

Welcome!

The College Centre's Learning Management System (LMS)

Getting Started – College HR Liaisons

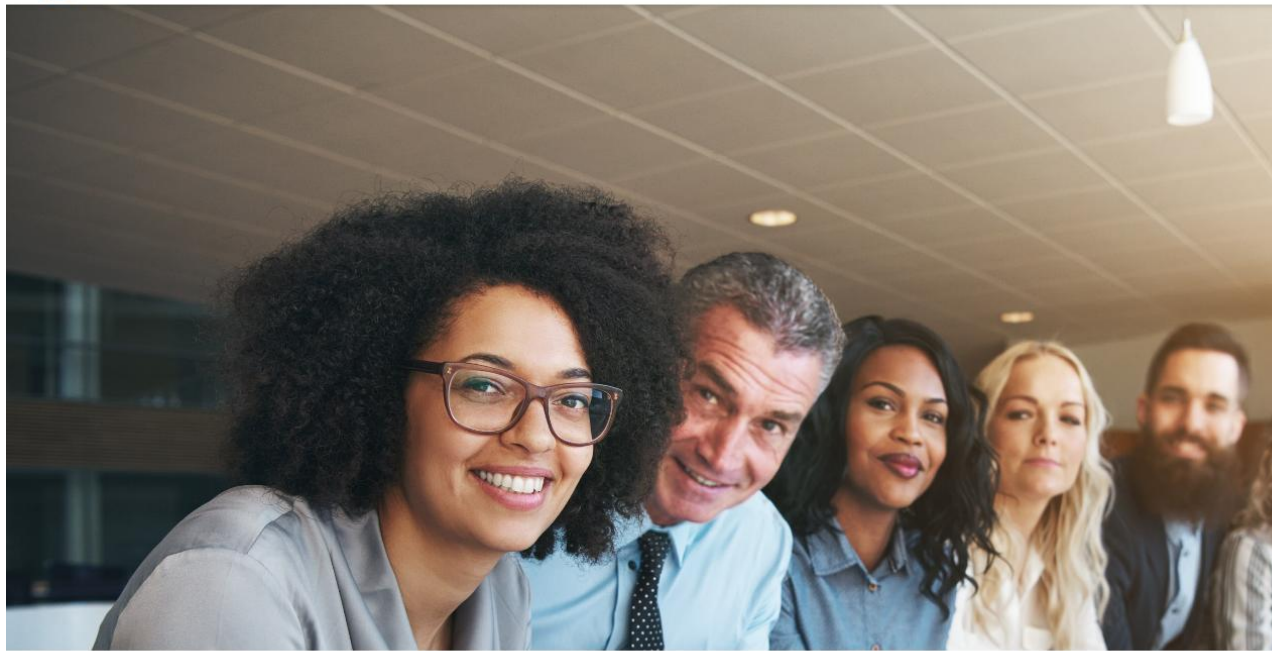
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Key highlights

1. The LMS is the place for learners to work towards completion of certificates.
2. Participants are expected to complete the certificate within 1 year.
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 **CEL** users, and assigned college liaisons:

