

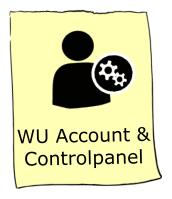
# IT Services & Canvas





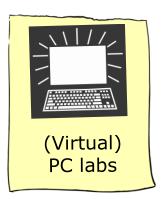
## Which IT Services does WU offer for students?



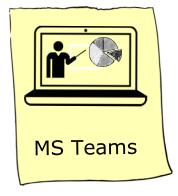


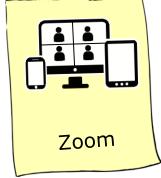


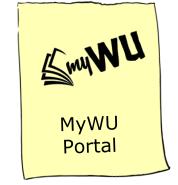


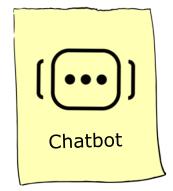




















# IT Services: WU account



#### **WU** account

- User name =  $\mathbf{h}$ +studentIDnumber (e.g. h01234567)
- WU account password
- grants access to many <u>administrative online services</u> (LPIS, Controlpanel, myWU-Portal, ...)

Office 365 license (linked to your WU account, fully available 24 hours after receiving your WU account)

- User name = h+studentIDnumber@s.wu.ac.at (e.g. h01234567@s.wu.ac.at)
- WU account password
- grants access to many online services relevant for your studies (Canvas, email, Zoom/MS Teams, ...)



**TIP:** register your (Austrian) cell phone number in the Controlpanel application to set a new password in case you forgot your old one: <a href="https://controlpanel.wu.ac.at">https://controlpanel.wu.ac.at</a>
Forgot password? Please visit <a href="mailto:short.wu.ac.at/forgot-password">short.wu.ac.at/forgot-password</a>



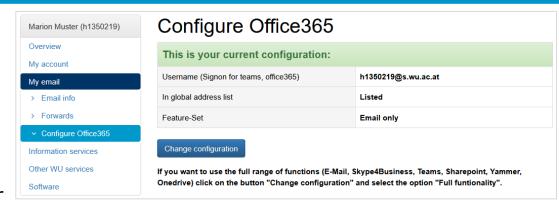


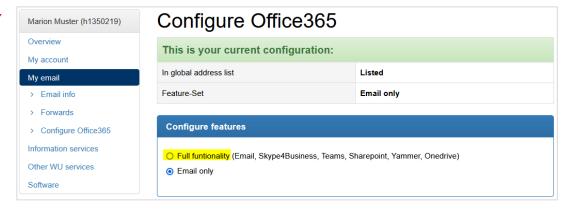


# IT Services: Controlpanel application



- Change your account password
- 2. Set a Wi-Fi password
- 3. Activate Office 365 / MS Teams
  24 hours after receiving
  your account data sheet
  - accept the Office 365 disclaimer
  - set features to Full functionality
- 4. Register your cellphone number
- Download VPN Client (and other software)

















#### Wi-Fi connection on Campus WU

- Select the network "eduroam"
- Log in: WU username and separate Wi-Fi Password (set up in the <u>Controlpanel application</u>)
- Internet access also available in the PC Labs



#### **VPN** connection

- Use for restricted services (e.g. library catalogues and databases, virtual PC Labs)
- Installation of GlobalProtect VPN Client: from <u>Controlpanel application</u> or App Stores
- Log in with your WU Wi-Fi passwort











## **IT Services: Webmail**



#### **Email Office 365**

- Log in with hStudentIDnumber@s.wu.ac.at (e.g. h01234567@s.wu.ac.at)
- Your primary email address is firstname.lastname@s.wu.ac.at
- Webmail access <a href="https://webapp.wu.ac.at/">https://webapp.wu.ac.at/</a>
- Regular access & reading is mandatory
- Information from the Rectors' Office, student union "ÖH", course instructors, campus information, IT support, ....



