

10:31:01 Alright, it looks like most of you have made it in

10:31:10 a few housekeeping notes before you begin.

10:31:13 As you probably just heard, we are recording this session. So folks who miss it or who wants to review can do so afterwards.

10:31:22 If you do not want to be captured in the recording yourself, you can simply turn off your video and then you won't show up. I'm honestly probably won't show up anyway.

10:31:32 But if that's something you're concerned about that is an option for you.

10:31:43 Welcome, welcome to may orientation Welcome to UVic and welcome to our presentation on getting prepared for online learning. I hope you are all excited to be joining our community.

10:31:50 We are excited to have you both here today, and with us for the summer and hopefully longer.

10:32:00 So a few other housekeeping things.

10:32:03 Because there are several people on the call and not all of us have the same internet capacity.

10:32:09 If you find your sound or your video are lagging for the presentation, turning off your video can often help with that.

10:32:18 If you want to change your name in zoom for the duration of this presentation. Maybe it's showing up wrong, maybe you want to add your pronouns, or you can click the More button in your little zoom box.

10:32:29 And that comes up as an option for you.

10:32:33 You should all be seeing closed captions at the bottom of your screen. Those are available to you if you want them. If you don't want to see that you can click the live caption button in that bottom zoom bar.

10:32:47 I mean you can actually hide the subtitles and those will go away. So that is a choice for you.

10:32:56 One other housekeeping things.

10:32:59 Please do keep your microphone muted throughout the presentation. If we're all unmuted. You will hear nothing anybody is saying. So let's just helps you hear the presenter and the things that we have to say.

10:33:13 That is the housekeeping items. So we will launch into the presentation and talk a little bit about how to get prepared for your summer of online learning.

10:33:24 So first, I do want to acknowledge your likely all currently coming to this presentation from different territories across Canada and even across the world.

10:33:35 But I do want to acknowledge that I am currently on the territory of look within people's. That's the same territory that the university stands upon. And I also want to acknowledge the song he's a square mouth and massage peoples whose historical relationships

10:33:48 with this land continue to this day, our relationships with indigenous people and with the land or something that you've it takes quite seriously, which you will likely notice throughout the time throughout your time at this institution.

10:34:03 So now that I've talked for a few minutes. My name is Nicole.

10:34:08 I am going to be one of your presenters today. I currently work with the Office of Student Life here at the University of Victoria. I am also just actually not currently a student I just wrapped up my masters of education and educational technology.

10:34:23 And I have also completed now three different programs online.

10:34:29 So that's a little bit of the rationale of why I am talking to you about online learning today. I also have a co presenter, Alex Warrington, he'll jump in at the end of the presentation wanted to give you a little bit of a break space tour.

10:34:44 So what are we talking about here today.

10:34:47 We're going to start by talking a little bit about what you do on your first day of classes, how do you how do you actually get started what does that mean well then talk a little bit about how to get set up for success with online learning, and then

10:35:02 like I said, Alex will take you on a little bit of a tour of bright space, you get learning management system, which is likely the system that your courses are going to be hosted in throughout the summer.

10:35:15 Um, so I'm going to start by asking you a couple of different questions via pole.

10:35:22 Let me just find my question.

10:35:28 Question one.

10:35:31 You should now see on your screen. Have you ever taken an online course before your options are never. Yes, but only because of covert, not by choice.

10:35:41 Yes, you've taken one you've taken several or maybe you even went to an online High School.

10:35:49 You see your responses coming in.

10:35:54 It's been interesting to see the responses fifth question shift over the last year.

10:36:03 And the poll share the results.

10:36:07 So, it's a little split. I'm over 40% of you have taken at least one online course.

10:36:14 Many of you because of coded and full shift online 25% of you have never taken an online course, there's one person out there who went to an online high school.

10:36:25 So a little bit across the board about your previous experience, which is absolutely fine. Whether you have or whether you haven't, you can definitely learn and still succeed.

10:36:39 Poll question to that I have for you. I just lost it.

10:36:46 So going back to our pre coated world, if you can remember that far back.

10:36:53 What percentage of students do you think took at least one online course in a term. Prior to coded.

10:37:04 There is obviously a correct answer to this question says maybe your first university pop quiz.

10:37:10 But the good thing about this quiz is you don't have to get the answer right there. No grades, it does not matter.

10:37:18 Just a little bit curious.

10:37:22 Few more of you still to answer.

10:37:30 All right, we'll share the results of that one too.

10:37:35 Um, so about 50% of you think it's less than 5% 40% think it's 15%, it's actually around 15%.

10:37:44 Typically, 18%, but about 15 to 18% of students, even before coded we're taking at least one online course per term.

10:37:54 One last test question for you all again, thinking back to that pre coated world.

10:38:03 Pre coded, what percentage of Canadian post secondary institutions do you think offered online courses.

10:38:18 If you wanted to before, could you even have taken an online course at university

10:38:27 sponsors are slowly coming in.

10:38:33 Give me five more seconds.

10:38:39 Alright, we will end that call as well share those results.

10:38:46 Again, guesses all over the map here, which is fine, about one third of you think 50% for the quarter view think 66% or third 40% think over 75%.

10:39:01 In reality, the answer is over 75% pre coded around 90% little over 90% of Canadian post secondary institutions were offering online courses of some sort.

10:39:14 I'm obviously not for every course, but some horses were offered online.

10:39:19 I will stop sharing those results. Close my polls.

10:39:25 And the reason I present you with that information is really just to show you that online learning is not really a new thing. It feels new to many of us, it's definitely new in like a capacity we've been doing it for the last year, but there have been

10:39:41 students doing online learning for at least the past decade, even before then.

10:39:48 The difference is that this year, over 2 million Canadian students have been taking online courses over 98% of his students will take an online, have taken an online course.

10:40:00 And pretty much 100% of Canadian post secondary institutions have been offering courses online in the past year.

10:40:06 But my point really online learning may feel new to you, it may feel like this new thing we're doing, but the reality is it's been happening for years, which means we've had years to figure out how students can best succeed with online learning.

10:40:22 So, let's get into that first day piece.

10:40:26 So, you are hopefully all aware.

10:40:29 The first day of classes for the May term is this Wednesday May 5.

10:40:36 The strange but kind of fun thing about the summer term.

