Online Orientation

Step 1: Technical Requirements (Technical and Skills)

For basic computer specifications for My Webcourses (Canvas) click on the links below:

- Learn about computer specifications
- Learn about browser requirements.
- Learn about the accessibility features of Canvas

Course participants will need the following technical skills or knowledge to participate in the course:

1. Perform file downloads and uploads.
2. Basic knowledge of Internet Browser use.
3. The campus uses Microsoft Office. All written papers need to be saved in a file format compatible with Microsoft Word. Some business courses require spreadsheet software for their assignments. Students will need to save their assignments in a format compatible with Microsoft Excel. Additionally, some courses may require plug-ins to access course material. For assistance with plug-ins contact the Help Desk.

Navigating the Course

The following information can be accessed by clicking on the links located on the course navigation bar on the left side of the course screen:

Home	Course Name Instructor Information Begin Course Link
Syllabus	Required and optional course texts and materials Course Description Course Objectives Link to download the complete course syllabus
Modules	*Weekly Modules May Contain*: Weekly Module overview and tasks Weekly Discussion Board Link Weekly Assignments Link

	Weekly Materials such as PowerPoint Slides or Other Documents
Assignments	Assignments are accessed here. (Can also be accessed through modules).
Discussions	Open forums and course discussion topics. (Can also be accessed through modules).
Grades	Grades and comments from the instructor.
People	List of course participants and instructor(s). Access Groups and Group Collaborations.
Conferences	If instructor is using Conferences click on this link.
Collaborations	If instructor is using Collaborations for group work, click on this link.
Library	Links directly to the Salve library webpage.

How to use the tools in this course

Using the tools in this course you will have the ability to contact your instructor, other classmates, and submit your assignments. We recommend that you go through the Canvas Student Tour or you may review the links below to learn to use the most common features required for your course.

Get Started with Canvas

How do I log in to Canvas?
What is the User Dashboard?
How do I view my courses?
How do I use the Course Dashboard as a student?
What are Course Navigation indicators?
Why can't I access my Course?
Will Canvas work on my mobile device?

Customize Canvas

How do I add a Profile picture?
How do I set my Notification Preferences?
How do I customize my Courses drop-down menu?
How do I change the language preference in my user account?

Participate in a Course

How do I submit an online assignment?
How do I view my Grades?
How do I view the Calendar?
How do I contact my instructor (What is Conversations)?
How do I reply to a Discussion?

How to Get Help

- Contact your instructor if you have any questions about the course content or the assignments.

- Contact the Helpdesk, 401-341-7777 Option 2 or Helpdesk@salve.edu, if you are having any technical issues.

- For 24/7 instruction in using the Canvas tools, try accessing the Canvas Guides.

To continue orientation click How To Be Successful In An Online Course.