Student Module

Student Module

Contents

Welcome!

We are so excited to partner with your educational institution, to bring next-generation learning technology to you. We have designed a revolutionary online learning environment that has been specifically made to provide an unprecedented state-of-art online learning environment for academic institutions. DialogEDU is an intuitive but powerful platform that provides robust and interactive environment for online learning. This ensures an online learning experience with increased effectiveness and productivity. Through the flexibility and ease of use, DialogEDU ensures a dynamic online learning experience. With mobile and iPhone applicability, everyone is able to use this platform even while on the move! (http://dialogedu.com/who-we-are.php)

This manual will help guide you through using the DialogEDU Learning Management System (LMS). Although each school's information and setup may vary, this guide is designed to introduce you to the LMS's general features and functionality. Please note that this guide is a supplementary tool to your educational institution's new student orientation, student handbook, and/or catalog information regarding online learning.*

Enjoy,

Your Friends at DialogEDU

*Your educational institution may refer to DialogEDU Learning Management System under a different name through this document. Educational Institution's information will be listed in the upper right hand corner of each page.
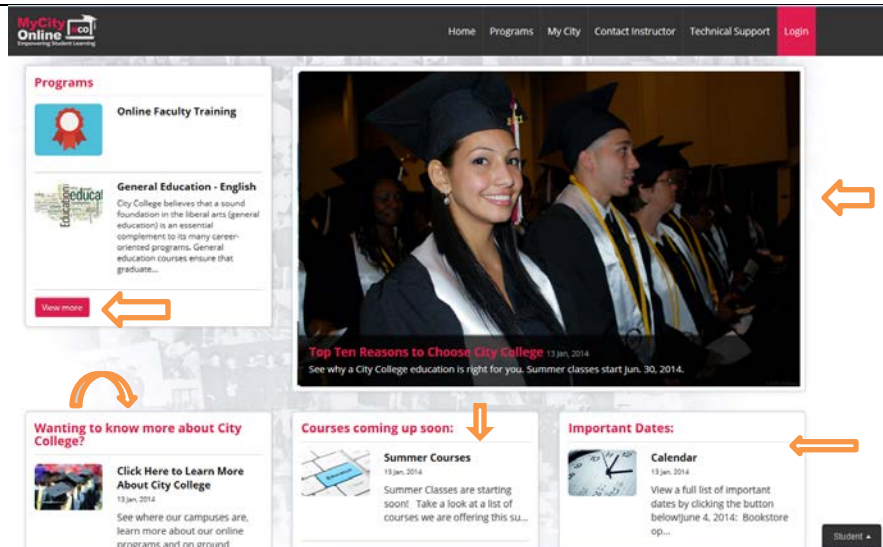
Your Home Page& Navigation Bar

Student Notes

The Home Page is a place where you can find general information about your online programs and your school. Be sure to save the home page URL (https://city-college.dialogedu.com/login) to your "favorites" list so that you can refer to this area often so you always know what's going on!

Your Navigation Bar will help you easily move around your learning platform and find what you need quickly.

The next section will take you through the steps to view your Home Page and Navigate to other areas on your school's online campus.
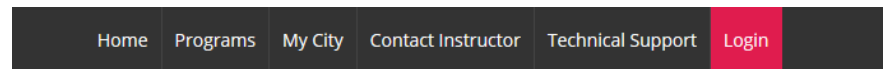
This is an example Home Page. It is a great place to get more information about your school, events, announcements, new courses etc.You are able to click on many of the boxes to get additional information. Take some time to explore this page and learn more about what is happening at your school and within your specific program of study.	
This is an example of a Navigation Bar (please note that titles of pages on your navigation bar may vary). The navigation bar helps you to navigate or find your way around the Learning Management System (LMS). If you click on the Home Page, you will go to your LMS's Home Page. If you click	

on your Student Page (MyCity), you will go to your personal space in the LMS. Click on all of the areas on the navigation bar to become familiar with all the areas of your LMS.