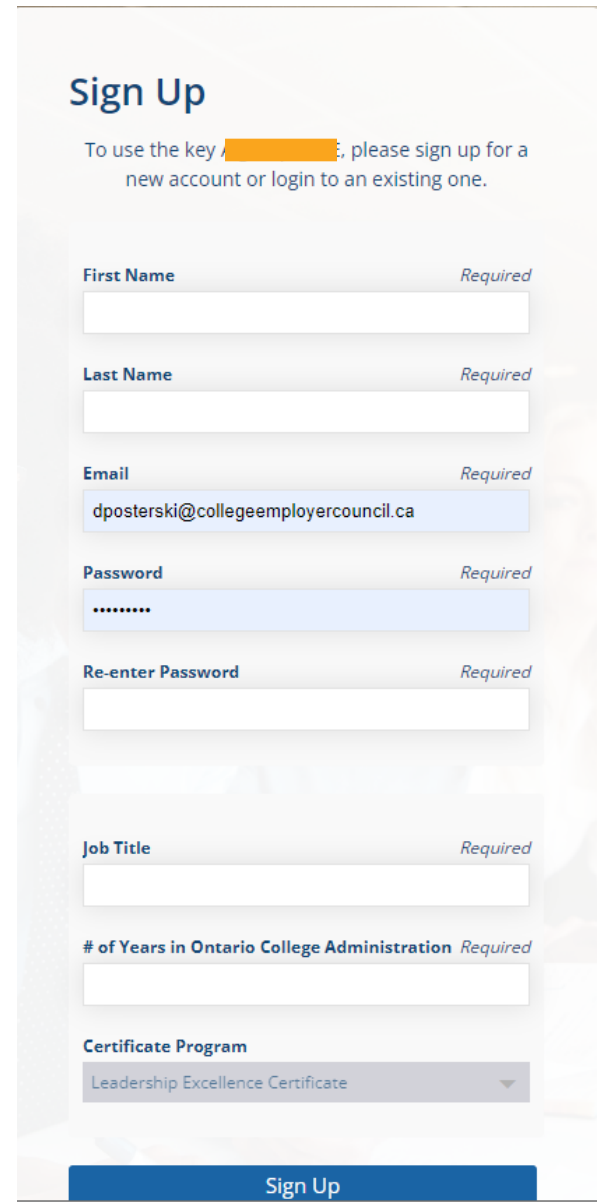
1. Login:
<https://lms.collegecentre.ca/#/login>
2. Enter the required information.
3. You should be directed to your own personal dashboard.
4. Bookmark this URL for future logins, and you can always click on “Forgot Password” to start again:
<https://lms.collegecentre.ca/#/login>



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 XXXXXXXXXX, 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:

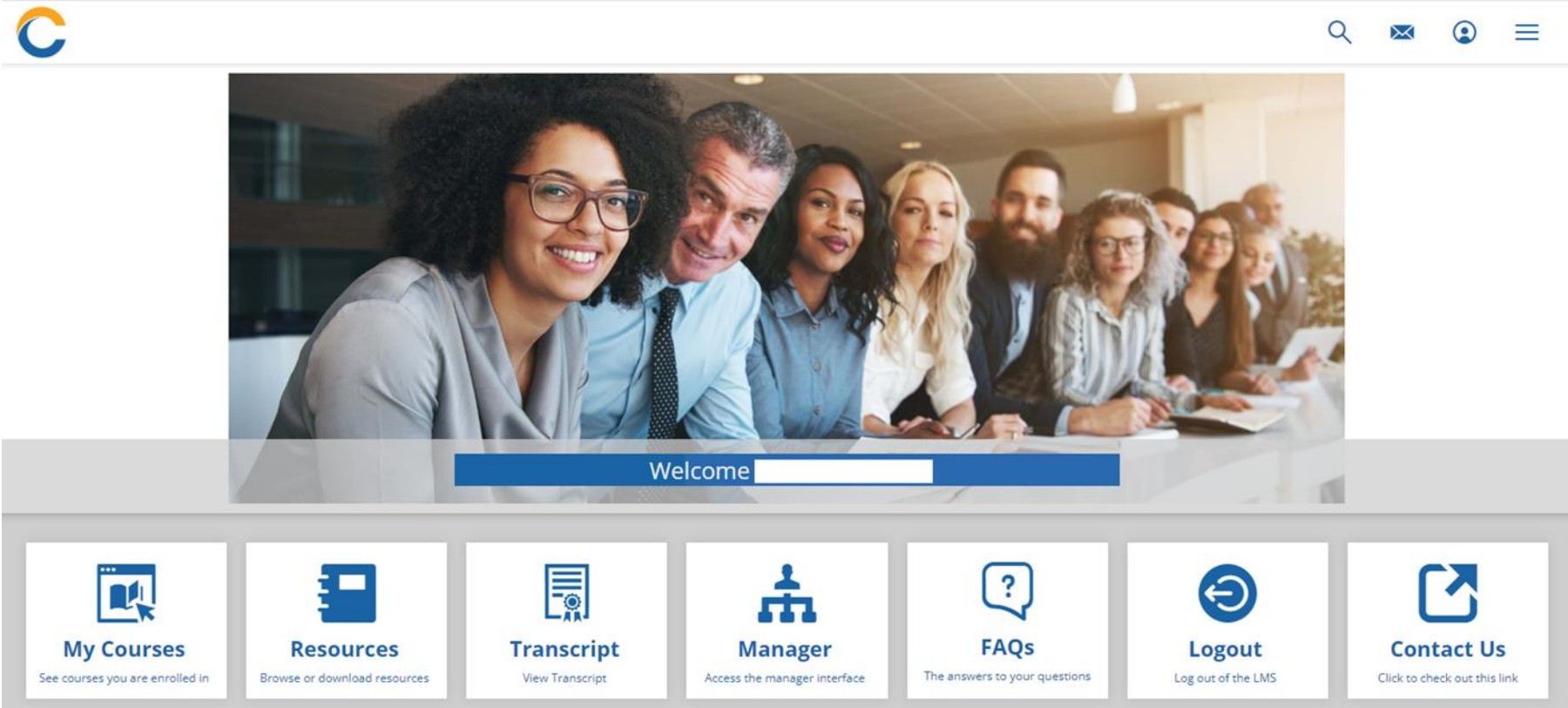
To enable easy flow of email communication, please ask your college IT to “safelist” this domain:

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

Navigating the “Learner Experience”

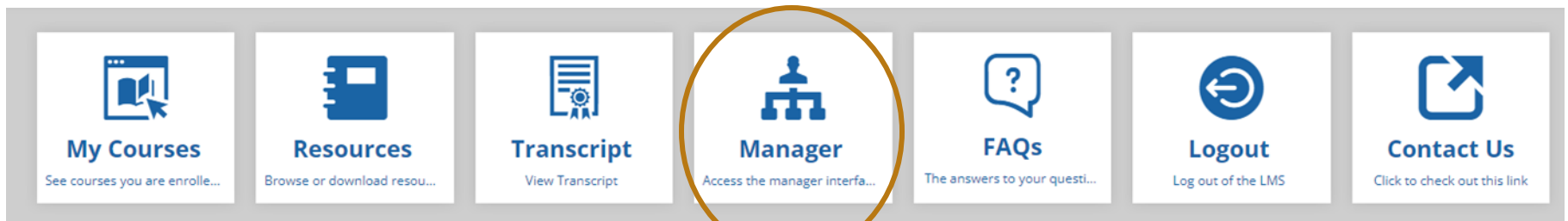


Once logged in, you will see this screen, also called your “Dashboard”.



“Manager” View

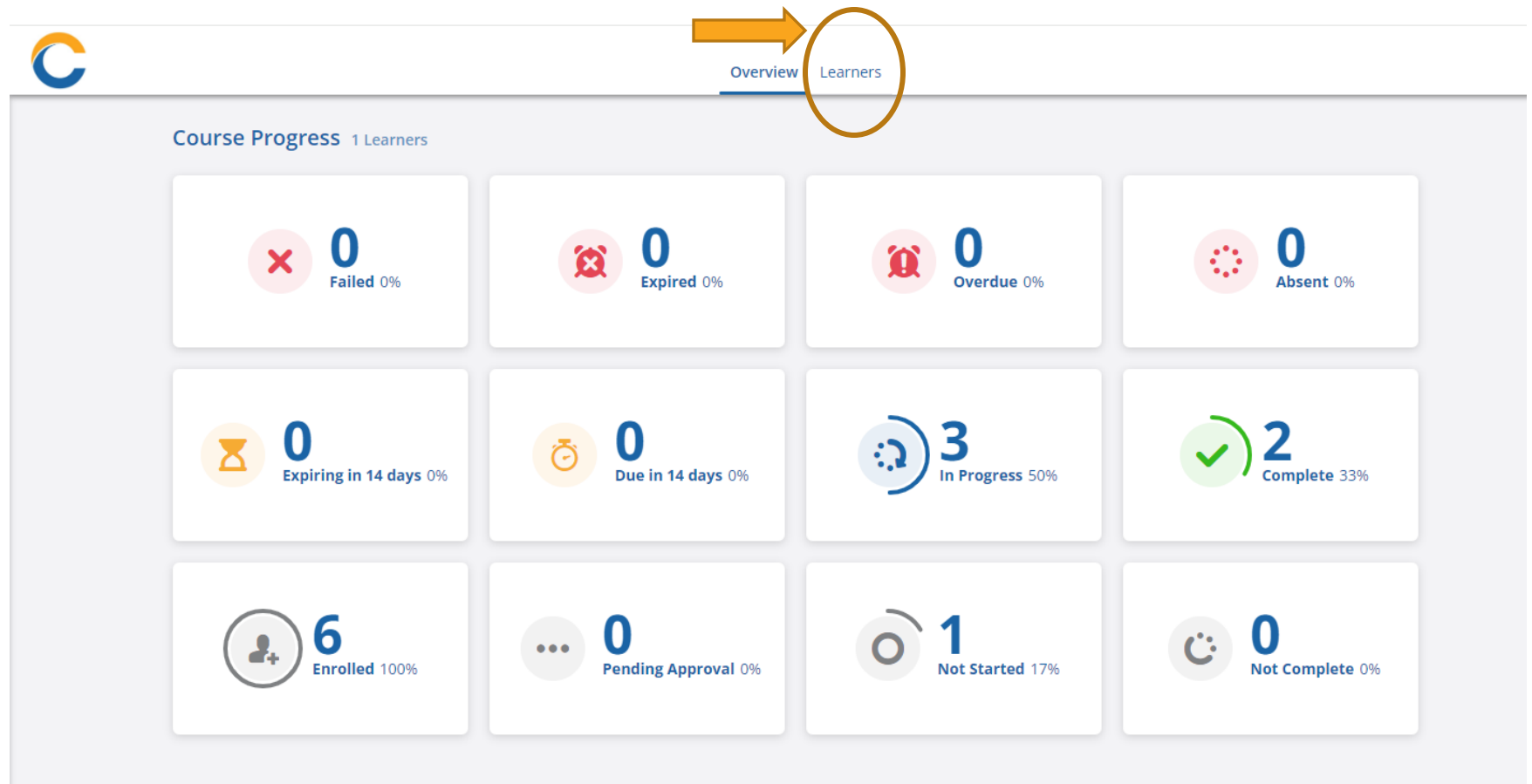
For College HR Liaisons, you also have a
Manager icon.



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, the user profile for Diane Posterski is shown, with the text "The College Centre · 1 Direct Reports". Below this is a sidebar with filters for Courses, Status, and Priority. The Status filter is expanded, showing "Enrolled" with a count of 6, and other status options like "Not Started", "In Progress", "Complete", "Failed", "Absent", and "Not Complete". The main content area is titled "1 Learners" and contains a single learner card for Diane Patterson. The card includes a profile picture, name, and affiliation. To the right of the card are "Enroll +" and "Message" buttons. An orange arrow points to a dropdown arrow icon in the bottom right corner of the learner card, which is circled in orange.

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

Curriculum

Courses

Item	Progress	Status
A. Leadership Excellence Certificate - Curriculum - Continuing	9%	In Progress
Labour and Employee Relations - An Introduction	0%	Not Started
The College System - An Introduction	0%	Not Complete
The College, the Board and the Governor: Legal Framework and Obligations	100%	Complete
Understanding College Financial Statements	0%	Not Started

How do I access Content?



As a Learner wanting to access content:

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



MY COURSES



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.

A. College Executive Leadership Certificate - Curriculum - 2025/26
Curriculum

Course Content

Expand this view.

EXPAND THIS VIEW TO READ IMPORTANT DETAILS ABOUT THIS CERTIFICATE PROGRAM.
Welcome to the **College Executive Leadership** course offerings. We look forward to working and learning with you!

