

Instruction Manual for Command College

Although we have provided you a detailed online Go-to-meeting video orientation for the Command College, the following document provides you with a step by step process you will need to follow.

There are four main tabs at the top of the Command College page.

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

1. Welcome
2. My Mentors
3. My Courses
4. My Grades

Welcome

There are five sub tabs inside the Welcome tab:

- About the College
- Chancellors Welcome
- Presidents Welcome
- General Princes Welcome
- Important Policies

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

My Mentors

- Here we have provided a list of Command College graduates that have agreed to serve as mentors for you. Feel free to contact them at any time with questions regarding your experience.

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
7. Program Graduation

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

- The 4 Learning Areas (**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 modules inside each of the 4 Learning Areas.
 - When you click on the actual Learning Area you will see the following:
 - Area Overview
 - Leadership Theories Covered
 - Modules (Course Lessons) will be listed on the right side of the page.
 - When you have read all the introductory information for the Learning Area – Click on the first module.
 - You will notice your modules (with similar drop-down arrows) will now appear on the left-hand side of the page. (You are now inside the Learning Area and ready to begin).
 - Each module has **three** assignments (be sure to read the directions and requirements for each assignment)
 1. A Lecture to watch
 2. A discussion board to participate in
 3. An Essay to submit to your instructor
 - 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.
 - All circles for the module will turn fully green and show as complete as soon as your instructor grades your Essay.
 - The final module in each Learning Area is a Case Study to assess your understanding of the lessons covered in that specific Learning Area and how you will apply what you have learned to real life scenarios.
- **Examination**
 - Final Examination based on lessons covered in Learning Areas 1-4 (be sure to read directions before your final exam before you begin).
- **2 Weeks Residency**
 - Information for the Residency portion including preparation and daily schedule.
- **Group Capstone Research Paper**
 - Everything you need to know about the Capstone Research papers you will be writing and completing during residency.

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.
- 7. Program Graduation**
 - Logistical information on graduation.
 - A list of the possible awards that can be won during graduation and criteria requirements for them.

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 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.