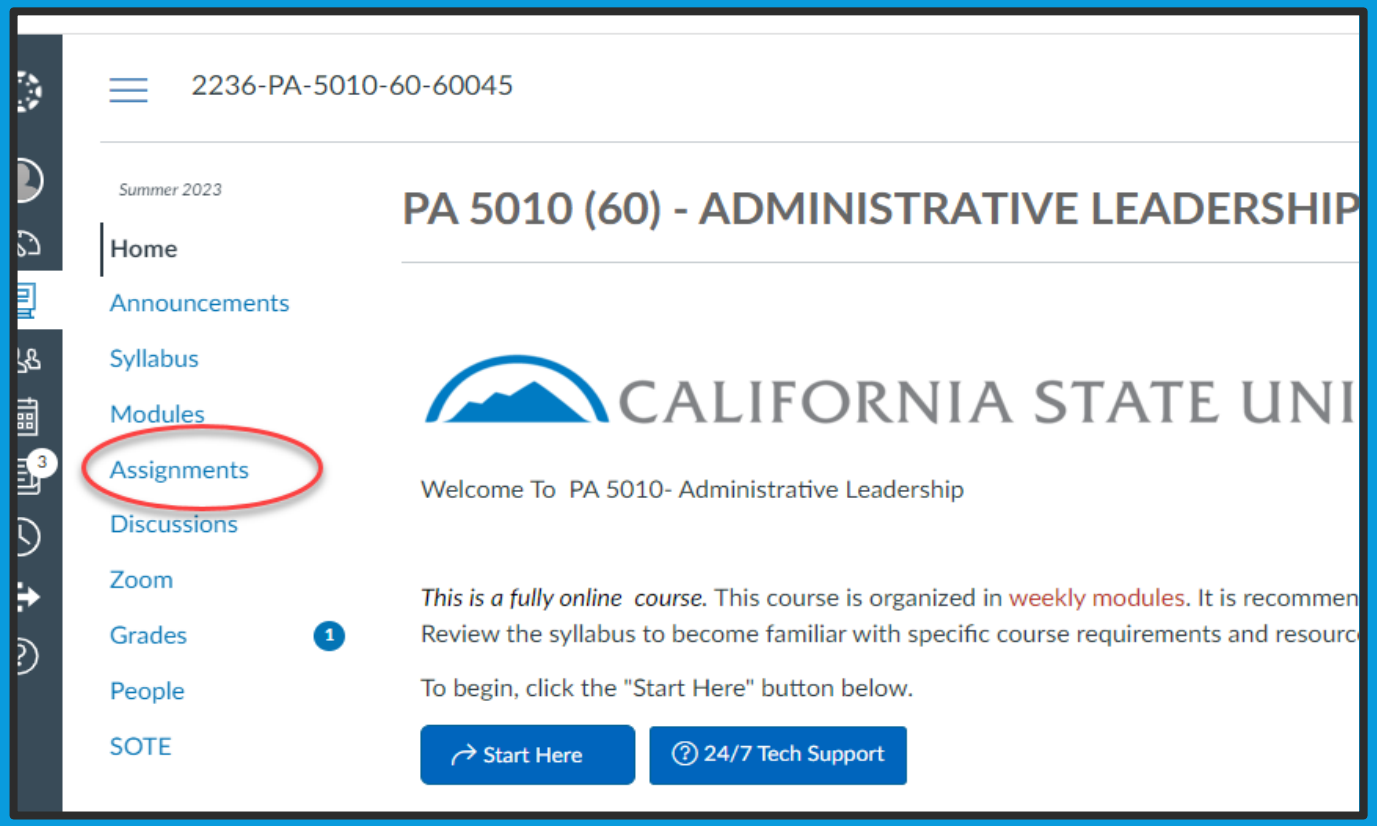
Canvas Dashboard





Canvas Course Overview

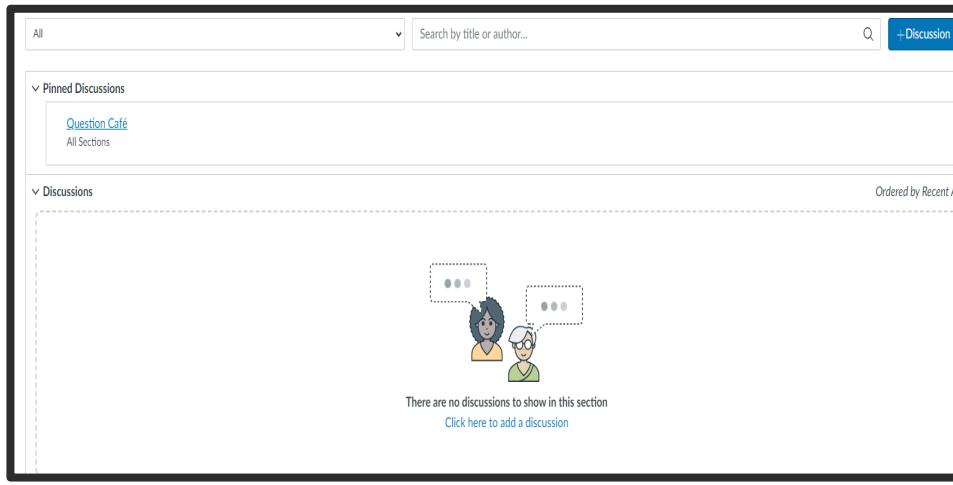
Submitting An Assignment

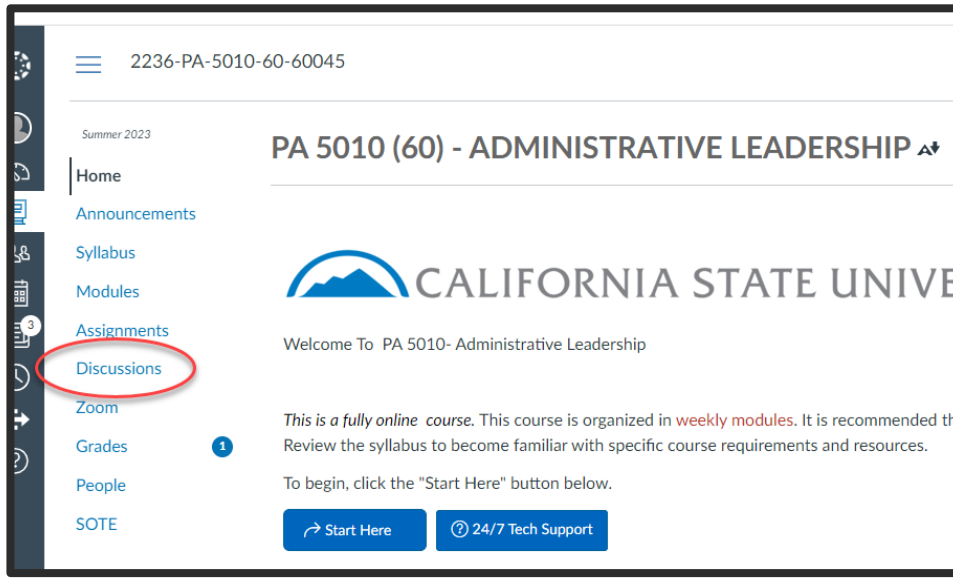


For Assignments, review the assignment information and complete the assignment. Click the "Submit Assignment" button at the top to view the file upload tab. To Select the file, click “Browse…” or “Choose file..” button depending on your browser. Find your file and click the Open button.

