

Welcome!

The College Centre's Learning Management System (LMS)

Getting Started – College HR Liaisons

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Key highlights

1. The LMS is the place for learners to work towards completion of certificates.
2. Completion of the Leadership Excellence (LE) certificate must be completed within 1 year , after which time, their profile will be deactivated.
3. As you see below, HR staff have the option of a “Manager” view so that you can monitor the progress of all LE participants. Only those learners who are still active 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.
4. **We will need confirmation from the HR Liaison about being on the platform with a manager view. If you would also like a learner view we would like confirmation of that also.**
5. Please ensure that your college IT has added this domain to the “safelist” at your college: <https://lms.collegecentre.ca/#/login>
6. Emails from the LMS will come from: learning@collegecentre.ca
7. All LE learners will receive a similar version of this orientation overview.

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 **LE** users, and assigned college liaisons:


1. You will receive a welcome email containing your username and link to the LMS to create your 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:

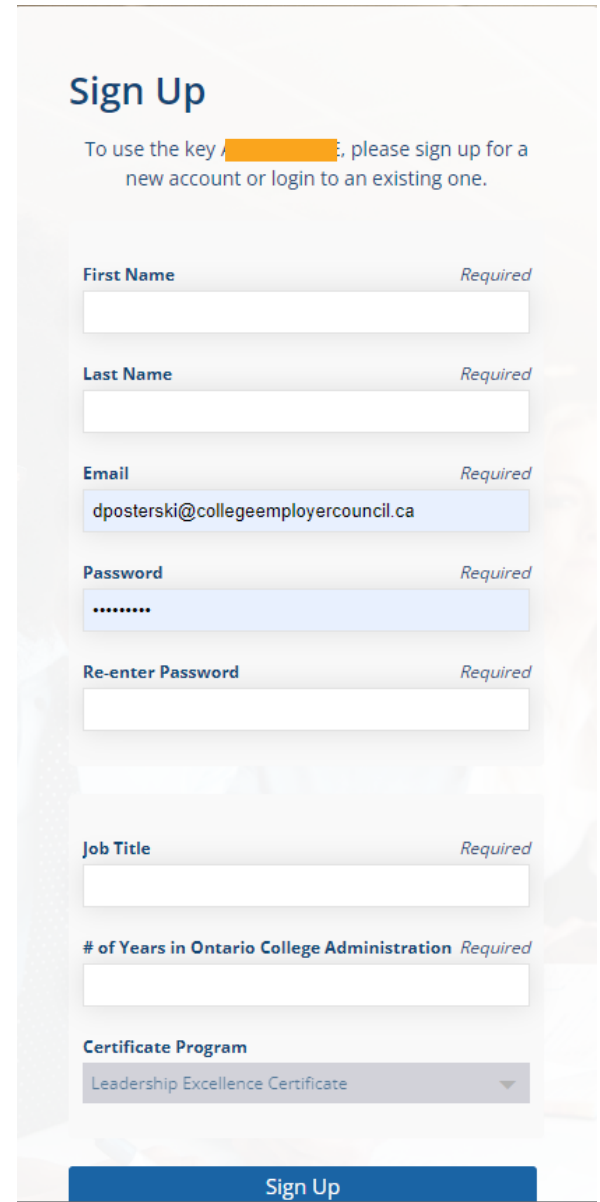
<https://lms.collegecentre.ca/#/login>




New Users – Leadership Excellence (LE)

For all New LE Users, beginning August 2024:

1. Your college HR 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 , please sign up for a new account or login to an existing one.

First Name *Required*

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Job Title *Required*

of Years in Ontario College Administration *Required*

Certificate Program
Leadership Excellence Certificate

Sign Up

College Liaisons:

