

Institution Name of Course Details		Forsyth Tech Community College Distance Learning Introduction video Storyboard and page layout + content for Distance Education page		Date: 04/03/2016
Slide #	Learning objective	On-screen Text (along with image of choice)	Script for narration	Notes
1	Introduction	Start your online learning experience today. Distance Education at Forsyth Tech. Courses to meet your lifestyle.	(Music background)	Animation: First line – already on screen. Next two appear in quick succession.
2	Addressing different demographics	Full time job? Busy parent? Can't commute to campus? No need to wait! All you need is internet access and the drive to succeed.	Are you a working professional or a busy parent looking to enhance your skills? Are you a high school graduate interested in earning a degree? Have you been waiting for the right time to pursue your educational goals? There is no need to wait any longer!	Image suggestion – 2-3 images showing each demographic / busy lifestyle.
3	DL at FT	Degrees, certificates and diplomas – offered fully online. (Business, IT, Finance) Blended classes – online + a few classes on campus	Forsyth Tech offers a wide range of courses online to meet your career ambitions and fit within your busy lifestyle. There are degrees, certificates and diplomas that a student can take fully online and there are blended classes that are partially online with contact classes on campus.	
4	How does it work?	Anytime, anywhere.	Most online classes are delivered asynchronously via Forsyth Tech's Blackboard classroom. This means you can work at your own pace through the course, logging on and contributing to the class during lunch breaks or after your children are in bed.	Text appears when narration is at "This means . . . "
5		You are not alone.	Similar to a face-to-face class, your online class will have an instructor who facilitates the class and guides you through lessons. You will also have the opportunity to interact and network with your peers through online discussion boards.	
6	Who to contact	(contact information)	The DL programs at Forsyth tech are designed to be engaging and challenging. To learn more about what Forsyth tech has to offer you, explore our Distance Learning page for courses, contact information and many resources on online learning.	
7	Wrap-up	Your future, your way. Distance Education at Forsyth Tech. Start today!	Don't wait longer, start your journey towards a brighter future today.	Animation: Each line of text appears in succession.

Institution Name of Course Details		Forsyth Tech Community College E-learning orientation (delivered via Bb) For students taking their first online class.		Date: 04/03/2016 Author: Aarti Ramanathan
Slide #	Learning objective	On-screen Text (along with image of choice)	Script for narration	Notes
1	Introduction	Welcome to e-learning orientation	If this is your first online class, it is ok to feel a little anxious and overwhelmed. Like starting anything new, taking your first class online can make you feel a little lost. Whether you are taking a fully online class or a hybrid class with a few online components, this e-learning orientation will help you feel better prepared for your semester.	
2	What is online learning	Participate in discussions with you peers and instructor, Submit assignments, Take tests and quizzes - all online. Self-driven and highly motivated.	Learning in the online environment is quite different than a face-to-face class. While you will interact with your peers and instructor, take tests and submit assignments - you will do ALL this <i>online</i> . Because your instructor and peers are not physically around you, it is important that you stay focused and disciplined in your work. The students who draw the most from their online learning experience are the ones who are self-driven and highly motivated. In this e-learning orientation, you will learn how to use Bb and also the essential skills that help you become a successful online student.	
3	How to get around	Arrow pointing to the left or a screenshot of the navigation menu.	This orientation is designed in a similar styles as your online class – the left hand side menu helps you navigate through the course.	
4	What will this class teach you	<ul style="list-style-type: none"> • Technical requirements • Navigating Blackboard. • Success strategies for online learners. • Resources • Where to go for help. 	The first step of this orientation is to make sure you have the technical requirements to take an online class. You will then learn how to find your way around this virtual classroom called Blackboard. You will also learn the basic success strategies for online learning. This course contains a number of resources that you may review to feel more confident in your journey as an online student at Forsyth Tech. Finally you will learn where to go to for help when you need it.	
5		Quiz	At the end of this course you will have to complete a quiz to help you understand how much you learned. You will receive a certificate of completion upon passing this assessment. Keep in mind that while this does not affect your grade, your instructor may require you to send him or her the certificate to verify completion of this class. Good luck on your online learning experience and don't forget to ask for help if you need it!	