

**San José State University**  
TECH/ISE 145 Section 01

## Getting Started

Welcome to TECH/ISE 145 – Lean Manufacturing. I am very happy that you have chosen to take this course. There is a lot of information in this course about the Toyota Production System (TPS) and how to apply its techniques to different industries. I hope that it will open your ‘lean eyes’ and give you a different perspective on manufacturing and office processes. Many students have indicated that the information presented in this course is extremely helpful after graduation and in their working lives. Several students even keep their text books to use later! Surprising I know, but get ready to learn a lot of useful things. The concepts are surprisingly simple to learn and interesting to apply.

This learning module will help you set up the electronic tools used in the learning management tool Canvas.

## Learn to Use Canvas

### *Instructions*

- 1) Review the student information on the SJSU Academic Technology student resources [page](http://www.sjsu.edu/at/ec/canvas/student_resources/index.html) at [http://www.sjsu.edu/at/ec/canvas/student\\_resources/index.html](http://www.sjsu.edu/at/ec/canvas/student_resources/index.html).
- 2) Go to the Canvas home page at <https://sjsu.instructure.com/>. You should bookmark this link so that you can return to Canvas regularly.
- 3) Log into Canvas. Use the same log in you would use for your mySJSU account. 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) Click on the profile on the left menu. If you wish to change your name as it appears in Canvas you may do so. Click the Edit Profile on the top right. You may also add a bio and/or links. Make sure to save your profile changes.

- 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](http://www.sjsu.edu/at/ec/docs/CanvasNotificationsDefaultSettings.pdf) may be found at <http://www.sjsu.edu/at/ec/docs/CanvasNotificationsDefaultSettings.pdf>. 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. It is not required that you have text notifications.
- 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. Include the following phrase in the email: “I have successfully logged into Canvas and have completed the introduction assignment.” (Email Assignment – worth points)
- 12) Read the section on Turnitin below and then continue on to the Course Introduction Assignment Instructions found in the Getting Started Module.

## 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. This will allow sufficient time for the report to run, for you to review the report, 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.