You may have more or less options than you see in this example. Also the naming convention may differ. Please check with your school's online administrator for specific questions.
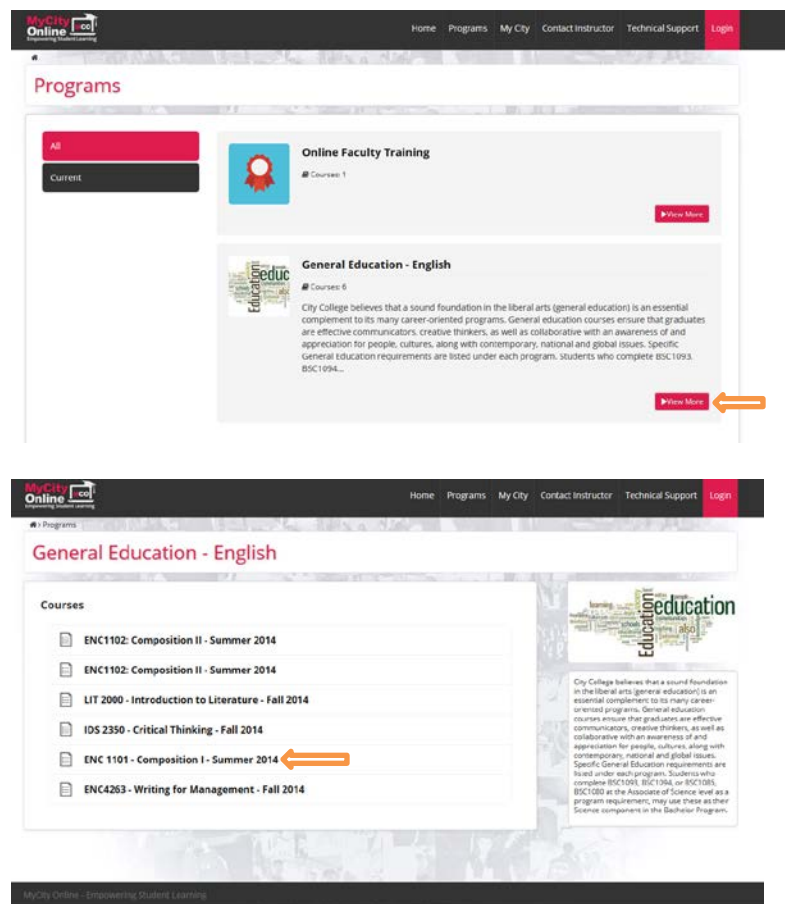
Your Courses or Programs Page

Student Notes

You can reach your Courses or Programs (your school will start with either Courses or Programs, but not both) page along your Navigation Bar. This is one place you can go to start your courses. You can also reach your courses through your Student Page (MyCity) or your Home page depending on your institution.

This next section will show you the different views for Course and Program layouts.

Your Courses or Programs page along your navigation bar will show you the programs or courses you are enrolled in or that are open for you to self-enroll. (This will vary based on school). The Programs or Courses page is one way you can find and take your courses. Your institution will display either Courses or Programs on your navigation bar, but not both. You can see examples of each in the images to the right.

To begin a program, click on the program name. To begin a course, click on the course name.

*Courses are Labeled by the term that they will be offered
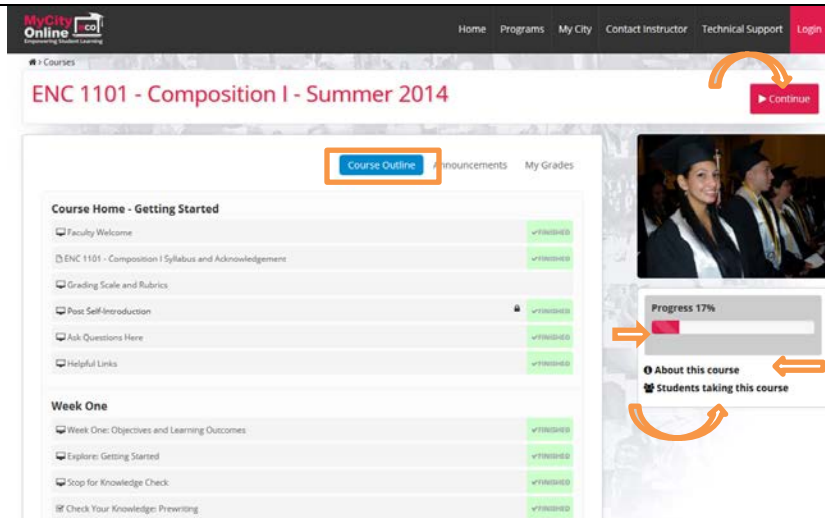
Navigating Your Course

Student Notes

This next area will give you some pointers for navigating through your course. Take some time to explore your course area; there is a lot of information!

