

Assignment: Prepare for Online Learning

Objectives for this Assignment

By the end of this assignment, students will be able to:

1. Navigate through the Loyola learning management system, Sakai.
2. Review a syllabus.
3. Answer quiz questions about the content in Sakai.
4. Attend an Adobe Connect meeting and participate using their microphones and other Connect tools.
5. Participate in a Discussion Forum in Sakai.
6. Complete an assignment and post it in Sakai.
7. Add a comment to a VoiceThread in Sakai.
8. Send a Message using Sakai.
9. Find additional Help resources pertaining to Sakai.

It is essential for all SCPS students to be able to navigate our learning management system, Sakai, and use the tools available to enhance learning. Everyone will need to use Sakai, whether it is simply to access their syllabus and grades for a course or to participate in a fully online asynchronous course. This assignment, required for all CPST 200 students, will give you a solid understanding of how to use Sakai to your advantage.

You may complete the assignment at your own pace; however, you must complete the assignment by the date indicated in the following chart. The due dates correspond to the session when you are enrolled in CPST 200.

I'm taking CPST 200 in:	I must complete the assignments by:
Fall I 2015 (Aug. - Oct.)	August 27, 2015
Fall II 2015 (Oct. - Dec.)	October 29, 2015
Spring I 2016 (Jan. – Mar.)	January 28, 2016
Spring II 2016 (Mar. – May)	March 31, 2016

Tasks to Be Completed

In order to pass the CPST 200 course the following tasks must be completed in Sakai. Remember, you may complete the tasks at your own pace as long as all tasks are completed by your due date.

- Go to the SCPS Orientation site in Sakai and navigate to the Prepare for Online Learning button on the Menu Bar. Click on the About Online @ SCPS button.
 - Review the videos pertaining to online learning.
 - Review the materials pertaining to
 - i. The Help Desk
 - ii. Universal ID and Password
 - iii. Loyola E-mail
 - iv. Preparing for Online
 - v. Sakai
 - vi. Adobe Connect
- Next, click on the Navigation Task button.
 - Review the materials which will help you maneuver through Sakai.
- Next, click on the Tests & Quizzes Task button.
 - Review the materials that give you tips and best practices for taking tests in Sakai.
 - Take the Practice Test (You may take the practice test an unlimited number of times. You will not be graded on your results.)
- Next, click on the Adobe Connect Task button.
 - Review the materials that give you tips and best practices for attending an Adobe Connect session.
 - Test you connection by clicking on the Test Meeting Connection link.
 - Sign-up for your Adobe Connect Practice Meeting.
 - Attend your Adobe Connect Practice Meeting prior to your due date.
- Next, click on the Discussion Forum Task button.
 - Review the materials that give you tips and best practices for participating in a Discussion Forum.
 - Go to the Discussion Forum button on the Menu Bar.

- Go to the Why Loyola? Forum and post a couple sentences about why you chose Loyola University Chicago.

- Next, click on the Assignment Task button.
 - Review the materials that give you tips and best practices for submitting an Assignment in Sakai.
 - Follow the instructions for the Assignment, including:
 - i. Downloading the attached document
 - ii. Answering questions on the document
 - iii. Uploading the completed document
 - iv. Checking the Honor Pledge before clicking submit

- Next, click the VoiceThread Task button.
 - Review the materials that give you tips and best practices for posting a comment in VoiceThread.
 - Sign-in to VoiceThread using your Loyola UserID and password.
 - Introduce yourself in VoiceThread. Tell us about your family, your area of study, or your work.

- Next, click on the Messages Task button.
 - Review the materials that give you tips and best practices for submitting a Message in Sakai.
 - Follow the instructions for the Messages Task, including:
 - i. Composing a message
 - ii. Selecting the Maintain Role
 - iii. Sending a Message to the Instructor telling her that you are finished with all of the Online Orientation tasks!