

The Learning Centre (TLC) User Guide

The Dashboard

This is the home page or Dashboard. You can click on any of the icons to open that particular page. The header of the dashboard may have a different picture at times; however the set up will become familiar to users as the starting point of the learning environment.

1. My Courses: The courses you are enrolled in.
2. More Information: Access to resources.
3. Glossary: A list of commonly used terms and acronyms.
4. Catalog: All available courses.

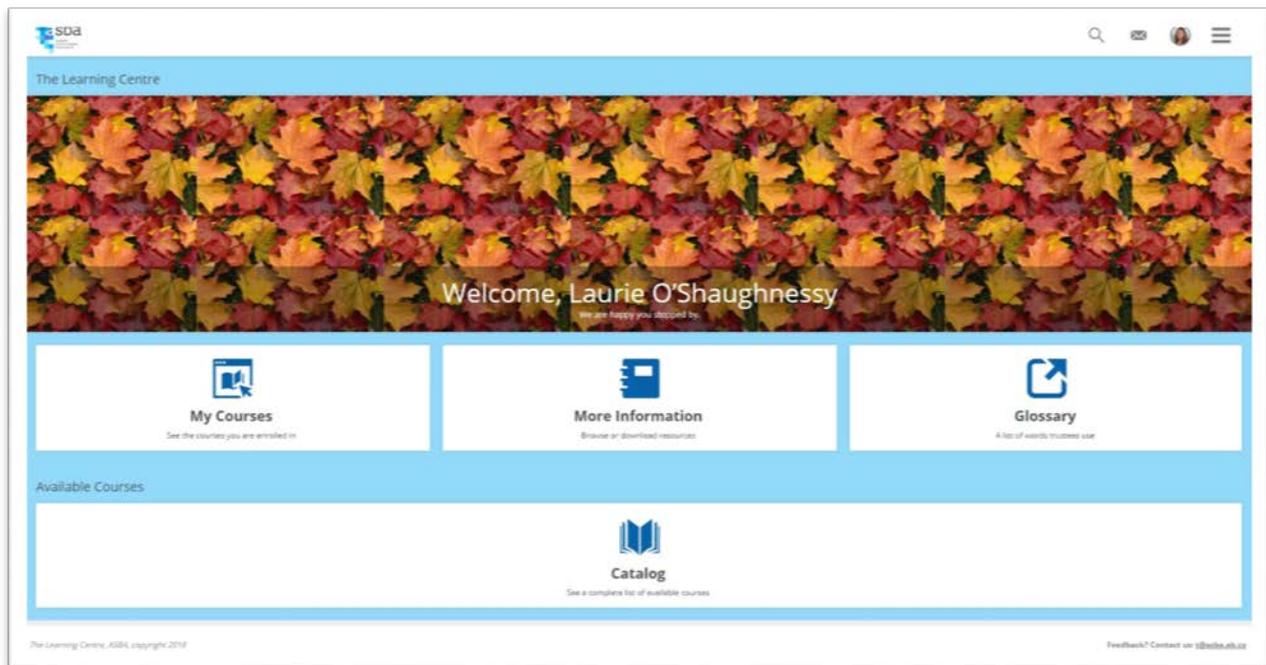


Figure 1 Dashboard

My Courses

The My Courses Page shows all the courses you are enrolled in.