This next section will explore your course "Outline" area.

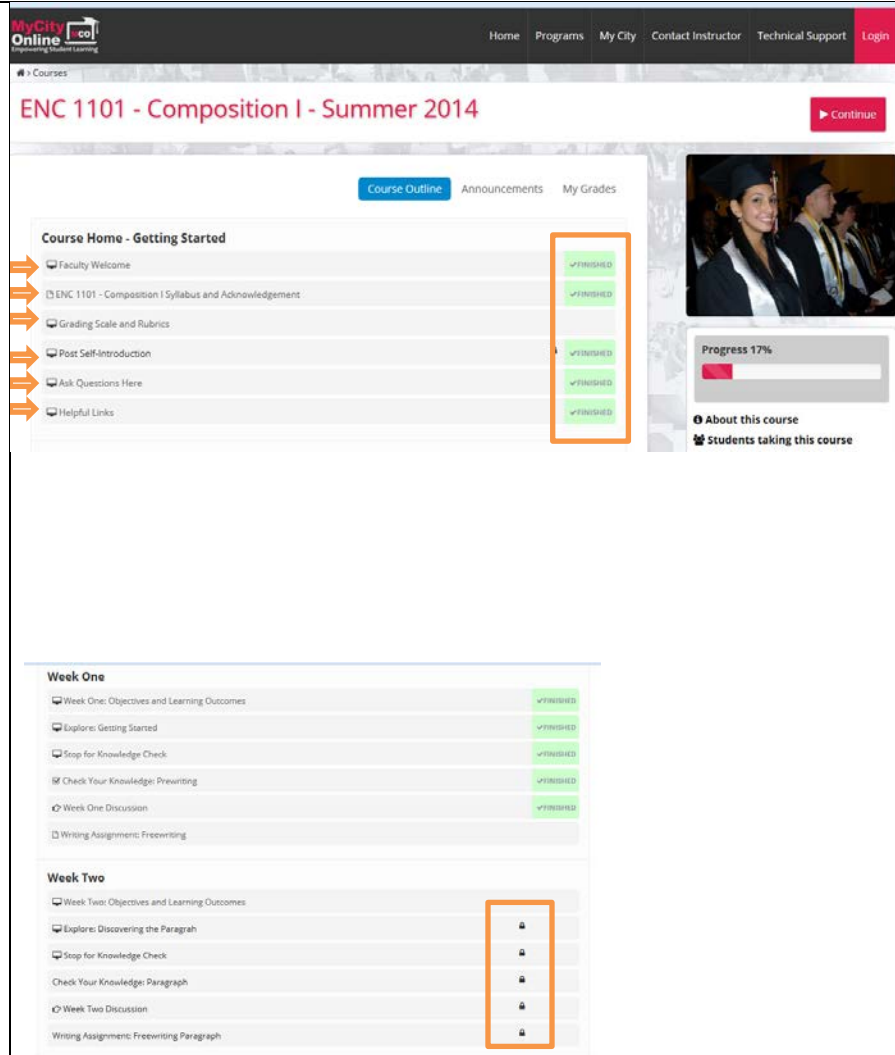|	
When you click on your course, you will be on the course **"Outline"** page. From this page, you can: • Click the **Continue** button to continue right where you left off in your course. Don't forget, you can take your course on your tablet, smartphone or computer! • View your current progress by viewing the **Progress** bar, • Read the course description by clicking on **"About this course"** • See other students who are taking the course by clicking "**Students taking this course"**.	

From your course Outline, you can view the sections you have "Finished" and those you have left to complete.

Also note the various icons that represent the different items/activities within your course. You can click on any part of your outline to view the associated content.

