LauNCh: Getting Started at NC

LAUNCH: GETTING STARTED AT NC

NIAGARA COLLEGE

NIAGARA COLLEGE CENTRE FOR ACADEMIC EXCELLENCE; NIAGARA COLLEGE HEALTH, ACCESSIBILITY, AND WELLNESS; NIAGARA COLLEGE INTERNATIONAL; NIAGARA COLLEGE LIBRARIES + LEARNING COMMONS; AND NIAGARA COLLEGE ADMISSIONS & ENROLMENT SERVICES

CONTENTS

Part III. Strategies and Supports for Student Success

Part IV. Strategies and Supports for Personal Wellness

At Niagara College we are committed to your success! This guide was designed to help **LauNCh** you into your studies with confidence. It is organized into four sections:

- [Introduction to Learning at NC](#)
- [Blackboard Basics](#)
- [Strategies and Supports for Student Success](#)
- [Strategies and Supports for Personal Wellness](#)

In each section, you'll find step-by-step instructions, helpful tips, videos, links and other resources. By working through this guide you will become familiar with important systems, digital learning platforms, campus support services, and all the other things you need to know to be successful at NC!

PART I

INTRODUCTION TO LEARNING AT NC

Description:

Welcome to Niagara College! There are some important tools, documents and habits that can help you get your studies off to a strong start. This section will connect you with essential learning platforms at NC, offer you some tips on the use of NC email, help you to understand two very important types of course documents, and identify some key ways that you can contribute to your own success while studying at NC.

> **Learning Objectives**
>
> After completing this section you will be able to:
>
> - Access your MyNC portal and your NC email
> - Select and read your timetable
> - Identify essential learning platforms that you will use as an NC student
> - Identify the basic software and hardware requirements for studying at NC
> - Access your required course documents, texts, and materials
> - Understand your rights and responsibilities as an NC student

Chapters:

- [MyNC: Logging In and Getting Started](#)
- [Selecting and Reading Your Timetable](#)
- [Learning Platforms You Will Use at NC](#)

- [Your Software and Hardware Requirements at NC](#)
- [Accessing Your NC Email](#)
- [Accessing Textbooks and Other Required Course Materials](#)
- [Important Course Documents at Niagara College](#)
- [Your Rights and Responsibilities as a Student at NC](#)

1.

MYNC: LOGGING IN AND GETTING STARTED

Your [MyNC student portal](#) is a communication hub designed to help you stay informed and make requests, with respect to your student record. This includes reviewing your application, timetable, grades, financials, etc.

How to find your student ID number:
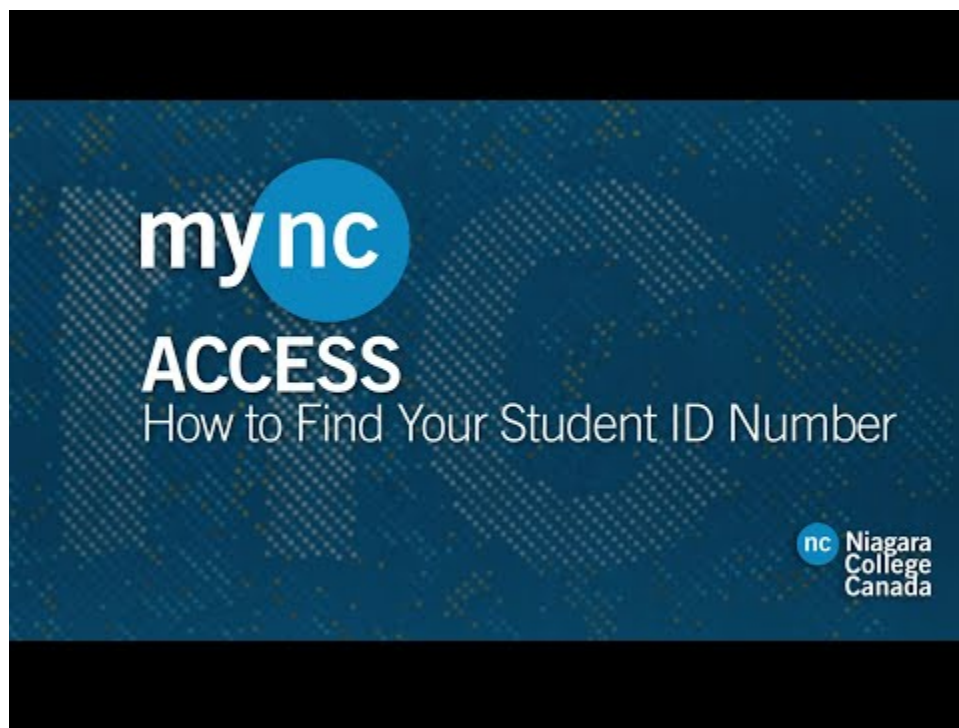
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Setting your username and password for logging into your MyNC portal:

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https://ecampusontario.pressbooks.pub/launch/?p=45

Resetting username and password to your MyNC portal:

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2.

SELECTION AND READING YOUR TIMETABLE AND REVIEWING YOUR STUDENT ACCOUNT

If your [tuition deposit is paid](#) and timetable selection is open for your program, you will have access to selecting your timetable.

NICOLE

NICOLE (Niagara College Online Enrolment) is the system where you can select your timetable, view your timetable, add/change/drop courses:

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Timetable Selection

Timetable Selection Open Dates are posted in the [Announcements on the MyNC log in page]. [This guide] outlines the steps to selecting your timetable block.

MyNC Select Timetable

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Reading/Understanding your Timetable

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More information on course delivery methods can be found in this guide.

Timetable Support

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MyNC Financials

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Further Information

You may want to complete the Be NC Ready: Be Timetable Ready tutorial for more information.

3.

LEARNING PLATFORMS YOU WILL USE AT NC

Technology is an important part of your academic success. Visit The Learning Portal for helpful tips on navigating educational technology. At Niagara College there are a number of online platforms that you will use throughout your studies. Here are three of the most important:

Blackboard

Blackboard Learn is an online learning environment and is the Learning Management System (LMS) that Niagara College uses. Almost every course you take at NC, whether it's online, face-to-face or hybrid, will have a site in Blackboard where you can find important course documents, submit assignments or check your grades.

You can access Blackboard through the MyNC portal. Later in this resource, we will give you an in-depth overview of Blackboard and all the different tools available through the system. You can also download the Blackboard Learn student app on your phone through the Apple Store or Google Play.

Microsoft 365

Through Microsoft 365 (O365) you can collaborate for FREE with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Use this service to store documents and access materials from multiple devices. O365 will come in handy if you're working in a group and want to share documents for editing.

The service can be used on your PC or Mac and on your Android, iOS or Windows device. With your account, you can install the O365 application on up to five devices.

To download and log-in to O365, follow these steps. For detailed instructions on how to use various O365 applications online, including Excel, OneDrive and PowerPoint, visit this page.

AppsAnywhere

AppsAnywhere is a FREE service that allows Niagara College students, staff and faculty to access software, on-demand, anytime, from anywhere. It can be accessed through the MyNC Portal. Much like the app store you use on your mobile phone or tablet, AppsAnywhere is a catalogue of all Niagara College lab software available that you can download and run directly on your personal Windows-based computer. This will require a one time download to your device to be able to access software.

Important Note: Anyone that doesn't have a Windows computer can use an additional tool called Splashtop in conjunction with AppsAnywhere to remotely access a College lab computer, and run their required software using AppsAnywhere. For more information on AppsAnywhere and Splashtop, visit this page.

4.

YOUR SOFTWARE AND HARDWARE REQUIREMENTS AT NC

Students are responsible for ensuring that they have access to a desktop or laptop computer that meets program-specific requirements noted on the admissions requirements section of their program website. In general, and for programs that have no program-specific computer technology requirements, students are responsible for ensuring that they have a Microsoft Windows 10 based desktop or laptop system that meets or exceeds the following requirements:

System Requirements

- System runs on an updated Microsoft Windows 10 operating system with a minimum 265GB SSD storage and 8 GB memory
- An integrated or peripheral video camera, microphone and speaker system
- Reliable internet connectivity with broadband capabilities and a minimum download speed of 5 Mbps

Note: There is no support for Chromebooks or Apple products unless they are specifically outlined in the admissions requirements of your program

Further Information

More details are available on from Niagara College ITS.

5.

ACCESSING YOUR NC EMAIL

Your NC email account is activated after you have paid your tuition deposit and remains activated until you have graduated. All announcements will be sent to your NC email and it is your responsibility to stay informed.

Sending and Receiving College Emails

Your official NC email is the email address that your instructors, college staff and the [Student Administrative Council](#) will use to communicate important information. It is extremely important that you **check your NC email frequently and consistently**, ideally at least once per day during the term and that you read each message carefully. If you don't, you may miss out on information and announcements that are essential for your academic and personal success.

In addition to receiving emails, it's also important that **you send any college-related questions, concerns or requests from your official NC email account**. Sending messages from your NC email will ensure that professors and staff can quickly identify you as a member of the NC community. **Messages from personal email accounts (i.e. coolpeeps@gmail.com) may be trapped by spam filters or flagged as suspicious.**

Logging Into Your Email Account

1. Open your browser
2. Go to portal.microsoftonline.com
3. Enter your **Student Email**

   ◦ Current students **username@ncstudents.niagaracollege.ca**

- ◦ Have not been enrolled for more than 2 years **@ncalumni.niagaracollege.ca**

4. Enter your **Password** (The same as Blackboard/MyNC)
5. Click **Submit**

For more information on how to access and navigate your official NC email, watch the video below:
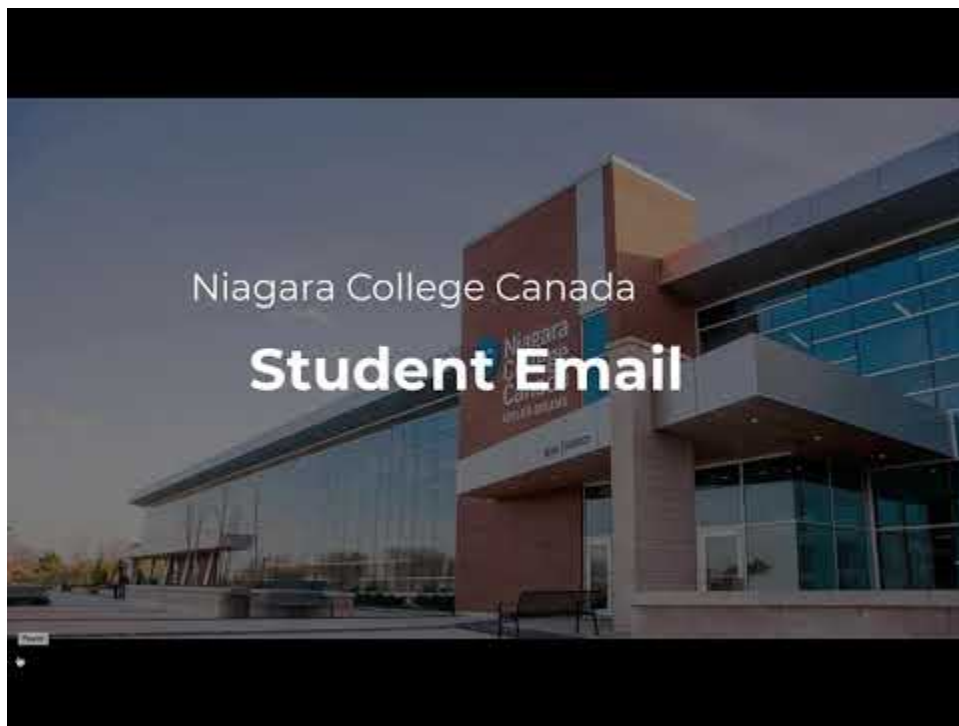
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https://ecampusontario.pressbooks.pub/launch/?p=47

[View this video on Microsoft Stream](#) (Niagara College network ID and password required).