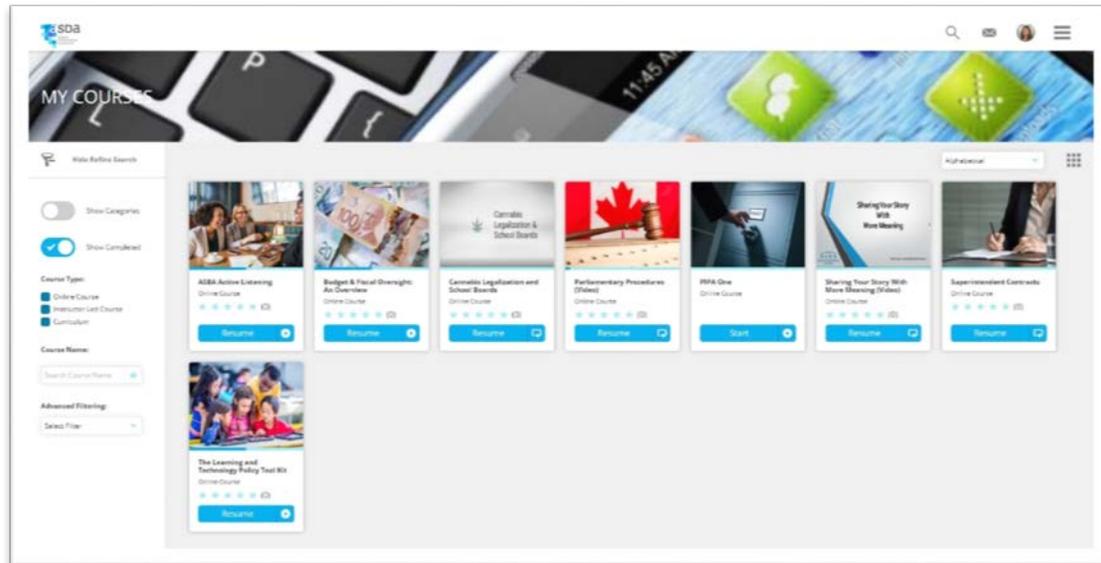


Figure 2 My Courses Page

To open any of the courses you are enrolled in, click on the Start or Resume button.

Course information is on the left hand side of the page. Courses are stored in the system and are searchable:

- By tags: Key words that describe the course.
- By venue location: i.e. Canmore or Red Deer.
- By venue type: i.e. face-to-face or virtual.
- By libraries: Connects to courses on LinkedIn.
- By course name: Or a word in the name.

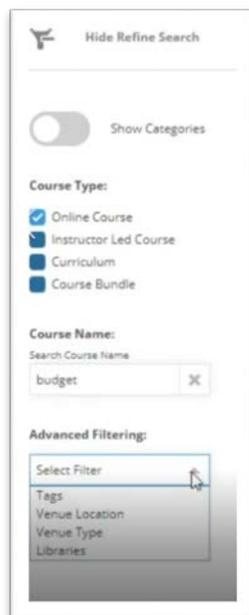
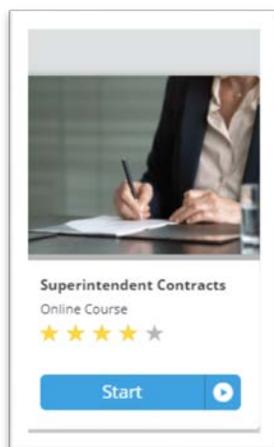


Figure 3 Info on Courses

A note about **TAGS**: Tags are really important in this system because they are how information is organized and can be searched. You can use tags to search for other courses and materials that are related to the course you are enrolled in.



Entering a Course

To enter a course from your search or the catalogue, simply click on the Start Button.

Figure 4 Enter a Course

Navigating a Course

This is a sample of a Course Landing Page. On the top left corner you will find the Title of the Course. If the course received evaluations by other users, the stars will show the average rating of the course to date.

Next on screen you will see a statement that reads: “*In this course we will:...*”. This is the description of the course. By clicking on the arrow you can read more about the course.

To start a course click on the button on the far right of the screen (in this image it says ‘complete’).

On the right side navigation bar you will see the progress of your course and the tags that have been associated to search the course in the system.

