

Student Guide to Online Instruction at Mount Mercy University

Tools that may be utilized for online classes:

- Brightspace- See [Appendix A](#) for support
- Virtual Classroom- See [Appendix B](#) for support
Built in tool provided by Brightspace. Allows classes to meet virtually. This is a synchronous tool with video and screen sharing capabilities.
- [Zoom](#) offers a free account to any user. Group meetings have a maximum of 40 minutes. Instructors may hold classes via Zoom meetings.
- Microsoft Office 365 OneNote allows for shared interactions.
- PowerPoint provides a voiceover option with upload to YouTube.

Considerations for taking online courses:

- Internet access is critical. If you do not have access, public libraries and some public places have WiFi available.
- Computers are helpful but most online tools can be accessed using a smartphone or tablet.
- A webcam and microphone will be necessary if classes meet via Zoom, however a smartphone will also work.
- Synchronous online courses will meet virtually, at the assigned class time.
- Asynchronous online courses do not have a specific meeting time.
- Please pay attention to your Brightspace courses daily. Instructors will be posting class announcements and communicating with students through Brightspace.

Advice for taking online courses

- Your assignments and responsibilities will be posted on your Brightspace courses. Please look for specific instructions from your faculty.
- If classes utilize Zoom, your instructors will provide a link via Brightspace to the specific meeting time each day. If you have not previously used Zoom, you will need to download the program or app. Directions are provided after you click the meeting link.
- Assignments will be turned in through Dropbox within Brightspace
- Classes may develop discussion boards, and students will be expected to participate.
- Attendance for online courses is critical.
- Please communicate with instructors in cases of internship, clinical, student teaching and other off-campus experiences.

Best Practices for taking Online Courses:

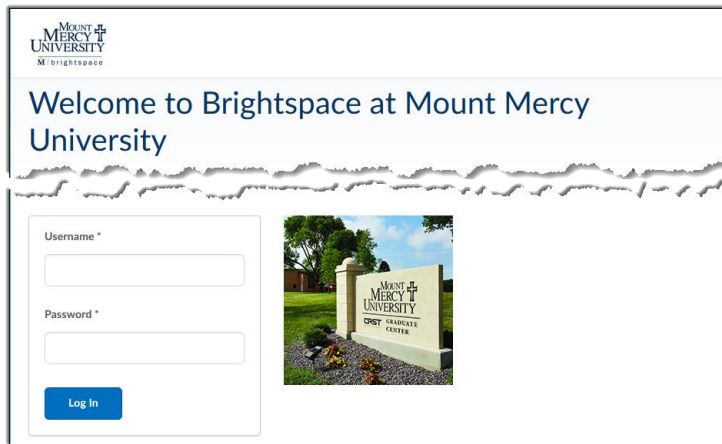
1. **Be active in your online course** – participate in discussions, ask questions, interact with your instructor and fellow students.
2. **Be a supportive member of your online community** – Be respectful of your peers. Written communication is more critical in an online environment, so be sensitive to your classmates. Please avoid derogatory or inflammatory comments. ALL CAPS can be misinterpreted.
3. **Plan your time** – Online courses still require the same level of effort. You need even more discipline to stay on top of your courses.
4. **Ask Questions** – If you are unsure of something, feel free to ask fellow classmates or your instructor. For additional support, see the contact information below:

| Academic Support Contact Information: | Email |
|---------------------------------------|---|
| Brightspace Campus Support | Brightspace@mtmercy.edu |
| Brightspace 24-hour technical support | https://community.brightspace.com/helpdesk/s/ |
| Library | Library@mtmercy.edu |
| Registrar | Registrar@mtmercy.edu |
| Academic Center for Excellence | ACE@mtmercy.edu |
| Provost Office | Provost@mtmercy.edu |

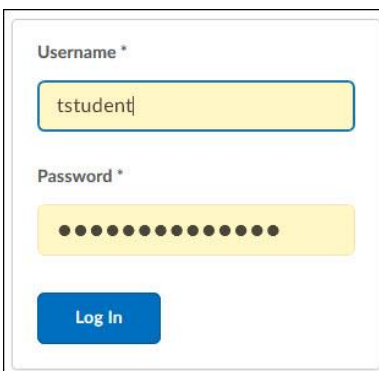
Appendix A: Brightspace

How to Access Brightspace

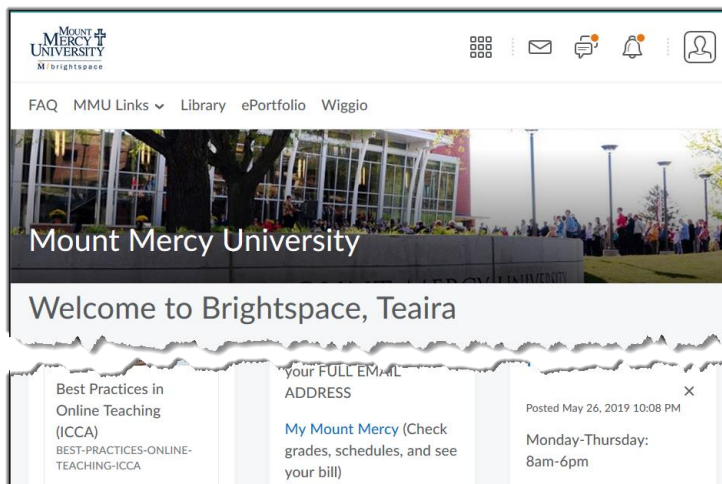
1. Go to Brightspace.mtmercy.edu to access the login page.



