Orientation Instruction

Objectives	- Become oriented with Sakai.
	- Become oriented with the class.
Assignment	- Orientation Activities (these activities are worth 2 course points).

The first activity of this course is orientation -- to Sakai, to the topics in the course, and a time to get acquainted with your instructors (Zone Mentors) and your fellow students. It is also a good time to ask questions about the syllabus, books, software, and assignments we will be undertaking in this course on Introduction to Web Development.

Sakai- Collaboration and Learning Environment (CLE) for higher education

As you already know, this course will be using the online learning environment- Sakai. You should spend sometime familiarizing yourself with this environment. Once you login to Sakai, you will see several tabs across the top of the page. In addition to the course(s) that you are enrolled in, you should also have access to the **My Workspace** TAB where you can update your Profile and set Preferences.

Sakai provides a great built-in Help Tool where you can get the context-sensitive information. It also has the capability of searching and returning matches from searches ranked by relevancy from a full text index of the help content.

Sakai is a bit complex, but very powerful. Take the time to learn it now.

Orientation Activities:

Please complete these tasks even if you consider yourself an online course/Digital Media Zone veteran.

1. Browse different course/project sites that you have access to.
2. Go to My WorkSpace. Edit and show your **profile**. Set up your **preferences**
3. Go to the course site: Intro to Web Dev WS07.
4. Read the class **Announcement**.
5. Read the **Course Syllabus**, **Course Participation Instruction**, and **Course Schedule** under the Resources tool/0. Course Info.
    o Print a hard copy of the **Course Syllabus**, **Course Participation Instruction,** and **Course Schedule**
6. Go to the **Assignments** tool.
    o All the instruction of assignments and final project will be posted in this section as well as Resources.
    o Make sure that you review how to submit an assignment, and add an URL or an attachment.

- o You can only edit/modify content when you save the content as a draft (click the "Save Draft" button). You **cannot chang**e the content after you click the "**Submit**" button, because it initiates the grading process.
- o Assignments will be due by 11:59pm on a specified date.
- o To go back to the assignment list or main menu of a section, click the reset button (the up-arrow image beside the section name "Assignments") at the top or click the "Cancel/Done" button at the bottom.
- o When you complete and post your assignment, the instructor feedback will be posted here as inline text or within an attached pdf file.

7. Go to the **Discussion and Private Messages** tool.
   - o Edit your profile and create an avatar (prefer your picture).
   - o Create a new topic within the "**Student Lounge**" forum to introduce yourself to the class. (Note: A tip for using discussion boards efficiently is to make sure that you have a descriptive title for every new or reply message.)
   - o Post a short introduction with the following information:
     - ▪ What is your name?
     - ▪ What is your major?
     - ▪ Have you taken other course at a distance? If yes, what and when?
     - ▪ What do you expect to learn in this course?
     - ▪ What operating system are you using, Mac or Windows?
     - ▪ Other comments that relate to relevant experience

8. Go to the **ChatRoom** tool to see if anybody is there to chat with you.

9. Open the **Gradebook** tool. This is the place to check your grades.

10. Review the four **Guides** from http://zone.missouri.edu/rst/orient.html

11. Attend the **Orientation Meeting** on **January 18th**. The on-campus orientation meeting will be held from **4-5pm on January 18th** in the **122 Townsend Hall**. If you are unable to make the on-campus session, we also provide one off-campus meeting via a live webcast on **January 18th from 6-7pm**.

12. For more Digital Media ZONE supports, go to the "Digital Media Zone" site within Sakai or ZONE website at http://zone.missouri.edu for details.

Digital Media ZONE:

There will be orientation meetings for the Winter 2007 Semester that you should attend. The ZONE has prepared orientation guides that will assist with your online learning experience. Review information at the ZONE website: http://zone.missouri.edu/rst/orient.html

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How To Submit:

1. When you have completed the orientation activity, return to the **"Assignments" tool** and reopen the "0. Orientation" assignment.
2. Copy or type **"I have finished the Orientation Assignment"** into the text entry box.
3. If necessary, include a description of any problems you encountered while using Sakai to complete this assignment. (Note: This text should be inserted in the text box under the heading "Start Assignment")
4. Attach the **completed orientation checklist file**. The Checklist can be downloaded from here (http://zone.missouri.edu/guides/orientation_mission.doc).
5. Click the SUBMIT button for Instructor review. It will display in the Assignments list as completed.

Evaluation:

This activity will be graded based on the following aspects:

o Introduction message posted to discussion forum "Student Lounge"
o Attendance at an orientation meeting (This will be documented for on-campus and off-campus meetings) or proof that you reviewed the information from a ZONE orientation meeting.
o Completion of the Orientation Checklist. The Checklist can be downloaded from here (http://zone.missouri.edu/guides/orientation_mission.doc).
o You are required to submit the completed checklist using the Assignment tool in Sakai.

How the course works

The semester will be divided into two sections. In the first section (including 9 units), you will be learning the web development skills by completing unit assignments and mini project (for graded) and by discussing and sharing with the instructor and your peers. While working on a unit, you are encouraged to post questions and your works for feedback to the corresponding unit discussion boards. Once you are ready to submit your work for grading, you will need to

a) Post the URL to discussion board if you want us to review your page and provide you feedback.

b) Add a link of the new unit page on your assignments.html page.

c) Upload both the mini_project_#.html and assignments.html files to your Bengal space.

d) When you're ready to submit your assignment, post the URL to the Assignment tool.

The due date for each unit assignment is specified in the course calendar. The second section of the semester will be your time to develop the final project.