

NCU
Northcentral University

NCU ONE

STUDENT GUIDE

CENTER FOR
TEACHING & LEARNING

NCUOne Student Guide

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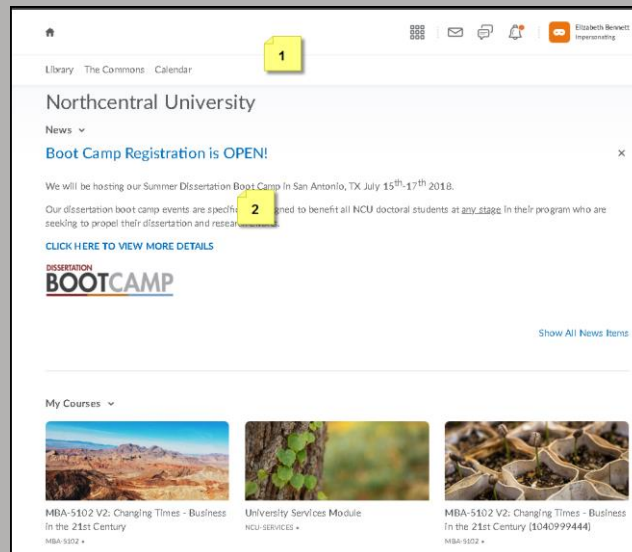


Navigating the Main Homepage

Log into NCUOne at
ncuone.ncu.edu.

Your main homepage is
broken into two sections:

- 1) The navigation bar at the top of the page.
- 2) The main body of the page.

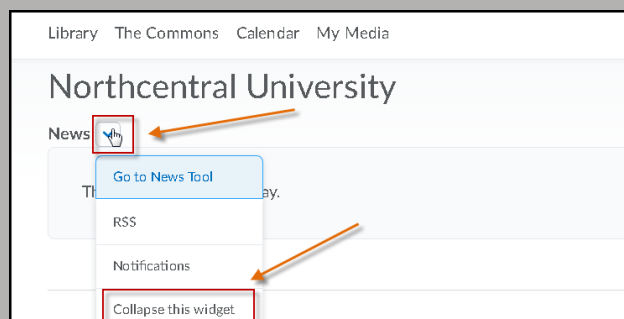


The main body of the homepage has five main areas/widgets:

- 1) News
- 2) My Courses
- 3) Center for Teaching and Learning (CTL)
- 4) Office 365 – NCU Email
- 5) NCU Contacts

- Students in the Dissertation sequence will also see a *Dissertation Committee* widget.

Any of the widgets can be
collapsed/expanded by
clicking on the caret at the
right of the heading.

