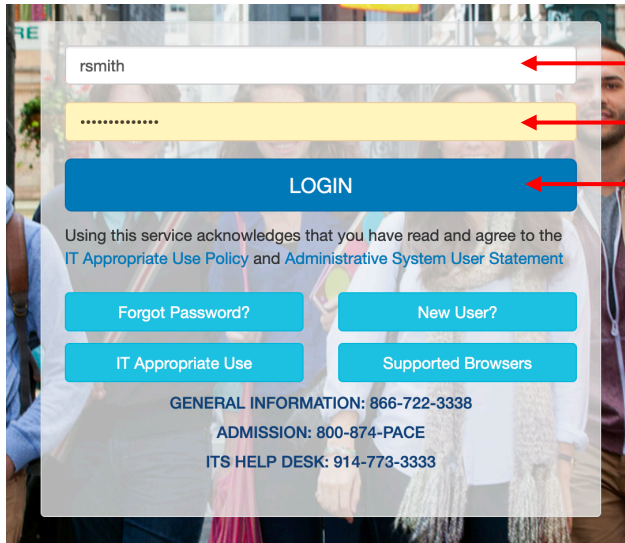


Classes TD-CPE guide for our courses

From on-campus (or via VPN), follow the provided link and sign in using your Pace Username and Password: <https://classes.pace.edu/>



← Your regular Pace Username

← Your Password

← Click "Login"

From the Classes Homepage, click on "Management and Professional Skills" as indicated by the arrow, this will open the course module

My Courses

All Pinned Community_Semester Sandboxes Workshops

Management and Professional Skills Programs
MANAGEMENT AND PROFESSIONAL SKILLS PROGRAMS • Workshops

View All Courses (1)

Announcements

OUR SAFE PACE

John Blackwell posted on Nov 2, 2020 11:24 AM

OURSAFEPACE

THE PANDEMIC ISN'T OVER.

Once inside Management and Professional Skills Programs, you should see on the left one or more module titles with thumbnail pictures to the courses you registered for. Click on the title of the course you wish to take and it will load the title and description of the course.

The screenshot shows the PACE University interface for Management and Professional Skills Programs. At the top, there is a navigation bar with the PACE logo, the program name, and several utility icons. Below this is a dark blue menu bar with options like 'Course Home', 'Content', 'Activities', 'Achievement', 'Tools', 'Video', and 'Help'. The main content area features a 'D2L Visual TOC' section with two course thumbnails. The first is 'Addressing Emotions at Work' and the second is 'Delegating for Shared Success'. A red box highlights the second thumbnail, and a green arrow points to its title. To the right, an 'Announcements' box contains a message from Richard Carthew: 'To run courses: Hi Richard!'. Below the message, there is a paragraph of text explaining how to interact with the course thumbnails.

Click the title again (as indicated by the arrow) and the module will load

The screenshot shows the PACE University interface for Management and Professional Skills Programs. At the top, there is a navigation bar with the PACE logo, the program name, and several utility icons. Below this is a dark blue menu bar with options like 'Course Home', 'Content', 'Activities', 'Achievement', 'Tools', 'Video', and 'Help'. The main content area displays the title 'Delegating for Shared Success' and a progress indicator '0 % 0 of 1 topics complete'. Below the title, there is a description of the course. On the left, a sidebar contains a 'Search Topics' field and a 'Table of Contents' section. The 'Table of Contents' section lists 'Delegating for Shared Success' as the selected item, with a '1' in a circle next to it. A green arrow points to the title 'Delegating for Shared Success' in the main content area.

Here is the “Delegating For Shared Success” course module. To begin, click the “Start” button (indicated by arrow). Another button (indicated by red arrow) allows you to display the course in another tab. **Please note:** sometimes the ‘Next’ button is hidden and needs scrolling down to be visible.

