



How to Succeed in an Online Course

Welcome to online learning at Northwest Vista College (NVC). If you have enrolled in an online course at Northwest Vista College, we hope you will find the following information extremely helpful.

If you are registered for your first online course, you are highly encouraged to enroll in the free, fully online Orientation to Online Learning (OLRN 0001) training. It introduces you to the best practices of online learning, course expectations and Canvas tools that will be used in your for-credit courses. **You can register in ACES.**

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Aspects of an Online Course:

Online courses are not self-paced. Online assignments possess required "due dates" throughout the course.	Online classes are asynchronous: the class does not meet online at the same time for course meetings.	Most online courses use an online book called an (e-book).	In most cases, students are not required to come to campus. If a course requires students to attend an orientation, take a test, or other on-campus activity, the Instructor will notify the students.
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Questions to Ask Yourself:

- Am I comfortable using a computer?
- Am I self-motivated?
- Can I make a schedule for myself to complete the coursework?
- Would my schedule allow me to log into my courses several times per week and work undisturbed?
- Am I willing to turn off distractions, such as my phone or TV, to concentrate on my course work?
- Can I plan to commit at least as much time to an online course as I would in a face-to-face/lecture?

Communicating in an Online Environment:

If your Instructor provides a Question & Answer (Q&A) discussion in the course, feel free to ask a question or get clarification regarding public matters. Remember, if you have a question, others probably have it, also.

However, be sure to reserve private communication, using the Canvas Inbox or other preferred contact method from your Instructor, for private topics such as grades or information about your personal circumstances.

Using Academic Writing Standards:

- Spell-check and grammar-check your assignments and discussion posts.
- Use standard college-level grammar, punctuation, and spelling.
 - Capitalize proper nouns and the pronoun “I.”
 - Spell out words (for example “before,” not “b4,” “through,” not “thru.”)
- Do not “SHOUT” by using all capital letters.
- Avoid profane or vulgar words.
- When you add a Canvas profile picture, make sure the photo is professional.
- Consider other people’s gender identities and pronoun preferences.

Ask for Help When You Need It: Taking the Initiative:

Stay in touch with your Instructors. Online, if you are confused, if you have a question, if you need an extension on an assignment, or if you do not understand the material, you must take the initiative to contact your instructors.

Also, remember that your classmates are often valuable sources of information.

Just as you might lean over to ask the person next to you for clarification in a classroom, you should “talk to” your online classmates, also. Use the general discussion boards and the Canvas Inbox to contact your classmates.

Online Tutoring: Brainfuse: [How to Access Brainfuse](#)

Necessary Software, Hardware and Technology:

- Free Microsoft Office 365: [Downloading Microsoft Office 365 Apps \(Students\)](#)
- Desktop PC or Laptop Computer: If you would like to check out a laptop computer for the semester, please visit the following webpage: [Student Laptop Checkout](#)
- Headphones, Speakers & Webcam

- Strong, Reliable Internet Connection
- Updated Browser: Chrome, Firefox, Safari:
 - [Chrome version 101.0.4951.67](#)
 - [Firefox version 100.0.2](#)
 - [Safari Version 15.4](#)
- Online Cloud Storage: Office 365 OneDrive

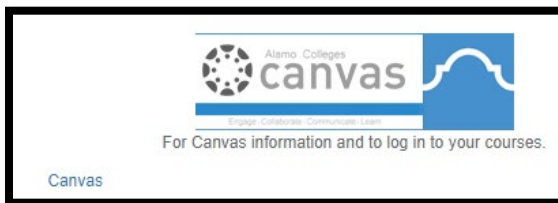


- [Getting Started with OneDrive](#)
- [Sharing Files and Folders from OneDrive](#)

Accessing Your Syllabi: [Accessing Your Syllabi](#)

Accessing Your Courses in Canvas:

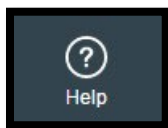
Log into [ACES](#); Click on the Canvas Icon



Canvas Start-of-Semester Checklist: [Canvas Start of Semester Checklist](#)

Canvas Student Mobile App: [Using Canvas on a Mobile Device](#)

Canvas Help Button:



Canvas Student Support Hotline: 210-485-0555, Option 2

- [Canvas Student Quick Guide](#)
- [Canvas Student Guides](#)
- [Student Videos](#)

NVC IT Help Desk:

Phone: 210-486-4777

Email: nvc-helpdesk@alamo.edu

Location: Manzanillo Hall, MZH-106

[Information and Communication Technologies Website](#)

Have a great semester!

Canvas Resource:

[NVC Technology Resources for Students in Canvas](#)

NVC Instructional Innovation Center (IIC) Website: [NVC IIC Website](#)