



PEREGRINE

GLOBAL SERVICES

ACADEMIC SERVICES

Academic Leveling Module Student User Guide

Your school is investing in your education!

www.peregrineglobal.com

Micro-site Student Registration Process

- ❖ The registration instructions contained herein **only cover the microsite registration process** and do **not** provide instruction regarding Peregrine items that have been integrated into a school's Learning Management System (LMS).

1. Follow the Student Registration Link provided to you by your course professor or course syllabus.
2. Enter your Registration Password.

Peregrine Academic Services - GUEST Micro-Site

Welcome to our PAS GUEST login page. This site allows you to see how we manage our client schools and universities as well as give them access to our various exam and educational services. This site also allows you to self-register and obtain an exam access link in order to evaluate our services.

Access to the GUEST micro-site is limited to college and university officials who desire to learn more about our services, understand how self-registration works, and evaluate our exam and educational services. All registrations are free of charge. However, students CANNOT use this site in an attempt to obtain practice exams or free educational materials.

To sign up with Peregrine Academic Services, please read and complete the [Client On-Boarding Packet](#). Once we have your information, we can build your micro-site and it would be ready in a few days for full integration.

Register for a Course/Exam

Enter the registration password provided to you either within the course syllabus or from your course professor.

Registration Password:

Proceed with Registration

Have you lost the e-mail which included the exam/course access link?

[Email me my exam/course access key.](#)

Do you need to print or download your completion certificate?

[Download completion certificate\(s\)](#)

When you become a client with Peregrine Academic Services, we create a very similar micro-site page for your university or college. We can also create multiple sites using different passwords for faculty access, student access, and program management access. All sites are customized to your specific needs to include adding your universities logo to the micro-site pages and to the service completion certificates.

Enter your Registration Password

*Enter the Registration Password provided by your college or university. Please note that the password is case sensitive. Click **Proceed with Registration**.*

3. Select your required module(s).

Peregrine Academic Services - GUEST Micro-Site / Course List

Academic Leveling Solutions

[Academic Leveling Modules](#)

Peregrine Academic Services provides online modules used by academic institutions for academic leveling and assurance of learning. Each module includes a pre-test, 3-5 hours of instructional material organized into 4-8 sections, and a post-test. Modules can be used to build a customized academic leveling program suitable for either undergraduate transfer students or new graduate students. Use of the courses promotes student retention and improves graduation rates. This academic leveling solution is designed to address several AACSB, ACBSP, AMBA, EFMD, and IACBE accreditation requirements related to quality and assurance of learning.

Learn more about our Academic Leveling modules by following the link to review the topics and outcomes.

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

Review your Selection(s) and proceed with Registration

Select your required Module(s)

*Select the module(s) you need. If you are unsure of the module(s) you need, please contact your course professor. After your selection is made, click **Review your Selection(s) and proceed with Registration**.*

4. Review your selection(s) and remove any unneeded items.

Peregrine Academic Services - GUEST Micro-Site / Selection Review and Testing Process Instructions

Your course and/or exam(s) were successfully added.

Please review your Course/Assessment selection as listed below. If correct, click on the "Continue with Registration" button.

If you have any problems with the registration process, please visit our [technical support page](#). Note that only your course professor can authorize a re-set of an exam access key.

Course/Exam	
Remove	Accounting
Remove	Business Communications
Remove	Business Ethics
Remove	Business Finance Fundamentals

[View Course/Exam List](#) [Continue with Registration](#)

Review Your Selections

This screen will allow you to confirm your selected modules. You can also remove any items that may have been inadvertently selected on the selection page. Click **Continue with Registration**.

5. Enter your Name and Email.

Peregrine Academic Services - GUEST Micro-Site / Student Registration Information

In order to complete the registration process, you must provide a valid e-mail address. You are strongly encouraged to use your university/college issued email address, which will ensure it is unique to you and not one shared with other students. The e-mail address is used to send you your registration confirmation along with your course/exam link, access key, and completion certificates (if applicable). Please note that we only allow one registration for each exam based on the e-mail address.

All fields are required. When you have entered the required information, please click "Review Registration".

Registration Information	
University:*	<input type="text" value="Peregrine Academic Services - GUEST Micro-Site"/>
First Name:*	<input type="text"/> required
Last Name:*	<input type="text"/> required
Email:*	<input type="text"/> required
Confirm Email:*	<input type="text"/> required

[Edit Your Registration Selection\(s\)](#) | [View Course/Exam List](#) [Review Registration](#)

Enter your Registration Information

You will need to enter your name and email address. Please note, if you have previously registered for any Peregrine items, you will need to use the same email address you used to register the first time. Click **Review Registration**.

