FISHER COLLEGE

STUDENT ORIENTATION

A guide to being successful in online courses

2024-2025

This orientation will cover:

1. **Tools and Technology**
2. **Completing Your Courses**
3. **Enrollment Procedures**
4. **Support for Success**

Tools and Technology

1. Computer Requirements	2. Canvas	3. Microsoft Teams	4. Email

Requirements for Online Learning

You are enrolling into a **100% online class**. Online learning gives you more flexibility than a traditional in-person or blended classes by giving you more time and opportunity to engage with your class, Instructors and classmates. Online learning expects you to be more responsible for your success in class. The energy and engagement you put into your classes will be reflected in your experience.

- ✓ You must be prepared with the appropriate technology and materials for your classes, you cannot complete your degree using only a cellphone or tablet.
- ✓ You must make focusing on your schoolwork a habit and plan specific times each week when you can make your schoolwork a priority and get your work done.
- ✓ You must make a commitment to yourself and invest the time and energy it takes for you to be a successful student.
- ✓ You must proactively ask for help if you have questions about your class, degree, financial aid, anything.

In the following presentation we will discuss each of these points further and what you need to be a prepared and successful student. **You are not alone** on the pathway to your degree, but you are leading the way. Your Advisors and Instructors are here to help and support you, but this is **your** journey.

Hardware Requirements

Updated Operating System

- Windows 7
- Chrome OS
- Ubuntu OS
- macOS Catalina 10.15

High Speed Internet

- minimum Internet speed of 512kbps
- Hardwired connections are more reliable than wifi

Audio Tools

- Headphones with a microphone is preferred
- Speakers
- Built-in Microphone

Video Tools

- Built-in camera OR
- USB webcam

Software Requirements

Supported Browsers

- Chrome
- Firefox
- Edge
- Safari

Microsoft Office365

- All students have access to the Office365 apps (Word, Excel, etc.) from the College.

Antivirus Software

- Many Internet providers make antivirus software available to customers
- Look for reputable providers like, Norton, Bitdefender, Avast, McAfee

You MUST have access to a Computer to complete your courses.

You will not be able to complete your courses using only a tablet or mobile device.
You must have a laptop or desktop computer.

Important Information for Chromebook Users

Chromebooks are useful tools, and you can certainly use one as a student at Fisher College. However, there are some situations where you will need to use a regular PC or Apple computer (laptop or desktop).

Please note that Canvas **requires** that all written papers and assignments be submitted as MS Word files (.doc or .docx). If students are using Chromebooks or Google Docs to write papers, they must save the file as an MS Word file or it will not be readable.

Students are encouraged to use MS Word through their Office365 accounts, which is web-based and accessible by logging in to their Fisher email.

Accessing
Canvas, Email, and MyFisher

You may access these portals through the following page on the Fisher website: http://fisher.edu/current-students or through the direct URL's listed below.

Canvas: http://fisher.instructure.com

MyFisher: http://myfisher.fisher.edu

Email: http://outlook.office.com

All Fisher College logins are moving to "single sign-on", meaning when you log into your email, you are also automatically logged on to Canvas and MyFisher.

ALL COMMUNICATION WITH COLLEGE ADMINISTRATORS AND FACULTY MUST BE SENT THROUGH FISHER EMAIL ONLY.

Office365

As a student at Fisher College (non-degree, visiting, and matriculating) you have access to Office365 through your Fisher.edu email account.

Office365 is a web version of Microsoft Office which also provides cloud storage to enrolled students. Through your student email account you can access the following web-based apps:

- Outlook (student email)
- OneDrive (cloud storage)
- Teams (virtual class meetings)
- Word
- PowerPoint

Office365 is web-based so you don't have to download or install any software onto your computer. Its accessible anywhere you have an internet connection.

To access your Office365 Account:

1. Go to http://www.fisher.edu/current-students and click on the link for E-Mail

2. To access the apps available through your Office365 account, click on the grid icon in the top left-hand corner of the screen.