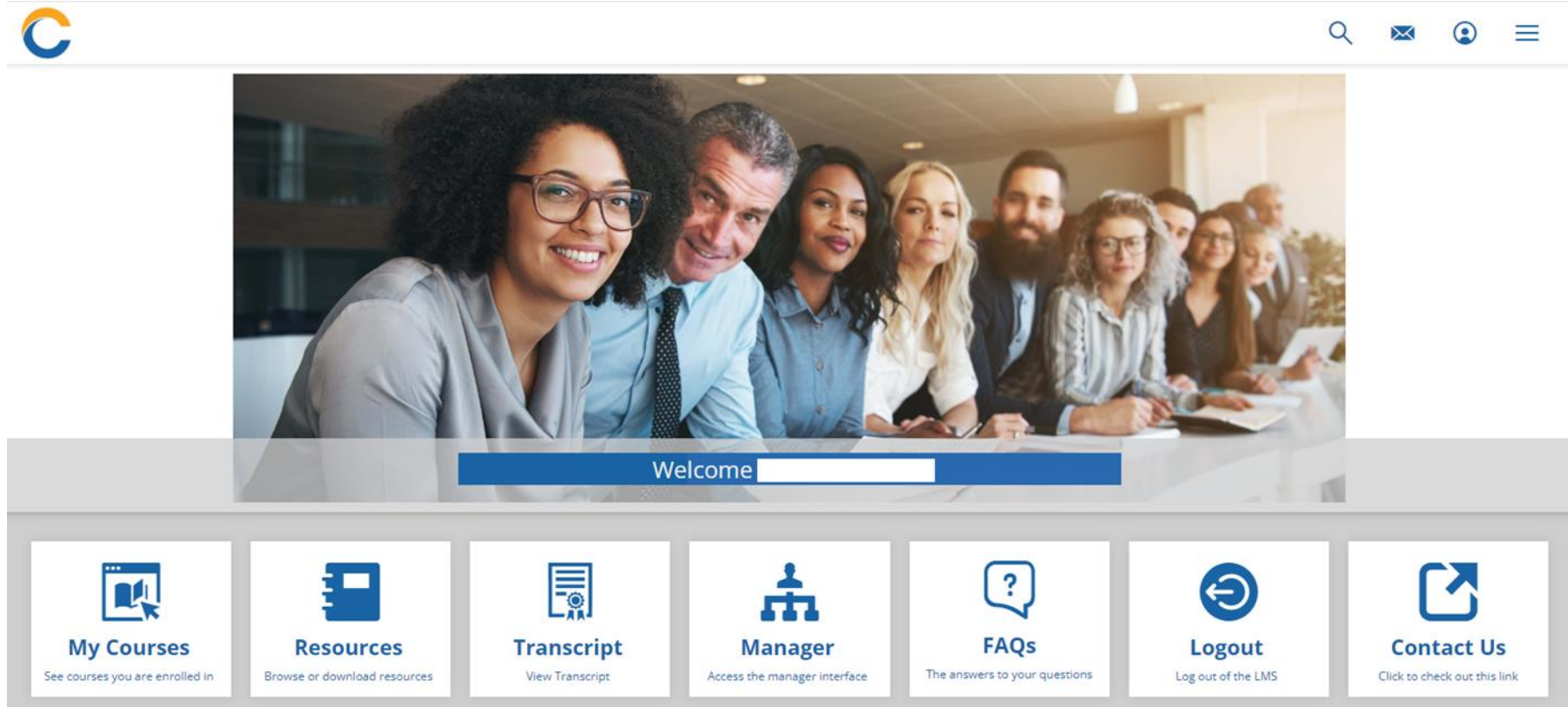
To enable easy flow of email communication, please ask your college IT to “safelist” this domain:

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

Navigating the “Learner Experience”

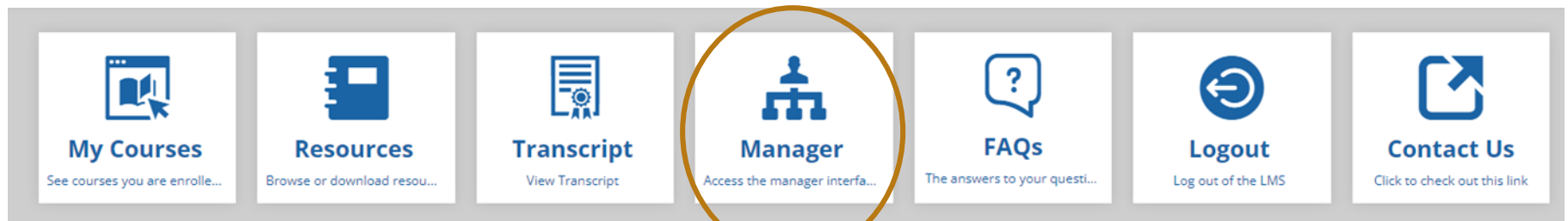


Once logged in, you will see this screen, also called your “Dashboard”.



