

USING CANVAS AND GOOGLE RESOURCES TO STAY ORGANIZED

Baker College uses Canvas as our learning management system (LMS). Baker College uses the Google suite of tools to host our email accounts.

Both Google and Canvas have a number of tools and resources that can help students stay on track and successfully complete their courses.

The following is a list of tips and ideas to help you manage your responsibilities as a college student at Baker College:

Canvas

1. Download the Canvas app to your mobile device. The Canvas app will provide you with notifications about upcoming projects and due dates
2. Familiarize yourself with the Calendar feature in Canvas. This function of the Canvas navigation allows you to see all of the upcoming projects and assignments (with due dates) that are scheduled for a month.
3. There is also a To-Do List in Canvas for each one of your courses. You can “X” out each activity as you complete them. This is a good visual tool to make sure you have completed the necessary items week-to-week.
4. Many students find the Course Stream tool a helpful way of thinking about all the moving parts of a course. The Course Stream shows all the Recent Activity in the course, providing an overview for students to consider.
5. Make sure to review the Course Announcements when posted, and be sure to check your Inbox.
6. Google also offers a number of helpful planning materials. You may wish to use the Google calendar found in the Google “waffle.” The Calendar is another efficient mode of planning time to study and work on projects for class.

Google Suite

7. The Google Drive is an important tool to save all of the materials you may use for class. Be sure to get into the habit of saving information here, such as research materials for class. The drive offers a good amount of storage space for you to use over the time of your college career. It also contains Google Docs, Google Slides, Google Sheets, etc.
8. Find your library card number! In order to find and download research articles off-campus, you must have your library card number. You can find this information by following this path: https://my.baker.edu/ICS/My_Services/Department_Resources/Academic_Resource_Center/Library/ You must be logged into Baker College in order to get access to your library card number.
 - a. Be sure to have your Baker College email log-in and password memorized and be sure to update your password as requested by the College to avoid any service interruptions.