6. Review your registration information and complete your registration.

Peregrine Academic Services - GUEST Micro-Site / Review and Confirm Registration Information

Please review your registration information. If the information is not correct, use the buttons at the bottom of the screen to edit the registration information. If the information is correct, then click "Complete the Registration".

Registration Information	
University	Peregrine Academic Services - GUEST Micro-Site
Name	Student Tester
Email	student@someuniversity.edu

[Edit Information](#)

Course/Exam	
<input type="checkbox"/>	Business Finance Fundamentals
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Business Ethics
<input type="checkbox"/>	Business Communications

[Edit Registration Information](#) [Complete Registration](#)

Review and Confirm Registration Information

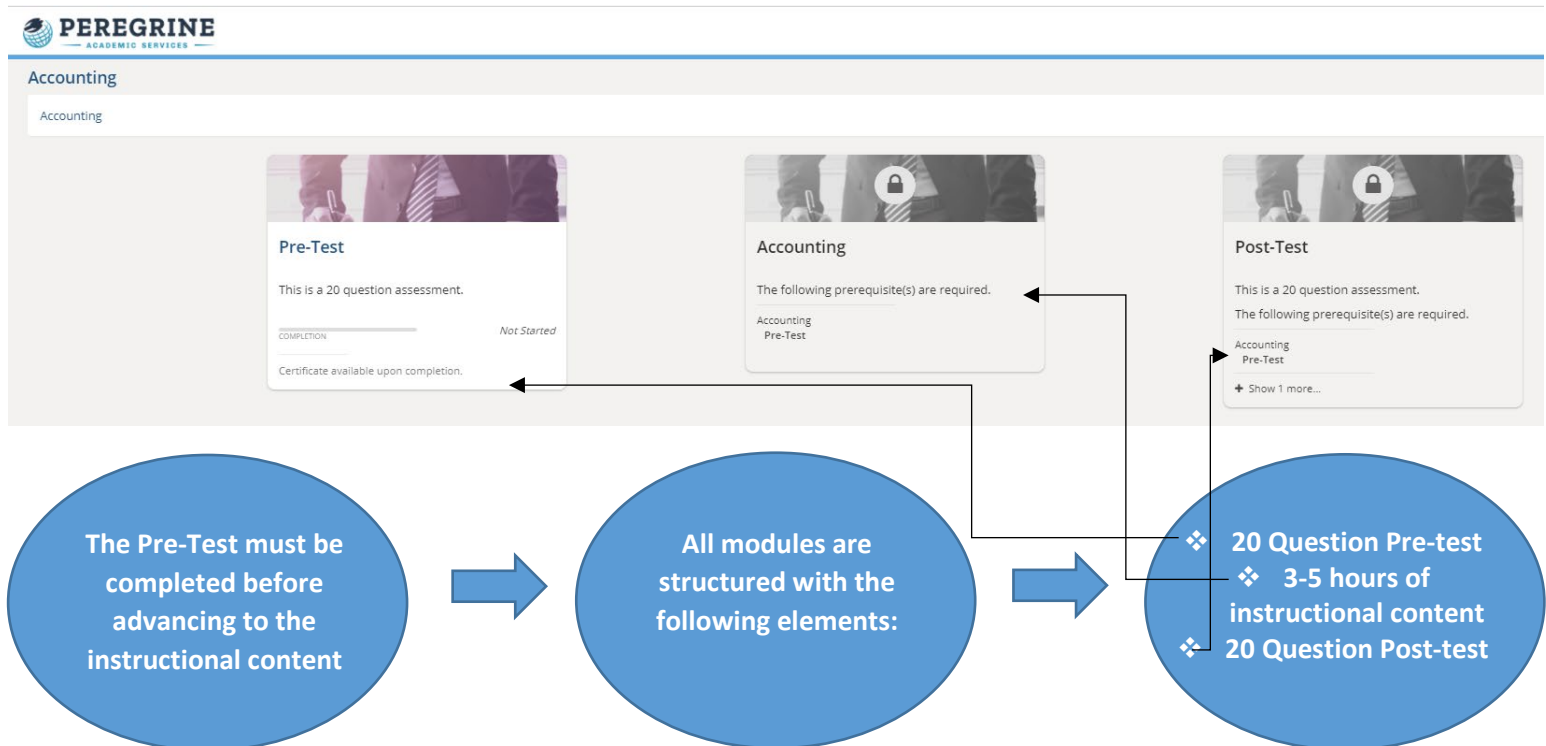
You can now complete your registration. You will receive an email with your module access link. You may also start the module by using the link provided directly after you click **Complete Registration**.

