For Students

Getting Ready

From time to time, classes can be disrupted by unforeseen circumstances, such as inclement weather or an internet failure. Although it is rare, disturbances can last days or even weeks. As in other parts of your life, it pays to be prepared for this so your academic progress and degree completion stay on time, on target.

If internet resources provided by Canisius College are disrupted, anticipate attending your face-to-face classes as scheduled. There, your professors will present a modified plan that doesn’t rely on these resources.

In case of an emergency where the campus is closed or your classroom is otherwise unavailable, your professor will likely move your course (more) onto the web, and change the course procedure and syllabus. Here’s some ways you can prepare for this:

☐ Check your email regularly for an update or instructions from your professors. Give them a few days to email you, before emailing them.

☐ Review the D2L Self-Paced Training Set for students. If you haven’t already, this will show you how to use D2L to watch for and access course content, hand in assignments, participate in message board discussions, and even perhaps take a quiz or exam.

☐ Learn to use, or Review Google Drive. This can be an excellent space to collaborate with fellow students. Your professor may elect to use Google Drive in your class, too. Login to your email in your browser, before you log into D2L, so you can see content linked in D2L that lives in Google Drive.

☐ If you wish to use your smartphone to access coursework, you can access D2L via your web browser. But be sure to install the Google Drive app for iOS or Android, and login using your Canisius Google Drive. (Username will be username@my.canisius.edu instead of your shorter email address.)

☐ If your classes move online, you may need to practice more self-organization. Google Calendar is a big help with this.

☐ Your professor may use Google Hangouts Meet for virtual classes or office hours on the web. But you can just as easily use it to meet with fellow students.

☐ You may have used Google Docs or Apple Pages to create written assignment submissions you then handed in on paper. But your professor may ask you to hand these assignment submissions in through D2L dropboxes. Here’s how to convert your Google Docs or .pages files to .docx format. This ensures that your professors have no trouble accessing your work.

☐ You may need to do work on paper, and then submit it to a professor electronically. This is easy to do with camera scan apps available on mobile devices. See this tutorial for two great options on iOS: Scannable and ScanBot. Android phones can do this through the Google Drive app.

☐ Where it is appropriate, try to help other students with procedural tasks. For example, if you find a really good tutorial on the web for using Microsoft Excel, suggest it to your professor to possibly pass on to students.

Help & Support

Contact the Helpdesk.

☐ E-mail the Help Desk at: helpdesk@canisius.edu.

☐ or Call the Help Desk at: 716.888.8340

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