

Community and Professional Education (CAPE) Online Course Participation Guidelines

Welcome to your online Community and Professional Education course at Renison University College. The following are guidelines for participating in online CAPE courses. We recommend reading through these and familiarizing yourself with the LEARN platform that your course is hosted on. Please reach out to your instructor if you have any questions. We hope you have an enjoyable online learning experience!

Finding Your Courses in LEARN

Courses in LEARN are organized by term and can be accessed in 2 ways:

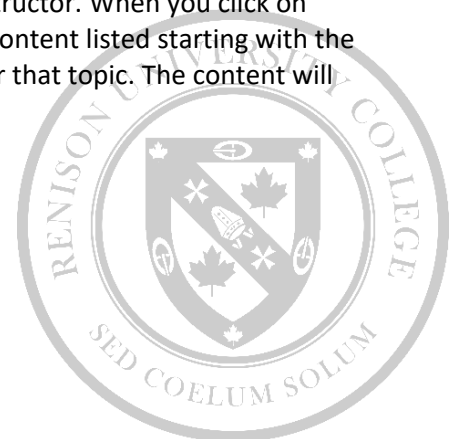
1. From the waffle menu along the top of your LEARN page. This waffle is visible regardless of your location in LEARN. To pin or unpin a course, click on the pin next to the course title. Pinned courses remain at the top of the list of courses visible from the waffle menu and will have a blue background and a dark pin icon to the right of the course title. Pinned courses will appear first in the Courses and Communities widget and under the pinned tab.
2. From the Courses and Communities widget on the LEARN system homepage. Within this widget you can determine which courses are visible in the widget by either selecting All or the specific term.

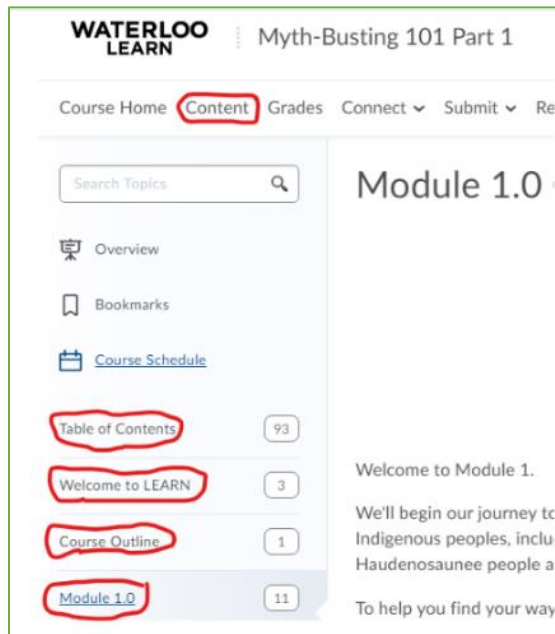
The three main components of LEARN you will use are:

1. **Course Home** – The course home page is where you will find the latest announcements and your course schedule. You'll also find links to everything else you'll need across the top navigation bar.

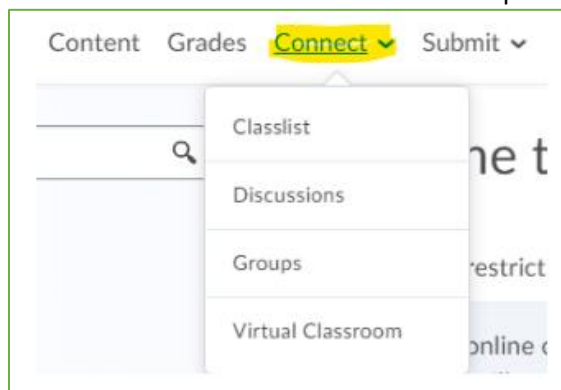


2. **Content** – This is where you'll find the content posted by your instructor. When you click on "Content" you will see a bar down the left-hand side with all the content listed starting with the Table of Contents. Click on any of the titles to view the content for that topic. The content will be on the right side of the page.





3. **Connect** – The Connect button helps you connect with your classmates and instructor. Click the word “Connect” to access the drop-down menu. Then choose a topic:



This information was taken from

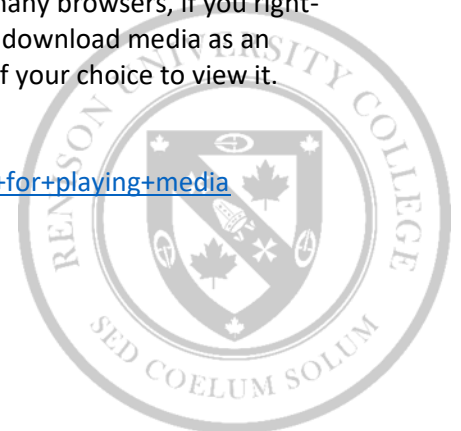
<https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/296190460/Finding+your+courses+in+LEARN>

Tips for Playing Media

Your browser may allow you to control playback and speed of videos. For many browsers, if you right-click on a video you will be presented with the options available. If you can download media as an option to watching it as embedded on a webpage, you can use the player of your choice to view it.

