

LEARNING AT A DISTANCE

Training Services

Agenda

Accessing the myCoyote portal

Canvas

Zoom

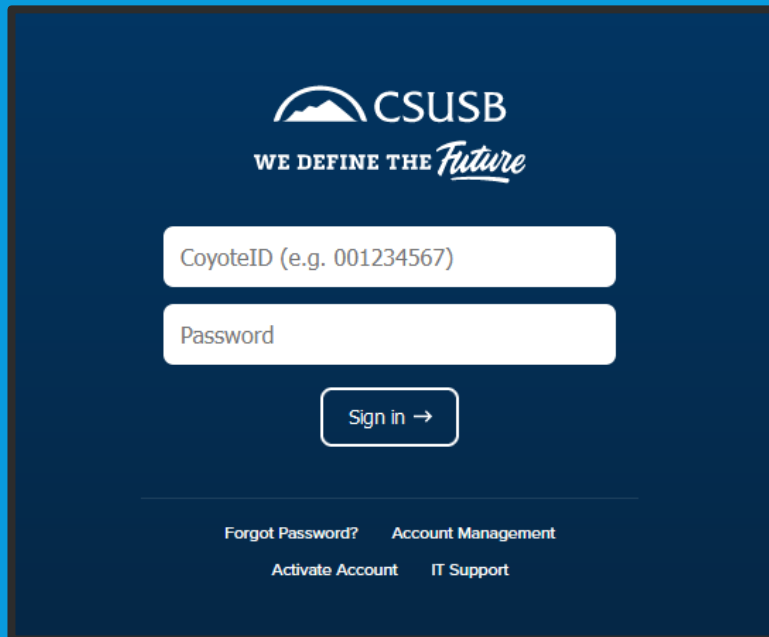
Personal Study guidelines

Motivational tips

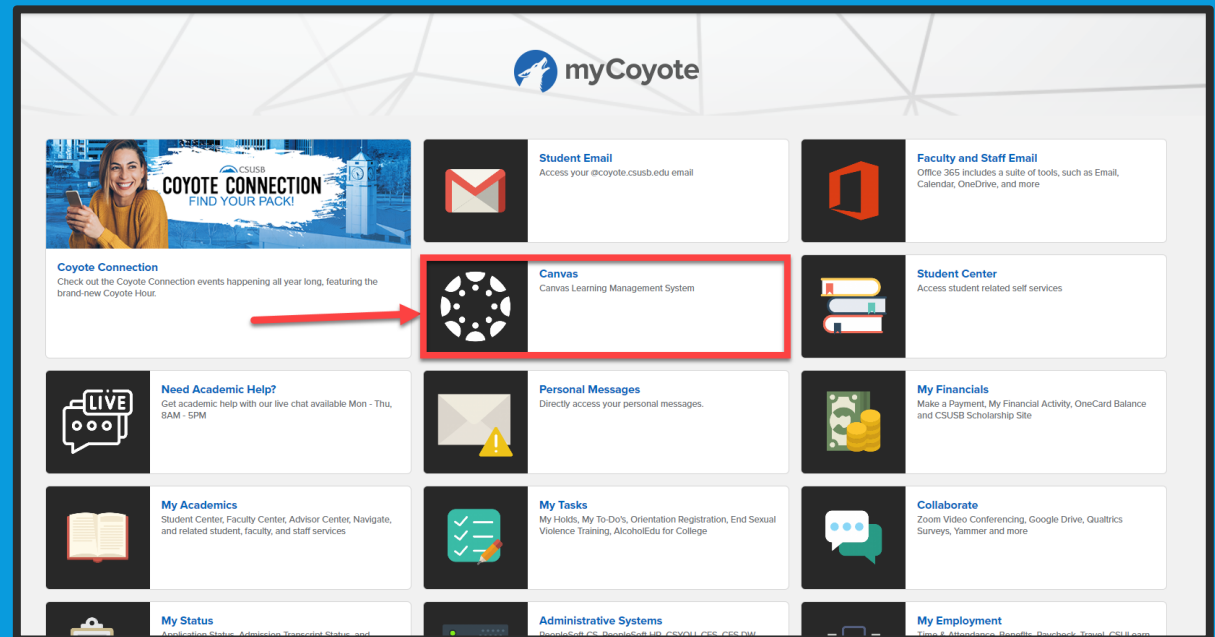
Technical Support

Accessing Canvas > myCoyote Portal

- Log into MyCoyote
- Select Canvas



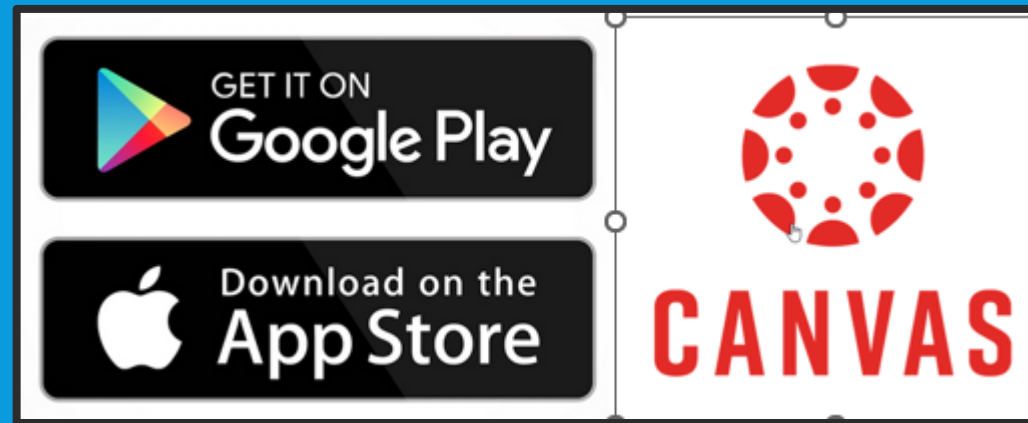
The login page features the CSUSB logo and tagline "WE DEFINE THE Future". It includes two input fields: "CoyoteID (e.g. 001234567)" and "Password". A "Sign in →" button is positioned below the fields. At the bottom, there are links for "Forgot Password?", "Account Management", "Activate Account", and "IT Support".



