Getting prepared for online learning - Transcript

January Orientation 2021

10:31:31 All right. Hello everyone and welcome to getting prepared for online learning, and welcome to January orientation in general, we are all so excited that you have chosen to come to the event, and have joined us here today, to start getting ready for the

10:31:49 term, a few housekeeping items before we launch into our presentation about online learning.

10:31:55 One, you may have noticed that the presentation is being recorded. If you don't want your own video captured, you can just turn off your video. But if you do leave it on know that you may become a part of that recording.

10:32:12 This presentation is also being captioned.

10:32:15 You may be seeing captions at the bottom.

10:32:18 If you want to turn those off, you can go to the live transcript tab at the bottom of your screen. And you can disable that if you're not seeing them, you can go to the live transcript tied up and turn them on.

10:32:32 So that is an option for you.

10:32:37 As we begin, I do want to acknowledge the territory that I am currently on I know we're coming from all over the country and potentially all over the world today, but I will look to acknowledge the requirements speaking peoples whose traditional territory,

10:32:52 the University of Victoria stands on, as well as the song is squaring off in the sandwich peoples, whose historical relationships with the land continue to this day.

10:33:02 As you sort of go through your experience as a student. You'll notice. I hope you'll notice, just how much of an important that the university places on its relationship with indigenous peoples and with the land here.

10:33:19 One other thing to note, like I said, you can feel free to turn off your own video. If you're finding the bandwidth or the sort of our video is lagging or presentation or sound is lagging for you.

10:33:32 I'm turning off your own video can help us free up that connection for you so that that is an option.

10:33:40 But with those housekeeping items out of the way.

10:33:44 I'll launch into the presentation.

10:33:47 So we are here today to talk a little bit about getting prepared for online learning, as I'm sure you're all aware classes through the January term start tomorrow, January 11.

10:34:00 So we're going to talk about how you can get ready, what you'll need to do tomorrow.

10:34:05 And then, how you can sort of succeed throughout the term.

10:34:14 There we go.

10:34:16 So my name is Nicole, I work in the Office of Student Life here at the university. As part of our student transitions team. I'm also currently pursuing my MFA and educational technology so I am technically a unit student, and I have also done several

10:34:33 programs online already myself.

10:34:36 So that's a little bit of an explanation of why am I the person to talk to you about online learning and Sarah Greco is also here with us today. She works with our technology Integrated Learning team, so she'll be sort of jumping into the conversation

10:34:51 a little later in the presentation.

10:34:55 So what are we, what are we talking about here where the next hour. First we're going to talk about what to do on the first day of classes, then we'll talk about how to set yourself up for success with online learning in general, and then we'll jump into

10:35:08 a bit of an introduction to bright space or learning management system, so you know how to navigate this new platform.

10:35:18 Before we sort of jump into the content.

10:35:23 I have a few different questions for you.

10:35:27 So you're going to see a poll come up on your screen.

10:35:32 Just asking. Have you ever taken an online course before the options or never. You have, but only because of coven you had to take it online. Yes, you've taken one sort of have your own free will, you've taken several, or maybe you went to an online school

10:35:51 will just give you a minute for those votes to come in,

10:36:05 people left.

10:36:11 All right,

10:36:14 share the results with you. So almost half of you have never taken an online course, see we're definitely in a good place and then a good session.

10:36:24 Quarter of you have taken one, I'm assuming sometime in the last year due to cover it.

10:36:30 And then it would have been a 25% of you have taken your own choice, an online course before.

10:36:39 Two more questions for you right now.

10:36:42 This is like almost like your first university pop quiz.

10:36:47 Except it's the best kind of pop quiz because whether or not you get the right answer, does not matter.

10:36:54 So, in a typical school year. So one pre coded, what percentage of Canadian students do you think, take at least one online course.

10:37:07 less than 515 25% are over 50%.

10:37:15 Again, does not matter if you get this question right. Just curious as to what you think.

10:37:28 for the last few of you another couple seconds.

10:37:35 Alright, I don't know if you folks knew the answer or if you're just really good at guessing. But the correct answer is that about 17% of students in a typical year would take an online course.

10:37:47 Um, so those of you who said 15% on your real close.

10:37:55 One more question here.

10:37:59 Again, thinking about the pre Columbian era.

10:38:03 In a typical school year, what percentage of Canadian post secondary institutions, offer online courses for credit, less than 5% 15% 25% are over 50%.

10:38:32 One of my favorite parts about running polls is that it feels like a horse race as I can watch the results come in.

10:38:38 Almost there.

10:38:40 All right, we'll share that one.

10:38:44 Again, you all seem to have a good grasp of the answer over 50%.

10:38:50 In reality, about 82% of Canadian institutions in a given year are offering online courses.

10:38:57 And the majority who are not are actually saved ups in Quebec. So, most universities most colleges do offer it for a year, some type of online program.

10:39:09 All right, we'll close out that pole.

10:39:14 But the reason that I run through these stats with you.

10:39:19 I just obviously those are before numbers, this term will look very different. So going into the January term, there's going to be essentially over 2 million Canadian students taking an online course.

10:39:34 Almost 90%, it's a bit of a made up number, but pretty much every student in university or college I Canada is going to be taking at least one online courses term because that's just what's being offered to decoded.

10:39:48 And then 100% of Canadian post secondary institutions are offering our courses online right now, because we don't really have a choice. It's the safe way to do it.

10:39:58 But the reason I present these numbers to you. Many students coming into online learning can feel like it's brand new, that sort of we all switched really quickly that online learning is is totally new thing that we're all doing.

10:40:12 But the reality is that students have been learning online for years, institutions have been delivering online learning in some capacity for years. So there are lots of things that we know that work and can help.

