## Instructor Information

**Instructor:** Joy Bailey
**Office:** 214 Memorial Hall
**E-mail:** joy.bailey@msstate.edu (preferred method of contact) **Office Telephone:** 662-325-9684

## Course Description

Online@State Orientation provides new Mississippi State University distance students the opportunity to use the course management system (Canvas), discover the many student services that are available, and learn about MSU’s policies and procedures.

##  Course Objectives

* Students will review the syllabus and identify important course requirements by completing a syllabus quiz.
* Students will identify student services and support offices that are available and complete a matching quiz.
* Students will demonstrate the mastery of navigating Canvas by participating in discussion forums, quizzes, and submitting assignments.
* Students will analyze their readiness for online learning by completing the eLearnReady assessment and submitting a reflection paragraph.
* Students will interpret the significance of the MSU Honor Code by reviewing the code and completing a quiz.
* Students will discover the vast resources offered to them by MSU’s Library and complete a quiz.

## Course Schedule

 **Module 1**

How to Configure Canvas Settings

Syllabus Review

**Module 2**

Academic Integrity

Online Etiquette Guidelines

**Module 3**

Identifying Important Student Resources

 eLearn Ready Assessment

MSU Library Services

**Module 4**

 Banner 9 Overview

 CAPP Report

 Course Registration

**Module 5**

 Required Computer Specifications

 Microsoft Office 365

 Essential Tools and Services

 Honorlock

## Graded Course Activities

Visit the **Modules** link in Canvas for details about each assignment listed below.

| **Points** | **Description** |
| --- | --- |
| 100 | Uploaded Screenshot of Canvas Profile |
| 100 | Quiz – Syllabus |
| 3 | Quiz – Academic Integrity  |
| 97 | Quiz – Online Etiquette |
| 15 | Quiz – Student Resources |
| 85 | Reflection Paragraph – eLearnReady |
| 100 | Quiz – Library Services |
| 100 | Quiz – Banner 9 Overview |
| 100 | Quiz – Banner 9 Course Registration |
| 100 | Quiz - Technology |
| **800** | **Total Points Possible** |

800 points are available in this course. To successfully pass the course, students must earn at least 650 points. Undergraduate students who do not earn at least 650 points will not be released to register for classes.

## Textbook

No textbook is required for this course. All course materials will be available online within Canvas.

## Course Structure

This course is delivered entirely online through the course management system, Canvas. You will use your MSU NetID and NetPassword to login to the course at canvas.msstate.edu.

In Canvas, you will access online assignments, course materials, and resources. Activities will consist of discussion forums, quizzes, and lectures.

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Canvas, you should contact the Center for Distance Education help desk at help@online.msstate.edu or by calling 662.325.0278.

## Participation

Students are expected to participate in all online activities as listed in the syllabus. We encourage students to complete modules 1 – 5 as quickly as possible. Students cannot be released to register for courses until the orientation has been completed. Students should access the course each day to check announcements, email, assignments, etc.

## Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective student. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## Assignment Expectations

All assignments for this course will be submitted electronically through Canvas unless otherwise instructed. Missing assignments will affect the student’s grade.

**Introduction – Discussion Board Posts (optional)**

Create a new entry to introduce yourself to the instructor and classmates. Responding to classmates’ posts is encouraged.

**Canvas Profile Upload (100 point)**

Students will configure their Canvas profile and submit a screenshot of the profile. This screenshot will be uploaded as an assignment in Canvas.

**Quizzes (615 points)**

There will be eight (8) quizzes given throughout the course. You should watch the videos and/or read the provided documents to obtain the knowledge needed to pass the quizzes.

**Reflection Paragraph (85 points)**

After completing the eLearnReady Assessment, you will write a paragraph about what you learned about yourself and submit it within Canvas. The paragraph should be formatted as follows:

* Saved as a PDF or Word document
* Saved using the following file name – “eLearnReady\_LastName” (ex: eLearnReady\_Bailey)
* Single-spaced
* Times Roman Numeral font (12 point)
* Centered heading that includes your name, the title of your reflection, and the semester/year

## Accommodations

If you have a documented disability and require accommodations, please contact the office of Disability Resource Center at 662.325.3335 or by email at drc@saffairs.msstate.edu.

**Commit to Integrity**

As a student in this course (and at this university), you are expected to maintain high degrees of professionalism, integrity, and commitment to active learning and participation in and out of the classroom.

**MSU Honor Code**

 

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Office of Student Affairs.