Course Road Map

Georgia Nutrition Training Online (GNTO) is a learning management system for online training offered by the Georgia Department of Education School Nutrition Program. GNTO Brightspace by D2L is used to deliver courses, like Managers in Training (MIT), online to School Nutrition employees throughout the state of Georgia.

Beginning in January 2018, Georgia School Nutrition will upgrade GNTO to the new D2L Brightspace interface design called Daylight. Daylight provides a responsive interface, which means that it adapts to different screen sizes and looks great on laptops, tablets, and smartphones.

Language Changes: Some of the terms used by Brightspace D2L have been updated for clarity. These include:

- ‘Add Existing Activities’ to Existing Activities (Instructors & Course Designers Only)
- ‘Edit Course’ to Course Admin (Instructors & Course Designers Only)
- ‘Dropbox’ to Assignments
- ‘Dropbox Submission Folder’ to Assignment Submission Folder
- ‘New’ button to Upload/Create (Course Designers Only)
- ‘News’ to Announcements

In addition to this tutorial, we are providing an interactive prototype that will allow you to explore the new look and well as screenshots that will help you find your way around the new look. This is not a live site, only a demonstration. View the full Daylight Experience Announcement here.

The purpose of this tutorial is to demonstrate how to navigate the Online O.N.E. Instructor Resources Course.
Accessing Georgia Nutrition Training Online

1. To access the Georgia Nutrition Training Online (GNTO) we recommended using Google Chrome as your web browser. To download Google Chrome visit: www.google.com/chrome.

2. In the web browser address bar, type www.gasnp.org. This will direct you to the Georgia Nutrition Program’s webpage.

3. On table of contents located on the left of the page, click the + icon to expand Info & Resources. Note: This webpage is subject to change.
4. Once expanded, locate and click **Ga Nutrition Training Online (GNTO)**.

5. Here you will find announcements, the direct link for the GNTO website, and Technical Requirements. The direct link to access GNTO is [https://gasnptraining.brightspace.com](https://gasnptraining.brightspace.com).
Logging into GNTO

To access Georgia Nutrition Training Online (GNTO), you will need to request a username. Please contact WebTrainHelp@doe.k12.ga.us to request your username and password.

1. Enter your **Username** and **Password** in the required fields, then click **Log In**. Note: If you have forgotten your password, click **Forgot your password?** Check your email (and SPAM folders) for a “Donotreply” email that will include a link to set your password.
GNTO Homepage

1. Once you have logged into GNTO, you will be directed to the GNTO Homepage. Here, you will find the My Courses widget, Announcements, and Training links.

![GNTO Homepage](image)

2. The Mini Bar displays across the top of every page. Click the My Home 🏡 icon to return to the GNTO Homepage at any time.

3. The Mini bar is your main navigation tool to courses and personal settings. It contains links to: My Home, Select a Course, Alerts, and Personal Menu.

![Mini Bar Navigation](image)
4. The **Select a course...** menu lists the course(s) available to you. Access the course you want by selecting it from the menu.

5. The **Alerts** located to the right of the Select a course… menu on the **Mini Bar** contains:

   - **Message Alerts** – the envelop icon will show your course email. You can email your instructor and classmates.
   - **Subscription Alerts** – you will see your new and updated Announcements, upcoming End Dates and Due Dates, new and updated grades and assessments.
   - **Update Alerts** – New discussion posts in forums and specific messages to which you have subscribed to will be here.

♀ **Tip:** New alerts will be indicated by the orange dot.
6. The **Personal Menu** contains links to Notifications, Progress, and Log Out.
Selecting Your Course

There are 2 ways to go to your course. You may choose to select your course from the Select a course… located on the Mini bar or by clicking on the course from the My Courses widget.

Select a course…

1. The Select a course… menu lists the course(s) available to you. Access the course you want by selecting it from the menu.

My Courses

1. Locate and click on your course selection from the GNTO homepage.
Navigating Your Course

Course Homepage

1. After you have made your course selection, you will be directed to the Course Homepage. Here you will find items that are course-specific such as: Announcements, Updates, and Calendar.

Tip: Click the My Home icon at any time to return to the GNTO Homepage.

Tip: Click Course Home at any time to return to the course homepage.
Course Navigation Bar

1. A single course navigation bar is available, that adjusts to the screen size. Click Content to begin reviewing the instructional materials for your course.

![Course Navigation Bar](image.png)

2. The course navigation bar contains displays across the top of every page of your course. It contains links to: Course Home, Content, FAQ, Brightspace Help, and System Check. Note: This may differ between courses.

3. Click the links across the navigation bar for quick access to the GNTO course tools.
Course Content

1. Click Content to begin viewing your instructional material.

2. The Table of Contents is located on the left-hand side. Here you will find course materials. Click each link to review, download, or print. Note: PDF documents will open in a new tab or window.
3. This course consists of “modules” which are groups of training materials, activities, and assignments. These are located on the left-hand side of the screen, as part of the Table of Contents. Click on the module title to access the material.
4. In the image below, we are viewing the available material in the Instructor Resources module.

5. To view individual content, click on the link title of the content. In the image below, we are going to click on the link titled Instructor Resources - Materials.
6. The content will now appear. In the image below, we will click and follow the first link Instructor Resources - Materials.

Tip: Breadcrumbs (trail of links) will help navigate back to the Table of Contents.

Tip: The arrows located at the top and bottom on the content page, will navigate forward/backward to additional lessons.
7. Many of the content pages in your course will contain downloadable materials. These will be indicated in blue font. These documents will open in a new tab or window. Click the link to view/download these files.

**Instructor Resources**

The purpose of this page is to provide you with Instructor Specific materials. These are downloadable links. These files will open in a new tab or window.

**Materials**

- ✅ Instructor Manual [PDF]
- ✔️ O.N.E. Sample Course Roster [Doc]. Modify this roster to best fit your needs.
- ✔️ O.N.E. Course Certificate [PDF]

8. If the content is a PDF, it will display in a new tab or window. The document can be downloaded or printed.
9. To close the document, click the X on the tab.

10. Click **Table of Contents** on the Breadcrumb trail or **Content** to return to the Table of Contents.