WebCampus is the distance learning division for Stevens Institute of Technology. Receive your graduate certificate, master's degree, or MBA completely online.

- How to Use Your Student Account
- What an Online Course Looks Like
- How to Access Your Online Course
- What Resources Are Available
The Stevens Online Experience:
What to Expect When You Connect

Welcome to Online Learning at Stevens
WebCampus is the online learning division for Stevens Institute of Technology. Students looking to pursue a graduate certificate, master’s degree, or an MBA can do so completely online.

Stevens’ online programs benefit students who live far from campus or busy professionals aspiring to advance their education. WebCampus courses are the same high-quality offerings taught by Stevens faculty and supported by Stevens staff that work on campus.

Whether taking courses on-campus or online through WebCampus, every student receives the exact same degree from Stevens. The only difference is the convenience and flexibility that comes with online learning.

Getting Started
To get started, browse through the programs that are offered online. From systems to management to engineering and computer science, Stevens offers a wide variety of graduate programs. Once you have selected your area of study, you can submit your application.

Once you have been accepted to Stevens, you’ll speak with the program director or your assigned advisor to help you develop a study plan for the courses you will take. You can now use this guide as you begin your online learning journey at Stevens.

This guide will help you navigate your Stevens account, detail the structure of an online course, show you where course environments are located (Canvas) and how to use this system, as well as other resources we think you’ll find useful during your time as an online student.

If you have any questions or concerns, please feel free to contact us at webcampus@stevens.edu. Thank you and welcome to online learning at Stevens Institute of Technology!

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Using Your Stevens Account

MyStevens is the online portal for the Stevens community and can be accessed by going to the “I AM A” drop-down tab on the Stevens home page and selecting “Log in to mySTEVENS” (Figure 1A). It can also be accessed directly at stevens.edu/mystevens.

In order to login to your account, you will need your MyStevens username and password, which would have been sent to you via e-mail upon being accepted to the university.

If you did not receive this e-mail, please contact Graduate Admissions at gradadmissions@stevens.edu to resend this message.

If you have received your credentials but are having difficulty logging in, please contact the Service Desk at 201.216.5500 or stevens.edu/servicedesk.

Once you have your login credentials and navigate to the MyStevens login page, you will type in your username and password into the appropriate fields (Figure 1B).

This will bring you to the MyStevens homepage (Figure 1C). Knowing where to find information in MyStevens will help reduce confusion and allow you to get the most out of your user portal.

Please take the time to click-through each piece of content as there is a wealth of information available to you online.
Using Your Stevens Account

Campus Services within the MyStevens Portal

Your “stevens.edu” e-mail account can be found within the myMail area. All of the Stevens mail that you receive including important school announcements, course communications, and e-billing notifications can be located here.

If you ever experience technical issues with online services or on-campus technologies, you can open a ticket with the details of your request or search through existing knowledge base articles for solutions through the IT Service Desk.

In order to access your online/hybrid Stevens course, use the Canvas icon. This is where all course environments are housed. For further details, please turn to the “Using Canvas” section of this guide.

The next important area is the Student/Faculty Web Self Services where you can do everything from viewing your personal information and assigned advisor, to registering for courses.

This icon will take you to the Faculty and Student Service portals. Select the “Student & Financial Aid” section to get to the Web Self Services homepage (Figure 2A).

Figure 2A. Web Self Services Interface

There are explanations listing the contents of each tab in the main area of the Student Services page.

You can accomplish everything from updating your e-mail and mail addresses, phone numbers, marital status under Personal Info to reviewing your final grades (that are reported on transcripts) and advisor assignment under Student Records. You can also register for or drop classes under Registration, review Financial Aid information and search for the courses offered each term within the Courses tab.
Structure of an Online Course

One Term

1. **Orientation Week**: Every semester begins with an orientation week. This period of time allows students to log into their course and familiarize themselves with Canvas,* the online learning environment. During this week, instructors will reach out to the students, welcoming them to the course and answering any questions they may have about the content, course schedule, or the online learning process. Students are encouraged to review the syllabus and the course schedule, order the required textbooks and make note of any important due dates.

2. **Instruction**: Orientation Week is then followed by 15 weeks of instruction.

   - Course Design: Similar to the on-campus experience, no two classes are identical. Instructors have different objectives, outcomes, and teaching styles. The content of the course also dictates the structure. For example, math-based courses that require more written problems might be structured differently than a management course that involves more group work.

   - Course Content: In any given week you might be asked to read supportive materials, watch the lecture video, contribute to discussion boards, meet with your online group (virtually) to discuss upcoming projects, take an exam and/or submit an assignment.

