



**Accountax School of Business,
Incorporated
A Profile in Education**

**WELCOME! TO THE
STUDENT ORIENTATION
CLASSROOM**

The Student Orientation

The student orientation contains all the instructions for a student to become acclimated to on line learning. The Orientation contains the following features of the course:

- ▶ The syllabus
- ▶ The Message Board
- ▶ Chat Room/Discussion Board
- ▶ Examinations and Quizzes
- ▶ Assignments
- ▶ Email or Other Method of Communication
- ▶ Attendance Policy
- ▶ Information about class presentations

[Click on the Orientation Page on the left.](#)

This Course is Divided into Nine Session Topics

- ▶ The On Line Syllabus
- ▶ The Attendance Sheet
- ▶ The Message Board
- ▶ Study Guides
- ▶ Lecture Material
- ▶ Assignments
- ▶ Quizzes and Examinations
- ▶ Students Evaluation Follow-up
- ▶ On Line Chats with Students

The On Line Syllabus

The on line syllabus, much like the in class or on campus syllabus, should contain seven categories:

- ▶ The Heading
- ▶ Course Description
- ▶ Training Objectives
- ▶ Vocational Objectives
- ▶ Course Content
- ▶ Method of Presentation
- ▶ Method of Evaluation

[Click on the sample syllabus on the left.](#)

The Attendance Sheet

The on line attendance is the instructor's verification that the student entered the classroom. Like every other assumption about the on line experience or process, it is almost impossible to verify that a student actually participated in the classroom activities on the day the attendance form was actually submitted. However, we must give the benefit of a doubt that the attendance actually took place.

- ▶ **Click on the Attendance Form on the left.**
- ▶ **Fill out your name and other requested information.**
- ▶ **Please submit the form as your proof of attendance for this course.**

The Message Board

The Message Board is provided to give students day to day or week to week postings. Instructors may want to inform students about career postings, information added to the on line classroom, or information about an examination, etc.

The message board can be viewed from the “Course Schedule” page.

Always keep yourself informed of any changes to your classroom information.