Discussion Board

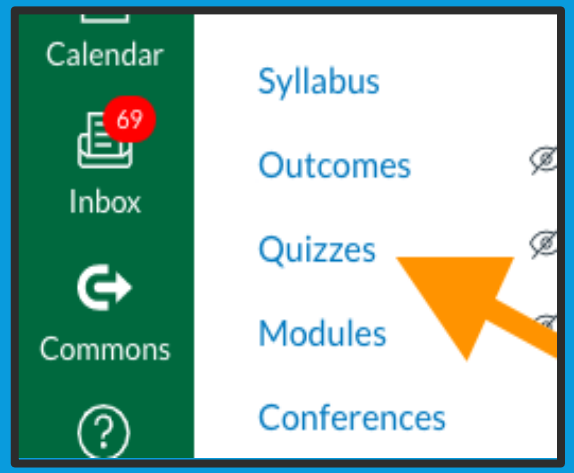
Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.

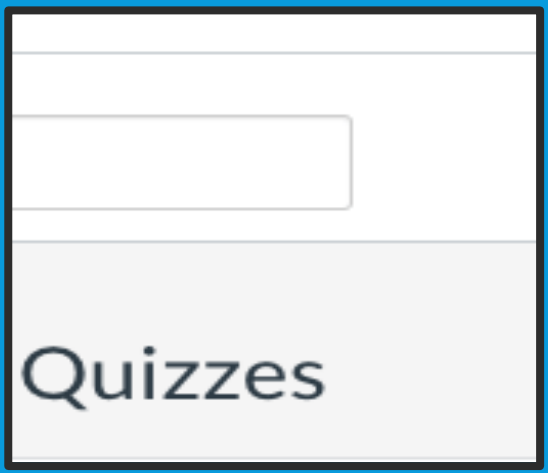


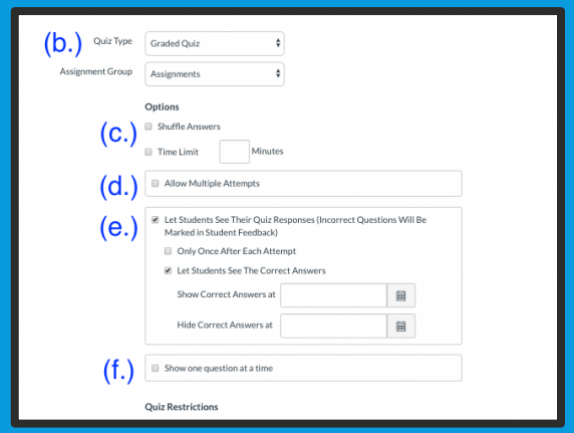


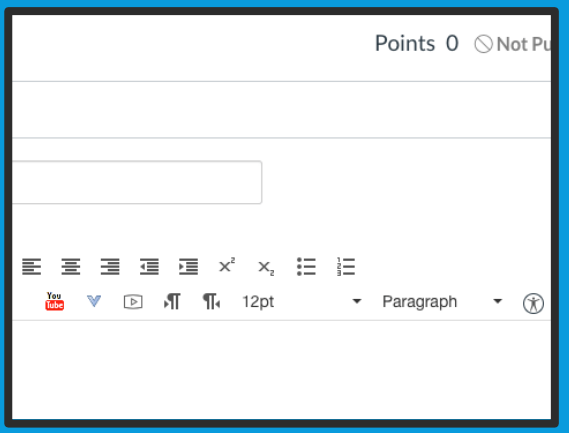
Quizzes / Tests

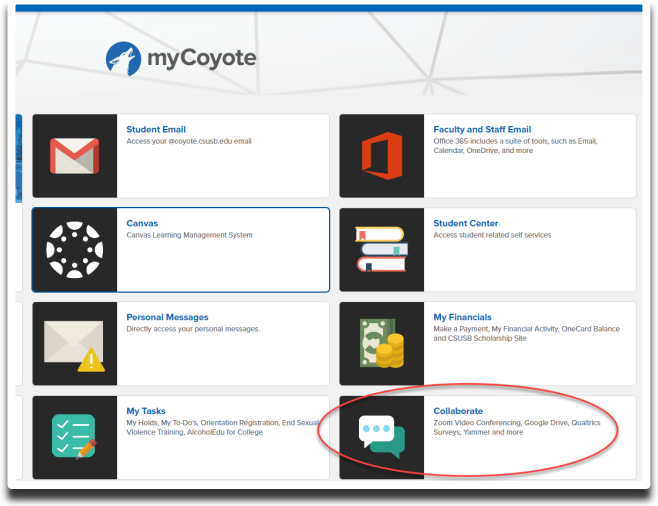
To take a quiz, select the Quizzes link which will take you the Quiz/test page.