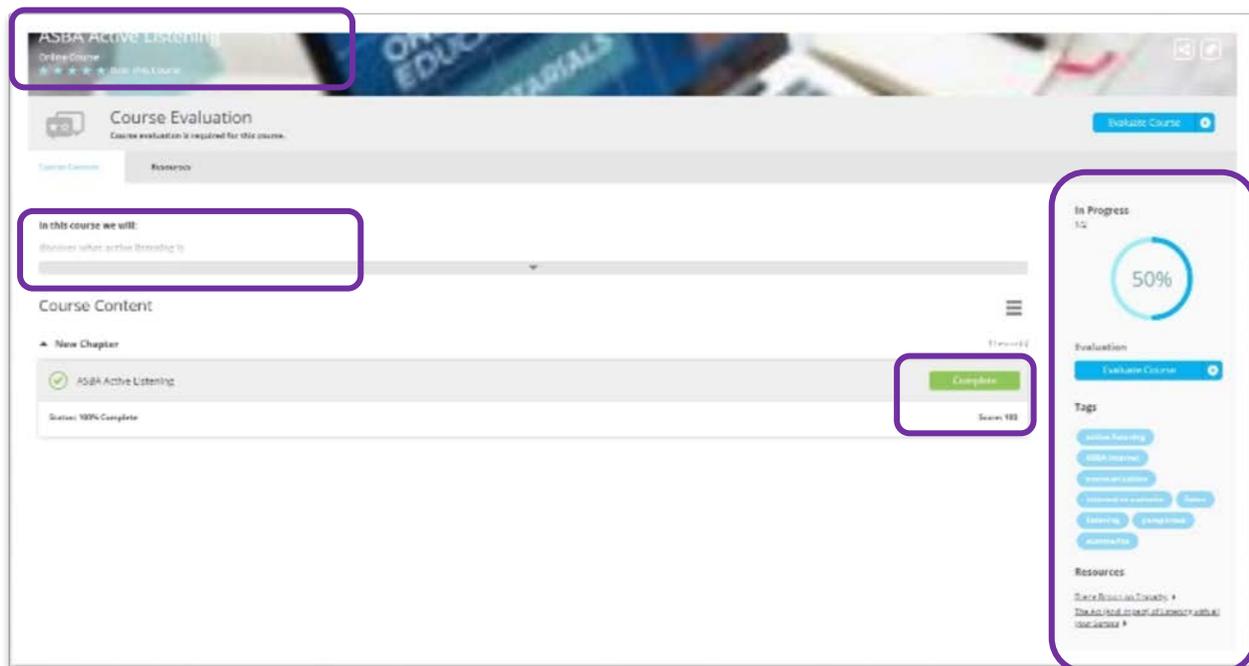


Figure 5 A Course Landing Page

Left-hand Navigation Inside a Course

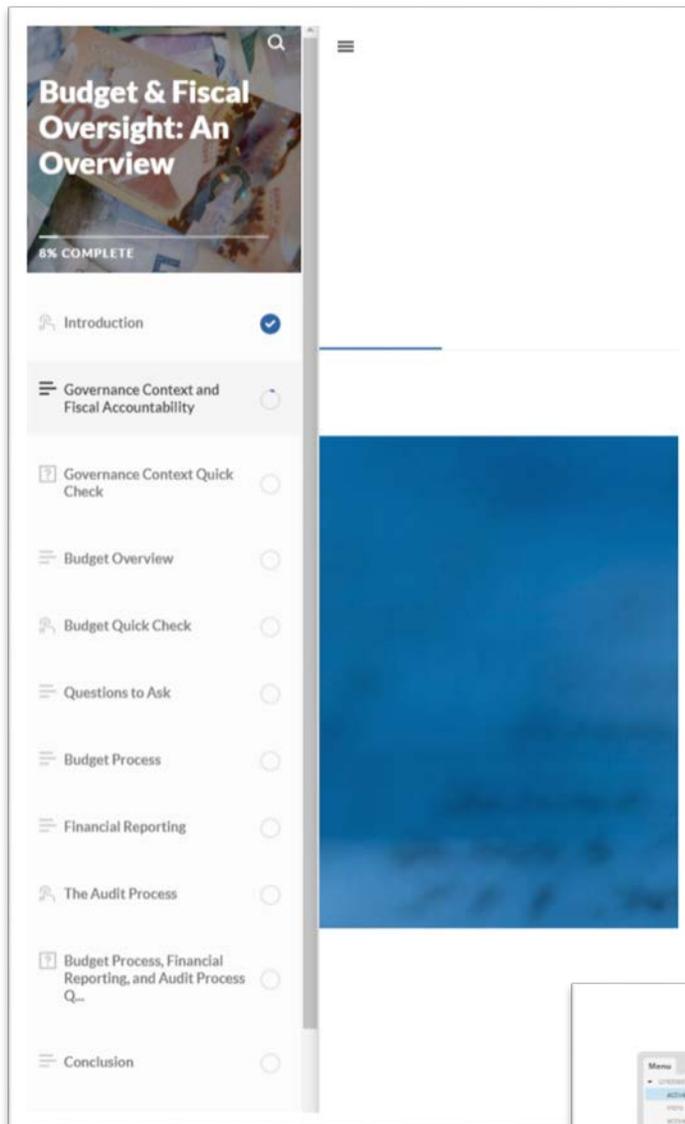


Figure 6 Left-side Navigation A

Once inside a course, you will find a left-side navigation panel similar to Figure 5. This will list the sections of the course, the progress of each section and indicate when that section has been completed.

