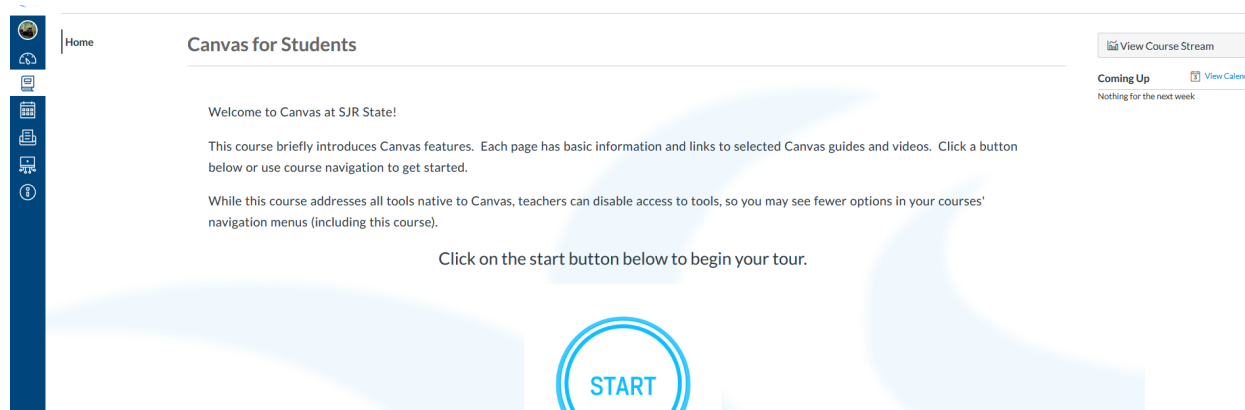


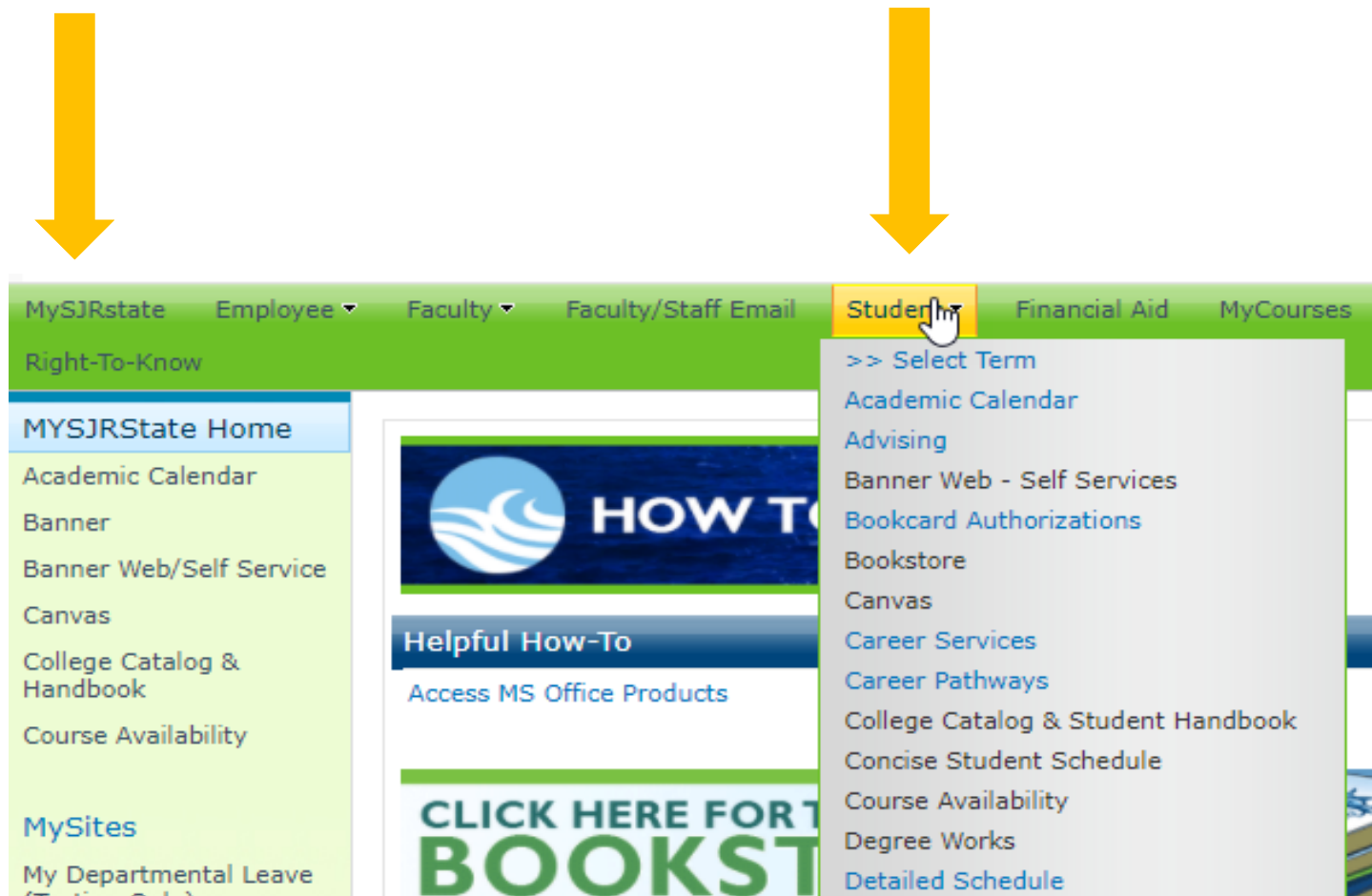
***** This note is a recommendation *****

