Engage & Canvas Cheat Sheet

1. Sign into Engage Portal – http://engage.berkeleycollege.edu
2. Select person in upper right hand corner to login.

Engage Webpage and Important Links

Tiles	What you will find there?
My Academic Advisor	Link to Contact Information to Academic Advisor and Career Counselor
Progress Report	Link to Progress Reports. Progress Reports are submitted in Weeks 4, 7, and 11.
Canvas	Link to your Canvas Classes
Self Service	Link to Self Service
Email	Link to Student Berkeley Email
eForms	Link to Berkeley College Forms
My ID	Link to reset your password
HelpDesk	Link to Tech Support
Library	Link to Library Page
How Do I Connect with Departments	Link to the Berkeley College's Departments. Here you are able to find general information about the departments along with links to different services

Canvas Dashboard (Blue Bar)

Tabs	What you will find there?
Account	Link to your Personal Profile. You will be able to upload a picture or avatar and make changes to your profile, your settings and your notifications
1. **Profile**	Your basic information
2. **Notifications**	You can set up when and how you want to receive notifications from your classes.
3. **Settings**	You can upload additional emails and/or telephone numbers to receive Canvas notifications
4. **Files**	Where you can upload your files for your different classes
Dashboard	Displays all of the classes that you are currently taking
Courses	Provides the list of all of your courses
Calendar	Calendar of all upcoming assignment due dates, along with dates for quizzes and exams. Each course will be color coordinated

Inbox	Canvas Email system within the courses
Help	Links for Canvas Help and Department Services.
a. **Canvas Support Hotline**	Tel. 833-286-8935
b. **Canvas Chat Support**	Live Chat with Canvas Support.
c. **Center for Academic Success (CAS) Support**	Link to the CAS page. There you are able to access the link to WriteAid, CAS Online Resources for Students, and Tutoring Information.
d. **Engage Portal**	Link to Engage.berkeleycollege.edu
e. **Student Email**	Link to Student Email: student name @mymail.berkeleycollege.edu.
f. **Student Self Service**	Link to Student Self Service.
g. **Library**	Link to the Library page.
h. **TutorTrac**	Link to schedule CAS sessions.

Canvas Course Setup

**The following information is the basic setup for Canvas courses. Please note that some faculty may set up their course differently.

Course Menu Bar	What will you find there?
Home	All recent updates to your course
People	Where you can see the other students and your instructor for the course
Announcements	Important information that you need to know from the welcome to the course, to class cancellation, to reminders of assignments due dates
Syllabus	Syllabus for the course along with the "Course Summary" of the Assignments and/or Quizzes due dates. In addition, under the calendar there is the breakdown of how much each material is weighted on your overall grade

Modules	There are 3 main components under the Modules portion:
	1. Course Information Module:
	   ➢ Contains the institutional policies, along with the course policies and student services information.
	   ➢ Student services information includes information on the Library, as well as the CAS, and ADA accommodations.
	   ➢ Additionally, Faculty Information along with their Contact information and Office Hours and Location will be included.
	   ➢ Lastly, any grading rubrics for Discussion Boards and Assignments will be included.
	2. eText:
	   ➢ Link to the eText for course.

	3. Weekly Modules:
	➢ There is a module week for every week that the course meets.
	➢ If your course meets for 7 weeks, there will be 7 weekly modules; if your course meets for 15 weeks, there will be 15 weekly modules.
	➢ Each weekly module will contain the instructional material for that week which will include any lesson material (PPTs, required readings, articles, chapters in the e-text, quizzes, assignments, announcements, etc.)
Discussions	Location of discussion board.
Chat	Allows you to chat with your classmates.
Grades	Your grades on assignments submitted.
Library	Link to the Library and their services. You have the option to search through Berkeley College's Library database.
Proctoru	Link for proctoring exams for online courses.
eText	Links to online books that will be used for the class

How to Submit Assignments and use Turnitin
1. You find your assignments under the "Modules" tab for any individual week.
2. Under the assignment accept the user agreement prior to submission.
3. View the following video to learn how to submit assignments, including those that require Turnitin submissions.

https://www.youtube.com/watch?v=dEIkouUIrTc

How to use an eText and/or other digital resources
1. From within the course, click on eText (on left side of screen)
2. Click on the eText link and choose the eText for the specific class.

If your course uses other digital resources, the instructor will provide a separate link to access the material. You can also click on the link for the digital resource under the "Modules" tab in that specific course.

Importance of the Syllabus
The syllabus is the "binding contract" for the course between you and your professor. Please be sure to read it carefully and use it regularly!!!

https://www.youtube.com/watch?v=d6pNArJGgd4

Checklist of items in my class:

- ☐ Home
- ☐ Announcement
- ☐ Syllabus
  - o Information on the class
- ☐ Modules
  - o Information about my professor
    - ▪ Name
    - ▪ Email Address
    - ▪ Office Hours
    - ▪ Phone Number
  - o Weekly Introduction – What will I learn this week – order I should do assignments
  - o Lectures – Things I need to Learn
  - o Required Resources – Things I need to Read
  - o Discussion – Link to this week's discussion board
  - o Assignments – Things that are due this week
- ☐ eText Link

Some professors organize the information for their class differently than what we have learned in this workshop. It is always a good idea to look around, see what you can find and note where you found it. Discussion might not be included within the module since you can also access it from Discussions. (On the left)

Based on what you have learned, what are some strategies you will use to help you with your online course(s)? Are there any questions or concerns that you have?

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Please remember, if you need something you can't find, ask!

If you need technical assistance, contact the Helpdesk at 973-278-5400 x1540.

Chat with the Helpdesk at http://LiveChat.BerkeleyCollege.edu