10:40:40 Is that not all classes are sort of the four month term.

10:40:44 So you may actually not be starting classes Wednesday depending on the course you've signed up for. You might be starting a few weeks from now, you might be taking a three week course you might be taking a two month course, really depends on what you've

10:40:57 signed up for.

10:40:59 But either way, sort of those first the first day pieces, stay the same.

10:41:04 So, one more poll question for you, as we start talking about your first day.

10:41:12 Let me find that.

10:41:17 So this one is again not a test. But how many for how many of your classes. Have you already heard from your professor or found your course and bright space.

10:41:28 Do not panic if your answer to this is none. This is not a thing that necessarily should have happened yet.

10:41:35 so don't worry about it. I am just curious as to where you all stand in this process.

10:41:51 All right.

10:41:55 Very few of you have so far. Again, that is absolutely fine. 80% of you have not heard a few of you have heard from at least one course, or from a few of your courses.

10:42:06 I will also note just before I continue with the presentation.

10:42:10 I know, I will throughout the presentation kind of talk about or assume in the language I use that you are taking multiple courses. I also know that that is not true for all of you, and particularly again with the way the summer tournament setup.

10:42:23 You might only be taking one, you might be taking one at a time. Again, totally up to you all options are fine.

10:42:32 But just know I will probably be talking about you taking more than one course. I know that's not necessarily the case for all of you.

10:42:41 So you can do a little any translation bits yourself in your mind.

10:42:46 So, knowing that none of you have heard me professor or seen anything about your courses yet.

10:42:51 Where do you start.

10:42:54 Most of your courses will have a course site set up in bright space.

10:43:00 You may not have checked yet, which is also fine. you may have checked and not seen anything yet also find your courses should show up by the first day of classes.

10:43:13 So, on your first day of class, you should be able to go into bright space and see that course site, many professors don't put them up early because they are still making tweaks to their course.

10:43:23 But on the first day of classes you should be seeing something in bright space, you may get an email from your professor ahead of the day. First day before the first day of classes, you may get an email from your professor, on the first day of classes.

10:43:36 Some professors won't send you an email and we'll assume you'll find the course in bright space. Again, it really depends on the professor, so don't panic if you're seeing something from one professor in one course and not see it from another.

10:43:49 They're all different people, so they approach their questions, their courses differently.

10:43:54 The third thing to think about in terms of finding your courses.

10:43:58 If you are having synchronous courses where you'll be meeting on zoom, any of your zoom links will typically be found in bright space. So again, you'll go into your course site in bright space, find the course link in there and access your zoom session

10:44:11 that way.

10:44:12 Like I said at the beginning, Alex will be walking you through bright space and sharing more information about where you might actually find them in the system later in the presentation.

10:44:22 So, on your first day of classes, what should you do.

10:44:26 The first thing to make sure you know you should actually probably do this before your first day, is whether your courses being offered synchronously or asynchronously.

10:44:35 So a synchronous course for those who aren't familiar with the language is a course where you're expected to show up at a certain time in a certain place, a place online these days.

10:44:48 And sort of attend your class live an asynchronous class is one where there is no expectation that you ever show up live, or simply sort of given or to do given lectures to review and you do it on your own time.

10:45:02 So, hopefully you're all aware of, of what mode your courses are using. But if you are not. When you look at your course schedule in sort of your online services where you registered for classes.

10:45:14 If you look at the time category highlighted in red on your screen.

10:45:19 If your course is a time listed, your course is going to be a synchronous course and that's the time you expected to show up.

10:45:26 If your time just as TBA, your courses likely an asynchronous course. So that's sort of how you can know right now, what mode your course is being delivered in three number two to deal on the first day, again, log into bright space that hub for your classes.

10:45:44 This is where you'll find your syllabus lecture videos assignments, etc. So make sure on your first day you log in and check that bright space course.

10:45:53 Once you have found that bright space course, really the first thing you want to do to get familiar with your course is look for the syllabus.

10:46:01 Sometimes it's called a syllabus, it might be called the course outline, but really you're looking for the document that provides an overview of your course.

10:46:10 This document will tell you how the course will be delivered, it should give you a course schedule, it will talk about the different assignments and assessments, you have to do throughout the course of and give you some other information just about how

10:46:21 the course is going to operate. But this is really sort of like almost a contract between you and the professor about what you expect throughout the term for your course.

10:46:30 So it's definitely the first place you should start to get an understanding of those expectations.

10:46:38 After you looked at the syllabus, take a little bit of time to explore your course site within bright space. Yeah familiar with, where you can find different things, what content exists, how to navigate.

10:46:50 Each course might be set up slightly differently so it's good to go through for each course, but it's a lot easier to try and figure out where everything is and understand everything from the beginning, rather than get a few days in or a few weeks in

10:47:04 and sort of needs to find something, and not know where we're trying to be learning at the moment that you need to find that quiz to do.

10:47:12 If you figure out the layout of those courses ahead of time, it can help you throughout the entire term.

10:47:20 Some courses will have discussion boards and professors may have set up sort of an introductory discussion board, if it exists.

10:47:29 Take some time to post on those discussion boards, share information about yourself with the peer peers in your class, respond to the post of others. This is really a good way to start meeting other people in your courses and making those connections.

10:47:43 So definitely take advantage of that on your first day.

10:47:47 And then the last thing. So once you've hit those first five pieces just figure out what's next. Once you've read the syllabus, you can begin making a plan for the course.

10:47:57 So it's helpful sort of on that first day, once you've seen what you have to do in every course plot out how you're sort of term will look so that you can sort of see the bigger picture for yourself.

10:48:09 Make sure you know your next steps before you sort of go away from those core sites on that first day.

10:48:17 So that's, day one, figuring it all out.

10:48:22 But now you you know your courses, you've got your syllabus you found your core sites. How do you succeed in these courses. I'm sure that's a question.

10:48:32 You are all asking, I like to think you're all here because you want to succeed and you don't want to not do well.

10:48:41 So how can you go about doing that.

10:48:45 Um, so the first thing, this is a little academic and technical, but particularly when you're taking online courses, digital literacy can be important, digital literacy is really just the capabilities that fit an individual for living learning and working

10:49:00 in a digital society that can sound a little complicated. But really, digital literacy is the things you need to know how to do in order to sort of succeed in an online world and to succeed in the online course.

