

Welcome!

The College Centre's Learning Management System (LMS)

Getting Started – College Board Liaisons

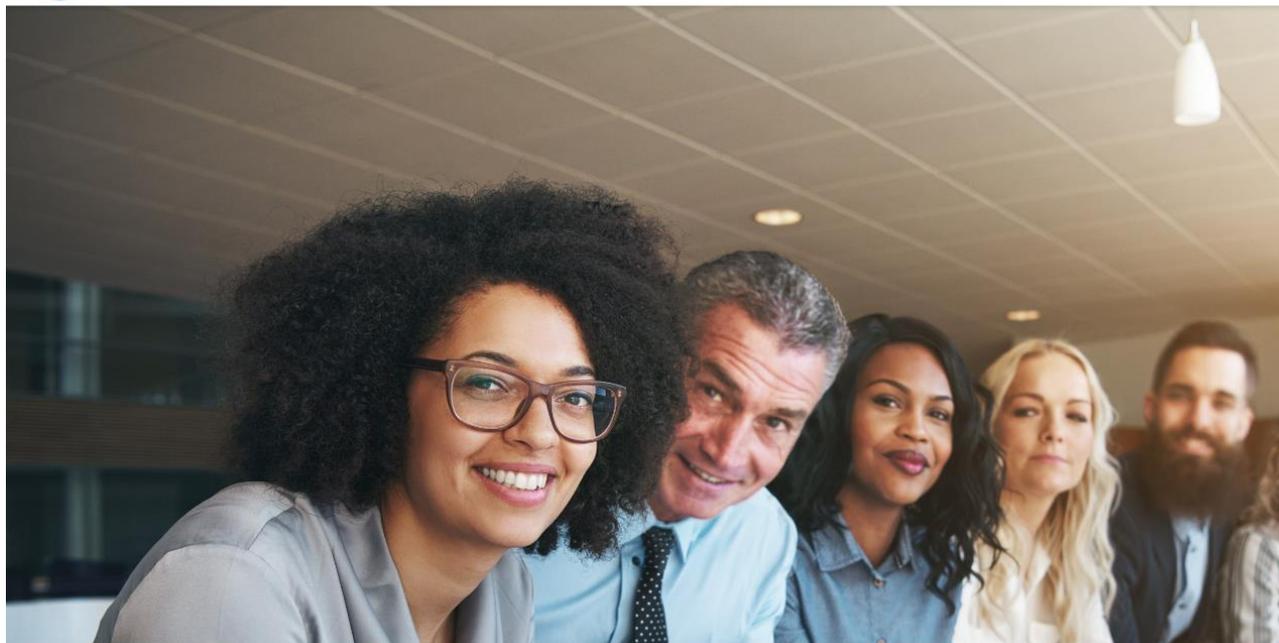
Content

Section	Slide #
Key highlights	<u>3</u>
How do I access the LMS?	<u>4</u>
Navigating the “Learner Experience”	<u>8</u>
What do I see as the “Manager”?	<u>12</u>
How do I access content?	<u>17</u>
Where do I find program Resources?	<u>27</u>
Where do I find my Transcript?	<u>30</u>

Key highlights

1. The LMS is the place for learners to work towards completion of certificates.
2. Completion of the the GG and AGG certificates **must be completed within 1-2 years, after which time, their profile will be deactivated.**
3. We will have another resource area for graduates of the program to continue to access the resources, including updated webinars should that be of interest.
4. As you see below, Board staff have a “Manager” view so that you can monitor the progress of all BE participants. Only those who are still active as a governors, or staff, will be in this view. All learners who complete their certificate, or leave their role, will be deactivated within the system, while maintaining the historical data.
5. All Board staff have been assigned to the GG and AGG curriculums for your own learner view, and to participate where interested. For those still working towards a certificate, your current completion status has been uploaded for you.
6. Please ensure that your college IT has added this domain to the “safelist” at your college: <https://lms.collegecentre.ca/#/login>
7. Emails from the LMS will come from: learning@collegecentre.ca

How do I access the LMS?



Login

Login below to see all your courses.

Username *Required*

Must contain 1 or more characters

Password *Required*

Must contain 1 or more characters

Login

Keep me logged in Forgot Password?

The College Centre is managed through a collaborative partnership between the [College Employer Council \(CEC\)](#) and [Colleges Ontario](#).



La gestion du Centre des collèges est assurée grâce à un partenariat entre le [Conseil des employeurs des collèges](#) et [Collèges Ontario](#).



