

[Chapter 1: WorldClassRoom – Online Course Tour](#)

Welcome to the WorldClassRoom. In this tour, you will learn how to:

1. Navigate globally in Canvas
2. Adjust your settings to receive notifications
3. Locate and Navigate a WorldClassRoom course
4. Find Course Content
5. Read Announcements
6. Post and reply to Discussions
7. Submit an Assignment
8. Take a Quiz
9. Check Grades
10. Use Conversations
11. WorldClassRoom FAQ

This tour will provide you with a brief overview of a sample course. Your actual course may not look exactly the same as what you see here, but you will get an idea for the look and feel of key items within your course. Should you need more information about any items covered in this tour, more information is available on the WorldClassRoom FAQ.

[Chapter 2: Navigation - Global](#)

Global Navigation, in this section we will discuss:

- Understanding the Dashboard
- Viewing the Recent Activity Stream
- Using the Global Navigation Menu
- Viewing the To Do List

When you first log into WorldClassRoom, you will see items that are unique to you and the courses in which you are enrolled.

This is your **Dashboard**. The first thing you may notice is the Course View, where there will be a card for each of your favorite courses. You can change a few course card settings by clicking on the card edit icon. You can pick a different color or create nickname for the course. On the bottom of each of card, there are shortcuts to and

WorldClassRoom Student Tour Transcript

notifications about recent activities including announcements, discussions, and assignments.

If you would rather see this information as a **Recent Activity stream**, you can click on the toggle switch at the top right.

This view will show you what has been taking place in your all courses. These items may include announcements, conversations, assignment updates, discussion responses, and more. Click on any of these items to display more detail, or dismiss them from your list so that they disappear until there is more activity.

The area on the right side is the **Sidebar**. Here you will find a listing of timely reminders, items to complete, and any recent feedback. Click **View Grades** to view an overview of grades from all courses. When viewing WorldClassRoom on a smaller screen, you may notice the sidebar shifts to the bottom.

On the left side of the screen, take a look at the **Global Navigation Menu**. On this menu, you will have access to The Dashboard, Courses, Groups, Calendar, Inbox, and Resources.

Courses is where you will access your courses that are in progress.

- Click **All Courses** if you would like to customize which courses display by default on the Dashboard. Just click on the **star** next to the course name.

Groups is where you will access any groups that you are apart of, or to view a list of all your groups.

Calendar gives you access to a dynamic calendar that will show all of your assignments and other dated events. The calendar is color coded by course so you will be able to see all of your course assignments at a glance. Clicking on a specific assignment will provide additional details and links to access your course or the assignment.

Inbox is where you can engage in Conversations with your peers and instructors by sending internal messages. We will discuss your Inbox in more detail later.

Resources provides links to helpful information, including WorldClassRoom FAQs, the Library, the Academic Resource Center, and Writing Assistance.

WorldClassRoom FAQs will be your best resource to quickly find answers to questions about using the online interface.

Clicking on the **Webster University logo** at the top of the screen returns you to the Dashboard.

Chapter 3: Notifications & Settings – Personal Settings

Notifications & Settings, in this section we will discuss:

- Locating your Account
- Uploading a profile picture
- Adjusting Settings
- Adding alternate email address, cell number and additional services
- Updating Notification settings

The **Account** link in the Global Navigation menu to the left in WorldClassRoom is where you will have access to edit your profile, settings and notifications. This area also contains the **Logout** button.

Let's concentrate on adjusting your profile and settings and creating some notification preferences.

Click on **Profile** to add a short bio and upload a picture.

- Click **edit** to add a bio, links, and to adjust ways for people to contact you.
- You can upload a picture which represents you by clicking on the picture/icon next to your name. This picture will display in areas such as discussions and Conversations.

Click on **Settings** to make personal customizations to your account:

- You can upload a picture in this location too.
- You can provide additional ways to receive notifications, such as your cell phone number to receive text messages or your social media accounts.
 - In the sidebar on the right, click **Add email Address** or **Add Contact Method** to add a personal email or cell phone number.
 - Your default email address will be viewable by your instructor, but not by other students in the course. Other email addresses or cell numbers you add are only used for the purpose of notifications.
- You can edit your time zone by clicking on “Edit Settings”, the default time zone is Central. We do recommend changing your time zone to your location so that you do not have to figure out when items are due on your end.
- In the middle of the page, you can connect **web services** such as Google Drive, Skype, Linkedin, Twitter and Delicious to your WorldClassRoom account. You can control whether these services are viewable to other students and instructors using the checkbox above the services.