Canvas Orientation – After you enter your class (next section) you will see the Canvas Orientation at the bottom of a list of items. I strongly recommend you select that first thing.



-
1. Log into your student account (if you have not established a student account, do so now)
 2. When you are logged in – you will see “**Canvas**” in the light green strip on the left side of your screen and in the “Student Quick Links” box or Student Drop-down menu.

YOUR CLASSES WILL NOT BE AVAILABLE IN “CANVAS” UNTIL THE FIRST DAY OF THE “COLLEGE” SEMESTER.



3. Select “**Canvas**” – it will open up to your Dashboard where you will see an icon representing each course.

4. Dashboard – select Icon of a specific class to enter that class.

The screenshot displays the dashboard interface of St. Johns River State College. On the left, a dark blue sidebar contains several icons: a wave logo, a person icon, a calendar, a document, a presentation, a computer monitor, and a circular icon with a person. The main content area features a card for the "SJR State Women's Network Book Club" for Spring 2020, which includes a group photo and three small icons at the bottom. On the right, a "To Do" list shows a series of tasks, each with a speaker icon, a title, a description, and a date/time. The tasks are: "Welcome" (Feb 11 at 10:38am), "Team Trivia - THIS Saturda..." (Feb 18 at 12:15pm), "Company - a FloArts Perfor..." (Feb 18 at 12:19pm), "Module 2 Discussion" (Mar 10 at 11:59pm), "Module 3 Discussion" (Mar 31 at 11:59pm), "Module 4 Discussion" (Apr 14 at 11:59pm), and "Module 5 Discussion" (Apr 28 at 11:59pm). Each task has a close button (X) to its right. At the bottom of the list is a "Show All" link.

Dashboard

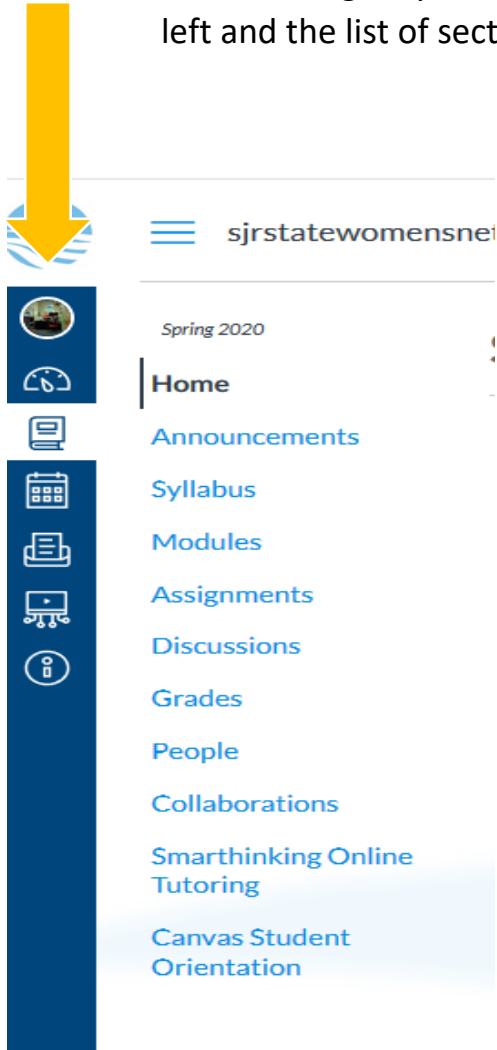
SJR State Women's Network Book...
sjrstatewomensnetworkbookc...
Spring 2020

