**How to use “Hornet Learning Online 101” to collect and view “online learning readiness” survey information from your students**

**“Hornet Learning Online 101” is a 1 hour tutorial Canvas course for students.**

• **Students** can self-enroll here: **https://csus.instructure.com/enroll/DCGJYC**

• **Faculty** can use the course to collect “student readiness” information from students in their course by asking students to upload a pdf copy of their completed “Response Summary” (which they can find in module 1 of the “Hornet Learning Online 101” course). The following sample assignment could be used for quick access to the student survey responses.

• **Faculty** should create two different assignments in their Canvas course. One to upload the results of the readiness survey and one to upload proof of completing the course.

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**Sample Assignment 1: Welcome to the online classroom!**

To prepare for our online Fall 2020 semester please complete the following short, 1 hour, tutorial course “Hornet Learning Online 101”. This course will help you connect with and navigate our online classroom and campus. **Here are the steps:**

1. Enroll and complete the module pages, readiness survey, and quizzes. Here is the link to the course:  [**https://csus.instructure.com/enroll/YCNYDP**](https://csus.instructure.com/enroll/YCNYDP)
2. Download a pdf copy of your completed “Readiness Survey”, the file will be called “Response Summary”, to your computer.
   1. Upload the pdf copy of your “Response Summary” as assignment 1A here: (put a direct link to assignment 1A in your canvas course)
3. Download a pdf copy of your “Hornet Learning Online 101” Completion Badge to your computer.
   1. Upload the pdf copy of your “Hornet Learning Online 101” Completion Badge as assignment 1B here: (put a link to assignment 1B in your canvas course)

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The “Response Summaries” from your students will all be in one assignment location and you can use the speed grader to quickly read them. There was no easy and timely way to centrally aggregate and redistribute the data for individual instructors. This process should allow you access to student survey information as soon as students submit it.

Although this was not a design objective of the “Hornet Learning Online Course”, with a little work, you can use the products of this course to learn a bit more about your students.