Note: In some cases, your instructor may want you to complete your course assignments in a specific order. In that case, you will see a lock that will not open until you complete the preceding items or the instructor unlocks the item.

The following icons represent various tasks and activities in your course.

Icon descriptions for your course outline:			
		Presentation-this is a group of slides that may contain videos, text, images, links and audio files that are part of your course.	
		Assignment-this is the area where an instructor assigns and you submit your assignments.	
		PDF Document-this will present a pdf document that your instructor has presented as part of your course work.	
		Video file-this will display a single video.	
		Quiz/test/knowledge check-this object will present you with questions to check your understanding of your course work. They are often graded and may also be timed.	
		Fixed Assessment-this could represent a graded forum or extra credit opportunity.	
		Simulation-this is a form or scenario-based assessment where you will be asked to make decisions related to the course content.	

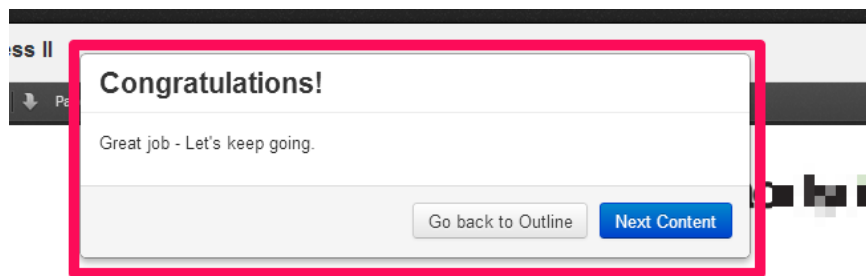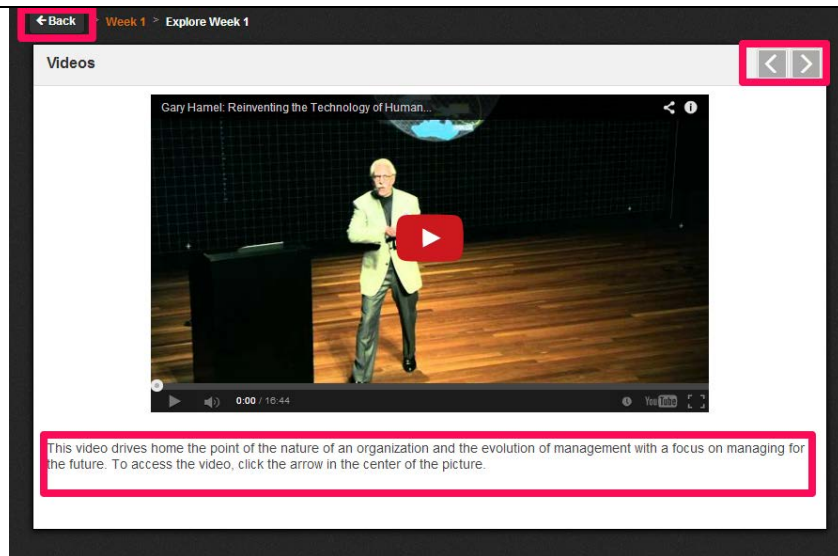# Moving Through A Presentation, Video, or Document

Student Notes

This area will guide you through your course content. Be sure to read all the instructions on each slide carefully to make sure you are meeting all the course requirements.

This next section will show you how to move through course content.

When you are working through your course content, specifically with Presentations, Videos, Documents and Fixed Assessments, you will have the following options:

- You can click the **"Back"** button on the top left of the slide to take you back to your course outline page.
- Click the **right or left arrow** in the top right corner to move to the pervious or next page/area of your course. If you click the right arrow and this "part" of your course is complete, you will see a pop-up-box that will allow you to go to the "**Next Content" item**of your course or "**Go back to Outline**".

Links to outside sources:

Your course may include links to other sources on the internet. Pay special attention when you open the link to your internet browser pages. If the link opens in a new window, you can just close it when you are through and move on. If the link opens on the same page, you will need to click the back arrow on your browser navigation bar to return to your course.