10:40:24 So we're not creating some brand new experiment here.

10:40:29 There is some sort of research back things we know are helpful for you all.

10:40:35 Alright, so like I said, we're going to start by talking about that first day, and what that might look like for you what tomorrow might look like.

10:40:45 I have one more poll here for you if I can make it come up there go.

10:40:54 So this one has no right answer.

10:40:57 But for how many of your courses. Have you already seen the course in bright space or heard from your professor in some capacity.

10:41:11 So, there is no right answer to this question. You don't need to panic if you haven't.

10:41:18 is that there is no right answer to this question. You don't need to panic if you haven't. Just curious.

10:41:34 Alright, it looks like all of you have answered.

10:41:38 So many of you have seen from at least one professor.

10:41:45 I guess I say more than half I don't know how many courses you're in.

10:41:48 You could just be into and more than half is one.

10:41:50 But many of you have heard from somebody, some of you have heard from nobody. Some of you haven't even looked, and that's okay too.

10:42:01 I'll stop sharing that, as well.

10:42:03 Thank you for that.

10:42:06 So, again, what should you be doing on that first day.

10:42:11 Most of your courses will have a course site in bright space. Like I said earlier, bright space, right, you mc.ca is UX learning management system and Sarah will walk you through that in detail later in the presentation.

10:42:25 But your individual core sites and bright space, you might be seeing some of them now, they all should show up by January 11 so at some point tomorrow, you'll likely find them.

10:42:37 If you're still not seeing them today, no need to worry. No need to panic, there's a good chance your professors just polishing it off before they open it to their students.

10:42:48 Some professors may send you an email, before the first day of classes, they may send a welcome email letting you know what to expect saying hi introducing themselves.

10:42:58 Some professors want. It's really up to them as to what they want to do.

10:43:03 So again, if you get an email from some, don't panic that you're not getting it from all it's an individual choice.

10:43:10 And then any zoom links that are required for the course. So if you have those live sessions, they'll typically be able to find that link in bright space inside that specific course site.

10:43:22 So, these are sort of the three common things we find were asked by new students, so helpful for you to be aware of.

10:43:31 So what should you do on day one.

10:43:34 So the first thing to make sure you do is make sure you know whether your courses are being offered asynchronously asynchronously or synchronously. So, asynchronous means you don't have to show up anywhere at a specific time synchronous means that you

10:43:42 do. So you want to make sure you know whether any of your courses are synchronous, so you know whether there's anything you need to be showing up for in person tomorrow.

10:44:00 If you don't already know, when you look at the timetable and my page, and you're looking at your courses, if the course has a time. It's a synchronous course, if the time just says TBA it's likely an asynchronous course.

10:44:14 So that's how you can tell where you should be when or if you have to be anywhere.

10:44:21 The second thing you should do is log into bright space, that's where your courses are being posted, so long in there to sort of see what you can find.

10:44:32 Once you're in a course site in bright space. The first thing you should do is look for the syllabus or for the course overview. And this will provide us with all the information you need about your course.

10:44:44 So how the courses delivered the schedule of the course readings assignments assessments, what course material you should be covering the syllabus will describe all of that.

10:44:56 So start looking for that in each of your core site so you can get a handle on what you need to do this term.

10:45:03 Look over the syllabus, but also explore the course site.

10:45:15 Check out what you can find in there. Again, Sarah will walk you through some of the things you can find and where to find them. But take some time tomorrow, or over the week to really get to know your bright space course sites.

10:45:23 not every professor sets up their site the same way.

10:45:26 But it's super helpful from the gecko if you know where to find your course material, where to find your assignments, so that you're not searching for something last minute.

10:45:37 If any of your classes have discussion boards and introductory discussion boards. Go ahead and post in those tomorrow, share some information about yourself, respond to some posts from here, your fellow classmates tomorrow and this first week of classes

10:45:53 is a great time to try and start building those relationships with other students in your class. And if your course has an intro discussion board, that can be a great place to do that.

10:46:04 And then finally start figuring out what's next, you read the syllabus you've explored your core site.

10:46:11 Start using that material to figure out what you need to do next, to really get going in that course.

10:46:23 So how do you set yourself up for success.

10:46:28 What are some tangible tips for mitigating challenges.

10:46:32 Sarah can you still see the screen.

10:46:35 Yep. Yeah, I can tell me my screen sharing is paused long as you're still good. I see a slide that says, The first day, if that's the one that you're on then.

10:46:48 That is not the one I'm on. Okay.

10:46:53 Want to stop sharing for a moment.

10:46:57 And then I'm going to reshare.

10:47:14 I think we missed seeing all this but I hope you got it figured if it's asynchronous log into bright space, look for the syllabus, explore your course light posted into discussion boards, figure out what's next.

10:47:27 Alright, have a good now, we stop causing the screenshot however you even do that.

10:47:33 So how do you succeed with online learning, I am. I like to think that's what you're all looking for a little bit of success.

10:47:45 So let's chat about that. One of the things that is really helpful to have an online course is a basic level of digital literacy. So digital literacy really just means that you have the skills to live and work in a digital society.

10:47:59 And as I'm sure you're all well aware.

10:48:02 At this point in the pandemic you're living in a society that is very much gone digital.

10:48:09 So what does this mean, how do you don't feel digital literate if you want to bring your skills up a little bit, what can you do.

10:48:19 So the first tip is really get to know your technology.

10:48:23 So figure out what what types of technology you need to be using in your courses, and then test practice and explore before you really need to use it.

10:48:34 So, this is like I said is exploring your bright space course site. But also, if you've never used zoom before but you need to use it in your classes, maybe check it out with a friend, you know, different functions.