Email Etiquette

When you send emails to NC professors, staff, or classmates, ensure that your messages are professional, polite and specific. Here are some simple tips to keep in mind:

- Use a descriptive subject line so the recipient knows what your message will be about. If you're writing with a question about a specific course, include the course code in the subject line.
- Include an appropriate salutation (i.e. Hello Professor Amal)
- Keep your message brief and to the point, but include important details so that the recipient can fully understand your issue or question.
- If you are writing to your professor or a staff member at the college, sign your message with your name and student number so they can easily identify you.
- It may take some time for the recipient to respond to your message. Be patient and wait a few days for a response before sending a follow-up message.

For additional tips about communicating with faculty and staff at Niagara College, check out the chapter, When you Need Help from Faculty, in this guide.
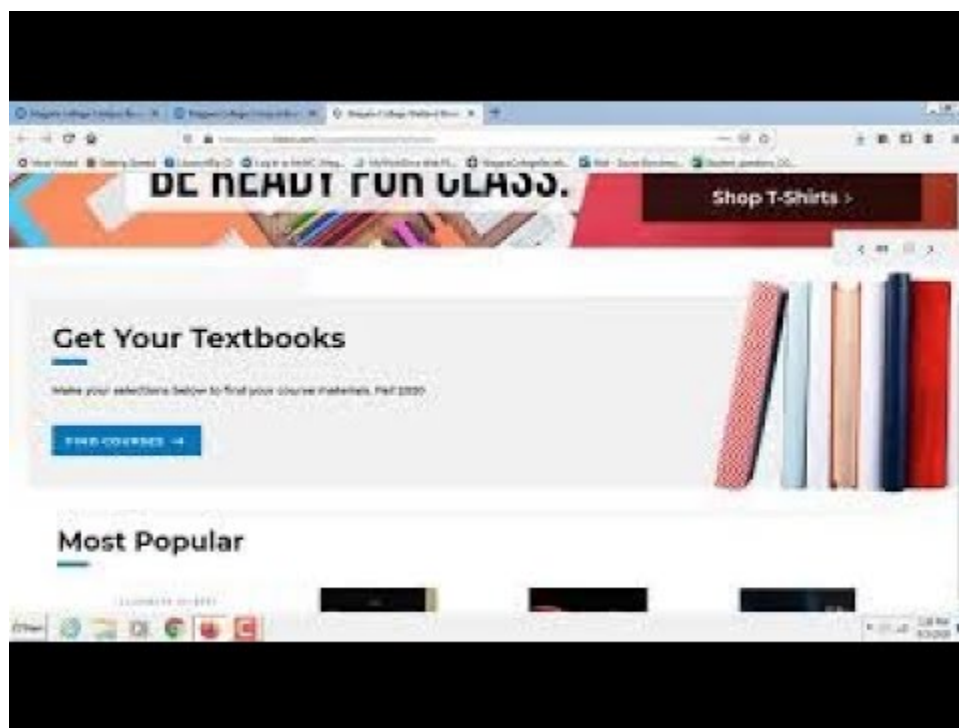
Further Information

Review the Be NC Email & Phone Etiquette Ready module

6.

ACCESSING TEXTBOOKS AND OTHER REQUIRED COURSE MATERIALS

You can use the bookstore website to find your required text books and/or materials for your program. Check out this video for step by step support.

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https://ecampusontario.pressbooks.pub/launch/?p=55

IMPORTANT COURSE DOCUMENTS AT NIAGARA COLLEGE

Each course in your program of study is defined by two very important documents:

1. Course Outline

The Course Outline describes the specific skills that you need to acquire in a course to be successful. In the Outline, these are referred to as course outcomes, course objectives, and essential employability skills and your professor will structure their teaching and evaluations to help you develop them.

Course outlines also include lots of other important information, such as a course description, any pre- and co-requisites, an overview of evaluation types, a list of required textbooks or resources, and more.

To learn more about course outlines and to download any outlines for your program, visit this website and use the Course Outline Lookup tool.

2. Teaching and Learning Plan (TLP)

The Teaching and Learning Plan, commonly referred to as a TLP, is your roadmap for success in a course! Every course you take at NC will have a TLP that has been created by your professor.

The format and structure of each TLP may differ slightly from professor to professor, but they should all contain the following information:

- Your professor's name and contact information
- A class schedule and location, including lecture, seminar, lab, studio, off-site and/or online class meetings
- A schedule of topics, required and recommended readings or resources, homework assignments and other learning activities, organized by class, by week or by course unit
- A detailed breakdown of assignments and evaluations, including type, percentage weighting and due dates
- While not a mandatory element, your TLP may also include descriptions of important program and course policies (i.e. late or missed assignment policy, class cancellation, attendance and lateness) and links to key student resources (i.e. the Library and Learning Commons, Health Wellness and Accessibility Services, Indigenous Education@NC)

Key Takeaway

Review each TLP carefully! It will help you to understand your professor's expectations and will assist you in planning your schedule and setting your priorities.

Your TLP will be posted to your Blackboard course site by the first day of classes. It can be found in the Course Information section.

Further Information

See the [Navigating a Blackboard Course and Accessing Course Content](#) chapter of this guide for more information on finding your TLP in Blackboard.

8.

YOUR RIGHTS AND RESPONSIBILITIES AT NC

NC expects that, as an adult learner, you are committed to achieving academic success and to contributing to the college community in productive and respectful ways.

Academic Rights & Responsibilities Policy and Student Code of Conduct Policy

All students are expected to act responsibly and uphold standards of conduct that form the basis for good citizenship which includes civility, responsibility and respect. Your rights and responsibilities as an NC student are outlined in [this policy](#). Take some time to read it and become familiar with this important document.

Student Rights and Responsibilities Office

The [Student Rights and Responsibilities Office](#) (SRRO) assists students in understanding their rights and responsibilities with the aim of maintaining a positive, safe and respectful environment for all members of the NC community. SRRO is committed to promoting a safe and successful experience for Niagara College students by adhering to the fair and transparent principles outlined in the [Student Code of Conduct Policy](#). This is another important document that you should read carefully!

SRRO also provides several [resources](#) to help students, including the [Consent is Key campaign](#) to combat sexual violence and a detailed set of [Netiquette Tips for Online Classrooms](#).

Taking Responsibility for Your Learning

As a college student and adult learner, you are in charge of your success. While there are many campus resources to support you on your journey, you need to develop your own planning and organizational skills so that you can stay motivated, meet deadlines, and seek help when you are struggling.

Key Habits for Success

- Managing your time effectively
- Actively participating in your courses and other college activities, like clubs, events and volunteer opportunities
- Communicating with professors, staff and classmates in respectful and timely ways
- Keeping track of key deadlines and important dates
- Understanding your student rights and responsibilities
- Seeking out the appropriate campus supports when you need help
- Behaving respectfully in all interactions with members of the college community

If you are struggling with any of these elements, reach out to your academic advisor or international student advisor. To find your academic advisor, follow the [steps outlined here](#).

Further Information

In sections [III](#) and [IV](#) of this guide, there is additional information about the various academic and personal wellness supports available to you as a Niagara College student.

You may also be interested in completing the [Be NC Ready: Be NC Student Rights Ready tutorial](#).

BLACKBOARD BASICS

Description:

Almost every course you take at NC, whether it's online, face-to-face or hybrid, will have a site in Blackboard where you can find important course documents, submit assignments or check your grades. Blackboard is the Learning Management System (LMS) we use at Niagara College. In this module, we will go through Blackboard so that you can feel comfortable and confident navigating its key features!

Learning Objectives

After completing this section, you will be able to:

- Navigate the Blackboard environment, including the main landing page and common course features
- Keep track of important course updates, deadlines and tasks
- Access course content and complete assignments and tests
- Use Blackboard Collaborate Ultra to connect with professors and classmates in real-time
- Access your assignment and test grades and review feedback
- Seek help if you're having trouble with Blackboard

Chapters:

- [Blackboard: Logging In and Getting Started](#)
- [Accessing Important Course Updates and Information](#)
- [Navigating a Blackboard Course and Accessing Course Content](#)
- [Complete Tests and Assignments in Blackboard](#)

- [Participate in Synchronous Learning on Blackboard Collaborate Ultra](#)
- [Access Assignment and Test Grades and Review Instructor Feedback](#)
- [Get Help for Blackboard Issues](#)

9.

BLACKBOARD: LOGGING IN AND GETTING STARTED

Blackboard is a virtual learning environment and is the Learning Management System (LMS) that we use at Niagara College. Almost every NC course that you take will have a course site on Blackboard where your professors may share class announcements, post resources, ask you to submit assignments and more. You might use other digital tools as part of your learning, but your Blackboard course sites will always be key points of reference.

Logging In

You can access Blackboard from the MyNC student portal. Once you have logged into the MyNC portal, select the Blackboard Learn icon near the middle of the page or click on the Blackboard tab on the top right hand corner of the screen.

Navigating the My Blackboard Landing Page

When you arrive on the My Blackboard landing page, it will have a number of different areas.

1. ADVANCED MY COURSES

This area includes a list of all Niagara College courses in which you are enrolled as a student. If the course title appears blue, the Blackboard course site is available. You can click on the course title to access your course site.

2. MY BLACKBOARD ANNOUNCEMENTS

This area will show you a summary of the most recent announcements shared by your professors and by Niagara College. To view a history of all your announcements, select more announcements… in the bottom right corner of the panel. More information about Announcements can be found later in this resource.

3. OFF CAMPUS ACCESS

This area provides you with information about how you can access Niagara College software from off campus and includes links to the tools Apps Anywhere and Splashtop.

4. MY ORGANIZATIONS

The program you are enrolled in may have a program homeroom. This is a website where important program information, including program-specific policies, staff contact lists, volunteer opportunities, guest speakers and other valuable information may be located. If you have a program homeroom, it should appear as a blue link within the My Organizations area.

5. TOOLS

This area gives you access to a variety of tools that can help you stay organized and keep track of your academic responsibilities. Of particular importance are the My Calendar, My Tasks and My Web-Email links. My Calendar gathers key dates, like assignment due dates, from across your courses and displays them in one location. My Tasks allows you to set your own personal deadlines and identify key work you need to accomplish to stay on track. Finally, My Web-Email allows you to access your College email over the internet. More information on My Calendar can be found later in this resource.

6. QUICK LINKS

This area offers direct access to key campus resources – the NC Library and Learning Commons website and the Information Technology Services (ITS) website.

Blackboard Mobile App

You can access notifications and course information on the go by downloading the FREE Blackboard app.

It is available for Android and Windows devices at the [Google Play](#) store, and for iOS devices at the [Apple Store](#). For download and installation support you can watch a quick tutorial [here](#).

