

FREQUENTLY ASKED QUESTIONS CANVAS Fall 2021

- 1. Why can't I see the modules?** All CONHI courses require the submission of an attestation form prior to being able to open course content. Once you have completed the attestation form, you will be able to access all the modules. See the 'Attestation Form Module' in the course to get started.
- 2. What does the term modules mean? How does this correspond with weeks? What is due each module?** Each of the eight weeks contain modules to complete with textbook readings, videos, and supplemental articles. Please refer to the 'To Do List' each week to help keep you on track with what is due, as well as the Course Summary found on the main Syllabus page.
- 3. How do I submit an assignment?** Please make sure you are reviewing your course resources... there are step by step tutorials in Canvas to guide you. Please see the 'Technical Requirements Page' with links, as well.
- 4. Can I turn in an assignment in any form at?** When you turn in your assignments, you must submit your assignments via Microsoft Word and saved as a **.doc or .docx file**. **MAC users--please note that we are expecting Microsoft Word files, and not .notes or .pages, etc. You will receive a '0' if you do not follow these instructions.** No re-submissions are allowed once assignments are graded.
- 5. Do I have to use formal APA format for everything?** We want you to start getting used to using APA format. For the purposes of this course, this means that we want to see correct font, no bold type, double spacing, and any and all references used to be cited according to APA guidelines. Because we do not have any formal papers in this course, you do not have to include things like running heads, title pages, etc. Please see the APA resources pages in Canvas, as you will be expected to use this (not MLA) format for the article summary assignment.
- 6. What exactly can I turn in late?** All coursework (with the exception of discussion boards) may be turned in up to 2 dates late for -10 percentage points per day. This does not apply to documents already graded; if you have a '0' because you have submitted a document incorrectly, you may not re-submit for late points. In addition, late points are not awarded for the weekly discussion boards; initial posts are due on Wednesdays and peer responses are due on Saturdays. You can take one quiz late for a one time point deduction of -20 percentage points. Please see syllabus for guidelines in case of emergency.
- 7. Wait, what about quizzes?** Quizzes are intended to be taken prior to the due date. Quizzes are only open from **Thursday at 4 pm through Saturday at**

11:59p.m. Please do not wait until the very last hour prior to the quiz to start, as you are responsible for ensuring you have successful technology to complete. The syllabus is very clear on how to handle issues if you miss a quiz, so please review carefully.

8. **I've never used Respondus for an exam, and I am not sure if it will work.** **Will this be a problem?** You are in luck! This course has a simple practice quiz that you will be able to use as many times as you would like to make sure all of your equipment is working. **HOWEVER**-please keep in mind that computer malfunctions or equipment errors are not reasons for you to have an extension for any quiz. You are responsible for ensuring your success in this area.
9. **I need a password for the quiz! Help! Where is it?** If you are getting a password screen while trying to access the practice quiz or quiz, it is a good indication that you are trying to access the quiz with a standard browser instead of LockDown Browser. You have to log into Canvas through the Lockdown Browser, and then navigate the course just like you would without it. Access the classroom from this screen, and it will take care of the problem.
10. **What is the most common error you see in class?** Students wait to submit an assignment until the very last minute, and then accidentally submit a blank page, wrong paper, or incorrect format (not uploading a document as a .doc or .docx). Please make sure and submit early and double check your submissions. Remember, according to the syllabus, we do not accept assignments via email.