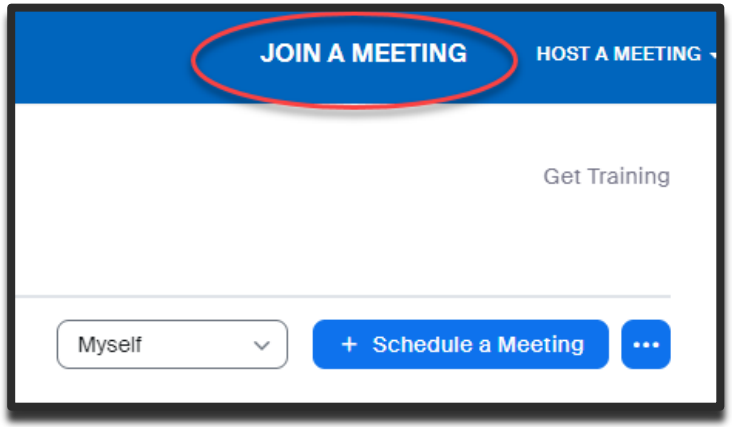










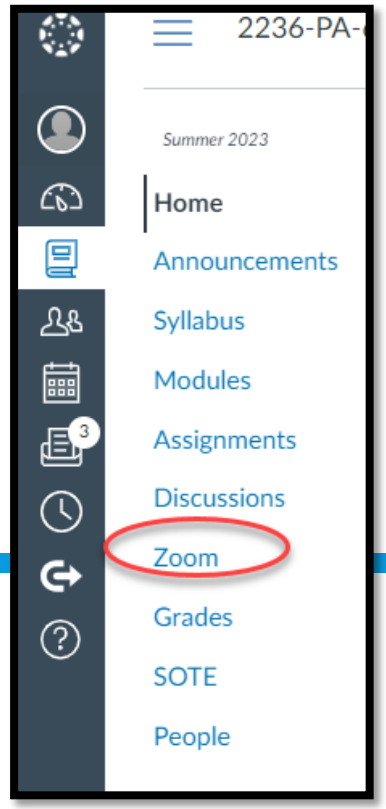


Accessing Zoom via myCoyote

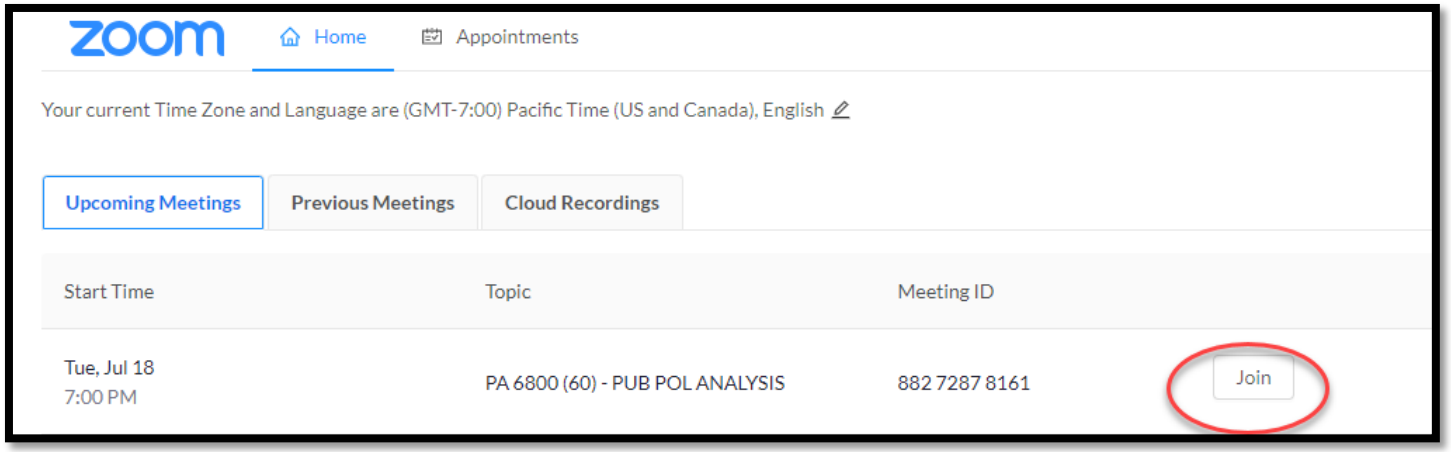
zoom

Video Conferencing

Zoom, CSUSB's video and web conferencing tool, allows for video, audio, and screen sharing