Continuing Users

For all continuing **BE** users, and assigned college liaisons:

1. You will receive a welcome email containing your username and link to the LMS to create a new password.
2. Once you have created your unique password, you will be prompted to log in.
3. Enter the required information.
4. You should be directed to your own personal dashboard.
5. Bookmark this URL for future logins, and you can always click on “Forgot Password” to start again:

<https://lms.collegecentre.ca/#/login>



New Users – Board Excellence (BE)

For all New BE Users, beginning August 2024:

1. Your College Board Liaison will provide you with an enrolment key to sign up. This is a URL (website) that will provide you with a pop-up registration form as soon as you land there. 
2. Enter a new password, and then re-enter to confirm.
3. Enter the required information on the form and click “Sign Up”.
4. You should be directed to your own personal dashboard.
5. After that first login you will also see the current user login page for future logins.
6. Bookmark this URL for future logins:
<https://lms.collegecentre.ca/#/login>

Sign Up

To use the key XXXXXXXXXX please sign up for a new account or login to an existing one.

First Name	<i>Required</i>
<input type="text"/>	
Last Name	<i>Required</i>
<input type="text"/>	
Email	<i>Required</i>
<input type="text" value="dposterski@collegeemployercouncil.ca"/>	
Password	<i>Required</i>
<input type="password" value="....."/>	
Re-enter Password	<i>Required</i>
<input type="text"/>	
Board Role	<i>Required</i>
<input type="text" value="Board Role"/>	
Date appointed to the Board of Governors	<i>Required</i>
<input type="text" value="MM/DD/YYYY"/>	
Certificate Program	
<input type="text" value="Board Excellence Certificates"/>	
<input type="button" value="Sign Up"/>	

College Liaisons:

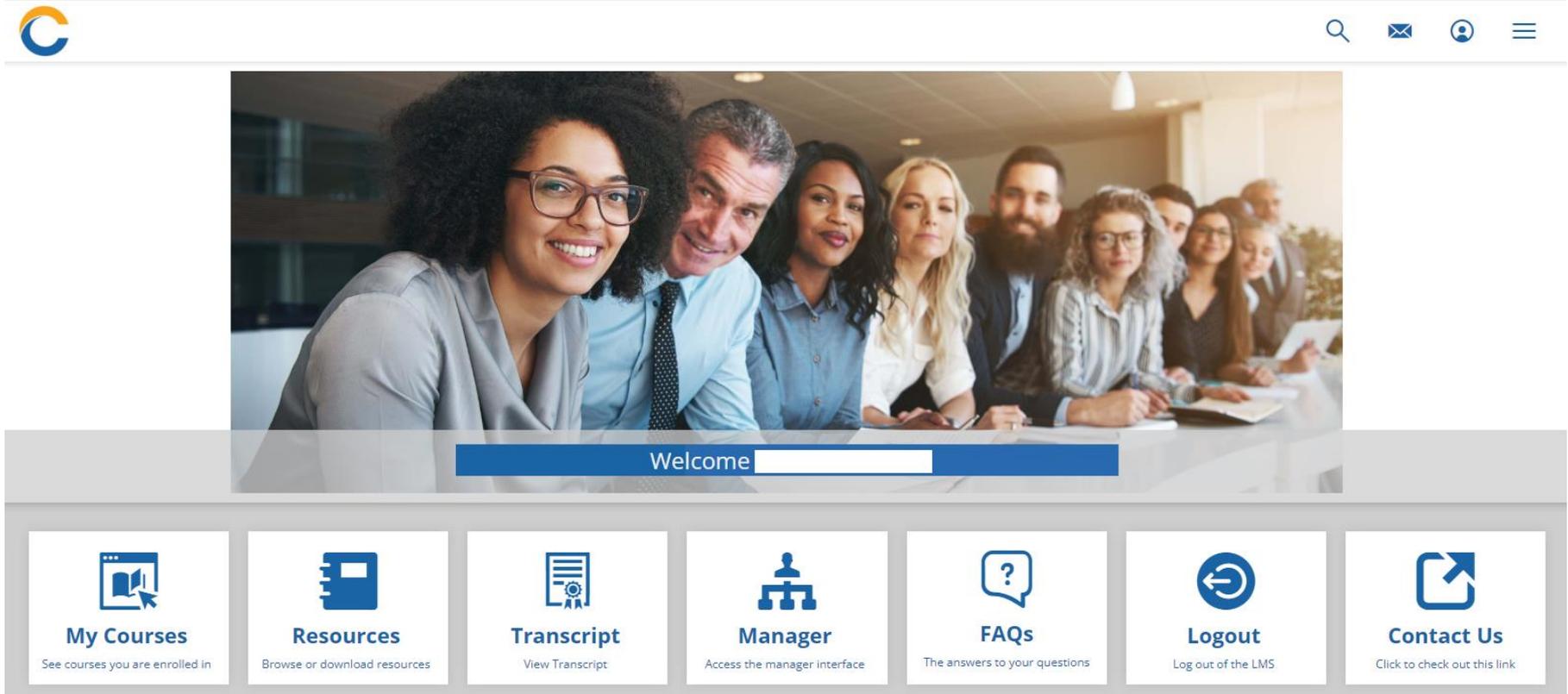
To enable easy flow of email communication, please ask your college IT to “safelist” this domain:

<https://lms.collegecentre.ca/#/login>

Navigating the “Learner Experience”



Once logged in, you will see this screen, also called your “Dashboard”.



The screenshot displays a user dashboard interface. At the top left is a logo consisting of a blue 'C' with an orange arc. To the right are icons for search, email, user profile, and a menu. Below the header is a large image of a diverse group of business professionals. A blue bar at the bottom of the image contains the text 'Welcome' followed by a white input field. Below the image is a row of seven white tiles with blue icons and text:

- My Courses**: See courses you are enrolled in
- Resources**: Browse or download resources
- Transcript**: View Transcript
- Manager**: Access the manager interface
- FAQs**: The answers to your questions
- Logout**: Log out of the LMS
- Contact Us**: Click to check out this link

“Manager” View

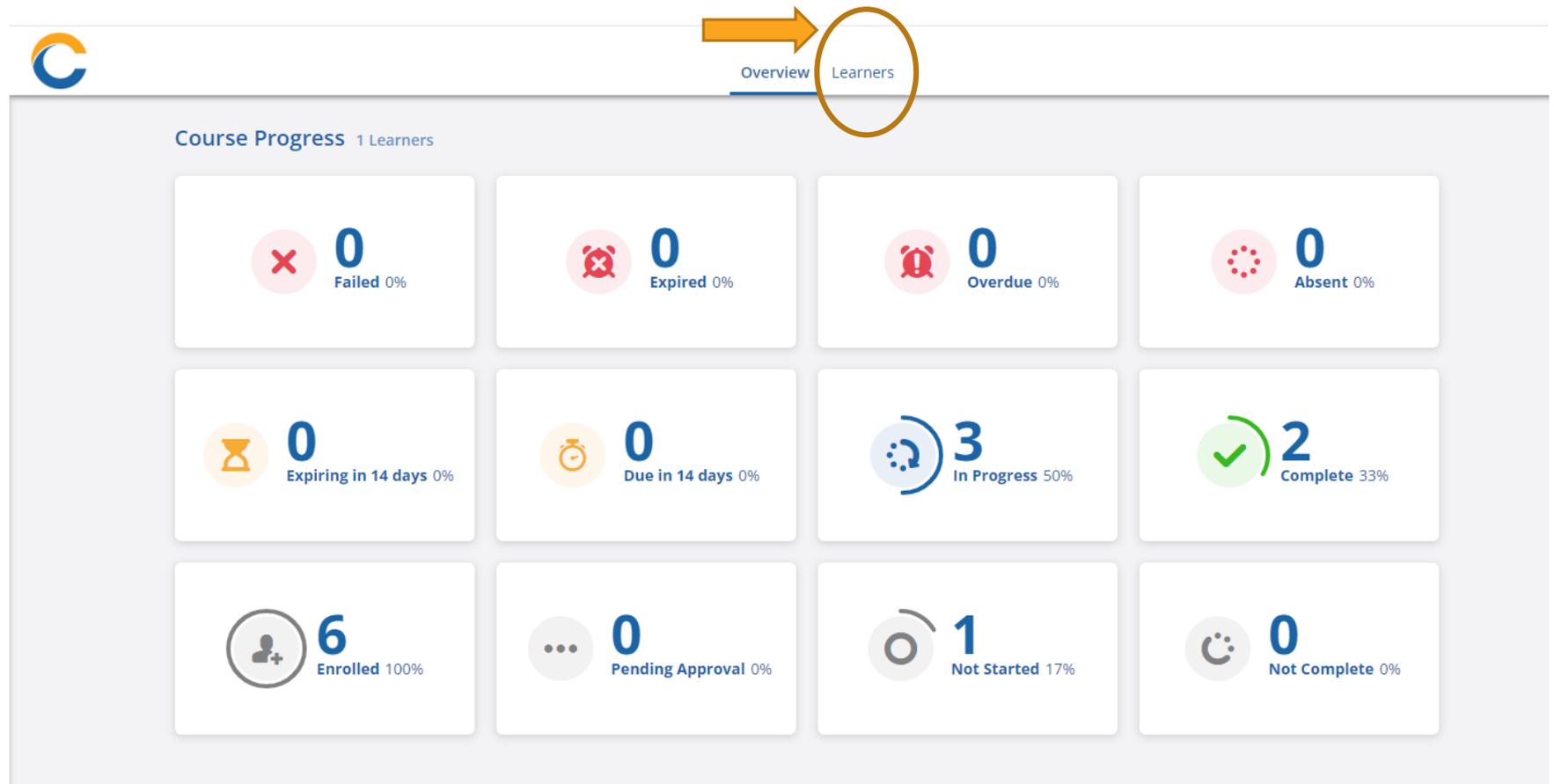
For College Board Liaisons, you also have a **Manager** icon.