The dashboard displays the "myCoyote" logo at the top right. A grid of service tiles is shown below. A red box highlights the "Canvas" tile, which is labeled "Canvas Learning Management System". A red arrow points from the "Coyote Connection" tile to the "Canvas" tile. Other visible tiles include "Student Email", "Faculty and Staff Email", "Student Center", "Need Academic Help?", "Personal Messages", "My Financials", "My Academics", "My Tasks", "Collaborate", "My Status", "Administrative Systems", and "My Employment".

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

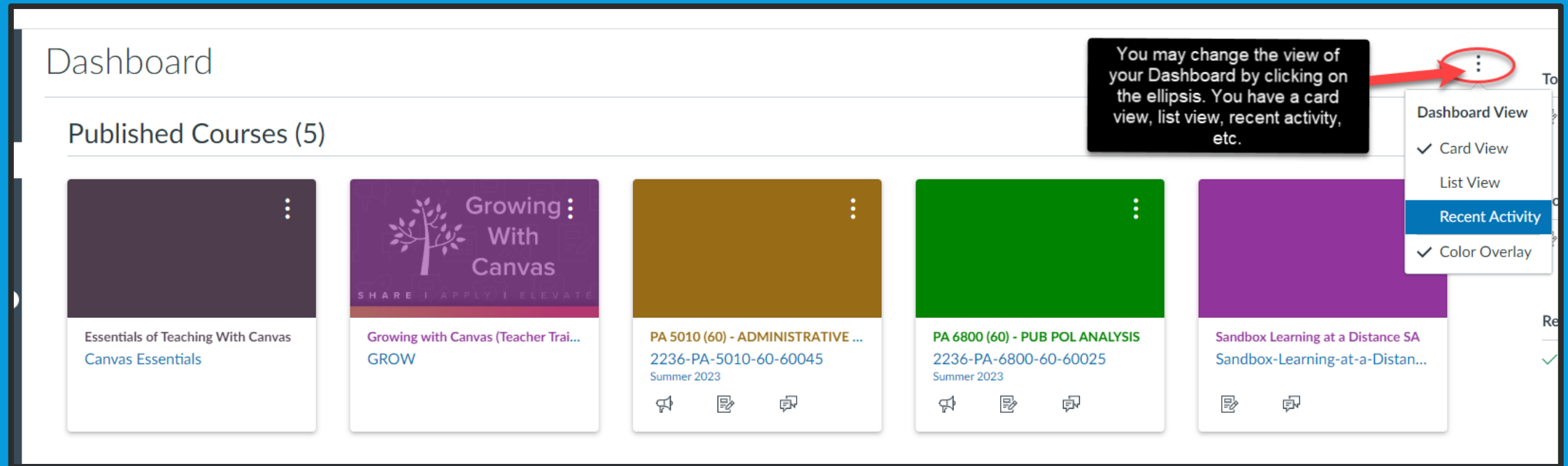
- Account
- Dashboard: Classes displayed in card view or your to-do list/ assignments in list view depending on the display settings enabled
- Courses: Classes you are currently enrolled in. If you select “All courses” you’ll be able to see all classes, you’ve taken before
- Calendar
- Inbox
- History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

Canvas Dashboard

Dashboard

Published Courses (5)

You may change the view of your Dashboard by clicking on the ellipsis. You have a card view, list view, recent activity, etc.



The screenshot displays the Canvas Dashboard interface. At the top, the word "Dashboard" is visible. Below it, a section titled "Published Courses (5)" contains five course cards. Each card has a header image, a title, and a description. The first card is dark grey with the text "Essentials of Teaching With Canvas Canvas Essentials". The second card is purple with a tree icon and the text "Growing With Canvas GROW". The third card is brown with the text "PA 5010 (60) - ADMINISTRATIVE ... 2236-PA-5010-60-60045 Summer 2023". The fourth card is green with the text "PA 6800 (60) - PUB POL ANALYSIS 2236-PA-6800-60-60025 Summer 2023". The fifth card is purple with the text "Sandbox Learning at a Distance SA Sandbox-Learning-at-a-Distan...". A red circle highlights the ellipsis icon on the top right of the first card, with a red arrow pointing to a view menu. The menu includes options: "Dashboard View", "Card View" (checked), "List View", "Recent Activity" (highlighted in blue), and "Color Overlay" (checked).

Course Title	Course ID	Term
Essentials of Teaching With Canvas Canvas Essentials		
Growing with Canvas (Teacher Trai... GROW		
PA 5010 (60) - ADMINISTRATIVE ...	2236-PA-5010-60-60045	Summer 2023
PA 6800 (60) - PUB POL ANALYSIS	2236-PA-6800-60-60025	Summer 2023
Sandbox Learning at a Distance SA Sandbox-Learning-at-a-Distan...		

Canvas Essentials

Immersive Reader

Canvas Sample Class

Home
Modules
Syllabus
Grades
Gradescope
ProctorU
BryteWave Course Materials
Office 365
Google Drive
Follett Discover
SOTE
Assignments
Quizzes

CAL STATE SAN BERNARDINO

canvas

Welcome! We are excited to have you here!

Facilitators: CSUSB Academic Technologies and Innovation (ATI) Team

View Course Stream
View Course Calendar
View Course Notifications

To Do
Nothing for now

Recent Feedback
Nothing for now

Course Navigation Links

Canvas Course Overview

Submitting An Assignment

2236-PA-5010-60-60045

Summer 2023

PA 5010 (60) - ADMINISTRATIVE LEADERSHIP

CALIFORNIA STATE UNI

Welcome To PA 5010- Administrative Leadership

This is a *fully online* course. This course is organized in *weekly modules*. It is recommended that you review the syllabus to become familiar with specific course requirements and resources.