Full-screen

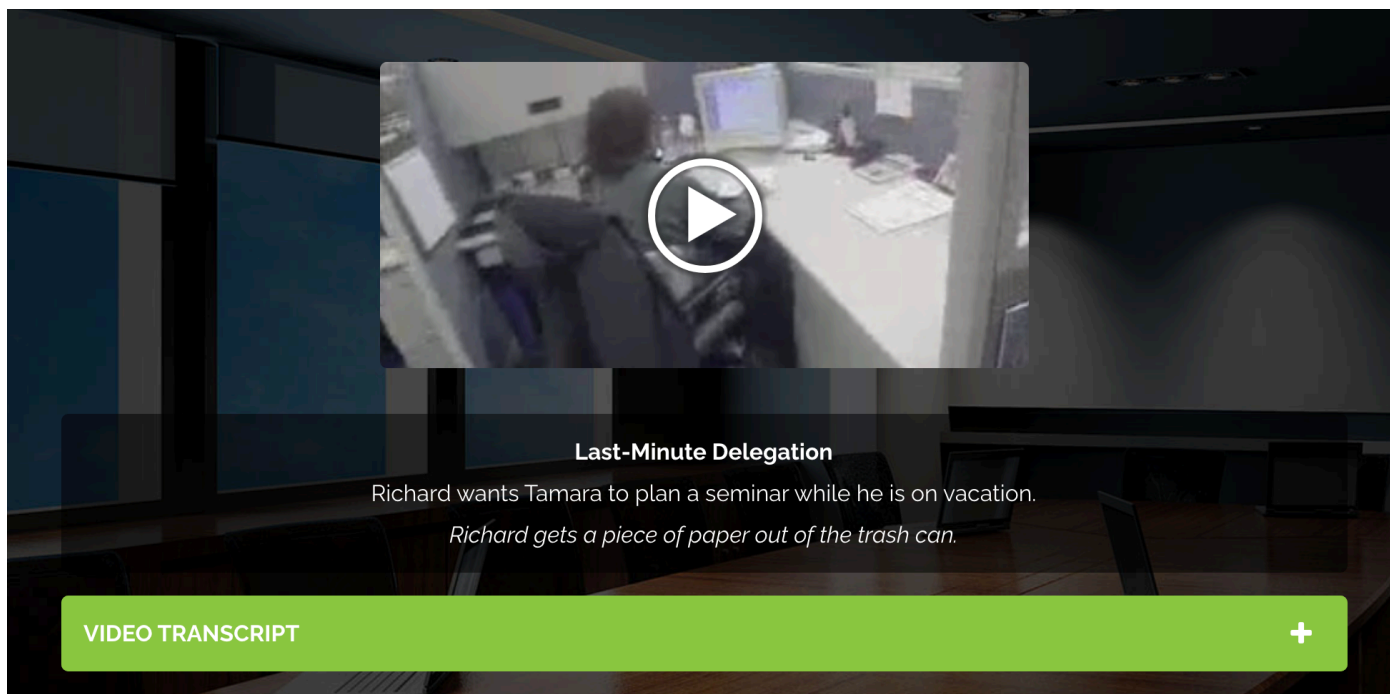
The screenshot shows the top navigation bar with links for Course Home, Content, Activities, Achievement, Tools, Video, and Help. Below this is a breadcrumb trail: Table of Contents > Delegating for Shared Success > Delegating For Shared Success. The main header area contains the course title 'Delegating For Shared Success' and a search icon. A red box highlights a full-screen icon (a square with four arrows pointing outwards), with a red arrow pointing to it from the text 'Full-screen' above. Below the header is a large image of a man in a suit looking thoughtful. Overlaid on the image is the 'achieve+forum™' logo and the title 'DELEGATING FOR SHARED SUCCESS'. Below the title is the instruction 'Select the Start button to begin.' and an orange 'Start >' button, which is pointed to by a green arrow. At the bottom right of the image area are navigation arrows.

The bottom navigation bar contains four icons with labels: a house icon for 'Home', an information icon for 'Help', a clipboard icon for 'Additional Reading', and a hamburger menu icon for 'Menu'. The 'Menu' icon is highlighted with a red box.

There are several icons in the top menu bar and they include a link to Home, Help, Additional Reading and a course Section Menu (shown here at right) The Section Menu helps keep you informed of progress within the course.

The section menu is a vertical list of course topics. The 'LESSON INTRODUCTION' item is highlighted in orange and has a checkmark to its right. Other items include 'INTRODUCTION', 'THE DELEGATION EQUATION', 'OVERVIEW OF THE KEY ACTIONS', 'THE CHALLENGE OF DELEGATION', 'DELEGATING FOR SHARED SUCCESS', 'YOUR DISCUSSION PLAN', 'LESSON SUMMARY', and 'CHECK YOUR KNOWLEDGE', each with a right-pointing chevron.