10.

ACCESSING IMPORTANT COURSE UPDATES AND INFORMATION

Blackboard has several features that allow you to receive important course and program information, keep track of deadlines, and communicate with your professors.

Notifications

Blackboard can send you important course notifications on the Notifications Dashboard, by email and even through the mobile app. These notifications can let you know when new course announcements, content, assignments, and grades are available. You can control where these notifications go and how frequently you receive them. This video shows you how to customize your notification preferences in Blackboard.
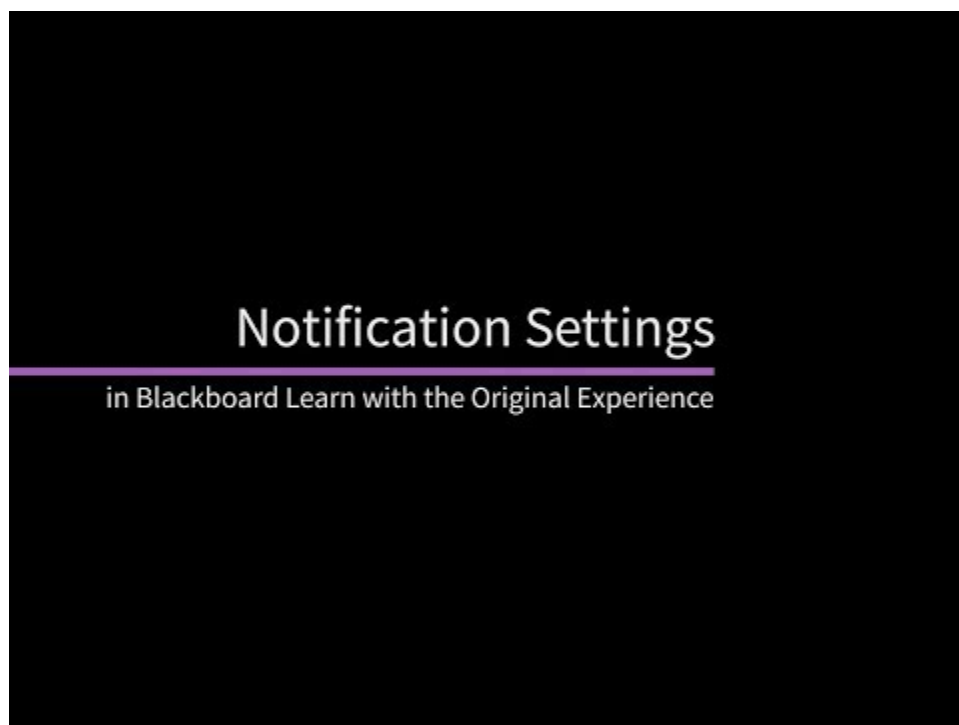
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My Calendar

Keeping track of course deadlines and other responsibilities isn't easy, but the Blackboard My Calendar can help! Use this calendar in Blackboard to keep track of upcoming assignments, events and other due dates. Your professors may add important course deadlines to your calendar and you can also create your own personal entries.

Use the Calendar

in Blackboard Learn with the Original Experience

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Announcements

Professors will often post announcements to share important course information. New course-specific announcements typically appear at the top of the Announcements page of each course Blackboard site, which is often the first page you will see. They will also be sent directly to your NC email. Finally, you can view a summary of the instructor announcements from all of your courses on the My Blackboard landing page.
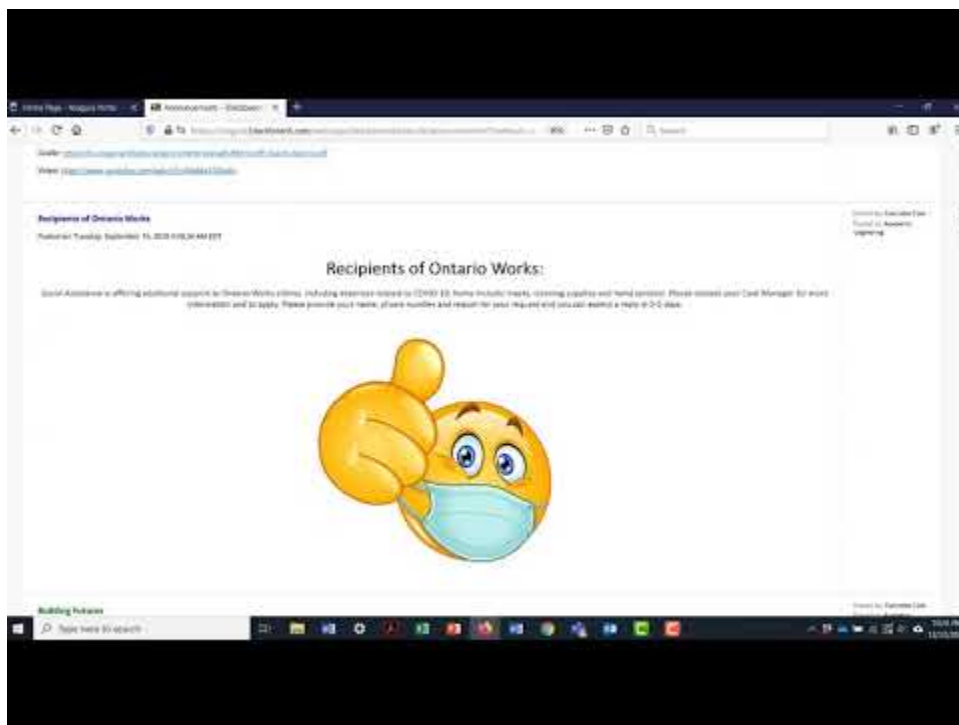
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Watch this video on MS Stream (Niagara College ID and password required).
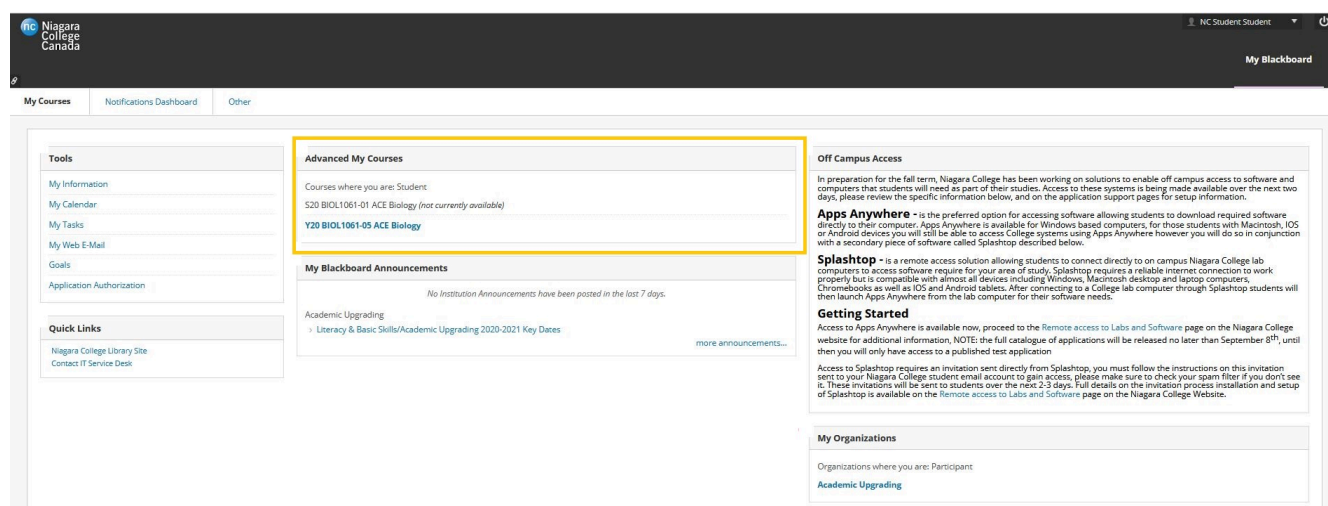
Important note: Do not reply to course announcement emails that you receive in your NC email inbox from **donotreply@blackboard.com**. These messages are automatically generated by Blackboard and your faculty member will not receive your reply. If you have a question about a course announcement, email your professor directly.

NAVIGATING A BLACKBOARD COURSE AND ACCESSING COURSE CONTENT

Accessing your course sites on Blackboard

On the My Blackboard landing page, links to course sites in which you are enrolled as a student should appear in the **Advanced My Courses** panel. To access each unique course site, click on the appropriate link.

Important Note: Blackboard course sites will only be visible to you once the professor has made them available for viewing. If you do not see a course site on the day that your first class is scheduled to take place or the course name appears grey, email your instructor directly to ask whether they have made the course available.

Typical Blackboard Course Features

There are a number of features common to most course sites in Blackboard. Let's go through a few of them to help you feel more comfortable in this environment.

The Course Menu

Once you have entered a Blackboard course, you will see a list of links down the left hand side of the screen. This is known as the Course Menu.

These links allow you to access and view various parts of the course, called ***content areas***.

Professors will generally group related items together under a particular content area. For example, the course outline and teaching and learning plan are typically found in the Course Information link. Lesson slides, readings, videos and other key course materials are typically stored within the Course Documents link. You might access online assignments, including quizzes, tests and other submissions, from the Assignments area. And the Tools link gives you access to a variety of technologies integrated within Blackboard that may be helpful or necessary to your progress in the course.

Important Note: Each Course Menu may vary slightly depending on your professor's preferences. As such,

your courses may look a bit different from each other and have different sets of links and tools available in the menu.

Below are three different examples of Course Menus. The differences between the structure and organization of these course menus are similar to the differences you might see in the set-up of classroom spaces on campus. The layout may vary between your courses, but the menus will function in similar ways.

▼ F20 ADMN1330-01 Project Management 🏠	▼ F20 DENT1120-01 Oral Hlth Prevention Promotion 🏠	▼ F20 PSYC1323-80 Developmental Psychology 🏠
Announcements	Announcements	Announcements
Course Information	Course Information	Course Information
Course Documents	Course Documents	Course Documents
Assignments	Blackboard Collaborate	Quiz
Discussion Board	Assignments	Tests
Tools	Quizzes/Tests	Office Hours
	Groups	Textbook
	Discussion Board	Assignments
	Tools	Discussion Board
		Tools

When your course site becomes available, it is a good idea to click each link on your Course Menu and explore each content area. This will help you to become familiar with the course structure and content. If you have questions regarding the organization of the Blackboard course site, contact your professor for clarification.