Accessing Zoom via Canvas



Personal Study Guidelines
Your Workspace

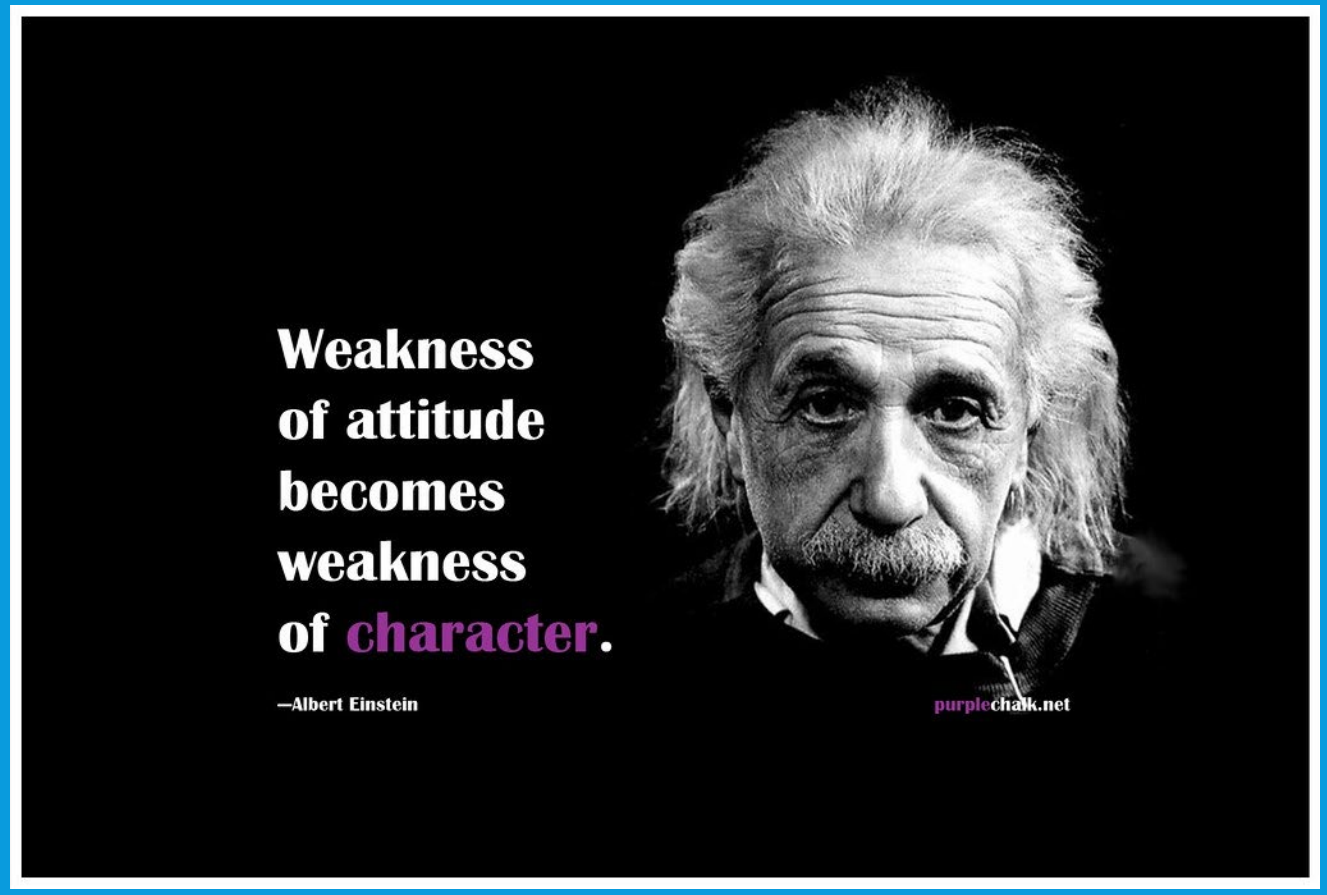
- Quiet, comfortable
- Asking family to be quiet for a period
- Study furniture
- Comfortable chair
- Good lighting
- Outlet close by

Motivation

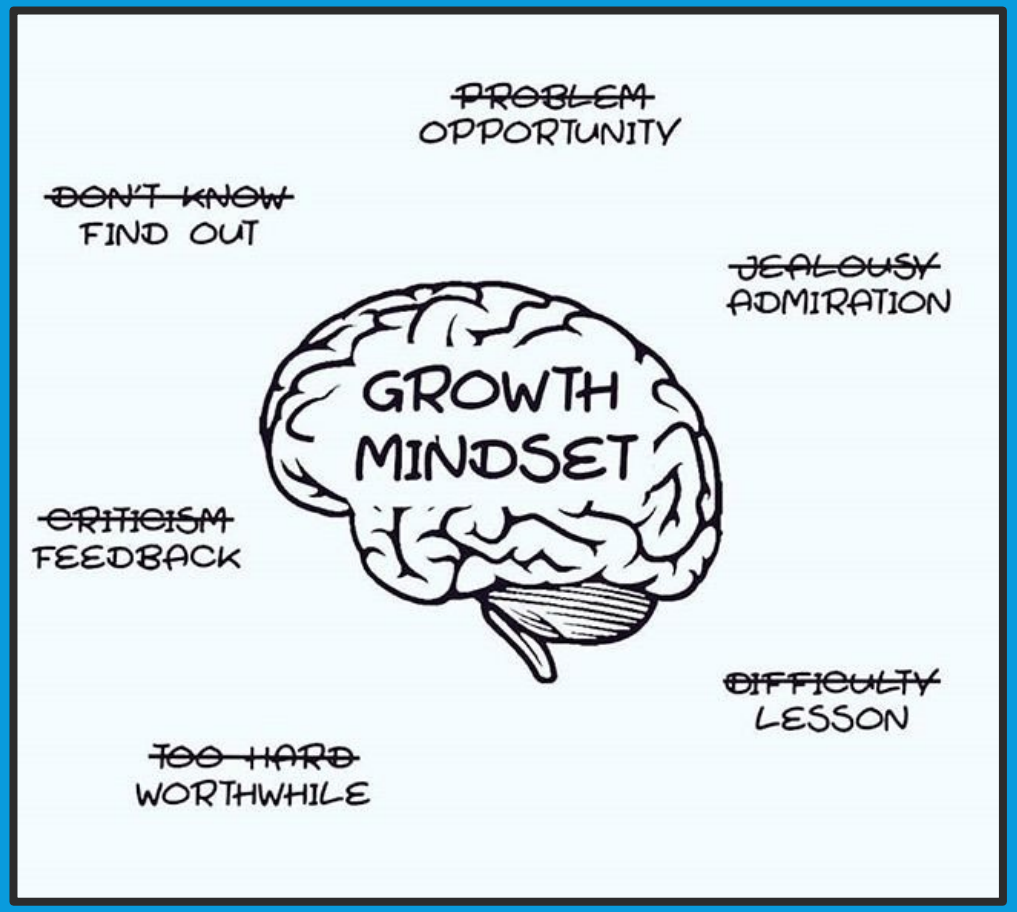
Drive That Pushes You To Keep Engaged In Any Task. It Is Maintained through:

1. Proper Attitude

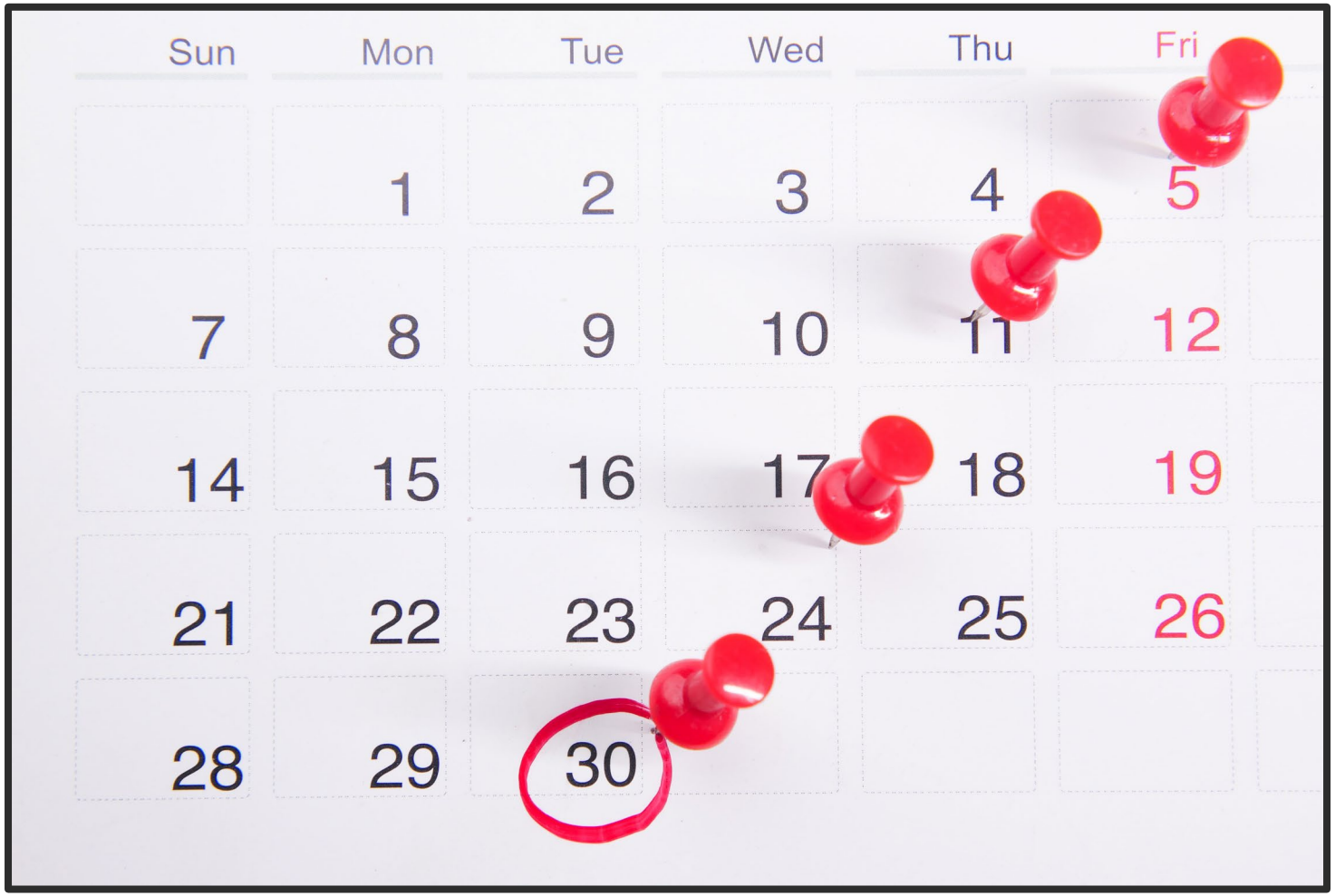
2. Determination



Have A Growth Mindset



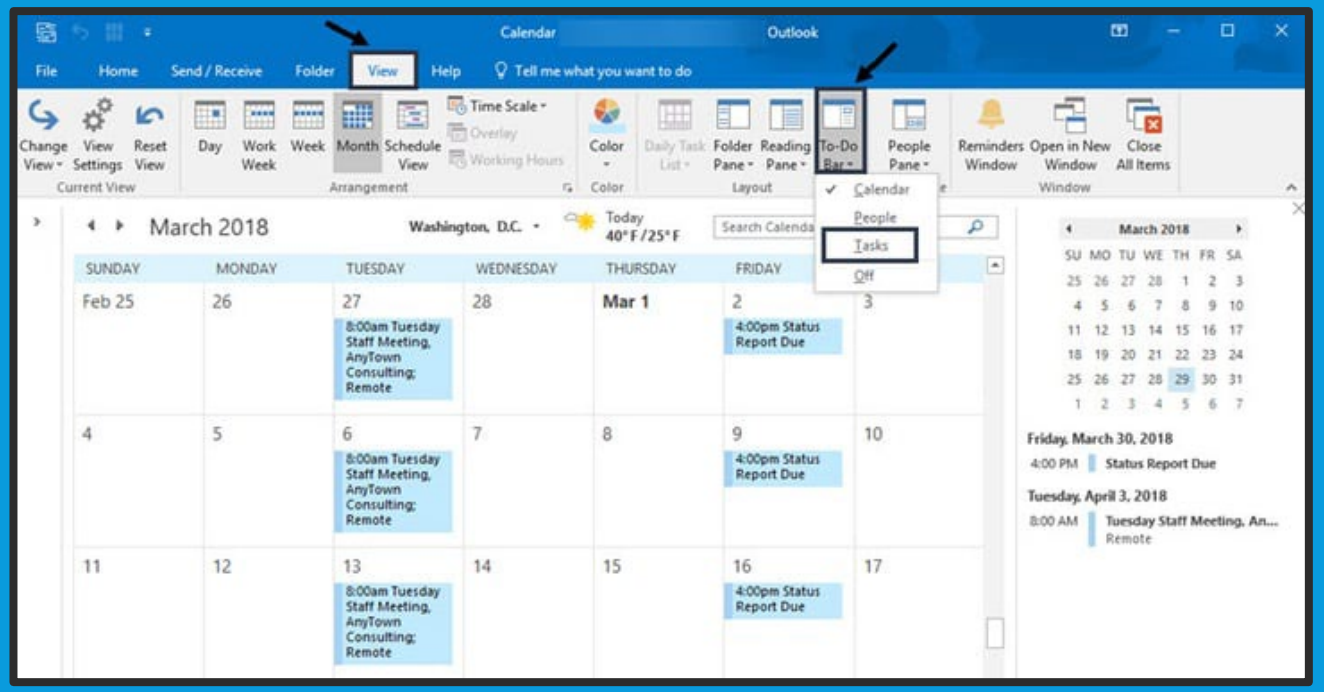
Two types of mindsets we can cultivate. One that embraces problems as opportunities to learn, and one that avoids them, often after fear to fail.



Time Management

- Below are some tips to help keep you from falling into the procrastination trap:
- Acknowledge that the course will require at least six hours per week and commit to putting in that time.
- Log into your online course(s) at least four times a week.
- Enter the specific days/times you will work on the course on a calendar. You will be more likely to do it if it is scheduled just like a meeting.
- Try not to schedule time to work on the course too close to the due dates. Try to work ahead to allow for possible technical problems.