2. Next, in the username and password field, type in your credentials.

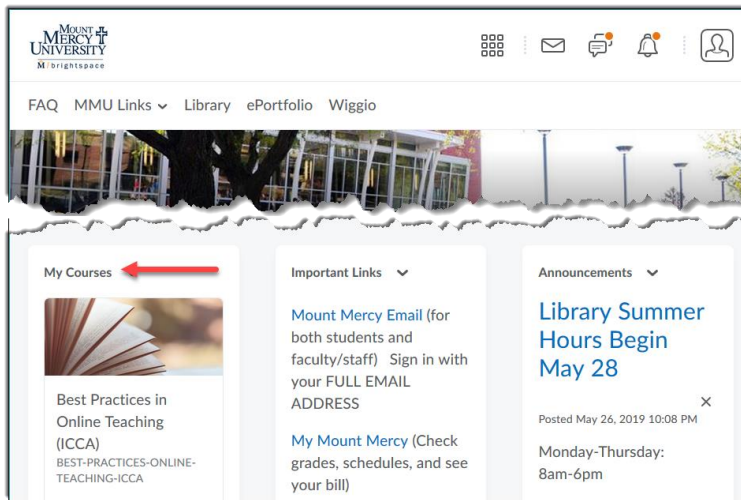


3. Once you see the My Home page, you have successfully logged into Brightspace.

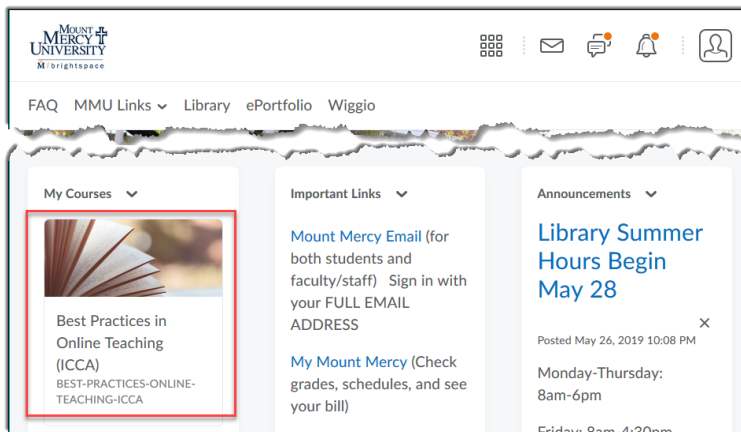


How to Access your Course

1. Once you have logged into Brightspace, located the “My Courses” widget.



2. Next, click the title of the course you need to access.

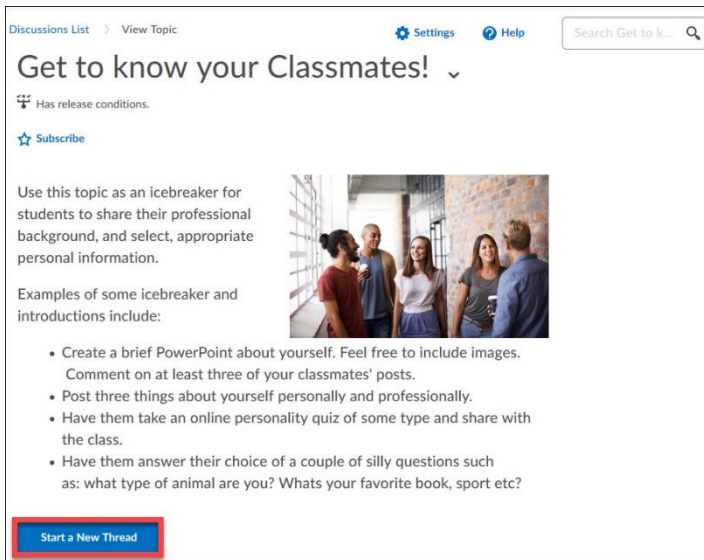


3. You will be brought to the “Course Home” page.



How to Post to a Discussion

1. In the discussion topic, click “Start a New Thread.”



The screenshot shows a discussion topic page with the title "Get to know your Classmates!". It includes a "Subscribe" button, a description of the topic as an icebreaker, and a list of examples. A red box highlights the "Start a New Thread" button at the bottom left.


Discussions List > View Topic Settings Help

Get to know your Classmates! ▾

Has release conditions.

[Subscribe](#)

Use this topic as an icebreaker for students to share their professional background, and select, appropriate personal information.