By clicking on the **Manager** icon, you will have access to view your participants' progress and be able to message them. As the **Manager**, you will also have the option to enrol your Governors in sessions if so desired.



This overview page will show the stats for all your participants in the certificate program. Click on “Learners” to see individual progress.



After clicking on **Learners**, you will see the list of learners in your group. Click on the down arrow at the far right to expand the view for each learner.

The screenshot displays a user interface for a learning management system. At the top left, a user profile for "Diane Posterski" is shown, associated with "The College Centre" and "1 Direct Reports". Below this is a sidebar with navigation options: "Courses" (with a "Select Courses" dropdown), "Status" (with a list of status options: Enrolled (6), Not Started (1), In Progress (3), Complete (2), Failed (0), Absent (0), Not Complete (0), and "More Statuses"), and "Priority". The main content area is titled "1 Learners" and features two buttons: "Enroll +" and "Message". Below this, a learner card for "Diane Patterson" is displayed, also with "Enroll +" and "Message" buttons. A prominent orange arrow points to a small downward-pointing arrow icon in a circle at the far right of the learner card, indicating where to click to expand the view.

You will now see the **progress for each BE Learner**, with curriculums at the top, followed by course progress.

The screenshot displays a user interface for a learning management system. On the left, a sidebar contains filters for 'Courses', 'Status', and 'Priority'. The 'Status' filter is set to 'Enrolled' with 5 items. The main content area shows the profile of 'Diane Patterson' with 5 Courses, 0 Certificates, and 2 Credits. The list of items includes:

- 1. Good Governance Certificate - Curriculum - Continuing Curriculum - Enrolled June 26, 2024 (33% progress, In Progress status)
- 2. Advanced Good Governance Certificate - Curriculum - Continuing Curriculum - Enrolled June 26, 2024 (0% progress, Not Started status)
- The College System - An Introduction Online Course - Enrolled June 26, 2024 (0% progress, Not Complete status)
- The College, the Board and the Governor: Legal Framework and Obligations Online Course - Completed June 26, 2024 (100% progress, Complete status)
- Understanding College Financial Statements Online Course - Enrolled June 26, 2024 (0% progress, Not Started status)

