

# PREPARING FOR CLASS

## Online RN to BSN and MSN

Welcome to the Online Program at Galen College of Nursing! You are registered for your first semester of classes – now what? We've created a step-by-step orientation process, and this list to help guide you through it!

### BEFORE CLASS STARTS

- **Attend the 'Online Programs Orientation Webinar' through Zoom.** This is Step 1 in the orientation process!
  - Your Admissions Representative has registered you to attend a live session. If you are unable to attend the live Orientation Webinar, a link to the recording will be emailed to you 24 hours after your scheduled session. You can progress through the steps below while waiting to attend!
- **Login to Canvas:** <https://classroom.galencollege.edu>. Please allow two business days after enrollment for this account to become active. Your Galen username from 'no-reply@galencollege.edu' will be used to login. You will use the password you created when you set up the Self-Help Password Reset Application. If you have not set up the Self-Help Password Reset Application, do that before logging into Canvas: <https://selfhelp.galencollege.edu/showLogin.cc>
- **Complete the 'Online Programs Orientation Course' in Canvas.** This is Step 2 in the orientation process!
  - This course is a helpful guide to show you the basics of Canvas, introduce you to the specifics of the program, and prepare you for class.
- **Set up your Accounts and Technology.** This is Step 3 in the orientation process!
  - Ensure you have access to a computer, web cam, microphone, and reliable internet connection that meets all technology requirements: <https://galencollege.edu/technology-requirements>
  - Instructions are built into the '[Online Programs Orientation Course](#)' in Canvas for account set up, but please take the time to follow the videos and ensure you have set up these key accounts:
    - Canvas profile, settings, notifications, and time zone
    - Self-Help Password Reset Application
    - Student Email & Microsoft Office 365
    - Student Self-Service portal
    - Rave Alerts
    - 'Canvas Student' app on your smartphone or tablet
- **Order your textbooks.** This is Step 4 in the orientation process!
  - The booklist is always posted on this page of the Galen website: <https://galencollege.edu/campuses/online-nursing-programs#resources-booklist>. Please ensure you are viewing the booklist that coincides with the dates of the session start prior to purchasing your textbooks.
- **Explore the Student Resource Center in Canvas.** This is Step 5 in the orientation process!
  - Think of this as your one-stop-shop for resources while in the program. You can find resources related to technology, writing, online learning, college policies, registration, school calendar, and more!

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### THREE DAYS PRIOR TO CLASS

Three days 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 materials
  - Faculty Welcome & Contact Information
  - Discussion board prompts

During this time of advance access, take this opportunity to orient yourself to the course structure and start filling in your calendar/planner with due dates. It is important to ensure you are planning your time appropriately throughout the week to balance with other obligations (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 for your nursing education!