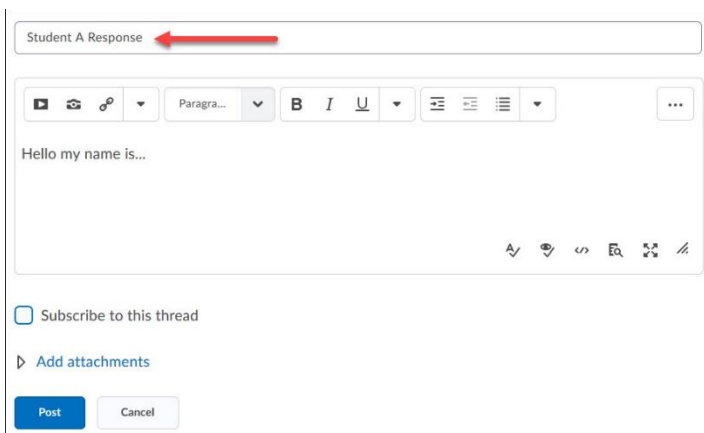


Examples of some icebreaker and introductions include:


- Create a brief PowerPoint about yourself. Feel free to include images. Comment on at least three of your classmates' posts.
- Post three things about yourself personally and professionally.
- Have them take an online personality quiz of some type and share with the class.
- Have them answer their choice of a couple of silly questions such as: what type of animal are you? Whats your favorite book, sport etc?


[Start a New Thread](#)

2. The subject and textbox area will open. Enter your subject into the subject line.



The screenshot shows the "Student A Response" form. The subject line is filled with "Student A Response" and has a red arrow pointing to it. The form includes a rich text editor with a toolbar and a "Post" button.

Student A Response 



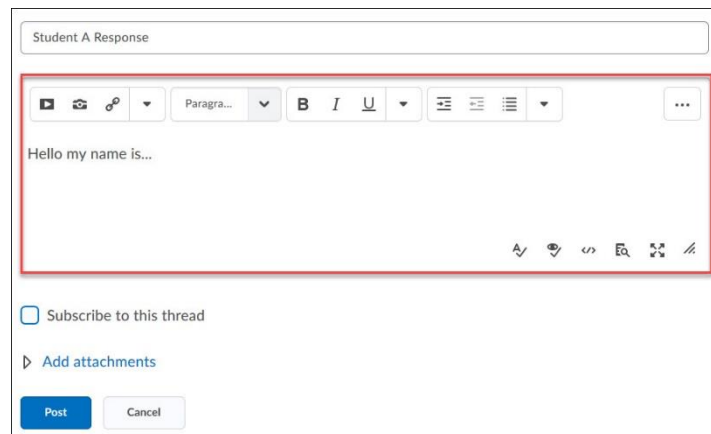
Hello my name is...

Subscribe to this thread

[Add attachments](#)


[Post](#) [Cancel](#)

3. Next, enter your answer in the textbox.



The screenshot shows the "Student A Response" form. The subject line is filled with "Student A Response". The text area is highlighted with a red box, indicating where to enter the answer. The form includes a rich text editor with a toolbar and a "Post" button.

Student A Response



Hello my name is...

Subscribe to this thread

[Add attachments](#)

[Post](#) [Cancel](#)

4. Once you are satisfied with your post, click “Post.”

Student A Response

Paragra... B I U ...

Hello my name is...

Subscribe to this thread

▶ Add attachments

Post Cancel

5. You have now posted your initial response to a discussion.

How to Respond to a Discussion Post

1. In the discussion topic, click the title of the tread you want to respond to.

Use this topic as an icebreaker for students to share their professional background, and select, appropriate personal information.

Examples of some icebreaker and introductions include:

- Create a brief PowerPoint about yourself. Feel free to include images. Comment on at least three of your classmates' posts.
- Post three things about yourself personally and professionally.
- Have them take an online personality quiz of some type and share with the class.
- Have them answer their choice of a couple of silly questions such as: what type of animal are you? What's your favorite book, sport etc?

[Start a New Thread](#)

Filter by: [All Threads](#) Sort by: [Most Recent Activity](#)

1 items shown

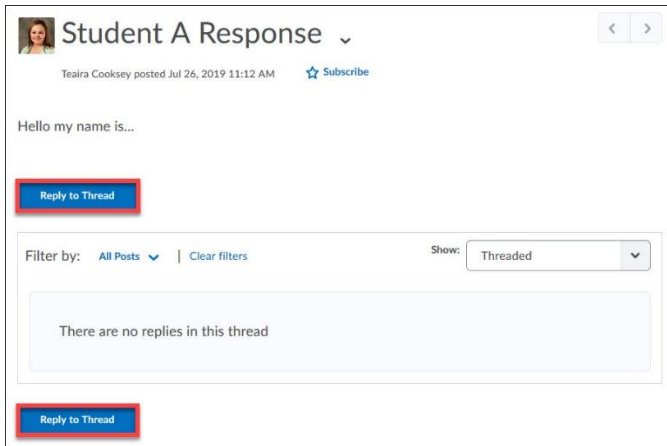
Student A Response

Teaira Cooksey posted Jul 26, 2019 11:12 AM [Subscribe](#)

