

Learner Orientation Video Transcript

0:02 welcome to the cosmic XP LMS now that
0:06 you've logged in you'll see the courses
0:08 that have been assigned to you
0:09 this video is a tutorial that will help
0:12 you navigate through the emotional
0:14 intelligence self-regulation course room
0:16 to navigate click the play button
0:21 in here you'll see that the course has
0:23 not been started you can click the start
0:25 course that will automatically click you
0:28 through each of the pieces of content in
0:30 the order in which they appear however
0:33 you do have free navigation so you can
0:35 click on them in any order
0:37 with one exception
0:39 the exception are the prerequisites that
0:41 must be completed before access is
0:43 granted to this course that means that
0:45 you must read the cosmic XP privacy
0:47 policy and the cosmos XP terms and
0:50 conditions must be read and accepted
0:52 before the rest of the content will
0:54 become available but before we do that
0:57 up here you will find a course overview
0:59 click the read more button to expand
1:01 that description so you can fully read
1:03 it
1:08 you'll see there's quite a lot of
1:10 content in this course but let's start
1:12 with the cosmic XP privacy policy click
1:16 on that
1:17 and it will open the privacy policy
1:19 which you may read
1:22 and then when you're done notice down
1:24 here that Cosmic XP has a PDF document
1:27 which you can download by clicking the
1:28 link
1:29 once you've completed this you'll scroll
1:32 down to the question that says please
1:34 accept the cosmic XP policy before
1:36 continuing to the course material click
1:38 I accept

1:39 and submit your answer
1:42 and complete and let's continue
1:46 it will automatically bring you into the
1:48 terms and conditions
1:50 one note about the terms and conditions
1:51 is that there was a character limit on
1:54 how much information could be put into
1:56 this window therefore the entire list of
1:59 terms and conditions is in the document
2:01 which is here for your perusal just
2:05 click the link to download once you've
2:07 completed that click the I have read and
2:10 agree to the cosmic XP terms and
2:12 conditions
2:13 and submit your answer
2:16 complete and let's continue
2:20 the course will then directly take you
2:22 to the syllabus
2:25 the syllabus provides a lot of
2:28 information for you about the course to
2:30 help you navigate understand what
2:32 grading looks like you can scroll
2:35 through each of the sections notice that
2:38 the course objectives are also in here
2:40 what is required to complete the course
2:42 is also in here there's a schedule of
2:44 topics which you can read and in which
2:47 order they appear
2:49 the um schedule the official schedule
2:52 with due dates is on this particular
2:55 table
2:58 there is a lot of information about
3:01 grading and what is required to receive
3:03 the certificate of completion how
3:06 grading is scored
3:08 what late submissions looks like the
3:11 academic guidelines for discussion board
3:13 participation and academic Integrity for
3:16 assignments
3:18 and finally other information
3:20 specifically there is a help with this
3:22 course discussion board so when you have
3:25 completed looking at this document just
3:27 click complete and continue

3:30 it will continue to scroll you through
3:32 each of the documents that are in the
3:34 early course access section in fact it
3:36 will take you through the content in
3:38 order of how they appear in the list as
3:40 we saw come up here and you'll see that
3:42 this is showing you where you are
3:46 in this list of content
3:48 you do have free navigation once you
3:50 complete the prerequisites
3:53 so you have the activities and
3:54 objectives alignment Matrix and the
3:57 self-regulation course schedule all
3:58 before you get started section
4:01 you can also just go straight
4:03 to course content
4:05 there is a video in there on how to
4:06 complete the week two scenario
4:08 simulations which you don't have to
4:10 watch until week two
4:11 and then this emotional intelligence
4:14 regulation course content is where
4:17 you're going to find the bulk of your
4:18 content we'll come back to that in a
4:20 moment
4:21 your files the files that have been
4:23 shared with this class for you to
4:25 download are located up in this menu
4:26 item and you can also go to the course
4:29 info back to courses or send a message
4:33 to the instructor here
4:35 another way to go back into the
4:37 emotional intelligence course area is to
4:40 click this
4:42 back arrow here
4:43 so let's do that
4:45 kind of takes you back right back in
4:47 here and you can see that now we have
4:49 check marks next to the things that we
4:51 have completed also shows you the time
4:55 that you completed it and on what date
4:57 it was completed
5:01 before we move on I'd like to bring your
5:04 attention to this help with this course

