

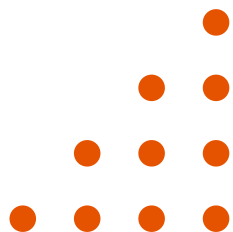


**Cape
Breton
University**

ONLINE LEARNING



The Complete Guide to Online/Distance Learning at
CAPE BRETON UNIVERSITY



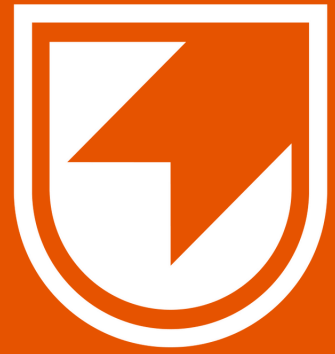


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**Cape
Breton
University**



WELCOME TO CBU

Welcome to Cape Breton University! We are delighted that you have chosen to embark on your educational journey with us. As a member of our vibrant online learning community, you are now part of an institution renowned for its commitment to excellence in education and research.

At CBU, we understand that pursuing a degree online presents unique challenges and opportunities. We are devoted to providing an engaging, flexible, and supportive learning environment that caters to the distinct needs of our online learners. You can look forward to interacting with our dedicated faculty and fellow students in a virtual setting that transcends geographical boundaries, providing you with a truly global perspective.

Our diverse range of online programs ensures that you have the opportunity to explore and excel in your area of interest. Be it humanities, sciences, business or health, our course offerings are designed to equip you with the knowledge and skills needed to succeed in an ever-evolving world.

Although you might be studying remotely, we want you to know that you are an integral part of the CBU family. We encourage you to take full advantage of our comprehensive online resources and support services, including virtual library access, academic advising, and online student communities. Our faculty and staff are always available to assist you and ensure your experience at CBU is rewarding and fulfilling.

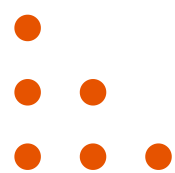
Remember, university life is not just about academic growth, but also about personal development, making connections, and creating memories. We invite you to participate in our virtual events and activities, which will provide you with opportunities to network and engage with the CBU community.

We are excited for you to begin your journey at Cape Breton University. We believe in your potential and are here to support you every step of the way. Welcome to CBU, where every student matters, no matter where you are in the world.

Best wishes for a successful and enriching academic year.

Sincerely,

Laura Baker-Warren
Manager, Online Learning
Cape Breton University





ABOUT

Cape Breton University

Cape Breton University, situated in Nova Scotia, Canada, is a unique institution known for its commitment to fostering a vibrant culture of innovation, research, and learning. Founded in 1974, CBU boasts a rich history and a broad selection of undergraduate and graduate programs across diverse fields of study. Famed for its focus on personalized classroom experiences, CBU maintains small class sizes that allow for more meaningful interaction between students and their professors. The university has a strong emphasis on community engagement and is deeply intertwined with the cultural, economic, and social fabric of Cape Breton. CBU, with its world-class faculty, state-of-the-art facilities, and strong ties to the local and global communities, is dedicated to nurturing students' potential and transforming them into future leaders.

THE PURPOSE OF THIS

HANDBOOK

This handbook, developed by Online Learning, serves as a comprehensive guide designed to support your journey as a distance learner at CBU. The purpose of this handbook is to provide you with clear, easy-to-follow instructions on a range of essential topics. These include registering for courses, accessing your online classes, utilizing virtual campus resources, and much more. We understand that studying remotely can present unique challenges, and this handbook serves as a tool to help you navigate your online learning experience effectively and smoothly. We encourage you to refer to it regularly and to consider it your go-to resource for information, advice, and support as you progress through your academic journey at CBU. This handbook is just one of the many ways we are committed to ensuring your success and enhancing your online learning experience at Cape Breton University.



WHAT IS

Online/Distance Learning?