3. Select the app you'd like to use and it will open in a new tab on your browser.
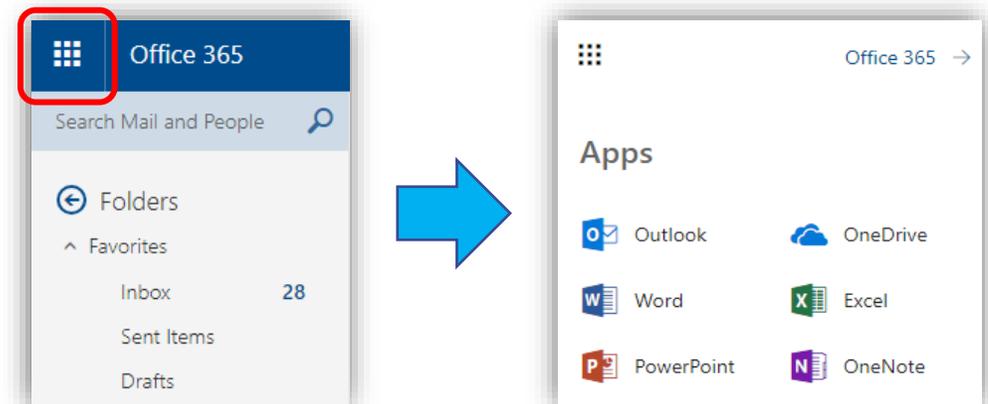
Microsoft Teams

Through your Office365 account you have access to Teams, a communication tool that gives you another way to stay in touch with your Advisor.

You will also use Teams in your classes for live virtual class meetings.
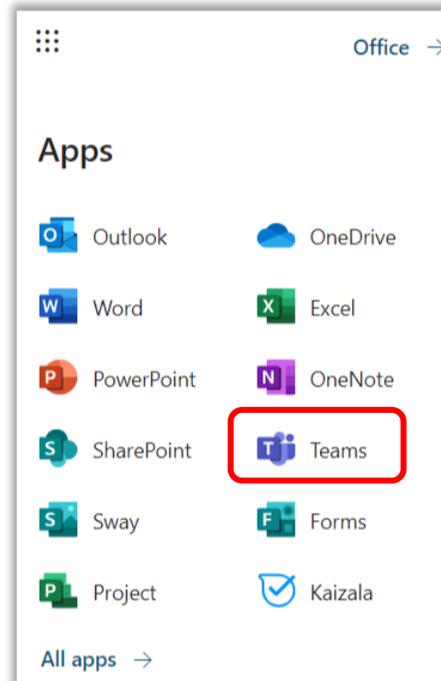
Want to chat with your Advisor? Just click the link next to their name to open Teams in your browser and connect with them:

- Bobby Mead – **Click here to chat**
- Allison Notaro - **Click here to chat**
- Lisa Fey – **Click here to chat**

*You may be asked to log in – use your fisher.edu email login info

If you are already logged into the Teams app or page, you can start a new chat by clicking on the new chat icon:

Find the app for your phone at the Apple AppStore, Google Play Store or the Microsoft Store

Navigating Your Course in Canvas

All courses in Canvas have the same course menus, and you will always start on the Home Page:

- The Canvas main menu will be visible on the far left at all times. From here you can access your dashboard, Inbox, and the Help tool.
- The course menu will show available links within your course. This menu may minimize depending on the size of your screen. If you don't see it, click on the hamburger icon at the top of the page to open it.
- Upcoming activities/assignments are listed in your "To Do" list on the right of the page.
- You'll see a welcome message from your instructor in the main space of the page. Read this carefully to make sure you catch any instructions they have for starting the class.
- The Quick Access links are the same in every GPS class and will bring you to the Course Syllabus, Announcements, and Weekly Modules.

Fisher Email

ALL COMMUNICATIONS WITH COLLEGE ADMINISTRATORS AND FACULTY MUST BE SENT THROUGH FISHER EMAIL ONLY.

Now that you are an active student you are expected to use **ONLY** your Fisher.edu email account to contact your Instructors, your Advisors, and other College offices. You should check your Fisher.edu email every day to make sure you are not missing anything (class deadlines, outreach from your Advisor or Instructors, reminders about Financial Aid, etc.).

