In this lesson, Orientation and Practice, you will complete preliminary administrative and technical tasks and exercises that either are absolutely necessary or will at least help you participate successfully in this online course. These activities are not difficult, but they will require time (perhaps 2-3 hours) and concentration. During the course, I want you to be able to concentrate on exercise physiology rather than on technical and logistical aspects of online course delivery. Therefore, it is important that you do the activities in this lesson as soon as possible. Then technical matters will be less likely to interfere with your study of exercise physiology. Remember: You will receive 1000 points toward your course grade upon completion of this lesson.

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- **Learning Objectives**

After completion of this lesson, you should:

1. Be familiar with all buttons in the left-hand navigation bar of the course and be able to navigate through the course proficiently.
2. Be able to find information located on various pages within the course.
3. Be signed up as a user of the WebBoard.
4. Be able to communicate successfully with the instructor via e-mail, including sending documents to the instructor as attachments to e-mail.
5. Be able to post messages on the WebBoard.
6. Be able to successfully take an online exam and understand the operating procedures of online exams.

- **Outline of Lesson Content**

I. Familiarization with Course and Navigation. (p. 3-5)

II. Assignment 1 - Navigation Exercise. (p. 6)

II. Assignment 2 - WebBoard Sign-up. (p. 7)

III. Assignment 3 - E-mail. (p. 8)

IV. Instructions for Taking Exams. (p. 9)

V. Assignment 4 - Exercise Physiology Pre-Test. (p. 9)

VI. Assignment 5 - Posting Message on WebBoard. (p. 10)

*NOTE: All five assignments must be completed in order to receive credit for this lesson.*
- Course Familiarization and Navigation

When you log on to this course, an Announcements Page is the first page that appears in your browser. This page has two frames or segments of your screen.

- In the right-hand frame (the large one), you will see the UTPB logo and a brief explanation of the page, followed by dated announcements.
- In the left-hand frame there is a series of navigation buttons used for moving around in the course and accessing lessons, pages and other functions.

This first page will be the instructor's site for announcements throughout the course. Therefore, it is important that you check this page for new announcements every time you log on. Above the navigation buttons in the left-hand frame on all pages, you will see the UT TeleCampus (UTTC) logo. The Announcements Page can be accessed at any time from any page in the course by clicking on this logo.

- Course Familiarization and Navigation (cont.)

When the Announcements Page is displayed, the first button in the navigation bar under the UT TeleCampus logo is "schedule." When you click on the "schedule" button, a new page opens in the right-hand frame. This page lists the course schedule (assignments, due dates, exam dates, etc.). When the schedule is displayed, the navigation menu stays the same. You should check the schedule regularly, since schedule changes will be posted here. If I make a schedule change, I will try to alert you with an announcement on the Announcement Page also.

The next button is labeled "course menu." When you click on this button, a summary list of units, lessons, and labs is displayed. The course is divided into six units: an Introductory Unit, four primary content units, and a unit of labs. Units are divided into lessons or labs, which are listed on the Course Menu Page. Lesson and lab titles on this page are links. To access a lesson or lab, click on the title and the first page of that lesson or lab opens.
The rest of the navigation buttons (and their functions) on the Course Menu Page are:

- "exams" accesses the unit exams. This button will not always be present. It will appear only during the periods that the instructor makes exams available. (More about this later.)
- "gradebook" allows you to check your exam grades.
- "glossary" lists unit conversions. To view the list of conversions, you must type the word "UNIT" in the search form after you access the glossary. You can also click on the blank search form, then click "search" and the entire contents of the glossary will appear as links.
- "conference" will be discussed later.
- "help" accesses useful information about the course functions.
- "exit" takes you out of the course and closes the browser.

When you open a lesson in the browser, the left-hand navigation menu changes compared with the menu on the Course Menu Page. The buttons (and their functions) within lessons are:

- "previous" accesses the previous page of this lesson.
- "next page" accesses the next page of this lesson.
- "glossary" has the same function as noted above.
- "conference" will be discussed later.
- "return" takes you back to the Course Menu Page.
Back to the test question by returning to the Course Menu and clicking on Lesson 2 - Orientation and Practice under the Introductory Unit. The first page of this lesson will appear in your browser. You may then use the GO button to return to page 6 of this lesson or you may use the "next page" button to go page by page to page 6. The exam question you were working on will reappear.