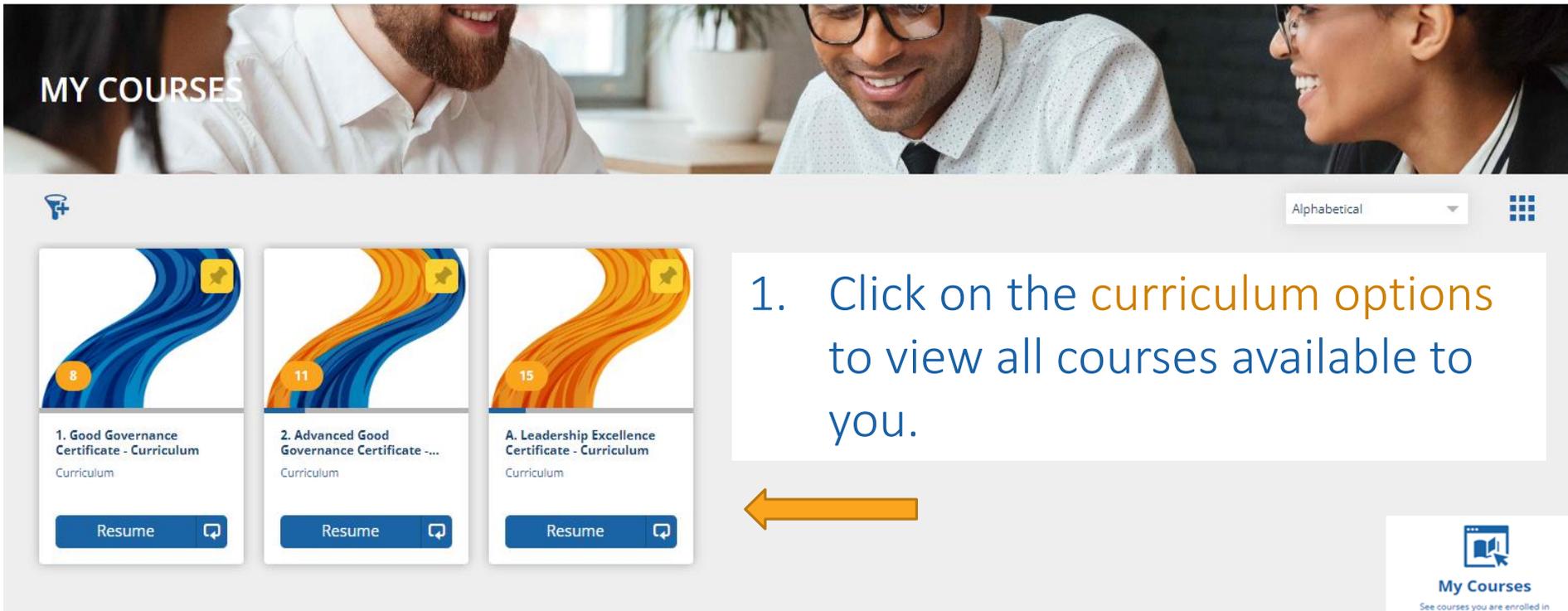
Annotations 'Curriculums' and 'Courses' with arrows point to the curriculum and course sections respectively.

How do I access Content?



As a Learner wanting to access content:

1. Click on the **My Courses** icon to see the screen below.



1. Click on the **curriculum options** to view all courses available to you.

You will then see the **course overview**, with options to enrol, start, resume or view. Be sure to expand the top section for full details about this Certificate program.

1. Good Governance Certificate - Curriculum

Curriculum

Course Content

EXPAND THIS VIEW TO READ IMPORTANT DETAILS ABOUT THIS SESSION: Expand this view.

The Good Governance (GG) Certificate program provides foundational learning to support governors' understanding of their role, and that of the college board. This is the first session of the program.

Course Content

Mandatory Sessions - All three of these sessions are required to complete the GG Certificate. You must complete 3 of the following course(s). 0 of 3 Course(s)

	The College, the Board and the Governor: Legal Framework	Online Course	1 Credits	Resume	⋮
	In-Person - Board Orientation - Higher Education Summ	Instructor Led Course	1 Credits	View	⋮
	In-Person - Good Governance - Higher Education Summi	Instructor Led Course	1 Credits	View	⋮

Pre-Electives towards Advanced Good Governance (AGG) Certificate - These will be applied for credit towards the AGG Certificate. These ... Credit(s). You must complete a minimum of 0 credit(s). 1 of 0 Credit(s)

	The College System - An Introduction	Online Course	1 Credits	Resume	⋮
	Labour and Employee Relations - An Introduction	Online Course	1 Credits	Start	⋮

In Progress
0/3 Courses

0%

Resources

My Courses
See courses you are enrolled in

To begin an Online course/Webinar

(see following slides for illustrations):

1. Click on the course name on the left side.
2. Read the details provided.
3. You will see three tabs –
 - Overview
 - Lesson (with three components)
 - Resources (slide deck, etc.)
4. You can click between these tabs. Once you begin a webinar, the tabs will collapse to the bottom of the screen. Just click on a tab to see the full view again.
5. For Webinars, if you would like to proceed, click “Start”
6. You will be required to complete the webinar, the knowledge check and the evaluation.



My Courses

See courses you are enrolled in



Overview Lessons Resources

Financial statements provide critical information on a college's financial health and its ability to pursue and achieve its strategic objectives. This pre-recorded webinar provides an introduction for board members, board staff and senior managers on:

- basic components of financial statements
- financial statement objectives
- Generally Accepted Accounting Principles "GAAP" for colleges

[Read more](#)

Click on **Read More** to see the course description.

