Managing for Success

Resource Description

Managing for Success provides students with the opportunity to explore and understand the process of gaining a post- secondary education while developing learning skills and techniques and personal management strategies needed to be successful in a post-secondary educational environment and in the workplace.

Accessibility Statement

Northern College endeavors to make every attempt to be compliant with the *Accessibility for Ontarians with Disabilities Act* (AODA) and the *Canadian Charter of Rights and Freedoms.* Northern is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

Instructions

The *Managing for Success* course was originally developed using Blackboard as the LMS. When setting up the course by importing the Common Cartridge, note the structure of the course within the LMS. **Some of the materials in each menu will have to be updated for each institution using the course material.** When the Common Cartridges unzipped into the LMS note the structure of the course. (See next page for more information.)
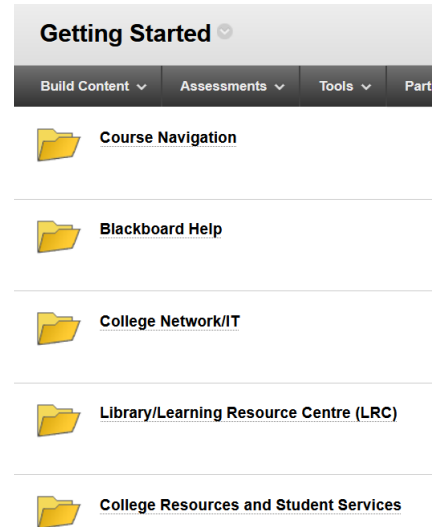
Funded by Ontario
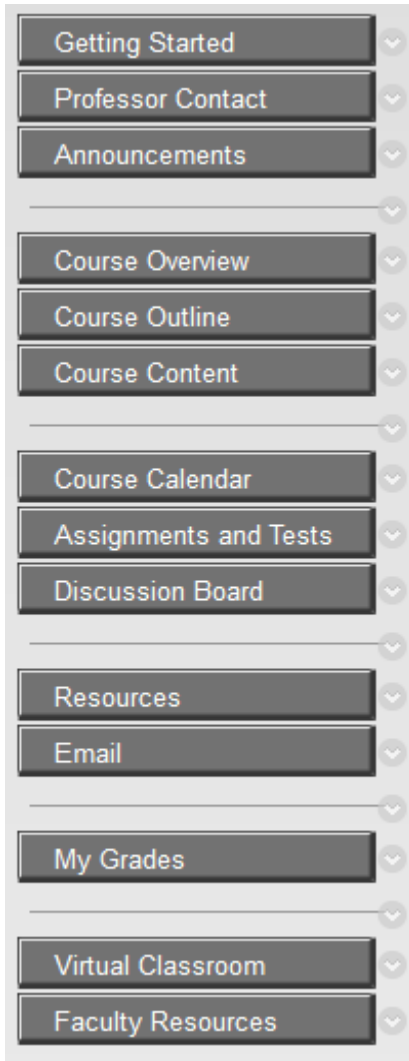
Updates will need to be made in following area with your course/institution information.

1. The Getting Started Menu contains information for students on how to navigate the course as well as access:
   - IT
   - Resources
   - Services

Getting Started

Build Content ˅   Assessments ˅   Tools ˅   Part

📁 **Course Navigation**

📁 **Blackboard Help**

📁 **College Network/IT**

📁 **Library/Learning Resource Centre (LRC)**

📁 **College Resources and Student Services**

2. Professor Contact - **Update** with Instructor Information.

3. Course Overview – has an overview of the course, the Instructor contact information, dates and format of class (asynchronous/synchronous).

4. Course Outline – an updated CSI and Course Outline will need to be posted.

5. Course Content, Assignments and Tests, Discussion Board and Resources – contain material for students.

6. Course Calendar – will be automatically updated as the instructor sets due dates.

7. Virtual Classroom will need to be updated with the link to the classroom virtual meeting place.

8. **Faculty Resources** – contains the original lesson plans and assignments in a .doc format, as well as the Storyline files used in the creation of the course. (See Next Page).

Sidebar menu:
- Getting Started
- Professor Contact
- Announcements
- Course Overview
- Course Outline
- Course Content
- Course Calendar
- Assignments and Tests
- Discussion Board
- Resources
- Email
- My Grades
- Virtual Classroom
- Faculty Resources

Managing for Success
Faculty Resources

Faculty Resources

The Faculty Resources tab contains resources used to build the course. The first six items will assist in the editing and updating of the course.

1 - Course Structure

The Course Structure folder contains the Course Outline, Course Section Information and Course Blueprint in .doc format. This will allow instructors to easily update the material to share with their students.
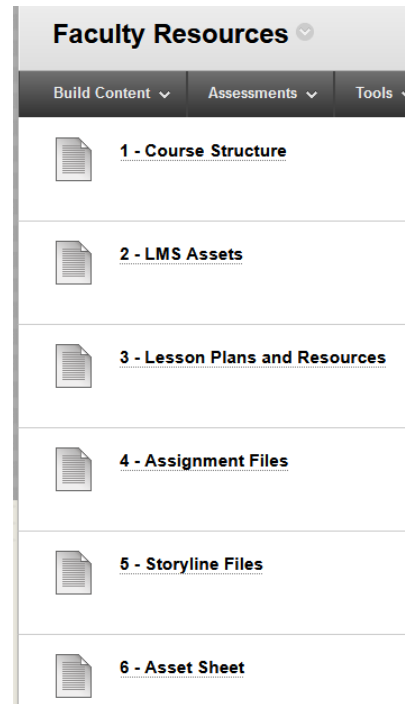
2 – LMS Assets

The LMS Asset folder contains a banner template for Instructors/ID to update the course banner with their course information and land acknowledgement. (Example: Image 2)

Managing for Success
Course Code and Semester Here
Type Land Acknowledgement Here

Faculty Resources

Build Content ˅   Assessments ˅   Tools ˅

1 - Course Structure

2 - LMS Assets

3 - Lesson Plans and Resources

4 - Assignment Files

5 - Storyline Files

6 - Asset Sheet

3 – Lesson Plans and Resources

Here are .doc files with the original lesson plans outlining the sequence that students will see the learning material (Lectures/Storyline, websites, readings, files, assignments, etc.)

4 – Assignment Files

Contains the Assignment and Test files in .doc format

5 – Storyline Files

In this course the Storyline files are lectures that are dispersed throughout the learning course content. Refer to the Lesson Plans to see where they are in relation to other material.

6 – Asset Sheets

File contains links to all assets (files, images, websites, etc.) used in the development of the course.