Another type of left-side navigation will look more like Figure 6. In either instance the navigation lets you get right to the chapter or section of the course you wish to focus on; however you can also simply follow the suggested sequence to complete the course.

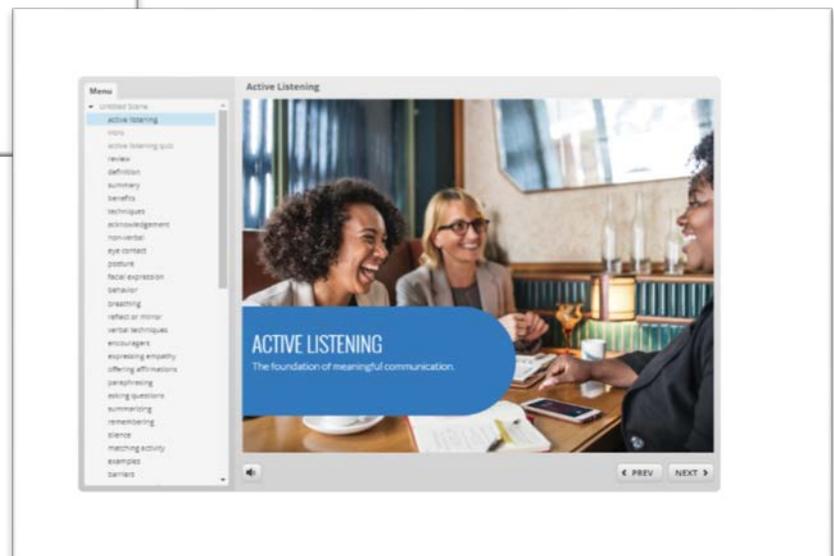


Figure 7 Left-side Navigation B

Exiting a Course

All courses in TLC open in a separate window. To return to the main dashboard, simply close the window.