- Read through assignments clearly and in advance so you have time to ask your instructor questions. Most instructors try to respond within 48 hours.

Outlook Calendar



As a CSUSB student, you have free access to the entire Office 365 suite, including your Outlook calendar.

Your calendar is a powerful tool for time management. What is best, you can integrate your personal calendar (e.g., your Google calendar that comes with your Gmail account) into Outlook so you can see all your events and deadlines in the same place.

Configuring Your Calendar

- You can configure Microsoft Outlook 2013 or Outlook 2016 to access your
- Office 365 account by setting up an Exchange connection. An Exchange connection provides access your email, calendar, contacts and tasks in Outlook.

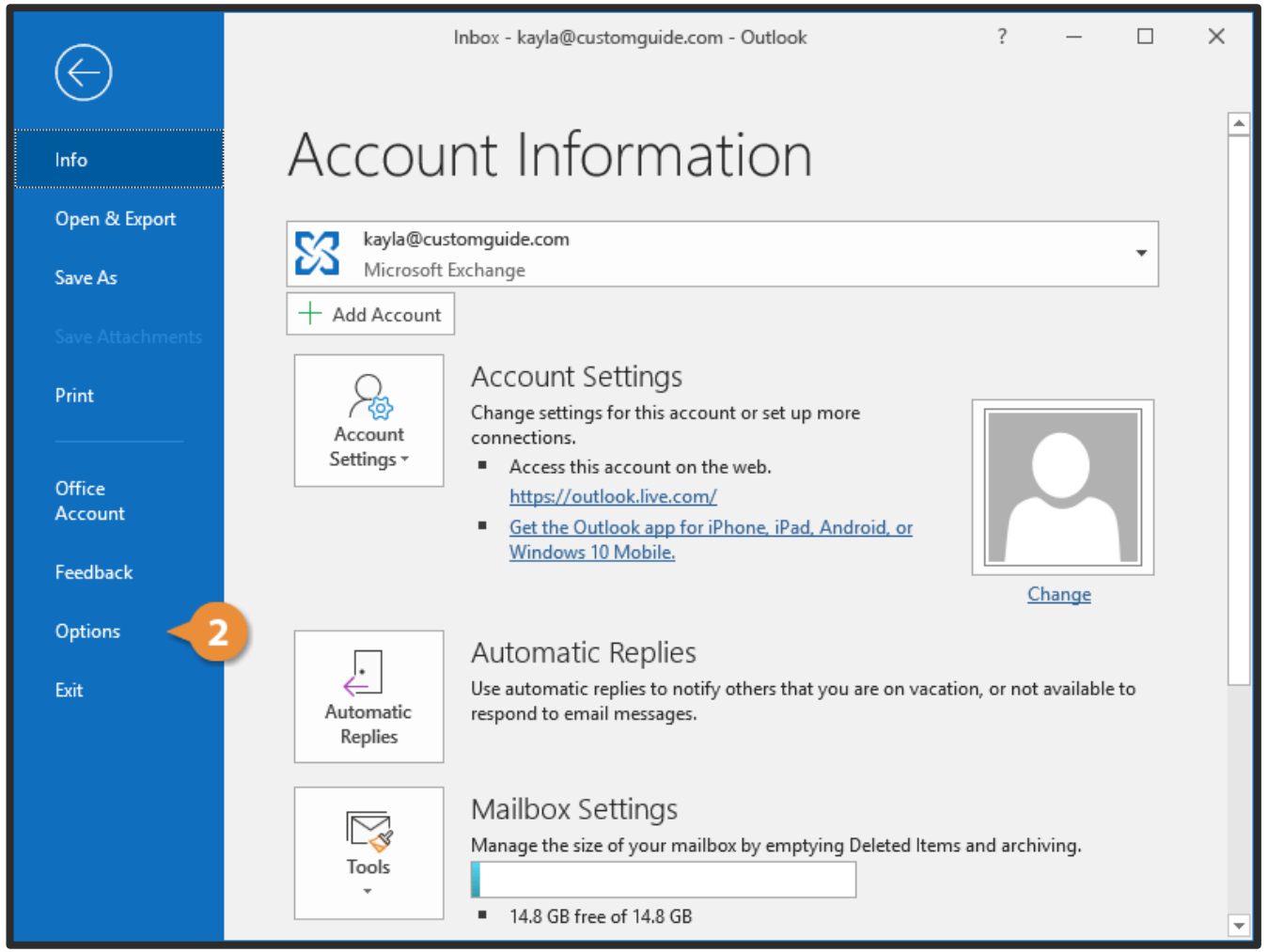
- Office 365 is designed to work with any version of Microsoft Office in mainstream support.