Announcements

Generally, when you arrive on any course site in Blackboard, the course announcement panel will appear in the centre of the screen. This is great because you can quickly and easily find out about important course

updates and information. The most recent announcements will typically appear at the top of the page. If the announcements page isn't the first thing you see when you enter the course site, it should be available to you in the Course Menu.
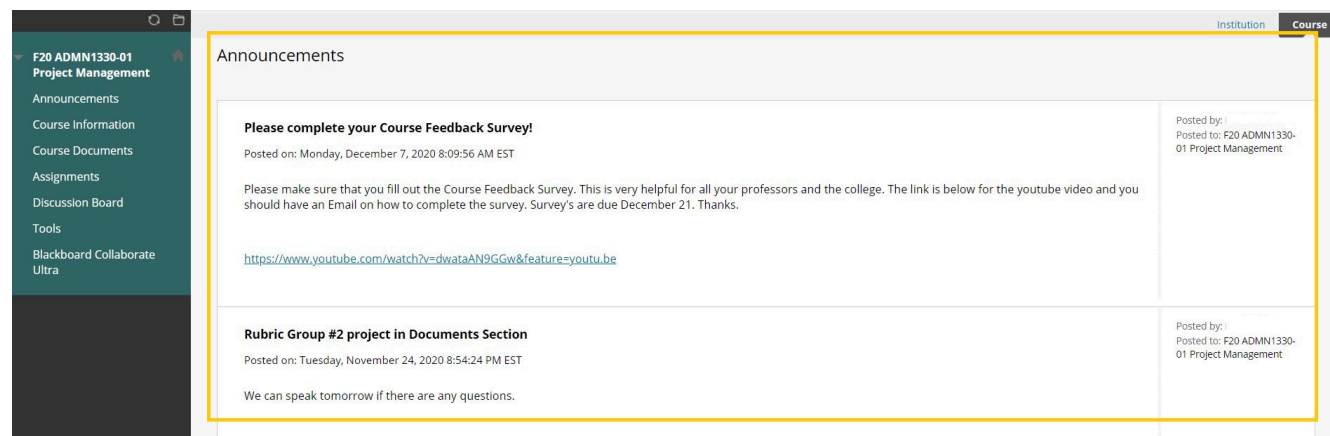
## Tools

The Tools area is an important link on your course menu.

This area gives you access to a number of tools that will be important to your student experience, including the My Grades link where you can access your assignment and test scores and feedback. The specific tools will

vary depending on the course and the professor preferences, so expect this area to look different from course to course. Here is an example of what the Tools area looks like when open.
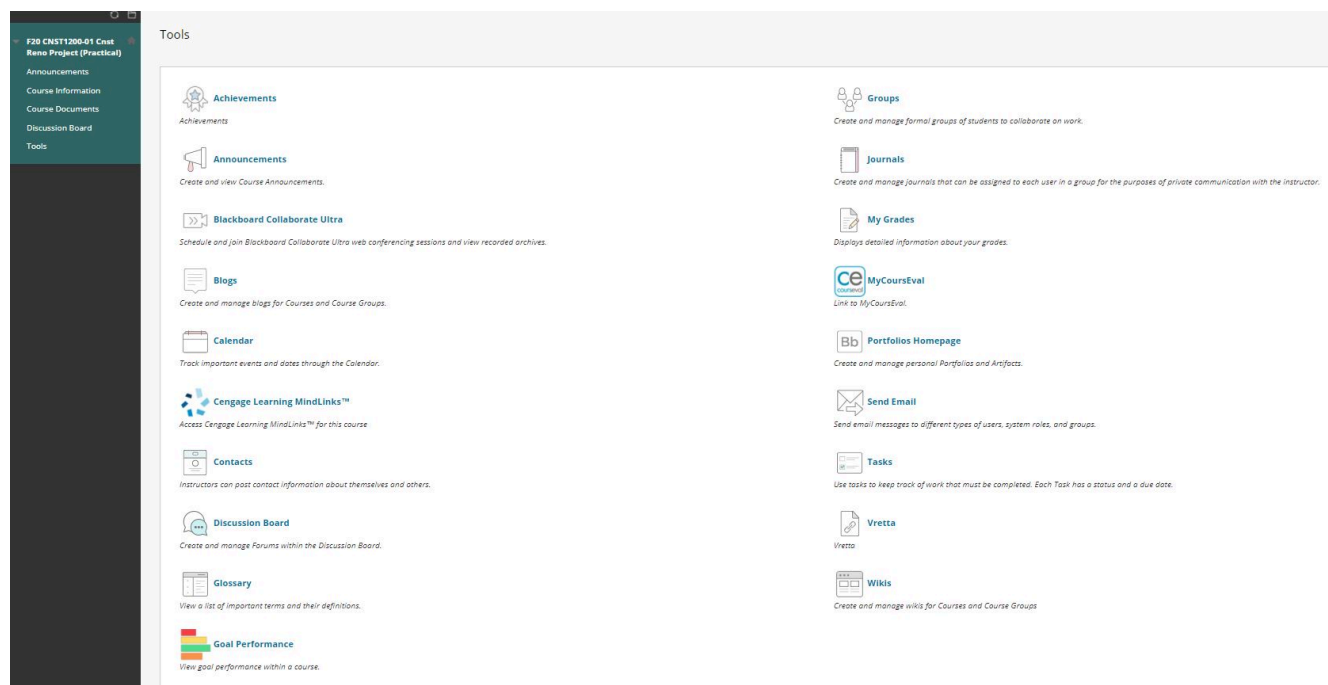
Files and Folders

Your instructors can add different types of content to your courses to support your learning, including readings, documents, slides, images, videos and web links. Sometimes, professors might add individual files into course areas and other times they might organize multiple pieces of content into folders or learning modules.

F20 PSYC1323-80 Developmental Psychology ⊘ Course Documents

F20 PSYC1323-80 Developmental Psychology

Announcements

Course Information

Course Documents

Quiz

Tests

Office Hours

Textbook

Assignments

Discussion Board

Tools

Course Documents

TLP

Attached Files: 📄 Psyc1323_TLP_MNishimura_F2020.pdf (291.566 KB)

Week 1

Week 2 (Sep 14-18)

Week 3 - Infancy (Sep 21-25)

Week 4 - Toddlerhood (Sep 28 - Oct 2)

What if you don't see some content?

Remember that professors can limit which content items you see based on date, time, individual users, course groups, and your performance on graded items. Ask your professor about content that you think you should be able to see but can't.

12.

COMPLETE TESTS AND ASSIGNMENTS IN BLACKBOARD

Assignments

As you progress through your course, you'll complete different types of assignments: case studies, research papers, presentations, creative writing, lab reports, and so on.

In Blackboard, you can easily upload your files and receive files back, along with your grade and feedback. Your instructor controls the date when assignments are ready for you to access and when they are due. Make sure you read your Teaching and Learning Plan thoroughly and make note of all important dates so you don't miss anything. Adding them to your calendar will help you stay on track.

For more information on how to access and submit assignments in Blackboard, watch this video:

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https://ecampusontario.pressbooks.pub/launch/?p=84

Tests

Your professors may also use tests and quizzes to assess your mastery over course content and objectives. You can only access a test when it has been deployed by your instructor in a Content Area of the course. When the instructor lets you know that test is available, and where to find it, enter that area of the course and click on the test link to start it.

For more information about accessing and completing tests and quizzes in Blackboard, watch this video:

Test Overview
in the Original Course View

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https://ecampusontario.pressbooks.pub/launch/?p=84

Quick tips for taking a test on Blackboard

- Start your test as soon as you can during the test availability window. If your instructor makes a test available for several hours or several days, plan to take the test as early as possible. This way, if you encounter any technical issues, you will have time to contact your professor and seek technical support.
- Check your internet connection before beginning the test. Ideally, your connection will be strong and stable. A wired connection is usually more reliable than a wireless connection.
- Close as many other windows on your device as possible and, if possible, minimize internet traffic by turning off streaming services like Netflix and taking your mobile devices off wifi.
- Read all of the test instructions carefully before beginning. The test instructions may include

important details about the test and its settings that will be helpful for you to know about before you start.

- Tests can have a variety of settings chosen by your professor that control how they're displayed, how long you have to access them, and whether functions like the timer and auto-submit are used. Because of this, your tests may look and function differently in different courses. You may find it helpful to make sure that you're clear on how each specific test is set up before starting it.

- Once you're in the test, don't refresh the test page, close the browser window, or use the browser's back button. This may prematurely end your test.

- You may see your score immediately after you complete the test if all questions are auto-graded and your instructor releases this information. Your instructor may choose a date in the future to release test scores while your classmates take the test. To access feedback and grade information, select the test in the content area or My Grades and follow the instructions provided later in this resource.

## Plagiarism Prevention Tool – SafeAssign

SafeAssign is a plagiarism prevention tool that allows your professor to check the originality of any text that you submit as part of an assignment or test. SafeAssign automatically conducts the check by comparing your assignment against databases of webpages, published books and articles, and other assignment submissions, including those from peers in your current course and submissions from past students. So make sure to properly cite your sources in everything you submit and check with your professor if you're unclear about anything!

13.

PARTICIPATE IN SYNCHRONOUS LEARNING ON BLACKBOARD COLLABORATE ULTRA

Blackboard Collaborate Ultra is a conferencing and webinar platform used for online teaching at Niagara College.

Professors can create a virtual classroom to share presentation material and communicate with you and your classmates through audio, video and chat tools. This means that Blackboard Collaborate Ultra is where you will have many of your synchronous (real-time) online lectures, live discussions and presentations.
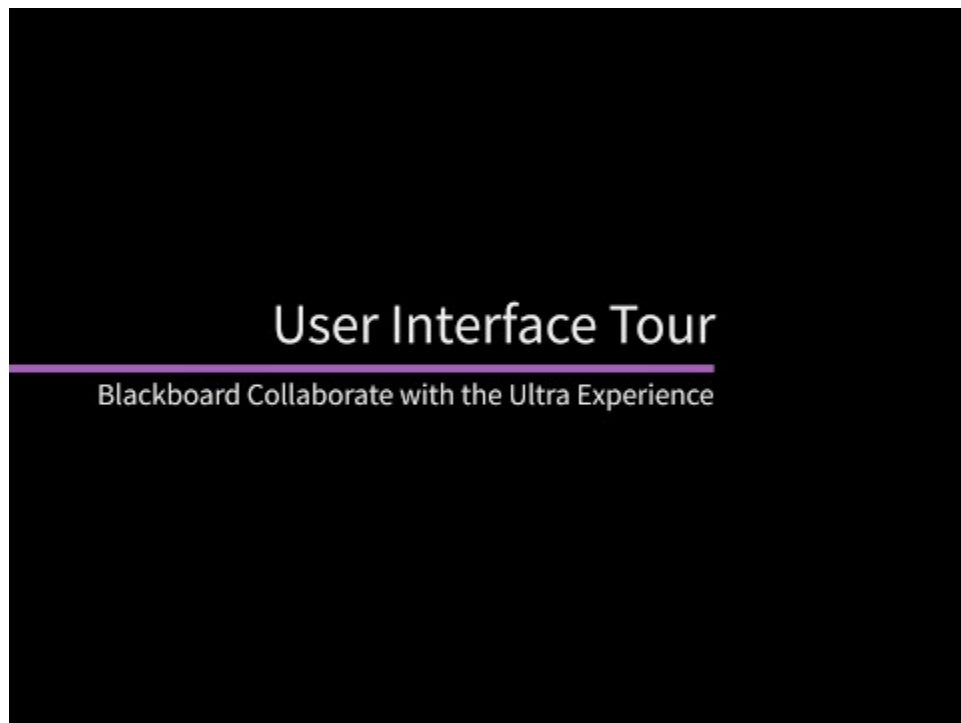
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https://ecampusontario.pressbooks.pub/launch/?p=86

For full details on how to set up your audio and video, add a profile picture and use other features of Blackboard Collaborate Ultra, visit this [page](#).