5:06 discussion board you can click on this
5:09 it will open up
5:11 the discussion board where you can leave
5:14 a message for the instructor
5:17 your instructor will respond within 24
5:19 hours
5:21 I need help with assignment one I don't
5:23 understand the rubric you just type into
5:25 the comment
5:26 if you want to reply to a student
5:30 then you would click the reply button
5:33 if you want to leave a comment
5:36 then you would click in the comment
5:38 field
5:39 you can also add an attachment and when
5:41 you've completed entering your comment
5:43 field you click comment
5:45 when you're done you can hit complete or
5:48 you can just navigate back
5:52 as shown before
5:58 now that you've become familiar with
6:00 what is in the course content area let's
6:02 enter the course content itself which is
6:05 located in this file the emotional
6:07 intelligence self-regulation course
6:08 content it is a large file with all of
6:12 the course Learning Materials in it plus
6:14 it will link you back to this course
6:15 room for various discussion boards
6:17 assignments rubrics
6:20 Etc let's go there now
6:26 upon entering this course you will see
6:29 information about this course
6:32 the copyright information for this
6:34 course and how this course's content is
6:37 broken up
6:38 notice that some of the content is
6:40 grayed out
6:45 this is also free navigation with one
6:48 exception the exception being that there
6:50 is a week one key Concepts quiz
6:54 once you complete this quiz all of the
6:57 content following that will be unlocked
7:00 however until you complete that you

7:03 cannot jump ahead for obvious reasons
7:07 to start the course click the start
7:10 course button
7:12 and it will take you into the very first
7:15 page which is the course syllabus and
7:17 schedule which you also saw in the
7:19 classroom
7:20 you can click these buttons
7:24 to go right back into the course room
7:26 I've made it as easy as possible for all
7:30 Learners to be in the course content
7:32 itself and click buttons to navigate in
7:35 and out of the course room
7:38 there's the course overview course
7:40 learning objectives
7:42 prerequisite course knowledge the
7:44 technical requirements when you see
7:46 check boxes like this
7:49 you may interact by checking them
7:51 however it is not required
7:54 except when there is assignment that
7:55 comes up that asks you to check them
7:58 participation requirements
8:01 contact me
8:03 if you click this button it will open
8:05 your outlook and you can commence with
8:07 sending me an email
8:08 there is a bibliography for some of the
8:12 content in this course as this course is
8:14 based on scientific peer-reviewed
8:16 information
8:18 there is a help with this course
8:20 discussion board and the buttons to that
8:22 discussion board have been have been
8:24 placed strategically throughout this
8:26 content
8:28 the course schedule is broken up into
8:30 this accordion where you can
8:34 click the plus sign to open
8:38 and quickly view what's coming next
8:42 you can download a copy of the course
8:44 schedule that you looked at in the
8:45 course room
8:47 and once you come to the bottom you'll