Course Content

I. MANDATORY CREDITS
You must complete 10 of the following course(s).

Course Title	Type	Credits	Action
The College, the Board and the Governor: Legal Framework and Obligations ...	Online Course	1 Credits	Resume
The College System - An Introduction (April 2025)	Online Course	1 Credits	Enrol
Labour and Employee Relations - An Introduction	Online Course	1 Credits	Enrol
Leadership Accountability Gap	Instructor Led Course	1 Credits	Choose Session
Leadership Reflection Exercises 2025/26 TEST	Online Course	1 Credits	Enrol

In Progress
0/2 Groups
0%

Resources

My Courses
See courses you are enrolled in

To begin an Online course/Webinar

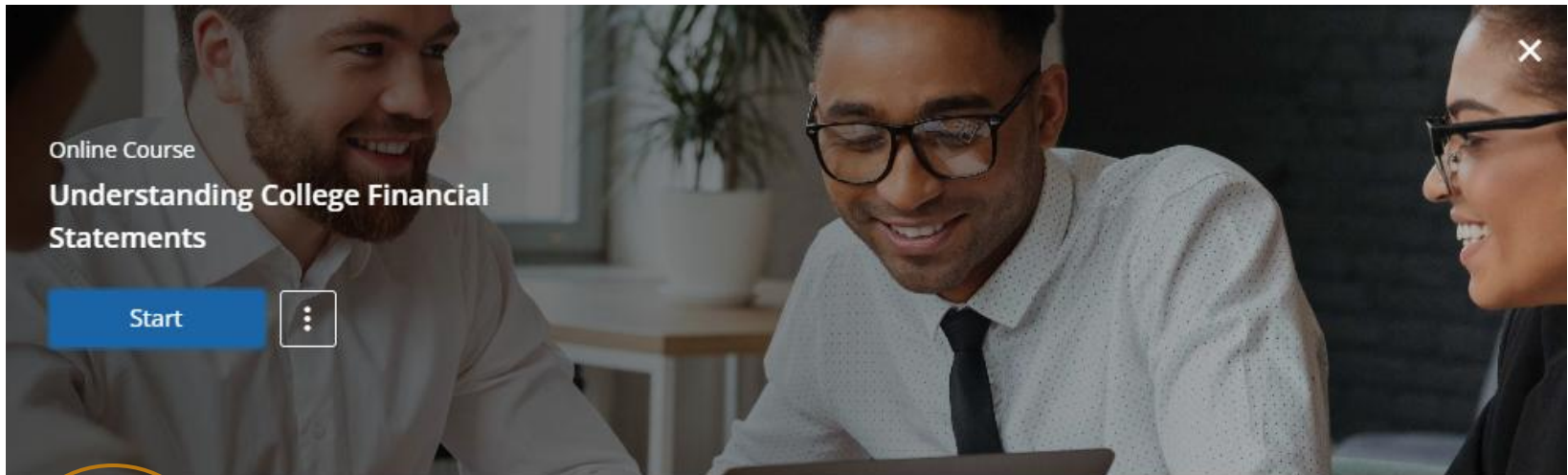
(see following slides for illustrations):