- Outlook is included with Microsoft Office 365. Faculty and Staff can install MS Office by logging into https://outlook.com/csusb.edu with their CoyoteID and Password. Then simply click "Install". You are allowed to install Office 365 on up to 5 clients.

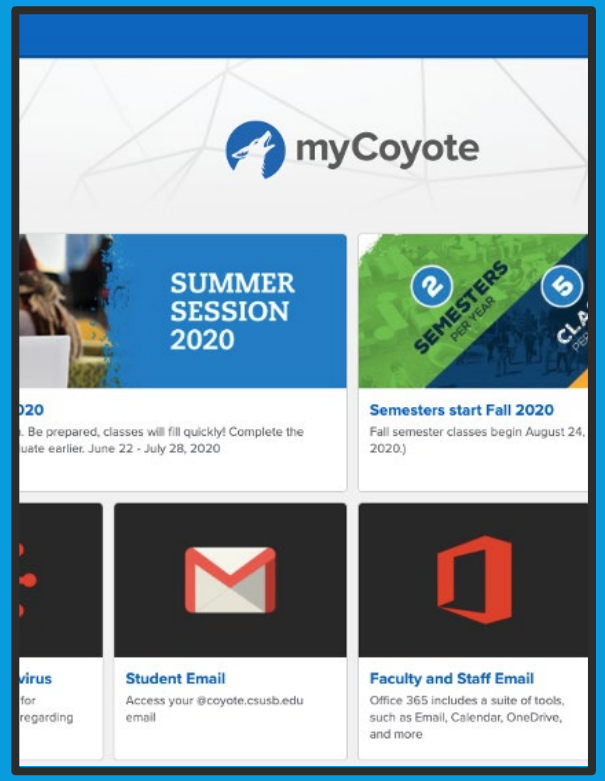
- Configure Outlook for Windows
- Open Outlook.
- At the Welcome screen, click Next.
- When asked if you want to set up Outlook to connect to an email account, select Yes and then click Next.
- The Auto Account Setup wizard opens. Enter your name, your email address using your CoyoteID@csusb.edu, and your CoyoteID password. Then, click Next.
- Outlook will complete the setup for your account, which might take several minutes.
- When you are notified that your account was successfully configured, click Finish.
- You may need to restart Outlook for the changes to take effect.

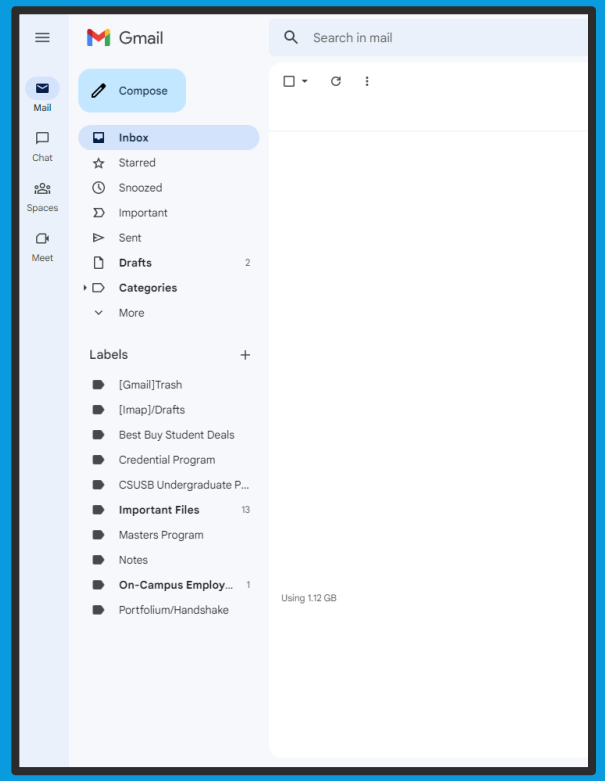
Change Offline Access Setting

- Change offline access setting
- You can use Outlook on your laptop or desktop computer when you're not
- connected to the Internet. Email, calendar, and other items are kept in an Outlook data file on your computer so you can work offline.
- You can set the duration of this setting to 1, 3, 6, 12, or 24 months, or All.
- In Outlook, click the File menu.
- Click Account Settings > Account Settings.
- In the Account Settings dialog box, with the E-mail tab selected, click Change.
- In the Offline Settings section, move the slider to select how long
- you want to keep mail on your computer for offline access.
- You can choose 1, 3, 6, 12, 24 months or All. Then click Next.