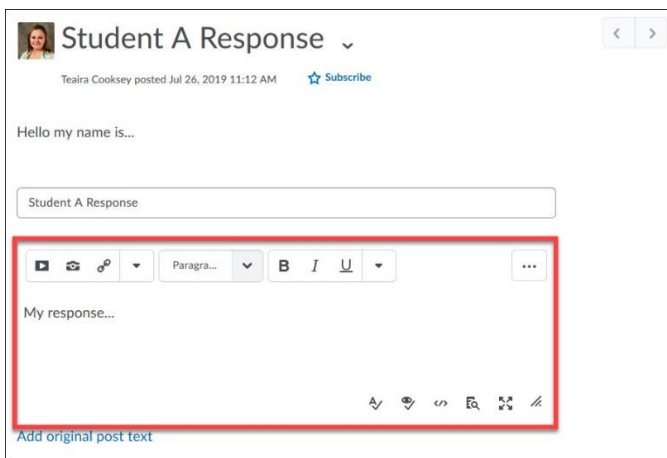
Hello my name is...

0 Unread 0 Replies 0 Views

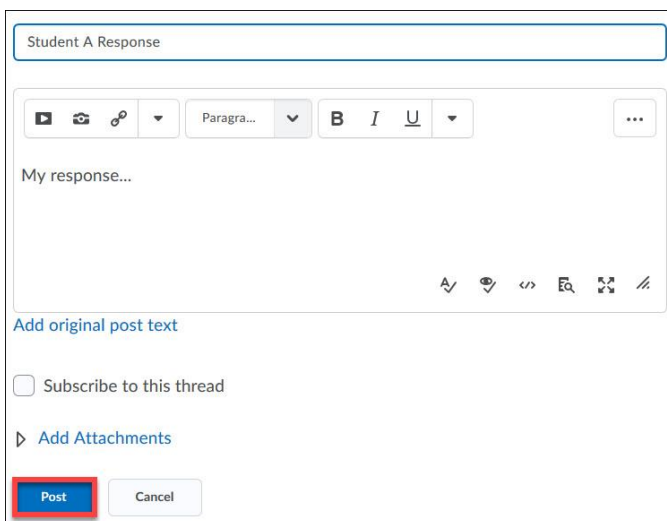
- Next, click “Reply to Thread.”



- Enter your response to the thread.



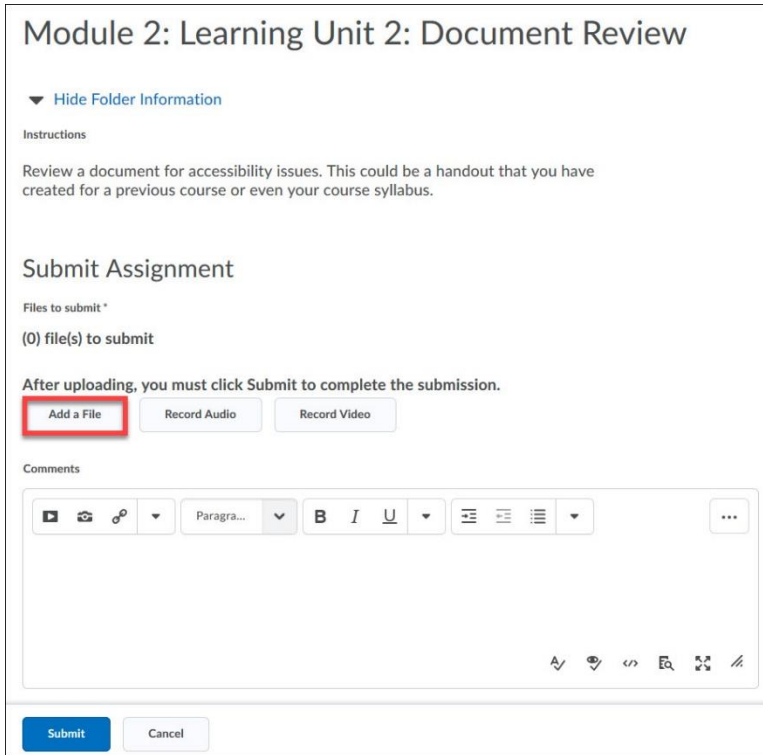
- Once you are satisfied with your response, click “Post.”



- You have now responded to a discussion thread.

How to Submit a File to a Dropbox

1. In the dropbox, click “Add a File.”



Module 2: Learning Unit 2: Document Review

▼ Hide Folder Information

Instructions

Review a document for accessibility issues. This could be a handout that you have created for a previous course or even your course syllabus.