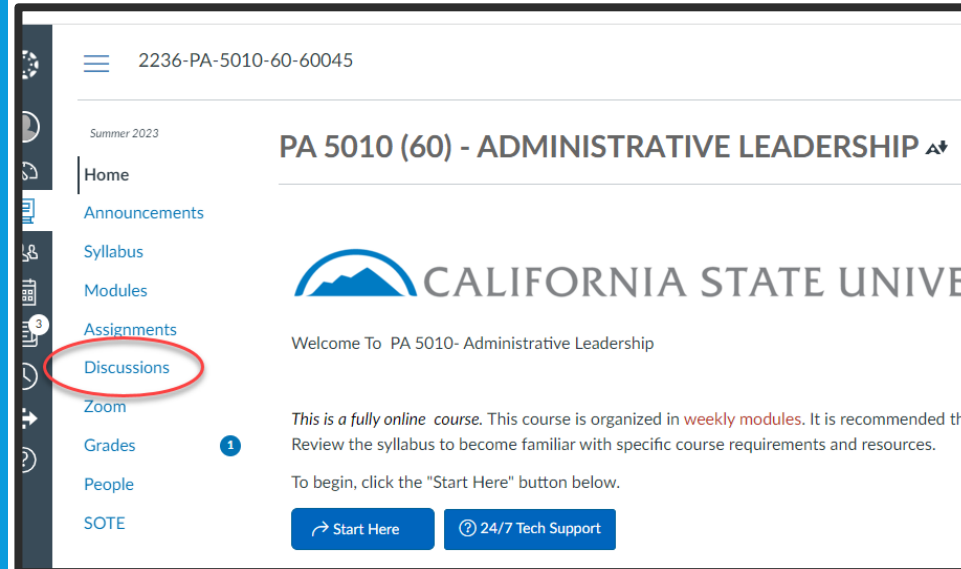
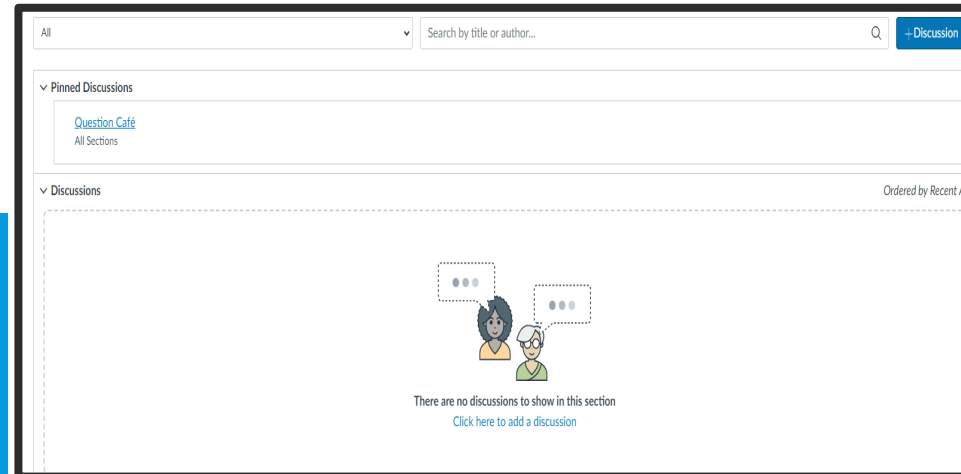
To begin, click the "Start Here" button below.

[Start Here](#) [24/7 Tech Support](#)

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.

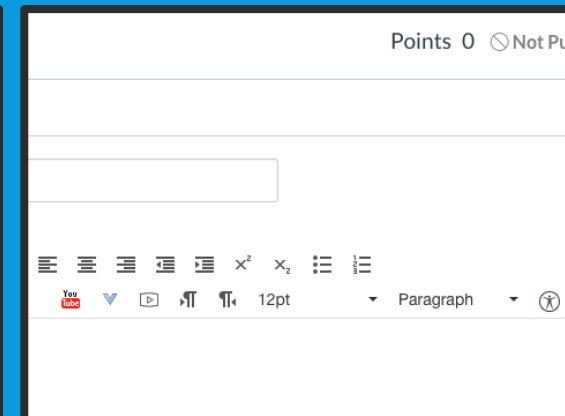
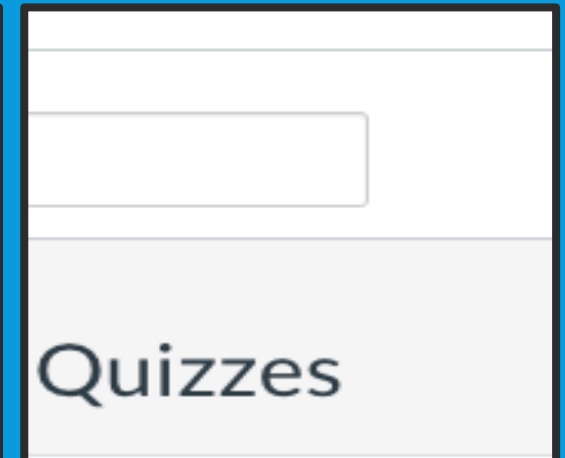
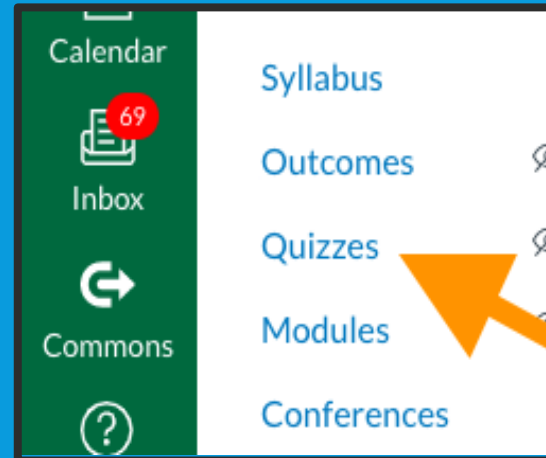
Discussion Board