How to use Blackboard Collaborate Ultra

Collaborate Ultra requires certain permissions to function properly. For example, you need to grant the program permission to access your camera and microphone so you can use audio and video. Give Collaborate Ultra permission when asked, and/or set up permissions in your browser preferences.

Only certain browsers support Blackboard Collaborate Ultra, so make sure you are working within those browsers when you use this system:

Browser	Desktop	Mobile
Google Chrome™	Windows®, macOS, Ubuntu	Android™
Firefox®	Windows, macOS	Not supported
Safari®	macOS 10.13+	iOS® 12+, iPadOS
Microsoft Edge® (Chromium)	Windows, macOS	Android, iOS

Collaborate Ultra requires a strong, stable internet connection to function smoothly. If your internet connection is weak or unstable, you may be disconnected from the session frequently or you may have trouble hearing and seeing your professor or peers. Try your best to join Collaborate Ultra sessions from a location where you can access reliable internet.

Accessing a Blackboard Collaborate Ultra Session

Depending on your professor's preferences, you can join a Collaborate Ultra session directly from a web link, from the Tools area of your course and from the mobile app.

- From a weblink: Your professor sends you a link to join the session or posts a link using the Course

Announcements or email. Open the link in a supported browser. Blackboard Collaborate Ultra will open as a new tab. The opening screen will mention what session you are joining and there will be a place for you to type your name. Select Join Session after typing your name.

- From your course: Blackboard Collaborate Ultra sessions may also be accessed from the Tools area in your course site if your instructor has made it available to you. Watch this short video to see how to navigate to Collaborate Ultra from within your course:
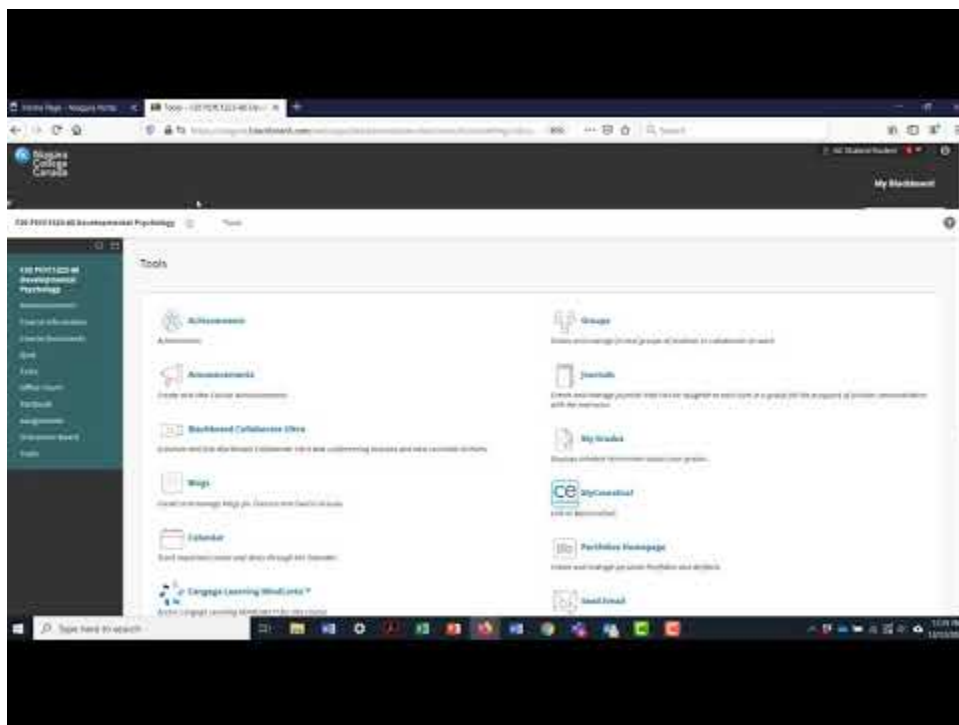
A YouTube element has been excluded from this version of the text. You can view it online here:
https://ecampusontario.pressbooks.pub/launch/?p=86

Watch this video on MS Stream (Niagara College ID and password required).

- From the Blackboard app: You can launch sessions from the Blackboard app when links are provided in your courses.

Professors can record sessions that are hosted within Blackboard Collaborate Ultra and share those recordings with the class for review later on. Check with your instructor to see if they provide this option in your course.

A few things to do to have a positive experience during your Blackboard Collaborate Ultra session:

- If possible, join the session a few minutes early. This will give you some time to work out any technical issues and test out some of the features of Blackboard Collaborate Ultra.
- Add a profile picture when you arrive in the virtual space so that your professor and peers can connect your name with your face even if your camera is turned off. Make sure that any image that you upload is appropriate and respectful.
- Introduce yourself in the chat or over the microphone when given the opportunity. State your name the first few times you speak. This will help professors and peers know who is participating and will give them a chance to learn your name.
- Mute yourself when not speaking. Background noise and echoes can be very distracting.
- If you can't access the microphone or camera to turn them on in a session, your professor may have chosen to turn them off for either all or part of the session to keep the class focused. Pay attention for opportunities offered by your professor during the session to engage or ask questions.
- Try your best to participate and stay engaged. Remember that you are connecting in real-time with your peers, professors, and guest experts. Use the raise your hand function if you would like to make a comment or ask a question using the microphone and wait to be called on. Alternatively, you can type questions and feedback in the chat.
- Participate actively. Use the feedback feature and chat to show your engagement.

Source: https://help.blackboard.com/Collaborate/Ultra/Participant/Participate_in_Sessions/Session_Best_Practices

14.

ACCESS ASSIGNMENT AND TEST GRADES AND REVIEW INSTRUCTOR FEEDBACK

Blackboard has a My Grades tool that allows you to see your assignment and test grades for all of your courses or one course at a time.

Seeing Assignment and Test Grades for One Course

When you're in your course site, click on the Tools link in the Course Menu. Then click on My Grades. Here you will see a list of your completed and upcoming assignments and tests. If an item has been graded by your professor, your grade will appear in the far right column as either a score or a percentage. If an assignment or test has feedback, you can also access it from here.

Important note: If you are having difficulty seeing your assignment grades and feedback using a mobile device, it may be necessary to try a different device or use a computer to access this information.

Seeing Assignment and Test Grades From All Your Courses

When you are in Blackboard, you can see a summary of your test and assignment grades from all of your courses by clicking on the arrow next to your name in the upper-right corner of the screen. From the menu, select the icon that looks like a paper with a checkmark on it. This is My Grades. You can sort your grades by All Courses or Last Graded. Click on a graded item's title to review your submission and any instructor feedback.

To review these steps for accessing your assignment and test grades, watch this video:

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https://ecampusontario.pressbooks.pub/launch/?p=88

Reviewing Final Course Grades

At the end of the term, once all final grades have been submitted and processed, you can access your full Grade Report and request official transcripts from MyNC Portal. Remember, it may take up to three weeks for final grades to be entered after the end of a course! Visit this link for full instructions on generating your Grade Report.

15.

GET HELP FOR BLACKBOARD ISSUES

Niagara College ITS provides technical support to students. Technical support covers a range of concerns, including assistance with Blackboard issues.

Get Technical Support

Make use of the Information Technology Services listed below for news updates, alerts, hours of operation, video tutorials, remote assistance and much more.

3 Easy Support Options

1. Search for quick answers to your questions.
2. Use the ITS live chat support. This will allow you to chat with an available ITS staff member right away. ITS representatives are generally available between 8:30 AM and 4:30 PM, Monday to Friday.
3. Submit a Service Request Ticket. When you submit a service request ticket your issue will be given a ticket number and a member of the ITS team will look into the situation and send you an email response generally within a day or two.

STRATEGIES AND SUPPORTS FOR STUDENT SUCCESS

Description:

In this section, you will learn how to adapt in an online environment as well as the supports available to help you should you encounter difficulties.

Learning Objectives

After completing this section you will be able to:

- Identify note-taking, reading, studying and test-taking strategies
- Identify strategies for effective group work
- Seek appropriate academic supports
- Explore ways of citing research and maintain academic integrity

Chapters:

- [Learning from Course Resources: Note-Taking and Study Skills](#)
- [Understanding Your Assignments and Test Taking Strategies](#)
- [Group Work Online](#)
- [When You Need Help from Faculty](#)
- [Research + Citation](#)
- [Academic Integrity](#)
- [Academic Drop Ins](#)

- [Role of Peer Tutors](#)
- [Role of Academic Advisors and International Student Advisors](#)
- [Accessibility Services & Needs](#)
- [IE @ NC](#)

16.

LEARNING FROM COURSE RESOURCES: NOTE-TAKING AND STUDY SKILLS

In a college program there is a lot of material to learn and understand. Whether you are trying to absorb information in class or trying to understand the material in your textbook, study techniques can make learning easier. These resources review strategies for taking notes in class, or from online lectures, and for reading your textbooks:

The Learning Portal: Reading with Purpose

The Learning Portal: Reading & Note-Taking

Photo by fotografierende on Unsplash

Many new college students share that they "didn't really study in high school", "never learned how to study", or "just kind of got by". Post-secondary education is a different story! When it comes to studying, it's important that you know what you should study and how you should study. These resources explain study strategies that could help you adjust to college:

The Learning Portal: Deciding What to Study

The Learning Portal: Knowing How to Study

For more in-depth information on developing your study skills, try the Be NC Study Skills Ready module:

Training Module for Be NC Ready.

Welcome to Niagara College Canada!

We are happy to provide this training module to help students with the best preparation for their academic success.

By completing this module, you will be eligible to receive recognition on your Co-curricular Record (CCR).

Begin
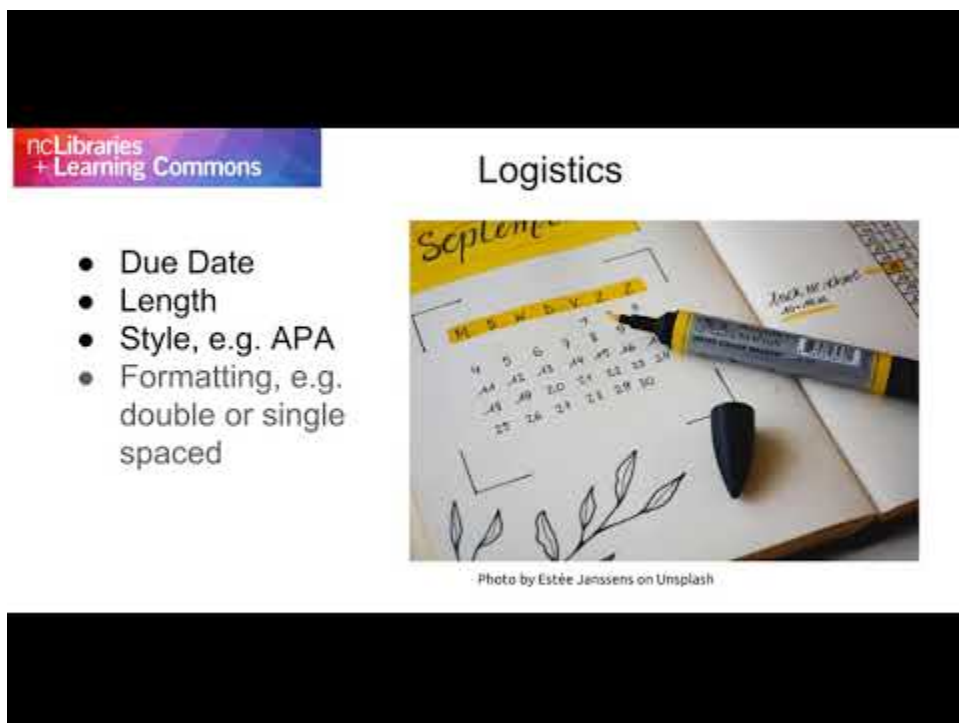
17.