**TIP:** Set up your Office 365 email account on your personal device (Android, Apple iOS | iPhone, MS Outlook)





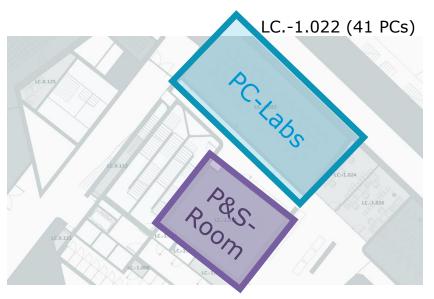


# IT-Services: PC-/Plug & Study-Rooms (Practice Labs)



- Individual work on the PC/Laptop from 0-24:00
- Assisted operation from Mo-Fr 08:00-20:45, Sa 08:00-16:45 during the semester
- Unassisted operation: Access via double door system (student ID card required!)

current opening hours! Unassisted operation may be suspended for critical reasons.



room) (24 BYOD-seats)



https://short.wu.ac.at/pclabs



https://short.wu.ac.at/it-support-hours









# **IT Services: Virtual PC workstation rooms**



#### 250 virtual PC workstations

- Equipped with the same specialized software that is available in the PC labs on campus
- Can be used for courses during the scheduled course dates or for practice at any time
- VPN connection is required

#### **Access via Horizon Client**

Needs installation; or use the Horizon website: <a href="https://labconnect.wu.ac.at">https://labconnect.wu.ac.at</a>



https://short.wu.ac.at/tools-onlinecourses





# IT Services: Printing, scanning, copying



#### **Printing**

- Each student gets a free printing credit of 5 EUR (= 50 pages in b/w).
- You can manage your **printing account** yourself online: (Controlpanel application > My Account > Printing Account).
- You can add additional credit yourself (min. 5 EUR, max. 50 EUR)
- Black/white and color prints in the PC labs in the LC and TC building (each only on level -1)

#### **Scanning**

- Color book scanner in all WU libraries
- Multiuse devices "studentprint" near the PC Labs in the LC building and in the room TC.-1.61
- Files can be sent via e-mail or saved on a USB drive

#### Copying

At Facultas using the <u>Facultas Copy Chip Card WU</u>



https://short.wu.ac.at/studentprint-en









# **IT Services: Microsoft Teams**



- For synchronous and interactive courses, online meetings and communication during exams
- You must activate it in the Controlpanel application
- Login at <u>teams.microsoft.com</u> (approx. 24 hours after activation in the Controlpanel app)
- Use your Office365 username: hStudentIDnumber@s.wu.ac.at



**TIP:** If a course unit takes place via MS Teams, you will usually receive the participation link by email or it will be made available in Canvas.



https://short.wu.ac.at/tools-onlinecourses





### **IT Services: Zoom**



- For synchronous and interactive courses, online meetings
- Activation:
  - www.wu.ac.at/zoom --> "Sign in Configure your account"
  - Login with your Office365 account (h+StudentIDnumber@s.wu.ac.at)
  - Zoom Account will be created automatically
- Can be used in the browser or via the Zoom Desktop App (<a href="https://zoom.us/download">https://zoom.us/download</a>)
- If a course unit takes place via Zoom, you will usually receive the participation link by email, or it will be made available directly in Canvas.



TIP: You can also start ZOOM meetings in your group space in Canvas!



https://short.wu.ac.at/tools-onlinecourses







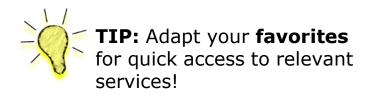
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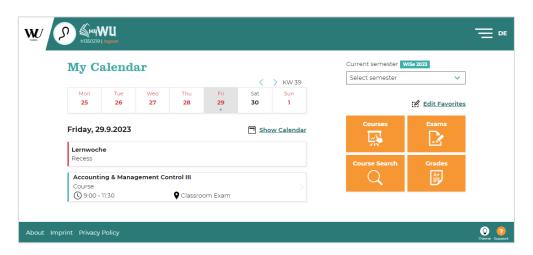
# **IT Services: MyWU Portal**



Provides central access to data and services relevant for your student experience at WU

- Check your courses, exams and grades in one place
- Personal calendar includes your courses, exam prep weeks, holidays in Austria, ...
- Quick access to administrative services and tools (via menu & favorites)

















- The WU Chatbot supports your questions regarding:
  - IT Support: password & login, MS Teams, ...
  - Library: borrowing books, opening hours, ...



I am still in the learning phase. But I can already help you with selected topics.