“Manager” View

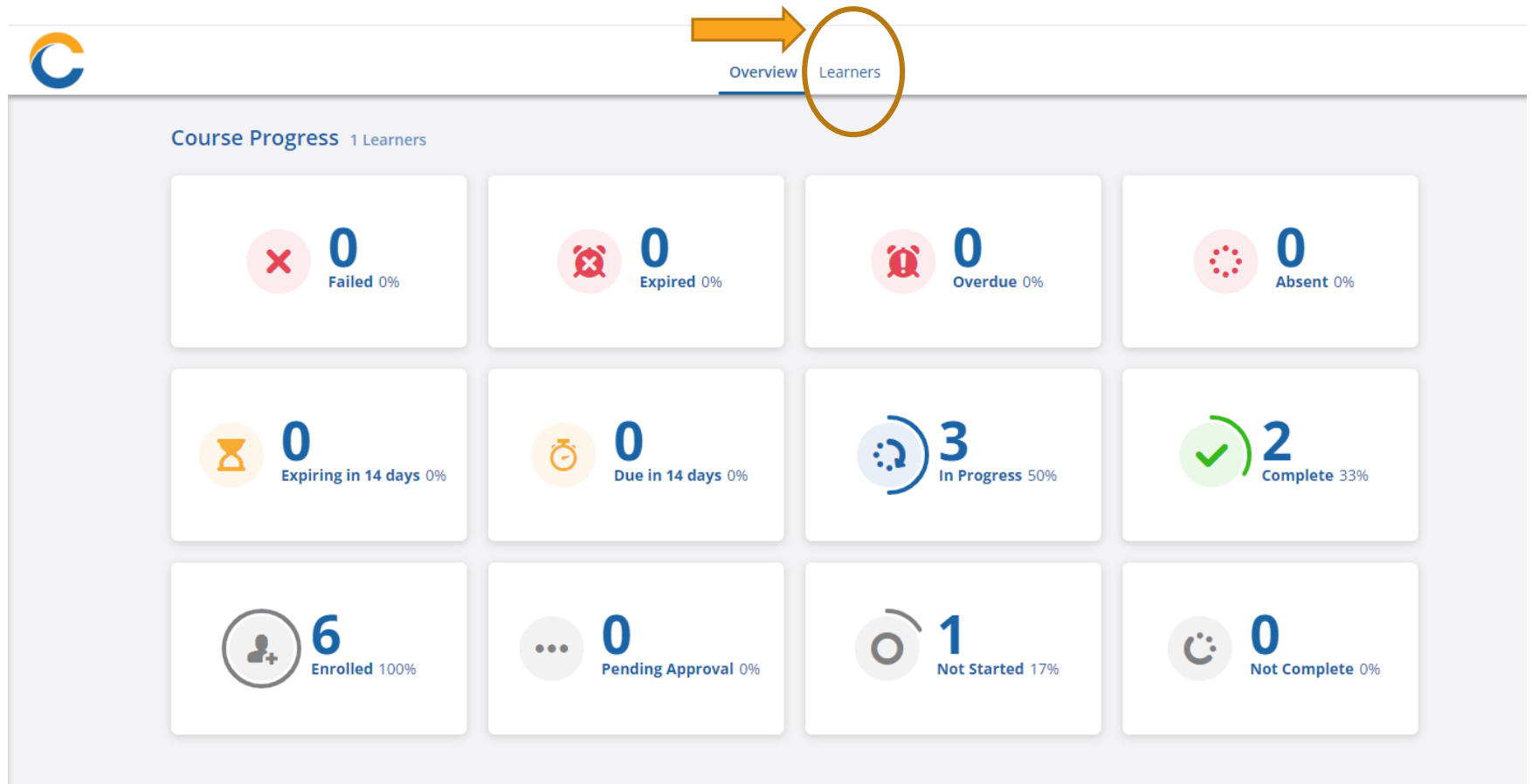
For College HR Liaisons, you also have a
Manager icon.



By clicking on the **Manager** icon, you will have access to view your participants' progress.



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, with the text "The College Centre • 1 Direct Reports" below it. On the left side, there is a sidebar with several sections: "Courses" with a "Select Courses" dropdown; "Status" with a list of status options and counts: "Enrolled" (6), "Not Started" (1), "In Progress" (3), "Complete" (2), "Failed" (0), "Absent" (0), and "Not Complete" (0); and "Priority" with a dropdown arrow. The main content area is titled "1 Learners" and contains a single learner card for "Diane Patterson" from "The College Centre". To the right of the learner card, there are two buttons: "Enroll +" and "Message". Below these buttons, there is a large orange arrow pointing to a small circular icon containing a downward-pointing arrow, which is highlighted by a thin orange circle. This icon is intended to be clicked to expand the view for each learner.