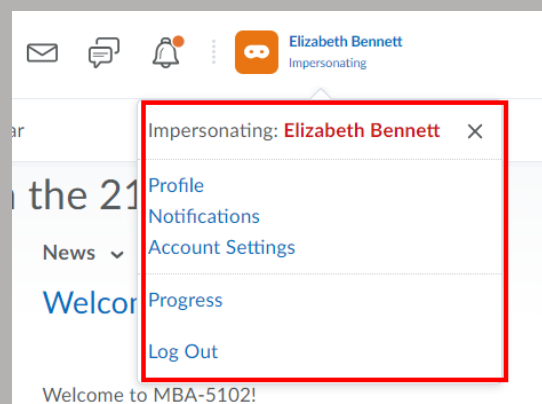
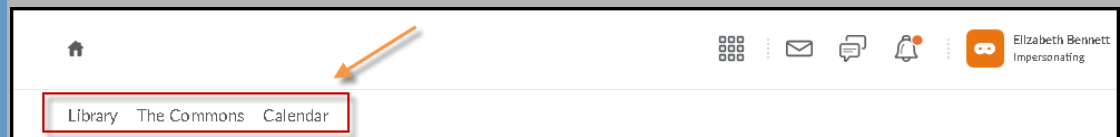
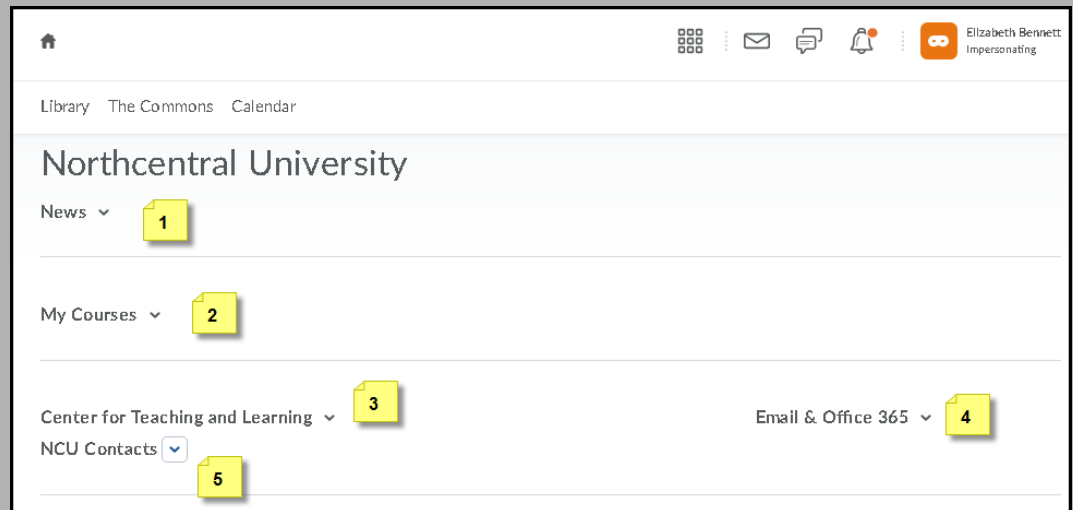




- 1) Students can access recent announcements in the *News* widget.
- 2) Access your courses using the buttons in the *My Courses* widget.
- 3) Under the *Center for Teaching and Learning*, you will be able to access the NCU support centers and the Commons.
- 4) Access your student email through *Office 365*.
- 5) The *NCU Contacts* widget lists your current faculty and your NCU support team.

From the navigation bar, you can find quick links to the University library, the Commons, and your calendar.

You can click on your name to update your profile and account settings, and set up notifications. You can have course notifications sent to your email and/or phone as text messages.





Students can receive alerts through their navigation bar.

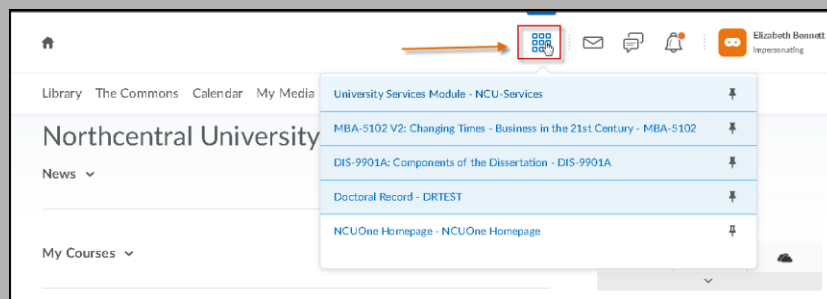
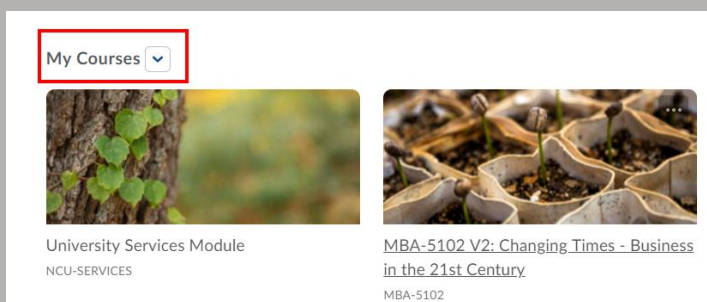
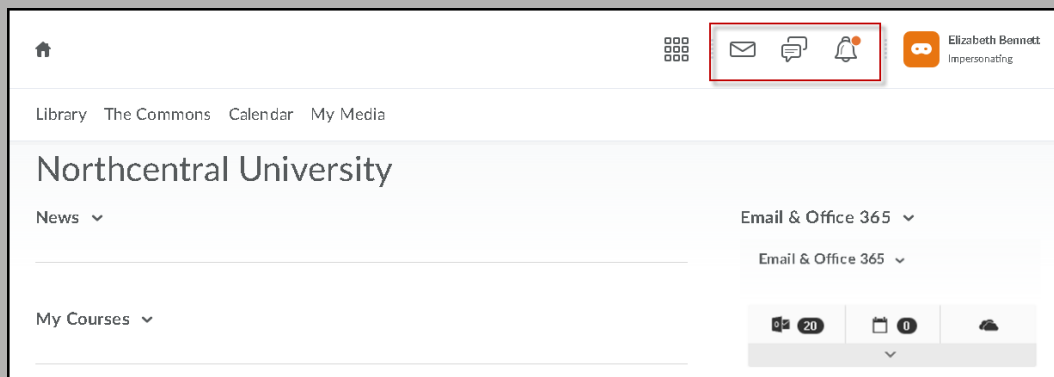
- 1) If you set up email or text alerts, you will also see an alert through the envelope icon.
- 2) If you subscribe to a discussion board, you will receive an alert through the speech bubble icon.
- 3) When you receive a general alert in your class, you will receive an alert through the bell icon.