Submit Assignment

Files to submit*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

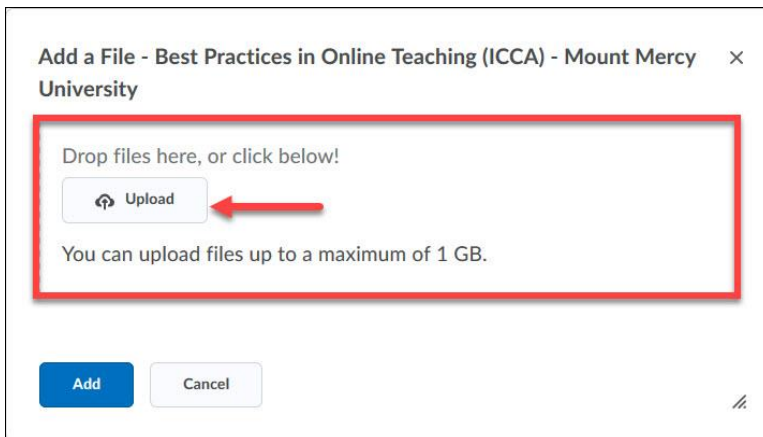
Add a File Record Audio Record Video

Comments

Rich text editor toolbar with icons for Bold, Italic, Underline, Paragraph, Bulleted List, Numbered List, and Indentation. A red box highlights the 'Add a File' button.

Submit Cancel

2. Once the “Add a File” page opens, click “Upload” or you can drag and drop your file into the appropriate area.



Add a File - Best Practices in Online Teaching (ICCA) - Mount Mercy University ×

Drop files here, or click below!

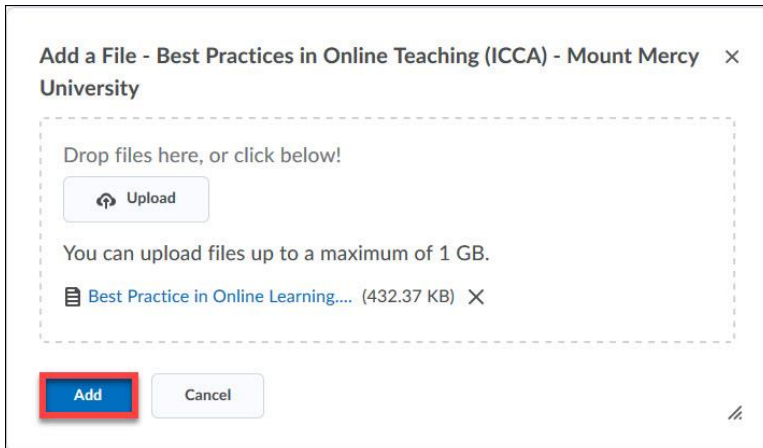
Upload

You can upload files up to a maximum of 1 GB.

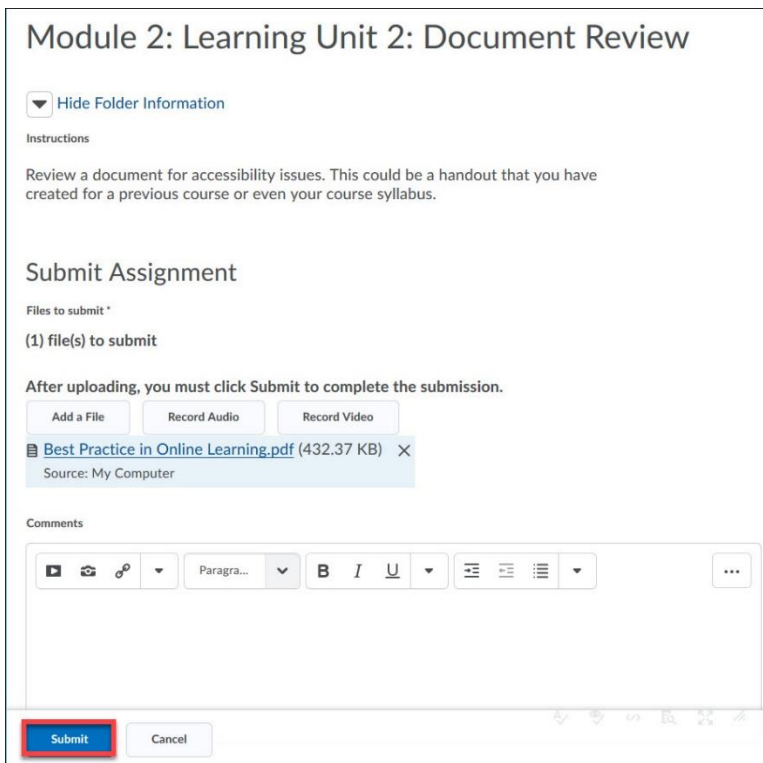
Add Cancel

A red box highlights the 'Upload' button, and a red arrow points to it.