You can access your Fisher.edu email by logging in here: http://outlook.office.com or by clicking the "Email" link on the Current Students page: http://fisher.edu/current-students.

Please Note: Your email inbox cannot be accessed through Canvas.

Fisher Email

WHEN YOU LOGIN TO YOUR OFFICE365 ACCOUNT FOR THE FIRST TIME YOU WILL BE PROMPTED TO ADD A VERIFICATION METHOD TO LOGIN TO YOUR ACCOUNT.

Follow the prompts to configure an additional security verification method. This second method of authentication will aid in preventing third-party attackers from accessing your account without direct access to your personal devices, or approval by you.

- *If you no longer have the phone number used as your account verification you may not be able to log in to your @Fisher.edu account. Please make sure you update your phone number any time you change it.*

If you forget your password, click the "Can't access your account?" link on the login page to reset your password yourself. If you continue to have difficulty accessing your email or configuring a secondary authentication, please reach out to the help desk directly by phone at 617-236-5464.

Please Note: Your email inbox cannot be accessed through Canvas.

Adding Fisher Email to a Mobile Device

If you don't think you will remember to check it on a computer, use the **Outlook** app on your phone or tablet to get notifications for new messages. Devices vary, if you need additional assistance, please contact the IS Help Desk at 617-236-5464 or IS-Services@fisher.edu.

Download the Outlooks App for your device:

Apple Products	Android Products	Windows Products
Microsoft Outlook [4+] Secure Email, Calendar & Files Microsoft Corporation #2 in Productivity ★★★★★ 4.8 • 4.8M Ratings Free · Offers In-App Purchases	Microsoft Outlook Microsoft Corporation Contains ads · In-app purchases 4.5★ 8.06M reviews 500M+ Downloads E Everyone ⓘ	Outlook is a native program for any Windows based OS product. Simply enter your login information into the app to set up access.
Download here: https://apps.apple.com/us/app/microsoft-outlook/id951937596	Download here: https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en_US&gl=US	For more information: https://support.office.com/en-us/article/set-up-email-on-windows-phone-181a112a-be92-49ca-ade5-399264b3d417

Canvas Inbox

Canvas has a messaging system available so that you and your Instructor can connect without leaving Canvas.
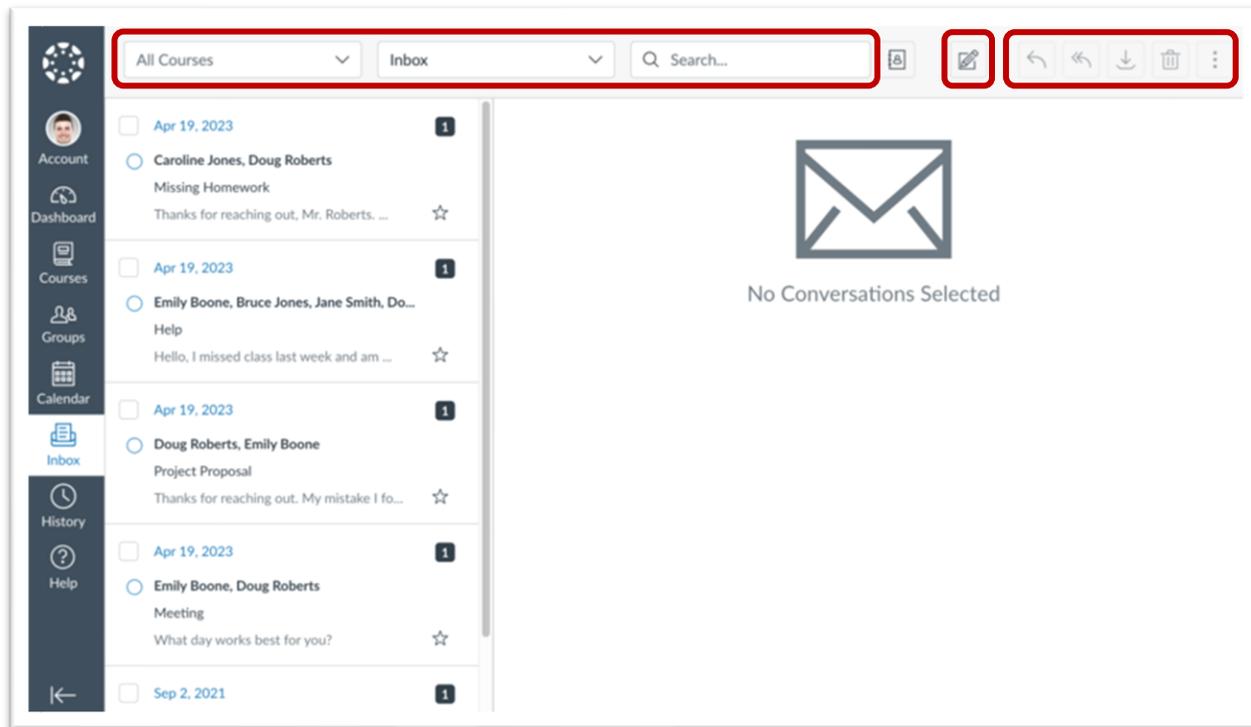
- ✓ You can filter your messages by course, by folder, or search for a person or keyword