You will see an orange dot on the icon when you have an alert. Simply click on any icon to see the alert.

Access your course by clicking on the selected course under the *My Courses* widget.

Click on the button for the course you want to access.

You can also access your courses from the *Select a course* icon in the top navigation bar.







You are also able to access various resources, forms, and links by clicking on the *University Services* module in the same location.

Some of these resources include:


- 1) Financial information.
- 2) Program information, including your degree plan.
- 3) Academic Affairs forms.
- 4) General NCU resources including a link to the NCU store.
- 5) Student Technology Resource Center where you can get free software and discounts on equipment.

At any point, return to the main NCUOne homepage by clicking on the house icon at the top left of the page.

My Courses 







University Services Module
NCU-SERVICES



[MBA-5102 V2: Changing Times - Business in the 21st Century](#)
MBA-5102

 University Services Module

Content Course Home Grades My Home



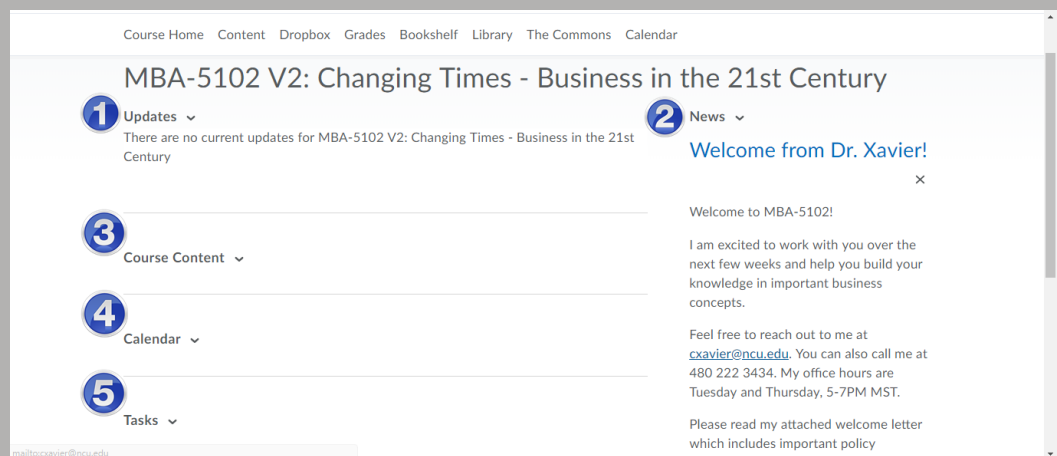
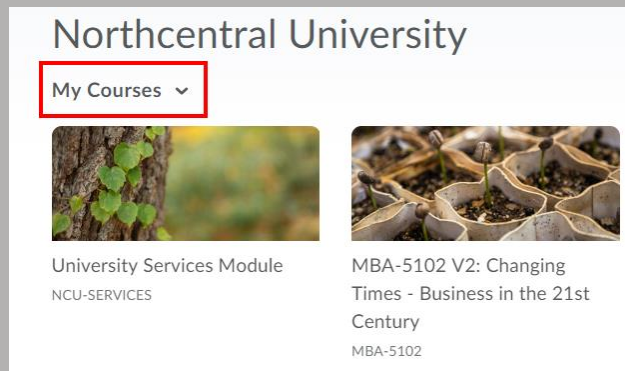
Navigating the Course Home Page