10:48:47 If you have to do a presentation for a class and they're asking you to use Microsoft Teams test it out beforehand so that you know going into it. What you need to do, you know, sort of, overwhelmed, the day of.

10:49:03 Don't be afraid to experiment with tech. Most of the tech tools out there, especially the ones that should have you Vic provides for you. You're not going to break them by clicking on things or by trying things or by testing things.

10:49:17 So go ahead and experiment as you try and figure out how everything works. And then, if you're running into problems with tech.

10:49:25 Definitely, Google is a great way to help you problem solve, or your preferred search engine.

10:49:32 It has lots of solutions for tech problems. And then if you really can't figure something out. And you're using a new tool, a computer help desk is always available, but really get to know your tech from the beginning, so that it's not a barrier to you

10:49:49 going through your courses. Create a digital systems. So this means creating a note taking system that works for you, whether you want to take your notes by hand since everything else is digital, whether you're trying to take your notes and send in some

10:50:01 sort of digital program and figure out something that works for you it's going to be different for everybody, also create a file system that works for you, particularly if you're doing your notes in your assignments online, making sure they're saved in

10:50:17 in a way where you can easily find them again is really important. It can be so easy to just save everything on your desktop or at something ends up in your downloads folder and then you don't know where it is later.

10:50:30 I know you're looking at my presentation about my desktop right now.

10:50:34 And I don't want you to see my desktop because it's a bit of a mess, but create a system that works for you so you can easily find things don't make your system too complicated.

10:50:44 I know sometimes when you're setting up a system, it can be easy to make it elaborate and you think it's going to be great down the line, but make sure that it's going to work and you can easily quickly access things, and you don't, then know.

10:50:55 Oh wait, does that go and folder a or folder be, because you've made a little complicated.

10:51:01 Also, don't be afraid to change your systems if they're not working for you. So this applies to basically any system. And if your note taking system isn't working for you a few weeks into the term for your filing system isn't working for you a few weeks

10:51:14 into the term, don't be afraid to try something new. A large part of an important part of being a student is experimenting is asking yourself all the time.

10:51:24 Is this working, what can I do differently. What can I do to make this a little bit better. So think about the lens of your systems as well.

10:51:34 Other tangible tip for digital literacy is find the shortcuts. There are so many computer shortcuts for different things.

10:51:49 Many of you likely know sort of controller Command C copies controllers envy pastes, but computer shortcuts go far and beyond just that, so don't waste your time doing things the long way over and over again, if you're finding a certain process feels

10:51:59 like it's too much work, or it's taking too long. Check, check to see if there is an easier or faster way, sometimes we just go through doing it the long way, because we need to get the task done and we don't feel like we have a time to look up how to

10:52:14 do it more quickly or look up that shortcut.

10:52:17 But if it's something you're going to be doing over and over again, all term, taking that 10 minutes to figure out the shortcut can save you hours in the long run.

10:52:26 If you're using excel in your courses. This tip always feels particularly relevant because there's a long, there's a lot of long ways to do things in Excel.

10:52:35 But there's also a lot of magic shortcuts that the program has.

10:52:42 Um, second topic. So, time management is often a large sort of area for students, one more poll question for you here.

10:52:59 How many hours do you anticipate spending on each of your courses, every week for 710 or 15.

10:53:17 Wait, all those answers come in.

10:53:34 Few more of you to go.

10:53:45 All right.

10:54:05 So seems like a lot of you have the right idea, typically in a university level course, you want to plan to spend between seven and 10 hours each week on each course.

10:53:58 So it means if you're taking four courses you might be spending up to 40 hours.

10:54:04 Obviously that does vary in between courses and it might vary a little bit too weak but seven to 10 hours per course is a good ballpark.

10:54:13 If you haven't given this any thought yet. I really recommend taking some time to think about that time commitment and figuring out how does that fit into your life this term.

10:54:31 All right. One of the things we know about online learning is that often students underestimate the time commitment, and the rigor of online learning.

10:54:40 It's great to see in that poll that many of you aren't underestimating and do have a good idea.

10:54:44 But sometimes it can feel like because we're online and not in a classroom. Feels like sort of this side thing we're doing, as opposed to this main thing we're doing in our life.

10:54:56 But our online courses are essentially the same in terms of time commitment energy request, as in person learning is. So it's important to keep in mind.

10:55:07 One of the reasons why time management can feel a little tricky to students and online learning is simply because time feels less structured in the online space, then it goes when you're on campus, when we're doing in person learning and you're here on

10:55:22 campus, you know, you have to be in a lecture from a certain time, you know you then travel across campus to a different lecture, you don't have that sort of downtime in between you can like wander into the kitchen and get a step and get distracted.

10:55:38 You know, you have to be certain places and certain times, and those places are actually tangible and different from each other. So it feels like it adds structure to your life.

10:55:47 That doesn't sort of intuitively or naturally occur when you just online or in your bedroom studying all day.

10:55:56 And the other reason why students sometimes struggle with time management and online learning is because there's less peer influence on how they spend their time again when you're here on campus, you might walk out of class and say to your friend, hey

10:56:08 let's hit the library for an hour before our next class where your friend might see that to you, you are not all intending on going to the library, but sure now you are.

10:56:18 So when you're in person and have those in person interactions they influence how you spend your time a lot, sometimes positively, sometimes not.

10:56:27 But that peer influence, again, isn't always as readily or naturally available in the online space.

10:56:35 So how can you help overcome most these time management challenges. The first is to get an accurate time estimate of how much work your courses are going to be.

10:56:46 So like I said seven to 10 hours is a good ballpark, put some courses might be less than that, and some courses may require a bit more.

10:56:54 So first check with your professor about what their expectations are. They're likely building their course with the time expectation in mind.