Remote

In the context of education, "remote" learning signifies the physical separation between the learner and the institution, enabling you to participate in our high-quality programs from anywhere in the world. At Cape Breton University, we take great pride in offering a remote learning experience that mirrors the rigour and quality of our on-campus programs. Despite the geographical distance, our remote learning environment ensures that you remain connected to our community of educators and learners. Our state-of-the-art digital platforms facilitate real-time interaction with faculty and fellow students, fostering a sense of camaraderie and shared purpose.

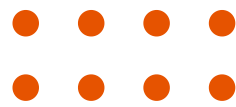
Flexible

Flexibility is one of the hallmark features of online learning at CBU. We understand that many of our students juggle multiple responsibilities, including work, family, and personal commitments. Therefore, our online programs are designed to accommodate your unique schedule and learning preferences. You have the liberty to access course materials, engage in discussions, and complete assignments at your convenience. This flexibility not only allows you to learn at your own pace but also promotes a healthy work-study-life balance.

Accessible

Accessibility in online education signifies the ease with which students can access course materials, resources, and support services. At CBU, we strive to make our online learning environment as accessible as possible. Our digital platforms are user-friendly and compatible with various devices, allowing you to engage with your coursework whether you're at home, at work, or on the move. Furthermore, we provide a range of virtual resources, including our digital library, academic advising, and technical support. Our dedicated faculty and staff are just a message or video call away, ready to assist and guide you on your academic journey.





Is Online/Distance Learning right for me?

Determining whether online or distance learning is right for you depends on various factors. One of the most important considerations is your lifestyle and schedule. Online learning offers an unparalleled level of flexibility, allowing you to learn at your own pace, and in your own space. It can be an excellent fit if you have personal, work, or family commitments that make it challenging to adhere to a traditional, on-campus schedule.

Online learning also demands a degree of self-discipline, time management skills, and comfort with technology. As an online learner, you'll be responsible for keeping up with course material, participating in virtual discussions, and meeting deadlines without the structure of a conventional classroom. If you're comfortable working independently and navigating digital platforms, online learning could be a great fit.

Additionally, online learning at Cape Breton University offers access to a wide range of resources and support services, allowing you to engage with faculty, staff, and peers even from a distance. If the idea of being part of a diverse, global learning community excites you, online learning might be the right choice.

However, it's important to remember that everyone's situation is unique, and what works well for one student might not work as well for another. Consider your learning style, your goals, your responsibilities, and your comfort with technology. If you're unsure, reach out to OnlineLearning@cbu.ca. They can provide more information and guidance to help you make the best decision for your educational journey.



TYPES OF ONLINE/DISTANCE COURSES

ONLINE (NOT LIVE)

Online (Not Live) courses, conducted primarily through Moodle, provide a flexible learning experience. Course materials, lectures, assignments, and discussions are available on the Moodle platform, allowing you to access them at your convenience. This format is ideal for students who prefer to learn at their own pace or have other commitments that make it difficult to attend live classes. Interaction and communication with professors and classmates are facilitated through forums, emails, and other online tools.

ONLINE (LIVE)

Online (Live) courses are real-time, interactive classes conducted through Microsoft Teams. These sessions allow students to engage directly with professors and classmates, similar to a traditional classroom setting, but through a virtual platform. Live online classes offer immediate feedback and the opportunity for dynamic discussions. Although these sessions are scheduled at specific times, they are often recorded for later review (please confirm this with the course instructor if required). A Moodle shell is also available for each course, providing access to course materials, resources, and assignments.

DUAL-MODE

Dual-Mode courses offer the best of both worlds, combining in-person and online learning options. This blended model allows students to choose between attending classes in person or participating online via Microsoft Teams. This flexibility caters to diverse learning preferences and schedules. Whether you attend in person or online, you'll have the opportunity for real-time interaction with professors and classmates. A Moodle shell is available for each course, providing all students with consistent access to course materials, assignments, and resources, regardless of their chosen mode of attendance.