Log into NCUOne at ncuone.ncu.edu.

Access your course by clicking on the selected course under the *My Courses* widget.

There are several widgets within the course homepage.

- 1) The *Updates* feature will list any changes or updates to your course.
- 2) The *News* feature will include any announcements posted by your faculty member.
- 3) The *Content Browser* allows you to see and access the modules in your course. Simply click on a module to access it.
- 4) The *Calendar* will contain upcoming assignments and other events related to the course.
- 5) The *Tasks* feature allows you to assign yourself additional tasks outside of the course assignments.



From the navigation bar, you can find quick links to the University library, The Commons, your calendar, and your Bookshelf.

Your Bookshelf links to Redshelf, the online location with the textbook resources for your courses.

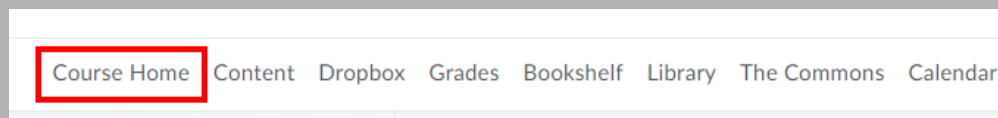
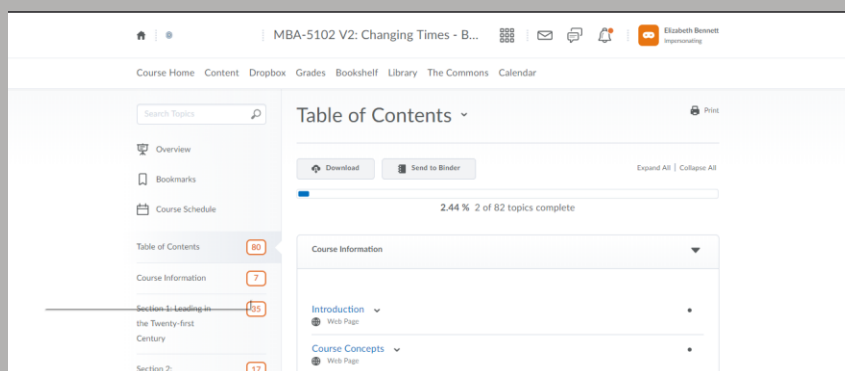
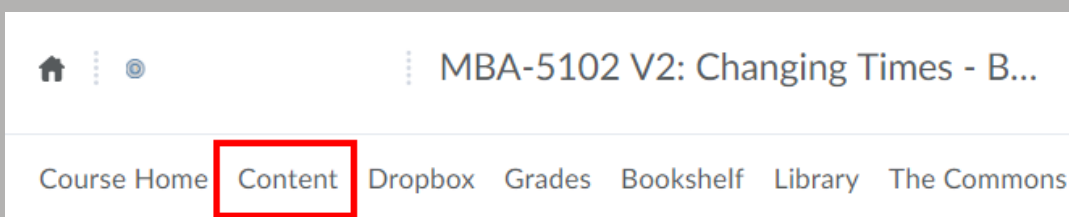
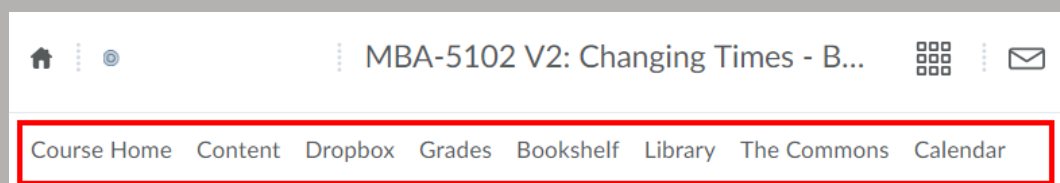
You can access your Dropbox, where you submit most of your assignments.