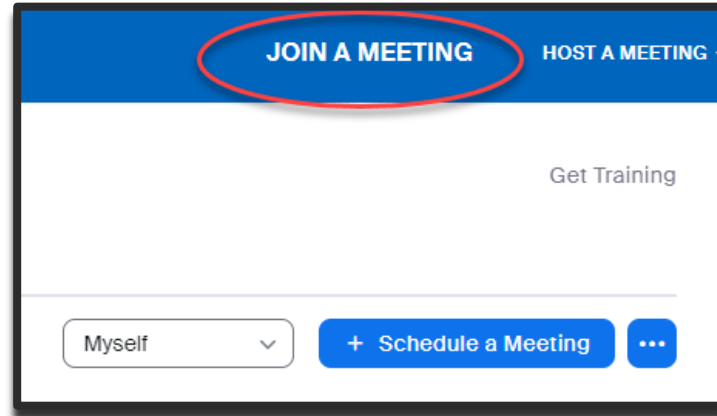
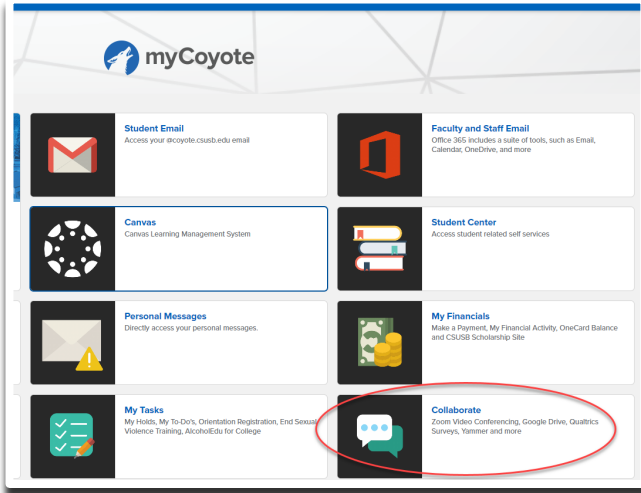
Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.



Quizzes / Tests

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





Accessing Zoom
via myCoyote

Video Conferencing

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

Canvas
Canvas Learning Management System

2236-PA-

Summer 2023

- Home
- Announcements
- Syllabus
- Modules
- Assignments
- Discussions
- Zoom**
- Grades
- SOTE
- People

Accessing Zoom via Canvas

zoom Home Appointments

Your current Time Zone and Language are (GMT-7:00) Pacific Time (US and Canada), English

Upcoming Meetings Previous Meetings Cloud Recordings

Start Time	Topic	Meeting ID	
Tue, Jul 18 7:00 PM	PA 6800 (60) - PUB POL ANALYSIS	882 7287 8161	Join

Personal Study Guidelines

Your Workspace



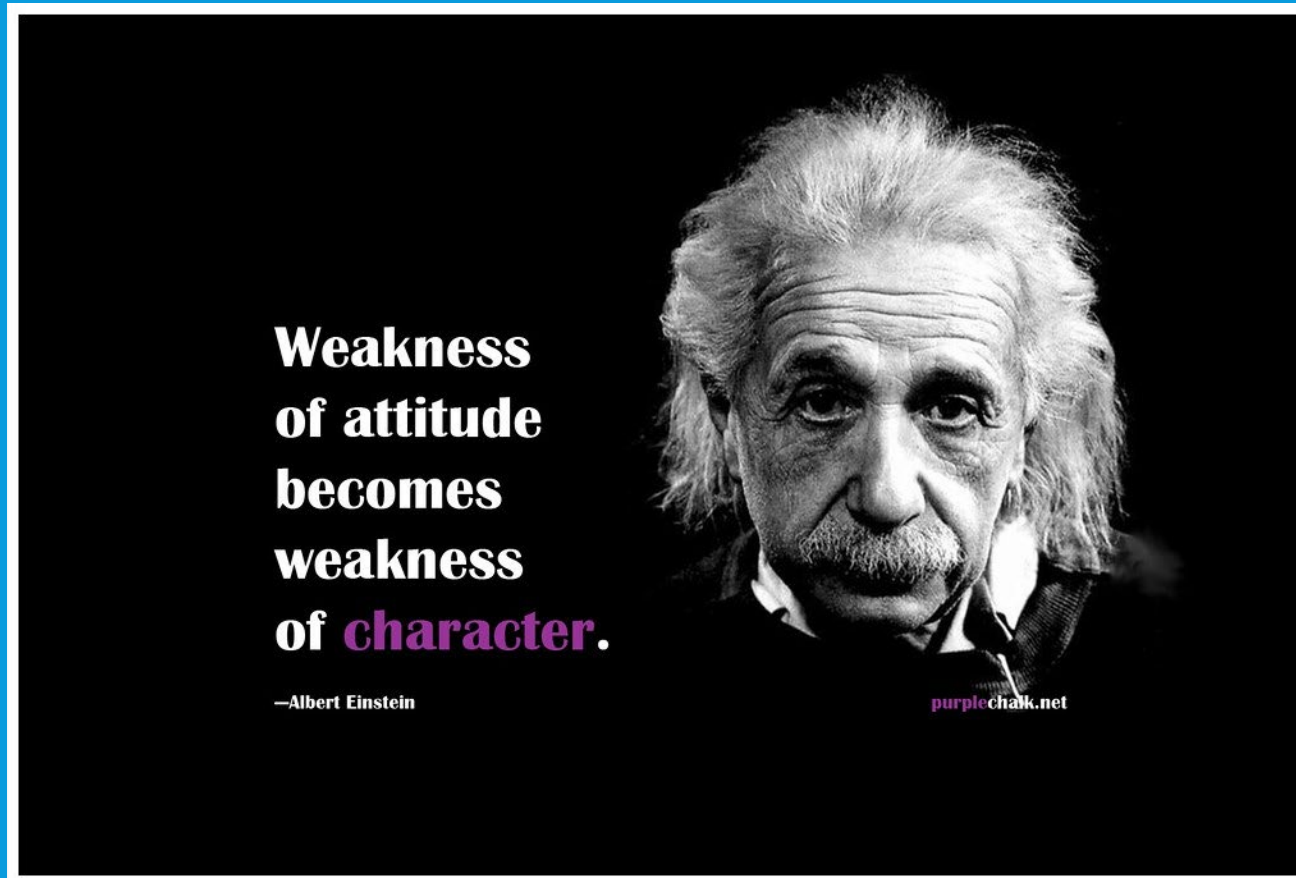
- Quiet, comfortable
- Asking family to be quiet for a period
- Study furniture
- Comfortable chair
- Good lighting
- Outlet close by

