

FSO-PVA (FOT) Course

Unit 1. Course Administration

Lesson 1. Welcome and Course Technology

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LESSON 1: WELCOME AND COURSE TECHNOLOGY

Overview

Lesson Overview This lesson launches the Food Service Officer – Purchase Vs. Allowance (FSO-PVA) Facilitated Online Training (FOT) course.

During this lesson your instructor will facilitate welcome and introduction activities with you and your fellow students. You will also develop skills using the course's two remote technology platforms: Defense Collaboration Services (DCS) and milSuite. Your instructor will guide you in navigating the milSuite course site to access and download course materials.

Lesson Objectives After completing this lesson, you should be able to:

1. Recognize who to contact for technical support.
2. Use DCS and telephone conference line to participate in live DCS session.
3. Access milSuite course site.

References Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009

Lesson Materials

1. Getting Started Guide
2. Job Aid Booklet Week 1 (Paper)
3. Capstone Workbooks (Paper)
4. FSO-PVA Forms Packet (Paper)

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Welcome



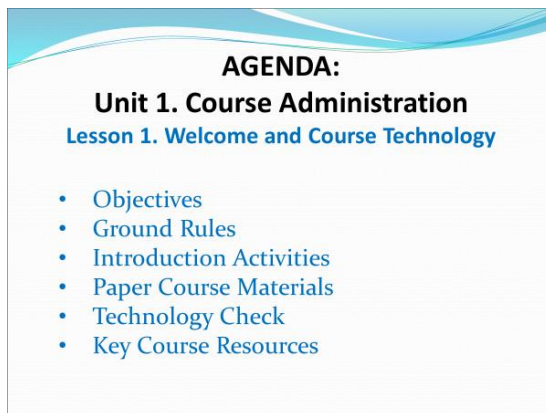
WELCOME!
FSO Purchase Vs. Allowance (PVA) Course
Facilitated Online Training (FOT)

Unit 1. Course Administration
Lesson 1. Welcome and Course Technology



Welcome to the FSO-PVA Facilitated Online Training (FOT) Course.

This first lesson begins with welcome and introduction activities using the course technology.

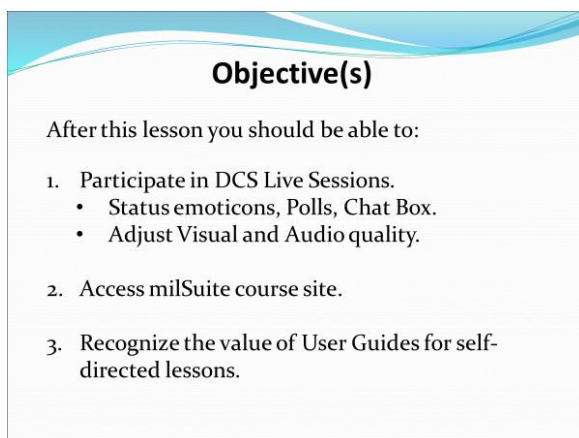


AGENDA:
Unit 1. Course Administration
Lesson 1. Welcome and Course Technology

- Objectives
- Ground Rules
- Introduction Activities
- Paper Course Materials
- Technology Check
- Key Course Resources

This lesson's Agenda will touch upon a few topics explored during last week's Technology Test Session.

If you experience any technical difficulties, don't hesitate to alert your instructor for resolution.



Objective(s)

After this lesson you should be able to:

1. Participate in DCS Live Sessions.
 - Status emoticons, Polls, Chat Box.
 - Adjust Visual and Audio quality.
2. Access milSuite course site.
3. Recognize the value of User Guides for self-directed lessons.

End of Welcome Section

Introductions

Ground Rules

1. Own Your Learning.
 - Participate. Ask questions! Confirm assumptions. Be Proactive. Customize according to your background and real-world needs. Focus on objectives (performance-based outcomes.)
2. Listen:
 - Diverse backgrounds enrich our learning.
3. Distance Learning Etiquette:
 - Mute phone unless sharing an opinion or insights, answering or asking a question, general participation.

Most lessons in FSO-PVA (FOT) are “self-directed”, meaning you complete the lessons individually at your pace, while collaborating with instructors remotely for assignment feedback. Ground Rules for distance learning are especially important.

Introductions

When we call on you, please unmute your phone and share with us:

- Name
- Rank
- Unit
- Expectations

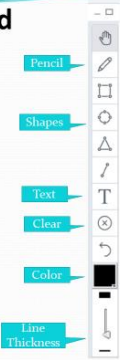


The instructors will use a roster to work through student names alphabetically for introductions. When your name is called, be prepared to share your name, rank, unit, and expectations for the course.