10:49:16 So this is a diagram of seven digital literacy is, but we're really just going to talk about some digital literacy things that are really helpful for you as an online student.

10:49:27 So the first thing that can be really helpful is, it's a lot easier to succeed in online learning, if you know and understand the technology that you're using.

10:49:38 So test practice explore any technologies that are going to be used in your courses before you even need to use them.

10:49:46 So I talked a little bit about like exploring your core sites, that's a great way to do that. If you know you need to use zoom understanding how to use zoom is super helpful, you'll be able to fully participate in your classes.

10:49:59 If you have a class in which you are being asked to give a presentation using some voter technology, making sure you understand the technology platform you're using, before you get to the point where you have to deliver the presentation, can be really

10:50:13 helpful.

10:50:16 If you're asked to use when your professors may have any number of tech tools that they're asking you to use in your course.

10:50:20 But it just be helpful before you get to the point where you're sort of being evaluated on something through the use of a tool, make sure you know how to use the tool makes it much less stressful.

10:50:31 Don't be afraid to experiment with your tech tools.

10:50:35 You are all probably from a generation where this is a lot easier.

10:50:39 I know I find with my parents, they will not experiment with tech tools, if they don't know how to use something they're not going to click on anything.

10:50:46 But don't be afraid to click on buttons see what they do, test things out. It's really hard to break most tech tools.

10:50:53 So just test them to see what they can do for you.

10:50:56 And then, if you, if you're having trouble with something if you can't figure something out. Google is always a great place to go to solve your problems.

10:51:05 Again, you are probably all well familiar with that method. And then if you're really having trouble with something particularly a yubikey tech tool. Music has a computer Help Desk, they can always be email that helped us@youtube.ca.

10:51:18 They're great at solving problems, they're very quick at sending your responses, but can also help you figure out your technology tools.

10:51:28 Again, I think during Alex is part of the presentation I'll also point out some other human resources that can help you get to know the myriad of tech platforms that you've it has available to our students.

10:51:42 The second thing that is very helpful as a student.

10:51:46 Honestly, both as an online student, and during your face to face class classes of is to create systems that will work for you.

10:51:55 First, create a note taking system that works for you, with online courses, it's sometimes extra complicated if you like to have notes and your lecture and any other things you have open, but create a way of taking notes that works for you during your

10:52:09 lectures, create a file system that works for you as well.

10:52:14 If you can only see my presentation right now, but if you were to also look at my desktop. There's kind of files everywhere. I do have filing systems sometimes files don't make it in the files that aren't in the filing system are often very difficult

10:52:28 to ever find again, and a bit of a struggle.

10:52:32 So I highly recommend setting up a file system that works for you for your classes. That might mean a different file for each class that might mean files within your class files for assignments for lecture notes for extra study notes that you make whatever

10:52:46 works for you it's fine to do sort of your own thing. But set up something so that your notes aren't all over the place for you.

10:52:55 When setting up that system. Don't make it too complicated to use the more complicated the system is, the less likely you are to actually use it and follow it and the more likely you are to end up back on the 8 million documents on your desktop.

10:53:11 And also, don't be afraid to change whatever system you set up if it's not working.

10:53:15 One is one of the key things about being a student is really to take an experimental mindset to it. Try something, reflect on it, ask yourself if it works.

10:53:24 If it doesn't, try something else that goes for both setting up your systems that goes for any study strategies you have, don't be afraid to experiment and try new things to figure out what really works for you.

10:53:38 A tip number three is try and find the shortcuts.

10:53:43 Tip number three is try and find the shortcuts. Don't waste time waste time doing things the wrong way over and over and over again. I'm trying to take time to figure out a better way.

10:53:51 Most most technology things. If it feels like it's taking forever. If it feels like it's too complicated. There probably is a better way. And if it's something you know you're going to have to do again and again and again, finding that way makes life

10:54:05 so much easier down the road.

10:54:08 This could be learning some quick keyboard shortcuts.

10:54:12 I think we're all well familiar now with Control V for paste control C for copy, but the number of keyboard shortcuts out there is like sometimes feels exponential.

10:54:24 So if you're finding this something that you're doing again over and over again, finding shortcuts.

10:54:28 Both keyboard shortcuts, there's my Microsoft 365 tricks, there's probably bite bright space tricks you can find.

10:54:36 But if you can spend a little bit of time trying to figure out how to make those things you do over and over again a little bit easier.

10:54:43 It just makes everything a little bit easier.

10:54:47 So, last poll of this presentation.

10:54:52 See if I can find it.

10:54:56 We're switching to talk a bit about time management.

10:54:59 So for every hour that you spend in a lecture. How much time do you think you should spend studying outside of that class.

10:55:18 options are 30 minutes, an hour, two to three hours, or five hours.

10:55:28 All right.

10:55:31 I like it when you all get this one right, it's a good sign when you have this in your head from the very beginning.

10:55:37 So about 70% of you said two to three hours, that is sort of the recommended guideline. So for every hour that you spend in the lecture, you should anticipate spending about two to three hours on that class outside of a lecture time.

10:55:52 That time might be spent doing pre lecture readings, catching up reviewing your study notes, working on assignments, sort of spending the time studying to get that information in your brain.

10:56:05 But you have three hours, but if your course is asynchronous, this becomes a little like it's not quite as straightforward, because you don't have that lecture time in the same way.

10:56:17 But the time breakdown really does sort of end up being the same, you'll spend a boat. Spend sort of like that hour doing the lecture. So reviewing that lecture material watching your lecture videos however they're presenting that asynchronous content

10:56:33 to you. And then in addition to that, you should still anticipate spending two to three hours, sort of on that additional studying or reading time.

10:56:44 But it's great to see that many of you have heard of that time frame in mind from the beginning.

10:56:51 When it comes to time management and online learning.

10:56:55 Research has shown that students often underestimate the time commitment and the rigor of online learning.

10:57:00 This is why I think it's so great that you all, many of you answer that question correctly, but it can sometimes feel with online learning, because you're not going to go into a space because it's not like defined in space and place it can feel a little

10:57:14 nebulous or like something that's you're less, you're even less committed to not just like exists over there, and not something that you're like doing every day.

10:57:26 But it really almost obviously depending on your course and how its structured but it should be something that you're regularly engaging him.

