Orientation
Nutrition and Diet Therapy
(Print these directions before you begin)

Orientation Assignments
You must complete all the underlined assignments to avoid being dropped from the class in the first week of classes. Just logging in to the course is not sufficient to avoid being withdrawn for non participation.

- Print a copy of the Syllabus
- Print a copy of the Assignment Schedule
- Work through the “How to Use Sakai” tutorial. This Tutorial is found on the login screen and on the course listing screen on the Blue Menu Bar on the left of your screen under “My Workspace.” Refer to this tutorial for Sakai issues. Take the “How to Use Sakai” quiz for bonus points.
- Complete the orientation Forum assignment “Getting to Know You.”
- Send a message to your professor to let her know you can use that component of the course.
- Read Chapters 1 and 2 in the text book.
- Take the Orientation Quiz.
- That’s it. Let your professor know if you have problems.

1. **Homepage for the course:**

When you have successfully logged on to the course you will be viewing a screen that lists this course (and possibly other distance courses in which you are enrolled.) Click on the title to this course and that will take you to the course page for Human Nutrition and Diet Therapy. On this page you will find several areas of information. You will access the various components of the course by using the **blue Menu Bar** to the left of the screen.

- For each week you will select the Module for the week and follow the directions.
  Each week there will be ANNOUNCEMENTS about the specifics for that week. Be sure to check for course ANNOUNCEMENTS each time you login to the course. Any changes in assignments will be posted here. There may be ANNOUNCEMENTS made throughout the week. In the ANNOUNCEMENTS, you will see reminders about what is due this week and what is coming up.

2. **SYLLABUS Link**

Click on the SYLLABUS Link. You should print a copy of this item and put it where you can access it easily.
The Syllabus will guide you through the various requirements of the course. Refer to it often for specifics about assignments, quizzes, examinations, and other components of the course. You should be thoroughly familiar with this paper and use it as a guide. Print a copy of the Syllabus for quick and easy access. Most student questions are already answered in the syllabus.

3. **CALENDAR Link**

Click on this Link on the Menu Bar and you will see a calendar that will list the assignments for the term. The CALENDAR is available by the day, week, or month. It is also imperative that you print the “Assignment Schedule” as found under the “Start Here” module.

4. **MODULES Link**

The MODULES link has all the modules for the course. Every assignment except for the quizzes and exams are available at the very beginning of the term. You are encouraged to work ahead on the assignments so that if something happens you continue on task.

Click on the MODULE Link and select the Module area in which you want to work. Modules are organized by weeks

From the Menu Bar, click on Modules and then select the “Start Here” link which provides all the introductory information you will need to get going with this course.

Open this link and work through all of the parts of the site. It will be your guide and helper when you need assistance on working through the course. All assignments are completed using this course management system. I have found that most of the time when students get confused or “stuck” it’s because they didn’t read the directions in this link. Here you will find out how to see your grades, submit your assignments, etc. Later in the orientation assignments you will complete a quiz that will be required. It is labeled “Orientation Quiz” and has questions about the syllabus, course requirements, etc.

**MODULES** You will see under the MODULE Link tab the various modules for the Course. (Click on Module A for practice) Each module with have links to the following:

**A. Module Assignments and Learning Outcomes**

In this area, you will see general objectives for the Module and specific learning outcomes that will guide you in your reading and study. There is an assigned reading for each of the Modules. These assignments are all available at the beginning of the course. Under the MODULE Link, click on “Module A – Digestion and Diseases of the Digestive Tract.” Under the Module A
Assignments and Learning outcomes, you will see the chapters and pages in the text as well as Learning Outcomes to guide your study. These questions and their answers are not to be submitted to your professor, but used as a guide for your studies. Print these pages. You will need to return to this section of the course each week.

B. Test and Quizzes

There is a quiz due each week. In order to practice using the quiz software, after you have completed all the orientation reading, open and complete the orientation quiz located under “Orientation Assignments.” Be sure you have the Syllabus printed and can search it for answers. Once you open the quiz, you will have 30 minutes to complete it. Follow the directions for completing the quiz and submit it. Consult your syllabus for specifics about the other quizzes. The quizzes are released at the beginning of each week.

C. Other Assignments

Under the Weekly Modules, you find the assignments for each week. The Assignments are placed in the week that they are due and are also available from the Menu Bar. To check these out, look at your printed “Assignment Calendar” and see where the various assignments are due and select that module week. There are 2 Personal Nutrition Study assignments, 3 Clinical Assignments, 1 Topic Paper, and a Project on Adherence to a Diabetic Diet. Each assignment has specific directions and due dates. All of these assignments are available from the very beginning of the term. Late assignments will receive reduced credit – 1 point per calendar day including weekends up to 10 days. When assignments are graded your grade will be posted. They are usually graded after the due date. You must submit these assignments as directed. Under the “Start Here” area there is a link entitled “How to Submit Your Work.” Print that and put it in a place where you can refer to it when you submit assignments.

OTHER LINKS from the MENU BAR

MESSAGES
The best way to contact your professor is using the course email. I check that regularly Monday through Friday (and sometimes on the weekend). In order to become familiar with how to reply and send your own messages in this course, go to MESSAGES and send a message to your professor. I just want to know that you are engaged in the course from the beginning. Send an email message to your professor during orientation – just for practice (and is required).

FORUMS
Also during orientation there is a “Getting to Know You” Forum. Select FORUM from the Menu Bar. Read the directions and complete it. This is required to
complete the orientation assignments and avoid being withdrawn from the course.

**ROSTER**  
Also, on the Menu Bar is access to a course roster. Go there and you can get acquainted with your classmates.

**ANNOUNCEMENTS**  
Click on ANNOUNCEMENTS and you can see the reminders from your professor.

**GRADEBOOK**  
To determine your progress in this course go to the GRADEBOOK and review your grades.

At the beginning of the course you certainly don’t have any grades but they will be posted as you go through the course. The quizzes are graded at the end of the availability period and the scores are posted. The other assignment’s grades are posted as soon as your professor completes grading them. If there is a problem with any of your assignments, I will post comments on the same page as the assignment dropbox so that you can do better the next time. The course software keeps a continuous total of how many points you have earned. In order to determine how you are doing, take the total points you have earned and the total points you could have earned and compare them.

I have provided a Grade Calculation Worksheet for your use in monitoring your status. This worksheet is found under the START HERE module link.