UNDERSTANDING YOUR ASSIGNMENTS AND TEST TAKING STRATEGIES

Understanding your assignments

Assignments are an important part of your course work. The best way to do well with your assignments is to learn how to read them and understand the different components that make up an assignment. This video series will explain what to look for when you get an assignment, how to read assignments, and what pieces of information are critical to success:

Assignment Logistics:

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Identifying the Topic

ncLibraries
+Learning Commons

Identifying the Topic

NURS 235

As discussed in class, the impact of nursing workloads on patient safety is a growing concern. Several strategies have emerged to alleviate this problem from rearranging work hours to emphasizing better self-care for nurses.

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Identifying the Purpose

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Key Terms in Assignments

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Review your interpretation of the assignment

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Identifying Resources

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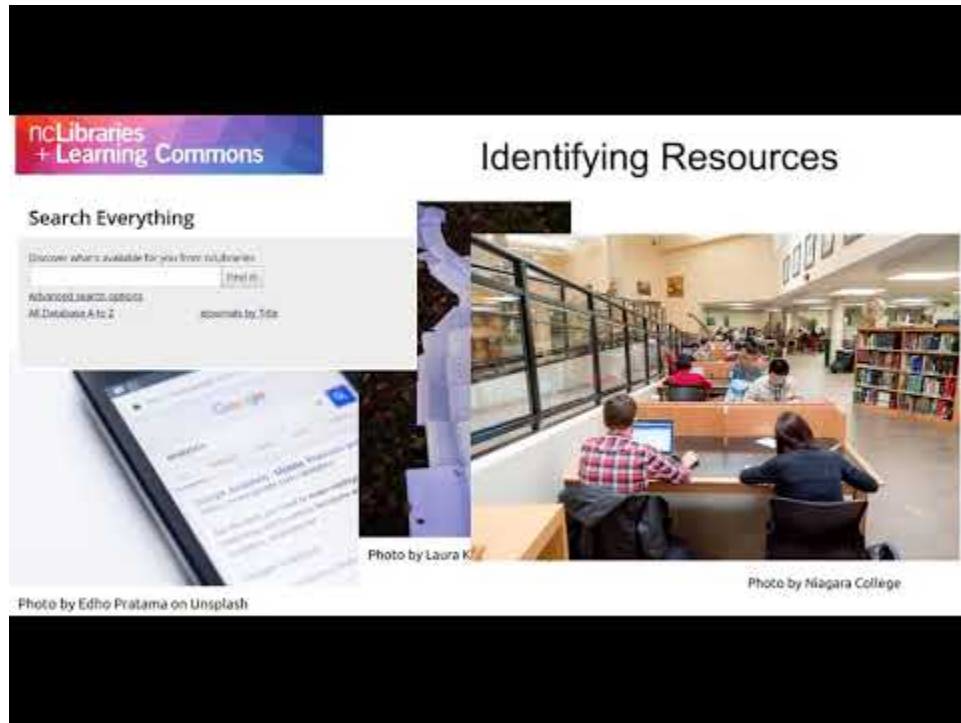
Reflect on the assignment
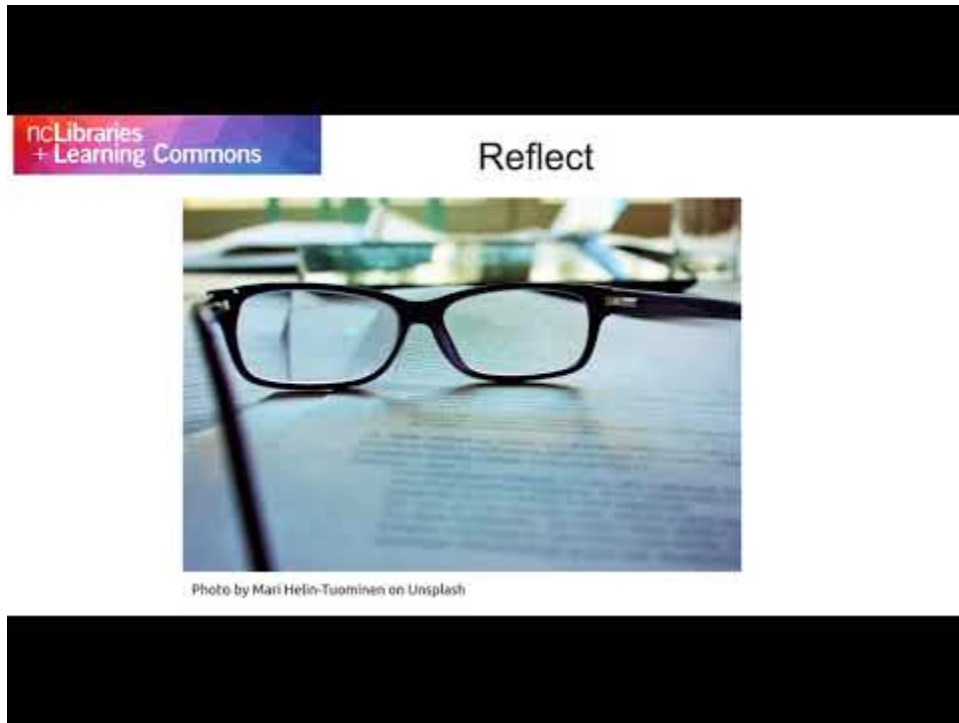
ncLibraries + Learning Commons

Reflect

Photo by Mari Helin-Tuominen on Unsplash

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https://ecampusontario.pressbooks.pub/launch/?p=104

Assignment Calculators

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https://ecampusontario.pressbooks.pub/launch/?p=104

Test Taking Strategies

Taking tests is difficult, especially when you've never learned strategies on memorizing and understanding key concepts from course notes. There are specific skills you can develop to make writing tests easier! Review these sections to learn the ideal steps to test taking:

- The Learning Portal: Memorizing and Understanding Concepts
- The Learning Portal: Taking Tests and Exams

For more in-depth information on developing your study skills, try the Be NC Test and Assessment Ready module:

Training Module for Be NC Ready.

Welcome to Niagara College Canada!

We are happy to provide this training module to help students with the best preparation for their academic success.

By completing this module, you will be eligible to receive recognition on your Co-curricular Record (CCR).

Begin

18.

GROUP WORK ONLINE

Photo by Annie Spratt on Unsplash

Working in Groups

Group work can be difficult if you've never had to work with other students to submit an assignment. Meeting effectively, establishing agendas and goals can improve the group work process. Review these sections to see how you can make group work something you don't dread:

> The Learning Portal: Meeting with Your Group
> The Learning Portal: Agreeing on Expectations

Conflicts in Group Work

Sometimes, no matter how hard a group tries, you encounter problems. Dealing with the problems is the only way to get your assignment handed in. Review this section to develop strategies for dealing with problems, before they prevent you from completing your assignment:

The Learning Portal: Dealing with Problems

Book an Online Study Room

For an online group study room where you can meet with your group members and work in a shared online space, visit the ncLibraries and Learning Commons home page:

Libraries ▾ | **Peer Tutoring** |

❶ COVID-19 UPDATES

Please note that due to measures and direc

Commons staff are working remotely. Liv

Library Hours

Library + Learning
Commons
services available:

**Monday - Friday 8:00 am -
4:30 pm.**

Library resources are
available online 24/7

Online Study Rooms

Book an ONLINE Study Room

19.

WHEN YOU NEED HELP FROM FACULTY

Photo by Scott Graham on Unsplash

Office hours

Your instructors may post "Office Hours". These are specific times set aside outside of your scheduled course hours when can connect with your instructor and ask questions about course content and concepts, tests and assignments, or just talk about what's happening in the course. This is a great time to meet with fellow students, too. But come prepared! It will make the time much more productive for you, your instructor, and your classmates.

How to Prepare

If you have a question about an assignment, have the assignment handy to go over the information that is confusing. You never know when you might point out something that will help the entire class' understanding of the assignment.

If you have a question about course content or a concept, try to describe in as much detail as possible where you ran into the issue. For example, "In week 2 readings, I noted on page 8 a description about plant growth being affected by aphids...can you explain exactly how the growth is affected?" is a much better way of asking a question than "what's up with the aphids?"

If you have a question about course logistics, for example, how to hand in an assignment or how it should be formatted, try to review course materials to see if the answer is within the docs. Even if you think you can't find the information, make the effort and explain what you did to try to find it. This will show that you value everyone's time and are serious about the course. Everyone appreciates it when effort is shown.

Emailing your Instructor

If you don't have the time to attend office hours, an email is another option for connection. But think before you email! Is it something you can find in the course docs? Or find out from another student in your course? Just as you are likely taking multiple courses, your instructor is teaching multiple courses as well. Everyone's time is precious, and they might not be thinking about your course right when you email.

The best way to persuade someone to read your email is to be professional and brief. Here's a sample email for you to follow:

Example

Subject line: COMM1133 assignment #2 question

Dear Prof Smith (or if you've been invited to use first names, use the first name),

I have a question regarding Assignment #2, specifically in your instructions in the 2nd paragraph. The suggested assignment length is between 800-1000 words. I don't see a penalty listed for going over 1000 words in the assignment, rubric, or in your general instructions in the course TLP. If I hand in an assignment that's 1200 words, will there be a penalty?

Thanks!

Joe Student (Student# 0000000)

This email works well because the instructor knows what course and assignment the student is referring to, the exact question the student is asking, and that the student did some work on their own to try to find the answer.

Further Information

For further information, the Student Rights and Responsibilities Office's Netiquette Guide is a reliable resource on how to conduct yourself in an online environment.

20.

RESEARCH + CITATION

Photo by Scott Graham on Unsplash

Research Assignments

You're in college now and you have research assignments. So, what do you do? ncLibraries and Learning Commons has a guide to research that explains what is expected of you and how to prepare to succeed. Review the guide and know that you will be more confident when you get ready to start your first assignment.

ncLibraries and Learning Commons also have modules that will walk you through the research process. You may want to take the time to learn about the process to set you up for success throughout your NC career:

- Developing a Research Topic
- Evaluating your Sources & Fake News
- Generating Search Terms

ncLibraries and Learning Commons program-specific subject guides help you find the best resources for your classes. These guides contain suggested eBooks, online databases, and streaming videos that are relevant to the topics you will study in your program. Find your guide by clicking on your school of study from the subject guide page and selecting your program.

Citing Sources

Remembering to cite your resources in a research assignment is critical to your academic success. The library has a guide to take the mystery out of the citation process. Clear citation examples help you figure out how to create in text citations along with a resource list or bibliography.