This navigation exercise is presented in the form of an exam, but it is not a graded exam. It is simply one of the practice activities that you must complete to receive credit for the Introductory Unit.

When you have finished the last question of the navigation exercise, a summary page will appear with a table of question numbers (1-12), a status column ("complete"), and a "review" button for each question. If you want to reconsider a question, click the "review" button for that question and it will reappear in your browser. At the bottom of the summary page, there is a button labeled "submit for grade." In order to receive credit for this exercise or any other graded exam in this course, you must click this "submit for grade" button when you are finished. After you have submitted your exam for grading, a summary table will be displayed with a list of correct answers and your responses by question. There will be a "view" button to the right of each of the question numbers and responses. You may click on that button to see a brief explanation of the correct answer. That will end this exercise. Click on "next page" to continue with the Lesson.

- Assignment 2 - WebBoard sign-up

The next assignment in this lesson is for you to establish yourself as a user of WebBoard conferencing. Click on the "conference" button in the navigation bar. When the new window opens, click on the link "UTPB Exercise Physiology Conference." Fill out the form that appears in the window and follow the instructions to register as a new user. Do this now, unless you have done it previously.

After you have established yourself as a WebBoard user, I must authorize your registration before you can access the WebBoard. Therefore, let me know via e-mail when you have registered. (See Assignment 3 on next page.) Instructions regarding e-mail are on the next page. Also, Assignment 5 will require you to post your first message on WebBoard.
Assignment 3 - E-mail

The third assignment in this lesson is to send an e-mail message to me (the instructor), informing me that you have signed up as a user of WebBoard.

In the subject line of your e-mail, type your name plus "intro lesson."

You must attach a document that includes:

- Your name
- Your e-mail address
- A description of the computer system you will use in this course — PC or Mac, operating system (Windows, MacOS, or UNIX), processor and speed, modem and network speed, type of internet connection, amount of RAM, browser and version, and what software you will be using to create attachments (Word, Notepad or Simpletext). If you are unable to easily determine some of this information, just say so.
- A brief biography, much like I have posted on the welcome page
- Any other information you want to share that you think might help me as your instructor

Assignment 3 - E-mail (cont.)

I will use Microsoft Word as word processing software. I prefer that you compose e-mail attachments in Word. If you do not have Microsoft Word:

- Use NOTEPAD if you are a PC user. NOTEPAD can be found in Windows by clicking on the "start" button, then "programs," then "accessories," then "Notepad."
- Use SIMPLETEXT if you are a Mac user. SIMPLETEXT can be found by clicking on the "Macintosh HD," then "Applications," then "Simpletext."

The e-mail address for submitting all assignments is:
eldridge_j@utpb.edu
Assignment 4 - Pre-Test

Assignment 4 is a test over material that will be covered in this class. It consists of 27 multiple-choice questions. This test can help your grade in the class, both directly and indirectly, but it cannot hurt your grade. It serves two very important purposes:

- It will assess the knowledge you already have about exercise physiology. This information may be of interest to you, but it will be very helpful to me as instructor. I will be able to adjust instruction in certain ways based on "where students are." This information will be valid, however, only if you give your best effort. Please try to answer every question correctly, to the best of your ability and knowledge. To give incentive, I will give bonus points toward your final course grade as follows: You will receive the number of grade points equivalent to your percent score on the Pre-Test above 49%. For example, if you score 80%, you will receive 80 points. Since the total points in the course is 10,000, you could earn bonus points equivalent to 1% of the total.

- The Pre-Test will give you practice that should be beneficial when you take Unit Exams for grades. The Unit Exams will include multiple choice questions similar to the questions on the Pre-Test, although Unit Exams will also include other types of items (including subjective items that will not be online). The Pre-Test will help you get used to the format and mechanics of online exams, as well as start to give you insight into actual content that will be included in later exams. I think you will do better on the graded online exams if you go through the Pre-Test questions carefully.
Following is very important information you need to know about the online exams you will take.

