

## WEEKLY OCEAN ONLINE LAB PROCEDURE

- 1) Sign onto Canvas:** Go to the Canvas ESC-5L-30609 Course Home page and check the lab schedule table for the current week's lab.
- 2) Find and Open Current Week's Lab Module:** Click on the name of the current week's Lab Module in the Lab Schedule Table (or from the lab "Module" folder on the left-hand course menu). Inside every Lab Module, you will find a list of activity pages, with the top linked page (lab introduction/purpose/directions plus attached lab worksheet), followed by a set of lab activity information pages, a lab quiz page, and a post-lab reflection page. The lab activities are listed in the lab worksheet, and the subsequent pages in the lab module have instructions and information to help you complete the various lab activities and questions found in the lab worksheet. Note that the order of the Canvas pages in each lab module folder – from top to bottom of the list - follows the proper temporal order of the various lab activities, so for each lab, start at the top of the module folder and progressively work your way down through the pages as you fill out the lab worksheet, take the post lab quiz, and finish by composing and posting a written lab reflection.
- 3) Find and Download Lab Worksheet:** Make sure to download, print-out, and preview the lab exercise worksheet. Lab worksheets come in two document formats: PDF and .DOCX. The PDF version is best for printing out a hard copy and filling it out by hand. The DOX version is better for filling the worksheet out electronically. Each lab worksheet has a set of instructions and questions for each lab activity. Lab worksheets may also come with a companion PDF document that includes worksheet figures and additional lab activity information needed for successfully completing the lab worksheet (usually listed as the Worksheet Figures Document). You typically don't need to download the Worksheet Figures document because you can view it from Canvas lab module (information pages). In some cases, like for the Map Lab, you will need to download the figures document (that includes map files) so that you can view it (e.g. maps) in a PDF viewer, like Adobe Reader (preferred application).
- 4) Prepare for Lab Activities:** Read/study the associated lab preparatory documentation (the lab module information pages, the professor's recorded PowerPoint lab orientation video, annotated figures, and videos) prior to the start of answering the lab worksheet questions. Note that the professor's prerecorded lab orientation of each lab really helps to explain the concepts of the lab and directions on how to complete the various activities found in the lab worksheet.
- 5) Complete Lab Activities Using Lab Worksheet, Annotated Figures, and Lab Module Information Pages:** Work through the lab activity information pages that are found in the lab module. The lab worksheet figures documents, module information pages, and accompanied videos have all the needed information to help you in completing the lab worksheet activities and questions. When you have completed the worksheet, go back to the lab module and take the post-lab quiz (immediately follows the lab information pages in the lab module). Note that you get three un-timed attempts, with your highest-scoring attempt retained in the grade book. After each of the first two attempts, you get to see what you got right and wrong; after your last (third) attempt, you get to see all the correct answers. Lastly, some labs may contain two quizzes: a pre-lab quiz and a post-lab quiz.

**6) Pre-Lab Module Quizzes:** Some labs require you to have a working knowledge of specific oceanographic terminology, concepts and skills prior to undertaking certain lab activities within a given lab module. Therefore, those labs with a pre-lab quiz will have an initial pre-lab activity that you first complete, and get tested on (pre-lab quiz), before moving on to the remaining lab activities. So, for those labs with a pre-lab quiz, the worksheet's very first lab activity section will consist of the pre-lab activity. When you complete the questions in the pre-lab activity, go to the pre-lab quiz and take it. Once you have successfully completed the pre-lab quiz, you can then move on to the remaining lab activities, and subsequent post-lab quiz.

**7) Post-Lab Module Quizzes:** All labs require you to complete a post-lab quiz after you have finished filling out the lab worksheet. The post-lab quiz is found near the end of each lab module. The post-lab quiz questions are identical or nearly identical to the questions found in the lab worksheet. The post-lab quizzes are set up with multiple choice and matching questions. Note that you get THREE attempts at each post-lab quiz. After each attempt, you will see which questions you got correct and which you got wrong. After the third and final attempt, you get to see all the correct answers to the quiz.

**8) Post-lab Written Reflection:** After you have completed your last post-lab quiz attempt, open the post-lab writing reflection activity (found at the end of the lab module) and compose and post your lab reflection on the discussion board. You will be asked to answer a set of post-lab reflection questions. Post your responses on the discussion forum and then follow that with a reply to a fellow student's post. That completes your weekly lab module assignment.

**9) Getting Help if You are Struggling with Completing a Lab Activity:** Contact the instructor for help/guidance if you get stuck on any lab activity or question, or need clarification on instructions and/or execution of any part of the lab assignment. You can email via either Canvas or instructor's email contact. You can also get help during the instructor's office hour every Thursday afternoon.