Tuition & Fees

At Cape Breton University, tuition and fees are determined by various factors, reflecting our commitment to providing quality education that's accessible and fair. Your program of study is a key factor, with different rates applicable for undergraduate, post-baccalaureate, and graduate programs. The number of courses you're taking also impacts the total cost, as tuition is often calculated on a per-course basis. In addition, the method of course delivery, whether in-person, online, or dual-mode, may influence the cost. Lastly, your place of permanent residence plays a role, with differentiated rates for local students (Nova Scotia), domestic students (Canada), and international students. These variations ensure that fees are tailored to each student's circumstances, reflecting the specific resources and support required for their academic journey.

Please refer to the detailed fee schedule at cbu.ca/tuition-fees for more specific information about tuition and fees for your particular situation.

Domestic Health/Dental Insurance

The domestic (Canadian) student health & dental insurance plan is administered by the CBU Students' Union. More information can be found at: cbusu.ca/canadian-health-dental-plan.

International Health Insurance

At CBU, all international students are required to have international student health insurance coverage through Guard.me. More information can be found at: cbu.ca/health-insurance-accessing-health-care-services.

Financial Resources

Canada Student Loan: csnpe-nslsc.canada.ca

CBU Scholarships & Bursaries: cbu.ca/scholarships-bursaries

Questions/Concerns: awards@cbu.ca | enrolment@cbu.ca

Academic Advising



Academic advising is a crucial part of your first-year experience at Cape Breton University. It is a process that provides students with guidance and support as they navigate their academic journey. Our academic advisors are knowledgeable professionals who can assist you in understanding the curriculum, making informed decisions about course selection, and planning your path to graduation. They can also connect you with resources and opportunities on campus that can enrich your university experience and contribute to your success.

There are numerous benefits to participating in academic advising. It can help you clarify your academic and career goals, make strategic decisions about your course of study, and ensure you're making steady progress towards your degree. It also provides an opportunity to discuss any academic challenges you're facing and explore potential solutions.

For your convenience, academic advising at CBU is available virtually. This means you can schedule and attend advising sessions from the comfort of your own home, or wherever you happen to be. Our advisors are equipped to provide the same level of support and guidance in a virtual setting, ensuring all students, regardless of their location, can benefit from this valuable service.

Check out cbu.ca/academic-advising for more information and to book your appointment with the First Year Advising Centre!

Start Smart!

Start Smart! is Cape Breton University's online learning experience that is aimed at giving new and returning students from all programs the opportunity to learn more about Cape Breton University before arriving to Campus!

Start Smart! is a series of videos that feature current CBU students and alumni who will give you insight on what to expect during your first few weeks of classes and the ins and outs of CBU, including the many academic support services available to you all year around and important locations to know about.

Following the completion of Start Smart!, students will be prompted to complete a short quiz to test their knowledge and then move on to Stay Smart.

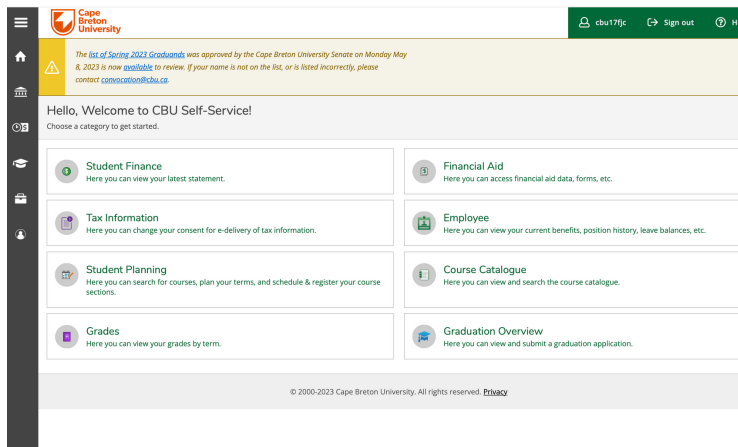
Completing Start Smart! will help to ensure you receive the student experience that CBU is known for and that your academic journey is a memorable one. We are so excited to welcome you (or welcome you back) to Cape Breton University!