10:57:33 I'm so getting that mindset that just because it's online, doesn't mean it's any less work or less rigorous, or the expectation is any less than a face to face course.

10:57:44 One of the other things that can be difficult for students when it comes to time management and online learning. Is it time to simply less structured for students in online learning than it is for on campus learning, there's just there's this feeling

10:57:59 of difference between moving from class to class.

10:58:04 That idea that should have, you go to class in this location, and then you go to the library afterwards.

10:58:10 The fact that your time feels less structured can make it feel harder to get things done.

10:58:16 And then the other thing that students sometimes struggle with, or find a little bit challenging in terms of time management online learning is there's just less peer influence on how you spend your time.

10:58:28 Often when you're in an in person class or face to face class A you're talking to your peers all the time, the beginning of class at the end of class.

10:58:36 So you're getting a really good idea of how they are spending the time and how they're studying and how they structure English today and you're also getting an influence on Oh hey, I'm heading to the library to do my assignments, want to come with me.

10:58:49 Or I'm heading to the Catholic let's chat about what just happened in class, you kind of lose I'm online learning. So you need to find ways to get it differently than you do in face to face, and it takes a little bit more effort, but it's certainly still

10:59:04 doable.

10:59:07 Um, so a few tangible tips for time management.

10:59:11 The first is to make sure you have an accurate time estimate of how long things will take you.

10:59:16 So to start, check in with your professor about what their expectations are for your course that two to three hours expectation is a general one, but it helps to know where your professors are expecting from you, for each course you're in.

10:59:31 Something else to get help you get an accurate time estimate is at the beginning of each week. take a look at what you have to do that week for each course and determine how long you think it will take each week, like, each weekend and online course may

10:59:44 not be the same. If you're taking a short course each day in an online course might not be the same.

10:59:51 But taking the look ahead to see what you need to do and to try and figure out when you're going to do it can be really helpful.

10:59:58 When your time st estimating, I always recommend overestimate the time you think something will take you.

11:00:05 I know for myself, I'm always like, I can totally do this assignment in an hour and then four hours later I'm still only 500 words into my 700 word paper, everything always seem to take longer than you think.

11:00:18 So it's best to just sort of build that extra time in from the beginning.

11:00:25 I'm super helpful to create a weekly schedule for yourself. Again, depending on the length of your course. You may even want to create sort of a very rigid daily schedule if you're in a shortened course, but make a plan for every week, look ahead at the

11:00:42 week figure what you need to do, and actually map out on your calendar when you plan to do that. So put any synchronous luxury of time putting the time on your calendar, where you need to do that pre lecture reading, put in the time on your calendar,

11:00:56 when you think you're going to do that assignment, putting the time for any other life things that you have going on. Never forget those. And then once you've created the weekly schedule.

11:01:07 Try your best to stick to the weekly schedule.

11:01:09 I know again for myself. I am very good at making weekly plans. I am often not very good at sticking to the weekly plan and I always try and move things around.

11:01:19 But my wig always does go better when I try and stick to the plan, things will go awry.

11:01:44 Just revise your plan, but the more you can at least attempt to stick to it, the likely the more successful you'll be in that week.

11:01:36 The third thing to do, and it kind of goes into what I was just saying, but when I was talking about sort of challenges with time management, often that structure piece is a challenge.

11:01:46 So do whatever you can to create structure for yourself. So like I just said, this may mean designating regular times to work on specific courses or specific aspects of courses, maybe every Mondays when you do pre election reading, maybe Thursday's are

11:02:03 really your assignment days, whatever works for you. And it may be bits and pieces on days, really trying to create a regular rich infrastructure for yourself can really help try to create a designated study spot in your home, if that's an option for

11:02:20 you.

11:02:21 Your brain sort of gets in the way like it thinks, Oh, I'm sitting in front of my TV, must be TV time. Oh, I'm lying in bed must be sleep time. So if you can create a space in your home where you're always studying.

11:02:36 Once you go to that space, your brain will start thinking, Oh, it's study time, which can be really helpful to sort of get you in that mindset.

11:02:46 And the last thing is trying to schedule regular study dates, build relationships with people in your courses, or maybe even with friends who are in different courses, instead of times to maybe be on zoom together while doing work, maybe you're not necessarily

11:03:01 talking to each other or talking about the subject matter, but just being in a space of virtual space with someone else doing similar things can again, help you sort of have that motivation, or that commitment to do the work and get their work done.

11:03:19 The final tangible tip for this time management section is to reduce your distractions, the online world is nothing but distractions.

11:03:30 No matter where you go on the internet through our fun things that you can find.

11:03:35 obviously it's not helpful to be distracted when you're studying.

11:03:49 I'm so struck by trying to identify the things that you find super distracting are the things they are your time sucks. This might be Netflix, this might be Tick tock, this might be a video game, but identify the things that you really get sucked into,

11:03:54 so that you can find ways to reduce or eliminate these distractions during your study time. Obviously there are going to be times where like, yeah, Netflix can take all the time you want.

11:04:04 Once you've finished your assignment,

11:04:08 but maybe not before you started the assignment. So once you've identified your times let's find ways to reduce or eliminate these distractions during your study time.

11:04:17 This might be your studies zone is a phone free zone, this might mean you consider setting up website blockers so that know if you're the type of person who just all of a sudden on Instagram and you don't know how you got there, setting up a website blocker

11:04:31 to block you from those places might be helpful.

11:04:34 Using a time tracker, especially at the beginning of your term might be useful for you if you feel like you don't know where your time is going.

11:04:42 So finding any way you can to reduce or eliminate those distractions will make the time you spend studying more productive.

11:04:51 The other thing that be challenging and online learning, but again, also can be overcome, is building community and peer connections. I'm so students and online learning, often find it more difficult to connect with other students left because one to

11:05:07 one interactions are rare. It's hard in a Zoom Room to turn to the person next to you and ask them a question, they are in a square and actually very far away.

11:05:18 So the building that connection requires greater effort and intentionality than it often does in a face to face, format, and it can often be challenging because interactions are more drawn out.

11:05:30 Instead of asking a question to the person beside you and getting an immediate answer might be sending them a message or sending an email and getting the response takes longer.

11:05:40 But like I said, it's not impossible to build connections and an online course. So a few tips, don't be afraid to be the first one to reach out.