To Do

- Welcome** X
SJR State Women's Network Book Club
Feb 11 at 10:38am |
- Team Trivia - THIS Saturda...** X
Phi Theta Kappa
Feb 18 at 12:15pm |
- Company - a FloArts Perfor...** X
Phi Theta Kappa
Feb 18 at 12:19pm |
- Module 2 Discussion** X
SJR State Women's Network Book Club
Mar 10 at 11:59pm |
- Module 3 Discussion** X
SJR State Women's Network Book Club
Mar 31 at 11:59pm |
- Module 4 Discussion** X
SJR State Women's Network Book Club
Apr 14 at 11:59pm |
- Module 5 Discussion** X
SJR State Women's Network Book Club
Apr 28 at 11:59pm |

[Show All](#)

5. After clicking on your Icon, the class will open up to that course “Home” page. Note the icon below is highlighted on the left and the list of sections you will find within your course.



The buttons – Icons – in the dark blue column on the left are:

Your Account – Contains, Notifications, Profile, Settings, ...

Dashboard – the page with your list of classes

Home – Page 1 of a specific course

Calendar – An actual monthly calendar you can use

Mailbox – Canvas in-class email system – use it!!!

Studio – For uploading recordings, recording, ...

Help – Report at Problem

Ask your Instructor a Question

Search the Canvas Guides

Submit a Feature idea

Canvas Support Hotline (Students)

Chat with Canvas Support (Students)

6. **Home** - This is your class, where it all starts. Note the list on the left of the screen that names the sections of this course.

The screenshot shows the home page of the SJR State Women's Network Book Club. On the left is a vertical navigation menu with icons and links for Home, Announcements, Syllabus, Modules, Assignments, Discussions, Grades, People, Collaborations, Smarthinking Online Tutoring, and Canvas Student Orientation. The main content area features the course title "SJR State Women's Network Book Club" and a large logo for "ST. JOHNS RIVER STATE COLLEGE WOMEN'S NETWORK". Below the logo is a welcome message and a large circular "START" button. On the right, there are buttons for "View Course Stream" and "View Course Calendar", a "To Do" list with items like "Welcome" and "Module 2 Discussion", and a "Recent Feedback" section.

Spring 2020

sjrstatewomensnetworkbookclub

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Grades

People

Collaborations

Smarthinking Online Tutoring

Canvas Student Orientation

SJR State Women's Network Book Club

WOMEN'S NETWORK

Welcome to SJR State Women's Network Book Club! We will engage in virtual discussions based on Margaret Heffernan's book *Beyond Measure: The Big Impact of Small Changes*. To get started in this course, click the **Start** button below, or click the **Modules** link on the **Course Navigation Menu**.

START

[View Course Stream](#)

[View Course Calendar](#)

To Do

- [Welcome](#) Feb 11 at 10:38am | [x](#)
- [Module 2 Discussion](#) Mar 10 at 11:59pm | [x](#)
- [Module 3 Discussion](#) Mar 31 at 11:59pm | [x](#)
- [Module 4 Discussion](#) Apr 14 at 11:59pm | [x](#)
- [Module 5 Discussion](#) Apr 28 at 11:59pm | [x](#)

Recent Feedback

Nothing for now

7. **Announcements** – Read current announcements and check this section regularly for new announcements.

The screenshot shows the announcements page. The left navigation menu is the same as the home page. The main content area has a search bar and a dropdown menu set to "All". Below this is a "Welcome" announcement from user "HJ" dated February 11, 2020. The announcement text mentions that Dr. Will said the library has 6 copies of the book available for checkout. There is also a link for "External Feeds".

Spring 2020

sjrstatewomensnetworkbookclub > Announcements

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Grades

People

Collaborations

Smarthinking Online Tutoring

Canvas Student Orientation

All Search

[External Feeds](#)

Welcome













[HJ](#) [All Sections](#)

Welcome to our Book Club! As we get started with the course, I wanted to let you know that Dr. Will said the library has 6 copies of the book available for checkout. If you are intereste...

Posted on: Feb 11, 2020 at 10:38am

8. Syllabus

- Read your Syllabus, be smart and print a copy to have access to continually. It has contact information and often has your calendar with deadlines included. The Calendar may be listed separately.
- Don't forget that deadlines can change. Keep checking announcements and due dates.