What is the structure and time constraints of the Academic Leveling Modules?

- ❖ There are 16 total academic leveling modules. Depending on the school, students may or may not be required to take all 16 modules.
- ❖ Each module provides about 3-5 hours of instructional content.
- ❖ Each module starts with a 20-question pre-test, which must be completed prior to starting the instructional material.
- ❖ 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.
- ❖ Each module concludes with a 20-question post-test. The post-test does offer a retake option, however only the most recent score is recorded.

Structure of the Academic Leveling Modules

- ❖ The navigation bar 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.



Pre-test

The modules all start with a 20-question pre-test. The pre-test is intended only to get a baseline measurement of your knowledge going into the module.

The screenshot shows a pre-test question from the 'Foundations of Accounting - Pre-Test' module. The question asks: 'The standard price and quantity of direct materials are separated because _____.' There are four multiple-choice options (A, B, C, D) with radio buttons. A 'Record Answer' button is at the bottom. A timer in the top right corner shows '2:55' and 'Question 1 of 20'. A 'Your Instructor' link is in the top right corner.

Pre-test Structure

- ❖ Questions are timed at 3 minutes per question.
- ❖ Questions are all multiple choice.
- ❖ Questions cover content presented within the module.

The screenshot shows an 'Exam Summary' page for the 'Accounting Pre-Test'. It displays a table with columns for 'Exam', 'Question(s)', 'Time', and 'Score'. Below the table is a 'Download your completion certificate' button. At the bottom, there is a 'Next assignment' link for 'Accounting / Accounting'. A 'Your Instructor' link is in the top right corner.

Exam	Question(s)	Time	Score
Foundations of Accounting - Pre-Test	20	0.5 minutes	20%
Subject Matter Assessed			
	Score		
Basic Accounting Concepts			25%
Budgeting and Standard Cost Systems			25%
Capital Investment Analysis			50%
Financial Statement Analysis			0%
Sarbanes-Oxley, Internal Control, and Cash			0%

Completion of the Pre-test

Upon completion of the pre-test, you will be provided with an exam summary. The exam summary provides your total score, as well as the subject scores. You will also have an opportunity to download your completion certificate.

- ❖ Download Completion Certificate
- ❖ Total Score
- ❖ Subject Scores
- ❖ Proceed to instructional content

Instructional Content of the Academic Leveling Modules

Once the pre-test has been completed, you are free to start the instructional portion of the academic leveling module. Each module contains approximately 3-5 hours of instructional content and interactive questions. All sections must be completed before advancing to the post-test.

The screenshot displays the Peregrine Academic Services interface for an Accounting module. The top navigation bar includes the Peregrine logo, a search bar, and buttons for 'Certificates', 'Maximize', and 'Exit Module'. The main content area is titled 'Introduction' and shows 'Lesson 1 of 38'. A progress indicator at the top of the content area shows '11% COMPLETE'. Below the title, there is a list of five topics: 1. The Financial Statement Analysis, 2. The Capital Investment Analysis, 3. Basic Accounting Concepts, 4. Sarbanes-Oxley, Internal Control, and Cash, and 5. Budgeting and Standard Cost Systems. A callout box on the left points to the '11% COMPLETE' indicator, and another callout box on the right points to the 'Exit Module' button. A third callout box at the bottom left points to the navigation panel.

❖ Each ALC contains 3-5 hours of instructional content and interactive questions.