11:05:50 Use your course discussion boards within your classes to connect with peers to ask questions to build that community.

11:05:57 Create study groups for your courses, visit your professors office hours. So again, building community is not something that just happens of its own. You really do have to put effort in to try and find those people and to be in spaces with the people

11:06:12 you want to build that community with, um, so being the first one to take those steps, even help do that for sort of all of your classmates as well

11:06:23 use the tools that you have available to you to help you build those connections. So, as you likely all know you have a you that zoom account. Some of you are using it right now to be here in this session, but you can use zoom to plan virtual setting

11:06:39 with your peers. That's a great way to connect, you're probably already a social media expert, you know how to find people on Instagram On Facebook, whatever your platform of choice maybe find your classmates in those in those platforms and in those phases

11:06:57 and connected that way as well. That's also a great way to get to know the best people, but also have people to rely on to message when you have questions about your courses.

11:07:08 So what is my tips for online learning. I hope you found that somewhat helpful I hope it helps you succeed for the term, but like I said at the beginning, the other thing that is super helpful is to understand the platform that your courses are taking

11:07:22 place in. So I'm going to handle the rest of the presentation over to Alex, who will give you a bit of a tour of our bright Space Platform.

11:07:32 Great. Thanks, Nicole. Lots of the world we really great tips there, I hope.

11:07:41 A couple of them were going to be helpful for you, for the term. So I'm just going to share my screen here. Hopefully everybody can see that so I'm going to run you through a very quick great space to work, so I only have about 20 minutes.

11:07:51 And as you can imagine, that is not going to be a lot to cover than the breadth of brain space but I will direct you to some resources afterwards where you will be able to go through and learn at your own pace or come to workshops that kind of thing.

11:08:05 So today, we're going to start with the brain space homepage, I'm going to show you what it looks like and how to kind of navigate through it, including setting up personal preferences.

11:08:17 Finding your courses, that kind of thing. Then we'll jump into a course and I'll show you what a potential course could look like. Again, just keep in mind what I'm showing you is very general, and each individual instructor is going to set up the course

11:08:30 their preferred way. And so, as Nicole mentioned earlier that your syllabus is going to be your best friend and being able to help you navigate what you find in bright space.

11:08:40 And then finally, like I said some student resources within that. So let's jump over to bright space itself. So, this is wonderful great space to log into it.

11:08:53 The best way is to go to break new.ca that will take you there. From there I would highly recommend bookmarking it.

11:09:02 That will definitely help you navigate through and find your kind of your individual courses you can also directly bookmark two courses, if you like, but otherwise we'll go from there.

11:09:16 But otherwise, you can go from there. So, right off the bat, you can see, because of my permissions I have a lot of courses you will not have this many, but there is this wonderful My Courses tab, it is divided by different terms.

11:09:30 So if you are looking for a specific term you can find the specific term, or you can go to all of you don't have this many or there is actually pinned and I'll show you how to pin things in just a second.

11:09:45 So this is very useful for the courses that you're currently working on and then of course you can understand them as you're done with your term.

11:09:50 So if you are looking for a course and you cannot find it in my courses. The other option is to go up to what we call the waffle here looks like a little bit of a waffle.

11:10:00 And you can search for your courses and go through as they pop up.

11:10:05 They will show here and that's where you can in your course kind of the initial time if you want, or you can do it directly from the site over here, if you just click on the three ellipses, and in there.

11:10:19 If you cannot see your course at this point that is because the instructor has most likely not made it active for students do not panic.

11:10:28 Sometimes you're putting on final touches, and that they are just kind of going through and making sure that it looks good for you.

11:10:42 nother thing on the homepage here is announcements, please pay attention to this. As announcements come out we post them here this is for the general brain space community within your courses I'll also show you an announcement those will be specifically

11:10:52 for your announcements there.

11:10:54 There is a bit of a calendar that works across areas and kind of some email notifications that kind of thing so do scroll down there is more information there, depending on how many courses that pop up.

11:11:08 There are three sets of notification within bright space at the top here hopefully everybody can see this under the wonderful little envelope, there are instant messages and email.

11:11:19 So if you have one of those you'll see a little thought. The next one over here which is kind of a little speech bubble is discussions and things of the light so you get responses here discussions, those will pop up in there.

11:11:32 And then finally notifications and this covers a wide range of things from grades being posted.

11:11:50 your notifications. So, under your name.

11:11:52 You can see that there are three different sets of options under your profile. This is where you can upload a picture a little bit of a hobby interests, those kinds of things.

11:12:03 If we go into notifications, this is what links to the bell.

11:12:08 And you can really change what's going through so there is a pulse out that you can get. It's free, that will also help you with navigation and notifications.

11:12:18 By you can see your preferred email, you cannot even though it says you can change it here, you cannot change it, you need to go into my page off of UVic and change your preferred email that will then auto update in the brain space.

11:12:33 You can register your mobile if you'd rather have your cell phone, kind of your, your active. And then if I scroll down, you can see how often you get summaries daily, weekly, and what how you want to get those by email by message.

11:12:47 And you can see there is a wide range of things so different comments announcements assignments and content grades, all of that kind of stuff can be managed within your particular preference, and that will update which is showing up here.

11:13:04 Finally, there are some account settings. So for some of you that are working across different areas then Pacific Standard Time, you may want to go in and change what your default time zone is, and see it here.

11:13:19 Because brain space is smart enough to know that what an instructor posts is your deadline will go in there, but it will update for your time zone, please please also make sure to check your syllabus because they're not always going to be updated correctly

11:13:35 so you just want to make sure you sign in there. Again, there's some additional options for your discussions so how do they show up the phone and email, as you go forward.

11:13:48 Those are all individual preferences for yourself. If you want to go back to the homepage at any point just clicking on the symbol of course to get back to the main homepage, great space.

11:14:01 I'm just going to pause very briefly to let you know if you have any questions feel free to ask them and I'll either get to them to the end, or come up like in a moment.

11:14:12 So, with that said, that's your wonderful homepage. Let's jump into course.

11:14:19 So, I am going to jump into the brain space orientation course here, so I'll just go on to the homepage of its.

11:14:29 As you can see there is a bit of a navigation again carrier course announcements that are very specific to the area.

11:14:37 There is some calendar information, again, in this situation and would be specific to the course, and then a bit of a quick link for Content Navigator.