3. Once you see your file listed, click “Add.”



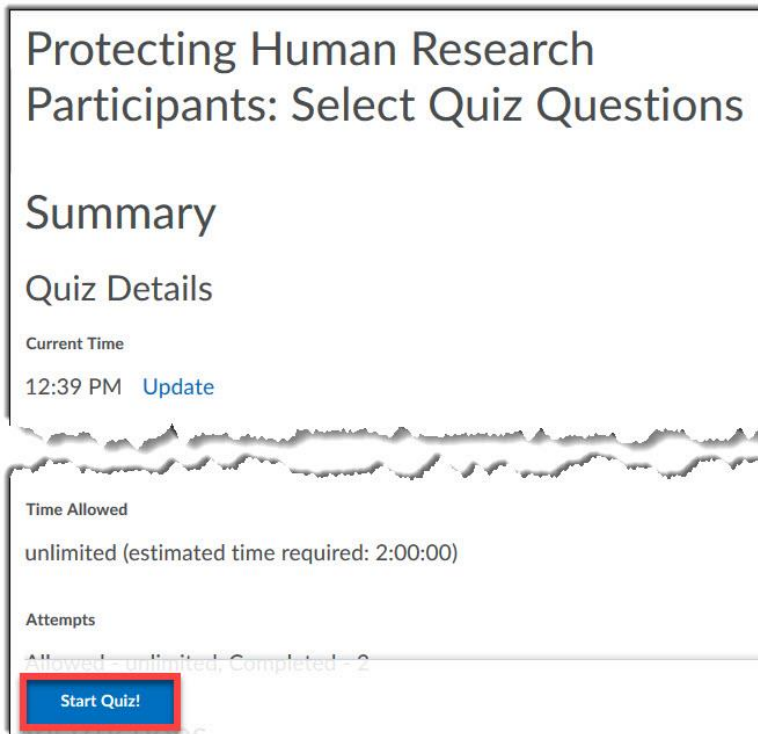
4. Now click “Submit” to submit your assignment.



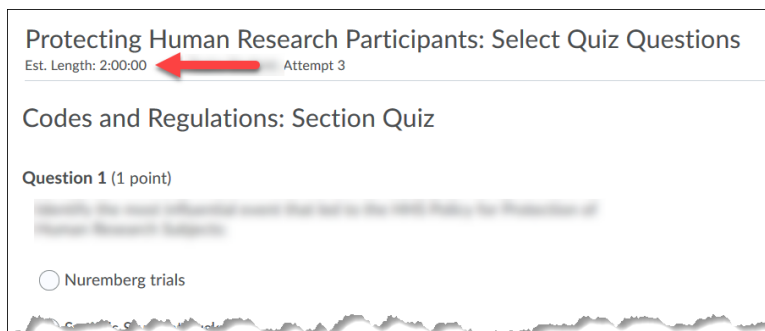
5. You will be able to review your file submission after you click submit.

How to Take a Quiz

1. Once the quiz is open review the page before clicking “Start Quiz.”



2. If the quiz is timed, the time will count down as you are completing the quiz.



- To answer the question, click the circle to select the right answer.

Note: For fill-in-the-blank, short response, and written response questions, you will type in the correct answer. Your instructor will need to review these answers before the final quiz grade is submitted to you.

Protecting Human Research Participants: Select Quiz Questions
Est. Length: 2:00:00 Attempt 3

Codes and Regulations: Section Quiz

Question 1 (1 point) ✓ Saved

Identify the most important event that led to the 1979 Policy for Protection of Human Research Subjects.

- Nuremberg trials
- Syphilis Study at Tuskegee
- Jewish Chronic Disease Hospital Study
- Willowbrook Study

- Once you have finished answering all the questions for the quiz, click “Submit Quiz.”

Protecting Human Research Participants: Select Quiz Questions
Est. Length: 2:00:00 Teaira Student: Attempt 3

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

- Click “Submit Quiz” on the “Quiz Submission Confirmation.”

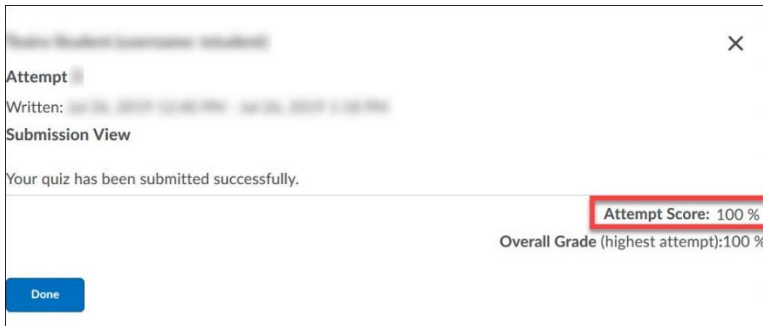
Protecting Human Research Participants: Select Quiz Questions
Est. Length: 2:00:00 Teaira Student: Attempt 3

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

6. Once you have submitted your quiz you will be able to see your “Attempt Score.” Depending on how the quiz is setup, you might be able to see the questions you got right or wrong. It is up to your instructor on how the quiz submission views are set.