   - Live Meetings: Some instructors meet live once a week with their students to go over the lecture content using the web-conferencing room found within Canvas. For those who can’t make the designated time for the live session, instructors make sure to record the sessions to be reviewed at a later time. Each course will allow you at least three opportunities for a live meeting with the instructor whether that be through the web-conferencing room, office hours, or a phone call.

3. **Surveys**: The 15 weeks of instruction ends with final exams or a project; some courses have a final group project. During that time, you will be asked to complete the end-of-term surveys. These surveys are 100% anonymous, but allow the instructor to review student comments and incorporate changes into future courses as well as enhance aspects that are working well.

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*Canvas is the online learning environment for Stevens. It allows student to access course resources, take assessments, submit assignments, and communicate with the instructor as well as other classmates through communication tools found within Canvas.
Using Canvas

Welcome to Canvas, the learning management system for Stevens Institute of Technology. Here you can find the online resources for not only your distance learning programs, but your on-campus courses as well. Canvas acts as a container of information where instructors can share documents and lecture notes with all students through one unified portal. It is also a platform where you can communicate with your instructor, and collaborate with your classmates through shared files, discussion boards and web-conferencing sessions.

You can access Canvas by going to your MyStevens portal and selecting the Canvas icon under Campus Services (Figure 3A).

![Figure 3A. Campus services within MyStevens](image)

As you can see in Figure 3B, this will bring you to the Canvas dashboard. Announcements will appear in blue when you login, please make sure to read those carefully. Underneath, you will find colorful “cards” representing each course that you have access to. Each of these cards will take you to that course’s homepage.

Once you have registered for a course, it will take between three and four hours for it to appear on your dashboard. If you do not see it at that time, please contact the Service Desk at 201.216.5500 or stevens.edu/servicedesk.

![Figure 3B. Canvas dashboard](image)
Now let’s walk through the various Canvas components.

**Settings:** When you login to Canvas, setup your profile. Within the “Settings” area of the dashboard (Figure 4A), you can specify which e-mail address you’d like all Canvas notifications to be sent to. By default, this will automatically get populated with your “stevens.edu” account.

You can also configure specifics on how you will receive these notifications. You can receive them as soon as possible, daily, weekly or not at all for each activity item within Canvas.

You can add a photo and biography to your profile. These items only have to be uploaded once, and will then travel with you from course to course. The Canvas profile is designed to provide the instructor and classmates more information about yourself so they can get to know you better.

**Inbox:** The Inbox is a conversations tool allowing you, your fellow classmates, and your instructors to communicate.

If you receive a notification in your Stevens e-mail that someone has sent you a Canvas message, you can respond to that message right from your Stevens e-mail account. This will send your reply to Canvas and back to the recipient.

If you would prefer to login to Canvas to answer the message directly, you will find the “Inbox” area in the left-hand navigation bar of the Canvas dashboard.

Now let’s access one of the courses. In order to get to your Stevens class, you can either click on one of the colorful cards on the Dashboard or select the Courses tab as shown in Figures 4B and 4C.
Using Canvas

**Course Home Page:** Every Stevens course has a standardized template that includes a link to the course content, your grades, and support resources for Canvas (Figure 5A).

Some instructors may personalize this space to best reflect the content or their teaching style. If you see this layout, clicking on the Course Content icon will bring you to all materials.

![Figure 5A. Stevens-branded template](image)

**Modules:** Course content is also referred to as modules. If you see “Modules” in what we call the “left-hand navigation,” you can click on that as well to get to the resources you need.

Usually instructors will refer to each module as a separate week. Other instructors might use these spaces to create categories, such as “Videos” and another called “Lecture Notes.” These areas are used to store the resources and activities for the entire semester.

In **Figure 5B**, you can see that the modules are separated into weeks.

![Figure 5B. Course content separated by weeks](image)

**Announcements:** Instructors can use the announcements area (Figure 5C) to post important course updates and welcome notes. Announcements are listed in reverse chronological order with the most recent appearing first.

![Figure 5C. - Example announcement](image)

**People:** The People area (Figure 5D) provides the list of those enrolled in the course. In order to view someone’s profile, click on their hyper-linked name.

![Figure 5D. People area shows the list of those enrolled in the course](image)
Assignments: The most commonly used assignment type is the online submission. An online submission will require you to upload a file or document into the virtual drop box (Figure 6A).

The assignment details provide you with a description of the task at hand the number of points it is worth, and the time frame in which you can upload your work.

Other assignment types include quizzes and graded discussion boards.