Outcomes

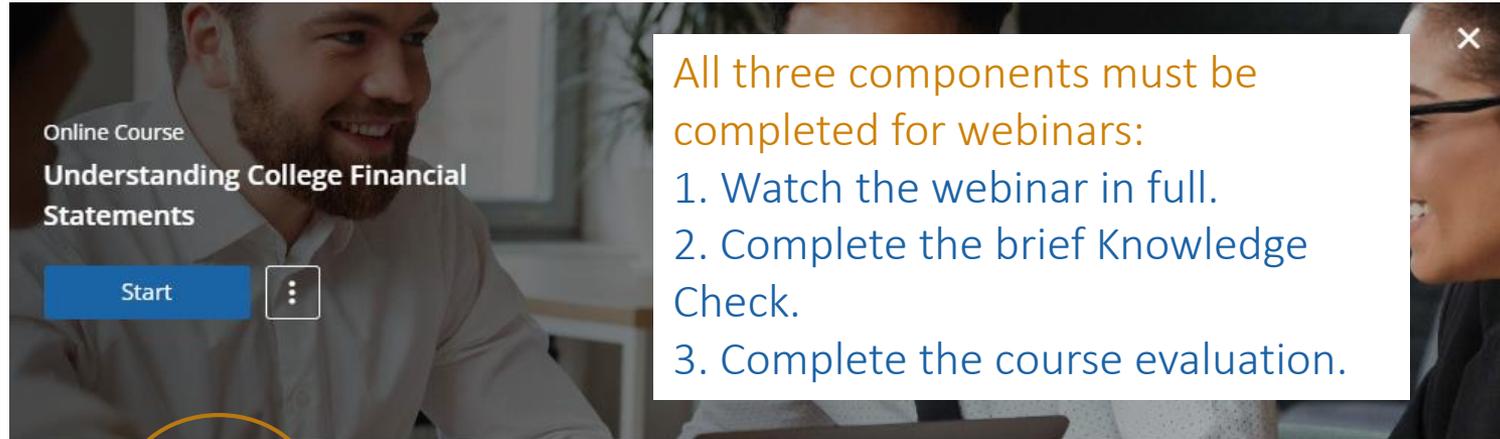


1 Credits



My Courses

See courses you are enrolled in



All three components must be completed for webinars:

1. Watch the webinar in full.
2. Complete the brief Knowledge Check.
3. Complete the course evaluation.

Overview **Lessons** Resources

1. Webinar: Understanding College Financial Statements 1

Webinar: Understanding College Financial Statements

This webinar was recorded live February 2024. Please disregard comments about question and answers during the session. Also, the slide deck is available on this course page, or through the Resources page available on your dashboard.

[Read more](#)

2. Knowledge Check: Understanding College Financial Statements 1

Knowledge Check - Understanding College Financial Statements

Course Tasks 1

Course Evaluation



My Courses

See courses you are enrolled in

Online Course
Understanding College Financial Statements

Start

⋮

Click **Start** when ready to begin. You can stop and start any number of times, picking up where you left off previously.

This screenshot shows the top section of a course page. It features a blue 'Start' button and a menu icon (three vertical dots) to its right. A yellow arrow points from the text box to the menu icon. The background is a blurred image of three people in a meeting.

Overview Lessons **Resources**

2 Resources

Alphabetical (A-Z)

Download All 

 Mock financial statements
PDF

 Slide Deck
PDF

Resources can be downloaded for viewing and printing.



My Courses

See courses you are enrolled in

Note: to view the webinar, you will need to “Collapse Course Details” in one of two locations:

The screenshot shows a course page for "Understanding College Financial Statements". The page includes a navigation bar with "Overview", "Lesson Details", and "Resources". Below the navigation bar, there is a section for the course title and progress, followed by a paragraph of introductory text and a bulleted list of topics. At the bottom left, there is a "Part of Curriculum" section and an "Outcomes" section showing "1 Credits". On the right side, there is a sidebar with a "Next: Knowledge Check" button and a list of course tasks, including a webinar and a knowledge check. Two orange callouts are present: one pointing to a "Collapse Course Details" button in the top right corner of the course content area, and another pointing to a "Collapse Details" button in the bottom center of the page.

Understanding College Financial Statements

Overview Lesson Details Resources

Understanding College Financial Statements
Not Started • 0%

Financial statements provide critical information on a college's financial health and its ability to pursue and achieve its strategic objectives. This pre-recorded webinar provides an introduction for board members, board staff and senior managers on:

- basic components of financial statements
- financial statement objectives
- Generally Accepted Accounting Principles “GAAP” for colleges
- role of senior management and boards vis-à-vis financial statements
- what to focus on when reading the financial statements
- reporting of financials to key internal and external stakeholders
- upcoming “GAAP” changes for college financial statements

Part of Curriculum
A. Leadership Excellence Certificate - Curriculum - Continuing

Outcomes
1 Credits

Next: Knowledge Check ...