This information was taken from

<https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/299795410/Tips+for+playing+media>



Tips for Remote Course Meetings and Conference Calls

Before the meeting, pick a quiet location with little to no background noise. If possible, use a wired connection to prevent poor connectivity with Wi-Fi. Ensure your laptop is charged to avoid low battery or poor machine performance during the call. Use headphones or earbuds to help eliminate echo. Test your video and audio inputs to ensure they are working properly.

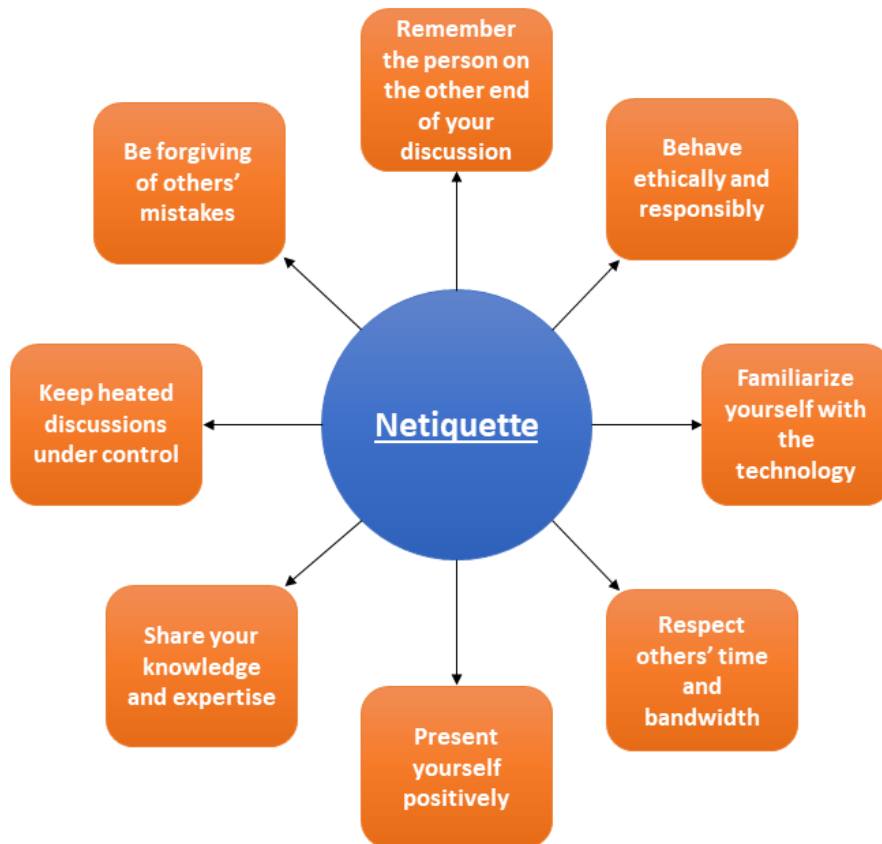
During course meetings, please mute your microphone whenever you are not speaking to avoid picking up background noise and interference. Follow the directions of your instructor in regard to keeping your video on or not. Turning your video off will conserve Internet bandwidth and reduce lag, but some courses will ask students to keep their video on to encourage class participation. You are asked to find a separate area/room away from family members for the duration of the course meeting, so you and your classmates are not distracted and can focus on the course material and class discussions.

This information was taken from

<https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/287047898/Tips+for+remote+meetings+and+conference+calls>

Etiquette for Online Learning

Communicating electronically is a skill; here are etiquette guidelines to help you get the most out of online communication.



Notice of Recording

Please note the following information about course activity recordings:

- Course images, audio, video, and text/chat messages may be recorded and used by the course instructor and course participants for the purposes of materials review and, in some cases, assessment.
- Recordings are available only to authorized individuals who have been directly provided the link for their use.
- Recordings for personal use, required to facilitate your learning and preparation for personal course notes, should not be shared with others without the permission of the instructor.
- Recordings will be managed according to Renison University College policies and will be securely destroyed when no longer needed.
- Renison will use reasonable means to protect the security and confidentiality of the recorded information but cannot provide a guarantee of such due to factors beyond Renison's control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without Renison's knowledge or permission, or the introduction of malware into the computer system which could potentially damage or disrupt the computer, networks, and security settings.

CAPE Resources

Contact Community and Professional Education with questions and concerns: cape@uwaterloo.ca

The Student Advocacy Advisory Committee is a Renison Student Affairs Committee with staff, faculty, and student representatives from across Renison University College. The committee is in place to advise and support Renison students outside of their academic study when other resources are spent, unavailable, or unknown to them. The committee can direct you to appropriate resources available to you and advocate for you with issues such as:

- Sexual violence and harassment response
- Issues with discrimination
- Student conduct/residence conduct appeals
- Physical safety/accident reporting
- Physical accessibility
- And more (this list is not exhaustive)

Contact the student point of contact, Anna Fletcher-Marsh, with any concerns: anna.fletcher-marsh@uwaterloo.ca