In the global navigation menu under the Account Link on the left side of the screen, you will see **Notifications**. Clicking here will give you access to set up notification preferences using email, text message or Twitter. Notifications can be received for a variety of course activities, and you can select how and when you want to receive these communications, updates, and alerts. Your four options for notifications are:

1. Notify me right away
2. Send daily summary

3. Send weekly summary
4. Do not send me anything

A full list of recommended notifications is available in the WorldClassRoom FAQs, but you may want to set Announcements, Grading, and Conversations to **Notify me right away** to stay up to date with information from your instructor.

[Chapter 4: Navigation – Courses](#)

Navigating a Course, in this section we will discuss:

- Accessing a Course
- Using the course Tools Menu
- Viewing the course-specific sidebar
- Viewing Course content modules

Let's look again at the Dashboard and choose a course to view. After picking a course, you should notice:

- The Global Navigation Menu, on the left side, stays the same.
- A **Course Tools** menu appears to the **right** of the Global Navigation menu
- Your Course Content is displayed in the center
- And a course-specific Sidebar is on the right

Let's take a look at the **Course Tools menu**.

- **Syllabus** is where your syllabus is located for the course.
- **Announcements** shows all of the announcements that have been made in the course.
- **Assignments** will show you all assignments, whether it is a written assignment, discussion or quiz.
- **Discussions** shows all of the currently available discussions.
- **Quizzes** links to any available quizzes.
- **Grades** provides a look at assignments that are graded, and displays the grade if available.
- **People** shows a list of all students and instructors in the course
- **Modules** is a comprehensive list of all content pages in the course. However, you are encouraged to navigate through the links on the course landing page which we will talk about more in the next section.

This menu can be collapsed by clicking the menu icon.

These course tools are important for interacting with your instructor and other students so we will explore them in more depth later in the tour.

Along the right side of the screen, you will see the **sidebar**. This will contain timely information such as a to-do list, noting upcoming assignments and recent feedback. The

WorldClassRoom Student Tour Transcript

information which displays in the Sidebar will vary depending upon where you are in your course.

Chapter 5: Navigation – Modules

Navigating a module: In this section we will discuss:

- Ways to navigate a learning module
- Viewing the course Syllabus
- Accessing Textbook eReserves
- And viewing weekly learning modules

Let's focus on the content of your course.

Webster's online courses are structured in a week-by-week format, meaning that within each week there will be a certain amount of content to view, discussions to participate in and assignments to complete. On the course content page, you will see weekly learning modules containing information about these items. The layout of weekly modules may be different from course to course.

When you start a new course, you should look for the following items:

- A Welcome module containing basic course information.
- Textbook eReserves
- The Week 1 learning module, and
- The course syllabus.

Your course syllabus will be accessed from the course tools menu. In all School of Business courses, you will have two separate links that will lead you to the syllabus and course schedule. In all other courses, the syllabus and course schedule will be on the same page.

Be sure to read through the contents in your syllabus carefully, as it contains important information and details pertinent to your success in the course. All of the assignments will be listed in the bottom portion called the syllabus table, along with links to access the assignments directly.

In case your textbook has not arrived, the **Textbook eReserves** folder contains electronic copies of required textbook readings. This will be up to two weeks or 25% of the required textbook reading, whichever comes first.

- Please note you do **not** need to wait to gain access to your course or syllabus to obtain textbook information, as it is viewable through the Follett online bookstore about 4-6 weeks ahead of the start of each term.
- We recommend you purchase your book early to ensure you receive it before the term begins. This is especially critical if your book will be shipped outside the US.

WorldClassRoom Student Tour Transcript

Let's review the structure and contents of a weekly module, using the **Week 1** module as an example. Please note that subsequent weeks may not be accessible until you progress through the term.