Not Started 0%

1. Webinar: Understandi... 0/1

Webinar: Understanding College Financial Statements

2. Knowledge Check: Un... 0/1

Knowledge Check ...

Course Tasks 0/1

Course Evaluation

Collapse Course Details

Collapse Details

Press the play button to view. At any time if you pause, you can “Expand Course Details” again to return to the lesson overview.



Understanding college financial statements

MARCUS SCONCI
MSCONCI@BDO.CA
905-272-7830



ROB WILKES
RWILKES@BDO.CA
905-272-7823

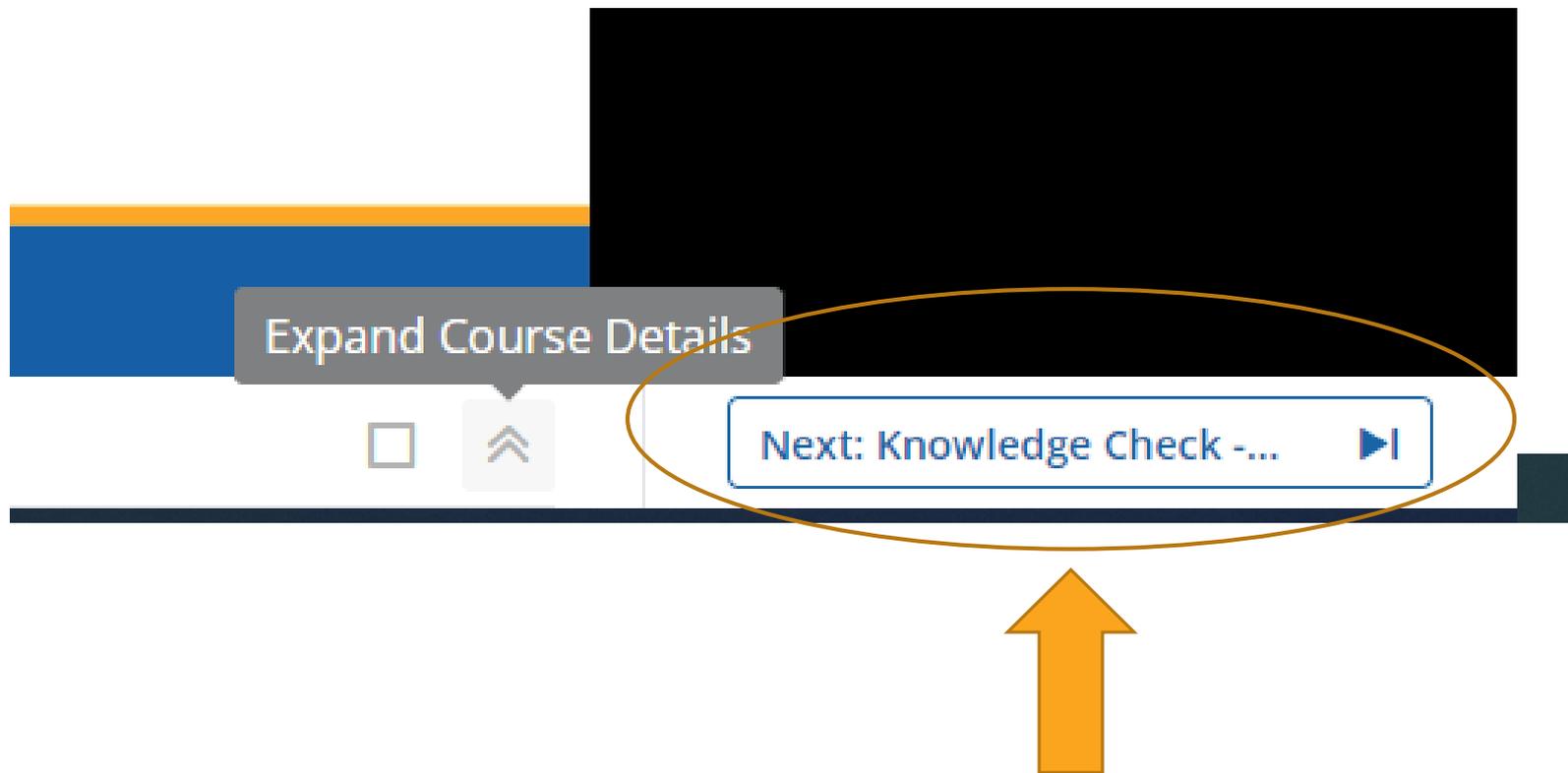


PANELIST:
ANGELA ZEHR
CHIEF FINANCIAL OFFICER, MOHAWK COLLEGE
ANGELA.ZEHR@MOHAWKCOLLEGE.CA



Expand Course De

Also, in the bottom right view you will see the option to advance to the Knowledge Check once the video has completely run to the end, or to return to the video. Once the Knowledge Check is complete, you can also advance to the Evaluation.