Recall that the navigation practice you did for Assignment 1 of this lesson was structured in the form of an exam. It had some features that were the same as you will find in the Pre-Test and Unit Exams, but that navigation practice differed from the Pre-test and Unit Exams in four important ways:

- The navigation exercise appeared as a page in this lesson; therefore it is always accessible, just like every other page of any lesson. The Pre-Test is accessed by clicking on the “exams” button in the navigation bar just as Unit Exams will be accessed by clicking the “exams” button in the navigation bar. This button does not always appear on the navigation bar. It becomes accessible only during specified times when exams are given. The tentative dates and times of Unit Exams are included in the Course Schedule. Actual schedules will be posted on the Announcements Page. When the "exams" button is clicked a menu of links will appear, each link representing an exam that is available at that time. Click on the exam you wish to take. After you finish an exam, its link will no longer be accessible through the "exams" button.

- The navigation exercise provided feedback immediately after the “exam” about correct and incorrect responses. You will not get this immediate feedback on the Pre-Test and online portions of the Unit Exams. We will discuss answers to exam items afterwards in a WebBoard conference.

- The navigation exercise allowed you to return to items and change responses. You will not be able to do this on the Pre-Test and online portions of the Unit Exams. On those exams, once you go to the next item, your response to a given item is the one that will be graded. With this format, it is obviously very important for you to consider each question carefully before moving on.

- The navigation exercise had no time limit. The Pre-Test and Unit Exams will have time limits, although I will try to set the limits so you have plenty of time.
- Assignment 4 - Pre-Test (cont.)

Please take careful note of the following about the time limits: The exam clock will start when you click on the link to an exam accessed by the “exams” button, and it cannot be stopped until the time limit is reached. Therefore, only click on that button when you are actually ready to begin and take the entire exam. The clock will appear at the bottom of the window in which the exam is presented, and it will update each time you complete a test item. When you complete the last online exam item, you must click on the “submit for grade” button at the bottom of the summary page. You must submit your exam for grading by clicking on this button before the exam time limit is reached, otherwise you will receive a grade of zero.

Taking the Pre-Test

I hope you have read carefully and understand the points above related to online exams. You may go on to the Pre-Test when you are ready. Let me remind you that it is very important for you to give your best effort on this exam. The Pre-Test is 27 multiple-choice items. I estimate that students in this class will need 20-50 minutes to complete the test, depending on individual differences in test-taking speed. The time limit will be 1 hour.

When you are ready to do the entire exam, click on the “exams” button in the navigation bar, and then click on the “Pre-Test” link in the window that opens.

Remember to click the "submit for grade" button when you are finished!

- Assignment 4 - Posting a WebBoard Message

When I receive your e-mail, required to complete Assignment 3 of this lesson, I will: (a) check to see if the document was transmitted according to assigned instructions and (b) activate your WebBoard registration by adding your name to the class roster for our conferencing site.

I will then send you an e-mail message informing you of the following:

(a) That I received the e-mail with attached document and
(a) That I received the e-mail with attachment as assigned, or that something must be corrected. In the latter case, I will work with you to try to solve any problems.
(b) That your WebBoard registration has been activated. This will mean that you have full access to the course conferencing site.

After you have been notified that your WebBoard registration is active, complete Assignment 5:

- Access the WebBoard by clicking the "conference" button in the navigation bar.
- Click on the "Barn" link in the window. This gives access to our conference site.
- Respond to my (Dr. Eldridge's) "Welcome Message" posted on WebBoard, and post your biography, so that the other students may get to know you. Your posting completes Assignment 5.

If you are waiting for your WebBoard registration to be activated so you can access the conference site, you may leave this page and even exit the course. You can return to this page any time.

The WebBoard is a virtual classroom where students and instructors can share questions and comments. The WebBoard conference area is secure and accessible only to students registered for this course and me, the instructor of this course, with one exception: Staff of the TeleCampus have access to all conference areas in order to provide technical support. Instructions about use of the WebBoard are available at the TeleCampus Website. You will save time in the long run if you take time early in the course to familiarize yourself with capabilities and use of WebBoard conferencing.

- Congratulations!
You have reached the end of Lesson 2 — Orientation and Practice