Have Fun Online Orientation

Syllabus

Rationale:

The Orientation program will introduce employees to using online tools and how to be successful in completing the required compliance courses.

The online orientation course is designed to help you become familiar with taking online courses and will guide you through what is expected of you in an online environment, help you to get to know other co-workers virtually, how to locate the tools to use to access the compliance courses, provide a tour so you know how to locate the tools and courses, and the timeline to complete the compliance courses.

Learning Objectives

- Navigate through the course requirements
- Understand your participation
- Identify instructor's expectations for using an online course

Course Materials

All course materials will be provided to you online.

Course Delivery Method

The course content is housed on a course management system (CMS) called EctoLearning. The CMS is housed on the company's internal intranet site. You are required to use the computers on site in the corporate training rooms. This will allow accurate time keeping records and payment for completing the required training.

Course Assignments

The online orientation course is designed to take you from lesson content to lesson content and outlines the requirements in each section. In addition, this syllabus will serve as your detailed guide to ensure you are navigating through each of the requirements for the online orientation course.

Time Allotment:

The Have Fun Online Orientation program is to be completed within the first week of employment or upon receiving your annual workplace compliance enrollment. To review all the content and participate in the forums will take a total of two hours.

To provide an overview of the online orientation course flow, review the lesson topics below that outlines location and requirements in each.

Note: The numbers listed in front of each of the topics. These represent the order in which to complete each assignment and match the information on the Have Fun Online Orientation training program in EctoLearning.

Topic	**Location**	**Delivery Method**	**Assignment**	**Next Steps**
EctoLeaning Instructions	Document in your Welcome Package		Follow instructions to access EctoLearning	
Introduction				
1. Message from CEO	EctoLearning>Content	PowerPoint	Review	Tour of the CMS
2. Tour of the CMS	EctoLearning>Content	Document	Review	Syllabus
3. Syllabus	EctoLearning>Content	Document	Review	Class Introductions
4. Class Introductions	EctoLearning>Forum	Discussion	Participate	Read about your co-workers
Succeeding Online				
5. What is Online?	EctoLearning>Blog	Blog	Read content	Assess your skills to be a successful online student

6. Assess your Online Student skills	EctoLearning>Content	Document	Review resources and select a quiz to assess your online skills	Identify three skills assignment
7. Identify three skills	EctoLearning> Forum	Question	List three skills that will help you to be a successful online student	Read and respond to others' posts over the next 2 days from your post
8. Expectations	EctoLearning>Content	Document	Review	Code of Ethics
9. Code of Ethics	EctoLearning>Content	Document	Review	Communications
10. Communications	EctoLearning>Content	Document	Review	Rate your Comfort Level
11. Rate your Comfort Level	EctoLearning>Content	Question	Rate your level of comfort using online communication tools	Trainer Introductions
12. Trainer Introductions	EctoLearning>Content	PowerPoint	Review	Send an email to your trainer letting them know you are just about ready to begin the workplace safety training program.
13. Summary	EctoLearning>Content	Document		Begin your workplace safety training program.