Study Guides

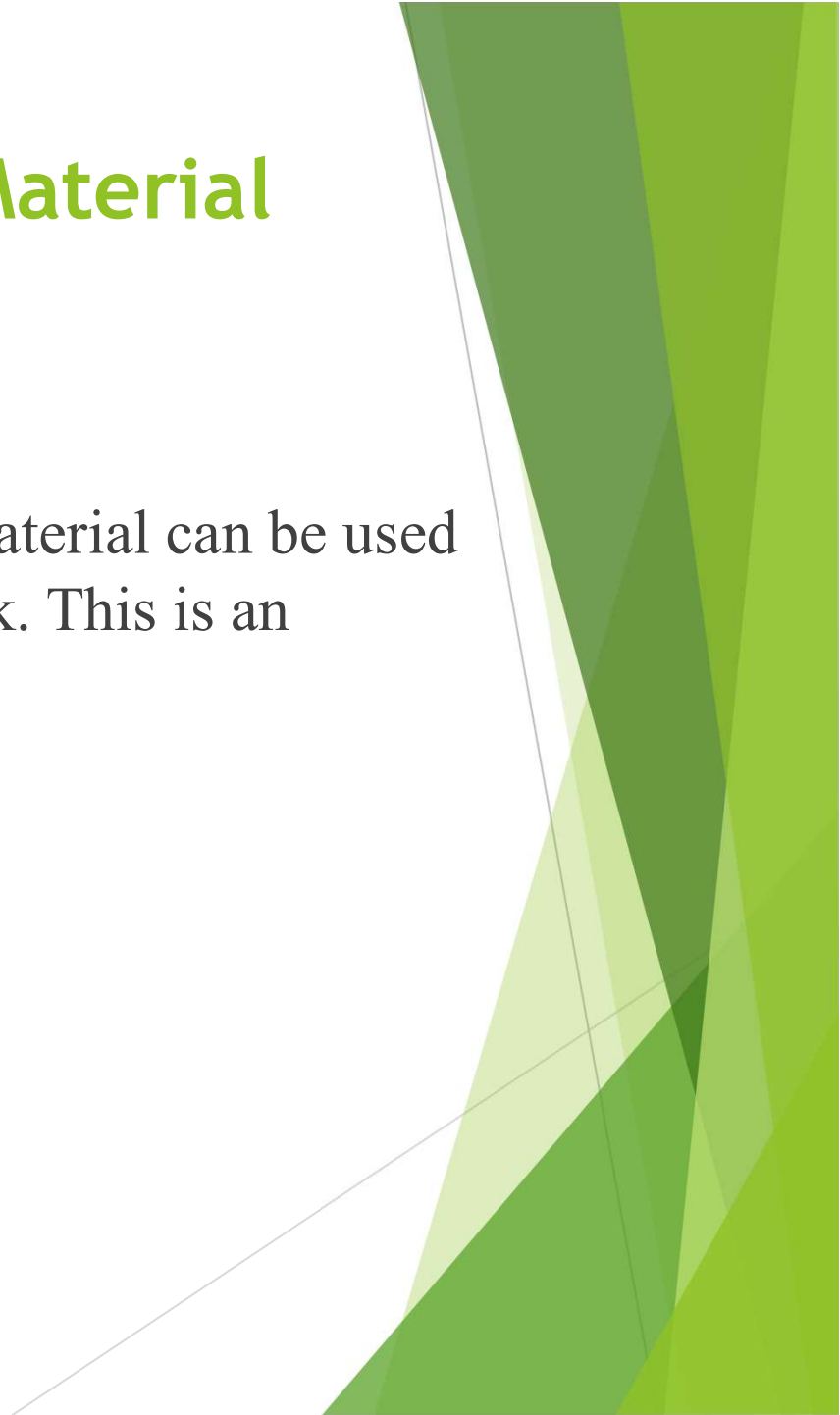
Study guides are very important because they provide a synopsis of the information covered in the class material and an introduction to the quizzes and examination content. The on line study guides are self grading and provide instant feedback on the correct and incorrect answers to questions, comments, and references to the covered material.

- ▶ Click on the on line study guide on the left.
- ▶ Click on the drop down boxes to answer a few questions.
- ▶ Click on “Check your work”.

As you can see, the study guide will provide instant feedback

Lecture Presentation Material

The on line lecture presentation material can be used in addition to an assigned textbook. This is an option for all subject areas.



Assignments

Course assignments are provided for student learning and reiterate the material covered.

Study material, study guides, and on line assignments promote student and instructor feedback.

Assignments are provided within classroom.

Quizzes and Examinations

As with any learning process, quizzes and examinations are final evaluations of the students' progress. Quizzes and examinations are evaluation tools used to display knowledge and understanding. Quizzes also provide feedback on the effectiveness of the content of the material and how it is displayed or taught. The quizzes and examinations are self-grading providing only a score to the students and a detailed version to the instructor.

- ▶ Click on the on line quiz on the left.
- ▶ Click on the drop down boxes to answer a few questions.
- ▶ Click on “grade and submit” quiz.

Student's Evaluation Follow-up

It is very important for instructors to provide students with a follow-up of the quizzes and examinations.

I am sure that you would appreciate comments from your instructor.

Therefore, after the instructor reviews the graded examination, the instructor will return the examinations with comments. Instructor/student communication and dialog are of the essence.

It is very easy to erroneously assume that students are in tune with the on line session, but It is very easy for students to get lost in an on line environment.

Live Chats with Students

And finally, the chat sessions.

This process is not be a requirement. However, live communication via phone or email is as equally important to help promote student/teacher dialog, student learning, student evaluation, and instructor/student feedback.

Since communication sessions are a requirement for the course, it is listed as a component in the syllabus. It is suggested that each student schedule a communication session with their instructor.

Chat sessions are a dialog between the instructor and the student about process or concerns and are not lecture oriented.

Remember: As long as you keep the on line process consistent and open for communication it will be successful.

**Thank You For Joining
Accountax School of Business.**

Much Success in your on line teaching
experience and your profession.

Marlene Murphy,, President and Curriculum
Developer