Register for Start Smart:

To log into Moodle, you will be asked to provide your CBU username and password. Your username is the first part of your CBU email, without the "cbu.ca" (example: cbu12abc) and your password is the same as your CBU email password.

You will now be asked to self-enrol in Start Smart! There is no password or key to enrol- just click enrol and you'll be a participant!

REGISTERING FOR Online/Distance Courses

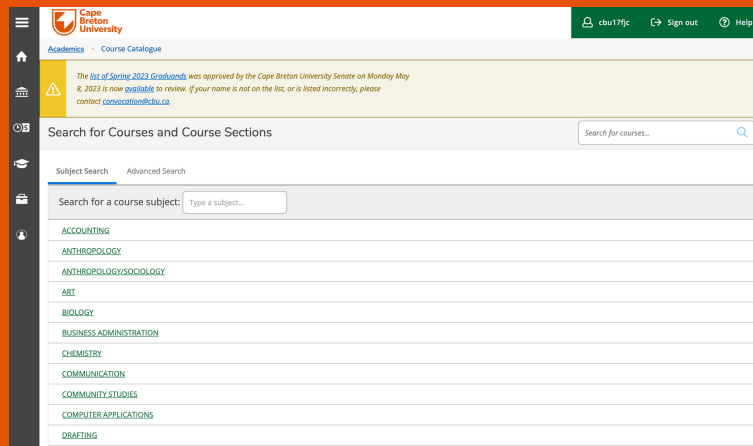


STEP 1 LOGIN TO COMPASS

Login to your Compass Student Account
and select "Course Catalogue"

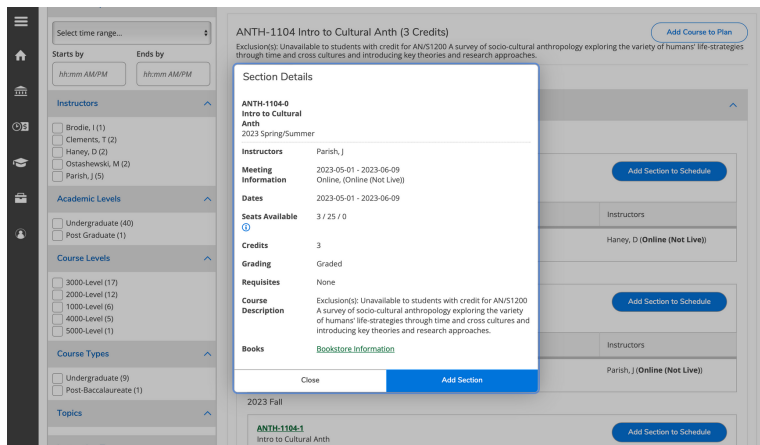
STEP 2 FIND YOUR COURSE

Navigate to the course or general topic
you are interested in registering for.



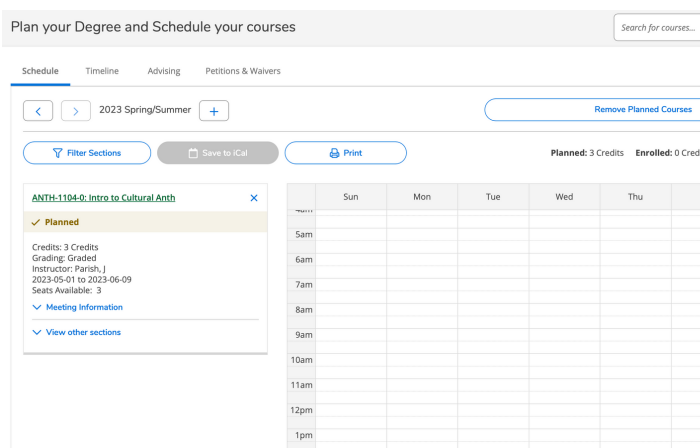
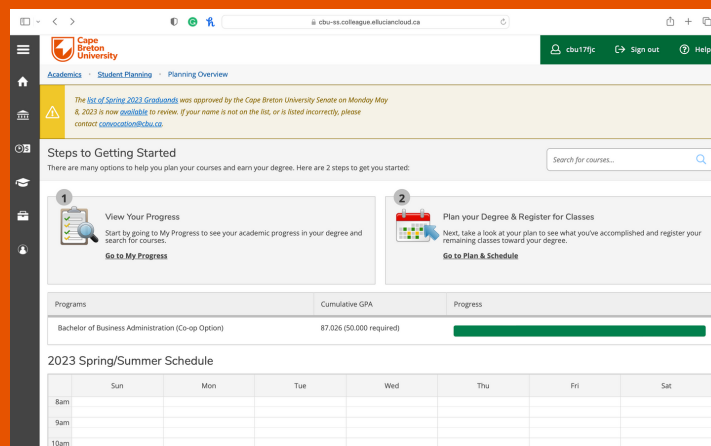
STEP 3 ADD SECTION

