

## Keep Learning

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Below, you'll find information that will help as you get started with taking classes online. In this document, we will address:

- [General tips for continuing your classes online](#)
- [How to navigate within Canvas](#)
- [Tips when using Canvas](#)
- [Getting started with Zoom](#)
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- [Getting Started with Bongo Live Meetings](#)
- [Getting Started with Respondus Lockdown Browser & Monitor](#)
- [Getting Started with Panopto](#)

## General Tips for Continuing Your Classes Online:

1. Create a regular study space.
2. Read your instructor's syllabus thoroughly.
  - a. Your instructor might need to adjust how the class will look while at a distance - make note of these changes.
3. Pay close attention to any communications from your instructor and check your Bradley email for messages regarding any changes to how the course will operate. Faculty members may be using Canvas found at [learn.bradley.edu](http://learn.bradley.edu). Some things to look for include:
  - a. Are assignments changing? Are there new due dates? Where do I submit my assignments?
  - b. Have videos or new content been shared?
  - c. Will there be live meetings through web conferencing tools like, [Zoom](#), [Meet](#), or [Bongo](#)?
4. Practice time management. [Create a schedule](#) to help keep yourself accountable.
5. Actively participate in the course.
6. Take time to navigate through your course in Canvas or other platform - note where you'll possibly be submitting assignments or exams, or posting in forums.
  - a. If your instructor is using a tool such as Bongo, [refer to the system requirements](#) to ensure that you will be able to participate.
7. Be in communication with your instructor(s), especially if you run into any issues.

- a. If you run into any technical issues, let your instructor know, and also [contact technical support](#).
8. Eliminate distractions; put your phone on silent or turn off notifications while studying.
9. Ask for help! If you're confused about an assignment or are unsure of how to do something, reach out to your instructor.
10. Take care of yourself - get plenty of rest, nutrition, and exercise.

## Getting Started w/ Canvas: [Video](#)

1. Navigate to <https://learn.bradley.edu>
2. Use your BUnetID and password to log-in
3. Your Dashboard view should hold your courses.
4. If you don't see your courses here they might be unpublished (contact your instructor), or you can navigate to the Course tab in the left hand navigation for a list of all your courses.

## Tips When Using Canvas:

1. Use Firefox, Chrome, or Edge.
2. Clear your cache and cookies on a regular basis. Definitely clear before an exam.
3. Have a reliable internet connection.
4. Have a webcam and microphone option available for use in synchronous class meetings or Respondus Lockdown Browser/Monitor.
5. Use the "Help & Training" button in the left hand navigation to: Contact Technical Support, Search the Canvas Guides, Contact your instructor, or navigate the other options/help documentation that is available.
6. Take all exams on a laptop or desktop computer with a solid internet connection. Wired connections are your best choice.

## Getting Started w/ Zoom:

1. Use the [Zoom Quickstart Guide](#) to set up your account, install the Zoom client, and get started.
2. To enter a meeting, follow the link provided by your instructor, or navigate to the Zoom tool in Canvas. This should be available in the left hand navigation of the course should your instructor decide to use it.

## Getting Started w/ Meet:

1. Google Meet is available in a variety of ways, however, with a meeting ID can generally be accessed via the Calendar or through your Canvas course site.
2. Google Meet runs best within Google Chrome browser.

## Getting started with Bongo Live Meetings: [Video](#)

1. Use Chrome or Firefox (check [Bongo system requirements](#))
2. If your instructor sent you a meeting invitation, click the meeting link and review the on-screen instructions, test your audio, then click the button to enter the meeting room. (for more tips, review the [getting started instructions](#))
3. If you have problems with video or audio distortion or have a low bandwidth, turn off your camera.
4. Using a headset or earbuds with a mic can improve audio quality.
5. Contact Bongo 24/7 helpdesk if you need help: (970)-225-1175

## Getting Started w/ Respondus Lockdown Browser & Monitor:

1. Download the [Respondus LockDown Browser](#)
2. Navigate to [learn.bradley.edu](http://learn.bradley.edu) to log into Canvas
3. Navigate to your quiz to launch the LockDown Browser
  - a. Sometimes, faculty will use classic quizzes; if you navigate to your quiz in Canvas and it says that Respondus LockDown Browser is required, and you need to launch the browser to take your quiz or view your quiz results, you will then want to open the application on your computer/laptop and log into Canvas through the LockDown Browser application. Once logged in there, you can navigate to your course and take the quiz.
4. Always be on a solid internet connection; hard-wired is best.
5. For additional information, including troubleshooting help, [click here](#).

## Getting started with Panopto:

Panopto for students should be a relatively straightforward tool. Generally, instructors will be sharing their videos, either directly within the Panopto Video (Canvas) or Panopto (Sakai) tool, or embedded into a page on their Canvas/Sakai course. Here are some common troubleshooting steps.

1. **Issue:** Panopto videos are embedded on a page, but I can't login to see them. **Solution:** Select the Panopto Video/Panopto tool in the left hand navigation in order to sync the

class roster with the course. This should resolve. If it does not, try navigating to [bulectures.hosted.panopto.com](https://bulectures.hosted.panopto.com) and logging in there.

2. **Issue:** My instructor shared a link to a Panopto video, but I can't get access. **Solution:** Navigate to your course and select the Panopto Video/Panopto tool in the left hand navigation.

For general technology support, please contact [itservicedesk@bradley.edu](mailto:itservicedesk@bradley.edu) or go to <https://support.bradley.edu/> and open a ticket.