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

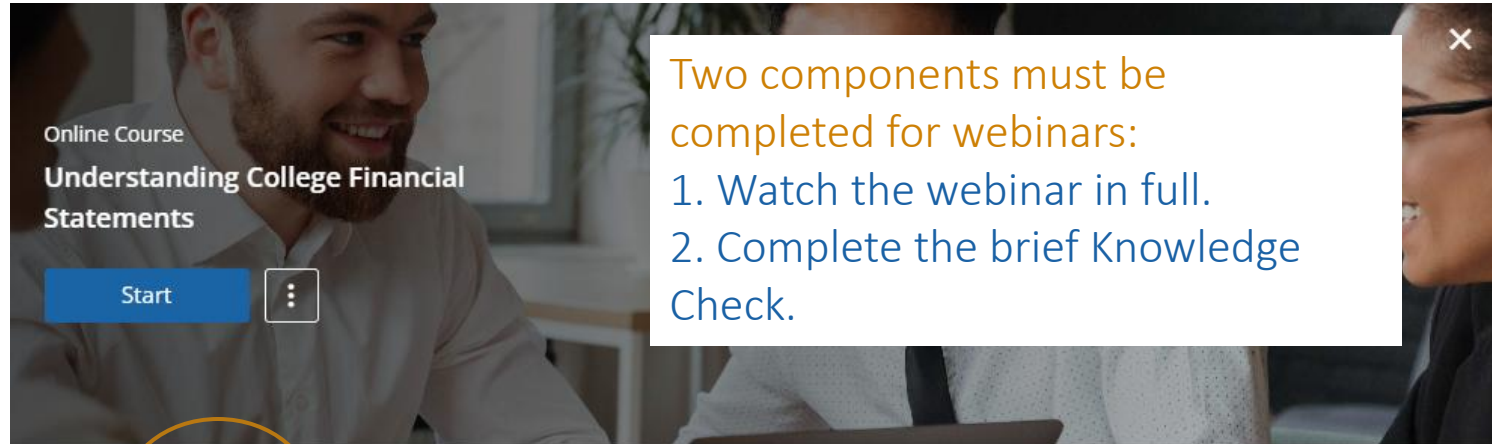


1 Credits



My Courses

See courses you are enrolled in



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:

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 callouts are present: one in the top right corner pointing to a "Collapse Course Details" button with a dropdown arrow, and another in the bottom center pointing to a "Collapse Details" button with a dropdown arrow.

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 ...

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.