Spring 2020

Course Syllabus

[Jump to Today](#)

[Home](#)

[Announcements](#)

Syllabus

[Modules](#)

[Assignments](#)

[Discussions](#)

[Grades](#)

[People](#)

[Collaborations](#)

[Smarthinking Online Tutoring](#)

[Canvas Student Orientation](#)

SJR State Women's Network Book Club Dates:

Introductory Module: February 10-14

- Read through the Introductory module.
- Participate in the Introductions discussion.

Module 1: February 17-28

- Read Introduction and Chapter 1 or watch the video.
- Participate in the online discussion: Post by Tuesday, February 25th. Reply to peers by Friday, February 28th.
- *Optional Face-to-Face Discussion: Wednesday, February 26, during the Professional Development Institute*

Module 2: March 2-13

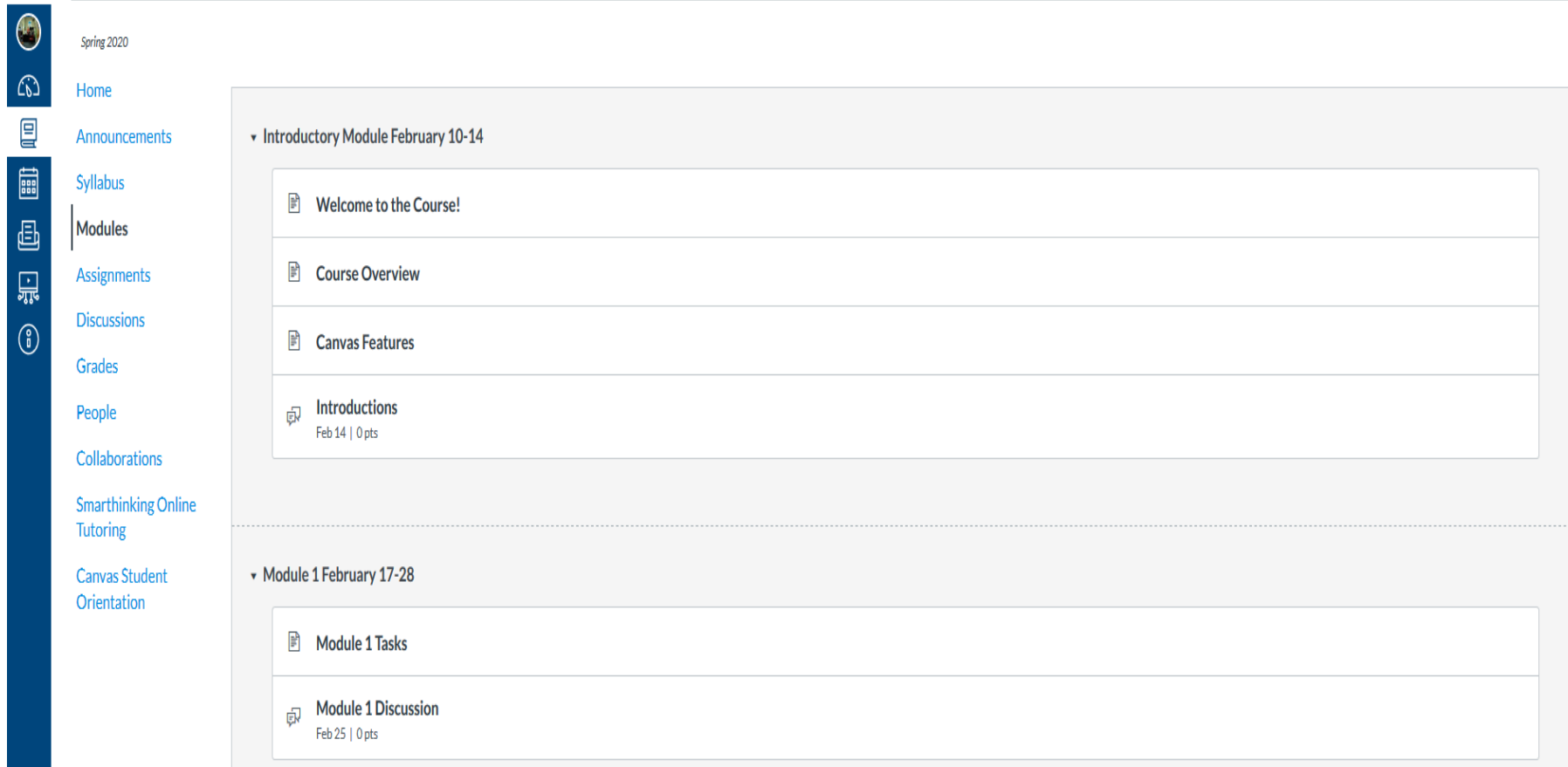
- Read Chapter 2 or watch the video.
- Participate in the online discussion: Post by Tuesday, March 10th. Reply to peers by Friday, March 13th.

