

FLEX Orientation

- This orientation must be completed ***before*** the first day of the Term.
- Contents:
 - Step 1, How Courses Work
 - Step 2, Discussions
 - Step 3, Assignments
 - Step 4, Grades, Feedback & Communicating with Faculty
- Navigation & Completion:
 - Students enter the course on the Announcements page
 - Gray left navigation menu consists of Steps 1 through 4
 - Each step includes an activity to complete
 - Steps 1,2 and 4 should have a number grade and Step 3 a green check mark to indicate that the Orientation has been completed (located in My Grades on the left navigation menu).

Logging into Westwood MyPATH

Go to <http://mypath.westwood.edu>

Username = your email address before the @studentemail.westwood.edu

Password = your email password

The screenshot shows the Westwood MyPATH login interface. At the top, there is a navigation bar with 'Blackboard Guest', 'Home', and 'Login' links. The main header features the Westwood College logo and 'Westwood MyPATH'. On the right, there are 'Welcome' and 'Help' buttons. The page is divided into three main sections:

- Westwood Information:** Contains links for 'Explore our Programs', 'Request Information', and 'Apply Now'. It also includes social media icons for Facebook, YouTube, Twitter, and LinkedIn, and a digital clock showing 11:35 AM on Thursday, October 17, 2011.
- Login Here:** Features a 'Change Text Size' and 'High Contrast Settings' option. Below this, it instructs users to enter their credentials and click the 'Login' button. There are input fields for 'Username:' and 'Password:', and a blue 'Login' button.
- Westwood College Online:** Contains a paragraph about the online campus and a section titled 'Our Mission'.

At the bottom, there is a 'Login Help' section with a 'HELP!' icon and text: 'Students and faculty, remember, your MyPATH password = Westwood email password. Click on the'.

Logging into Orientation

In the **My Courses** module of the MyPATH Home Page tab, click the link for ORIENTATION

The screenshot displays the MyPATH Home Page interface. At the top, there is a navigation bar with tabs for Home Page, Community, Student Resources, Library, Content Collection, and Help. Below this, the page is divided into several sections:

- Tools:** A list of links including Announcements, Calendar, Tasks, Send Email, My Results, Personal Information, and Observer Dashboard.
- Useful Links:** A list of links including Westwood College Website, Student Portal, Student Finance Portal, and Student Email.
- My Courses:** A section titled "Courses in which you are enrolled:" containing a link for "ORIENTATION-12JAN-WCO-01: Orientation" with the faculty name "Faculty: Jennifer DeMack". A blue arrow points to this link.
- My Organizations:** A section titled "Organizations in which you are participating:" containing a link for "WCO Tutoring Services".
- Online Campus Announcements:** A section with a sub-heading "2011 Scholarship Winners!" and a congratulatory message. Below it is a "Student Newsletter" section with a link to "The BUZZ" and a date "Updated: 11/06/11".

At the bottom of the page, there is a footer bar that reads "Westwood College Online - News".

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

Course Tools

Email

My Grades

Help

Discussion Board

Announcements (landing page)

Welcome to Orientation for the August 2012 term!

Description of the steps to complete

How the announcements tool is used by faculty

Step 1. How Courses Work

The purpose of this step is to describe how to navigate the MyPATH course.

Weeks of a term

Segments and due dates within a week

How to take a quiz

Step 1 quiz, 10 questions based on this material

STEP 1

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

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Step 1. How Courses Work

Navigating your MyPATH Course

Links in MyPATH Courses are black, bold and underlined like this.
Click the link to continue.

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

Course Tools

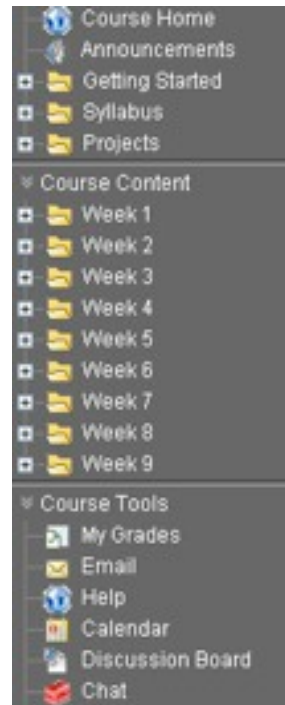
Email

My Grades

Help

Discussion Board

Step 1. How Courses Work > Navigating your MyPATH course



Course Home, Announcements, Syllabus

The top section of the menu remains open all term. This includes important information about the entire course, including how you will be graded and what assignments are due each week.

Course Content

The course is divided into Weekly Units. The weekly units open on the first day of each week. These pages include weekly tasks, reading assignments, lecture, tutorials, and link to assignments, discussions, and quizzes.

Course Tools

This area contains tools for discussion writing, confirming assignment submissions and grades, and sending email.