Click on *Grades* to access your grade summary for the course.

Click on the *Content* link to access the content of the course.

This is where you will be spending the majority of your time.

After accessing other pages within your course, return to the course homepage by clicking on the *Course Home* link.





Accessing Course Content

Log into NCUOne at ncuone.ncu.edu.

Access your course by clicking on the selected course under the *My Courses* widget.

Access the course content from the *course homepage* by clicking on the *Content* link.

Northcentral University

My Courses ▾

University Services Module
NCU-SERVICES

MBA-5102 V2: Changing Times - Business in the 21st Century
MBA-5102



MBA-5102 V2: Changing Times - B...

Course Home **Content** Dropbox Grades Bookshelf Library The Commons

Use the menu on the left of the page to navigate the course content. It is broken into four sections:

Section One: The *Overview* provides a summary of the course.

Course Home Content Dropbox Grades Bookshelf Library The Commons Calendar

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents 80

Overview

This course is designed to encourage students to understand and consider the impact of current trends such as globalization, sustainability, and technology on businesses. The subsequent core courses will provide a greater in-depth knowledge of business concepts and areas in an integrated fashion.

Print

Section Two: Students can personalize *Bookmarks* by adding topics here as they access material.

Course Home Content Dropbox Grades Bookshelf Library The Commons Calendar

Search Topics 🔍

Overview

Bookmarks

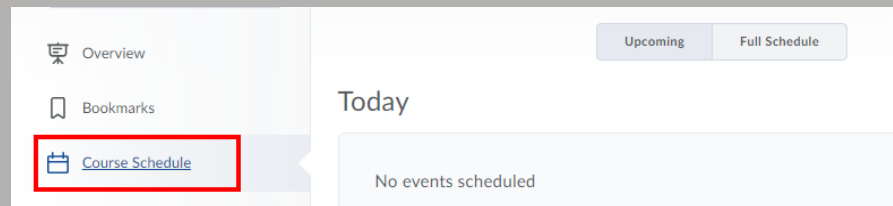
Course Schedule

Bookmarks

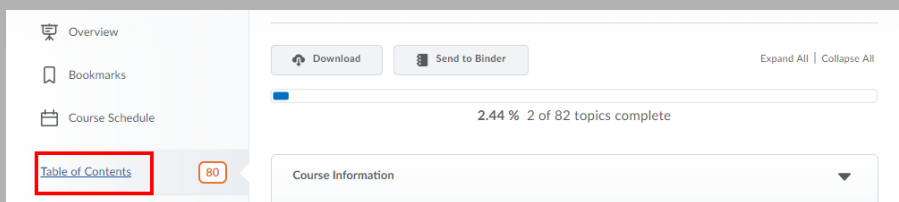
You currently have no bookmarked topics.



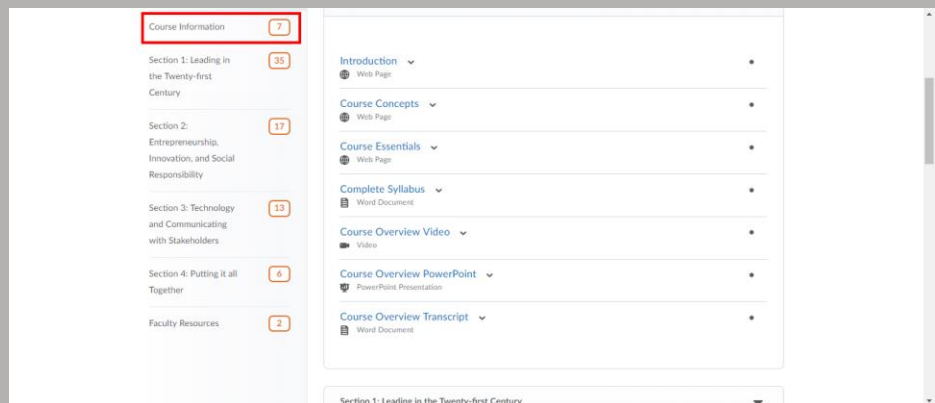
Section Three: Students can access the course schedule and assignment due dates by clicking on *Course Schedule*.