Locate the course you are interested in
and select "Add Section" - **Be sure to
check that it is being offered online or
via distance!**



STEP 4 PLAN AND SCHEDULE

Return to the Compass homepage, click on "Student Planning," and select "Go to Plan & Schedule."



STEP 5 REGISTER NOW!

In this final step, select the course you have newly added to your plan and click "Register Now!"

Further Resources/Instructions

If you require further guidance on how to register for your courses, don't hesitate to reach out for support. You can contact our dedicated online learning team at OnlineLearning@cbu.ca, who will be more than happy to assist you, or you can book an appointment with an academic advisor for a more in-depth discussion about course selection and registration. We're here to ensure your course registration process is smooth and stress-free, so don't hesitate to use these resources if you need them.

The following video may also be of assistance to you, diving into greater detail on the registration process: bit.ly/cbu-course-registration

ACCESSING YOUR **Online/Distance Courses**

Moodle

Moodle is a popular learning management system (LMS) used widely in academic institutions, including Cape Breton University. It's an online platform where students can access course materials, submit assignments, participate in discussions,



and communicate with instructors and peers. Moodle is designed to enhance and facilitate online and blended learning, offering a range of tools and features that support interactive, collaborative education.

Student Login: <https://cbulms22.cbu.ca/login/index.php>

Microsoft Teams

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration. At CBU, it's often used for live online classes, offering real-time, interactive learning experiences. Students can engage directly with professors and classmates, participate in discussions, and work on group projects, all within the Teams environment.

Other Software

Please note that while Moodle and MS Teams are the primary platforms used at CBU, the use of other software or digital tools is subject to the preference and discretion of individual course instructors.

ACCESSING

Campus Resources Virtually

MATH & SCIENCE CENTRE

We understand the importance of academic support, and that's where our Math & Science Centre comes in. Located within our library, the centre offers peer tutoring services for first and second-year courses in math, science, and business. Our tutors are fellow students who have excelled in these subjects and are trained to assist you in understanding course material and improving your academic skills. While the centre is a physical space on campus, we ensure its resources are accessible to our online students as well. You can connect with our tutors virtually, receiving the same quality of assistance as you would in person. Whether you're working on a complex math problem, preparing for a science exam, or tackling a business case study, our tutors are ready to help you succeed, no matter where you are.

Contact: mathsciencecentre@cbu.ca

Website: cbu.ca/math-science-centre

THE WRITING CENTRE

The Writing Centre at Cape Breton University is an invaluable resource for all students seeking to enhance their writing skills. The Centre offers one-on-one tutoring sessions, workshops, and a wealth of online resources designed to assist students at all stages of the writing process, from brainstorming ideas to revising drafts. Whether you're working on an essay, a research paper, a thesis statement, or even a resume, the Writing Centre is equipped to help you express your ideas clearly and effectively.

For our online students, the Writing Centre's services are fully accessible remotely. You can schedule virtual tutoring sessions, participate in online workshops, and access digital resources from anywhere in the world. The goal of the Writing Centre is to help all CBU students become confident, capable writers, and this support extends to our online learners. No matter where you are located, the Writing Centre is here to support your academic writing needs.

