



Global Studies

Module 1. 1.01: First Day on the Job

Work File

- Once you have located the work file, open it on your computer.

The screenshot shows a web application interface for a lesson titled "Lesson 1.01 First Day on Job". At the top, there are three tabs: "Briefing" (unchecked), "Assignment" (checked), and "Report" (unchecked). Below the tabs, a header bar displays the lesson title. The main content area includes a welcome message and a section titled "Managing Your Files" which explains that work files are .rtf files and provides instructions on how to handle them. A red box highlights a "Work file GNN" icon, with a red arrow pointing to it from the "Open" button in the download dialog. The "Downloading file 01_01.rtf" dialog box is open, showing file details (Name: 01_01.rtf (14 KB), Type: Rich Text Format, From: learn.flvs.net) and a dropdown menu set to "Microsoft Office Word". The "Open" button at the bottom of the dialog is also highlighted with a red box and a red arrow.


☐ Briefing ☒ Assignment ☐ Report

Lesson 1.01 First Day on Job

Welcome to the Global News Network. Our motto is *"Bringing the World Community Together One Story at a Time."* There is much to learn on your first day. To begin, there are a number of areas you must learn about before you can start your first assignment. When you are done with each of the following topics, go to the **Report** tab above.

Managing Your Files


Some lessons provide a work file. These are .rtf files (Rich Text Format) and will open in most all op computer and they will give you a head start on completing the lesson. DO NOT ignore the work file download, use, and save these work files.

 [Creating a work file folder.](#)

- Get started by creating a work file folder on your computer.
- To learn how to do this, read [Creating a work file folder.](#)
- Once you have created a folder, use the work file icon to the left to open file as **01_01_firstday**.

Course Information

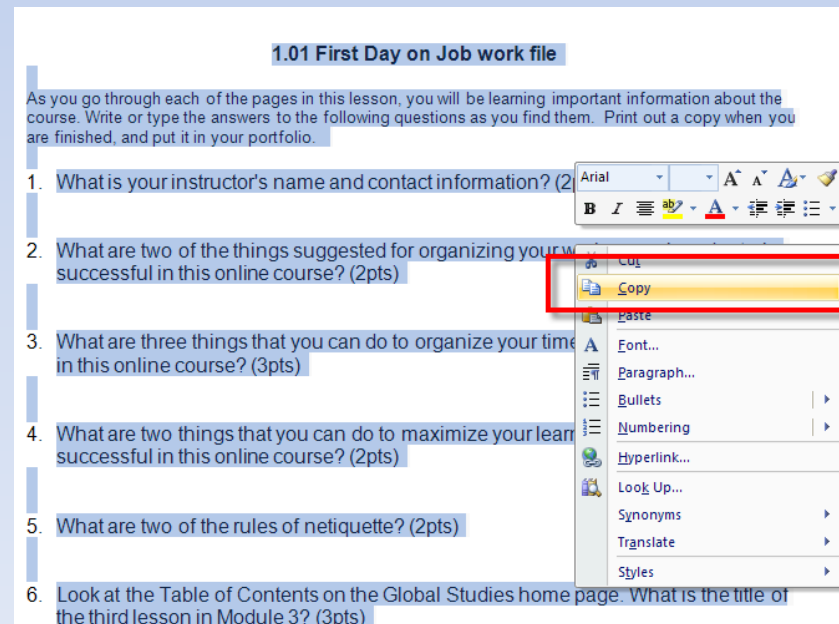
Downloading file 01_01.rtf

Name: 01_01.rtf (14 KB)
Type: Rich Text Format
From: learn.flvs.net
Open with:  Microsoft Office Word

☐ Remember choice and do not show dialog again

Open **Save** **Cancel** **Help**

- After opening proceed to read through the assignment tab and course information section. Answer each question and then copy the entire document when done.
- To select all press ctrl + a. To copy right click on text and press 'copy'.



Assessment

- Once you have copied the text to the assessments, open 1.01. Right click in the student comments and paste.

The screenshot displays the Florida Virtual School (FLVS) interface. On the left, a navigation menu includes links for Lessons, Course Information, Assessments (highlighted with a red box), Gradebook, Email, Discussion Groups, ChatRoom, Whiteboard, My Folders, Students, Technical Support, and Announcements. The main content area shows the FLVS logo and the tagline "any time, any place, any path, any pace™". Below this, user information is displayed: User: JEAN OTERO, In Course: Global Studies V8 (2186), and Instructor: Mrs. Amber Sage. A message states: "Use this feature to help you keep track of what you have to do." A table lists assignments and worksheets, with the first assignment, "1.01 First Day on Job", highlighted by a red box and a red arrow. To the right, a detailed view of the "1.01 First Day on Job" assessment is shown, including details, due date, points possible, course contribution, submissions allowed, and submission number. Below this, there is an optional file upload section and a student comments area. A right-click context menu is open over the student comments area, with the "Paste" option (Ctrl+V) highlighted by a red box. At the bottom right, there is a "Submit for Grading" checkbox.

Item	Due
Assignment: 1.01 First Day on Job	Not submitted
Assignment: 1.02 Your Pace	Not submitted
Worksheet: 1.03 Your Own Words	Not submitted
Worksheet: 1.04 The Right Tools	Not submitted

Title	1.01 First Day on Job
Details	In this first lesson you learned how to open and save a work file to your computer. You were also asked to complete questions in the 1.01 First Day on Job work file using information from the Course Information area. Now, it is time to submit your work by attaching the work file here in the assessment.
Due Date	
Points Possible	30
Course Contribution	30
Submissions Allowed	Unlimited
Submission Number	0
Optional File Upload	<input type="text"/> Choose...
Student comments	<div>Insert Personal Insert Note Undo Ctrl+Z Redo Ctrl+Y Cut Ctrl+X Copy Ctrl+C Paste Ctrl+V Delete Copy to Note Ctrl+Shift+C</div>
<input type="checkbox"/> Submit for Grading	

- Check that your answers all appear. Click 'submit for grading' and then the submit button.
- A job well done!

Title	1.01 First Day on Job
Details	In this first lesson you learned how to open and save a work file to your computer. You were also asked to complete questions in the 1.01 First Day on Job work file using information from the Course Information area. Now, it is time to submit your work by attaching the work file here in the assessment.
Due Date	
Points Possible	30
Course Contribution	30
Submissions Allowed	Unlimited
Submission Number	0
Optional File Upload	
<input type="text"/>	<input data-bbox="1301 847 1424 879" type="button" value="Choose..."/>
Student comments	
<div><p>1.01 First Day on Job work file</p><p>As you go through each of the pages in this lesson, you will be learning important information about the course. Write or type the answers to the following questions as you find them. Print out a copy when you are finished, and put it in your portfolio.</p><p>1. What is your instructor's name and contact information? (2pts)</p></div>	
<div><input checked="" type="button" value="abc Spell Check"/> <input type="button" value="Add Audio"/> <input type="button" value="Add Video"/></div>	
<div><input type="checkbox"/> Submit for Grading</div> <div><input type="button" value="Reset"/> <input type="button" value="Submit"/></div>	