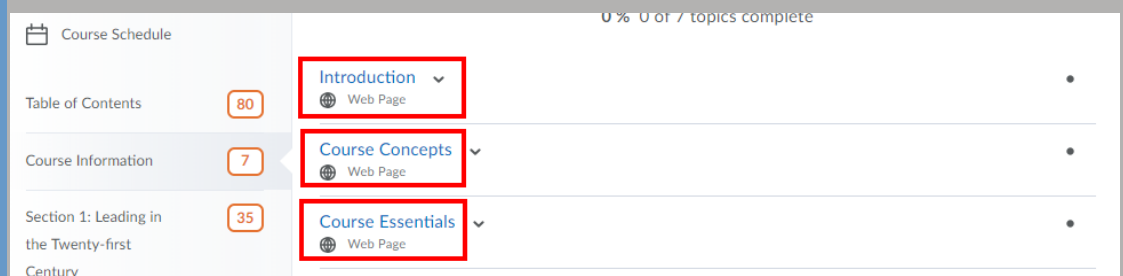
Section Four: Students can click on *Table of Contents* to view all course content.



OR students can drill down into sub-modules by clicking on the different module titles (a course may be broken down into several sub-modules).



Access course content by clicking on topics in the body of the page.





When you are done with a topic, navigate to the previous/next topic using the arrows at the top or bottom right of the page.

OR, use the breadcrumbs at the top of the page to navigate to modules and sub-modules:

Students can provide feedback to the NCU Instructional Design Team instantly within the content of the course. This option should be used for curriculum feedback and not for any questions or concerns related to the successful completion of the course; these types of questions should be directed to the faculty member or AFA.

[Table of Contents](#) > [Course Information](#) > [Course Concepts](#)

Course Concepts ▾

Course Concepts

1. Leadership
2. Business Culture
3. Change Management
4. Systems and Structure
5. Social Responsibility and Sustainability
6. Entrepreneurship and Innovation
7. Business and Technology



[Course Home](#) [Content](#) [Dropbox](#) [Grades](#) [Bookshelf](#) [Library](#) [The Commons](#) [Calendar](#)

[Table of Contents](#) > [Course Information](#) > [Course Concepts](#)

Course Concepts ▾

MAT-5004: Technology for the 21st ...

[Course Home](#) [Content](#) [Dropbox](#) [Grades](#) [Bookshelf](#) [Library](#) [The Commons](#) [Calendar](#) [Kaltura Media Gallery](#)

[Table of Contents](#) > [Section 1: Introduction to Prospective Classroom Technology](#) > [Week 3](#) > [Information Literacy and Online Learning](#)

Information Literacy and Online Learning ▾

The information superhighway, better known as the Internet, is replete with data, facts, figures, and knowledge. To seek the best data, facts, figures, and information, "I found it on the Internet, so it has to be true!" is a line of understanding that is just the opposite—it could be true, but how would an impressionable young person know if it is trustworthy?

Most remember when libraries, schools, textbooks, and journals were the trusted sources for information. The Internet has driven nine out of ten Americans to use the Internet when gathering information (Pew Research Center). The Internet's ill-repute or not, forms the need for careful instruction to students so that they know how and where to find readings this week.