If you make a mistake and close your course, no worries, just navigate back to your course and hit continue!
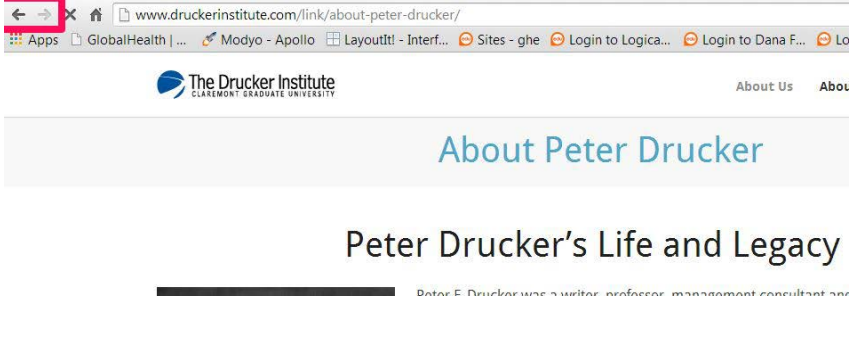
In the example to the right, you need to click the back arrow on the navigation bar to return to your course.

Introduction-Management Concepts

We will review this week what management is about, why it is necessary, the needs managers must address, functions, roles, skills, myths and realities. Management is a foundational component for the success of all organizations. Management functions of planning, directing, organizing and controlling are used to ensure staff and people within the manager's area achieve the desired outcomes. Management is a unique set of coordinating and connecting activities. It bridges the strategic elements of an organization with the operational functions to ensure efficient and effective processes and outcomes. Management binds the front line and practical challenges of getting the job done with the long term plan of the organization. Management is where people and things come together to be productive. Processes are used to organize these resources into a meaningful and defined focus.

One business leader, Peter F. Drucker, proclaimed management is about doing things right while leadership is about doing the right things. It is difficult to achieve optimal performance in management and the added challenge today is that the manager's environment is evolving more quickly than people can adapt comfortably, even when they are quite capable and flexible. Preparation technically and organizationally, to include troubleshooting and the act of facilitating people to create in an orchestrated manner is not enough in today's manager. There must also be an ability to constantly evolve in the right direction.

www.druckerinstitute.com/link/about-peter-drucker/

Apps ☐ GlobalHealth | ... 🖋 Modyo - Apollo ☐ LayoutIt! - Interf... ⊖ Sites - ghe ⊖ Login to Logica... ⊖ Login to Dana F... ⊖ Lo

The Drucker Institute
CLAREMONT GRADUATE UNIVERSITY

About Us   Abou

About Peter Drucker

Peter Drucker's Life and Legacy

Peter F. Drucker was a writer, professor, management consultant and
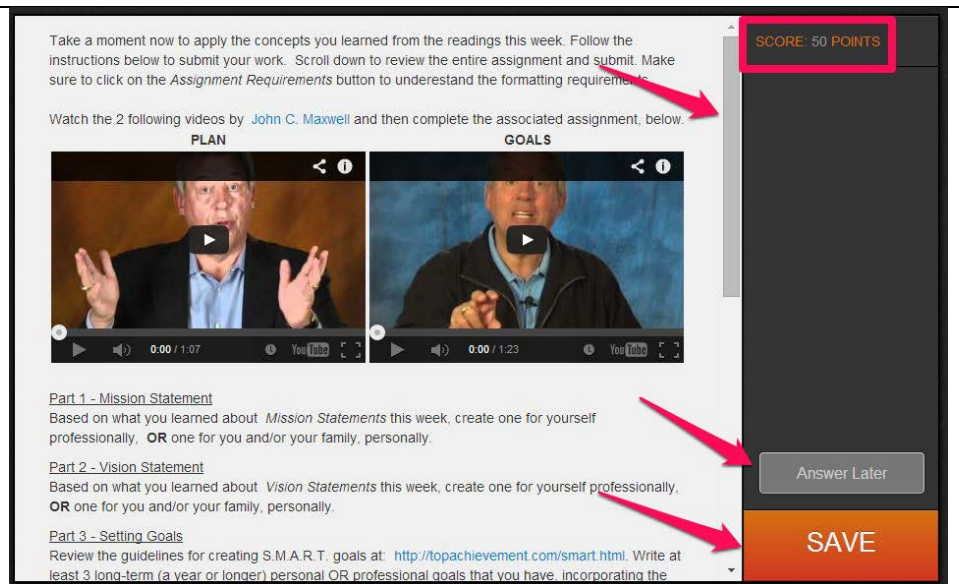
Viewing & Submitting Assignments

Student Notes

This section will help you understand the assignment layout and options for submitting your assignment. Please refer to your course syllabus for assignment details and submitting assignments.

