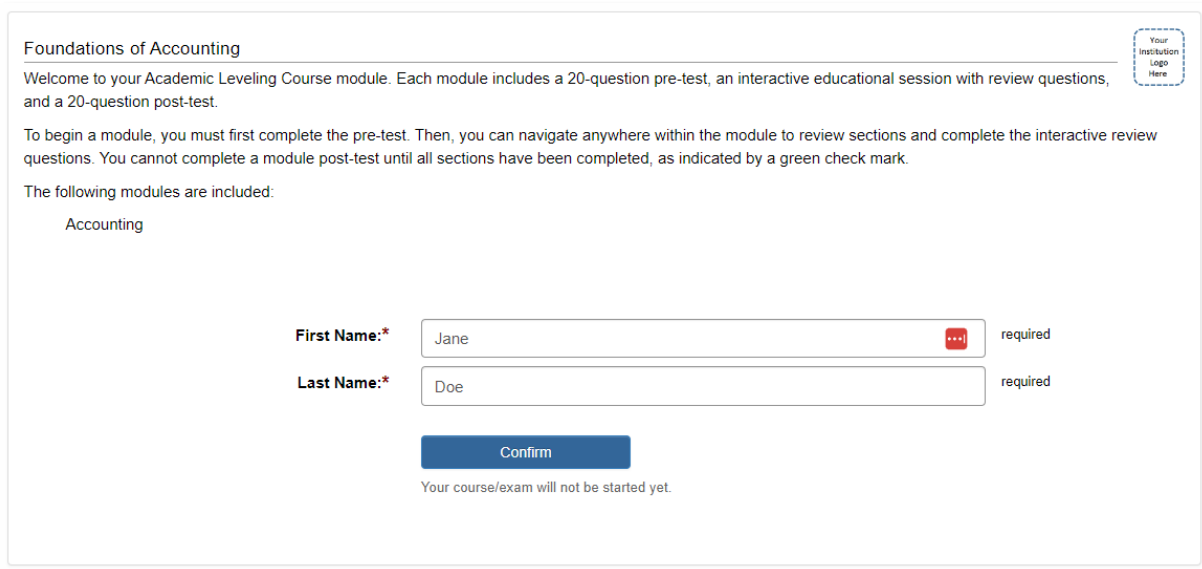


Academic Leveling Modules provide foundational knowledge and skills in a broad range of business education topic areas. If you are required to complete one or more academic leveling modules by your school or institution, this document will guide you through the registration process and answer some frequently asked questions.

Assignment Link Registration Process:

Many colleges and universities choose to integrate academic leveling modules into the course shell of their Learning Management System (LMS). There are several different types of LMS systems including but not limited to: Blackboard, Canvas, D2L/Brightspace, Moodle, Sakai, and more. How you gain access to your assignments will vary for all universities. Below is a general guideline as to how you might gain access to your academic leveling module(s):

- Please follow the instructions provided by your instructor or course syllabus. The module(s) link will commonly be embedded into an assignment. You will need to locate the assignment where the link has been placed.
- Please click the access link that is included in the assignment.
- You will be prompted to confirm your name, student ID, program, as well as other possible identifiers that your school may choose.
- Once you have filled out the required fields, please click **“Confirm”** to start.



The screenshot shows a registration page for the 'Foundations of Accounting' module. At the top, it says 'Foundations of Accounting' and 'Welcome to your Academic Leveling Course module. Each module includes a 20-question pre-test, an interactive educational session with review questions, and a 20-question post-test.' Below this, it states: 'To begin a module, you must first complete the pre-test. Then, you can navigate anywhere within the module to review sections and complete the interactive review questions. You cannot complete a module post-test until all sections have been completed, as indicated by a green check mark.' It then lists 'The following modules are included: Accounting'. At the bottom, there are two required fields: 'First Name:*' with the value 'Jane' and 'Last Name:*' with the value 'Doe'. Both fields have a red asterisk icon and the word 'required' next to them. Below these fields is a blue 'Confirm' button. At the very bottom, it says 'Your course/exam will not be started yet.'

- Launch the module by clicking **"Please click here to launch your course/exam in a new window."** You will read through a series of acknowledgment screens and check each box once you have read the information. You will then be ready to begin the module.

