

Transcript of Speakers

Completing course assignments

Narrator:

Course assignments. In addition to videos from the program library, learners may also have assignments to complete from customized courses. If you already have assignments on your dashboard, this tutorial is for you. You will learn about the different types of course assignments and how to complete them. If you don't have course assignments on your dashboard, but you have been given a group code for a course, this tutorial is for you, also. We will start by showing you how to put the assignments on your dashboard. To obtain your assignments, you will need to enroll in your course by entering the course or group code provided to you by your group leader or instructor. Just enter your group course code on the right side of the learner dashboard. It says, "Join a group." Once you've entered the code, your course assignments will appear on both the learner dashboard and the course assignments page.

Narrator:

You can be actively enrolled in more than one course at a time. The group drop down menu will allow you to toggle between your courses. Your course may include various types of assignments. These assignments may require you to view content from the EI program library, like video clips, video assignments, or multiple-choice assessments. Your coursework may also include interactive discussion boards, reflective writing assignments, articles, and links to outside websites, PDF files, or other videos. To get started, click on the first assignment. Your course may begin with an overview assignment providing details about the content in the course. There may even be a course outline as an attachment.

Narrator:

Other overview assignments may also appear throughout the course to show how the course is divided into units or topics. An instructor, or group leader, also has the option of assigning due dates for each assignment. If no due date is listed, the course is designed to be self-paced.

Narrator:

In other cases, your course may start with a different type of assignment. In this group, the first assignment is a discussion board. Once you click on an assignment, you'll be provided with instructions. These instructions may include a link, attachment, or text box. An interactive discussion board can be assigned to learners taking the course simultaneously or used as a communication thread between current learners and those who have previously taken the same course. If you have a group leader, he or she may participate in the discussion as well. You can comment on a posting, respond to a question, or pose your own questions. It's a great way to participate in a group learning experience. Let's look at other kinds of course assignments. If you have an EI video clip on your list of course assignments, you will have direct access to the video once you click on it.

Charlotte Danielson:

So we've talked about the 'what'. What is good teaching, but there's another really...

Narrator:

It will automatically take you to the clip and mark it as complete. Let's go back and look at the course that was clearly divided into units. We'll look at some other kinds of assignments. When you open an EI video assignment, please note that you may be required to watch more than just the single video segment accessed via the link provided. The assignment instructions will indicate the number of EI video segments you will be required to view to complete the assignment. When you click on the link in any of the assignments, you will notice that a new tab opens up to view the video. Watch the required video segments. You will need to click on next once the first video segment has been viewed and continue until all of the video assignments required for the assignment have been viewed. After you watch all of the required EI video, close the tab on your browser to return to your assignment. Check the mark complete button.

Narrator:

If your course assignments include an EI assessment, you will link to a series of multiple-choice questions. An EI multiple choice assessment consists of 20 questions and is based on the video content required in the assignment immediately preceding the assessment. The assessment is automatically marked complete when you correctly answer at least 16 of the 20 questions correctly. You can take the assessment again if you do not achieve 16 of 20. General assignments and writing assignments will contain specific instructions and a text box for your written response. The assignment may also have a link to content outside of EI. Open the link to access the material. As mentioned before, a link opens a new tab. Don't forget to close the tab when you're done to go back to your assignment. Complete the task and click on the mark as complete button.

Narrator:

An interactive discussion board can be assigned to learners taking a course simultaneously. On the discussion board, you will add your comments and responses to the question posed in the assignment. To add your response, click on 'Add Comment to Discussion', add a new comment and click on post entry.

Narrator:

You can also add a comment to another learner's entry to keep the communication thread engaging and interactive. When you're done, click on the 'Mark as Complete' down at the bottom of the discussion thread. There may also be an instructor journal included in your list of assignments. An instructor journal assignment typically requires you to reflect on a topic based on something you have read or viewed. Only you and your group leader or instructor can read your journal entries. If appropriate, your instructor can respond to your posting. If no instructor is assigned to your course, these reflections will only be able to be viewed by you.

Narrator:

It is important for all learners to note that a group leader, or instructor, may be monitoring your progress and completed assignments. Through EI's accountability tracking system, each learner's activities, postings, and completion data are made available to a designated school system administrator, or group leader. To help you stay organized, be sure to track your own progress. As you go, just mark your assignments as complete. We all love to see things checked off our lists. By the way, once you have marked an assignment as complete, you can archive it to shorten your current assignment list. This does not eliminate the assignment from the course. It just moves it to another

Instructor Course Tutorial – by Educational Impact

page. There is a tab to view all archived assignments and return them to the current assignment list if you change your mind. We hope you enjoy your EI course.