Motivation

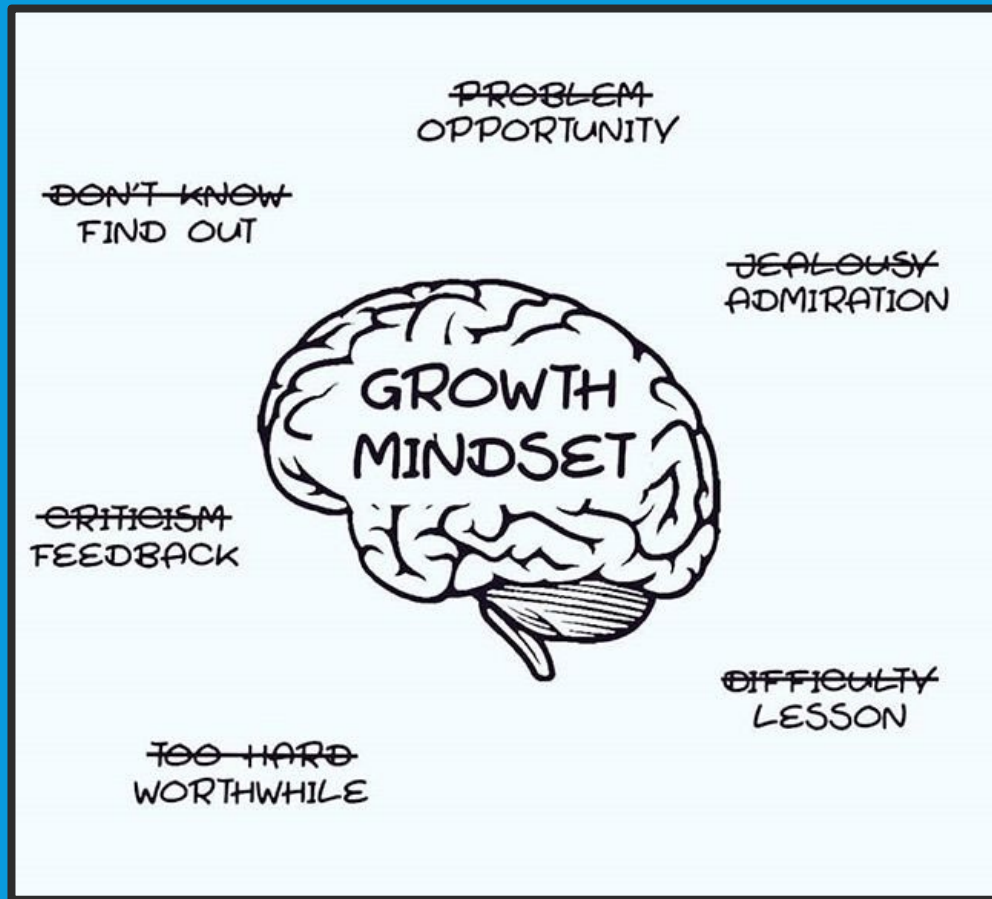
Drive That Pushes You To Keep Engaged In Any Task. It Is Maintained through:

1. Proper Attitude

2. Determination

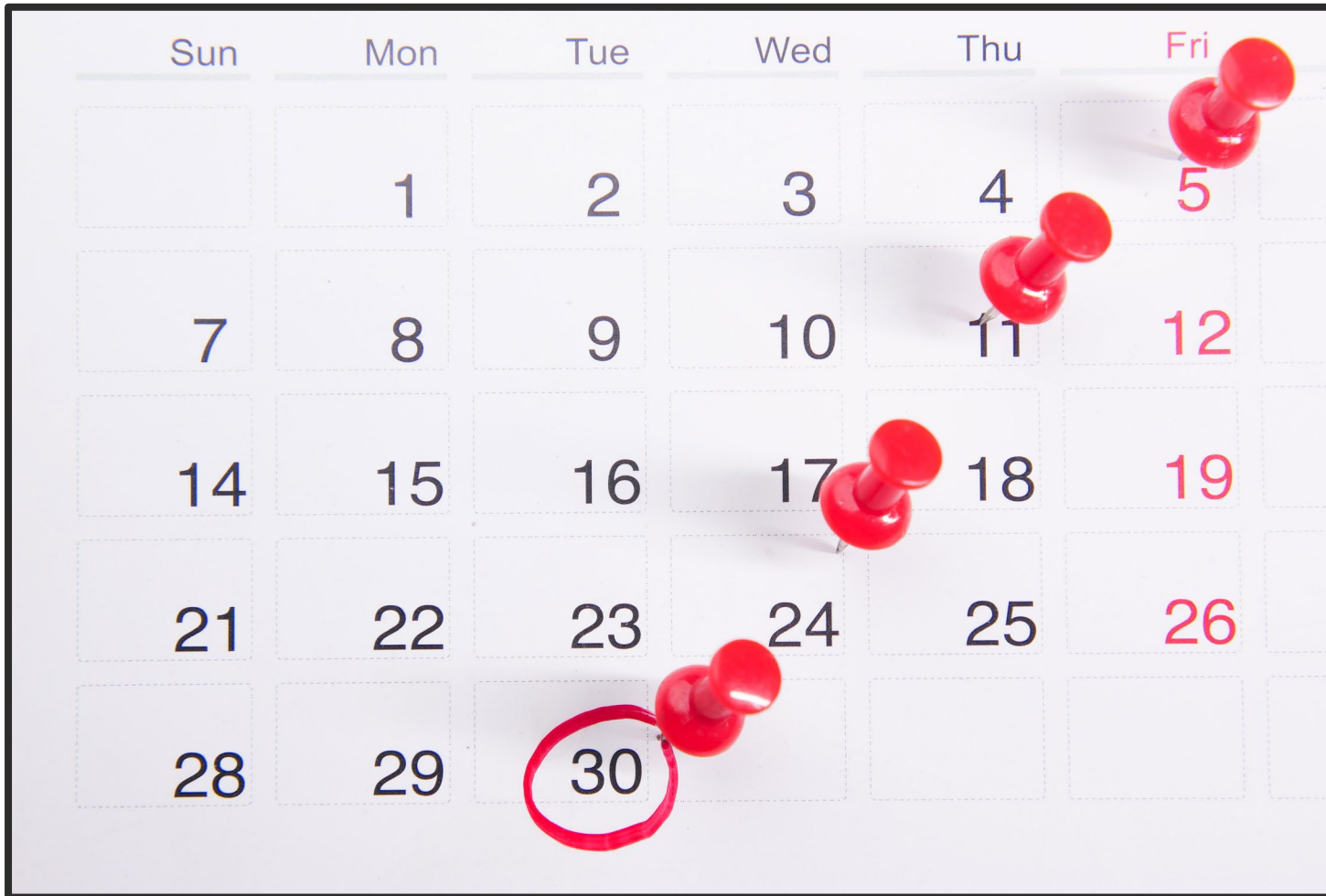


Have A Growth Mindset



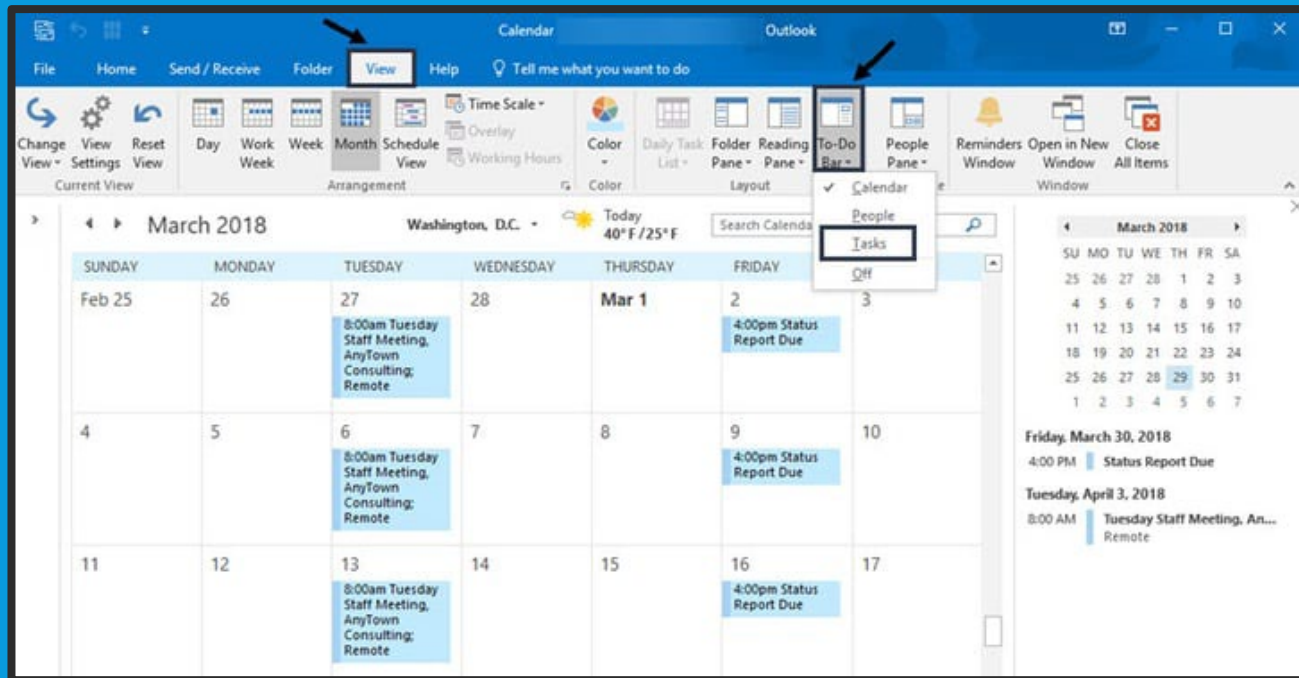
Two types of mindsets we can cultivate. One that embraces problems as opportunities to learn, and one that avoids them, often after fear to fail.

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.