## **IT Services: Support**





hotline@wu.ac.at



+43 1 31336 - 3000



IT QuickStart Guide: short.wu.ac.at/itservices-en



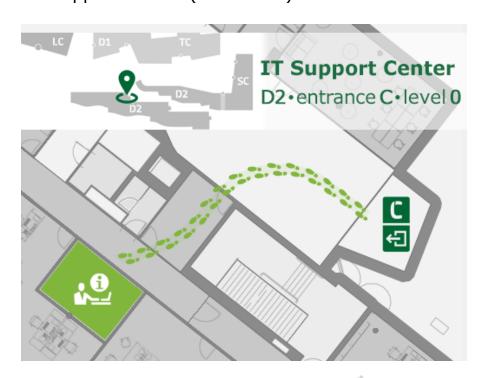
All IT services at a glance: short.wu.ac.at/its-atoz



Website:

www.wu.ac.at/en/it/

First address for all IT related questions: IT-Support Center (**D2.0.191**)







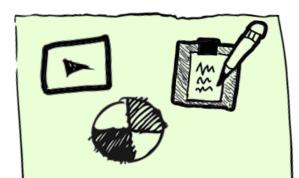




# How does Canvas WU support you in your studies?

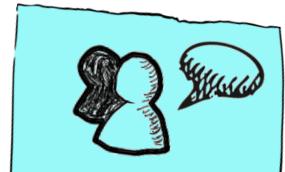


Canvas is WU's learning management system. It provides you with a wide range of tools and services to support your studies:



#### Learn and practice

- ✓ Interactive learning materials
- ✓ Multimedia assignments
- √ Feedback on learning progress



## Communicate and interact

- ✓ Multiple communication channels
- Interactive discussions
- Collaboration tools
- Comments and reactions





## **Keep track of your courses**

- ✓ Personal schedule
- Open to-dos
- ✓ Overview of news and activities
- Individual notifications



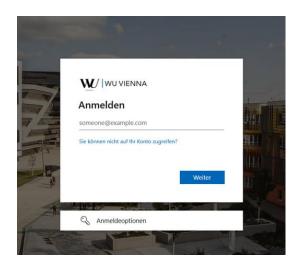


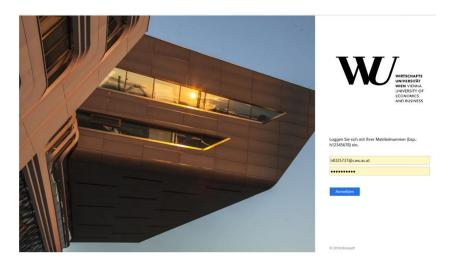


## **Canvas: Login**



- 1. Access <a href="https://canvas.wu.ac.at">https://canvas.wu.ac.at</a>
- 2. Enter your Office365 account (h+StudentIDnumber@s.wu.ac.at)
- 3. A new page will open. Enter your WU account password here.









## **Canvas: Access via Student App**



- 1. Open the <u>PlayStore</u> (Android) or <u>App Store</u> (iOS) on your mobile device.
- 2. Search for Canvas Student and click Install.
- 3. Log into Canvas WU using a browser.
- 4. Click on **Account** > **QR for Mobile Login**.
- 5. Open the Canvas Student App.
- 6. Click on **QR Code** in the App.
- Scan the QR Code in your web browser with your mobile device camera.





# **Canvas: Profile / Settings**



## Your account



### > Settings > Edit settings

Change language



FAQs | Canvas WU for students

Change time zone



FAQs | Canvas WU for students

## Your account



> Settings > Edit settings

Change your profile picture



FAQs | Canvas WU for students



#### **Canvas: Courses**



#### **Registration via LPIS:**

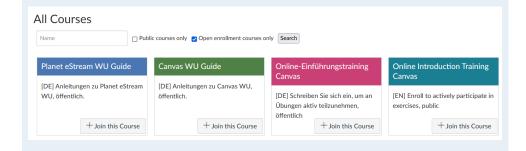
Once you have registered for a course on LPIS, you will have access to that course in Canvas no later than the next day.

#### **Self-registration via Canvas:**

- You can add yourself to selected courses directly in Canvas
- Does not guarantee a seat in the lecture room
- But: equal to other enrolled participants in the course, i.e. you can submit assignments and interact with the other members in the course.

# How to enroll yourself in a course in Canvas:

- Log in to Canvas.
- Click Courses > All Courses > Browse More Courses
- 3. Click on + Join this Course





FAQs | Canvas WU for students







## Canvas: Your personal dashboard



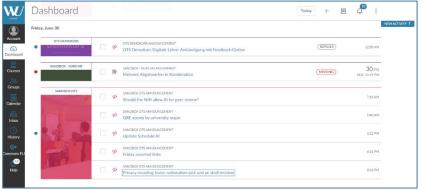
After logging in, you see your Dashboard = quick access to your courses, your todos and selected course activities