10:57:02 So, get to know from them what that expectation is second. Each week, look at each course and what you're required to do, and determine how long you think it will take, sometimes we just go through the week and we do the things that we don't so plan it

10:57:20 out. But if you know you have to do five pages of readings and assignment and the lecture estimate how long you think that will take you, so you can plan that into your week.

10:57:31 I always recommend always overestimating how much, how much power how long you think things are going to take.

10:57:39 Maybe you're really good at estimating, I know I'm not. I know a lot of people I went to school with or not. I always think I can read that chapter in 20 minutes, no problem.

10:57:50 And three hours later I am still reading the chapter because you can't read 30 pages and 10 minutes, just not like the math doesn't work.

10:57:58 But my brain still thinks like a check that task off the list real fast. And so overestimating can never hurt you in the long run, whereas under estimating definitely can.

10:58:11 Tip number two is to create a weekly schedule. So once you have those time estimates.

10:58:17 Highly recommend actually building out a calendar for the week where you plot those times. So if you think it's going to take you three hours to do that reading, put three hours right on your calendar to do that reading, put an hour on your calendar to

10:58:32 do that assignment, lay everything out so that you can sort of a helps you not forget things, but be, it's really easy to feel unmotivated to study and get distracted or one off.

10:58:46 But if you put on the calendar. And if you stick to that calendar.

10:58:51 It's a lot easier. It's easier to essentially stick to a plan, if you actually have a plan.

10:58:57 That sounds pretty intuitive.

10:58:59 But if you put it on your calendar and do it as opposed to just saying, I'll study today, and then trying to figure out what that means on the day.

10:59:09 But tip number three, just to try and create as much structure to your day into your week as possible. Like I said, it can feel unstructured if you're always just setting your kitchen table or setting from your desk, every sort of feels the same.

10:59:25 So the more things you can do to try and create structure and kind of try and create differences between things, sort of, the more helpful, it can be to you.

10:59:34 So first of all, you can designate regular times to work on specific courses, so maybe every Monday morning is for math, and every Monday afternoon is for history.

10:59:43 So again, you're not having to think Monday morning What do I have to do. Oh, Monday, it's math time, better do my practice problems created designated study spot in your home.

10:59:55 Create a designated study spot in your home. So that sort of when you go there, your brain knows. Okay, now I'm studying, it's not trying to watch Netflix it's not trying to be on social media, it knows you have to study.

11:00:05 You can also do this in a slightly different way. Maybe you have a designated spot where you always do your studying a different spot where you do your readings, a different spot where you go to lecture if you want to mix it up.

11:00:16 But your brain really does it's a creature of habit, and it gets used to okay I'm in this place I'm going to do this thing to you can set those habits up for yourself that can help.

11:00:27 And then schedule regular study dates with other people. Again, a commitment to someone else, sort of, no I do, I think it's a human thing that if you've committed to someone else that you will show up to study for an hour.

11:00:43 On Thursday, and you're much more like you're much less likely to get distracted by that good old Netflix, and you'll actually show up and get that work done.

11:00:56 And then the fourth time management tip is to reduce distractions as much as possible.

11:01:01 As you go through your first few weeks, or maybe you already have a good idea this from past experiences, identify what your time sex are maybe for many of you, you get distracted or sucked down a whole Netflix or social media, maybe it's a specific web

11:01:16 page, maybe it's a conversation with a friend who once you start just talk for hours.

11:01:23 But identify those times x and then find ways to reduce or eliminate those distractions, how you can do that really depends on what the distraction is, but things like creating a phone free zone, using website bloggers tracking your time so that you can

11:01:37 properly document those distractions, all of those things can help you reduce the distractions and make better use of your time.

11:01:47 The other thing that can be really valuable and helpful and online learning is community in peer connections.

11:01:56 I think one of the most important things and most helpful things to a student is to feel like they have a community feel like they have other students to ask questions to to rely on to learn from.

11:02:06 But often an online learning. students can find it more difficult to connect with other students, partly because those one to one interactions are a lot more rare connection and online learning, often requires greater effort and intentionality, you can't

11:02:22 really just turn to the person next to you and ask them a question.

11:02:26 You can do that when you're in a lecture hall. Zoom doesn't work the same way, they might be right there in the box next to you. But that doesn't mean you can turn to them and ask them a question.

11:02:37 And then it can also be a show for students because interactions are simply more drawn out in an online world, you send them a message you have to wait for them to send you a message back.

11:02:46 It's not necessarily as quick, or as personal as an in person interaction might feel.

11:02:56 That being said, that does not mean that you cannot develop community and peer connections and online learning. It is most certainly possible.

11:03:05 So if you tips for doing that really the most important is don't be afraid to be the first one to reach out.

11:03:13 It sometimes feels like, especially when we've grown up with groups of people are naturally made friends over time throughout high school or other learning experiences, it can feel like you've just made friends and it's magically happened.

11:03:27 But if you really think back on it. A lot of your relationships probably took time to develop, but they also took somebody taking the effort to reach out to somebody so the initiative to say, Hey, do you want to sit at our table during lunch.

11:03:41 Hey, do you want to work on this project with me.

11:03:45 So don't be afraid to be that person to reach out, you should course discussion for us to connect with your peers.

11:03:52 Ask them how they're doing. Ask them if they're struggling with the same thing you are, ask them if they want to set up a study group, really use the tools that you have to make those connections, and then visit office hours as well.

11:04:05 That's a great way to connect with your professors by showing up in their office hours with any questions that you have,

11:04:14 use the tools that you have to help you build relationships as well.

11:04:19 Many of you may have heard of the new student Connect program already hear more about it and our speed friending session this afternoon.

11:04:26 But that's a great way to meet other students and sort of for me for your network and make those connections.

