**TRINITY VALLEY COMMUNITY COLLEGE**

**ASSOCIATE DEGREE NURSING PROGRAM**

**CANVAS POLICY**

Canvas is a learning management system (LMS) used to enhance the nursing program. Everyone must have access to a computer with internet access. There are computers available at all Trinity Valley Community College campuses. Students are required to access Canvas at least every 48 hours.

* Select “Cardinal Mail” tab on the main TVCC website. Select “Activate my Cardinal ID” tab and follow directions, including selecting a password.
* Select the “Online Classes” tab on the main TVCC web site or go to ecourses.tvcc.edu (no www). Enter your Cardinal id and the password you selected. Go through **Mozilla Firefox or Google Chrome (not Internet Explorer).**
* Once logged into Canvas, select the theory course (RNSG 1430 for Level I, RNSG 1533 for Level II, RNSG 1538 for Level III, RNSG 2539 for Level IV or RNSG 1324 for Transition). Work through the “Start Here” module. This will give you an orientation to Canvas, including showing you how to set up your notifications, download the app, send a message, submit assignments, post discussions, etc.
* Go to the appropriate modules on each course to access and follow the weekly “Read Me” files for class, skills and clinicals.
* Don’t send a message to all instructors. Be sure to send a message to the appropriate instructor for the message. Located on the “Start Here” module will be a list of categories along with the appropriate instructor to notify. For all other inquiries, message the team leader. If students don’t receive a response within 48 hours (or 72 on weekends), send a message to the Provost.
* Some quizzes will be taken on Canvas, so access to a reliable computer within a quiet environment is necessary. Students should access Canvas through Mozilla Firefox or Google Chrome when logging in to take a quiz. Don’t use Internet Explorer. It is recommended that students not use computers with dial-up access for quizzes. Be aware that some quizzes will have time constraints. Be sure to wait for instructions before taking any quizzes. Some are required, some are optional. Some will allow only one attempt and some will have to be taken until you make a 100%. If any problems occur, contact your instructor as soon as possible.
* If any problems occur when logging in contact [ecourseshelp@tvcc.edu](mailto:ecourseshelp@tvcc.edu) and if you have problems within Canvas, contact your designated nursing faculty member.

Canvas Posting Guidelines

The Canvas discussion section is a forum for sharing information. This may sometimes be specific information to meet a clinical objective, or it may be general information sharing or inquiries. Students are asked to follow these general rules of netiquette (network etiquette, network ethics, or network conduct).

# Share Your Concerns/Questions/Knowledge/Expertise

* Feel free to post messages and questions related to nursing and the nursing program.
* Don’t be afraid to share what you know.

# Respect Others’ Time and Energy

* Don’t post a reply to the discussion board with “I don’t know”, “Me too”, etc.
* Try not to repeat what has already been said.
* Don’t send commercial advertisements to the discussion board.
* Don’t send personal requests or requests on behalf of another student. This is more appropriate for Facebook.
* Don’t send jokes. All non-course related items should be posted on Facebook instead.
* Don’t include instructors on a message if they don’t need the information.
* When you want to reply to a message that has been posted on the discussion board:
  + If you want to send the message to the whole discussion group, click on reply.
  + If you want the message to go just to the author of the message, click on reply privately.

# Remember the human

* Never forget that the person or people on the other side are human beings.
* Remember that posting a message in “ALL CAPS” means you are “YELLING!”.
* Adhere to the same standards of behavior online that you follow in real life.
* No “flaming” is allowed (demeaning anyone’s opinion, attacking people on a personal level, bad language, and/or rudeness). Discussion on some issues may very well get passionate but must never cross the line into offensive behavior.
* Without the voice inflections and body language of personal communications, it is easy for a remark to be misinterpreted. Don’t rely on the ability of your readers to tell the difference between serious statements and satire or sarcasm.
* Avoid personal attacks. Don’t speak hastily – try not to say anything to others that you would not say to them in a room full of people.
* Respect the privacy of others - It is rude to post private e-mail correspondence without the permission of the author of the message.

# Assume publicity

* Do treat every post as though you were sending a copy to your boss, your minister, and your worst enemy. Assume anyone in the world could read your words. Any message you send could be saved and printed or forwarded by any of the recipients.

**Be a proficient discussion writer:**

* Be succinct.
* Use descriptive subject headings in your messages - When posting a new message, use a meaningful, descriptive subject line which describes the content of the message. This helps members to follow threads and choose what to read or not to read. Avoid – empty subject; I need help; hello; a question).
* Be careful about copyright and licenses
* Cite appropriate references
* Avoid large attachments if at all possible.

J:/Policies/ADN Policies/Canvas Policy Revised 03/17