# Online Learning Orientation Course

## Brandeis GPS Online Learning Orientation Course

**Prepare to learn online with Brandeis GPS!**

Graduate Professional Studies (GPS) offers a non-credit, self-directed online learning orientation course, available to registered students at no cost near the start of each term. The course is monitored three weeks before the start of the term and one week after the start of the term.

The course covers topics such as the GPS approach, our standard course structure, LATTE features (our learning management system), online learning techniques, online library resources, academic integrity, and links to related resources.

By completing this course, you will be able to:

- Prepare for the first week of your GPS course by ensuring that you have all of the required materials and access to the appropriate systems such as Brandeis email, LATTE, and Sage
- Find and adhere to important student policies and procedures, including those related to Academic Integrity
- Participate effectively and appropriately in online course discussions, with a strong understanding of our approach and our expectations of students
- Navigate a GPS course in LATTE to find specific types of course materials and activities
- Use LATTE efficiently to post to discussion forums, track unread posts, submit assignments, retrieve graded work, and edit your profile settings (including your time zone as applicable)
- Access a BlueJeans meeting, configure your audio/video, and practice communicating with the tool
- Apply time management techniques and other best practices to increase your online learning success
- Work effectively within online student groups
- Find resources and support in the areas of LATTE, UNet, online libraries, advising, and other student services

## Are you taking your first GPS Course?

We require those students who are taking their first GPS online course to complete this orientation before the start of their first term. This will increase your readiness and confidence in taking online courses with GPS.
### Have you already taken an online course at Brandeis GPS?

We encourage students who have taken one or more online GPS courses in the past, but who have not yet completed this course, to do so before the next term begins.

### Workload Expectations

We estimate that the course will take you approximately 4 to 5 hours to complete.

In advance of taking the course, all students are welcome to review our website for information on online learning at GPS.

We hope that you enjoy the course and come away prepared to succeed online!

### TIPS to Success in Online Learning at Brandeis GPS

**Stay with the weekly schedule.**
Use the course's weekly checklists and calendar to help you organize due dates.

**Review the Discussion Forums regularly.**
Keep up with posted discussions several times throughout the course week.

**Be engaged.**
Take an active part in the collaborative learning process.

**Post any and all questions that you may have.**
Chances are good that if you have a question, other students do as well. All will benefit from the shared responses.

**Practice good written communication skills.**
Be careful with your wording to be sure your posts are interpreted correctly. Follow rules of netiquette.