8:48 see this down arrow taking you from
8:51 lesson 2 to 28. now some of the lessons
8:54 like course syllabus and meet the course
8:56 designer and instructor are not true
8:59 lessons but that is how this content
9:01 labels them
9:03 to go on to the next lesson you either
9:05 click here
9:06 or you can navigate easily on the left
9:09 navigation bar
9:11 if the left navigation bar is scrunching
9:14 up your content in a way that you find
9:16 annoying or irritating click the
9:18 hamburger menu up here
9:20 to close that navigation bar
9:24 click meet the course designer and that
9:27 will take you to the next lesson
9:29 you will find audio prompts in some of
9:32 the lessons
9:34 where you just click the play button
9:38 hi my name is
9:41 Lee I'm a Learning and Development
9:42 professional productive
9:45 this is also an accessibility feature
9:47 for
9:48 for Learners who have accessibility
9:50 requirements
9:51 I give you an opportunity to verify my
9:54 coaching status in case that is
9:56 important to you
9:57 you can go back to the syllabus which is
10:00 the previous lesson
10:02 or move to lesson three
10:05 the welcome message and course
10:07 introduction
10:08 real quickly before I forget you see how
10:11 this says incomplete
10:13 this will Mark itself complete once you
10:16 complete all of the lessons in the
10:18 course
10:19 let's open the hamburger menu back up to
10:21 look at how many lessons there are there
10:25 are 28
10:27 but some of them are not true lessons so

10:29 if we scroll all the way down we have
10:31 the complete the learner reaction survey
10:32 and claim the course certificate that's
10:34 not a lesson submit your action plan is
10:36 a lesson
10:37 weeks one two and three bibliographies
10:40 are not true lessons they're resources
10:42 for you to use while you're while you're
10:44 crafting your action plan
10:47 there are some optional Zoom coaching
10:50 calls
10:51 once you've looked at the welcome
10:53 message and course introduction
10:56 read who this course was designed for
10:59 see how many of these things match your
11:02 desires
11:04 when you see a continue button click it
11:07 to move on through the course material
11:10 more course introduction
11:14 there are a lot of resources throughout
11:16 this course and this is what the links
11:18 look like you can hover over them and
11:20 they clicked external sources outside of
11:23 the course
11:25 well there are book resources for you
11:27 and website resources when you click on
11:30 one it will open on another tab in your
11:34 browser
11:35 content related to what we are
11:37 discussing it's not important to the
11:39 course content that you read the
11:40 external information it's merely
11:43 provided to add more robustness to the
11:46 course this is a three-week course with
11:48 one week set aside for writing your
11:52 final action plan so I wanted to make
11:54 sure you had as much access to as many
11:56 resources as you might possibly need
12:00 now here's the first discussion board
12:02 assignment again it's got the rules and
12:05 the expectations
12:07 you may email me here if you like
12:11 and there's access to the rubric
12:14 the rubric will determine

12:17 how well you have met the expectations
12:21 for the discussion board you can print
12:24 the rubric by clicking this button
12:27 introduce yourself discussion board is
12:30 due in week one and there are four
12:32 prompts for you to answer
12:36 it is recommended that you type these
12:38 into a Word document as typing them
12:40 directly into the discussion board May
12:43 mean that you lose some of your data if
12:45 you have a computer glitch or you lose
12:47 internet access
12:50 to go to that discussion board directly
12:52 from the content just click the
12:54 introduce yourself button and it will
12:56 redirect you right into that discussion
12:59 board
13:01 and here you can see
13:03 where I've already added a discussion
13:06 board answer
13:07 to reply to mine you would click the
13:09 reply or to add your own you'll hit
13:12 comment and once you comment you'll be
13:14 able to click the complete button
13:19 to go back to the course content come
13:22 back up here to your first tab
13:24 and it will take you right back into the
13:26 content
13:28 one more thing I'd like to bring to your
13:30 attention is the zoom coaching calls
13:32 there's one each week
13:34 they are not required you are not
13:35 required to attend there is a button
13:37 that will take you directly into the
13:39 zoom coaching environment
13:42 which will be activated when the class
13:44 goes live if you've never attended a
13:46 zoom meeting before it's strongly
13:48 recommended that you watch this basic in
13:51 meeting navigation video about Zoom
13:55 to go back to the course content
13:57 just come back up here to the left menu
14:00 and click that Arrow back into the
14:03 classroom

14:06 that's your tutorial in the emotional
14:08 intelligence self-regulation course
14:11 good luck and I hope you enjoy learning
14:15 about self-regulation practices