USER INSTRUCTIONS

Getting Started With the Orientation

The following steps will help you to properly log on to the orientation. You are creating your orientation user account, so take care to provide accurate information.

1. Click on the On-Line Orientation Link
2. Enter your name
3. Enter your Student Identification Number
4. Enter your phone number (optional)
5. Enter your e-mail address (you will receive a confirmation once you have completed the Orientation)

Knowledge Gap Assessment (KGA) Survey

The KGA is a tool used to measure your existing knowledge of the concepts taught in the online orientation. You will have to respond to the same survey at the conclusion of the orientation. Then we compare the two to see if your knowledge improved as a result of having gone through orientation.
1. You **MUST** respond to all of the “Knowledge Gap Assessment” survey questions.

**Introduction Segment**

There is an introductory set of screens designed to provide you with the latest information about college procedures and policies. Be sure to pay close attention to this material. Following this segment you will reach the orientation Main Menu.
Viewing the Segments

1. The orientation is divided among NINE segments. Each segment is led by one of NINE Student Ambassadors. Segment topics include:
   a. Academic Programs
   b. Vocational Programs
   c. Transfer Center
   d. Student (Success) Services
   e. Student (Support) Services
   f. Student (Study) Services
   g. Campus Life
   h. College Success
   i. Student Conduct and Safety

2. To start any video, click the play icon (>) on the screen.
3. The bottom of the screen gives you information about where you are at in the orientation. This information is comprised of the segment title and screen number within the segment, i.e. Academic Programs, 2 of 9.
4. Each screen has a 30 second screen timer before the Next button is enabled and you can move forward in the program. This ensures that you take the time to view the material covered on each screen.
5. Quiz questions, called "Student Encounters," are embedded within each segment to test your knowledge of the material covered up to that point. There is at least one question in each segment.

   a. All questions are 4-option multiple choice questions. You may have to scroll the screen to see all the possible answers.
   b. There are 11 total questions in the orientation. Segments one through seven have one question each. Segments eight and nine, College Success and Student Conduct and Safety, each have two questions.
   c. The quiz questions are graded. You must answer 8 out of 11 correctly in order to receive credit for completing the orientation. If you do not answer at least 8 of the questions correctly, you will have to re-take the entire orientation until you can successfully complete it.

      i. When you answer the question correctly, feedback is displayed in “GREEN” text with an explanation of the correct answer.
      ii. If you answer the question incorrectly, feedback is displayed in RED text with an explanation of the correct answer.
      iii. If you answer the question incorrectly, you will be given a chance to try again to correctly answer the question.
6. The Main Menu will display an indication (a check mark) of the orientation segments you've completed and which you still have yet to do.
7. You must get a check mark in each of the nine segments of the orientation to finish.
8. Once you have completed all nine segments correctly, the orientation ends with closing remarks by the college President.
9. Following the college President’s closing remarks you will be presented again with Knowledge Gap Assessment survey. Please respond again to these statements.
10. As a final step to earn full credit for completing orientation you **MUST** make a Counseling Appointment.