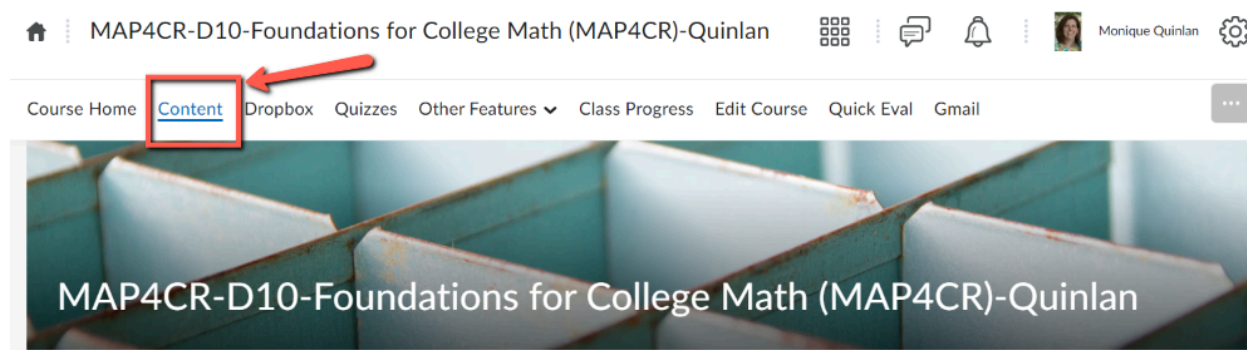


How to complete your orientation assignments

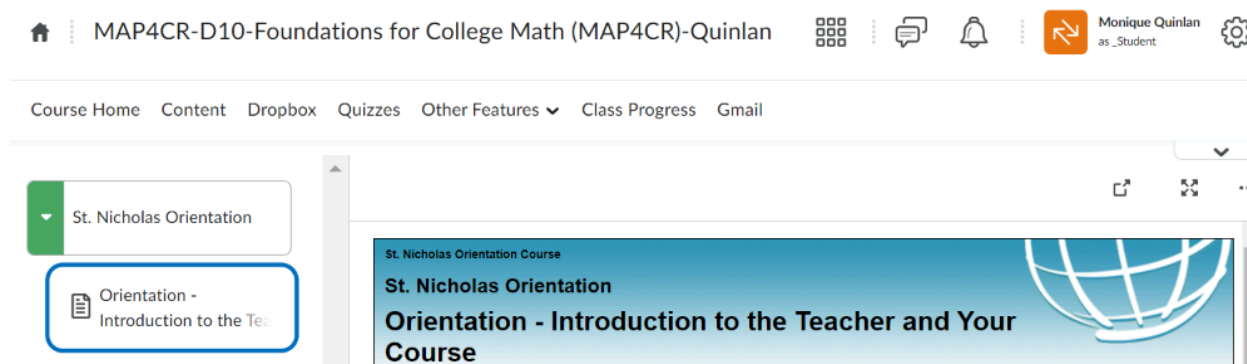
At the start of every course, students will need to complete the orientation unit, including the assignments. If you do not complete this work, your course lessons may not appear in the Table of Contents.

(Note: the one exception is the GLS4O course where the orientation is built into the first unit of the course).


1. When you login to your course, you will see the title of the course at the top of the page. Click on the Content icon to see the Table of Contents.



2. Click on the St. Nicholas Orientation Unit in the Table of Contents to open the sections. Click on the sections and read through the entire Orientation.



3. At the end of the Orientation, you will find a list of Orientation assignments (the page may not look exactly as shown; it may vary from course to course)

Orientation Assignments	
<p>Make sure to review all information on the New Student Orientation website (linked through stnicholas.qcsb.ca) prior to completing the following two assignments.</p>	
<div><p>IMPORTANT</p></div> <p><i>In some courses, the content will be restricted until the following assignments have been satisfactorily completed.</i></p>	
<p>Student Profile</p> <p>Your teacher would like to know a bit about you too!</p> <p>Click on the Student Profile link below. Follow the directions to make a copy in your Google Drive. Complete the profile and then save a PDF copy onto your computer (instructions are in the file on the second page).</p> <p>Student Profile</p> <p>Please submit this profile to the Student Profile Dropbox</p> <p><small>*If you have already completed a Student Profile for a previous course, you can just locate your file in your Google Drive, edit it, if necessary, then upload to your dropbox.</small></p>	<p>Orientation Quiz</p> <p>Please complete this short multiple choice quiz.</p> <p>Orientation Quiz</p> <p>You may attempt the quiz as many times as necessary to earn a mark of 100%.</p> <p>To get feedback from a quiz:</p> <ul style="list-style-type: none">• Click on Quizzes in the navbar• Click on the down arrow to the right of the name of the Orientation Quiz• Select 'Submissions', then click on 'Attempt 1' (or whatever your latest attempt is)

4. Complete the Student Profile.
- Click on the link to the Student Profile. You will be asked to make a copy of the file which will be stored in your Google Drive
 - Fill in the information. It will save automatically
 - Click on the Student Profile Dropbox
 - Click Add a File
 - Click Google Drive
 - Highlight the file and click Upload
 - Make sure that the file appears in the Dropbox
 - Click Submit
 - **for a video on how to submit to a dropbox, please visit the Training Center page -> Brightspace*
5. Complete the Orientation Quiz. You must repeat this quiz until you achieve a mark of 100%. Review the information on the Policies

page as well as any information provided by your teacher before attempting the quiz.

- Click on the link for the Orientation Quiz
- Read the instructions and click Start Quiz
- Work through the questions (they are True or False)
- When you finish the quiz, hit Submit
- You will get to a verification page, hit Submit again
- If you did not get 100%, please repeat the quiz
- **for a video on how to complete a quiz and go back to see the questions, please visit the Training Center page -> Brightspace*

Your teacher may also have additional orientation assignments for you to complete. Instructions will be provided in your course.

Once you have met all requirements for the orientation, your Table of Contents will be populated with the units and lessons for your course.