- To navigate through a weekly learning module, click on the **Next** or **Previous** buttons at the bottom of the pages.

A weekly learning module typically includes a start page, an overview page, lecture notes, activities page such as readings, assignments, or discussions, and an ending page. Be sure to read each page in the module carefully and pay attention to details. The instructor will include material in each module important to your success during the week.

- If you want to see a list of all the pages within a module, you can click on the modules link from the **Course Tools** menu.
- To return to the course home page, click on **Home** in the Course Tools menu.

Chapter 6: Course Tools – View Announcements

Viewing Announcements, in this section we will discuss:

- Viewing Announcements
- Asking questions about Announcements
- Receiving notifications of Announcements

Announcements are another important way your instructor communicates with the class.

Click on **Announcements** in the **Course Tools menu**. The newest announcements will display on the top, and the oldest at the bottom.

Click on any announcement for a full description. Depending on how the instructor sets up the announcement, you may also be able to respond to the announcement to ask your instructor a question regarding the message.

Remember, you can set up your notifications to receive announcements through email, text or social media by accessing **Settings** in the **Global Navigation Menu**.

Keep in mind you should check announcements each time you go into your course.

Chapter 7: Course Tools – Participate in Discussions

Posting & replying to Discussions, in this section we will discuss:

- Accessing Discussions
- Viewing Discussion questions and existing responses
- Posting an original Discussion response
- Replying to a discussion message

Discussions are an important part of online courses at Webster so let's spend a few minutes on how to access, read, and reply to a discussion.

Depending how your instructor sets up the course, **Discussions** may be accessed from the Course Tools menu or from within your weekly learning module.

When you click on **Discussions** in the Course Tools menu, you will see a list of all available discussions for the course. You will be able to identify when the last reply was posted, how many total replies are in the discussion, and how many responses you have not yet read.

- To open a discussion thread, click on the discussion topic.
- Read the description carefully to understand the instructor's requirements. Be sure to check your instructor's policy on when discussion postings are due during the week.

Depending on the settings imposed by your instructor, you may not be able to see any other replies until you post an original response.

To create a response:

- Click in the **reply** box and type the text of your post.
- You may wish to add formatting, additional media content or attach documents.
- When you are ready to submit your work, click **Post Reply**.

To **Reply** to a message from another student, click on the **reply link** under the response where you want to reply, enter your message, and then click **Post Reply**.

Your newly posted reply message will appear in the discussion thread in chronological order. All replies in Discussions are available to all members of the course.

[Chapter 8: Course Tools – Submit an Assignment](#)

Submitting an Assignment, in this section we will discuss:

- Accessing Assignments
- Identifying due date
- Locating grading details
- Uploading an Assignment
- Submitting an Assignment

Let's take a look at **Assignments** by going to the **Course Tools menu**. Your instructor may also link Assignments into the weekly learning modules on the Activities page.

- Depending upon your course and prior activity, assignments may appear as:

WorldClassRoom Student Tour Transcript

- Overdue, Upcoming, Undated, or Past
- This list will also show the due date and grading details. Remember, items on this list may include Discussions and Quizzes.

Click on the name of any assignment to view specific details.

- When you are ready to submit, click **Submit Assignment**.
- Depending on how your instructor sets up the assignment, you may have a choice of uploading a file, a Google doc, or media such as audio or video, or entering text. Click the tab for the type of file that you would like to upload for the assignment submission.

If uploading a file, click Choose File to begin the upload process.

- Navigate to the desired file on your computer, click on the file, and then click Open.
- Click **Add another file** if you have more than one file to submit.
- Click in the Comments box if you would like to include a message for your instructor.
- Your instructor **may** be using Turnitin to review your assignment for originality. If so, you will need to check the box which verifies that the assignment you are submitting is your own original work.
- Click **Submit Assignment**.
- A confirmation message will be visible in the sidebar once you have submitted the assignment.

[Chapter 9: Course Tools – Take a Quiz](#)

Taking a Quiz, in this section we will discuss:

- Access Quizzes
- Identify due dates, time limits, attempts, and grading details
- Take a Quiz
- Submit a Quiz

Quizzes may be accessed from the **Course tools menu**, the weekly Activities page, or from within a weekly module depending upon how your instructor sets up the course.