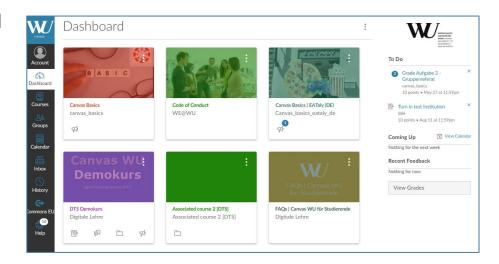
You can change the Dashboard view:

- Card View
- List View
- Recent Activity



FAQs | Canvas WU for students







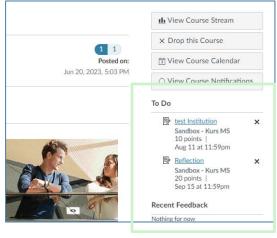
#### **Canvas: Your to-dos**



- To-dos are deadlines of assignments or mandatory tasks that have been marked as todos by teachers.
- You see the to-dos of a special course on the right side of the course start page.
- You can have a cross-course overview of all your to-dos:
  - On your Dashboard (Card View) on the right under "To Do"
  - In the **List view** of your Dashboard
  - In your Calendar



**TIP:** Always keep an eye on your to-do list so that you don't miss a due date!





**NOTE**: If you click the **X** next to a to-do, you will "ignore" the to-do and it will be removed from the to-do list! From then on, you will find those to-dos only in the list view of the Dashboard, in the calendar or directly in your course.









## **Canvas: Stay informed**



#### WU Syllabus

= all important information about the course (contents, teaching methods, literature, contact details, etc.)



#### Calendar

= all your course dates, assignment deadlines



#### Announcements

= important news concerning your courses (e.g. change of the room, infos on exams, ...)



FAQs | Canvas WU for students



TIP: Sometimes you can also respond to announcements via text or







### **Canvas: Set notifications**



## Your account



## > Notifications

- You can set notifications on account level (for all your courses) or for individual courses.
- Choose between immediate, daily or weekly summary or no notification.



**TIP:** Set notifications and don't miss new topics or replies in discussions, new announcements, new assignment due dates, new course content, new files, new gradings, new calendar events.



You will **not receive reminders** of upcoming due dates/deadlines! Please see the calendar items or your to-do list in Canvas for that.





## **Canvas: Communicate**



#### **Discussions (Forums)**

Post your questions, reply to other students, quote others' posts and respond to posts with a  $\triangle$ .

#### **Comments**

Send a comment to an assignment or a quiz to your course instructor.



TIP: Try out quick web or audio recordings instead of written text!

#### **Inbox (Canvas Mail)**

For communicating with your course instructors or teaching assistants.



Note the information in the syllabus regarding contact and availability! Contacting via email (in Canvas) is not always desired!



If you have set the notifications for your inbox (default setting), email messages from Canvas will also be <u>forwarded to your WU email address</u>!





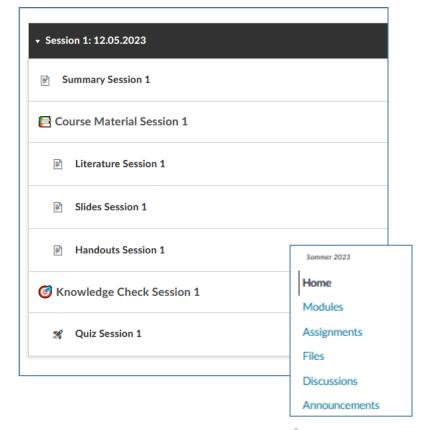




### **Canvas: Modules**



- In most courses, learning content (= files, text pages, assignments, weblinks, video content, and quizzes) is organized in Modules.
- Assignments, Quizzes, Discussions and Files can be displayed both in the Module, but also in the folders of the left Course Navigation.
- Modules can be structured by topic, by course unit or by content type.
- A module can also have requirements, e.g. that certain or all items must be completed for you to advance in the module or to the next module.







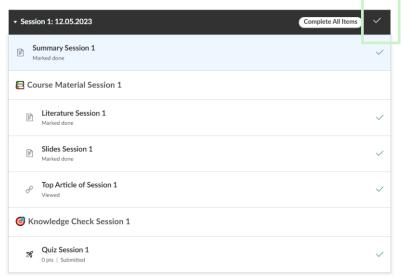


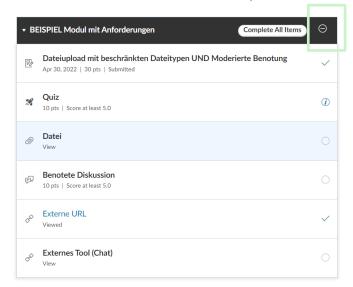


## Canvas: Check your progress in a module



- If your course instructors have defined requirements for a module, you will have an overview of your progress within this module.
- Items Marked as done (or: viewed/contributed/submitted) will get a green checkmark in the module.
- If you complete all required items, the whole module will be marked as completed.