Website: cbu.ca/writing-centre





LIBRARY

Cape Breton University's library is not just a physical repository of knowledge, but a dynamic digital resource that can be accessed from anywhere in the world. As an online student, you have complete access to our library's extensive digital collections, which include e-books, academic journals, databases, and other electronic resources covering a wide range of disciplines. Our library's online platform is designed to help you easily navigate these resources and find the information you need for your studies. Additionally, our library services extend beyond just access to materials. You can seek assistance from our librarians through virtual consultations for help with research, referencing, and any other information needs you may have. The CBU library, with its wealth of resources and dedicated staff, is committed to supporting your academic journey, regardless of where you are studying.

Website: libguides.cbu.ca/homepage

JENNIFER KEEPING ACCESSIBILITY CENTRE

The Jennifer Keeping Accessibility Centre at Cape Breton University is dedicated to creating an inclusive, accessible learning environment for all students. Named in honor of a former CBU student who was a passionate advocate for persons with disabilities, the centre offers a range of services to support students with disabilities, both visible and invisible. These include academic accommodations, assistive technology, and other resources to enhance accessibility and foster academic success.

For our online students, the Jennifer Keeping Accessibility Centre's commitment to inclusivity extends beyond the physical campus. Many of its resources and services are available virtually, ensuring that all students, regardless of their geographical location, can access the support they need. Whether you require assistance with academic accommodations, need advice on using assistive technology, or have any other accessibility needs, the team at the Jennifer Keeping Accessibility Centre is ready to assist you in your academic journey at CBU.

Contact: jkc@cbu.ca.

Website: cbu.ca/accessibility-support-services



BEATON INSTITUTE

The Beaton Institute at Cape Breton University is a cultural treasure trove, serving as the official archival repository of the university. It is dedicated to the preservation and celebration of the social, economic, and cultural history of Cape Breton Island. The Institute holds a diverse range of records, including manuscripts, photographs, sound recordings, and other artifacts that document the unique heritage of our region.

In an effort to make these valuable resources accessible to a wider audience, the Beaton Institute has digitized a significant portion of its archival records. This means that, as an online student, you can explore these fascinating historical resources from anywhere in the world. Whether you're conducting research for a course, or simply interested in delving into Cape Breton's rich history, these digital archives provide a window into the past that's just a click away. The Beaton Institute is not just a physical space, but a digital gateway to the history and culture of Cape Breton Island.

Website: cbu.ca/beaton-institute



ACADEMIC INTEGRITY

At Cape Breton University, we support and encourage students as they become successful academic citizens. As an academic citizen of CBU, you are part of a community that adheres to a high standard, demonstrated by conducting your work with careful attention to the ethics of your courses, program, disciplines and higher education as a whole.

CBU students should strive to be good academic citizens, but it is also the responsibility of faculty members, department chairs, deans and the university as a whole to lead in this area. All academic members of the CBU community are called upon to demonstrate respect for academic honesty.

Pursuing your studies with integrity means you have pride in your work and ensures that your degree or diploma has meaning in that it accurately reflects your skills, knowledge and abilities.

CBU's Charter of Academic Citizenship outlines five values which constitute academic integrity including the ethical commitments associated with them. These values are Originality, Integrity, Fairness, Collegiality and Responsibility. They apply to all areas of your work at CBU, extending from your conduct in the classroom to your work in the community.

Website: cbu.ca/academic-integrity

Turnitin

Turnitin is a text-matching tool that compares students' written assignments with a database of web pages, academic books and articles, as well as other students' papers. Once students submit an assignment, Turnitin generates a "similarity index", an "originality report" and an "AI percentage/report" for each submission. Files are housed on the Turnitin server based in California, and these files are subject to the USA PATRIOT Act, 2001.

It is important that students submit their work to Turnitin themselves; faculty cannot upload student assignments on a student's behalf. Instructors must allow students to opt out of submitting assignments through Turnitin. If students do not want to have their assignments screened by Turnitin, they must be allowed to submit their assignments another way (such as submission through email).