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

Diane Patterson
The College Centre

Enroll + Message

5 Courses 0 Certificates 2 Credits

Course Title	Enrollment Date	Progress	Status
A. Leadership Excellence Certificate - Curriculum - Continuing Curriculum	Enrolled June 28, 2024	9%	In Progress
Labour and Employee Relations – An Introduction	Enrolled June 26, 2024	0%	Not Started
The College System - An Introduction	Enrolled June 26, 2024	0%	Not Complete
The College, the Board and the Governor: Legal Framework and Obligations	Completed June 26, 2024	100%	Complete
Understanding College Financial Statements	Enrolled June 26, 2024	0%	Not Started

Curriculum

Courses

How do I access Content?



As a Learner wanting to access content:

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



The screenshot displays the 'MY COURSES' interface. At the top, there is a header with the text 'MY COURSES' and a background image of three people smiling. Below the header, there is a grid of three curriculum options, each with a blue and orange wavy graphic and a yellow star icon. The options are:

- 1. Good Governance Certificate - Curriculum
- 2. Advanced Good Governance Certificate - Curriculum
- A. Leadership Excellence Certificate - Curriculum

Each option has a 'Resume' button and a share icon. To the right of the grid, there is a dropdown menu set to 'Alphabetical' and a grid icon. A large orange arrow points from the text 'Click on the curriculum options to view all courses available to you.' to the curriculum options.

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.

A. Leadership Excellence Certificate - Curriculum

Curriculum

Course Content

EXPAND THIS VIEW TO READ IMPORTANT DETAILS ABOUT THIS CERTIFICATE PROGRAM.

Welcome to the Leadership Excellence course offerings.

Course Content

Expand this view.

MANDATORY
You must complete 5 of the following course(s).

2 of 5 Course(s)

	The College, the Board and the Governor: Legal Framework and	Online Course	1 Credits	Resume
	Understanding College Financial Statements	Online Course	1 Credits	Completed
	Leadership Symposium: Change Leadership	Instructor Led Course	1 Credits	Enrol
	Working with College Boards	Online Course	1 Credits	Completed
	Leadership Accountability Gap	Instructor Led Course	1 Credits	View

To begin an Online course/Webinar

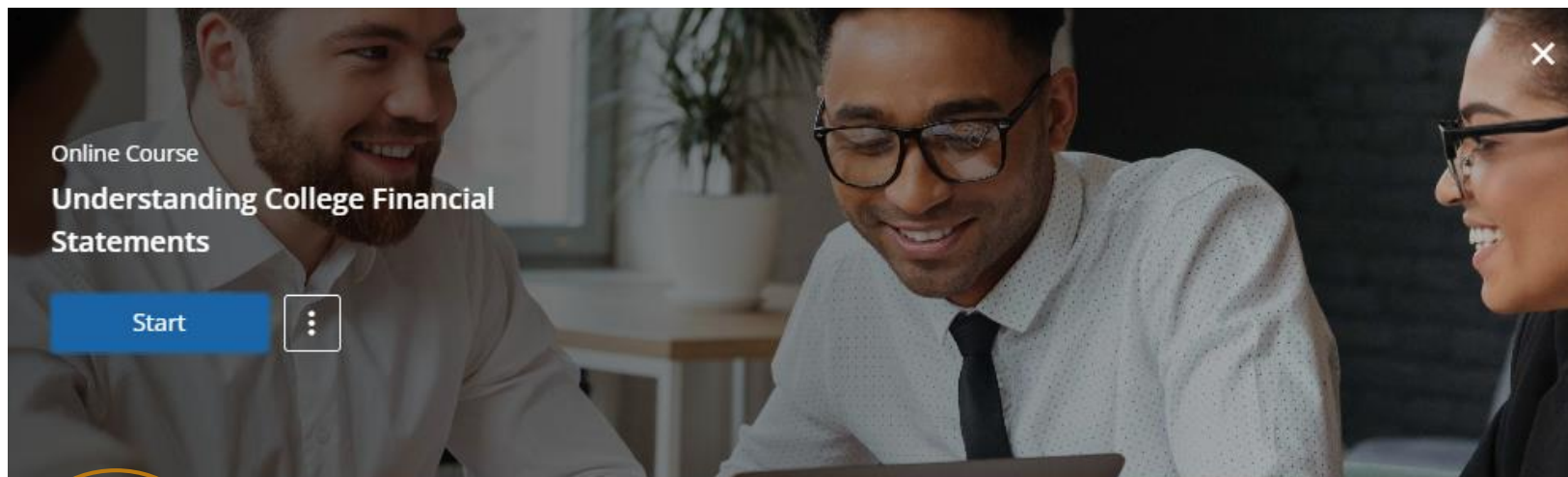
(see following slides for illustrations):