❖ Percent Complete Indicator
❖ Exit Module
❖ Navigation panel

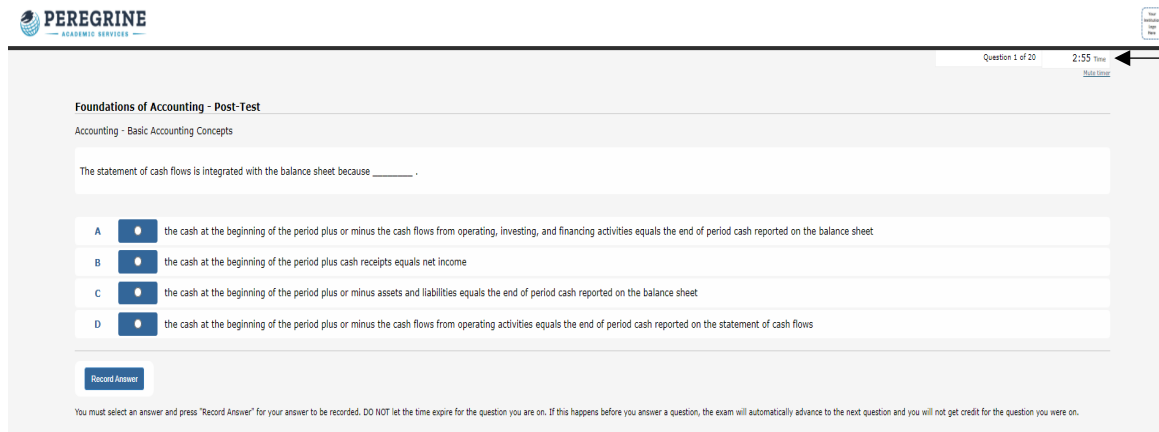
Post-test

A post-test will conclude all academic leveling modules. The difference in score from the pre-test to the post-test is the direct measure of knowledge gained.



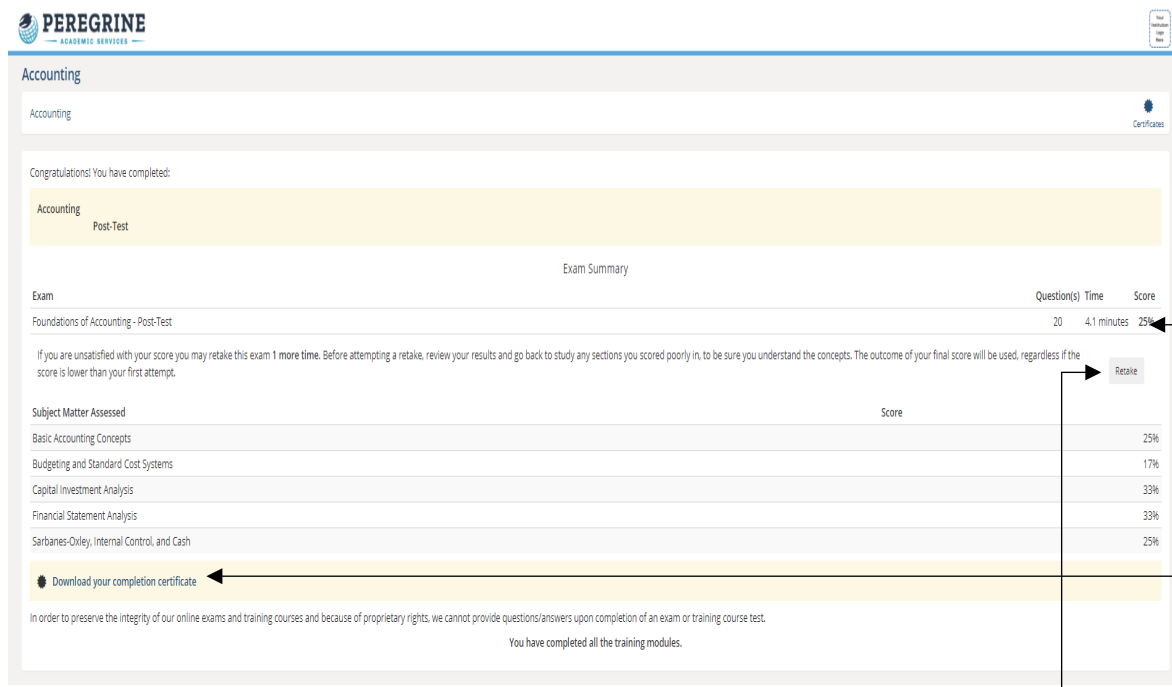
Starting the Post-test

- ❖ All sections in the module must be completed prior to starting the post-test.
- ❖ The post-test will include 20 questions.



Post-test Structure

- ❖ Questions are timed at 3 minutes per question.
- ❖ Questions are all multiple choice.
- ❖ Questions will cover content presented within the module.



Completing the Post-test

Upon completion of the post-test, you will be provided with an exam summary. The exam summary provides your total score, as well as the subject scores. You will also have an opportunity to download your completion certificate.