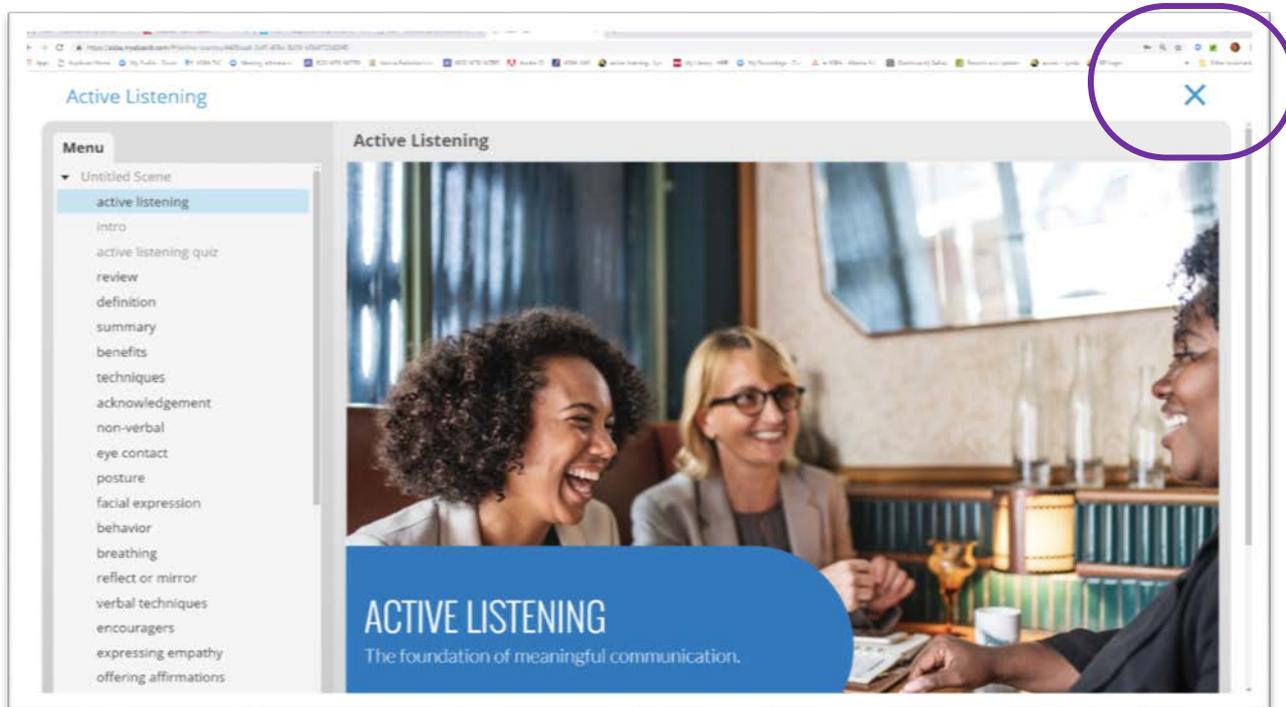


Figure 8 Exit a Course

Resuming a Course

To resume a course simply go into the “My Courses” folder and click on “Resume”.



Figure 9 Resume a Course

Evaluate a Course

All courses in TLC **are to be evaluated and rated** before the course is considered complete. This is to ensure that ASBA receives your feedback to make the courses better.

To evaluate a course, click on the “Evaluate Course” button. To rate the course click on the stars under the course title.

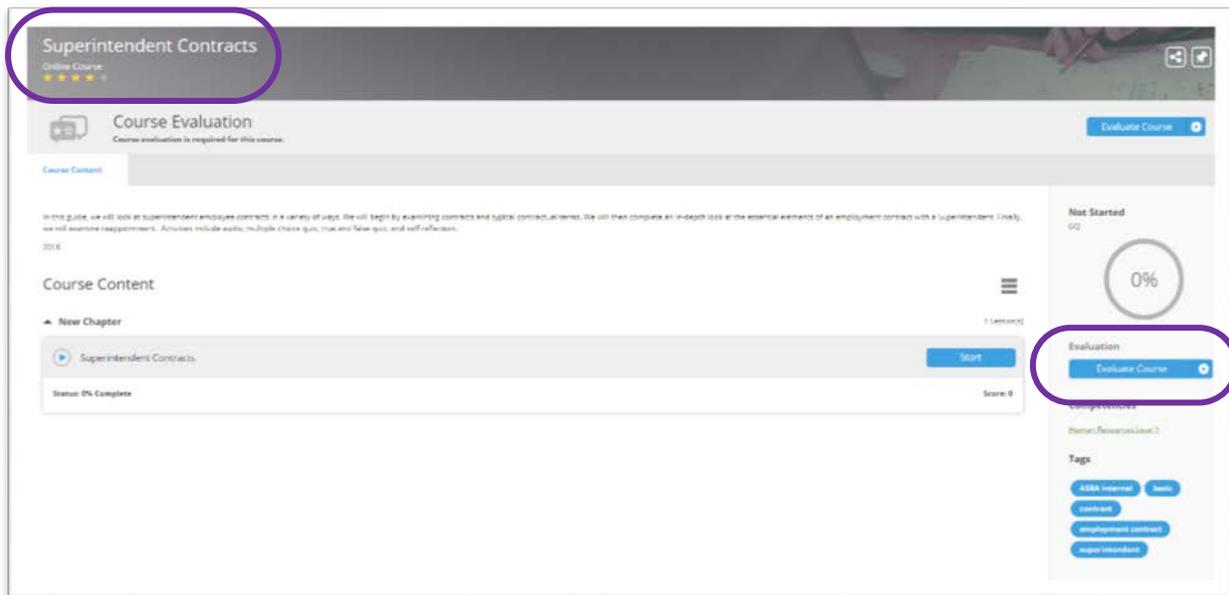


Figure 10 Evaluate a Course

Once you click the evaluate button, the survey will pop up. Some questions are rating questions and others ask for open ended responses.