- ✓ Compose a new message

- ✓ Forward, reply, download, delete, favorite and archive conversations

Please Note: Messages do not leave the Canvas system, and you cannot send messages outside of your classes or after a class has ended.

We strongly recommend that all discussion regarding grades, assignments, due dates, or similar topics take place using your @Fisher.edu email account rather than Canvas. This way you have an official record of the discussion for as long as you need it.

Completing Your Courses

1. Class & Homework Expectations

2. Academic Responsibilities

3. Course Requirements

4. Textbook & Library Resources

5. Being Successful

Class and Homework Expectations

In a 100% Online course, you will be asked to do the same work you would in a traditional in-person class but in a different way.

Class Interaction

- Weekly Announcements from Instructors
- Participate in Online Discussion forums
- Attend live Virtual Class Meetings or watch recordings if you miss it

Course Materials

- Textbooks to read
- Articles and papers accessible through the Online Library resources
- Videos, PowerPoints, and other media on the web

Graded Work & Activities

- Tests, Quizzes, and exams are easy to access and complete through Canvas
- Writing assignments will be submitted online as well, saving paper, printer ink, and the potential for spilled coffee

FACT:
Online classes take just as much time as in-person ones. You'll still have due dates for work, and your instructor will still be available for help when needed.

You should plan to spend about 17 hours each week for each course you are taking to complete readings, class activities, assignments, tests, and quizzes.

Know Your Academic Responsibilities

Courses typically have the following Academic Responsibilities:

1. Weekly Textbook reading
2. Supplemental instructional materials
   (including written documents, outside websites, videos, etc.)
3. Weekly Discussion Boards
4. Virtual class meetings
5. Other Assignments

Your course syllabus will outline all required elements of your course.

Course Syllabus

Review your course syllabus when you first log in to your course.
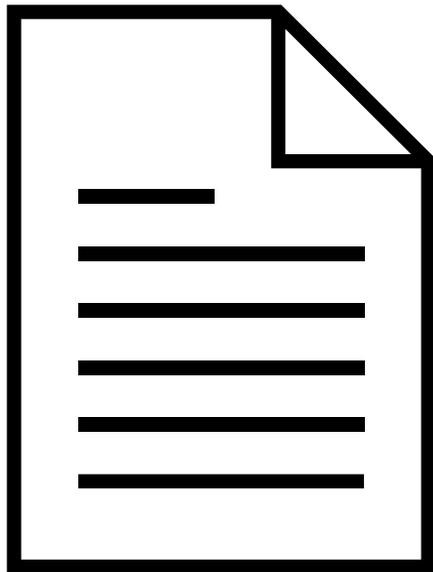
The course syllabus will provide:
- ✓ Instructor's contact information
- ✓ Course materials, books, etc.
- ✓ Course grading information
- ✓ Course expectations & policies
- ✓ Course schedule to help manage workload
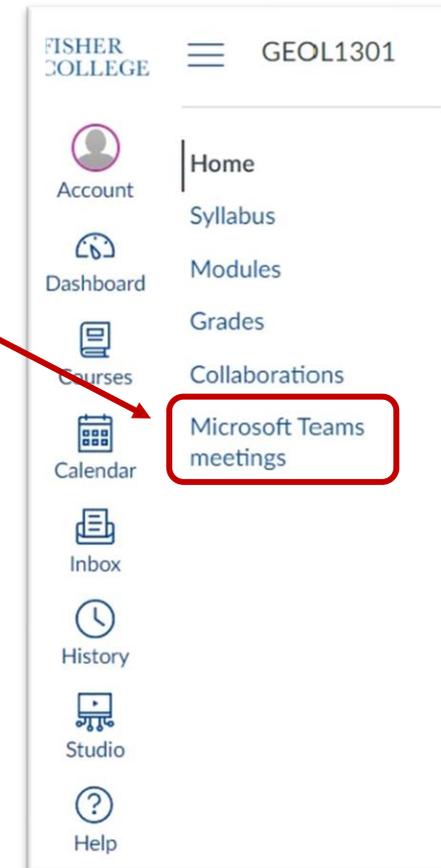
*Pro Tip:
Print a copy or your syllabus document and keep it with your computer or class notes for easy access during the term. Check or cross off assignments as you complete them to help you keep track of what you have left to do.