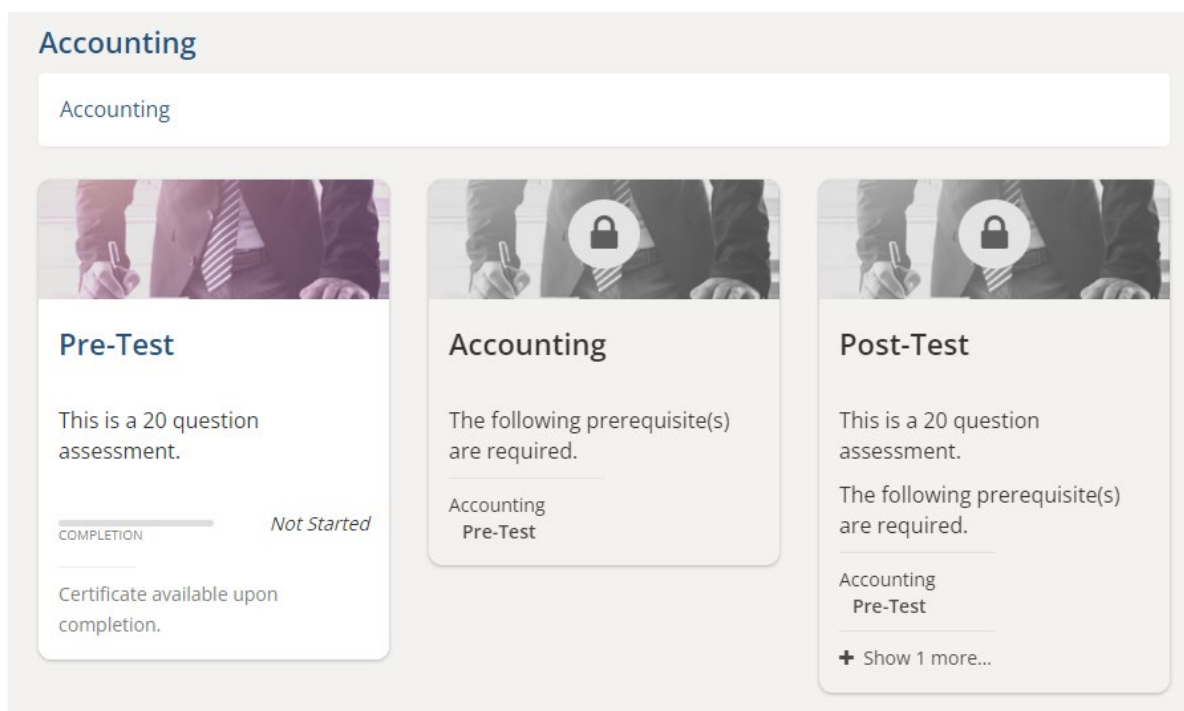
What are the overall structure and time constraints of the Academic Leveling Modules?

There are 16 total academic leveling modules:

- Accounting
- Business Communications
- Business Ethics
- Business Finance
- Business Integration & Strategic Management
- Business Leadership
- Global Dimensions of Business
- Human Resource Management
- Information Management Systems
- Legal Environment of Business
- Marketing
- Macroeconomics
- Microeconomics
- Operations/Production Management
- Organizational Behavior
- Quantitative Research Techniques & Statistics

Depending on the school or institution, learners may or may not be required to complete all 16 modules.

- Each module provides an estimated 3-5 hours of instructional content.
- Each module starts with a twenty-question Pre-Test which must be completed prior to starting the instructional material. The Pre-Test is designed to capture your baseline knowledge and does not require any preparation. To start the Pre-Test, simply click "Pre-Test". You will receive one question at a time and the questions are timed.
- The instructional content will contain multiple sections.
- All sections will conclude with a set of interactive questions as a review of the content covered within the sections.
- After you have completed all of the sections within each module, you will be able to proceed to a 20-question Post-Test. The Post-Test does offer a retake option, however only the last score is recorded, and your first score will not be retrievable.
- The navigation bar on the Left will allow you to navigate your sections as needed. Please note that your package may show additional modules, based on the needs of the school.



The screenshot displays the 'Accounting' module interface. At the top, the word 'Accounting' is written in a blue header. Below this is a search bar containing the text 'Accounting'. The main content area is divided into three columns. The first column, titled 'Pre-Test', shows a progress bar at 0% completion and states 'This is a 20 question assessment.' The second column, titled 'Accounting', shows a lock icon and states 'The following prerequisite(s) are required.' The third column, titled 'Post-Test', shows a lock icon and states 'This is a 20 question assessment.' Below the Post-Test section, there is a link to 'Show 1 more...'.

Where can I find my access link?

You can only gain access to the module(s) through your course portal within the assignment that your module(s) was placed in.

Will I receive a completion certificate?

At the completion of the module, you will receive a “**Download your Completion Certificate**” link to save as a PDF and/or print. You will also receive an email with a link to download your certificate. If you do not receive the email, please click [Request Completion Certificate](#) under the Students & Learners tab under the Students & Learners tab on our website.

The **Completion Certificate** contains:

- Module Pre/Post Test Comparison
- Score Analysis for each topic

Where can I find Technical Support and Frequently Asked Questions?

For additional Technical Support, Frequently Asked Questions, and other Step-by-Step Registration Guides, please visit our Resources for Students & Learners at <https://peregrineglobal.com/students/>.

For technical support, go to www.PeregrineGlobal.com/students/