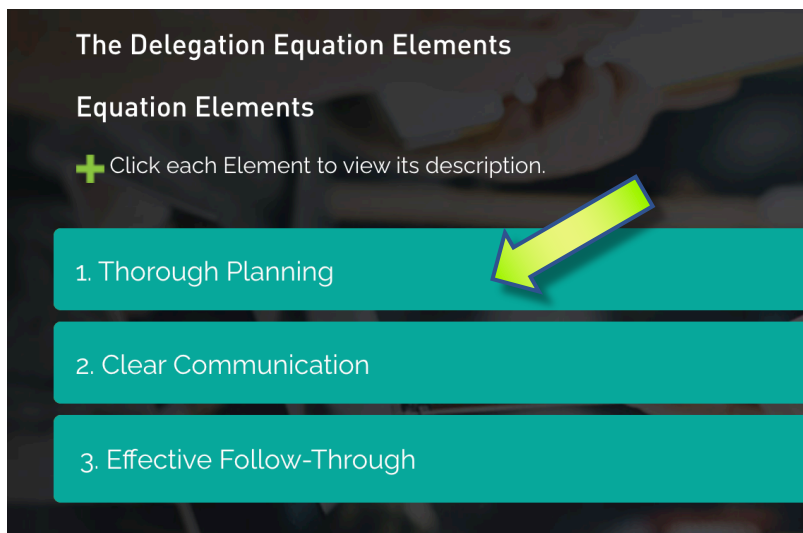
There is a range of content types within each course, such as text, short quizzes, links, drop down boxes and video scenarios.



Last-Minute Delegation
Richard wants Tamara to plan a seminar while he is on vacation.
Richard gets a piece of paper out of the trash can.

VIDEO TRANSCRIPT +

The image shows a video player interface. At the top, there is a video thumbnail with a play button icon. Below the thumbnail, the title 'Last-Minute Delegation' is displayed in bold. Underneath the title, there are two lines of text: 'Richard wants Tamara to plan a seminar while he is on vacation.' and 'Richard gets a piece of paper out of the trash can.' At the bottom of the player, there is a green bar with the text 'VIDEO TRANSCRIPT' and a plus sign icon on the right.



The Delegation Equation Elements

Equation Elements

+ Click each Element to view its description.

1. Thorough Planning
2. Clear Communication
3. Effective Follow-Through

The image shows a list of three elements under the heading 'The Delegation Equation Elements'. The elements are '1. Thorough Planning', '2. Clear Communication', and '3. Effective Follow-Through'. A yellow arrow points to the first element, '1. Thorough Planning'. Above the list, there is a plus sign icon and the text 'Click each Element to view its description.'.

Drop down sections. Click each element to view its description



← Previous **Next** →

The image shows navigation controls for a presentation slide. It features a 'Previous' button with a left-pointing arrow and a 'Next' button with a right-pointing arrow. The 'Next' button is highlighted with a red border.

To progress to the next slide after viewing all the on-page content, click "Next" at the bottom right of the window

Courses with more than one topic / sub-module

There are some courses that have more than one topic or sub-module. In these cases, please click on each sub-topic's blue title to access the content. Note once inside a course, a search field is visible, and a Table of Contents is available on the left

The screenshot shows the PACE University Learning Management System interface. At the top, the PACE University logo is on the left, followed by the text 'Management and Professional Skills Programs'. To the right are icons for a grid, email, chat, and a notification bell. Further right is the user profile for 'Richard Carthew as Student' with a gear icon for settings.

A dark blue navigation bar contains the following menu items: 'Course Home', 'Content', 'Activities', 'Achievement', 'Tools', 'Video', and 'Help'. Below this bar is a search box labeled 'Search Topics' with a magnifying glass icon, highlighted with a red box.

The main content area is titled 'Realizing Talent in Others' with a dropdown arrow and a 'Print' icon. Below the title is a paragraph of text: 'Employees have latent talents and existing skills we often fail to leverage. Turning these talents into capabilities by developing others to their fullest potential is a leader's most important work and a requirement for long-term organizational success. Supporting this leadership role are major studies over the past 40 years confirming that people, by their nature, have a strong need to: Engage in interesting activities, Succeed at new challenges, Improve their competence & Demonstrate mastery.'

Below the text is a progress bar showing '0 % 0 of 3 topics complete'. Underneath the progress bar is a list of three sub-topics, each with a blue title, a dropdown arrow, and an 'Updated' status:

- RTO How to Realize Talent in Others** (highlighted with a red box) - Content Object
- RTO Knowledge Assessment - Realizing Talent in Others** - Content Object
- RTO Challenge - Realizing Talent in the Lab** - Content Object

On the left side of the page, there is a sidebar with a 'Table of Contents' section containing a search box and a list of items with counts in circles: 'Syllabus', 'Bookmarks', 'Course Schedule', 'Table of Contents' (46), 'Addressing Emotions at Work' (1), 'Delegating for Shared Success' (1), 'Identifying Work Priorities Set Verifiable Goals' (1), 'Listening in a Hectic World' (1), and 'Managing Your Priorities' (1).

If you have any additional questions about the above document, please contact us at cps@pace.edu