

How to use the Canvas Onboarding Course

Begin by logging into Canvas using your Rice NetID.

- Navigate to <https://canvas.rice.edu>
- Click the RICE LOG IN option
- Enter your NetID and Password

On your Canvas Dashboard you will see your onboarding course. The example being used is the Full-Time MBA program's (FT) course but all courses have the same set up. Click on the course name/course tile to enter the course. Your course home page will look like this:

The screenshot shows the Canvas interface for the 'FT MBA Onboarding' course. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'FT MBA Onboarding' and features the Rice Business logo. Below the logo, a welcome message states: 'Welcome to the Jones Graduate School of Business Fulltime MBA Onboarding site. As an incoming student you will utilize this site to navigate through the onboarding items that need to be completed prior to the start of your program.' It further explains that modules are broken up by items on the checklist and that some deadlines are approaching. A 'To Do' list on the right side of the page includes: 'List of items to complete... Jun 7 at 11:59pm', 'Onboarding Survey Ac... 10 points | Jun 7 at 11:59pm', 'Complete Health Data ... Jun 15 at 11:59pm', 'List of items to comple... Jun 25 at 11:59pm', 'Remove Registration H... Jun 25 at 11:59pm', 'Media Waiver Acknowl... 10 points | Jun 25 at 11:59pm', and another 'List of items to comple...'. At the top right, there are buttons for 'View Course Calendar' and 'View Course Notifications'.

You will click on “MODULES” to work through the onboarding checklist items. Modules are sorted by when items are due. Some modules will force you to complete the items in order so you must start with the first page and work your way through. Below is what you will see when you click on “MODULES”. As you can see you must start with the “List of Items to complete – June 7” page before you can access the “Onboarding Survey” page and the “Onboarding Survey Acknowledgement of Completion” quiz. **The onboarding survey is embedded in the Canvas page and must be FULLY completed within the system. DO NOT submit the acknowledgment quiz until you have finished the survey.**

The screenshot shows the Canvas LMS dashboard. On the left is a vertical navigation menu with icons and labels for Home, Modules, Grades, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a 'Collapse All' button in the top right. Below it, there are two expandable sections:

- Welcome Class of 2023**: Contains one item, 'Home Page'.
- Complete By June 7**: Contains three items:
 - 'List of items to complete - June 7' (Jun 7 | View)
 - 'Onboarding Survey' (View)
 - 'Onboarding Survey Acknowledgment of Completion' (Jun 7 | 10 pts | Submit)

All surveys are embedded into the Canvas site and the completion tracking is done on an honor system with the acknowledgment quiz. **It is very important that you complete the survey that is embedded in full before sending the acknowledgment.** The data in the surveys is required for many different offices in the Jones school and is the only way to guarantee that you will have all of the things you need when you come to campus in person.

The screenshot shows the 'Onboarding Survey' form. The navigation menu is visible on the left. The survey form contains the following questions and input fields:

- 'What is your first name?' with a text input field.
- 'What is your last name?' with a text input field.
- 'What program are you joining?' with a dropdown menu.

At the bottom of the form, there is a 'Survey Powered By Qualtrics' footer, a 'Previous' button, and a 'Next' button.

For any additional help, please contact the Student Program Office at SPO@rice.edu.