

PREPARING FOR CLASS

Online RN to BSN

Welcome to the Online RN to BSN Program at Galen College of Nursing! We are so excited for you to join the Galen community. To assist you with preparing for classes, we have created this guide. Ideally, everyone would be enrolled at least two weeks prior to the start date. However, we know that is not always the case. If you are enrolled less than two weeks before the start date, work through these items as quickly as possible.

ONE TO TWO WEEKS PRIOR TO CLASS

STUDENTS NEW TO GALEN OR CANVAS

- Spend time exploring the Canvas Student Orientation course online in Canvas.
 - If you are new to Canvas, or online learning, the videos and quizzes in the Canvas Student Orientation will help you get ready to start online courses. Remember, there is no passing or failing this course - it is solely there to help you prepare.

ALL STUDENTS

- Attend Program Orientation webinar through Zoom
 - If you cannot attend your scheduled live orientation webinar, be sure to watch the recording of the session before classes begin.
- Log into Canvas. Contact your Student Support Liaison if you have problems.
- Set up your Canvas profile and time zone (instructions in Unit 2 of the Canvas Student Orientation).
- Download the **'Canvas Student'** app on your smartphone or tablet. Be sure your notifications are turned on. Spend time familiarizing yourself with the app.
- Set up your Notification preferences (instructions in Unit 2 of the Canvas Student Orientation).
- Spend time exploring the Online RN to BSN Student Resource Center in Canvas. Some items of particular interest include:
 - The Getting Started Module – this area includes sections covering program orientation, technical setup, forms, and more. **Review the entire module.**
 - Calendar of Start and End Dates (accessible on the Online RN to BSN Student Resource Center homepage)
 - The Writing Help Resources Module – this area includes sections covering APA, sample papers, and other online writing support tools.
- Secure access to a web cam and review other technical requirements:
<https://galencollege.edu/technology-requirements>.
- Order your textbooks - The booklist is always posted on this page of the Galen website:
<https://galencollege.edu/campuses/online-nursing-programs#resources-booklist>

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Online RN to BSN (continued)

THREE TO FOUR DAYS PRIOR TO CLASS

The Friday before classes officially begin, you will receive access to your courses in Canvas, as well as some of your course materials.

You will have access to:

- The Course Syllabus
- The Course Calendar
- Course Welcome and Overview page/materials
 - Faculty Welcome & Contact Information
 - Discussion board prompts

During this time of advance access, take some time to orient yourself to the course structure, and start filling in your calendar/planner with due dates. It is important to make sure you are planning your time appropriately throughout the week with other plans you might have (work, family, etc).

AT ANY TIME

If you have any questions or concerns regarding your courses or Canvas, or are looking for something in particular and cannot locate it, please do not hesitate to ask your Student Support Liaison for help.

Again, welcome, and thank you for choosing us to help you succeed in your BSN journey!