- Click on **Quizzes** to reveal a list of available quizzes for your course.
- Take note of the details that may be available such as:
 - If the quiz is closed
 - Due date
 - Points possible
 - Number of questions
- To open the quiz instructions, click the title of the quiz.
- On the information page you will be able to see:
 - Due date
 - Points possible
 - Number of Questions
 - Time limit

WorldClassRoom Student Tour Transcript

- Instructions for the Quiz
- If the quiz has already been submitted, you will see Number of Attempts & points received if the quiz has already been submitted.

As you will typically only be allowed one attempt at completing a Quiz, be sure to only click **Take the Quiz** when you are actually ready to begin.

- If your quiz has a time limit, pay attention to how much time has elapsed in the sidebar.
- As you answer each question, the system will save your answers
- Once you have answered the question, the question name in the sidebar will have a checkmark and will change to indicate it's been answered. Please note the check mark is not an indication that you answered correctly.
- Click **Submit Quiz** when you are finished.
- If the time expires, the quiz will be automatically submitted.

[Chapter 10: Course Tools – View Grades](#)

Viewing Grades, in this section we will discuss:

- Locating Grades
- Viewing feedback and information about graded Assignments
- How to view Inline Comments from your instructor

Let's take a look at how to check your grades as you progress through the course. If there is a number displayed next to **Grades** in the Course Tools menu, this will indicate you have grades which have not been viewed.

The Grades page will display grades released by your instructor. You might also see:

- comments the instructor has made regarding your learning activities
- statistics on grades received by all members of the course (but not the individual's grades)
- details of how your grade was determined if your instructor used a rubric
- or, your Turnitin score and link to the originality report

Some instructors may use inline comments on your submitted assignments. To view those comments, click on your assignment from Grades, and on the **Submission Details** page click on view feedback. The paper will open and show comments and highlights from the instructor.

More information about all of these items is available on the WorldClassRoom FAQ.

[Chapter 11: Conversations – Inbox & Messaging](#)

Conversations, in this section we will discuss:

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- Locating the Inbox
- Viewing Conversations and messages
- Creating new messages
- Finding recipients
- Understanding Webster Email vs. WorldClassRoom Conversations

If you have questions about your grades or other learning activities, using Conversations via your Inbox is the best way to obtain clarification from your instructor. Let's talk about communicating with your instructor and peers in the course.

When you have new messages, you will see a number next to your **Inbox** in the Global Navigation menu to the left. Clicking on **Inbox** will bring up Conversations taking place between you and others in your courses, including instructors. Once you read the new messages, the indicator will disappear. Your inbox is organized chronologically from newest to oldest.

On the left side of the screen, you will see a list of your Conversations.

- When you receive a new message, a number will appear with your Inbox icon and have a dot on the left side of the text.
- The total number of messages within a conversation displays on the right of the conversation.
- You can filter your Inbox by selecting: Courses or groups that you belong to, and by status: inbox, unread, sent, archived or submission comments, and lastly by a person using the address book filter.

On the right side of the screen is where you view messages, and compose or reply to messages.

- To view a conversation, simply click on it.
- Creating a message is initiated by clicking the **new message icon** and selecting your course in the drop down first and then typing a name in the course or clicking on the address book icon to the right in the "To:" box.
 - When finished typing your message, click **send**.

It is important to note WorldClassRoom Conversations are different from your general Webster email account. You should always use WorldClassRoom Conversations to communicate with instructors and peers, while continuing to check your Webster email, which is accessible in Connections, for general information and updates pertinent to your enrollment at Webster University.

Chapter 12: Accessing Additional Help – Resources for Assistance

Remember, more information for all the tools we have discussed in this tour can be found on the WorldClassRoom FAQ.

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We hope that this tour has helped you feel more comfortable with using and navigating WorldClassRoom. Don't forget, the course we demonstrated here was a sample. When you login to your actual course, try to remember the general concepts we introduced as opposed to the specifics. We wish you the best in starting your online courses and be sure to contact us if you need any assistance.

If you have technical questions, please contact the IT Service Desk. For all other questions pertaining to online courses, please contact the Online Learning Center.