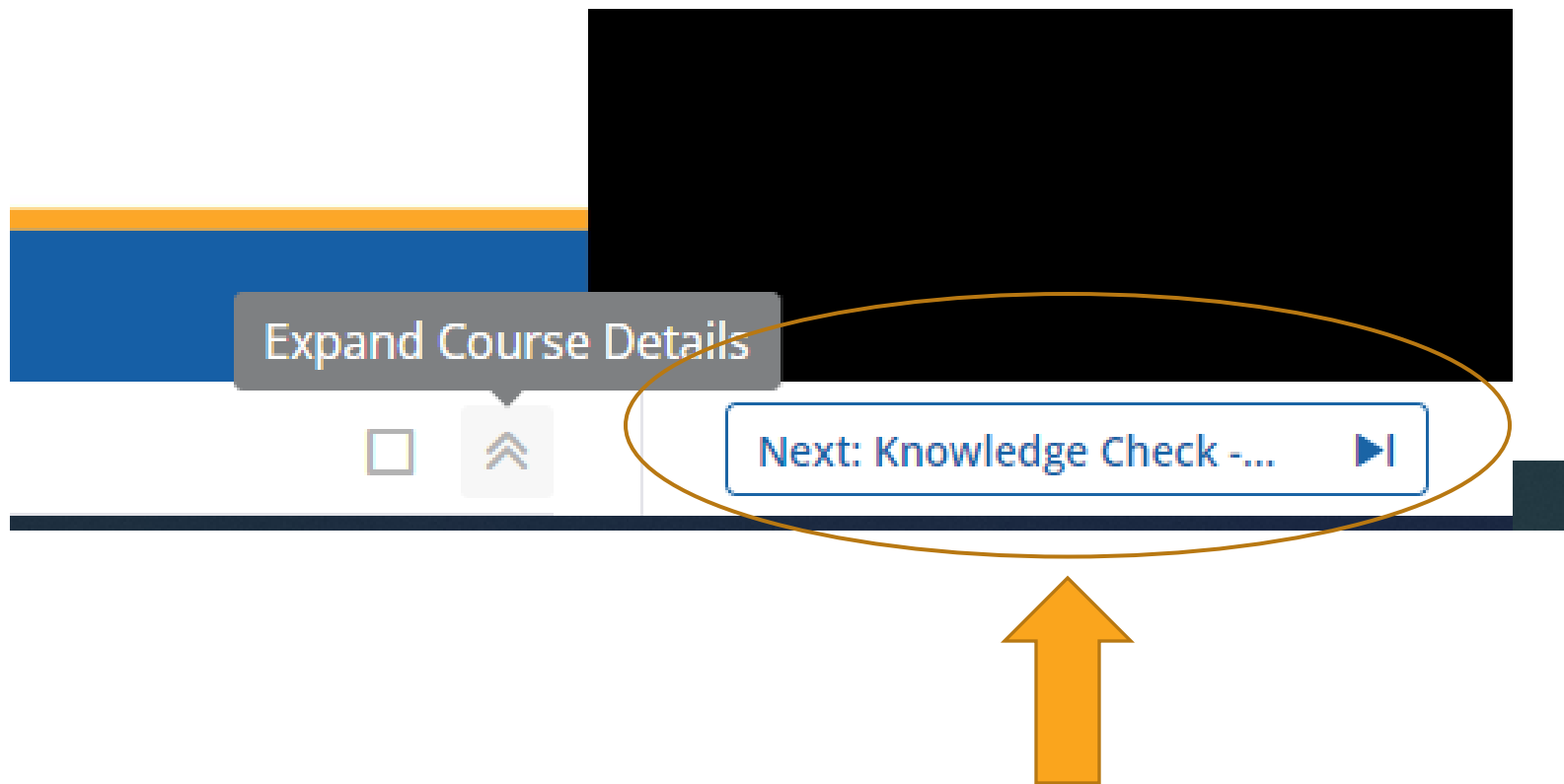


The College Centre
Understanding College Financial Statements

Presenters from BDO Canada LLP:
Josh Trigiani, Partner
Marcus Sconci, Partner



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

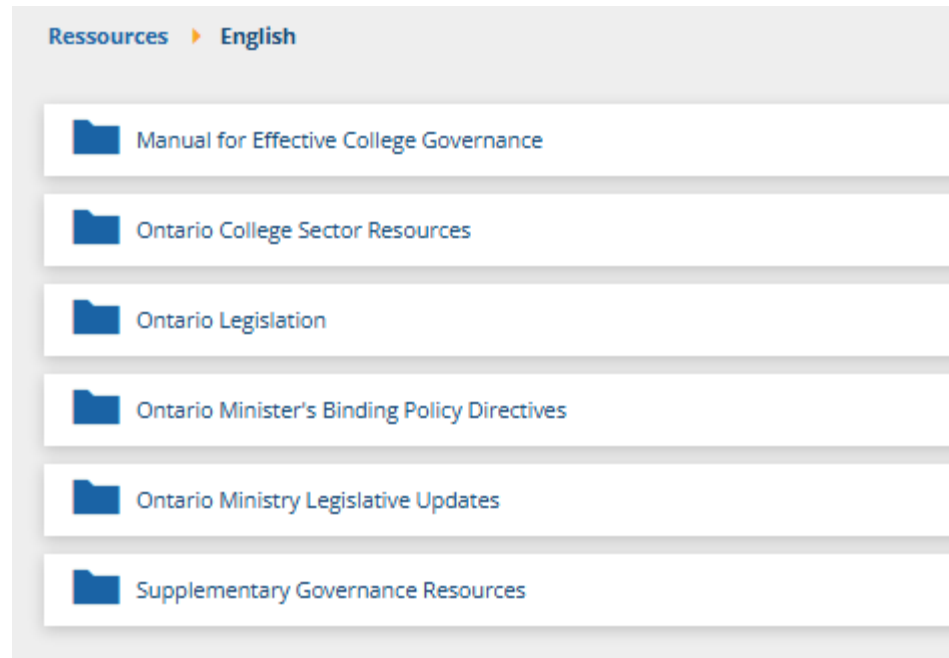
[Browse or download resources](#)

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 header shows "RESOURCES" in white text on a dark background. Below the header is a navigation bar with "Hide Refine Search" and a search dropdown set to "Alphabetical (A-Z)". The main content area shows two language folders: "English" with 7 subcategories and 32 resources, and "Français" with 6 subcategories and 23 resources. A callout box with an orange arrow pointing to the "English" folder contains the text: "Click on the preferred language folder to view all resources available to you." The left sidebar contains filters for "Show Categories" (checked), "Resource Name:" (with a search input), and "Tags:" (with a dropdown).

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 ▶
A. College Executive Leadership Certificate - Curriculum - 2025/26	<input type="radio"/> Not Started		August 5, 2025 6:34 PM		View
College Financial Leadership: 2025-26	<input type="radio"/> Not Started		August 5, 2025 6:34 PM		Start
Labour and Employee Relations - An Introduction	<input type="radio"/> Not Started		August 5, 2025 6:34 PM		Start
The College System - An Introduction (April 2025)	<input type="radio"/> Not Started		August 5, 2025 6:34 PM		Start
The College, the Board and the Governor: Legal Framework and Obligations - 2025-26	<input type="radio"/> Not Started		August 5, 2025 6:34 PM		Start

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