

Undergrad: Certificate Orientation Transcript

[Welcome]

Narrator: Welcome to this Saylor University course. We are happy you chose to include us in your educational journey.

This is a self-paced course, so it might be helpful to set up a schedule to keep yourself motivated and on a path to successful completion.

All of your course materials are available within the course and include a variety of resources such as book segments, videos, journal articles, and more!

We recommend completing this entire orientation to help you understand how to navigate the course, explore the resources available to you, and know what to expect as you progress through the course.

To begin, click the “Start” button.

[Index]

Narrator: Before we begin, let me briefly explain both the context for this video and how to use this index.

If you are just beginning this course, we recommend completing each section of this orientation in sequential order to gain a complete overview of the course structure, resources, and available learning tools. However, if you're looking for something specific, you can click the "Explore It" button next to any section title to jump directly to that topic.

Throughout the video, you'll be able to return to the index at the start of each section. You can also revisit the index at any time to review the information covered here.

Additionally, as you work through the orientation, you will see visual examples taken from our BUS101 course. Please note, however, that while the visuals may not show your specific course, the information and navigational concepts apply to all courses, including the course you are about to complete.

Now, please begin by selecting the first section: "How to Get Started."

[How to Get Started]

Narrator: As you first access the course, you may be wondering how to get started. This section will walk you through the key steps to help you get started successfully.

Click the “Start” button to begin.

Course Navigation]

Narrator: Let's start by taking a look at how the course is organized! You can access all course resources through the navigation panel on the left-hand side of the page, or by using the expanded course menu in the main window. Once entering the course, you will want to access the "Course Introduction" section.

[Course Introduction]	Narrator: From the options, click on the Course Introduction Video. In this video, you'll find a welcome message from one of the professors who helped develop the course. They'll provide an overview of what you'll be learning and explain how the course is structured, so you know exactly what to expect.
[Syllabus]	Narrator: Next, you'll want to locate the Course Syllabus. The syllabus includes a full course description, an overview of each unit, and the learning outcomes covered throughout the course. It also provides important details about course materials, grading policies, tips for success, technical requirements, and any applicable fees.
[AI Learning Zone]	Narrator: After reading through the syllabus, you will want to view and interact with the AI Learning Zone. While the AI Learning Zone does introduce SOLA, Saylor University's internal AI learning tool, SOLA is only available in select Saylor University courses. However, the other sections in the AI Learning Zone are designed for all learners and will help you practice using AI prompts, explore how AI can support your learning, and connect course ideas to real-world AI applications. For courses without SOLA, you may apply the information and strategies introduced in the AI Learning Zone to any AI tool you prefer to use.
[Course Learning Outcomes]	Narrator: Throughout the course you will see the course learning outcomes listed in various places, but you can also view them independently in the course introduction section. The course learning outcomes are a good guide to what knowledge and skills you will gain by completing the course.
[Course Map]	Narrator: Another helpful resource in the course introduction section is the course map. The course map provides direct links to every unit resource and shows how each one aligns with specific unit outcomes, making it easy to track your progress.
[Essential Terms]	Narrator: Finally, you'll find the Essential Terms section. These are key vocabulary terms your professor believes you should confidently understand by the end of the course. Fun fact: when you encounter these terms throughout the course materials, you can click on them to view their definitions instantly.
[Course Layout & Resources]	Narrator: Now, let's walk through how the units are organized, investigate the resources available to support you, and locate where to find what you need as you move through each unit. Click the "Start" button to begin.

[Navigating the Units]

Narrator: As shown before, you can move through the course using the navigation panel on the left-hand side of the page, or by selecting links within the main course area. This makes it easy to jump to any unit or to review specific content.

[Unit Introduction
& Learning Outcomes]

Narrator: At the beginning of each unit, you will start with the unit's introduction section. This section offers an introduction video which provides an overview of the topics you'll be exploring, often connecting the current unit to what you've already learned.

Narrator: You'll also find the Unit Learning Outcomes. These clearly outline what you should know or be able to do by the end of the unit. They're a helpful guide as you study and prepare for quizzes and the final exam.

[Subunits & Learning
Resources]

Narrator: Within each unit, you'll find smaller sections called subunits. Each subunit focuses on a specific concept and includes a variety of learning resources to help you understand the material from different perspectives.

Narrator: Resources may include single-page readings that explain key ideas, multi-page books, videos such as lectures or short concept explanations, and websites that link to external sources for additional insight or examples.

[Practice Activities &
Unit Quizzes]

Narrator: In some cases, units also will include practice activities and/or a quiz.