- ❖ Download Completion Certificate
- ❖ Total Score
- ❖ One Retake Option*
- ❖ Subject Scores

***If you decide to utilize the Retake option, your original score will not be retrievable.**

Completion Certificate

The completion certificate will include:

- ❖ Total Score for the pre-test and post-test
- ❖ Post-test Difference
- ❖ Subject Level Analysis

726232-1687460-210304

Certificate of Completion

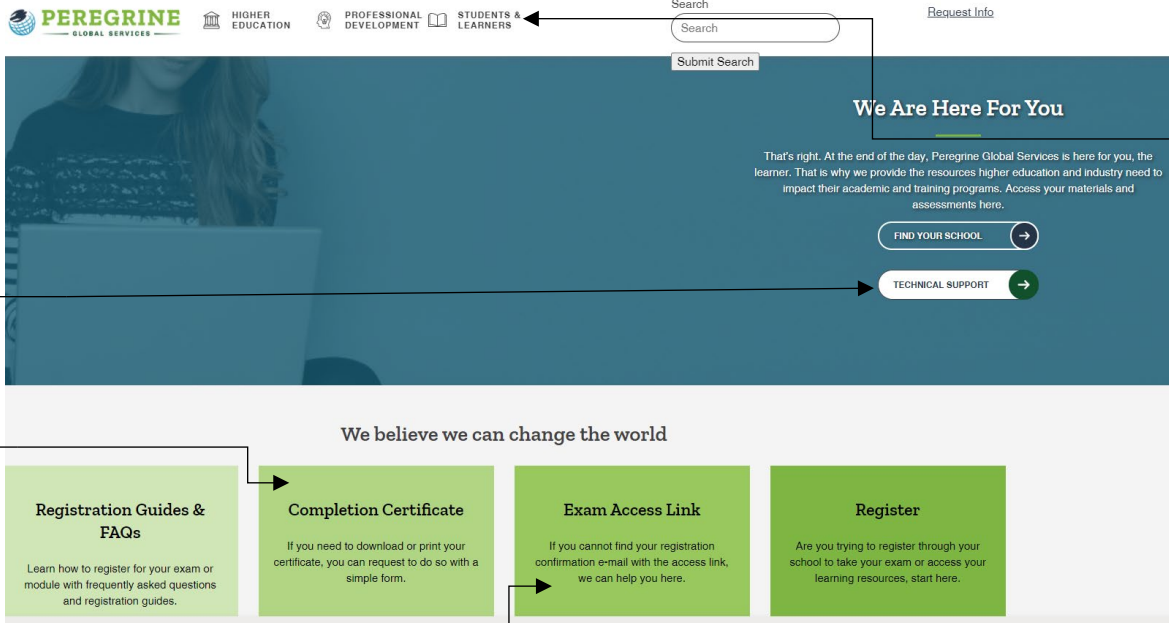
This is to certify that Cassandra Rice
has completed the course/exam
Student Learner
Foundations of Accounting - Pre-Test/Post-Test
on 4th March 2021
with Peregrine Academic Services - GUEST Micro-Site

Topics	# Correct	Pre-Test	# Correct	Post-Test	Difference
Accounting	4 correct out of 20	20%	5 correct out of 20	25%	+5%

Where can I find Technical Support and Frequently Asked Questions?

For additional Technical Support and Frequently Asked Questions, you may visit our website at

<https://peregrineglobal.com/higher-education/>. Under the **Student & Learners** tab, you will find various options to assist you with your technical support needs.



The screenshot shows the website header with navigation tabs: HIGHER EDUCATION, PROFESSIONAL DEVELOPMENT, and STUDENTS & LEARNERS. A search bar is present above the main content area. The main content area features a banner with the text "We Are Here For You" and a "TECHNICAL SUPPORT" button. Below the banner, there are four green boxes: "Registration Guides & FAQs", "Completion Certificate", "Exam Access Link", and "Register".

Technical Support

Additional Technical Support can be found on our website. Click the **Students & Learners** tab to access various technical support options.

- ❖ Frequently Asked Questions: <https://peregrineacademics.freshdesk.com/support/solutions>
- ❖ Exam Access Link Retrieval: <https://peregrineglobal.com/students/access-link/>
- ❖ Certificate Retrieval: <https://peregrineglobal.com/students/completion-certificate/>
- ❖ If you experience further issues or your issue is not related to the above listed areas, please contact us at
 - 877.260.1555 or
 - complete a **Support Request Form**: <https://peregrineacademics.freshdesk.com/support/tickets/new>