11:14:46 This is useful but I find that the Content button up here at the top along the top works much better than kind of this Content Navigator.

11:14:56 So with that, let's jump into our wonderful content.

11:15:04 So I'm very easy to navigate around table of contents will give you an overview of everything that is going on in your course and will not scroll through it but that gives you a quick link for everything along there, otherwise you can use these individual

11:15:21 modules that they come up. So if you want to go to week one, you can jump directly into week one or even find it under here.

11:15:29 There is a couple of things I would like to point out, there is bookmarks so if you ever bookmark anything they will pop really in there and there is quite often course schedule, they'll give you an overview, this is not always used by instructors but

11:15:44 quite often, it is and it gives you kind of a quick helpful view of what's going on with in the area.

11:15:51 I'm also very first module is usually an introduction module in here, there should be a number of things, hopefully there's a bit of a welcome to the course, with a bit of an introduction.

11:16:03 If I click on that, that will take me here.

11:16:08 So you can see territorial acknowledgement, a little bit about the course learning outcomes, those kinds of things. There are two ways to navigate through content, I would recommend using your arrows this one we don't miss anything.

11:16:22 But there are also breadcrumbs, or you can go back to equity of content to do it. At this moment, I'm just going to use your own that will move me into the next topic within the module.

11:16:33 And you can see, you know, there might be a bit of a schedule due dates materials, this is also hopefully where you see a little bit of a syllabus.

11:16:42 I'm going through should also show you there are a synchronous or asynchronous things that you need to do so for synchronous that might need sessions and you need to attend.

11:16:52 there could be something around expectations University policies.

11:16:58 Please, please make sure you go read through this, this is to kind of mimic the syllabus a little bit. And it's very possible that if you're totally asynchronously not meeting, any point, that your instructor will have expected you to walk through all

11:17:13 of this, I would walk through it even if you're eating as a group. Just familiar with it.

11:17:21 And then again some quite often they'll be some help sort of technical difficulties, kind of start there might also be some office hours, or some q amp a.

11:17:32 so in this situation this links directly to the discussions, which will show you how to navigate as well. The nice thing about the content within it, is if the instructor has chosen to do so.

11:17:46 They will have links within the content that links to the actual course tools, and by Course Tools I mean the discussions, the assignments the quizzes.

11:17:55 Zoom sessions or any else, any other thing that we will use like surveys or crowd mark. And so by following with the arrows through the content, one after another, you will be sure that you haven't missed anything within the course itself.

11:18:10 But you know as you become more familiar because hopefully, taking a course tip and you've jumped in, he played around a little bit, and you've gotten to know things.

11:18:20 You then may just want to directly link to them so you could jump into week one topic, and go oh, there we go, here's my week one overview. Here's an activity you can see it's a discussion topic and so I need to know that I can go in into the discussion

11:18:33 topic, fill it out start the new thread follow the instructions are there, or if you wanted to and you knew you had to do that you could go directly into the discussions and show to it.

11:18:45 However, I'll show you in a second why that is probably less useful when going through the content itself.

11:18:53 Just a couple last little things with the content.

11:18:57 The Zoom sessions may show up in here. And so again, you'd have to sign into the zoom and join any zoom sessions. So if the instructor is chosen to they may have a lot of weight.

11:19:09 Wonderful laid out parts within the discussion within the week, or they may not have the content may just very much be around material that you learn, or what's going through and so you will have to navigate yourself directly through what we call the

11:19:26 Course Tools. And there are a couple of different ones we will start with discussions, and I'm going to be very quick on this physical and I only have 20 minutes so please get yourself familiar with all of this.

11:19:38 You can see under here I've got all the different discussions. But if you notice the group so weekly discussion topics are underneath my general forum.

11:19:47 If I go down there may be a q amp a there may be a helper with a conversation cafe that kind of stuff. So you can see that it would be that they have a lot of different threads, it can get very confusing and so hopefully they've got something content

11:20:01 directly through it, but just, it will depend on the individual group.

11:20:05 Again, assignments, this will list all the assignments that they have released. Please note, they may not release the assignments until they've got them sorted out or further into it quite often they want to not overwhelm people at the beginning, and

11:20:18 so they will go through other people will have all their assignments listed right here is the syllabus should have everything listed.

11:20:26 Even if it doesn't show up in bright space itself. Again, same thing with quizzes, it may or may not was business depending on how they got the release function.

11:20:36 So it makes a future quizzes and less them all in may not list the ones that are there. And as you go through.

11:20:43 So that is where you will find everything within your kind of your, what we call activity so your surveys, your quizzes your assignments your discussions, those kinds of things are within their only.

11:20:59 Most people are going to be concerned about grades, as we go through. You can see that you'll have your grades will show up here, it will give a list of the points and go through and then potentially the percentages and then finally, there may be a cumulative

11:21:13 grade at the end. That will be up to the individual instructor to go through. As always, if you see something that is incorrect from what you've got. I would reach out to your instructor.

11:21:23 This is part of being class and being dedicated to your course is taking a bit of responsibility with what you see and quite often instructors we make mistakes.

11:21:34 And so we do our best to go through, but just, you know, reach out and say well that's not what I saw here.

11:21:42 May I asked why what's going on with that now I would say that would be the same thing all the content.

11:21:50 I'm going to pause and ask if there's any instructions that was a very whirlwind around.

11:22:08 First content.

11:22:01 Hey Alex, and we had a few questions in the chat. Um, Yeah, so the first one was asked by Ruby, um, do you offer one on one, help with computer learning.

11:22:13 I was told that once I am accepted I will get assistance and I referred Ruby to the computer Help Desk but I was wondering if there's any other resources.

11:22:26 Yeah, that is definitely a great for search for help desk is there for all students to help with any technology across the board, myself, and I forgot to introduce myself so I'm My apologies for that.

11:22:35 Because of course I didn't put the slides so you get into it.

11:22:38 I work at technology integrated learning which is a department within learning and teaching support and innovation. And we do offer student workshops we do offer drop in support for students and that kind of stuff so I will get to that and I will show

11:22:54 you how to do it so there are there are lots of options there as well.

11:23:00 Okay, thank you. Um, the next question was from owner and was saying that they're on the waitlist for courses starting in July, and they're worried about jumping into bright space and getting a textbook last minute, if people would maybe drop the course

11:23:15 at the start of the week, would I be able to go into the course I'm bright space as a waitlist and student, are there any tips you'd recommend.