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.

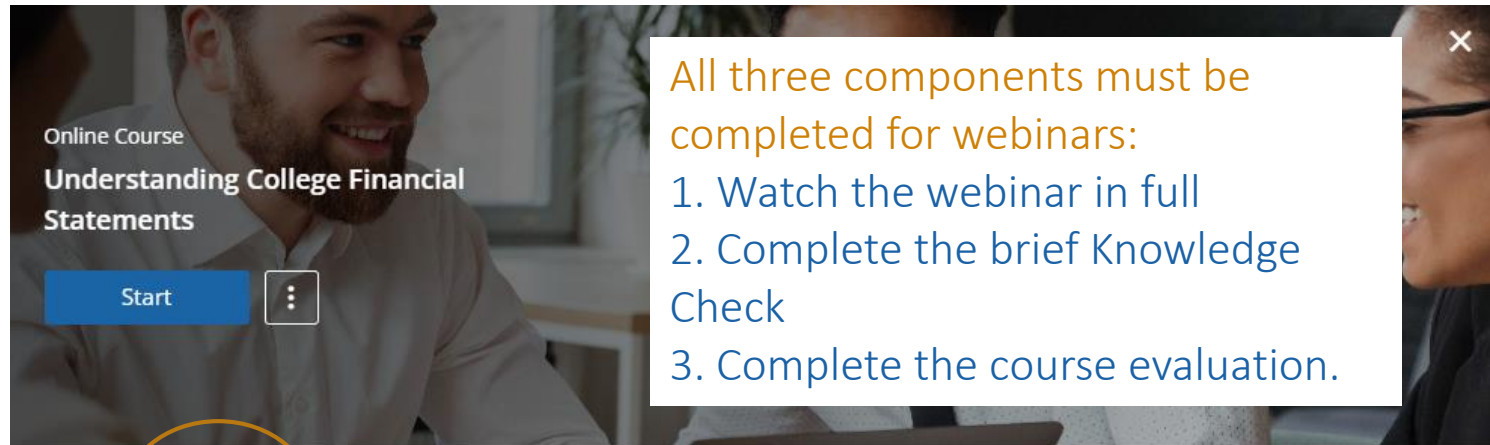
Outcomes



1 Credits



My Courses
See courses you are enrolled in



Online Course
Understanding College Financial Statements

Start

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.

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:

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

Collapse Details

Collapse Course Details

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

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



Understanding college financial statements

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



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



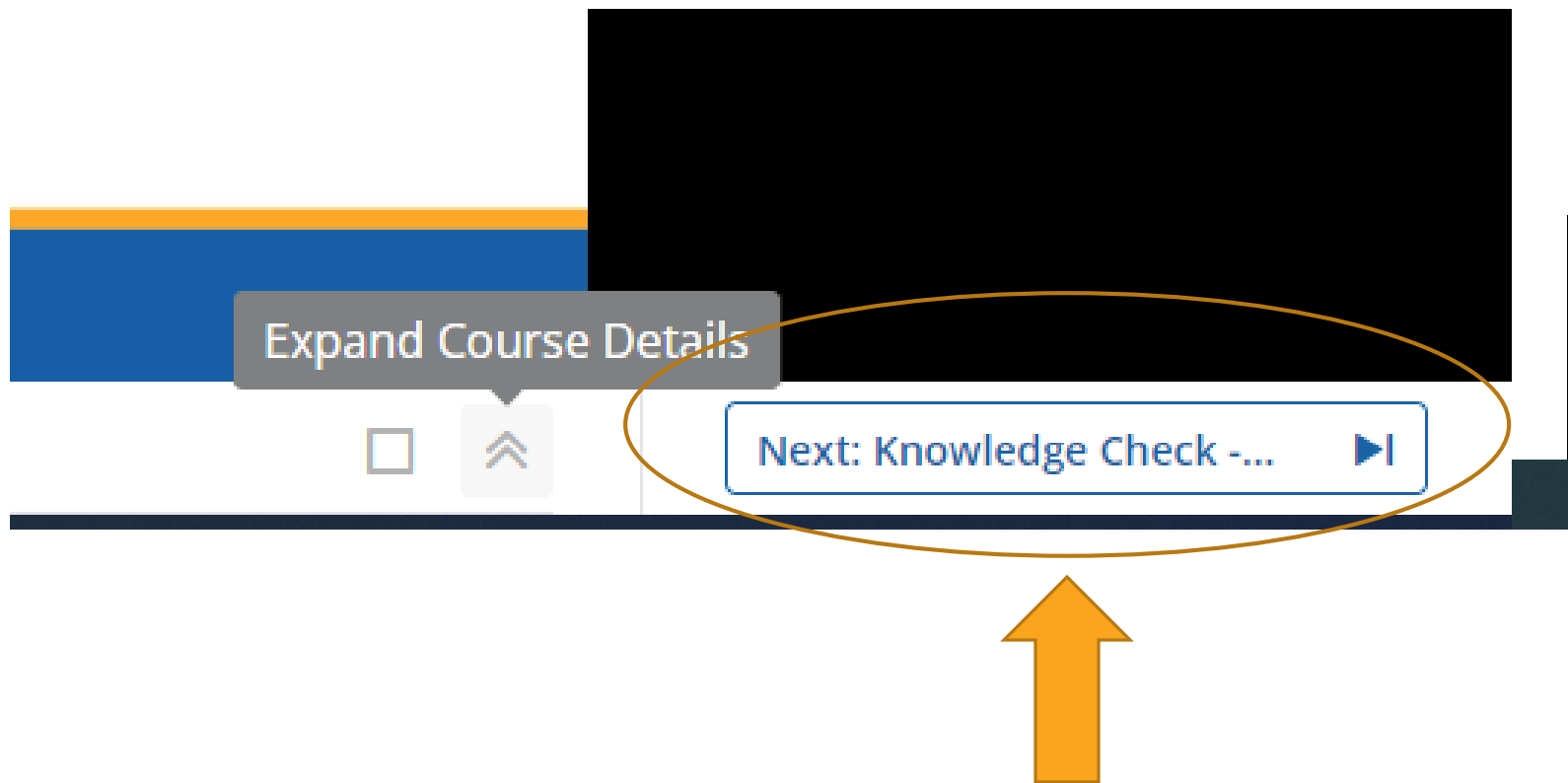
PANELIST:
ANGELA ZEHR
CHIEF FINANCIAL OFFICER, MOHAWK COLLEGE
ANGELA.ZEHR@MOHAWKCOLLEGE.CA



Expand Course De

August 2024

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.



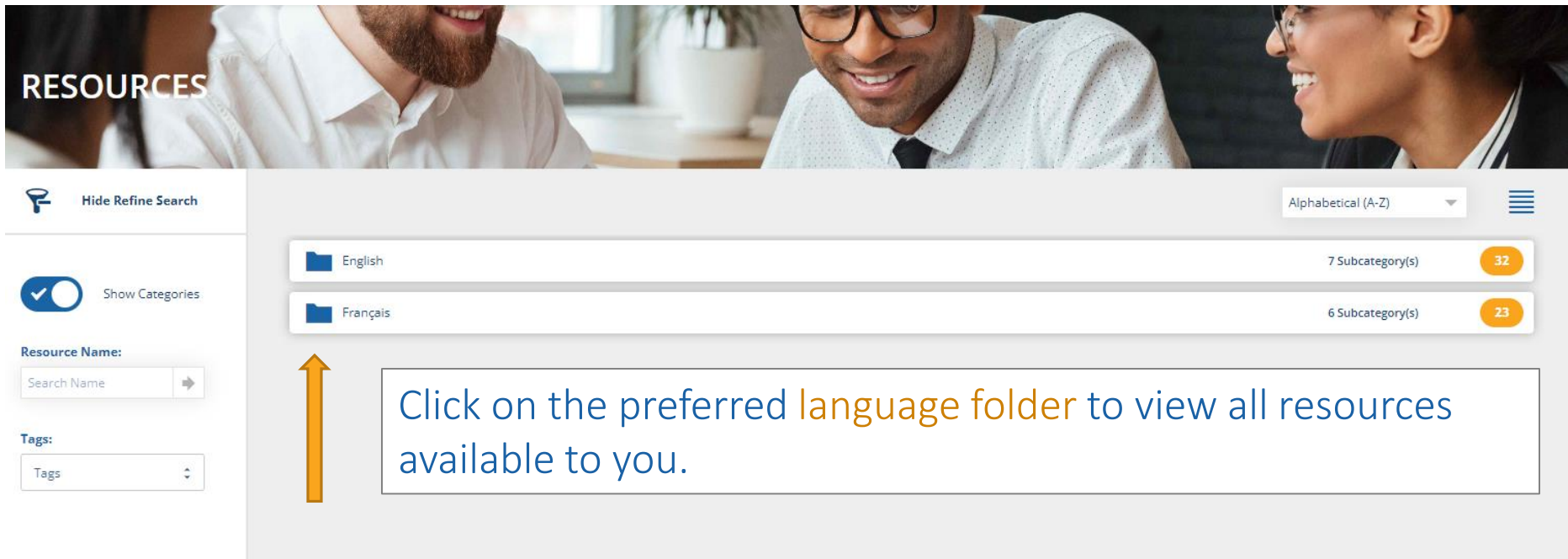
Where do I find program Resources?