Students who do not wish to submit assignments through this software, should contact their instructor as soon as possible to discuss alternatives.



STAY CONNECTED

GET INVOLVED

STUDENT SOCIETIES

Student societies at Cape Breton University are organized groups of students who share common interests, goals, or fields of study. They offer opportunities for students to network, engage in extracurricular activities, and contribute to the vibrant community life of the university. Despite the distance, virtual students can actively participate in these societies. Many societies host online meetings and events, and use digital platforms for communication and collaboration. To get involved, you can reach out to the society directly, or contact the Students' Union, which can provide guidance and connect you with societies that match your interests.

Website: cbusu.ca/societies

RESOURCES & CENTRES

Cape Breton University is proud to host four resource centres, each managed by the Students' Union, to support the diverse needs and interests of our student body. The Pride & Ally Centre is dedicated to promoting inclusivity and supporting the LGBTQ+ community on campus. The Women's Centre provides a safe and supportive environment for women, addressing issues related to gender equality and women's rights. The Multicultural Hub is a space that celebrates the rich cultural diversity of our student body, offering resources and activities that foster intercultural understanding. The Ekkain Indigenous Centre honors the indigenous heritage of our region, providing resources, support, and advocacy for Indigenous students. All of these centres are committed to creating a welcoming, inclusive, and supportive environment. Even as an online student, you are part of this community and these resources are available to you. If you have questions, concerns, or are facing a crisis, don't hesitate to reach out to any of these centres. They are here to assist you and ensure your experience at CBU is positive and fulfilling.

Website: cbusu.ca/centres



VIRTUAL EVENTS & ACTIVITIES

Cape Breton University is known for its vibrant student life, with numerous events organized throughout the academic year. These events range from academic workshops and guest lectures to cultural festivals and recreational activities. They offer opportunities for students to learn, engage, network, and have fun outside of the classroom. Recognizing the importance of these experiences for all students, CBU ensures that a significant number of these events are offered online or in a virtual format. This allows our distance learners to participate fully in the CBU community, regardless of their geographical location. These virtual events are designed to be interactive and engaging, ensuring that every student feels connected, involved, and part of the dynamic CBU student community. You can find details about upcoming events on the university website!

Website: cbusu.ca/events

ORANGE ARMY

At Cape Breton University, we're more than just students, faculty, and staff - we're the Orange Army! This spirited collective represents our passionate fans who rally behind our sports teams, bringing an electrifying energy to every game. Our teams compete across Nova Scotia and throughout the country, and we encourage our online students to join the ranks of the Orange Army wherever they are. When a CBU game happens locally to you, seize the opportunity to don our colors, cheer on our teams, and be a part of the exciting athletic tradition of CBU. No matter where you are, you can help amplify the spirit of the Orange Army, reinforcing our unity and shared pride in being part of the CBU community.

Website: gocapersgo.ca | cbusu.ca/orange-army

STAY CONNECTED!

Stay connected to the pulse of Cape Breton University by following us ([@CBUniversity](#)) and the CBU Students' Union ([@CBUSU](#)) on social media. These platforms offer a real-time snapshot of campus life, updates on university news, and information about upcoming events. Following CBU and CBUSU on social media will keep you in the loop, no matter where you are.

CONTACT US

Please remember that the Online Learning Department at Cape Breton University is always here to assist you. If you have any questions or concerns about your online learning experience, do not hesitate to reach out to us at any time. We're committed to ensuring your academic journey is as smooth and successful as possible.

EMAIL  OnlineLearning@cbu.ca

STAFF

Laura Baker Warren

Manager, Online Learning
laura_baker@cbu.ca

Courtney DeGiobbi

Teaching & Learning Specialist
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IMPORTANT DATES

Be sure to keep up on [Important Dates](#) each term and check out the [Academic Calendar](#) to be sure you are staying on track!

Cape Breton University
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