Course Requirements: Virtual Class Meetings

Virtual class meetings:

✓ Class meetings are held using Microsoft Teams. There will be a link in your course where you can access scheduled sessions.

✓ All online courses require a minimum of **2** live virtual class meetings per term to enhance the student experience. (Your instructor may hold more, see syllabus for schedule)

✓ Students are expected to attend the live meetings or watch the recording for any meeting they are unable to attend.

✓ Instructors may require summary assignments for missed live meetings.

✓ Gives students the opportunity to engage with their instructor and classmates in a live setting.

FISHER COLLEGE — GEOL1301

Account
Dashboard
Courses
Calendar
Inbox
History
Studio
Help

Home
Syllabus
Modules
Grades
Collaborations
Microsoft Teams meetings

*Pro Tip:
Review your syllabus or check in with your instructor if you have questions about their expectations and requirements for live virtual class meetings.

Recorded Live Virtual Class Meetings

Live virtual class meetings through Microsoft Teams are recorded. Massachusetts law requires that parties to a recorded conversation be informed of the recording and consent to the recording. If you do not consent to being recorded, you do not need to participate in the class conversation either verbally or in writing (i.e., chat function or polling feature). You will not be penalized for lack of participation.

If you **do not consent** to being recorded, you must email the instructor in advance.

Course Requirements: Discussion Board

All online courses **require** participation in graded discussion boards.

Week 1 - Introductions and Dietary Guidelines - May Intersession
Available until May 26, 11:59 PM — Due May 26, 11:59 PM

Week 2 - Carbohydrates, Lipids and Protein - May Intersession
Not available until May 27, 12:00 AM — Due Jun 2, 11:59 PM

Week 3 - Vitamins and Minerals - May Intersession
Not available until Jun 3, 12:00 AM — Due Jun 9, 11:59 PM

Week 4 - Obesity, Sports Nutrition and Eating Disorders - May Intersession
Not available until Jun 10, 12:00 AM — Due Jun 16, 11:59 PM

✓ To earn full credit, you **must** respond to the prompt with an original post **AND** reply to at least 2 classmates.

✓ Discussion due dates are split – original posts are usually due midweek, and replies are due by the weekend

✓ **Discussion participation is NOT optional** – If you do not participate your course grade will be negatively impacted

✓ Posting late impacts your classmates – do not wait to do your original posting

✓ You must complete all postings by the due date listed in your course and syllabus

Course Requirements: Assignments

In addition to virtual class meetings and Discussion Boards, courses will also require tests and/or quizzes, exams, and written assignments like:

- Reflections
- Research Papers
- Case Studies
- Summary Essays
- And others

Review all assignment instructions to make sure you understand what you need to do and when the work is due. **All written assignments must be submitted as MS Word files (.doc or .docx).**

Written work is reviewed through Turn It In, which checks for plagiarism and AI generated content. **If you use an AI tool when it is not allowed it constitutes an Academic Integrity violation and it will be reported.**

Instructors will have a clear policy regarding the use of AI writing tools outlined in the syllabus of each course. Please review this policy in **every** class.