11:23:22 Yeah. That is a great question. We whitelisted students can get access to bright space, again it will be open to when the instructor allows people into the course.

11:23:33 So quite often. Some instructors will have a first ready a month ahead of the time and will read slowly release it to the students.

11:23:40 Other times instructors want to kind of hold back access until the last minute and you may not get access in there. If you're wait listed, just like a regular class, I would attend sessions as best you can, for everything.

11:23:54 As that will make sure that you don't fall within your classes itself so again go through your weekly topics, and make sure that you find syllabus, see if anything's do intro discussions, those kinds of things would all be very important and attendance.

11:24:13 All right. Alright, thank you. Um, I'm seeing a few more questions pop up. And I'm not sure if this is the best time Is this the q amp a session or will is open or short resources and then we will go through.

11:24:25 We do want to mention something else about upgrade space in general, there is the ability to hide topics and so even though you can see here within our course content.

11:24:35 I've got all my topics week one week two week three all the way down to week, 12.

11:24:41 Some instructors may actually have the choice to hide those and may only release some week, the week and kind of offer a little bit more return. They may also not been structured week one they may be structured by date so may 3 to the night, or they may

11:24:57 be saw structured around kind of groups of content and really stopping. So there are a number of different ways that each instructor can handle the way that they've created a great space and personalized for their words that they feel is the best to support

11:25:10 students.

11:25:11 And again that's back to Nicole's getting to know your course getting to know the technology and going through. I would also recommend, as I mentioned earlier, get to know your syllabus because that will really help guide the questions that you may have

11:25:23 for your instructor. They see we've got a final little, you know report that I have to write I don't see it within the assignments, you know, we're going to talk about those so again just taking a little bit of personal responsibility for what you see

11:25:44 in the course. And if you don't see an embrace space maybe just some quietly where it is, or when we come up.

11:25:43 Yeah, so it's very possibly you will get access to the course kind of the first day.

11:25:49 So, um, there are a number of different resources, I will jump over into this cover if you go back to the homepage you can see up here there's this wonderful little button called discover and have a bunch of free courses for students.

11:26:02 There are a number that I will mention.

11:26:04 But if you go into discover so for instance there's the 2021 Student Guide the online learning, I would highly recommend that you go into it.

11:26:13 If you go in here there will be a wonderful little button that says enroll and course and then after you're enrolled in the course you can actually just don't open the course, and that will take you into the topic, this person particular gives you a lot

11:26:26 of little wonderful study tips, as well as kind of the layout. Again, if I go into the content here you can see Welcome to spring 21 with the update that for summer 2021.

11:26:39 But there are two sort of populate so what to expect, go through so some of this will be repeated what you've heard some of it will be new so your new learning technologies, go through.

11:26:53 I would also like to point out this is a great example of what we call the new content experience you will notice that it looks a little different than the layout here, and your instructor may choose to use the new content experience or the classic content

11:27:06 experience both have some advantages over the other and so it's up to the instructor to go through so again that's this kind of thing to know if I go back to discovery.

11:27:17 Initially I will find another one it doesn't come up in your favorites, another one I'd recommend is very new that learning technologies. If you just search for learning technologies, under the Discover tab, you can find this one and go in here and this

11:27:31 actually covers everything above and beyond bright space. So, very useful. This has some content around zoom around teams around a lot of other technologies that you may use to help her proud mark those kinds of things so again if you're unfamiliar with

11:27:50 some of those technologies. I would highly recommend signing up for this discovery course and going in and going through and taking a look at different things so they will help guide you through it.

11:28:02 Finally, a few other resources we have a have a you can see right here under the resources if I click on it. This will take us to our WordPress or see, we have academic integrity online conduct, as well as teach and learn anywhere and these are absolutely

11:28:20 great resources. These have been built predominantly actually buy a lot of students who have a lot of wonderful information on different academic support online tools bright space serum all of those kinds of things, as well as some different areas including

11:28:35 our wonderful learning strategists that you may want to engage through and return. The nice thing about this versus Google is that these have been created specifically for your next iteration of our technologies and so when you Google that is useful but

11:28:48 sometimes it will show us things that we don't have access or have not enabled within our technologies. And so this is quite useful for being able to find your different areas within their.

11:29:04 With me here.

11:29:06 I am going to switch

11:29:11 back to my slide.

11:29:29 So we've gone over how to find things within bright space, what does it look like, and go from there. Finally, our resources so as I pointed out, we have learn anywhere, we have our student health resources within their for hands on support we do offer

11:29:43 students, knowledge and drop ins, we have those learning strategist and again the computer Help Desk go through, if you were looking for the drop in times we are just creating new ones because we're in doing the term but those will be posted in the discovery

11:29:58 page under the technology. We also offer workshops, those can be signed up for WordPress, perhaps through learning Central.

11:30:06 So some of the things we thought is like getting set up for success which mimics this in many ways, preparing for online discussions online presentations how to take quizzes, those wonderful stuff.

11:30:16 And again, just because I think they're super important I will again remind you about those discovery pages so I know that was a whirlwind. And I know their questions.

11:30:35 we had a question from keep asking about VPN.

11:30:39 She asks, Do I need to have a VPN which is locally set, I'm located in New Zealand and a prof mentioned that I would need this in order to be in class.

11:30:49 I'm, depending on what technologies are, they are using or bright space, no.

11:30:56 Um, with that said, I do know that for instance I believe they're coming from Mainland China, you may need a VPN to be able to access bright space just because of the Great Firewall.

11:31:09 But that would be something that you can talk to individual instructor or reach out to computer Help Desk, they would be happy to help you with those as well as if you using any specific technology courses that maybe our department doesn't support, you

11:31:25 may need VPN for them. So the short answer is most likely not that there are definitely exceptions.

11:31:31 Work with your instructor in the computer Help Desk, and they can help you navigate those.

11:31:37 Perfect. Thank you.

11:31:39 We have another question, right, Elena, just the time for this person is up.

11:31:46 For those of you who have unanswered questions, feel free to stick around, we can keep going through them.

11:31:51 Alex, you may have somewhere to be I don't know.

11:31:54 But we can stick around to answer those.