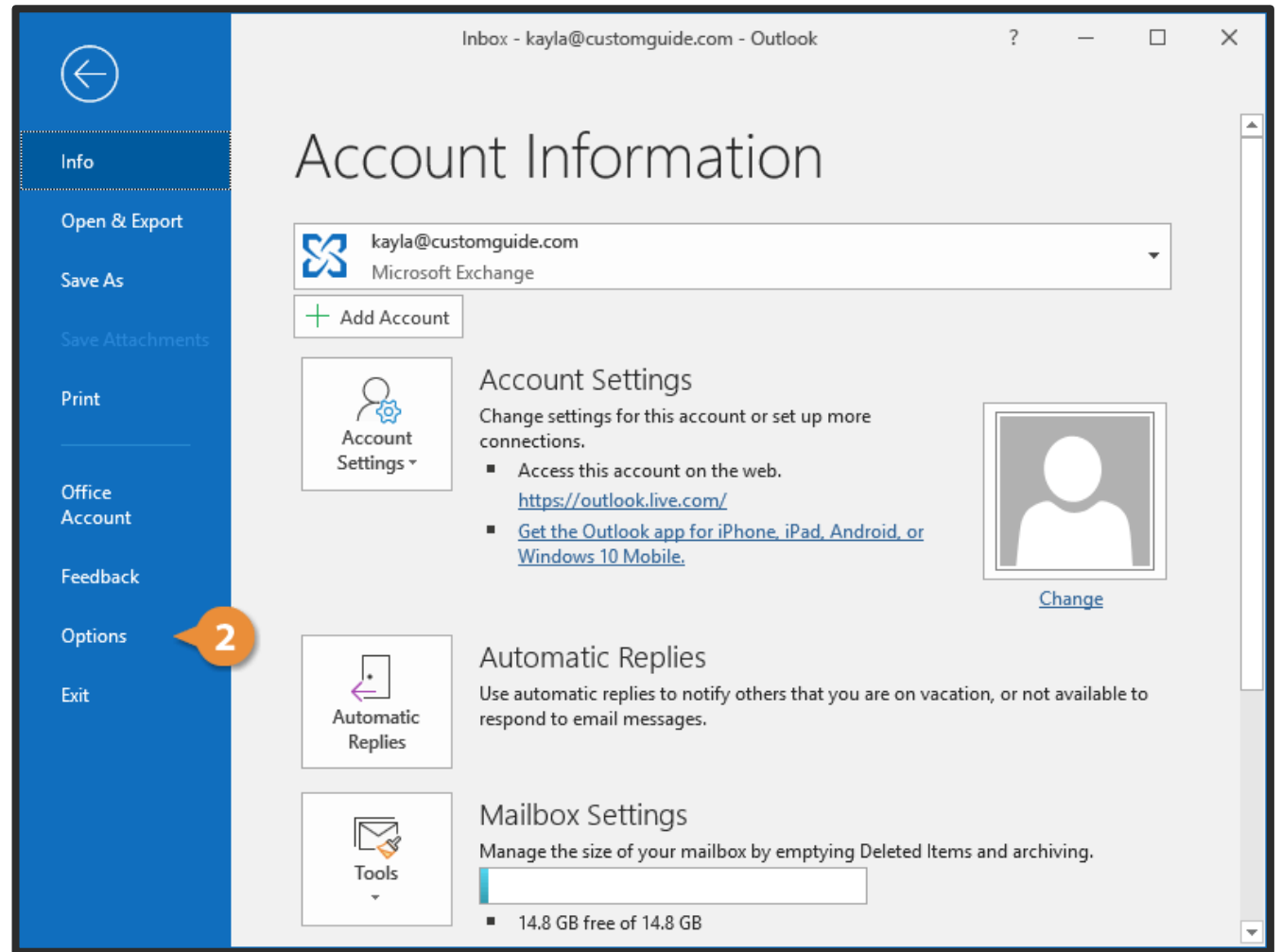
Configuring Your Calendar



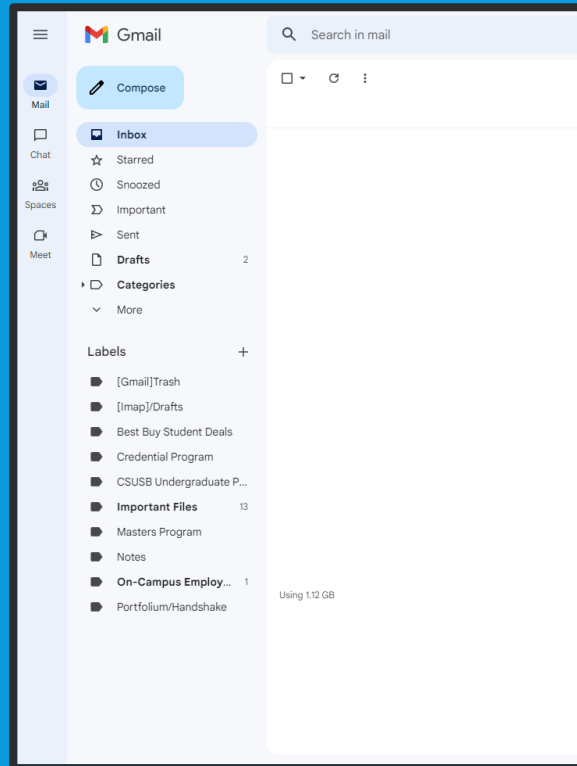
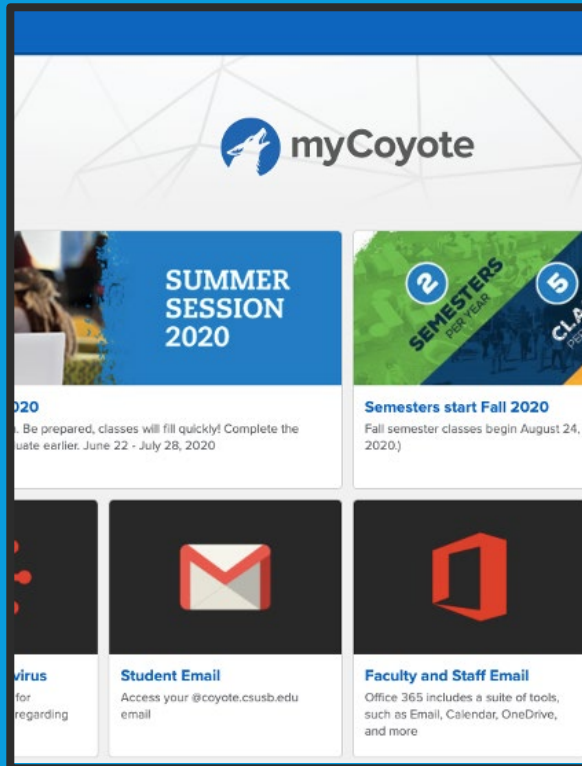
- You can configure Microsoft Outlook 2013 or Outlook 2016 to access your
- Office 365 account by setting up an Exchange connection. An Exchange connection provides access your email, calendar, contacts and tasks in Outlook.
- Office 365 is designed to work with any version of Microsoft Office in mainstream 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