## **Canvas: Assignments**



- = all activities in Canvas for which a grading is intended (also assignments that are assigned 0 points or are not to be included in the final grade!)
- = assignments, graded quizzes, graded surveys, and graded discussions
- Choose to display the assignments by due date (Show By Date) or by type (Show By Type).
- Different online submission types:
  - File upload
  - Text entry
  - Media recording
  - Student annotation

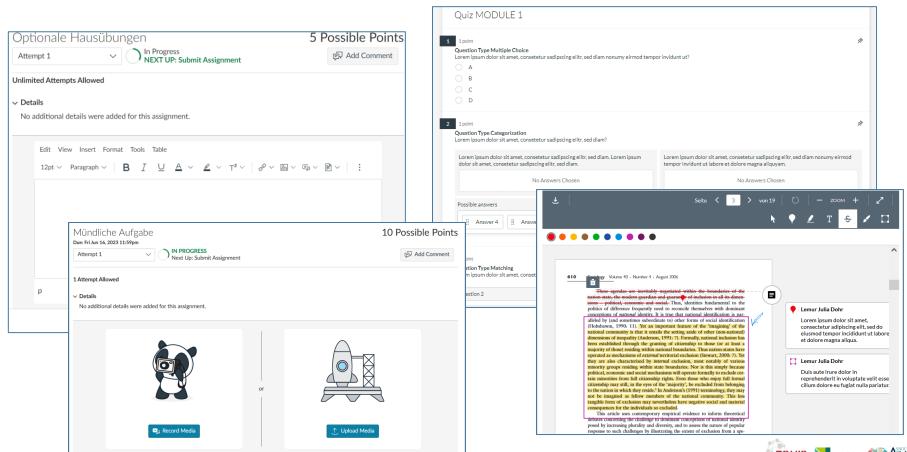






# **Canvas: Assignment types**





#### Canvas: Gradebook



You have several options to get an overview of assessments (grades) that have already been entered on Canvas.

- 1. Cross-course overview of all assessments (grades):
  - Open the dashboard in the card view and click View Grades.
  - Select the list view in the dashboard and click on the Gradebook 
    icon at the top.



**NOTE:** In each case, you will see the grade in percentage that you have already achieved for a course. These grades may still change during the semester and the official final grades will be announced in LPIS at the end of the course.

- Overview of all assements of one course:
  - Click on the link of a course in the cross-course grades overview.
  - Click on **Grades** in the left menu.







Recent Feedback

Nothing for now View Grades





## **Canvas: Groups**

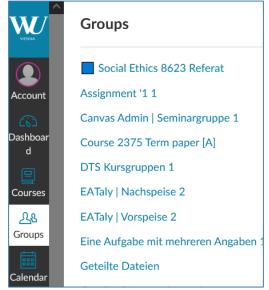


In some courses groups or group workspaces are used if you have to work together on a project, exchange ideas or solve tasks collaboratively.

You can see which active groups you are currently a member of:

- Under Groups in the global left navigation bar.
- Under Courses > All Courses > My Groups
- In a course on the right under Course groups
- In the Calendar you can filter calendar events by your groups.

In a group workspace you might share files, start discussions, post announcements, work together on documents or open an online meeting via Zoom under Collaborations.





**TIP**: Ask your group leader or your teacher to choose a meaningful group name including the course title! This makes it easier for everyone to find and assign groups!











#### Planet eStream



- Planet eStream is WU's media platform.
- To log in, click on <a href="https://planetestream.wu.ac.at">https://planetestream.wu.ac.at</a>
- As a student, you can use Planet eStream WU to create and save videos in your personal account.
- You can use these video for courses or share them with others.



**TIP**: Don't upload videos directly in Canvas but use Planet eStream to save them!

 In Canvas, videos can be embedded directly on a page, discussion, or assignment. To do this, go to the Planet eStream Plugin in the editor under and select the video you want.







## **Canvas: Support**



If you have questions about Canvas or Planet eStream, please contact the Digital Teaching Services team:



digitalteaching@wu.ac.at

#### Online ressources:



FAQs | Canvas WU for students:

https://canvas.wu.ac.at/courses/1737



Canvas WU Guide for teachers:

https://canvas.wu.ac.at/courses/1747



Planet eStream WU Guide:

https://canvas.wu.ac.at/courses/109