Course Evaluation

Course clearly communicated objectives/concepts	★ ★ ★ ★ ★
Materials were helpful to learning	★ ★ ★ ★ ★
Course content was relevant to my role as a school board trustee	★ ★ ★ ★ ★
Course generated enthusiasm in the subject	★ ★ ★ ★ ★
Course was well organized	★ ★ ★ ★ ★
Course delivery was convenient	★ ★ ★ ★ ★
Course delivery was conducive to learning	★ ★ ★ ★ ★
The quizzes reflected the material	★ ★ ★ ★ ★
Overall rating of the course design	★ ★ ★ ★ ★
Overall rating of course	★ ★ ★ ★ ★

Are you a board trustee, a board chair, a zone, chair, an ASBA employee, or a member of the ASBA Board of Directors?

As a result of taking this course, did your interest in the subject matter increase, stay the same or decrease?

As a result of taking this course, did your competency in the subject matter increase, stay the same, or decrease?

Figure 11 Evaluation Survey

Once done, click on the “Submit” button and then the “Close” button.

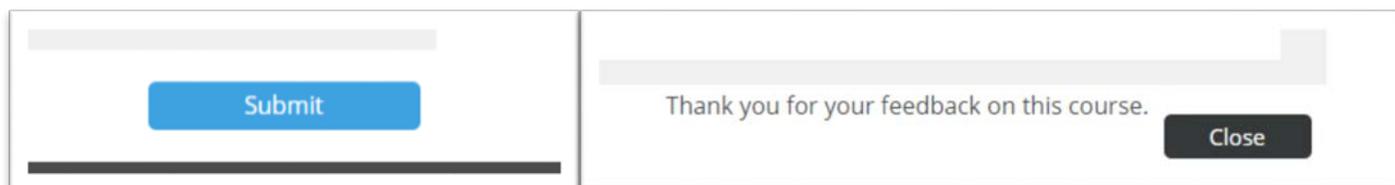


Figure 13 Submit

Figure 12 Close

Resources

Resources in TLC are online objects such as articles, newsletters, links to websites, documents and more. They can be linked to a course or can be stand-alone objects. You can access the Resources by clicking on the “More Information” icon on the home page of TLC.



Figure 14 Access Resources

The Resources page acts like a catalogue for individual digital objects, collected in category folders. The number on the far right of the screen indicates how many items are in that folder at the time. The section can be searched by name of resources or tags. It can be browsed by clicking on any one specific folder.

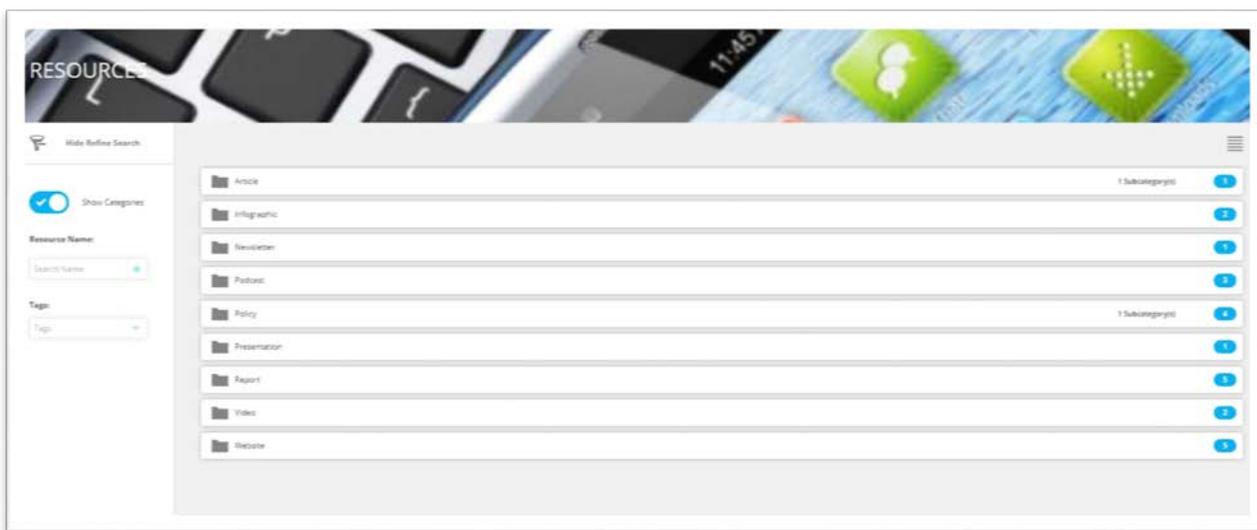


Figure 15 Resources Page

Glossary

The glossary is a list of words and acronyms that are frequently used by school boards and trustees. You can access the Glossary by the button on the home page.