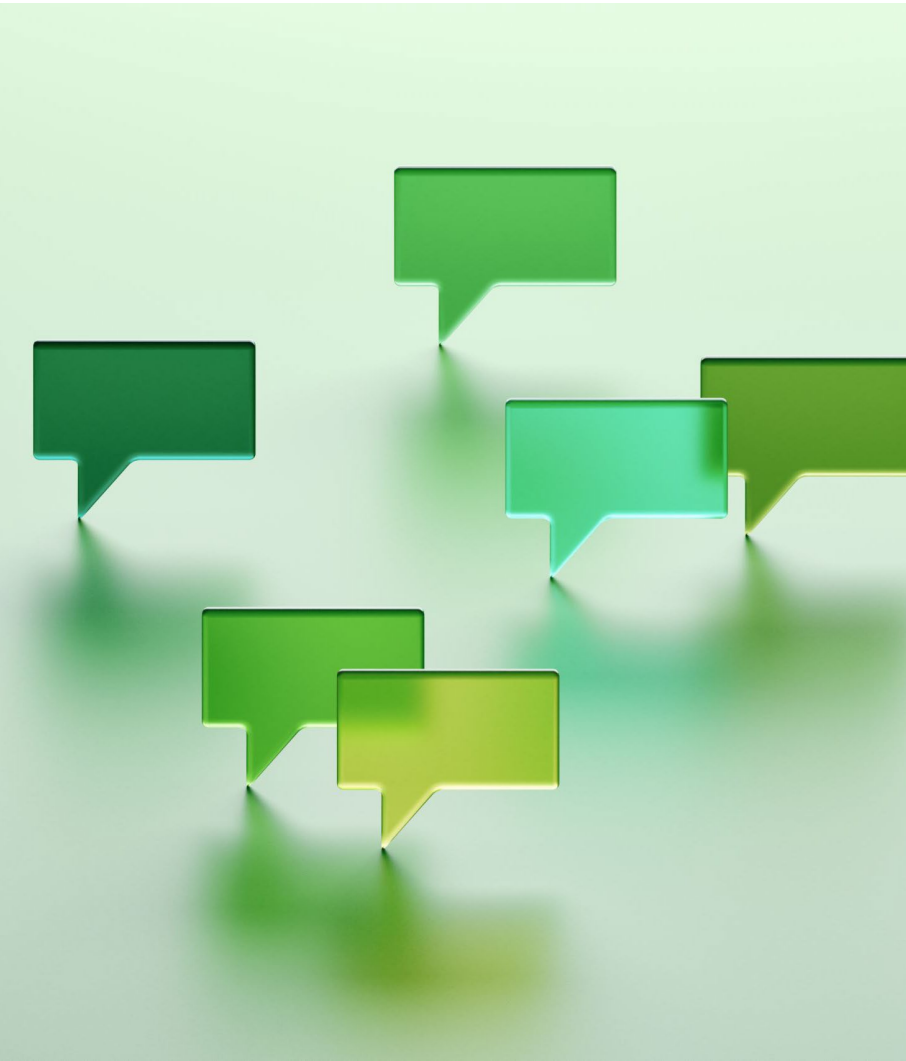


- To access your Outlook calendar, follow these steps.
- Log into myCoyote
- Go to your Student Email
- Click the nine dots on the top right corner
- Click Calendar



TIPS FOR SUCCESSFUL ONLINE LEARNING

Communicating Online



Communicating Online

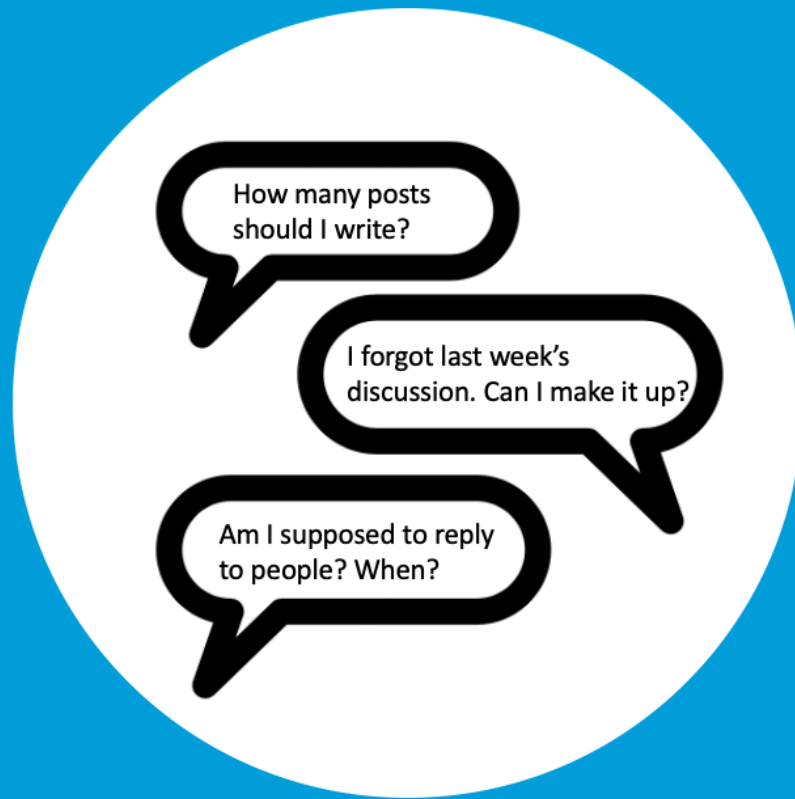
Asking questions, sharing ideas, and reflecting on your learning is especially important in college courses





Communication in an Online Learning Community





Discussion Board Guidelines

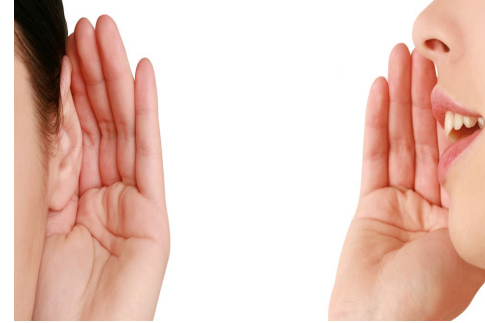




Visual



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.