This next section will show you how to view and submit assignments.

Viewing your Assignment:	
• View possible points at the top right of the page. • You can "answer later" and come back to this assignment. It will not display as "Finished" in your course outline. • You may need to scroll to the bottom of the page to submit you assignment. Please follow your course instructions for submitting assignments. • When you complete your assignment, click Save.	

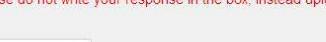|	
Submitting your assignment: To submit an assignment, you can **type your response in the box** or upload a document by clicking "**+Files**" and click **Save** when complete. Please follow your course syllabus instructions for submitting assignments.	Part 4 - Summary Write a 1-page summary of what you learned while completing Parts 1-3, focusing on the importance of planning both personally, and professionally. Note: Please do not write your response in the box, instead upload a MS Word Document. Format Requirements Files Drop files here The file size should not be more than 100 MB Answer Later SAVE

Viewing & Taking Quizzes/Tests/Etc.

Student Notes

This section will help you understand the evaluation layout and how to complete a quiz. Be sure to note if your evaluation is timed, and that you have fully completed your evaluation before you click finish.

This next section will show you how to view, navigate and complete a quiz or evaluation.

When you enter a quiz you will see the following:

- Whether or not this quiz is timed. If it is timed, you will see the clock clicking down on the top right. If it is not timed, it will read 00:00.
- Which questions are complete, in progress or unfinished based on the shade of the questions. In this example, Question 1 is complete, we are working on question 2 and 3-20 are unfinished.
- You are able to view how many points this particular question is worth. In this case, 5 points are assigned to question 2.

When answering a quiz question, make your selection(s) and, when you are ready, click "**Answer**" to move to the next question.

You can "**Skip**" a question and return to it later by clicking on the number you want to return to.

When you finish with the last question, the system will confirm you are finished. If you want to finish without answering all of the questions, you can click on '**Finish**".

_____ is often said to be the only constant in business.

Required number of selections: 1

- ☐ Survival
- ☐ Profit
- ☑ Change
- ☐ Quality

00:06:11

SCORE: 5 POINTS

Skip ▶▶

Finish ■

ANSWER

Other Course Pages (Announcements, Discussions, and My Grades)
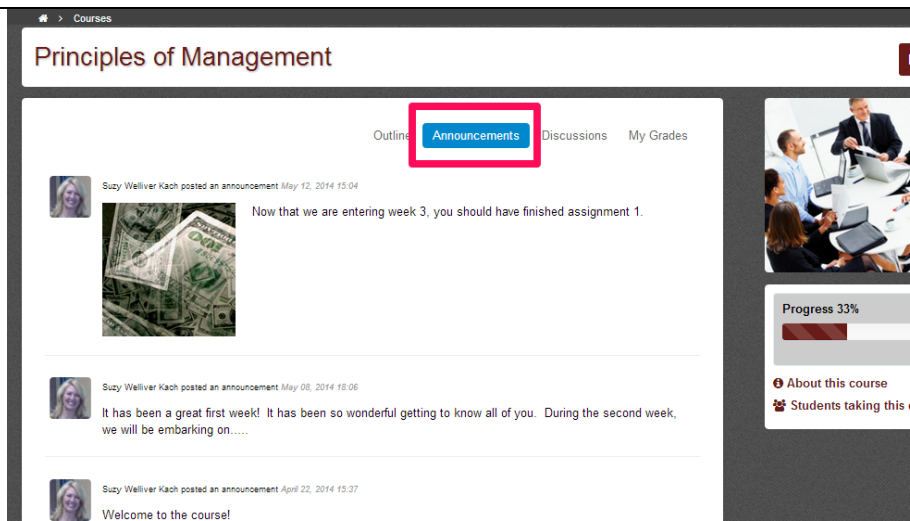
Student Notes

These next pages provide you with important course information; make sure to view them often.

