

## Instruction Manual for Emerging Leaders Course

The following document provides you with a step by step process you will need to follow to successfully complete the Emerging Leaders course.

There are **three** main tabs at the top of the Emerging Leaders course page.

Navigating these **three** tabs will be reviewed in the order they are listed below:

1. Welcome
2. My Courses
3. My Grades

### Welcome

There are four sub tabs inside the Welcome tab:

- Welcome
- Course Flyer
- Important Policies
- Contact Us

It is imperative that you read through all these sub tabs before you begin your Journey.

### My Courses

There are seven sub tabs inside the My Courses tab. Navigating these four tabs will be reviewed in the order they are listed below:

1. Course Syllabus
2. Course Content
3. Required Textbooks
4. APA Writing Style
5. Notes
6. Supplementary Reading

#### **1. Course Syllabus**

- It is imperative you read the course syllabus to be aware of instructor contact information, basic course information (overview, objectives, textbooks), requirements of the course, assignments, grading, etc. Read everything and contact your instructor if you have any questions.

#### **2. Course Content**

- Part 1: Foundations and Principles
- Part 2: Theories and Practices
- Part 3: Application and Advancement
- Part 4: Competency and Mastery
- **(please read all the instructions below to know how to successfully navigate and complete the Learning Areas for the online portion of the Command College)**

- You can either “expand all” or individually click drop down arrows to access the list of ICLD lessons inside each of the 4 Parts.
- We will use Part 1: Foundations and Principles as an example. When you click directly on Part 1 you will see the following:
  - Course Overview
  - Course Objectives
  - Course Resources
  - Course Instructors
  - ICLD (Course Lessons) will be listed on the right side of the page.
- When you have read all the introductory information for this specific “Part” you are in – Click on the first ICLD lesson.
  - You will notice your ICLD lessons (with similar drop-down arrows) will now appear on the left-hand side of the page. (You are now inside Part 1 and ready to begin).
    - Each module has **four** assignments
      1. A Lecture to watch
      2. A discussion board to participate in
      3. An Essay to submit to your instructor
      4. A multiple-choice quiz to complete
    - Be sure you click the **GREEN “mark as complete”** buttons at the bottom of the **Lecture** and the **discussion board** (you will notice the circles next to each designated section you have marked as complete will become fully green with a check mark inside of them).
    - You **do not** need to mark your Essay as complete because it needs to be reviewed and graded by your instructor.
    - You **do not** need to mark your quiz as complete because the system will automatically grade and post complete for you.
    - All circles for the module will turn fully green and show as complete as soon as your instructor grades your Essay.
  - **Final Exam**
    - Final Exam based on lessons covered in Parts 1-4
  - **Final Research Paper**
    - All information on how to complete your Final Research Paper

### 3. Required Textbooks

- Virtual books provided by the college
- List of books that are shipped to your address upon enrolling to the college.

### 4. APA Writing Style

- A thorough breakdown of all aspects of American Psychological Association (APA) writing style
- Be sure you review all the links provided under this tab in order to deliver proper APA writing as you progress through the College.

## **5. Notes**

- This tab is simply a database of all notes you have taken while inside the College. This tool is not necessary for you to utilize, but at your disposal if you wish.
- These Notes can be accessed when inside a Learning Area Module (You will see the orange Note box at the bottom of the page labeled TAKE NOTES).

## **6. Supplementary Readings**

- A list of supplementary readings published by members of our staff.

## **My Grades**

- This tab is your grade book. Refer to this tab as you progress through the course.

Please contact your instructor or email [info@commandcollege.org](mailto:info@commandcollege.org) if you have any questions.

You can also send a text to 919-946-0777 with any inquires.

As well, please remember you can also open a ticket with our customer service by pushing the orange “?” located in the bottom of your screen.