For more information about MLA, APA, AI Usage, and properly citing your work, please review the **Academic Integrity and Citations PowerPoint**, available in every courses, .

Assignment & Grade Feedback

All work submitted for credit will be graded. Instructors may also include feedback about your work so that you can make improvements if needed, or let you know when you have done something well.

Arrange By					
Due Date ∨	Apply				

Assignments   Learning Mastery

Name	Due	Submitted	Status	Score	
Operating Systems Discussion Discussion	May 12 by 11:59pm	May 12 at 10:27pm		100%	📋 💬1
Word 1 Week 1 Project Assignment	May 12 by 11:59pm	May 12 at 9:27pm		100%	📋● 💬1
Uses of Word Discussion Discussion	May 19 by 11:59pm	May 12 at 10:49pm		100%●	📋 💬2●
Word 2 Week 2 Project Assignment	May 19 by 11:59pm	May 20 at 12:14am	late	100%●	📋● 💬1●

All graded work will have due dates

The date and time you submitted your work is recorded

If your work is turned in late, it will be noted in the Status column

Once your work has been graded, you'll see the score posted

If the work is graded with a rubric, there will be a blue notification dot, indicating that you can review your rubric scoring

If the instructor has provided feedback on your work, there will be a blue notification dot indicating that you have unread feedback

Textbooks

All courses will have required readings from textbooks or other sources. Please order any textbooks required for your courses as early as possible to be sure you have them for the first day of classes.
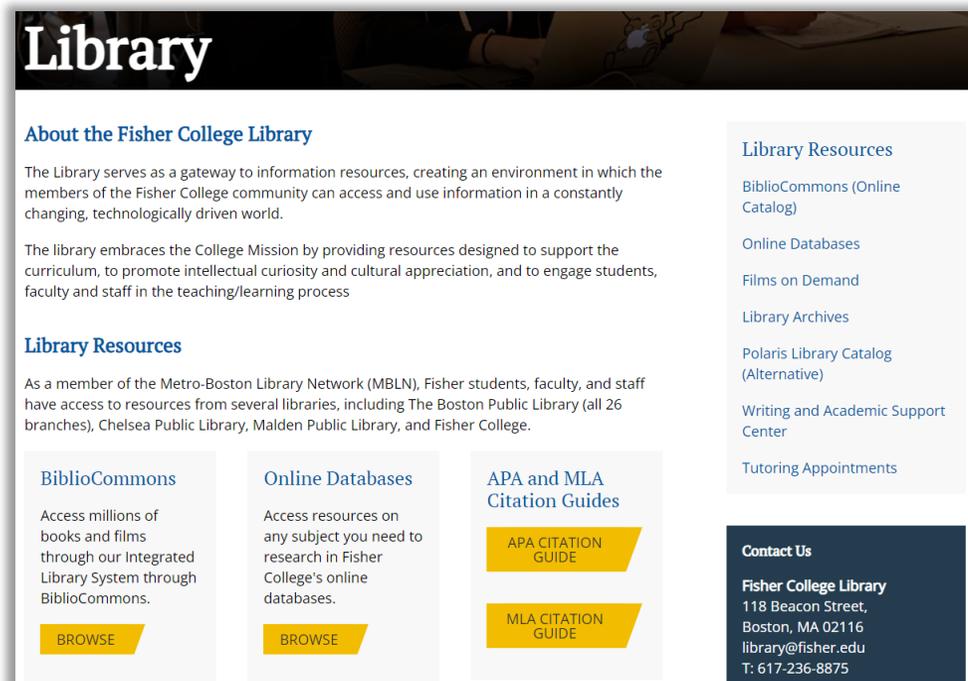
Required materials are listed for every class in the Fisher College Bookstore

The bookstore website is: https://bncvirtual.com/fisher

Library Resources

Access the Library Website by going to:

https://www.fisher.edu/current-students/library-resources

Library barcodes are sent via Fisher email at the start of each term. This email will have instructions for how to access and navigate the library as an online student.

Your Library Barcode acts like a digital library card, giving you access to journals, research databases, the library catalog, and the ability to request books.

