*Transcript of Speakers*

# Course Tutorial

Narrator:

In this tutorial, I'll provide a quick orientation to your online course. This is a multimedia course, so it includes many different kinds of active learning activities to keep the content engaging and meaningful. I'm starting here on the learner dashboard. You'll see the outline on your dashboard under the course assignments tab. You can see that your course is organized into units, so just work in order from the top down and keep track of your progress.

Narrator:

To get started, open the first assignment on the dashboard and follow the instructions. Always remember to mark the assignment as complete and this will put a green check mark beside it. When every assignment has a green check mark, your course is marked complete in our user report. Our system is constantly scanning for completion data and the green check marks are the key, so make sure you're checking things off your list.

Narrator:

Let's go ahead and take a closer look at the different kinds of course assignments. You may be asked to watch videos or respond on discussion boards, complete reflective writing activities, read articles and complete multiple-choice assessments. We'll start with the overview. These are used to divide the course into units. They're usually just filled with instructions and texts. There may be an attachment there to look at. Read the instructions and just mark them off as complete.

Narrator:

Writing general instructor journal assignments all require a written response. There may also be links to content outside of EI, like articles and checklists. There's EI videos and other videos from third party websites. When you click on the link, a new tab will open. So, complete the activity, read the article, and then close the tab to return to the assignment. There may also be an opportunity to add text below. So, click on add text here to add your response. These are private responses only viewable by your group leader. And then remember to mark complete.

Narrator:

Discussion boards are open to the entire group of learners. Everyone will be able to read your post and you can read comments from others too. So, click on the add entry to discussion button, to post your comment. Then you'll be able to read comments from others and it's designed to be collaborative so you can add additional comments to keep the discussion going. The assignment will be automatically marked complete when you've posted your response. So just click on the course assignments tab, and you'll see that it's been marked off.

Narrator:

EI video assignments consist of direct links to videos from our video library. It usually includes instructions and then links to more than one video. Click on the first link and a new tab will open to play the clip. Watch the video and then click 'next' to go to the next video. Your video hours are being

tracked by EI's accountability system so be sure to watch the required videos. Close the tab when you've watched them all to come back to the assignment and remember you'll need to mark it complete yourself.

Narrator:

Multiple choice assessments. A quiz is used to check for understanding. Our system will market as complete when you've achieved 80% mastery. You can take it again until you master it. Just an FYI, a group leader may be monitoring your progress and assignments and through EI's accountability tracking system, each learner's activities and the completion data is made available to your school systems administrator. Once you've completed every course assignment and you have green check marks beside each one, a credit will be shown in your transcript. If you need any assistance along the way, our support team is here for you. Just email us info@educationalimpact.com.

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