11:04:34 Every student has access to a unit zoom account.

11:04:37 Many of you have found it to get here today.

11:04:41 But you can set up your own zoom meetings on your own virtual study sessions with peers.

11:04:47 And many of you are probably already familiar with social media. But that's also a tool that you can use to meet and get to know other students. I know many students I talked to in the fall, used some of the social media accounts to find other students

11:05:03 and sent them a DM if they knew they were in the same class or in the same year just to build that connection.

11:05:10 But again, you take that initiative.

11:05:14 Alright, so that's the introduction to online learning. I'm gonna hand it over to Sarah, who will walk you a little bit through bright space.

11:05:25 Awesome, thanks so much Nicole. Hi everyone, my name is Sarah Greco I'm one of the learning experience designers, with technology integrated learning, which is a part of the teaching or learning and teaching support and innovation.

11:05:40 ltse at you Vic.

11:05:43 And just a little bit of an introduction to myself I'm also a master student at you Vic in educational psychology and Leadership Studies. And I'm so happy to be here with you today, giving you a tour of bright space.

11:05:58 So I'm just going to share my screen

11:06:03 with you here Just give me one moment to get that setup.

11:06:10 Alright.

11:06:13 So the way that you're going to get to bright space is by going to a bright dot.ca, and to make this really easy one thing I like to do is to just book market, so it's easy for me to access that all just navigate to this page.

11:06:41 Alright, and I'm already signed in here but typically what you'd need to do is login with your not link ID and password.

11:06:50 So, this is the bright space homepage. And on the left hand side here you'll see a course widget that will show you where all of your.

11:07:02 I am seeing a Word document called bright space tour. Oh, okay.

11:07:16 You have your screens backwards I have my screens backwards yeah sorry about that.

11:07:17 Can you see my screen now okay sorry about that.

11:07:20 So yeah just bright space dot you vic.ca I like to book market here, and this is what the bright space homepage, looks like.

11:07:30 So on the left hand side here, you'll have your course widget, which is where you'll find all of your courses.

11:07:38 You can navigate through your courses by going to the specific semester. Or you can also look at your courses by seeing all courses. Another way that's easy to navigate your courses is through this little icon here, I like to call it the course navigation

11:07:53 waffle because it kind of looks like a waffle.

11:07:55 And you can actually search directly for your courses here either by course name course code or anything that you know about your course.

11:08:04 And one thing that I do like to do with my courses, is to pin the ones that are important. So for example, it's a really good idea to pin the courses that you're taking this semester, which makes it easy for you to find them.

11:08:18 And you can just do that by clicking on the pin here so right now that showing is on pinned. And if it's like filled in. It will be a pinned course.

11:08:29 Another thing I'd like to draw your attention to here is the little announcement or a notification icons up here. So this is where you'll find any direct messages or emails sent to you in bright space and you can also use this to send emails to either

11:08:47 your instructor or other students in your class.

11:08:50 This little word bubble icon here is where you'll receive notifications for any sort of discussion forums that you're involved in. So for example if you're posting an introduction this week, you might find notifications if somebody responds to your post

11:09:06 there, as well as throughout the semester as well and any other discussion forums, this bell icon is probably the most frequently used, and this will, these are kind of alerts that happen in your courses.

11:09:21 So for example, if there is course content that is added to your course you'll find a notification here.

11:09:27 If there are any grades updated you'll get a notification here as well as any announcements that go to your course or generally at the university. So that brings me to this announcements widget here, and on your homepage.

11:09:44 These are announcements that are going out to the University at large or perhaps they're going up to your faculty, but they tend to be more general announcements.

11:09:53 So for example, the one you'll see here is you Vic extends winter break for students. These are things that are going out to everybody in your course you'll have a specific announcement widget there as well which are going to be course specific announcements.

11:10:09 The other thing I just like to show you quickly on the homepage is how to update your personal settings. So right now I just have these arrows here, but what you might see as either your initials or a profile picture of yourself.

11:10:22 And if you click on that you'll get all of these options here. So under profile. This is where you can upload a profile picture of yourself, and under the notification settings.

11:10:33 This is where you can update the notifications that you receive. So for example, I'll just click on this one here.

11:10:42 You can select the various notifications you'd like to receive from bright space here.

11:10:48 You can also register a mobile number. If you'd like to receive text notifications from bright space. And this also shows you that email that bright space will be sending on your notifications to.

11:11:01 And just to note here, you can't actually update your email address in bright space, it's pulling your email address from your youth my page.

11:11:10 So if you'd like to update the email that you're receiving notifications to, you can do that through your, you pick my page under your profile settings there.

11:11:23 So I'm just going to navigate back to the bright space homepage by clicking on this you Vic icon.

11:11:33 Alright, so now I'm going to dive directly into a course site and show you how to navigate some specific course content. So my preferred method of navigating to a course is just by going here because I've got all my pinned courses, and I'm going to be

11:11:48 using this bright space orientation demonstration course. So please keep in mind that your courses will likely look a little bit different, all courses that you Vic may look a little bit different depending on your instructors preferences and how they

11:12:04 have kind of set up their own course.

11:12:08 But as I mentioned, you're going to have an announcement widget here, and these are of course specific announcements. So at the beginning of the semester, your instructor might post a welcome announcement.

11:12:18 And they also might post updates for the course so for example and grades become available when content is available in general housekeeping course updates as well.

11:12:29 So the easiest way to navigate the content within your course is actually by clicking on this content tool here.

11:12:38 So, I'm in the week three module. And this is because it will take you to the next module from which you were previously on so I was last in the week to module and I finished looking at that so it took me to week three.

11:12:55 This is just an important thing to note if you find you just end up on kind of a random page in your course, but the easiest way to kind of find content in your course is just by going to this table of contents.

