

# Online Orientation

## What should you do first?

1. Log into your courses at <https://bishop.instructure.com/> Once you are enrolled in Canvas, your **User ID** will be your **student number**, and your **password** will be your **6-digit date of birth** plus the **last 4 digits of your SSN**. If this does not work, **click the “Forget Password?” link and follow the steps to have it sent to you. Do not share your User ID and Password with anyone.**
2. Once you are in your course, print the syllabus, read all announcements, and look at Module 1 (click on “Module” on the left side of the page, then “Module 1” or whatever Module/Unit is available).
3. If you have questions, email your instructor from within your course by clicking on “Inbox” on the left side of the page. All emails sent to you from your instructor will go directly to your Inbox. For information related to accessing your Bishop State Email, go to [www.bishop.edu](http://www.bishop.edu) and click on “Campus Email” in the upper right hand corner.
4. Make sure you have the latest web browser. Using either of the following are recommended:
  - a. Chrome (Recommended by Canvas!)
  - b. Firefox
  - c. Safari 4 or higher
5. If you don't have Word and/or PowerPoint on your computer, download Office 365 or Open Office:
  1. Windows, Mobile Devices, Etc. Users: Go to <http://www.office.com/getoffice365>  
*Must use an active Bishop State Email to setup*
  2. Mac/Linux Users: Go to <http://www.openoffice.org>
6. Installing Adobe Acrobat:
  - Go to <http://www.adobe.com/products/reader/>
  - Click on the “Get Adobe Reader” button, click “Download”, follow instructions.
7. You have the option to set up additional notifications to a personal email and/or text, if you desire. To do so login to Canvas, click Account, then Notifications. To add your personal contacts, click Settings.
8. You can also access Canvas on mobile devices (Android and iOS) via the Canvas app OR your mobile device's web browser. *Test taking on mobile devices is NOT recommended.*
9. You may contact Canvas for technical support 24 hours a day via phone at (844) 690-9179 or by clicking the Help button in Canvas.
10. If you are in need of help, and you don't know where to go (or you aren't finding an answer), feel free to contact Robert McWilliams at [rmcwilliams@bishop.edu](mailto:rmcwilliams@bishop.edu) or (251) 405-7144.

**PLEASE NOTE:** If your classes are not paid in full via cash/financial aid your classes will not appear. If you recently added a class, it may take up to 12 hours for it to appear in Canvas. Also, if you have not logged into your Canvas course(s) and completed an assignment before the No Show Appeal date you will be removed from your course(s).

The following (on the next page) are some additional pieces of advice offered by online instructors at Bishop State Community College that should help you to succeed in your online courses.

1. **DO NOT FALL BEHIND!** This is probably the most important piece of advice to follow when taking an online course – it is very easy to fall behind.
2. Keep up with due dates. Use a calendar to keep track of when various assignments/tests are due.
3. Log into the course the first day each unit opens for viewing (Sunday or Monday) so you know exactly what you will need to do during that week.
4. Complete reading assignments immediately after they are assigned. Plan on reading all assigned readings several times, especially since you don't have traditional lectures to attend.
5. Read and follow all instructions very carefully.
6. Compose all work outside of your course and then copy/paste it into the appropriate area. This will prevent you from losing your work if you get kicked off of the Internet. Check all work for correct spelling/punctuation, and keep a copy of everything that you turn in.
7. If your instructor utilizes announcements, check for new ones regularly.
8. If you ever have a problem, immediately send an email to your instructor - don't be afraid to call your instructor if you don't get a response.
9. You may use any of the computers on campus to check in to your online courses while you are on campus, but it is recommended that you also have your own computer at home. You may also use your mobile device (smartphone/tablet) to check email.
10. FYI on Email Access: Go to [www.Gmail.com](http://www.Gmail.com). Type in your Bishop State email address listed on your schedule print out. The default password is your 8-digit date of birth.
11. All costs associated with course materials – including textbook, software, materials, etc. are the responsibility of the student. All costs (if any) associated with procuring a proctor will also fall upon the student.
12. Introduction of the Family Educational Rights & Privacy Act (see below).
13. Mention of BSCC Faculty/Staff/Student YouTube Channel (see below).

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

For Bishop State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Bishop State Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Registrar's Office. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

*More details on the FERPA Act can be found in the student catalog on pages 66-71.*

Below are some videos to help aid you in becoming familiarized with Canvas usage at Bishop State Community College.

**Bishop State Faculty/Staff/Student YouTube Channel**  
**Online Orientation (how to login & maneuver) - Part I**  
**Online Orientation (technical requirements) - Part 2**  
**Rights and Responsibilities of Students Video**  
**Library Online Resources**

[www.youtube.com/bishopstatefstv](http://www.youtube.com/bishopstatefstv)  
<https://youtu.be/t-yRuC9gm0k>  
<https://youtu.be/FcYINodhn3M>  
<https://youtu.be/k2-8ihExP-g>  
<http://youtu.be/v5g1wBsF7DQ>