In addition to finding reputable sources, there is a greater opportunity for students to "borrow" from the sites they visit, copy and paste what they find as their own writing—better known as plagiarism. The online environment, for many students, is simply a place to gather information and the need

is understood which the knowledge of the Internet is under

cross, the information finding information more

[Send to Binder](#)

[Submit Feedback](#)

[Reflect in ePortfolio](#)

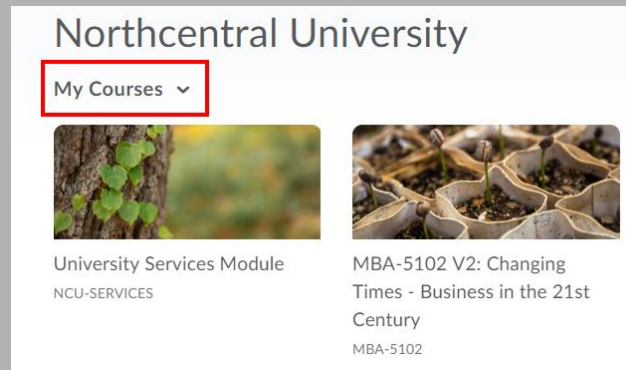
[Download](#)



Submitting Assignments in Dropbox

Log into NCUOne at ncuone.ncu.edu.

Access your course by clicking on the selected course under the *My Courses* Option.



In NCUOne, assignments are submitted to faculty using the Dropbox tool.

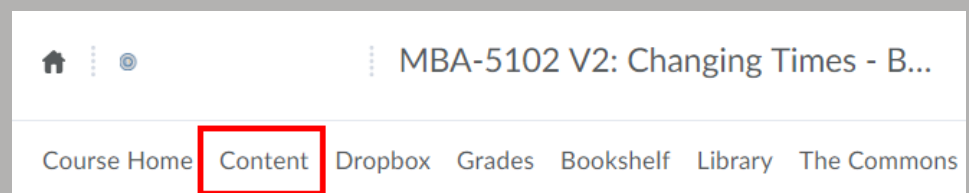
You can access Dropbox in two ways:

- 1) Through course content.
- 2) Directly from the navigation bar.

Dropbox: Through Course Content

Course Content:

Click on the *Content* link in the navigation bar on your *Course Home* page."





Click on modules to drill down to the current week sub-module.

Dropbox assignments are easy to identify by the Dropbox icon. Details of the assignment are outlined below the activity title.

To access the Dropbox folder and submit the assignment, click on the activity title.

Course Schedule

12.5 % 1 of 8 topics complete

How a Leader Motivates Employees ▾

Web Page

Books and Resources for this Week ▶

Week 1 - Assignment: Examine Industry Market Leaders ✓

Assignment

In this week's Books and Resources, the Statista website lists 36 popular industries with links to descriptions and further information on those industries. In this first assignment, you are tasked with selecting an industry from that list that you believe is the most global of those industries based on criteria provided by Dontigney (2014). Then, support your selection with facts about your industry from the required resources and at least two additional resources of your choice (do not use Wikipedia because it is not considered a scholarly website). In your report, be sure to include the following:

Drop files here, or click below!



Upload

Record ▾

Choose Existing

Once in the Dropbox folder, scroll down to the *Upload* button to upload your assignment.

You can also record an audio or video message.

There is an area to leave any additional comments for your faculty.

The final step to submitting your assignment is clicking on the *Submit to Dropbox* button.

Drop files here, or click below!

Upload Record ▾ Choose Existing

Week 3 Assignment.docx (10.95 KB) X

Comments

Submit to Dropbox



Dropbox: From Navigation Bar

You can also submit assignments directly to Dropbox and bypass the course content.

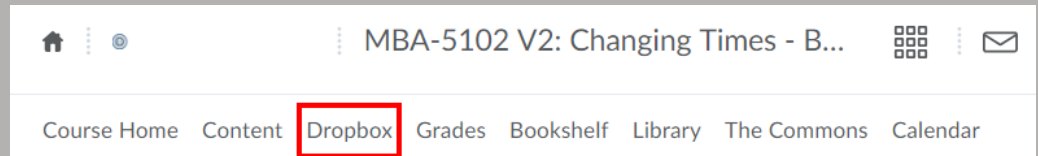
To do this, click on the *Dropbox* link in the navigation bar of your course homepage

Click on the weekly assignment you want to submit.