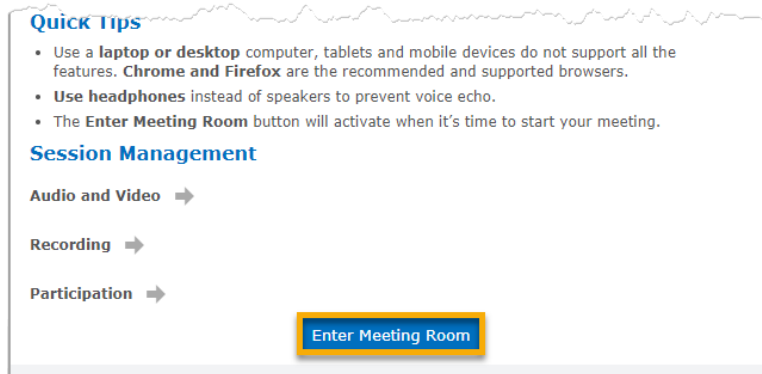


Appendix B: Virtual Classroom

Virtual Classroom Instructions

Note: It is recommended that you use Chrome or Firefox for accessing Virtual Classroom. If one doesn't work, try the other.

1. Open the Virtual Classroom link that was provided to you, and click "Enter Meeting Room."



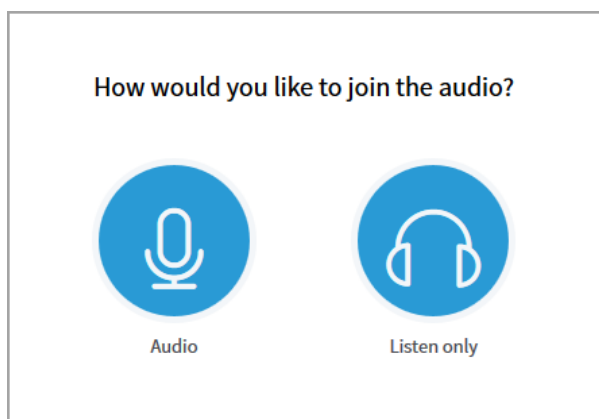
2. Once the link opens, enter your first and last name.

A screenshot of a form for entering a name. It has two input fields: "First name" and "Last name". Below the "Last name" field is a blue button with the text "Go". Yellow arrows point to the input fields, and a yellow box highlights the "Go" button.

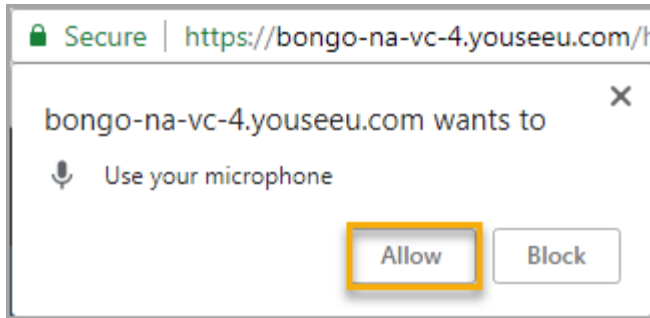
3. Select the option you would like to join for audio. We recommend to select "Audio" so you are able to ask questions verbally at the end of the webinar.

Audio: You will be able to participate in the webinar by asking questions.

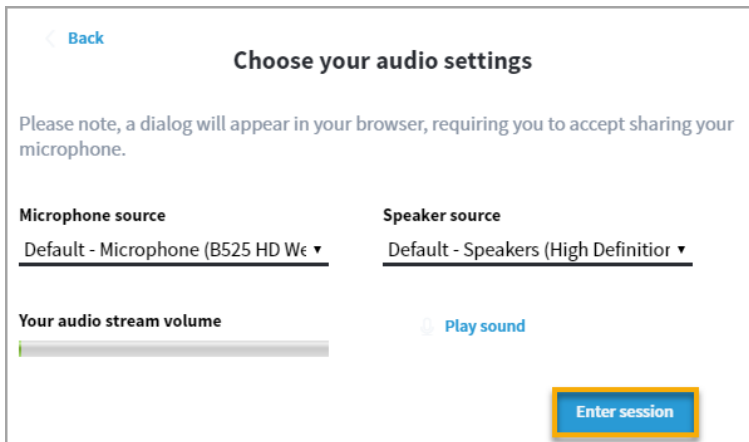
Listen Only: This disables the option to speak during the webinar.