This next section will show you other important tabs in your course.

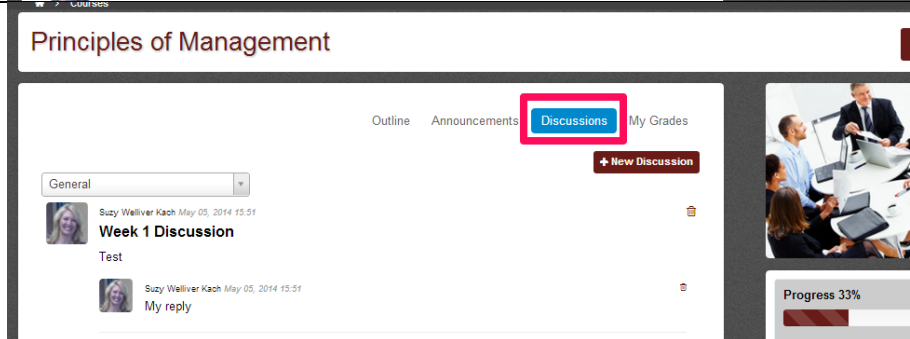|	
Announcement Tab: The announcement tab will contain important information about your course. Please click on this tab often to be sure not to miss anything. Note: This is an optional tab, which your school may or may not utilize.	
Discussions Tab: This tab contains an area for "in-course" discussions. You can create a discussion by clicking "New Discussion" or comment on someone's post. Note: This is an optional tab, your school may not have this tab.	

My Grades:

This tab contains the results of the graded items for your course.

- View the assignment title, Date Submitted, Grade and possible points as well as Status.
- If there is a *conversation bubble* icon in the Comments column for a specific item, click on the bubble to view the instructor comments.
- Click on Quizzes in the grade book to review feedback. Feedback can validate the correct answers or similar to the example shown here, constructive feedback can be given.

Principles of Management

Outline   Announcements   Discussions   **My Grades**

Assignments

Test Name	Date Submitted	Grade	Out of	Status	Comments
Apply: Certification of Work	May 20, 2014 22:24	90%	10	Finished	💬
Apply Week 1			25		
Apply Week 2			50		
Professional Portfolio	May 20, 2014 22:25	%	0	Finished	

Quizzes

Evaluation Name	Date Submitted	Grade	Out of	Status	Comments
Check Your Knowledge: Prewriting	May 15, 2014 17:49	0%	100	Finished	
Check Your Knowledge: Paragraph			100		
Check Your Knowledge: Essay			100		
Check Your Knowledge - Revision			100		

Progress 33%

Finished   Score : 80 / 100

happens after completing the first draft.   ✔

is not a necessary part of the writing process.

involves freewriting and outlining.

You need to write a paper for class. What's the first thing you want to do to get yourself started?   ⓿

Start writing the essay, developing your ideas as you write each paragraph – it will all come together in the end!   ✖

Prewrite by jotting down your ideas and freeing up your mind – you can decide which ideas to use once you have them all down on paper!

You have answered all the questions.

Ok

My Locker (Your Student Page)