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

Course Tools

Email

My Grades

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Step 1. How Courses Work > Navigating your MyPATH course (continued)

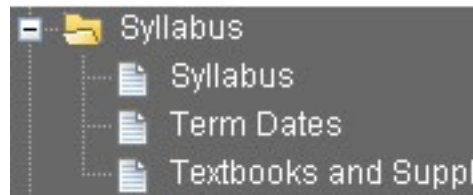
Each Course is Divided into 9 units

Weeks Start on Monday (except Week 1)

Each Week has 2 deadlines

WEDNESDAY, 11:59 pm MT. This mid-week deadline is
for **discussion.**

SUNDAY, 11:59 pm MT. This is also the **end of the week.**



**What is included in the Syllabus content item, including
details about the free online chapters**

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

Course Tools

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Step 1. How Courses Work > Navigating your MyPATH course (continued)

How to take a quiz

- What quizzes usually cover
- Time limits for quizzes
- When grades become available

Complete Step 1

Click the Step 1 link below, and then click BEGIN to open the 10-question quiz.

Step 1

Step 2. Discussions

The purpose of this step is to explain the discussion assignment and the due dates required

What discussions are

When they are due

What to write about (handouts)

Step 2 quiz, 5 questions based on this material

STEP 2

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

[Step 1](#)[Step 2](#)[Step 3](#)[Step 4](#)

Course Tools

[Email](#)[My Grades](#)[Help](#)[Discussion Board](#)

Step 2. Discussions



How do I use the Discussion Board? (video)



Quick Guide to Discussion Posting (handout)

A discussion is an exchange of comments and statements about an assigned topic. It is asynchronous, which means that you do not have to be logged into class at a certain time to participate. To participate in a discussion is to write your comments into the discussion post and submit them to the Discussion Board tool.

Discussion writing requires formal grammar and complete answers Information about how discussion works and what is expected:

Discussion Post 1: Start of the Week through Wednesday

Discussions Posts 2, 3, etc.: Thursday through the end of the Week



Initial Post and Reply Posts Tips (handout)



Tips for 5 types of Discussion Prompts (handout)

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

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Step 2. Discussions (continued)

Complete Step 2

Click the Step 2 link below, and then click BEGIN to open the 5-question quiz.

Step 2 Quiz

Step 3. Assignments

The purpose of this step is to explain how to locate and create assignment documents, and how to attach them to the assignment submission tool

What assignments require

How to find them

What to do in Weeks 1 and 2 (handout) – open and save this to your computer

Step 3 practice assignment is to submit the “What to do” handout

STEP 3

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

[Step 1](#)[Step 2](#)[Step 3](#)[Step 4](#)

Course Tools

[Email](#)[My Grades](#)[Help](#)[Discussion Board](#)

Step 3. Assignments



How do I submit an Assignment? (video)



Quick Guide to Assignment submission (handout)

What assignments are, how to find them, what instructions usually require



Saving files to MyPATH Content collection (video)

Citations and Outside Sources

Complete Step 3



What to do in Weeks 1 and 2 (Handout for Step 3 assignment)

Open and save this document to your computer so that you can use it to practice submitting an assignment for Step 3.

Assignments

Next, click the assignments link to continue with the Step 3 practice assignment submission.

Step 4. Grades, Feedback, Communicating with Faculty

The purpose of this step is to show students how to read the My Grades tool and communication tools for reaching out to faculty

Typically when to expect to see grades

How faculty communicate with you, how you should communicate with faculty

Reinforce announcements & faculty office hours

Step 4 quiz, 3 questions

STEP 4

ORIENTATION-12MAR-WCO-Section

Announcements

Course Content

Step 1

Step 2

Step 3

Step 4

Course Tools

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My Grades

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Discussion Board

Step 4. Grades, Feedback and Communicating with Faculty



How do I access My Grades? (video)

Information about when grades become available and how faculty provide feedback.

Item Name	Details	Last Student Activity	Last Submitted, Edited or Graded	Grade	Points Possible	Comments
Wk 1 Disc: Introductions	Details	October 13, 2011 3:50 PM	October 17, 2011 5:52 PM	10.00	10	Welcome to class! Look forward to working with you this term.
Wk 1 Disc: My History with my topic	Details	October 16, 2011 11:58 PM	October 17, 2011 8:17 PM	30.00	30	I like how you listed the important facts in chronological order.
Wk 2 Disc: Information Library	Details	October 23, 2011 10:55 PM	October 23, 2011 10:55 PM	30	30	You submitted these, but they have not yet been graded!
Wk 2 Assignment name	Details	October 23, 2011 11:01 PM	October 23, 2011 11:01 PM	100	100	
Week 3 Quiz	Details			-	25	You have not yet submitted these!
Wk 3 Disc: name	Details			-	30	

More about how faculty use announcements

Email Tips

Complete Step 4

Click the Step 4 link below, and then click **BEGIN** to open the 3-question quiz.

Step 4

Discussion Board

Sample student posts and feedback comments

My Grades

Indicates the completion status of all steps in orientation

COURSE TOOLS