Module 3: March 23-April 3

<	February 2020							>
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
1	2	3	4	5	6	7		

Course assignments are not weighted.

9. Modules



The screenshot shows the Canvas LMS Modules page for a course in Spring 2020. A left-hand navigation menu includes links to Home, Announcements, Syllabus, Modules (which is highlighted), Assignments, Discussions, Grades, People, Collaborations, Smarthinking Online Tutoring, and Canvas Student Orientation. The main content area displays two module sections. The first section, 'Introductory Module February 10-14', contains four items: 'Welcome to the Course!', 'Course Overview', 'Canvas Features', and 'Introductions' (which is expanded to show 'Feb 14 | 0 pts'). The second section, 'Module 1 February 17-28', contains two items: 'Module 1 Tasks' and 'Module 1 Discussion' (expanded to show 'Feb 25 | 0 pts').

Spring 2020

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Grades

People

Collaborations

Smarthinking Online Tutoring

Canvas Student Orientation

▼ Introductory Module February 10-14

- Welcome to the Course!
- Course Overview
- Canvas Features
- Introductions
Feb 14 | 0 pts

▼ Module 1 February 17-28

- Module 1 Tasks
- Module 1 Discussion
Feb 25 | 0 pts

9A. Select Module 1 - review the “Introduction / Welcome”

Welcome to the Course!

Welcome to SJR State Women's Network Book Club! During the course of this book study you will be responsible for fulfilling the requirements listed in that week's module. This is the first week of class; you are responsible for completing the Introductory Module tasks.

In this class we will work together as a virtual community to develop our skills. As you know, this book club/study is online. This means that we will have responsibilities that are different from what we would face in traditional face-to-face meetings. Each of you will participate in peer discussions. You will post responses to the readings or videos and give and receive feedback on these postings. The online discussions are effective if you participate in a timely manner.

Click on the **Next** button at the bottom-right to **navigate** to the next page in this module.



Next ▶

9B. Select “Next” on bottom right of screen to move down in module to “Course Overview”

- From there you can again select “Next” or if you wish to re-read something on the previous page you can select “Previous”.
- Either way, work your way through the “Module” and learn a little about what to expect from your class.
- Do assignment outlined in that module by the due date.

10. MODULES – Each module provides you with what the assignment is under that module – where to locate materials:

Module 2 Tasks



Welcome to Module 2 of our Women's Network Book Club.

READING - Chapter 2 Social Capital in Margaret Heffernan's book *Beyond Measure: The Big Impact of Small Changes*.

VIDEO - You may choose to watch Margaret Herrernan's *Forget the Pecking Order at Work* Ted Talk below.


When you have read Chapter 2 or watched the video, please click **Next** (at the bottom-right of the page) to participate in the Module 2 Discussion.



11. They will often have a **Discussion** link: It will open with a description of what you are to be discussing.

This is a graded discussion: 0 points possible

due Mar 10



Module 2 Discussion
Heather Jones

9

Click the **Reply** button to post to this discussion.



Feel free to respond to one or more of the following:

- Reflect on a time you worked with a team that had a high or low degree of social capital.
- Share a team/leadership experience that is similar to or could benefit from the concept of Fika.
- Try the listening experiment in a meeting. How did it go?
- Reflect on this statement from the Heffernan Ted Talk -
"Now, we need to redefine leadership as an activity in which conditions are created in which everyone can do their most courageous thinking together."
- Reflect on a meaningful quote from the chapter or the video.
- Share any thoughts you may have on the reading and/or the video.


Post by Tuesday, March 10th. Reply to some of your peers by Friday, March 13th.

entries or author


Unread



✓ Subscribe

 Reply

Cristy Furr

 Reply

Select “Reply” to the assignment to post your “Discussion” comments – then “Reply” to others comments as directed.