Introductions, Continued

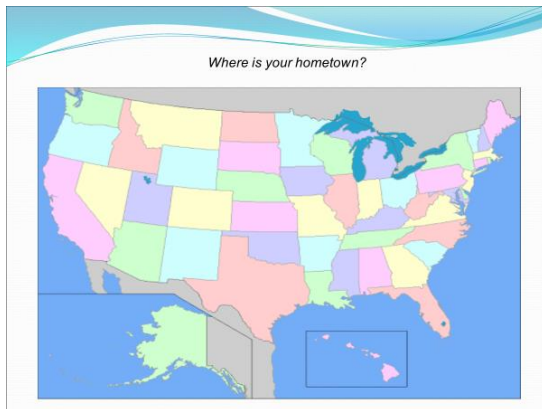
Activity:

On the next slide, use the whiteboard tools (right panel) to indicate where your hometown is on the map.



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Introductions, Continued



Introductions, Continued

Activity:
In the "Users" window (left panel), select the emoticon that reflects your comfort level right now, or raise an "emoticon" hand if you have a question.

Introductions, Continued

Poll:
Answer the "POLL" question at the bottom of the screen.

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Introductions, Continued

Introductions, Continued

Activity:
In the Public Chat window,
answer this question in your
Chat box...

→

**How long have you been
in the Coast Guard?**

Paper Materials

1. **Getting Started Guide** (White Cover)
 - *Technology requirements for your computer*
2. **Job Aid Booklet – Week 1** (Yellow cover)
 - *Contains Job Aids you will refer to while watching video demonstrations, or during practice and assessment.*
3. **Capstone Workbooks (5)** (Tan Covers)
 - *Scenarios, Instructions for Capstone in Week 2.*
4. **FSO-PVA Forms Packet** (Blue Cover)
 - *Contains critical FSO forms to refer to while listening to recorded lectures and watching video demonstrations.*

End of Introductions


Course Technology

**TWO TECHNOLOGY PLATFORMS:
FSO-PVA (FOT)**

LIVE SESSIONS

You will participate in remote live instructor sessions using:

“DCS” & Your Phone

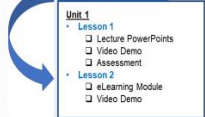


DCS = Defense Collaboration Services

SELF-DIRECTED SESSIONS

You will access course materials on:

“milSuite”



MilSuite = Military Suite of applications

FSO-PVA distance technology was discussed in last week’s Tech Test Session, so this discussion is a quick refresher.

FSO-PVA (FOT) uses two technology platforms: DCS for live sessions using your personal phone, and milSuite to access course materials.

Self-Directed Lesson USER GUIDE

Each self-directed lesson has a digital USER GUIDE. This digital USER GUIDE is...

- ✓ The first thing you **download** (and print if possible) BEFORE starting a lesson.
- ✓ The first thing you **read** BEFORE starting a lesson.
- ✓ It is short.....but KEY to Lesson **Success**.

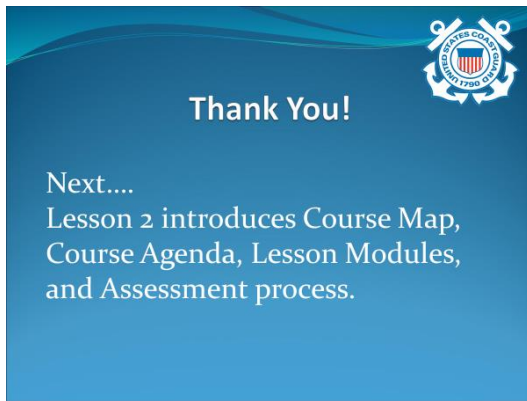
Each FSO-PVA lesson has a self-directed User Guide. The first thing you should do to begin each lesson is read that lesson’s User Guide. If possible, print the User Guide. Otherwise, read the User Guide online from your computer.

milSuite Course Site

1. **Access milSuite Course Site:**
<https://www.milsuite.mil/book/groups/fso-pva-course/overview>
2. **Bookmark the milSuite link (above).**
3. **Navigate milSuite Course Site:**
 - a) Far-Right Column: Resources
 - b) Far-Left Column: Course Materials
 - Organized by Sequence of Unit / Lessons
4. **Download / Save the User Guide for Unit 2, Lesson 1.**

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Course Technology, Continued



This concludes Lesson 1. Welcome and Course Technology.

The next lesson introduces Course Overview, including Course Map, Agendas, and the four common elements of FSO-PVA's self-directed learning modules.

End of Unit 1. Lesson 1. Welcome and Course Technology