San José State University
TECH 200 Section 01

Getting Started

Welcome to TECH 200 – Research Methods for Engineering and Technology. I am very happy that you have chosen to take this course. There is a lot of information in this course about the types of research methods available. And you will get a chance to develop a précis which will help you as you progress in your degree.

This learning module will help you set up the electronic tools used in the course. These tools include Canvas, Turnitin and Criterion.

Canvas

Instructions

1) Review the student information on the SJSU Academic Technology student resources [page](#).
2) Go to the Canvas home page at https://sjsu.instructure.com/
3) Log into Canvas. Contact the University Help Desk if there are any issues that you cannot fix on your own.
   Phone: (408) 924-2377. Web: http://www.sjsu.edu/helpdesk/
4) Update your profile information in Canvas. Everyone in the class will be able to see this information (including me) so make sure you only put appropriate information here. (This is the Profile Assignment shown in the Grades and has points associated with it – so make sure you do it!)
   a) Click on *Settings* at the very top right of the screen
   b) Hover you mouse over the square next to your name. Click to add a profile picture. You must include a picture that will enable the other students and the instructors to recognize you. The picture should be of your face. You should be the only one in the picture.
   c) You may add your birthday if you choose. This will not be graded. Click on Edit Settings, add your birth date and then Update Settings.
5) Check the email address for notification on the top right of the screen. Your mySJSU email address will already be in Canvas. Add a different one if you prefer Canvas notification to go to another address.
6) If you would like text messages, add an SMS notification under other contacts. (Standard text messaging rates apply).
7) If you would like to link Canvas to any of your other social media accounts, scroll to the bottom of the page and do so. This will allow you to receive communications from Canvas in any of the other social media accounts where you may spend a lot of time. Others will not be able to see which accounts you choose (if any). This is for your convenience only.

8) Review your notifications. Click on Notifications on the Left Hand side of your screen. Change them if you choose. The standard notification schedule may be found here. I will assume that you are receiving notifications at least as frequently as in these default settings. Add notifications to your cell phone if you desire.
9) Hover over the Course in the middle tool bar. Select TECH 145.
10) Explore (i.e. click on) the following sections of Canvas (look at the left of the page for the menu):
    a) Home – the page you will be sent to each time you log onto this course.
    b) Announcements – general messages for the course. Updated randomly.
    c) Modules – where to find out what to do each week and lots of reference information.
    d) Assignments – the place to submit assignments and receive feedback on graded assignments. The place to find assignment due dates.
    e) Quizzes – quizzes and self study activities to help you master the material.
    f) Grades – where you can check to see if an assignment has been graded and what score you received.
    g) Discussions – a place to pose course related questions and have group discussions.
    h) People – See who your fellow students and the instructor are.
    i) Collaborations – a way to share documents on line – a great way to do group projects. You can use Google docs or EtherPad.
    j) Conferences – a way to connect with your classmates or the instructor remotely. May be used for office hours at a later date.
11) Send an email to Dianne Hall in Canvas confirming that you have successfully logged in and that you have completed the introduction assignment. (Email Assignment)
12) Continue on to the Course Introduction Assignment Instructions.

Turnitin

Turnitin is an electronic tool used to check plagiarism. Assignments will be submitted to turnitin automatically as this is a feature of Canvas. No additional setup is required by the student (Yeah!). Students will be able to view the similarity report once they have submitted their assignments. You will have an opportunity to correct plagiarism if you submit your assignments early, leave sufficient time for the report to run, make the corrections and then resubmit your assignment before the due date and time. Turnitin is a tool to help you – not something to catch you. Not all assignments will be submitted to turnitin. The instructor will determine which assignments will be submitted.

Criterion

Criterion is a writing assessment tool. Information on Criterion may be found at http://www.sjsu.edu/at/ec/criterion/index.html. Please log into Criterion using the Student access instructions. The access code for the TECH 200 course is A5P9DRMN. You are not required to submit anything to Criterion at this point, just log in and make

sure you have access. You should see an upcoming assignment called 'What I Learned'. Not all assignments will be submitted to Criterion. The instruction will indicate which assignments must be submitted to Canvas and Criterion