If you have any questions, please do not hesitate to contact the Library by phone at 617-236-8875 or by e-mail at library@fisher.edu.

To Be Successful

Have reliable access to a computer!

- Computers are available at the Boston campus.
  - *Check for available hours and safety requirements.*
- Check your local library for computer availability.

Actively participate in your course

- Check for announcements.
- Review instructional materials in each weekly module.
- Participate in discussion boards.
- Complete tests/quizzes.
- Complete assignments.

Set a weekly schedule

- Set aside time for weekly readings, discussion boards, and other assignments.
- Set reminders on your calendar and/or phone to remind you of due dates.
- Don't fall behind in readings and assignments.

Know who to contact if you need help

- Instructor
- Jessica Navilliat
  jnavilliat@fisher.edu
- Canvas Help Desk

Log in to your class and check Fisher email every day

- Empty email inbox AND trash regularly.
- Remember that you must only use your Fisher email.
- Remember to change your email password when prompted.

College Policies

| 1. College Policies | 2. Add/Drop Period | 3. Course Withdrawals | 4. Midterm & Final Grades |

College Policies

Please refer to the Fisher College Course Catalog and website for a complete and detailed list of all policies and procedures.

Course Catalog: https://www.fisher.edu/academics

General Policies: https://www.fisher.edu/about/institutional-information

Students are responsible for reading and adhering to all College policies and following stated procedures for the duration of their time at Fisher College.

Add/Drop Period

The Add/Drop period is a period of time when students are able to drop courses without owing tuition, replace (switch) courses without tuition penalty.

Please refer to the College calendar for specific dates. Course syllabi will also list that term's deadline. The College calendar can be found online here: https://www.fisher.edu/academics/academic-resources/calendar

Withdrawing From a Course

If you are thinking of withdrawing from a course, first start by contacting your Instructor. Your instructor may be able to help you successfully complete the class.

If you wish to withdraw from a course, contact your Home Institution or Jessica Navilliat (jnavilliat@fisher.edu).

Viewing Mid-term and Final Grades

Mid-term warning grades are entered by the end of week 4 during 8-week courses. Mid-term warning grades are only entered for grades of C- or lower. If you see "NW" it means "no warning".

Final grades are entered within 48 hours of the last day of the term.

Mid-term and Final grades are viewed through **MyFisher**.

1. Log into MyFisher http://myfisher.fisher.edu
2. Open the menu and choose "MY INFO"
3. Select "Midterm Warning Grade" or "Final Grade Report"
4. Choose semester

How to Order Your Transcript

All transcripts are ordered online from the Fisher College Website at https://www.fisher.edu/academics/academic-resources/registrar/academic-transcripts using a portal called Parchment.

If you have never requested transcripts from Fisher, you will need to set up an account, but it is easy to do.

Official Transcripts cost $15 per copy for normal processing.
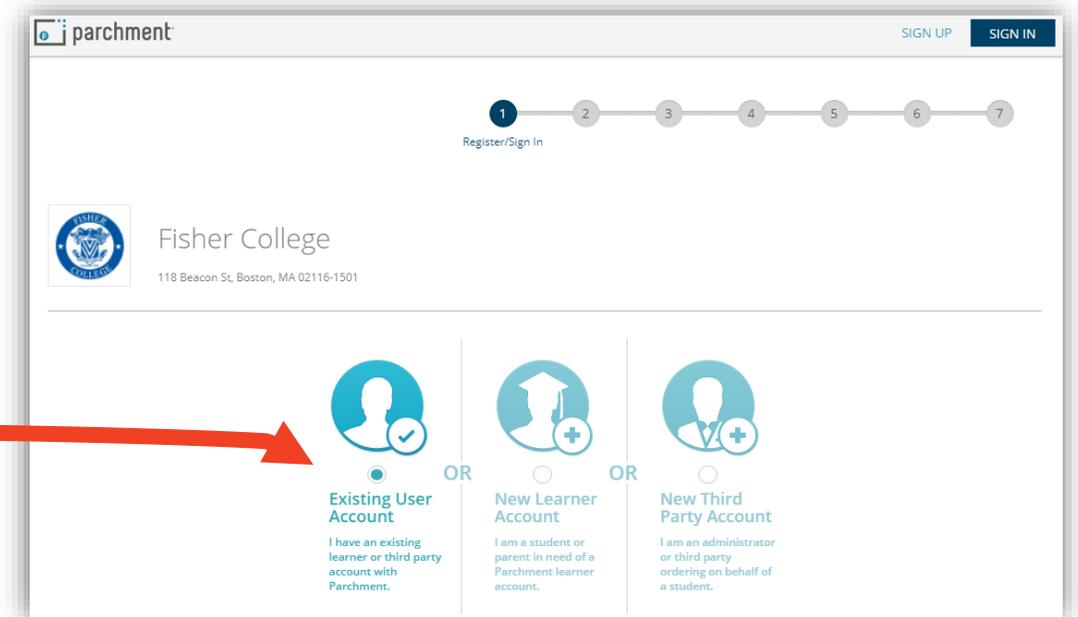
Support for Success