12.Assignments – Note there are two sections in this – Upcoming and Past – Be aware of “Due Date”

Spring 2020

Search for Assignment

SHOW BY DATE SHOW BY TYPE

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Grades

People

Collaborations

Smarthinking Online Tutoring

Canvas Student Orientation

▼ Upcoming Assignments

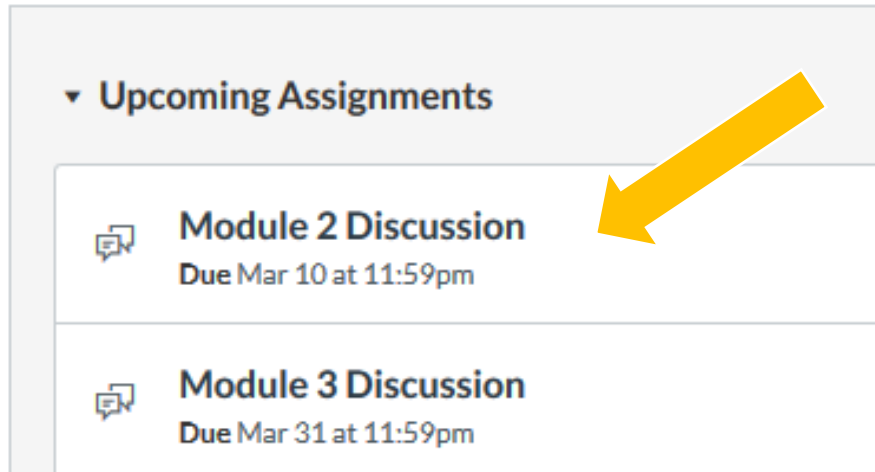
- Module 1 Discussion
Due Feb 25 at 11:59pm
- Module 2 Discussion
Due Mar 10 at 11:59pm
- Module 3 Discussion
Due Mar 31 at 11:59pm
- Module 4 Discussion
Due Apr 14 at 11:59pm
- Module 5 Discussion
Due Apr 28 at 11:59pm

▼ Past Assignments


- Introductions
Due Feb 14 at 11:59pm


13.Assignments –

Takes you directly to the Discussion area of the Modules.

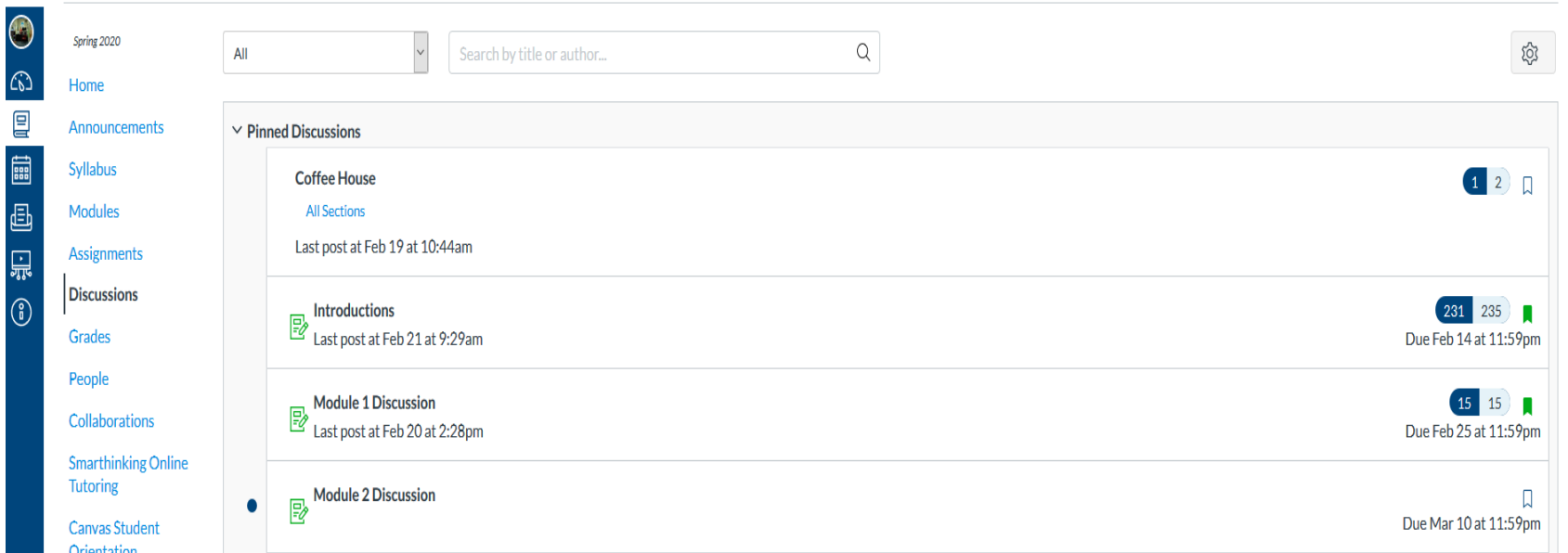


▼ Upcoming Assignments

 **Module 2 Discussion**
Due Mar 10 at 11:59pm

 **Module 3 Discussion**
Due Mar 31 at 11:59pm




14.Discussions - The Discussion area is for exactly what it says.