11:13:08 So what you're going to find usually first in your course is either a course information module or some sort of outline. This might be named differently depending on your course, but often it's called something you know like one of these so of course

11:13:22 information outline, or start here. And in this section this is where you're going to find lots of general information about your course. So this is where your instructor is going to post your course syllabus, any kind of schedule for the course such

11:13:39 as due dates required materials course expectations.

11:13:45 They might also post a q amp a type discussion forum, as well as one their office hours and any other important contact information is. So it really depends how your instructor structures your course, some of them will just post maybe like a welcome message

11:14:04 and your course syllabus and you can find all the information in there, other instructors might actually spell this out a little bit more in a module where you can click on the specific pages and find the content that you unique there.

11:14:20 Another thing that's often included in this section is your zoom sessions. So if your course does have synchronous components, this is a good place to check for links to those zoom sessions.

11:14:33 And I'll just click on that just to show you what that looks like. So you might find a page like this, that will draft you directly to the zoom session, and I'll show you some other places where you can access these sessions as well.

11:14:49 So I'm just going to go back to content here.

11:14:54 And the next thing I'd like to show you is kind of the weekly content and what you might find in these sections. So typically the first week of course is dedicated to a bit of an introduction to the course, maybe an introduction to, you'll have an opportunity

11:15:10 opportunity to introduce yourself to your classmates, and your instructor will introduce themselves as well. Some of your instructors might jump directly into a course content.

11:15:19 So don't be alarmed if that does happen.

11:15:23 But what you'll typically find in your weekly modules, is an overview of the content that you'll be covering this week. Not all instructors will do this, they might just post.

11:15:35 You know the required readings for that week or the required content you'll just have to go through the various pages.

11:15:42 But if they do post an overview of the content, it might look something like this with just a little bit of an introduction to the module. And what's kind of going on this week.

11:15:54 So when you're navigating through your various course content you can click on a page that you'd like to go to and then just use these arrows at the side here to navigate through the content of that particular module.

11:16:07 So in this one you'll find that when it loads, there is a

11:16:16 like getting to know each other, forum. So your instructor might post you might link directly to your specific course activities that you need to do this week.

11:16:26 And they might also post the zoom sessions, weekly, as well.

11:16:31 And just another thing to note with the naming of these modules. So depending on how your course is structured here instructor My name them either in a week one week two week three, and so on and so forth, or they might name them by date so for example

11:16:47 this is the module from this date until this date, or if your course is structured by units, they also might name them based on the specific course content.

11:16:59 It really depends on how your instructor has organized the course, and they will convey this to you, early on in the semester. You can also find information like this in your syllabus as well so make sure you are reading your syllabus and you are finding

11:17:15 out kind of how your course is structured, but if you do have any questions about any of that and something doesn't look the same in your courses, it does here.

11:17:23 It's a really good idea to reach out to your instructor or refer to your syllabus because that will tell you, specific information about your course.

11:17:33 All right, go back to content here.

11:17:39 And I'll just show you one more thing so go down to week two because this one looks a little bit more like a typical week would look in your course.

11:17:46 So again, you might find a little bit of an overview section, you might find a content section, which may list some various readings or additional resources that you need to cover this week.

11:17:59 If there's any kind of like self paced module in your course you would find the content directly within that week, or you'll find the materials.

11:18:08 Within that week as well.

11:18:10 And sometimes as I mentioned your instructor might link to the various course activities that you'll be completing this week, or they might just state what they are and then you'll have to go and find them.

11:18:22 So the next thing I'll show you is how to find particular activities in your course. So for example, say you know that you have an assignment coming up, you don't know exactly where that assignment was posted.

11:18:36 But you know you want to review the content because it was posted somewhere. So the easiest way to go to specific course activities is by using this course tool navigation here.

11:18:48 And you can go to the specific areas where all of these things are so for example you'll find all of your discussion forums and your course under discussions, you'll find all of your assignments under assignments, all of your quizzes under quizzes.

11:19:02 And you can also go directly to zoom sessions and I'll show you that in a minute. if your instructor has scheduled those within bright space.

11:19:13 So if you click on assignments you'll get a list of your assignments here, because these haven't been made available yet in this course example, you'll just see the list of your assignments, but they won't be available to you yet.

11:19:27 So as assignments do become available. These will be links that you can go directly to, and view your assignments and same for discussions and quizzes and so on and so forth.

11:19:38 Do also keep in mind that your instructors might not make this kind of a list of available to you until those assignments have been posted. So if you don't see anything under assignments or discussions or quizzes.

11:19:52 You know it might be because you don't actually have those pieces in your course. Or it might be because your instructor hasn't made those available yet so as they become available.

11:20:01 You'll see them here. And the grade section is another great example of that as well so this is where you'll go to find any grades that are posted

11:20:12 that as you can see in this example here you know no grades have actually been calculated yet so you can you can see the assignment, but you can't see your grade or your points yet because those haven't been available.

11:20:25 And you might not even see the grade item until that's been made available as well so just. These are things to kind of keep checking back at throughout the semester if you know that these things will be happening in your course.

11:20:40 The final thing I wanted to show you here was just how to access your zoom links and other way.

11:20:45 So as I said if your instructor has scheduled the zoom meetings within bright space. They're going to show up in a nice schedule here, and often the way instructors will do it is they'll create one link for the whole semester so it won't give you a specific

11:21:02 start time it will just say recurring.

11:21:05 So it's up to you to make sure you know exactly one year synchronous lectures are scheduled so that you're able to join the class at the right time.

11:21:13 And you can just click join, and that will pop you directly into the zoom chat so that's another really easy way to join.

11:21:24 Alright. And the final thing I just wanted to show you is back on the Vic homepage here.