| 1. Course Level Support | 2. Grievance Process | 3. Technology Support | 4. Student Accessibility Services |

Course Level Support

If you have questions about your course, including course requirements, assignments, and concepts, try one of these methods:

1. Post a question to the general discussion board forum in your course.

2. Review any posted videos, assignment instructions, or rubrics made available in class.

3. Email or speak with your Instructor.

Concerns With Your Course or Instructor

Although we do not anticipate that your will encounter problems, the following suggestions are in place in the unlikely event that you do have a concern.

- If you have a problem or concern about a course or Instructor, you should always start by addressing your concern with the Instructor. If the Instructor is not aware of a problem, they cannot correct it. If your problem is not satisfactorily addressed, then you should consult with your Advisor. Your Advisor will assess the situation and advise you on further action, which may include consulting with the Director of Academic Programs and Services.

- If you are unsure about how to address your concerns with your instructor, you may always consult with your Advisor for the proper course of action.

- For problems or concerns not related to a course or Instructor, you should contact your Advisor who will assess the situation and advise you on further action.

Grievance Process

If a grievance is not resolved directly and informally by the student, the student may file a written grievance complaint (the "Grievance"). The Grievance complaint must be filed within 10 calendar days from the last attempt to resolve the matter directly with the interested parties. All Grievances shall be filed directly with the Dean of Students by certified mail, regular mail, or in hand. A student may withdraw a Grievance at any time by filing a withdrawal request in writing with the Dean of Academic Affairs.

For the complete process, please visit:
https://www.fisher.edu/about/institutional-information

If a complaint cannot be resolved internally, students may be able to file a complaint with the Massachusetts Department of Higher Education. The MA resident/general complaint form and information can be found at:
at: https://www.mass.edu/forstufam/complaints/complaints.asp

- Students outside MA in non-SARA states (e.g. California, Guam) may utilize the MA resident/general complaint form available to MA residents. https://www.mass.edu/forstufam/complaints/complaints.asp

- Complaints that pertain to distance (online) education provided by Massachusetts-based SARA institutions to students residing in other states pursuant to SARA *only* can be filed at the following link: https://www.mass.edu/foradmin/sara/complaints.asp

Your Support Officer

You may always contact your Support Officer if you have questions. They may direct you to another resource, but it is a good starting point.

Your Admissions & Support Officer is:

Jessica Navilliat

jnavilliat@fisher.edu

617-515-6763

Technology Support

If you have questions or concerns regarding technology, please contact:

Canvas Help

- While you are in Canvas, click the Help Button: (?)

- Patrick McGovern
  Senior Instructional Technology Support Technician
    - pmcgovern@fisher.edu
    - 617-236-8849

MS Teams Help

- Patrick McGovern
  Senior Instructional Technology Support Technician
    - pmcgovern@fisher.edu
    - 617-236-8849

- Fisher Information Services
    - Is-team@fisher.edu
    - 617-236-5464

Email & MyFisher Help

- Fisher Information Services
    - Is-team@fisher.edu
    - 617-236-5464

Congratulations!

You have now completed your orientation and are ready to begin your journey to success here at Fisher College.