Google Calendar

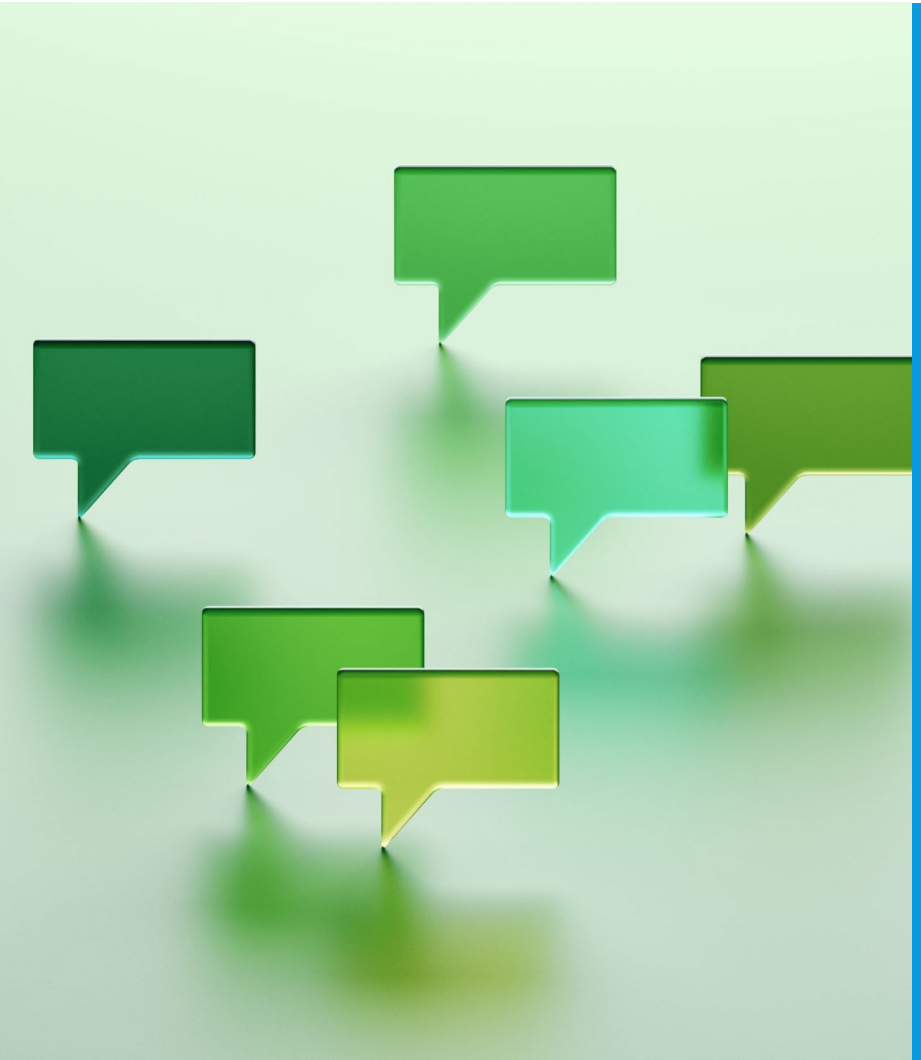




- To access your Outlook calendar, follow these steps.
- Log into myCoyote
- Go to your Student Email
- Click the nine dots on the top right corner
- Click Calendar

TIPS FOR
SUCCESSFUL
ONLINE
LEARNING

Communicating Online

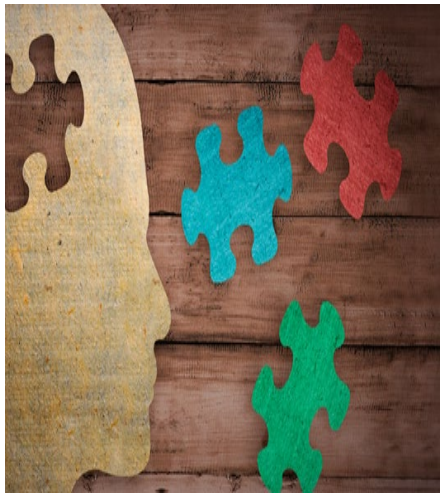


Communicating Online

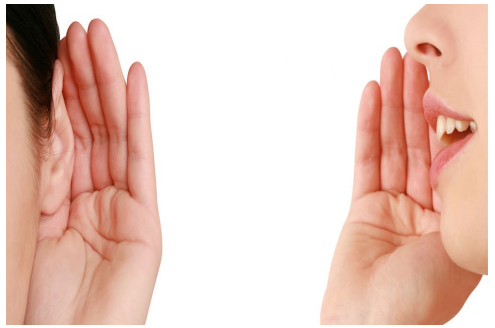
Asking questions, sharing ideas, and reflecting on your learning is especially important in college courses

Communication in an Online Learning Community

Discussion Board Guidelines



Visual



Verbal

Auditory

METACOGNITION

Self-Discipline for Success

Medium

CONGRATULATIONS!
you have completed
Learning at a Distance

We thank you for taking this course, and we hope it will help you thrive in your online courses.
For any technical support you need, please contact our Technology Support Center
at www.csusb.edu/its/supportLinks to an external site. or at (909) 537-7677.