11:21:32 And this is just where some really great resources are for students in bright space.

11:21:39 So if you go under the Discover tab. There are some really great self enrollment guides that you can self register for that show you that give you tips on both online learning and then how to navigate the various online learning technologies as well.

11:21:58 So for example, if you have any other questions about bright space. Zoom counter.

11:22:06 Microsoft Teams or any of the kind of technologies that you think has that facilitate your learning.

11:22:12 You can register for one of these guides.

11:22:15 So the 2022 2021 Student Guide to online learning gives you a variety of tips on online learning. This session is also going to be available to you after, but if you have any other questions about online learning you're welcome to enroll in this guide,

11:22:30 and all the ones I'm going to show you are actually featured courses right now so they should be relatively easy to find, but you can also search for them up here.

11:22:39 So to self register for the guide you would just I'm, I'm actually already enrolled in the guide so it doesn't say register but you'll see a button here that says register.

11:22:48 And then you'll be able to open the course, and this will give you lots of tips as I said on online learning how to get started and how to get comfortable with that.

11:22:58 Go back to discover here.

11:23:04 And then as I mentioned, there's also a technology guide so this one is the your Ufuk Learning Technologies. So if you have any specific questions about your, the technologies.

11:23:17 At you Vic, this is a really great resource. There's also the help desk. We also have student technology drop ins, which I'll send you the link for as well.

11:23:27 In a moment, but as I said yeah there's just resources here on bright space soon teams, all sorts of different modules on how to navigate those technologies.

11:23:39 All right, so I think that's pretty much everything I have for you right now I'm just going to stop. Whoops.

11:23:48 Just going to stop sharing my screen for a moment and then I'll pull up the slides.

11:23:57 Sarah somebody's asking if they're in a different time zones or they're not in Pacific Time, can they set that time zone in bright space so that time show up in their time zone or do they have to do that in their own head.

11:24:12 That's a good question. Yeah, I think, like the times are going to show up in bright space so for example like if your instructors saying one lecture is.

11:24:27 That's going to be in Pacific time. But I think when you're actually in bright space. It will like account for one things or do like it's not going to say something is do

11:24:43 at noon.

11:24:46 Like in your like it's not going to adjust the time but it will give you the notification I believe when, when that time, does come up.

11:24:56 That's a very good question though so I think that's something that you would just want to double check yourself because I don't want to be giving the wrong information about that so just, you know, really do make sure that you are paying attention to

11:25:08 your time zone if you're in a different time zone

11:25:14 to maybe keep in mind for everyone is that like when your professors are writing the time in a document or somewhere in bright space.

11:25:21 Like, that's even if bright space might be changing times the written times and documents won't be so it's good to, like, double and triple check, you are in a time zone when things are do.

11:25:34 Yeah. Yeah, exactly. Thanks Nicole.

11:25:39 Other people in the chat so yes in account settings you can change the time zone to see. Okay, awesome. Yeah, that's great to know.

11:25:48 This is a simple of using your peers to find an answer for something. Exactly. Yeah.

11:25:54 Can everybody see the slides here, just want to make sure I'm sharing the right screen.

11:26:03 Okay.

11:26:04 I think I'm sharing the right screen, but I just wanted to post some resources that are available to you so we've got some web resources that are available, one of which is learn anywhere, which is a one stop shop to all of the student resources that

11:26:20 are available at you Vic, and you can actually access this directly through right space as well so I'll send you the link for that in a moment. We also do have some student health resources, which I'll send you the link for as well.

11:26:35 And these are just kind of frequently asked questions about bright space, you know, online exams and stuff like that and these do frequently get updated as well.

11:26:44 So, if you have any like particular questions about bright space you know it's a really great place to check.

11:26:52 We also do offer student technology drop ins Monday to Friday from one to 2pm and that is pacific time.

11:27:00 So if you do have a specific question about bright space or any of the other technologies that you Vic is a really great resource to use.

11:27:08 There's also a learning strategist program through TSI, where you can meet with a learning strategist. If you do have particular questions about how to study or how to manage your time or anything like that.

11:27:21 And there's also the help desk, which is a really great resource for technology support as well.

11:27:27 We also offer a variety of resources for students throughout the semester so our one coming up in the next couple of weeks, is get set up for online learning success.

11:27:37 So that's going to cover a lot of the things we talked about in this session as well. So that one might not be as much of interest to you but if you do want a little bit of refresher, highly recommend registering for that one.

11:27:47 But we do also have workshops on preparing for online discussions, preparing for online presentations how to use Microsoft Teams and collaborating online, and how to use culture as well if you're interested in that.

11:28:02 And then as I mentioned, there's also those guides that I showed you, under discover in bright space so these are really great resources for you about online learning and then utilizing online technologies in your courses as well.

11:28:18 And I'll just post those in the chat, just so you have them.

11:28:27 So those are just the links to the various resources that I showed you.

11:28:33 And I'll pass it over to Nicole.

11:28:36 Yeah, so that works. the end of the content that we have for you.

11:28:42 If you have any questions feel free to throw them in the chat and Sarah and I will try our best to answer them.

11:28:49 And if you don't have any questions, and you feel like you've gotten everything you need. I'm just a reminder that we have a bit of a break in January orientation for the next hour.

11:29:01 So, I guess, depending on your time zone, you can grab lunch if you're here in Pacific time or maybe dinner or breakfast or have a snack, whatever you like.

11:29:11 And we hope to see you back for speed friending at 1230, a chance to meet some of your peers, also want to remind you all that winter welcome is also taking place now.

11:29:22 I'm excited January 3 and Wednesday January 16.

11:29:27 So you'd have.ca slashed winter dash welcome will have, there's a bunch of different events workshops.