11:31:57 But for those of you in the presentation who may have had other places to go.

11:32:03 I want to give you the chance to do that.

11:32:06 Before you leave, I have one final poll question for you.

11:32:10 I'm just asking. After attending the session, do you feel more prepared to begin your studies at you bit.

11:32:16 So if you want to answer that for us before you head out, that would be appreciated.

11:32:23 You do, for those of you spending the entire day at the orientation with us.

11:32:28 This is know your lunch break until 1230. When you can come back for I forget we've officially called it, but essentially your social time. I will give you some time to meet other people.

11:32:42 So if you feel like all your questions have been answered and want to head out. We will see you back at 1230. If you still have questions because we do have some unanswered ones as Elena was mentioning in the chat.

11:32:54 We will stick around and keep answering.

11:32:57 So thank you all for coming. Eleanor if you want to let us know your next question.

11:33:02 Go ahead.

11:33:05 Thank you, Nicole. Um, I was just going to go back to Monroe's you asked on bright space when I go to the waffle, it shows me that I do not have access to any courses.

11:33:16 I'm assuming that this is just maybe that the courses aren't available yet but I just want to ask him. Yeah. That is correct. They should.

11:33:25 As soon as the instructor makes another students go through.

11:33:30 This is also a good time to maybe say double check and make sure you are indeed registered for the course. And it is the right section and that you typed in kind of the right thing within the top when you search for it.

11:33:42 Those are all options within there, but I'm going to say probably 95% of the time that you're checking can see it it's because the instructor hasn't made an octave.

11:33:52 If Wednesday rolls around, and you still don't have access to it, then I would start kind of taking a walk, and maybe reaching a computer helped us.

11:34:03 Awesome. Thank you.

11:34:05 I know, Ruby, asked a question that it went very fast. I'm just a reminder we did record this so you can go over what we've done before.

11:34:14 Again, as well as on those discover pages, there is a lot more in depth, self paced, kind of information for you to be able to go over and learn bright space for other technologies within there, and I would highly recommend going through those.

11:34:29 And then if you have any further questions you're welcome to reach out to their help desk or any of the other supports.

11:34:42 can I sneak in here with a good question.

11:34:45 So I bought a textbook for psych, and the instructor hasn't set anything up yet. So, on the online learning it's kind of connected through the Macmillan portal with UVic somehow I believe.

11:34:59 I'm just wondering, because I set it up before the class was set up as I was setting it up, it was saying, it can connect with the instructor the professor the course is am I going to have to go back in there some way to connect to the professor to the

11:35:19 course because I kind of set it up. Isolated as its own entity or. Yeah, great, great question. Again, I'll give you kind of the general answer, because there may be specific like change that currently within bright space we don't have a lot of integration

11:35:31 with textbook companies just student most textbook companies being information being housed in the United States and so do the privacy and PIPA. We're very careful about what systems we integrate within bright space directly from our level course level

11:35:49 and instructors have slightly different access and kind of permissions that they can allow within that so it's very possible that you'll probably find that there may not have been kind of a direct interaction.

11:36:01 But again, I would just talk to your instructor and see what in their particular course there. Cool. Thank you.

11:36:08 Welcome.

11:36:10 Discover is found at the very top, if you go into great space and go to the main event page there's announcement calendar my media, and then discover, next to the resources, so it's right off the main page on the top

11:36:29 three able to find the margin.

11:36:53 No worries. Any other questions around bright space or anything else, I know.

11:37:02 Now's your chance.

11:37:04 Later is also your chance but now's a great chance.

11:37:16 Hi, this is Ruby So, um, could you please tell me, is there a recording, like a YouTube, I know there's some of the, you did have a recording the other day there was posted in the third that I watched which was great.

11:37:30 Would there be a recording of how to access online learning, like on YouTube that would just kind of go slower and I could pause it for somebody like me I'm going back to school.

11:37:40 It's been a long time.

11:37:43 And I'm not tech savvy and I'm not social media savvy either accept it was an Instagram and that's about it, and zoom here.

11:37:51 Yeah, I believe this session itself is being recorded and will be posted on the events page, I don't know if it's posted anywhere else but Nicole might be able to answer that better than I.

11:38:03 And you can pause and, you know, password is easy necessary for this recording of this particular session.

11:38:11 Thank you.

11:38:12 We will have this recording up within the next couple of days.

11:38:17 Alex or any of your or any of the workshops that you folks offer. Do you have recordings of them available, we do and they are generally all posted within our music helps so if you go to learn anywhere or teach anywhere and search for what it is particularly

11:38:33 that you're doing.

11:38:34 We don't have.

11:38:37 Wait.

11:38:38 This is a really good overview I think of online learning in general, we do have some more stuff about brain space specifically for zoom and some of the other online technologies.

11:38:48 Those are available through learn or teach anywhere.

11:38:53 And again, if you are struggling to find one, you're more than welcome just this email computer help desk so help uvic.ca, and they will direct you to the right area or they will send you to our department who will direct you to the right.

11:39:08 So we're always happy to help and offer support.

11:39:15 We don't want anybody flounder.

11:39:26 So anybody else have questions.

11:39:32 You're still here I'm very impressed you've stayed all this extra time.

11:39:52 Well that's a question.

11:39:55 You've x current messaging is that the plan is to, we are planning for a full return to face to face, learning this fall. And so the hope is that public health, public health measures will allow us to have face to face courses.

11:40:13 That being said, we also know that there are some students for whom that is likely like face to face is not really going to be an option, we don't know if international travel will be a thing for international students, things like that.

11:40:29 So the current messaging is that they are looking at also offering sections of courses online so that students do have that as an option.

11:40:39 Really the best answer is that once the timetable for the fall and winter session is released, which should be later in May. You will really have a good idea of what is being offered face to face or online for that fall term.

11:40:56 So, there is messaging, online about their plans, but really once that schedule comes out at the end of May you should have a much better idea of your classes.

11:41:08 But the hope is we can get as many people as possible back face to face this fall.

11:41:22 Any other lingering questions.

11:41:34 All right, if nobody has any Thank you. Thanks so much. If you have questions the rest of the day, our, our little orientation Help Center is always available and you can find the link on our main orientation schedule.

11:41:48 But thank you all very much for coming, and good luck this term.

11:41:54 Thank you everyone.