Quizzes: Quizzes are a valuable way for your instructor to assess comprehension of the course material. All exams and quizzes for WebCampus courses can be completed virtually with no physical presence required on-campus.

Log into the Canvas environment and click on the “Quizzes” area to begin. This interface (Figure 6B) will show you the title of the quiz, the dates it is available, the number of points it is worth, and how many questions you will be required to answer.

Grades: You can either click on the home page icon (Figure 6C) or the “Grades” area within the left-hand navigation (Figure 6D) to see your scores. Your Grades will by default be sorted by due date (Figure 6E).
Using Canvas

Discussion Boards: Instructors might use weekly or bi-weekly discussion boards to help students start thinking about and discussing the topic of an upcoming assignment or that week’s lecture topic. The description of the forum will be presented by the instructor, and each student will have the opportunity to contribute to the original post as well as reply to each others’ comments, as in Figure 7A.

![Figure 7A. Example discussion board with replies](image)

Group Pages: In a traditional classroom, when an instructor assigns groups, they either create the groups or ask you to make your own. This same process happens within Canvas. When the groups have been setup, a separate and private Canvas page is created for those in your team and you can access these pages within the Canvas dashboard (Figure 7B).

![Figure 7B. Where to access private group pages](image)

The group area is a collaborative tool for you and your members to brainstorm and communicate. You can share files, send out announcements, or setup discussion boards (Figure 7C).

![Figure 7C. Discussion area within the group’s private Canvas page](image)

Blackboard Collaborate: The web-conferencing tool found within each Canvas course is called Blackboard Collaborate. To learn more about this tool, please see the “Resources” section of this guide.
Resources

BLACKBOARD COLLABORATE:

Stevens uses web conferencing for instructors to meet virtually with students and for departments to broadcast informative webinars. Instructors can setup weekly meetings to go over lecture notes, and discussions or hold office hours. The most convenient aspect to this web-conferencing service is its integration with Canvas.

To access the main interface, click on the Blackboard Collaborate area within the left-hand navigation (Figure 8A). If the instructor uses collaborate, there will be a link to the virtual meeting room on the page with a title such as “MGT609 Virtual Meeting Room.” Collaborate can also be used by students to give group presentations to the class. Other rooms may be setup specifically for teams.

In order to attend a meeting, click on the name of the room. A pop-up will appear asking you to join the session. Select “Join” (Figure 8A) to proceed.

If you are having difficulty starting Blackboard Collaborate, please contact support. You can do this by submitting a ticket to the Service Desk at stevens.edu/servicedesk or 201.216.5500.

You can also contact the WebCampus department at webcampus@stevens.edu or 201.216.5602.

BLACKBOARD COLLABORATE INTERFACE:

1. Content Area - The instructor uses this space to share presentations or other course material.
2. Audio & Video Panel - The “Talk” and “Video” buttons allow you to turn your microphone and webcam on or off, depending on the settings the instructor has enabled.
3. Audio Setup Wizard - The preferred audio method is to use a headset while in class. When you first enter the room, plug in your headset and use this wizard to ensure that the audio is setup properly.
4. Participants Panel - This panel provides a list of all participants and moderators in this session.
5. Chat Panel - This enables you to send instant messages (including clickable URLs) to participants.
**STEVENS LIBRARY:** As a Stevens WebCampus student, you have access to the latest authoritative, scholarly resources published in academic and professional journals as well as magazines, trade papers, newspapers, and eBooks, all available online using your MyStevens credentials. Access to these resources can be found through the Samuel C. Williams Library web site (library.stevens.edu).

If the full text of the material you need is not available online, you can use the Document Delivery Service to request documents which will be sent to you via email.

Librarians are available by phone, email, instant messenger, and SMS to help guide you through all online information. Workshops are offered for each semester both online and on-campus to provide further instruction. The library web site (Figure 9A) has how-to videos and subject-specific research guides that help students learn about library resources and services.

**PROFESSIONAL SOCIETIES:** If you are a part-time graduate student and a member of a participating society, you may qualify for a 10% rebate on the tuition for up to two online classes per semester.

No rebates can be processed until you have completed your course with a passing grade. The normal process time for the WebCampus rebate is 90 days. Your Stevens account will be credited with your rebate so you can apply the funds to your next online class. Your Student ID number will be required for processing. Membership rebates do not apply to undergraduate students or full-time graduate students.

In order to see if your receive your rebate or if you have any questions, please contact Karen Palacios:

- E-mail: kpalacio@stevens.edu
- Phone: 201.216.5031
- Fax: 201.216.8960

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