11:29:35 Learning Strategies meet other people wellness, all kinds of different things going on if you want to start getting involved.

11:29:42 And then we know this presentation focus a lot on actual online learning, but you may have questions about getting textbooks.

11:30:03 And there's not really a great space and an online orientation for all those questions. But if you head over to our Instagram account at you pick your one, you can pop us the question of the story, and we'll be answering questions in the q&a there all

11:30:16 day. Theoretically, always. But there's a specific q amp a sticker for you all today. If you have questions.

11:30:26 I will also, as the end just have one more poll question for you. I'm just looking for your feedback on this workshop, just, if you can answer this on your way out.

11:30:42 And then we'll also take a look at some of those questions that you folks have

11:30:48 the PowerPoint and recordings of this workshop will be available on our website, a little later this week, you'll get an email.

11:30:58 When that is live. Um, so you will have access to that, that PowerPoint that several of you have asked about

11:31:06 Sarah maybe you can answer this one event offers an account for Microsoft Word. How can they get that.

11:31:14 Yes Sorry I think I just sent a direct message about that but i will post the information about that to everybody so you can just do that through online services, dot.ca.

11:31:27 And I think that's just the link there

11:31:31 should all current classes be listening on bright space, not necessarily yet.

11:31:38 Courses show up in bright space, when the professor of, of course chooses to open it.

11:31:43 So some of your professors may still be making final tweaks or adjustments prior to tomorrow.

11:31:48 So you may not, you may not see that, see all of your courses quite yet and that is perfectly okay.

11:31:56 When causes or in person will tools like bright space still being used. Yes, learning management systems that you may have been used for years now, and institutions across the country.

11:32:10 It's typically always the place that houses your courses and houses lecture materials assignments, things like that. And obviously we're using it more.

11:32:19 Now they were fully online, but bright space will exist, post online learning or back in person as well.

11:32:33 How can I get emails from my ebook ID, where do I log in from and get my password.

11:32:39 So if you're talking about your unit, email, you can log in, if you go to the unit website. That's what to look at online tools at the top, it'll take you directly to the email, and your password is just the same password that you use for anything related

11:32:56 to your net link ID.

11:32:58 So your network ID and password, sort of give you access to all of our you back online tools.

11:33:06 I just like to address one question that did come up that I saw a little bit earlier and it was just how to sign in with SSL and what that means.

11:33:14 So if you see some information about that yes so here's, here's the question.

11:33:21 If you see some information about that that is referring to logging into your zoom account.

11:33:27 So in order to access your zoom sessions and bypass the waiting room and and so on and so forth. you'll need to log in using your you Vic.

11:33:41 Zoom account, and this one is actually different than like a regular zoom account you Vic has a particular education account that all students have access to.

11:33:51 So if you haven't set that up you can do that@ubisoft.zoom.us, and I'll just post that link in the chat.

11:34:02 And another way to log into this is through the zoom app on your computer so if you go to sign in. There will be a button on the side, and also@uva.zoom.us that says sign in with us.

11:34:19 So, and that means single service.

11:34:23 Something I'm not actually I don't remember what that means, but it just means that you have to log in with here you fit credentials, which is your net link ID and password.

11:34:33 and that will directly sign you into your yubico account. So every time you sign into zoom on your computer, you're going to want to make sure you do it through SSL and sign in with your you Vic credentials.

11:34:52 Awesome.

11:34:54 Anybody else have any questions, I know we're a couple minutes over.

11:35:08 It looks like we don't have any more questions.

11:35:11 Thank you all very much for coming. And again, hope to see you later at speed friending, and then any of our winter welcome events, and good luck with your first day tomorrow.

11:35:26 Thank you everyone.

11:36:15 Thank you Sarah.

11:36:19 Oh No problem. Thank you.

11:37:12 For those of you who are left Did you have any questions.

11:38:43 Do you want to unmute yourself.

11:39:04 accurate, one moment

11:39:16 Hi.

11:39:16 Hello, Can you hear me now you're a little quiet.

11:39:33 So you haven't registered for courses yet at all them.

11:39:39 Um, I, I have not. I wasn't notified by me know.

11:39:45 Okay, you should have gotten an email but it might have gotten lost somewhere along the way.

11:39:51 Which is fine because it's not too late.

11:39:55 You know what you want to be taken.

11:39:58 Um, I played for computer science, And I'm not sure what I should take.

11:40:07 Okay, give me one minute.

11:40:37 So I just sent you a link in the chat.

11:40:41 It's a link to you this program planning worksheets.

11:40:45 So if you go to the one that is for the program that you're interested in. So I think you said computer science.

11:40:55 It will essentially give you a list of all of the courses that you need to take for your degree.

11:41:02 So then, depending on what is available.

11:41:06 And what you're interested in, you can sort of use that as a starting point for what you want to take this term.

11:41:26 Okay.

11:41:28 That's okay.

11:41:31 Okay, so this is like, Um, let's see if I take if I choose computer science major. I can just, I just register for the course the stuff listed on the PDF.

11:41:44 Yeah, so if you look at the program planning worksheet for computer science.

11:41:49 It lists, a full year of courses, which obviously you're probably not going to do in one term, but you can use that to figure out what you want to take this semester, I don't know, I'm not familiar with the course offerings so there might be some that

11:42:08 aren't even offered those terms so you have to wait until another term to take, but you can use that as a starting point to try and build out a schedule for this term.

11:42:19 I might also recommend if you are unfamiliar or unsure what you're taking like give it a try register for some today. You can also reach out to an academic advisor in computer science to ask for their help, or just get them some sort of like double check

11:42:37 your courses and make sure you're on the right path sometime tomorrow.

11:42:41 Okay.