Figure 16 Access Glossary

You can search the glossary by pressing the Control and the F keys at the same time.

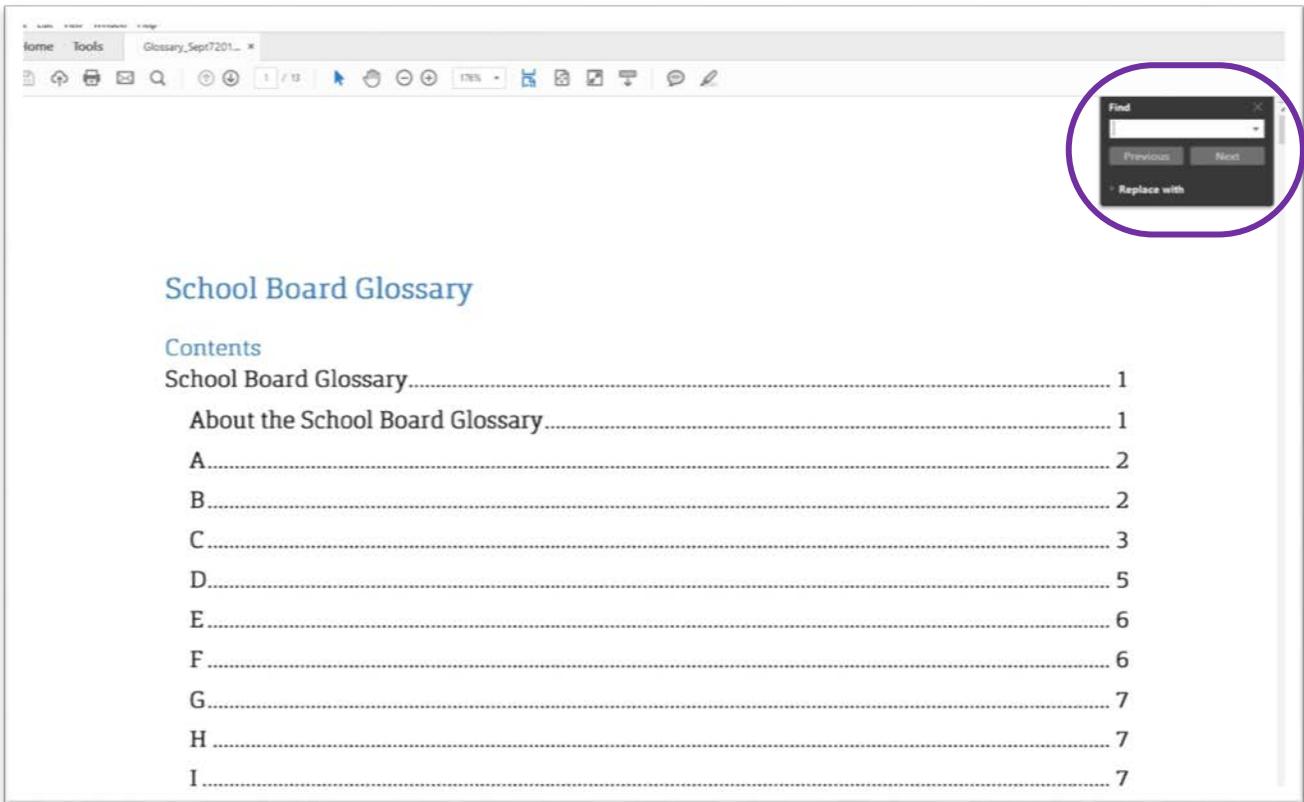


Figure 17 Glossary

The Catalogue

The Catalogue shows all the courses available in TLC. Remember that new courses are planned on a regular basis and that it is a good idea to visit the site frequently to discover new learning experiences. The catalog is searchable in the same way as courses.

Enrolling in a Course

If you want to enroll in a course, simply click on the Enroll button. That button will change to Start. You must click the Start button to enter the course; so when you enroll in a course it take two clicks to enter.