Student Notes

This is your space! This is where you will see all of the important information for you, while you take your courses.
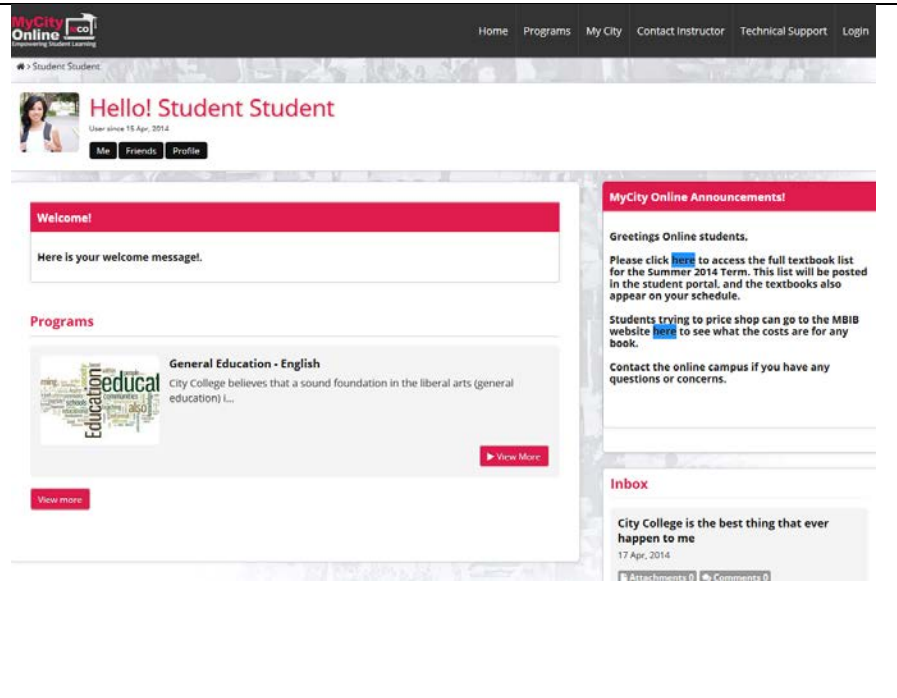
Note: **Each school will customize My Locker (Student Page) to meet their students' needs. Your My Locker (Student Page) could look very different than this example. Make sure to explore everything in "My Locker" (Student Page) as this area is very important!**

This next section will show you examples of some items you may see in "My Locker". (Student Page)

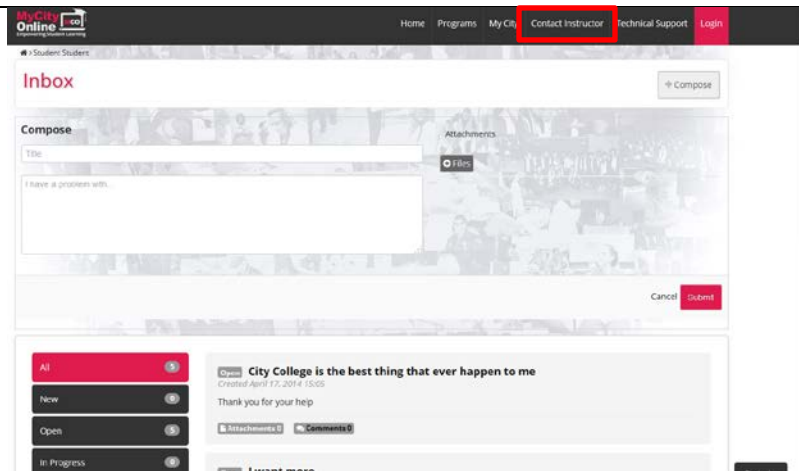|	
Your My Locker or Student Page is your space. This is the page that you will see when you login to the LMS. It could be a quick way to get to your courses and possibly view events you will be attending, view forums you are part of, view open questions you have sent to your course facilitator/instructor, view your achievements, view announcements, and/or other possibilities. Click on each item in your "My Locker" (Your Student Page) to learn more.	

Ask Questions

Student Notes

If you have questions don't hesitate to ask. Your regular, consistent communication in the online environment will help with your success. This page along your Navigation Bar provides a private space for you to communicate with your instructor and track all of your questions/requests.

This next section will show you examples of some items you may see in an "Ask Questions".

Another common area on the Navigation Bar is "Ask Questions" or My Requests. [Contact Instructor] This is the area you can have a private one-on-one conversation with your instructor or course facilitator. When you click on the "New Request" [Contact Instructor] button you can add a title, your request and attach files to your request or question. This page will also show you all of your past requests.	

Enjoy your Online Experience!

Now that you have a grasp of the general features and functionality of Dialog EDU Learning Management System (LMS), we employ you to enjoy your online learning experience.

If you have not done so already, please communicate with your online school administrator for further instructions. Your online school administrator will also provide you with your login information. Please review educational institution's materials to find out specifically where you can ask course related questions and technical support questions.

Enjoy your Online Environment,

Your Friends at DialogEDU