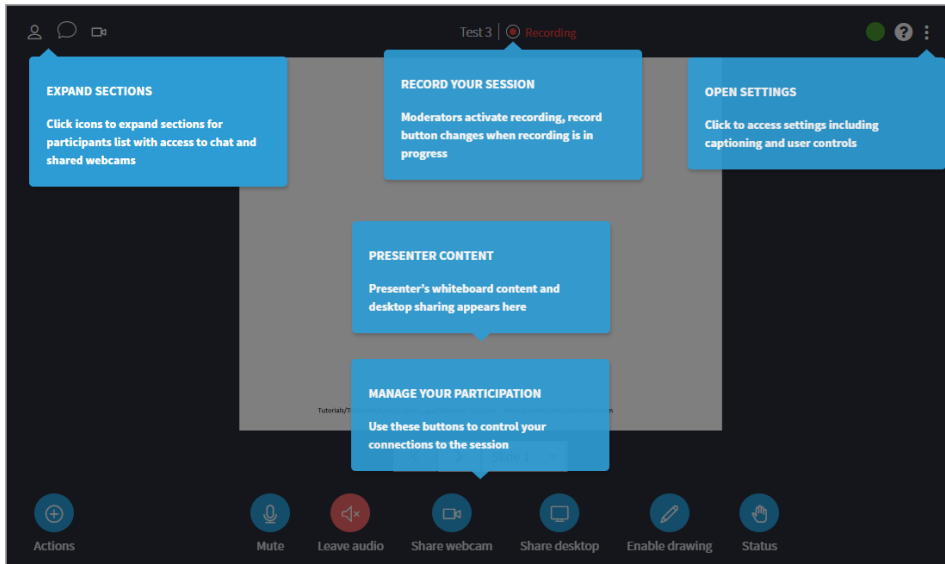
4. If you selected “Audio” you will want to allow the browser to use the microphone. To do this, click “Allow.”



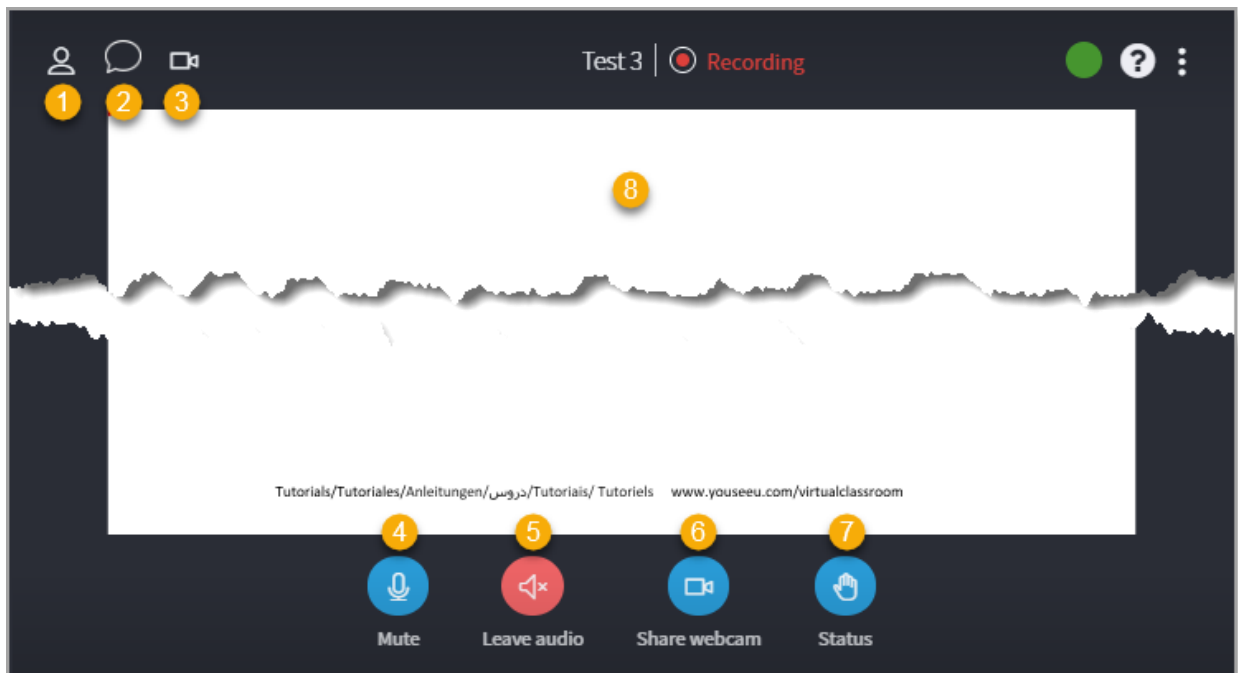
5. Next, click “Enter session.”



- You now have entered into the Virtual Classroom. You can click anywhere on the screen to remove the blue bubble boxes.



- Below are descriptions for the items on the main screen.



- Participants – Shows all the participants in the webinar.
- Chat – Here you can chat publically or to a specific individual in the webinar.
- Shared Video – Shows those who are sharing their video camera.

4. Mute – This button mutes or unmutes your microphone.
5. Leave Audio – Disconnects you from being able to speak through your microphone during the webinar.
6. Share Webcam – Allows you to share your webcam so others can see you.
7. Status – Allows you to select an option such as “Happy,” “Sad,” etc.
8. Whiteboard – This area will show what the presenter is sharing.

If you have any questions about the Virtual Classroom, please contact Teaira Cooksey at tcooksey@mtmercy.edu or Brightspace Help at brightspace@mtmercy.edu.