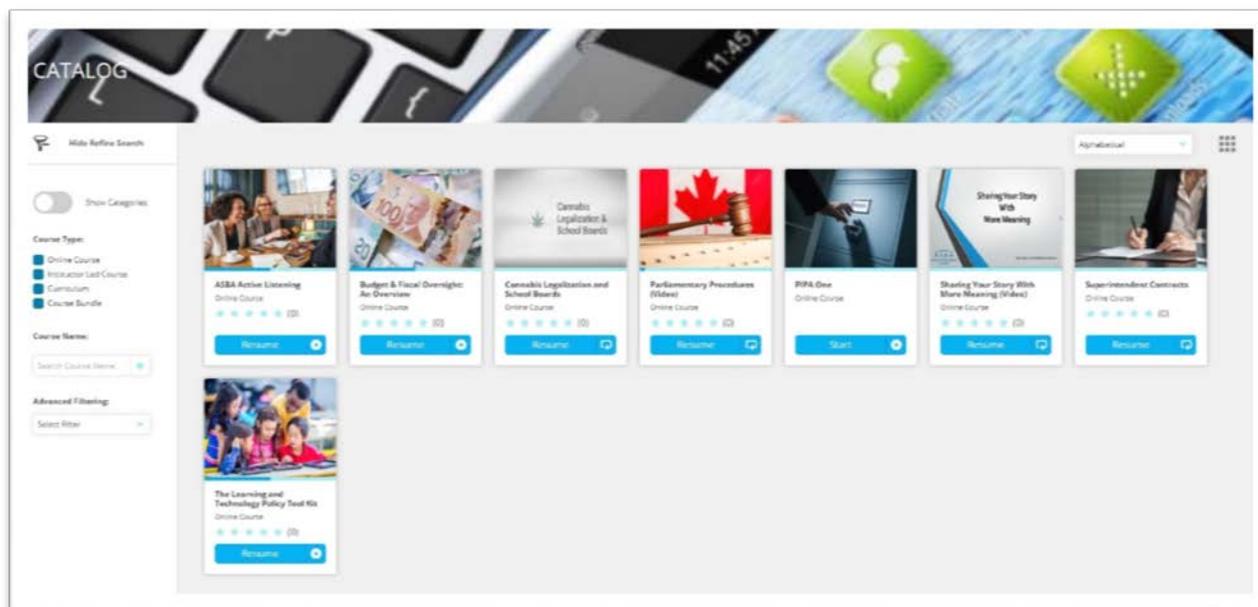


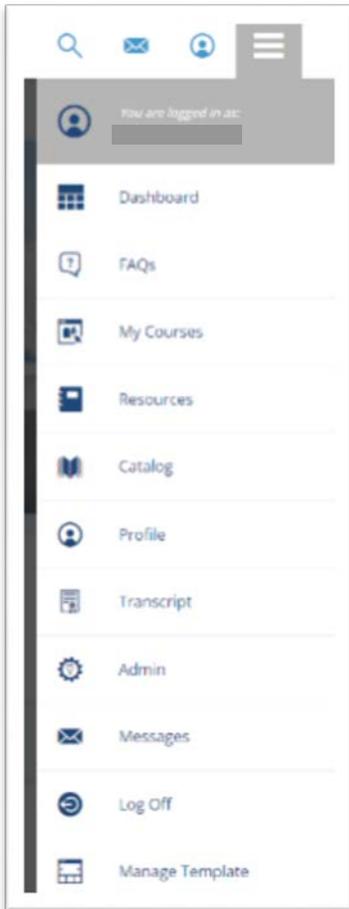
Figure 18 Course Catalogue

The Menu Bar

The menu bar is in the top right hand corner. The menu allows you to navigate around the system in much the same way as clicking the page icons on the dashboard. It's just a different way of doing so. It's really your preference as to how you wish to get around TLC.



Figure 19 Menu Bar



The Menu bar allows you to access features of TLC in a different way. Here you can set up your Profile, add a picture if you want to. You can view the courses you have enrolled in and see your progress status.

For any further questions about TLC do not hesitate to contact ASBA at the following emails:

Valeria Palladino, vpalladino@asba.ab.ca

Laurie O'Shaughnessy, LOShaughnessy@asba.ab.ca