Overview of Citations and Referencing:

A YouTube element has been excluded from this version of the text. You can view it online here:
https://ecampusontario.pressbooks.pub/launch/?p=110

[View this video on MS Stream](#) (Niagara College ID and password required)

Further Information

[ncLibraries + Learning Commons APA module](#)

[ncLibraries + Learning Commons IEEE module](#)

[Be NC Ready: Be Research Ready module](#)

[Be NC Ready: Be Library Ready module](#)

ACADEMIC INTEGRITY

Academic Integrity and Academic Honesty

Academic integrity means upholding Niagara College's values with respect to the production of your academic work and the completion of quizzes, tests, and exams. Read NC's Academic Honesty policy and be sure you understand your responsibilities as a student. Not knowing the policy will not prevent you from facing disciplinary action.

Photo by Rod Long on Unsplash

To help you understand what's in the official NC policy, ncLibraries and Learning Commons has created a guide to help you learn how to avoid common plagiarism mistakes. Use the guide while working on assignments and projects to make sure that you're giving credit to authors' work that are informing your work. Research is building on other peoples' discoveries and it's important to give them credit for their work.

If you would like to make sure you truly understand the concepts before setting out on writing your first assignment or if you need to refresh your understanding after getting a few assignments back, go through the Avoiding Plagiarism module from the ncLibraries:

Further Information

Because Academic Integrity and Honesty is such an important part of your academic career, we've included a number of additional resources that might be helpful to you. It's important to understand this information thoroughly as it can have a significant impact on your academics.

- [Be Academic Honesty Ready](#)
- The Learning Portal's guide to [Academic Integrity](#)
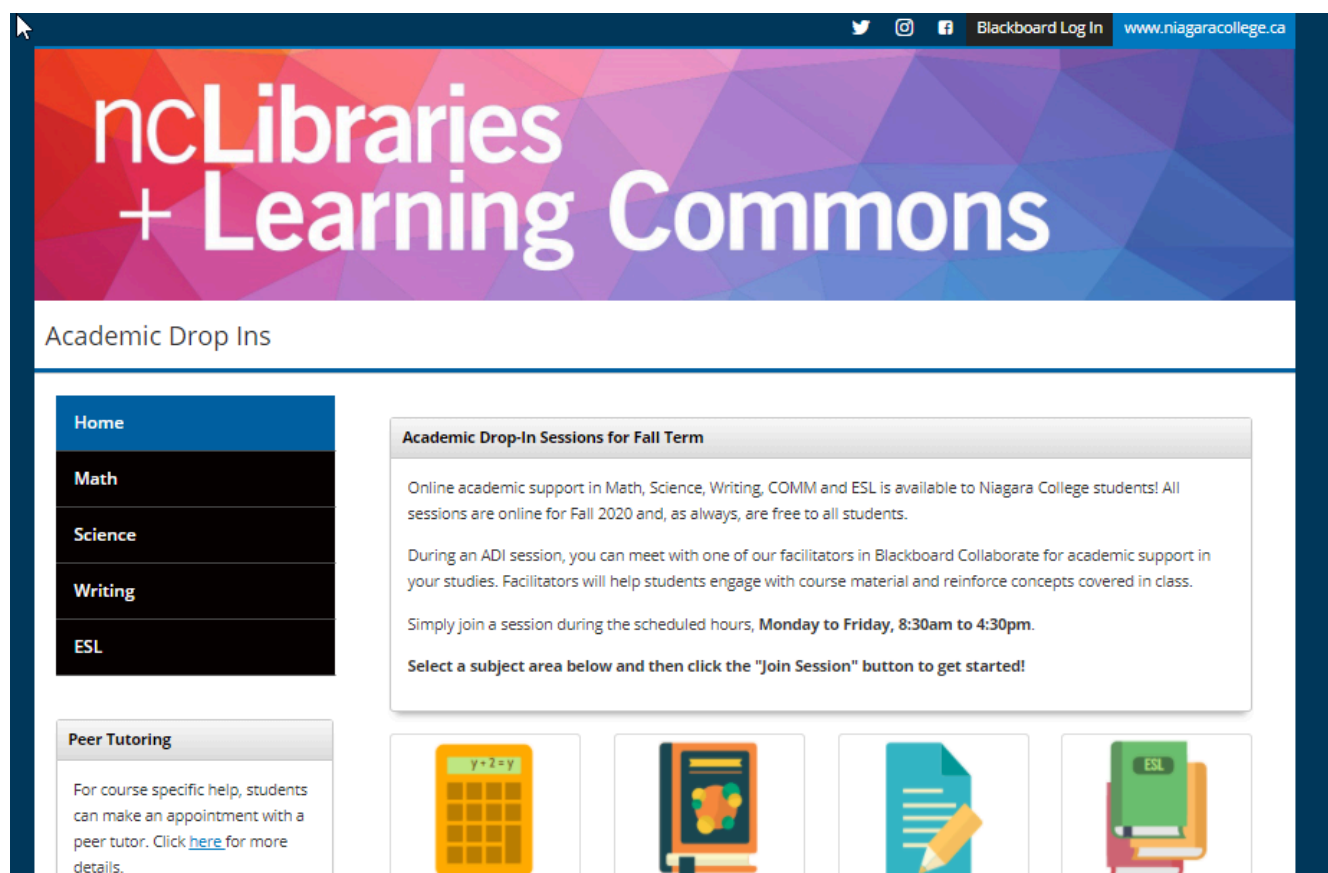
22.

ACADEMIC DROP INS

Photo by Gabrielle Henderson on Unsplash

Online or In-person Supports

Academic support in Math, Science, Writing, and ESL is available to all Niagara College students! During an ADI session, you can meet with one of the drop in facilitators in Blackboard Collaborate (see Module 3 for more details on using Collaborate) for academic support in your studies. Facilitators will help students engage with course material and reinforce concepts covered in class.

Simply join a session during the scheduled hours and, as always, all sessions are free to students.

Offline Support

If you are looking for some support but can't attend a session with one of the facilitators, don't worry! We have information available that has been created specifically with NC courses in mind.

- Math
- Science
- Writing
- ESL (English as a Second Language)

Further Information

For a more in-depth understanding of the supports available to you, try this module:

Be Academic Support Ready

For general math and writing help try The Learning Portal's Writing and Math sections:

Writing

Math

PEER TUTORING

The Peer Tutoring program provides an opportunity for Niagara College students to get course-specific help from a student who has not only completed, but also excelled in the course. Peer tutors provide support to students who need help with course material, help guide students to find answers to their questions, and offer encouragement to become independent learners. Tutors will help explain course content in simplified terms, but students will be required to do all course work on their own. Tutors will not proofread or assist with assigned homework.

Students can book an appointment up to one week in advance to meet with a tutor. Professionalism is expected to be maintained during appointments and students must adhere to the Program Expectations, as well as all aspects of the NC Student Code of Conduct.

This is a free service and students can independently make appointments with approved tutors as needed. Check out the Peer Tutoring website to register, book appointments and connect with an approved tutor online!

Peer Tutoring: Home

| Home | Need a Tutor | Become a Peer Tutor ▾ | Program Expectations | Note Taking |

Winter 2021 Schedule

Peer Tutoring Appointments Continue Online for Winter!

Peer tutoring appointments will continue to be online for the Winter term. Limited appointments will be available at the start of the term. Each student must book an appointment to meet with a tutor online.

Video and audio are required for online appointments.

Tutor Applications for Winter 2021

Chat

need help?

Click to chat or text 289 802 2275

Please remember you are expected to follow the Student

Further Information

If you are still experiencing academic troubles, consider attending the Academic Drop In Sessions in addition to taking part in the Peer Tutoring Program.

Review all of the supports available to you in the Be Academic Support Ready module.

ROLE OF ACADEMIC ADVISORS AND INTERNATIONAL STUDENT ADVISORS

Academic Advisors work directly with NC students. Academic Advisors are assigned to each program offered at NC which means you have a dedicated Advisor that is available to provide you guidance and support as you progress towards Graduation. If you are an international student you would see your International Student Advisor (ISA) to discuss your academic and transition needs

An Academic Advisor can...

- Provide specific information about your program
- Connect you with additional college supports, and provide tips for academic success
- Assess and discuss your academic progress and standing
- Assist with understanding Niagara College policies and procedures
- Help you establish realistic educational goals and future planning
- Provide guidance for successful progression towards graduation
- International Student Advisors (ISA) assist with Immigration, Refugee and Citizenship Canada applications
- You have concerns about your progression in a course, or in your program
- You need additional support (i.e. Peer Tutoring, Academic Support Workshops)

When should you see an Academic Advisor?

- You're interested in changing programs
- You're looking to withdraw from your program
- You require an individualized academic plan
- You want to know more about your options after you have completed your program

Meet the Academic Advisors

Daniel J. Patterson Campus in Niagara-on-the-Lake:
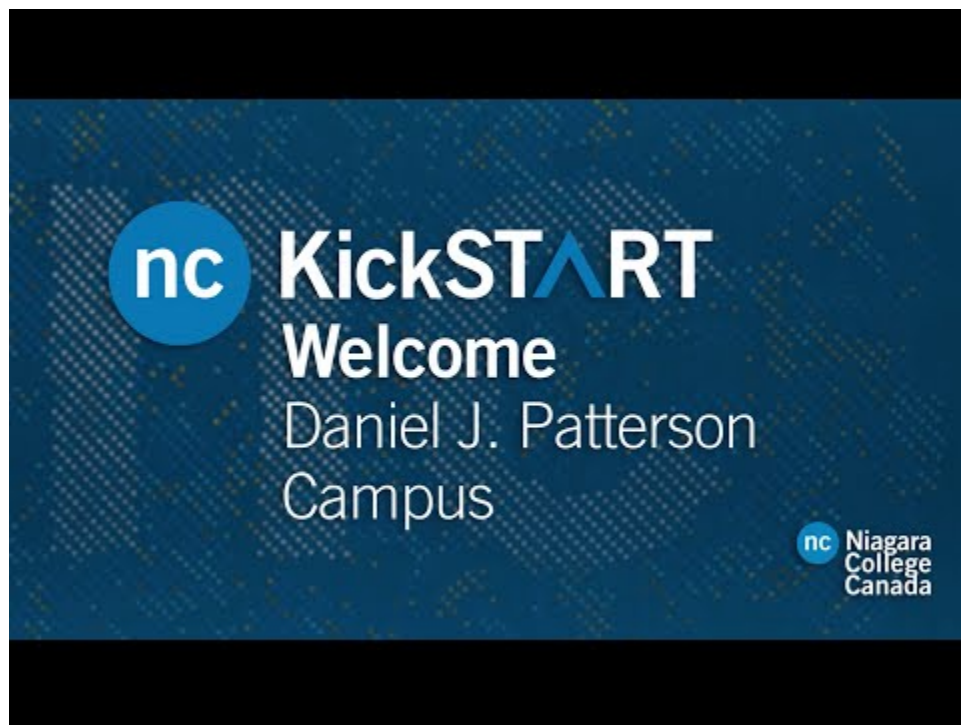
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Welland Campus:

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https://ecampusontario.pressbooks.pub/launch/?p=120

Key Supports

https://youtu.be/Zu0oY44xLmo

Navigating Change

https://youtu.be/dolc5V4OniQ

ACCESSIBILITY SERVICES & NEEDS

The Accessibility Services team is committed to equal access to education for all students.

Services are free and confidential.

This team provides support and accommodations for students with permanent or temporary disabilities who are attending Niagara College or are in the application process. Students are required to self-identify in order to access these services.