Practice activities are designed to be interactive, multimedia-based application opportunities. These may range from interactive essays, drag and drop activities, escape rooms, role-playing activities, and even simulations. By engaging with these activities, you can help reinforce the concepts you are learning and work toward mastering the unit learning outcomes.

Additionally, unit quizzes are short assessments designed to help you review the material from that unit. While these quizzes are scored, they do not affect your final course grade. Instead, they serve as a learning tool to help you check your understanding.

[Preparing for the Final Exam]

Narrator: Your final grade in the course is based entirely on your Final Exam, so preparation is key. Before the final exam, you'll find helpful study resources, including:

- A Study Guide that highlights the most important concepts from each unit.

The final exam is built directly from the course learning outcomes, so everything you need to succeed has already been introduced throughout the course. We recommend reviewing the study guide thoroughly in preparation for taking the final exam. This will help you identify areas where you may need additional review so you can focus your study time effectively.

[The Final Exam]

Narrator: The final exam is the most important component of the course, as it is the only score that determines your final grade, and if you passed the course. However, if you carefully review the materials, complete the learning activities, take the quizzes, and use the study guide, you'll be well prepared.

Take your time, use the resources available to you, and move through the course with confidence!

[Next Steps]

Narrator: Now that you're familiar with how the course is organized, you might be wondering, "*What do I do next?*" The answer is simple—you're ready to begin Unit 1.

Start by working your way through each resource in the unit in order. Take your time and engage with the material fully. We strongly recommend taking notes as you go. A helpful strategy is to use the Unit Learning Outcomes as headings in your notes. Under each outcome, jot down key concepts, definitions, examples, and important details from the resources. This keeps your notes organized and focused on what truly matters.

After reviewing all of the unit resources, you'll be ready to take the Unit Assessment. You can take this assessment as many times as needed. It's designed to help you review and strengthen your understanding of the most important concepts. While it is graded, it does not impact your final course grade—so use it as a learning tool.

Once you've completed Unit 1, continue progressing through the remaining units in the same way. It's a great idea to create a schedule for yourself so you can stay on track. One suggested approach is to allow about two weeks per unit, but feel free to adjust based on your availability and goals. Stay consistent, use the resources provided, and take it one unit at a time—you're officially on your way.

[Communication]

Narrator: As you work through the course, you may have questions about the content or need help with technical issues—but don't worry, you're not alone!

Click the “Start” button to learn more about the communication options available to support you as you complete the course.

[Communication Sources] **Narrator:** Since this is a self-paced course, you won’t have direct access to an instructor. In select courses, you may have access to SOLA, Saylor University’s AI tutor, which can provide guidance and clarification on course content.

Otherwise, for general questions such as navigation issues or technical issues, email the student affairs team at contact@saylor.org using your registered email, and they will be happy to assist you.

[Minimum Technology Requirements] **Narrator:** As you prepare to begin this course, it is important to make sure your technology is ready to support your learning.

Click the “Start” button below to learn more about the minimum technology requirements for this course.

[Course Specific Technology Requirements] **Narrator:** This course is fully online, so you’ll need access to a computer or a web-enabled mobile device and a reliable internet connection to view or download resources and complete the auto-graded assessments and final exam.

For more information and guidance, be sure to review the Technical Requirements page and the student Help Center, both of which are linked in the course syllabus.

[Computer & Digital Literacy Skills] **Narrator:** Finally, basic computer and digital skills are necessary for success in this course.

Click the “Start” button below to review the required technical skills.

[Computer Skills] **Narrator:** To be successful in this course, you should feel comfortable using a computer to complete everyday tasks, such as:

- Downloading and uploading files
- Sending emails and attaching files
- Copying and pasting text
- Creating, saving, and submitting documents using common word-processing programs
- Working with multiple browser windows or tabs at the same time

[Digital Information
Literacy Skills]

Narrator: Additionally, you'll also need a variety of digital literacy skills throughout the course, such as:

- Using online libraries and databases to find information
- Conducting effective online searches
- Properly citing sources
- Critically evaluating information, including the accuracy and reliability of data sources
- Creating digital content using different types of media

[Conclusion]

Narrator: Congratulations!

You've completed the orientation and are ready to take the next step in your learning journey.

Remember, you can revisit this video anytime for a quick refresher, and the course index is a great way to help you find specific information whenever you need it.

Thank you for completing this orientation. Best of luck as you begin this Saylor University course—this is the start of an exciting path to expanding your knowledge and reaching your educational goals!