Spring 2020

All Search by title or author...

▼ Pinned Discussions

Coffee House All Sections Last post at Feb 19 at 10:44am	1 2
 Introductions Last post at Feb 21 at 9:29am	231 235 Due Feb 14 at 11:59pm
 Module 1 Discussion Last post at Feb 20 at 2:28pm	15 15 Due Feb 25 at 11:59pm
 Module 2 Discussion	 Due Mar 10 at 11:59pm

- Classes may have a section such as this “Coffee House” where students can communicate with each other and possibly discuss problems they are having with assignments and how they are working through them or where to find information.
- The “Introduction” section is often the first assignment for an online course. This is where you introduce yourself to the class and the instructor, tell them something about yourself such as your hobbies, your pets, how many brother and sisters you have, what you are majoring in.
- The “Discussion” postings themselves are generally on your thoughts about a specific reading you were assigned. It is also where you will respond to your fellow classmate comments on their thoughts as you are required to do as part of your assignment.

15.Grades – It is what it says it is. This comes from a book club group and you will not see any grades.

Spring 2020

- Home
- Announcements
- Syllabus
- Modules
- Assignments
- Discussions
- Grades**
- People
- Collaborations
- SmartThinking Online Tutoring
- Canvas Student Orientation

Grades for Marsha Smith

Course: SJR State Women's Netwo Arrange By: Due Date Apply

Name	Due	Status	Score	Out of
Introductions	Feb 14 by 11:59pm		0	
Module 1 Discussion	Feb 25 by 11:59pm		0	
Module 2 Discussion	Mar 10 by 11:59pm		-	0
Module 3 Discussion	Mar 31 by 11:59pm		-	0
Module 4 Discussion	Apr 14 by 11:59pm		-	0
Module 5 Discussion	Apr 28 by 11:59pm		-	0