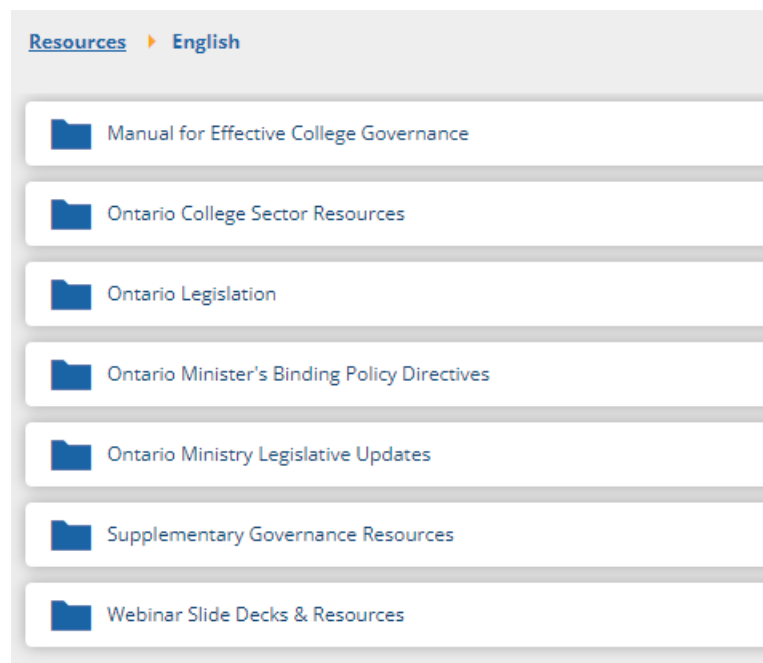
Resources

[Browse or download resources](#)

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

A screenshot of the 'Resources' page. The top banner shows three people smiling. Below the banner, the page has a left sidebar with filters: 'Hide Refine Search' (with a funnel icon), 'Show Categories' (with a checked toggle), 'Resource Name:' (with a search box), and 'Tags:' (with a dropdown). The main content area shows a list of language folders: 'English' with 7 Subcategory(s) and 32 resources, and 'Français' with 6 Subcategory(s) and 23 resources. An orange arrow points to the 'English' folder. A text box with an orange arrow pointing to it says: 'Click on the preferred language folder to view all resources available to you.' The top right of the page has a dropdown menu set to 'Alphabetical (A-Z)' and a hamburger menu icon.

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 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...](#)

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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 HR Liaisons

1. All College HR Liaisons have the *option* of being assigned to the LE Curriculums. This gives you the learner view and access to current webinars. You may also opt to have the Manager view.
We will be looking for confirmation from you.
2. All **current/continuing learners** (those previously enrolled prior to August 2024) have been put into this curriculums:
 - **A. Leadership Excellence 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.
 - **A. Leadership Excellence Certificate - Curriculum – Continuing**
4. All new learners will need an “enrolment key” to get registered on the LMS. This will be provided to you in August. You can enrol new learners using that key if you like, or have your learners register themselves. Either way, 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.