Where do I find program Resources?



Resources

Browse or download resources

Back on the main Dashboard, click on the **Resources** icon to see this screen and find all program resources:



The screenshot shows the "RESOURCES" dashboard. At the top left, the word "RESOURCES" is displayed in white on a dark background. Below this, there are several filters: "Hide Refine Search" with a funnel icon, "Show Categories" with a checked toggle switch, "Resource Name:" with a search input field, and "Tags:" with a dropdown menu. On the right side, there is a sorting dropdown set to "Alphabetical (A-Z)" and a hamburger menu icon. Below these are two language folders: "English" with 7 subcategories and 32 resources, and "Français" with 6 subcategories and 23 resources. An orange arrow points from a text box below to the "English" folder.

Click on the preferred **language folder** to view all resources available to you.

Ministry links, the *Manual for Effective College Governance* and webinar slide decks can be found here.



Resources

Browse or download resources

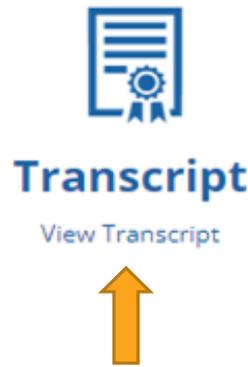
Where do I find my Transcript?



Transcript

[View Transcript](#)

Click on the Transcript icon to see this screen:



The transcript will show all courses, completion status, as well as newly-completed and downloadable certificates.

Courses

Course Title ▲	Status ▶	Score ▶	Enrolment Date ▶	Completion Date ▶	Credits ▶
1. Good Governance Certificate - Curriculum	In Progress		November 30, 2023 3:42 PM		View
2. Advanced Good Governance Certificate - Curriculum	In Progress		November 30, 2023 3:41 PM		View
A. Leadership Excellence Certificate - Curriculum	In Progress		February 13, 2024 2:20 PM		View
College Financial Leadership	In Progress		February 27, 2024 10:39 AM		Resume
In-Person - Board Orientation - Higher Education Summit	Not Started		April 23, 2024 3:46 PM		View
In-Person - Good Governance - Higher Education Summit	Not Started		April 23, 2024 3:46 PM		View
In-Person - Higher Education Summit - Board Essentials	Not Started		May 8, 2024 10:47 AM		View
In-Person - Higher Education Summit - Elective Credit #1	Not Started		May 10, 2024 12:04 PM		View

Load more...

8 / 16

Need help with the
LMS? Click on the
FAQs icon:



FAQs

The answers to your questions

Need more information relating to the
program content, not found in the FAQs?

Contact: learning@collegecentre.ca

Additional notes for College Board Liaisons

1. **All College board Liaisons have been assigned to the BE Curriculums**, even if you have previously completed Certificates. This gives you the learner view and access to current webinars.
2. **All current/continuing learners** (those previously enrolled prior to August 2024) have been put into these curriculums:
 - 1. **Good Governance Certificate** - Curriculum – **Continuing**
 - 2. **Advanced Good Governance Certificate** – Curriculum - **Continuing**

Any previously offered course, that is no longer being offered, is noted on the transcript by title and “0” credits, but is replaced with “General Elective Credit #” with “1” credit each. This is a bit confusing, but the only way that we can manage current users at this time. “General Elective Credit #” will show as an actual course in their curriculum, but when they click on it they’ll see that nothing is there. It is a placement holder for previous credits.
3. **All new learners (as of August 2024)** are entered into a different curriculum that has the same elements, but without the “General Elective Credit” option.
 - 1. Good Governance Certificate - Curriculum
 - 2. Advanced Good Governance Certificate – Curriculum
4. **All new learners** will need an enrolment key to get registered on the LMS. You can enrol them using that key if you like, but they will need the URL and password from there to access their dashboard.
5. **All HES credits** will be uploaded following HES, based on attendance there.
6. All HES electives will be recorded with “In-Person - Higher Education Summit - Elective Credit #” for purposes of tracking credits on the transcript.