Print Grades

Total: N/A

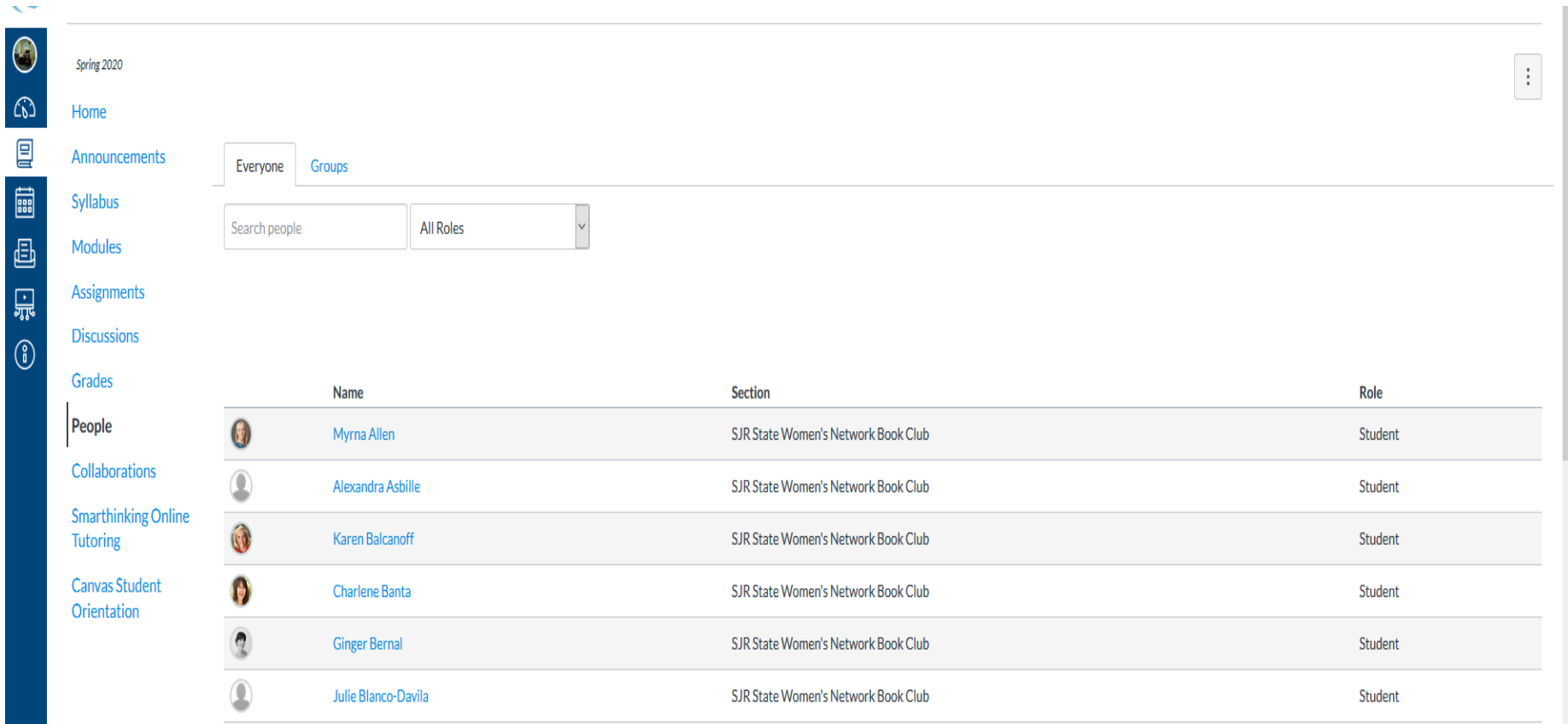
Show All Details







Course assignments are not weighted.

☒ Calculate based only on graded assignments

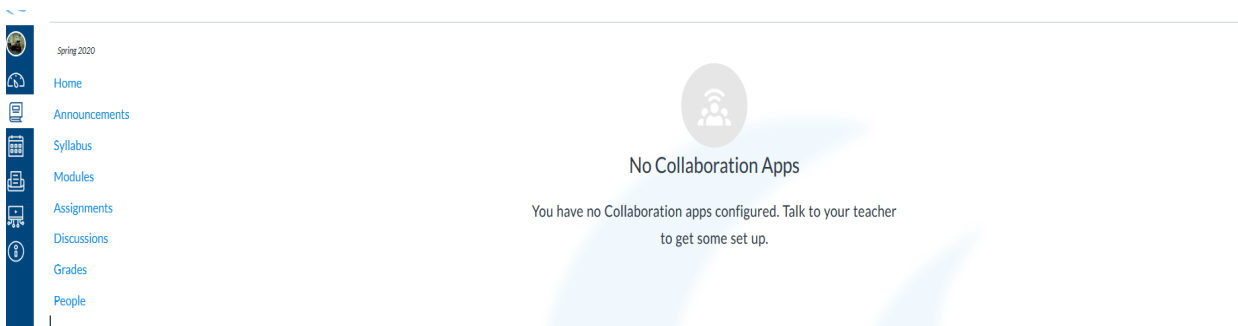
You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

16. People – These are the participants in your class but this section may/may not be listed for your course.



Name	Section	Role
 Myrna Allen	SJR State Women's Network Book Club	Student
 Alexandra Asbille	SJR State Women's Network Book Club	Student
 Karen Balcanoff	SJR State Women's Network Book Club	Student
 Charlene Banta	SJR State Women's Network Book Club	Student
 Ginger Bernal	SJR State Women's Network Book Club	Student
 Julie Blanco-Davila	SJR State Women's Network Book Club	Student

17. Collaborations – This is not always used – but be sure to check just in case. Some courses do have group projects.



No Collaboration Apps

You have no Collaboration apps configured. Talk to your teacher to get some set up.

18.Smarthinking Online Tutoring – opens another tab in the browser to “Smarthinking”

- As a student, you will have a Smarthinking account. You will use your own account here to submit your papers to be reviewed and returned to you with suggestions for making it better.
- Pay attention to what they are telling you, revise your paper before submitting for a grade – you can also re-submit to Smarthinking, if you wish, before submitting for a grade.



Required Policies

Please read the following carefully

Pearson End User License Agreement

Privacy policy

☐ I agree to the [Terms of use](#) and acknowledge the [Privacy Statement](#)

Continue

19.“Canvas Student Orientation” – I moved this to the very top so that you will hopefully review it before using Canvas.