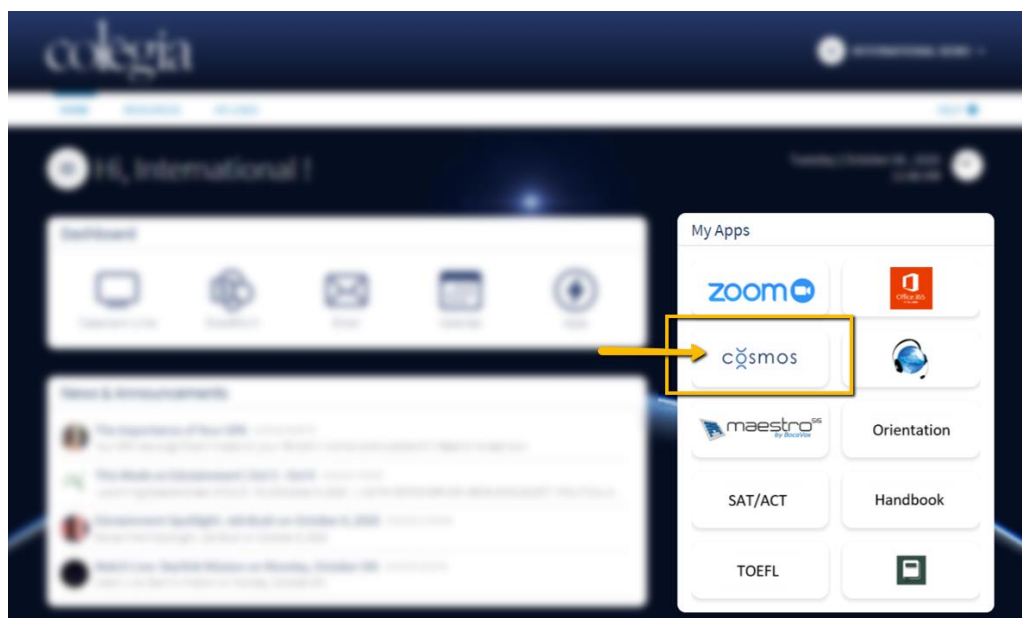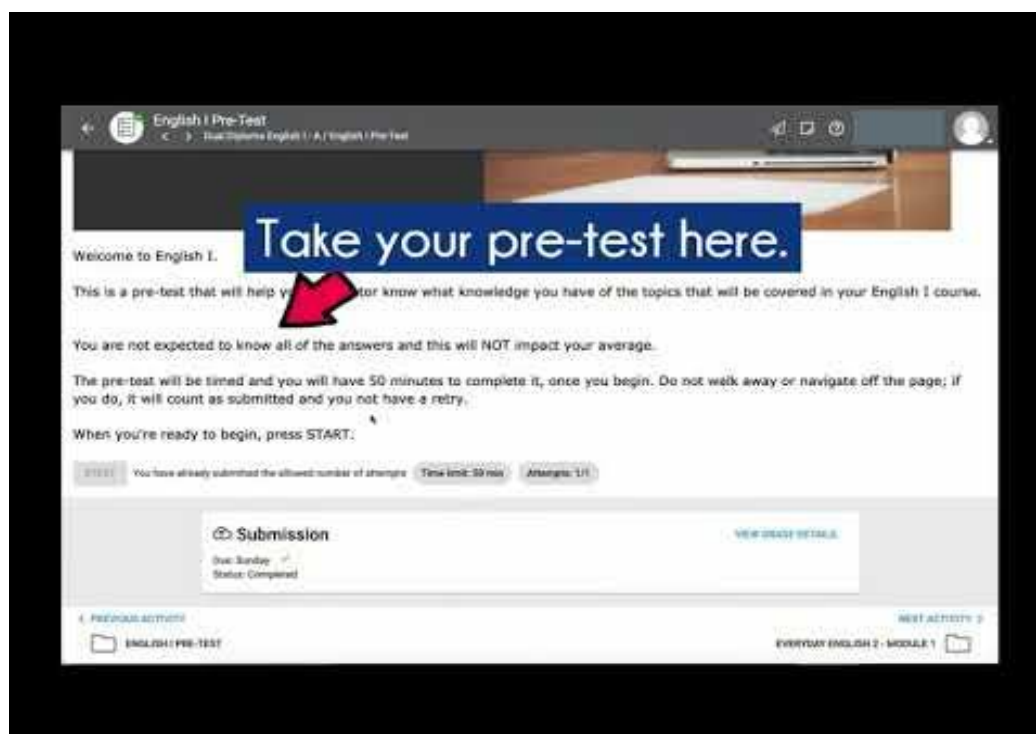# How to complete the Welcome Meeting assignment:

1. Go to https://colegia.org/

2. Click on Cosmos.

3. Take the pre-test in **each course** you are enrolled in.
Click on this video link to learn how to do this: https://youtu.be/UUL36vft-lY

4. Once you have finished your pre-tests, click on your "**To-Do List".** You will see a link to the Welcome Meeting Assignment on the list.

Once you have finished your pre-tests, click on your To-Do List. You will see a link to the Welcome Meeting Assignment on the list.

5. Click on the link: Mandatory Live Session #1 – "Welcome Meeting". You will see a dialog box that has a gray + symbol and says, "Add your comments here". With your mouse, click inside that box and type one sentence with the date and time of the meeting you attended. When you are finished, click "**Submit My Work".**

With your mouse, click inside this box to begin typing.

When you are finished, click this button.

6. **Repeat steps 4 and 5 in each course** you are enrolled in.

7. Begin working on Module 1 of your course.