Read this guide to learn about how to get support from Health, Wellness and Accessibility Services, what accommodations are, and much more. The guide has been developed with accessibility in mind.

26.

INDIGENOUS EDUCATION @ NC

Niagara College is firmly committed to developing new and better ways to meet the growing needs of Indigenous students. We have a strong partnership with the Indigenous community and understand Indigenous culture and tradition. We respect Indigenous teachings, learning, and ways of life.

Indigenous students are asked to self-identify. There are a number of services available to students who self-identify as Indigenous (First Nations Status or Non-Status, Métis and Inuit). Self-identification is voluntary and confidential and does not require the student to produce any documentation.

Further Information

ncLibraries + Learning Commons Indigenous Education Resource Guide

STRATEGIES AND SUPPORTS FOR PERSONAL WELLNESS

Description:

Your personal wellness and success is important to everyone at NC. In this section, you will learn about key supports and strategies related to your personal wellness and success as a NC student. You will also learn what supports are available to you as a NC student and have the chance to explore impactful strategies that promote personal wellness and success (e.g., BounceBack and NC Student Health 101).

Learning Objectives

After completing this section you will be able to:

- Identify effective strategies for goal setting and setting up your study space
- Identify effective strategies and tools for managing stress, balancing responsibilities and practicing mindfulness
- Seek support from the Health, Wellness and Accessibility Services team

Chapters:

- [Setting Goals](#)
- [Setting up your Study Space](#)
- [Stress Management](#)
- [Balancing Responsibilities and Time Management](#)

- [Mindfulness](#)
- [Accessing Health, Wellness, & Accessibility Services](#)

27.

SETTING GOALS

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https://ecampusontario.pressbooks.pub/launch/?p=157

Whether you're trying to accomplish your greatest dream or just get off the couch, this site will help you set and achieve your goals.

Further Information

Map your goals with [this worksheet](#).

Use [this worksheet](#) to help navigate through challenges.

28.

SETTING UP YOUR STUDY SPACE

To make the most of your study time, it is important to have good study habits. These techniques can range from your workstation layout to digital health and wellness.

Workstation Layout

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Digital Health and Wellness
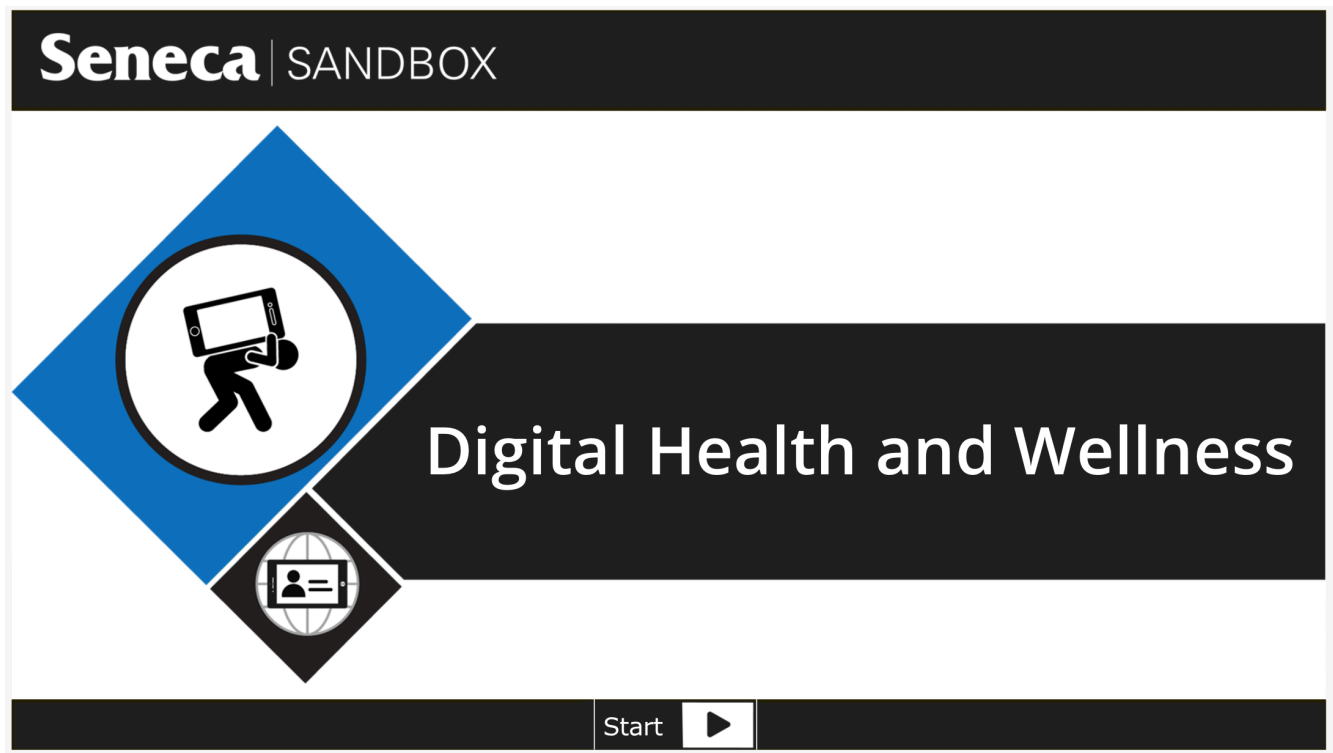
Further Information

Visit these websites for more tips on creating an effective study space:

- The Learning Portal: Creating a Workspace
- College Study Smarts: Quick Ways to Create a Productive Study Space

29.

STRESS MANAGEMENT

Effective stress management can make your college experience more pleasant and is a useful tool to have for your life. Here are some key techniques to help you:

> [Coping with Stress through Breathing](#)
> [Changing your Perception of Stress](#)
> [Problem Solving to Manage Stress](#)

Mental Health Apps

Photo by Zac Durant on Unsplash

1. *SAM (Self-help for Anxiety Management)* by University of the West of England

Created by psychologists, computer scientists, and students, the [SAM app](#) can help you learn the signs and triggers of anxious thoughts and behaviours, as well as self-help exercises for managing everyday anxiety.

2. *MindShift CBT* by Anxiety Canada

Similar to the SAM app, [MindShift](#) helps you identify and work through specific anxiety-causing situations. With MindShift, you can create customized tools to help you cope, then save your plan in case you experience anxiety again.

3. *Calm* by Calm.com

Worried about an upcoming test, or can't fall asleep because of everything that's on your mind? The [Calm app](#) can help lower your stress level with guided meditations, breathing programs, soothing music, and even bedtime stories.

4. *Headspace* by Headspace, Inc.

Mindfulness meditation can be an important addition to your self-care routine. Studies have shown the power of meditation to improve both anxiety and depression. The [Headspace app](#) illustrates various mindfulness techniques and principles to help you stay balanced and worry-free.

Further Information

Read more about mental health apps in [Niagara College's Campus Well newsletter](#)

30.

BALANCING RESPONSIBILITIES AND TIME MANAGEMENT

Whether you are a new NC student or a returning student, time management is pivotal in balancing responsibilities. Many struggling students don't plan to fail; they simply fail to plan.

Complete these quick learning modules to learn some strategies to thrive at Niagara College:

Be Time Management Ready

Be Study Skills Ready

Complete a Time Audit

How to Create a Semester Plan

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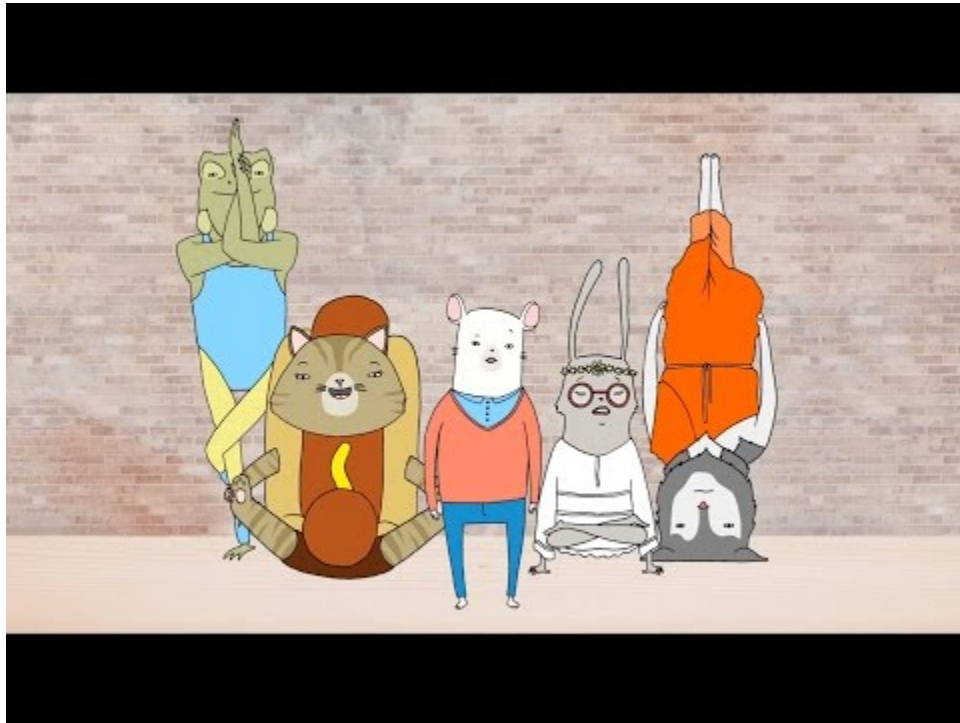*https://ecampusontario.pressbooks.pub/launch/?p=171*

31.

MINDFULNESS

[Mindfulness](#) can help you in many ways:

- reduce your stress & anxiety

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- increase calmness & relaxation

- *A YouTube element has been excluded from this version of the text. You can view it online here: https://ecampusontario.pressbooks.pub/launch/?p=173*

- improve concentration
- improve physical and psychological well-being

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Additional Resources (see The Learning Portal for more details)

- Headspace

  Headspace is a guided meditation app that promotes mindfulness. Most of the content requires a subscription, but there are several guided meditation recordings available free.

- Buddhify

  Buddhify is an app (iOS and Android) provides categorized meditations based on what you're doing or how you're feeling, such as: walking, stress, difficult emotions, work break, going to sleep or waking up.

- Calm

  Calm provides daily meditations through their web-based tool and app (iOS and Android) for reducing stress and anxiety, better sleep, managing emotions, and more. This tool is built for beginners and experienced meditators alike.

- Calm The Storm

  This app is a tool to help you identify and manage your stress. (Available for iPhone)

- Healthy Minds App

  This app is a problem-solving tool to help deal with emotions and cope with stress. (available for iPhone and Android).

32.

ACCESSING HEALTH, WELLNESS, AND ACCESSIBILITY SERVICES

We understand that to you, college isn't just about the academics. Staying healthy during college can be challenging as you try to balance your course work, family life, a social life and perhaps even a part-time job. It's easy to keep pushing along without paying attention to your physical and mental health, until suddenly an illness catches you off-guard and you start falling behind.

The Health, Wellness & Accessibility Services team is dedicated to supporting you:

A YouTube element has been excluded from this version of the text. You can view it online here: https://ecampusontario.pressbooks.pub/launch/?p=175