Scroll to the bottom of the page and click on the *Add a File* button.

Upload the assignment from your computer and click the *Add* button.

The final step to submitting your assignment is clicking on the *Submit* button.



The 'Submit Files' dialog box shows the following elements:

- Files to submit ***
(1) file(s) to submit
- After uploading, you must click Submit to complete the submission.** (indicated by an orange arrow)
- Buttons:** Add a File (highlighted with a red box and an orange arrow), Record Audio, Record Video
- File List:** Week 3 Assignment.docx (10.95 KB) [X]
Source: My Computer
- Comments:** A rich text editor with icons for video, image, link, paragraph, bold, italic, underline, and list.
- Bottom Buttons:** Submit (highlighted with a red box and an orange arrow), Cancel

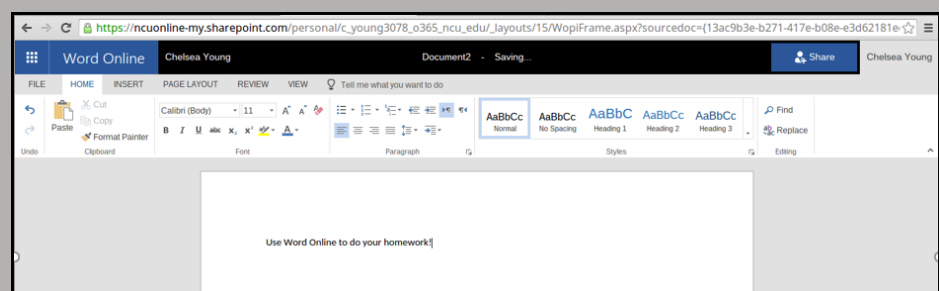
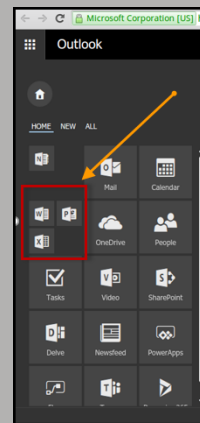
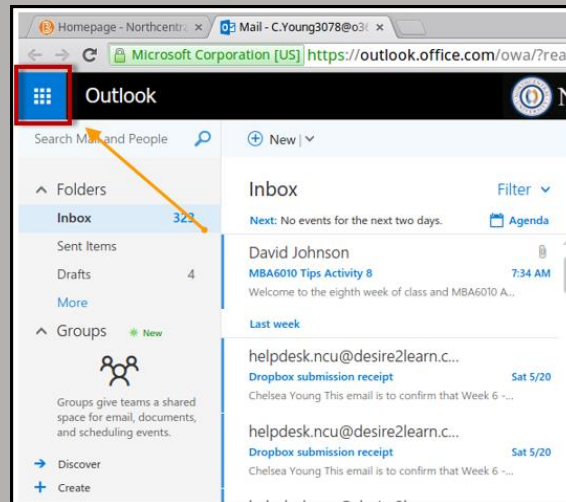


Uploading Documents using a Chromebook

When using the Chromebook, you can use Microsoft Word/PowerPoint/Excel online through your Outlook 365 Student email account. From your inbox, select the blue box in the top left corner.

Select the icon of the online application you would like to use. In this example, Word Online is selected.

Complete your assignment in Word Online. Word Online automatically saves your work as you go.





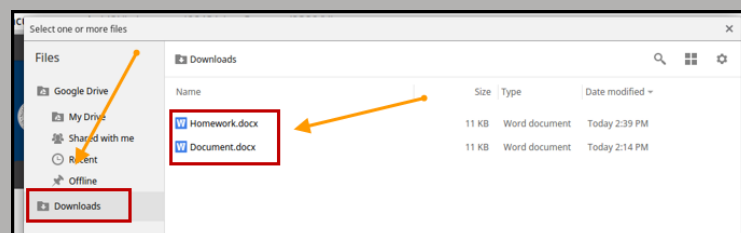
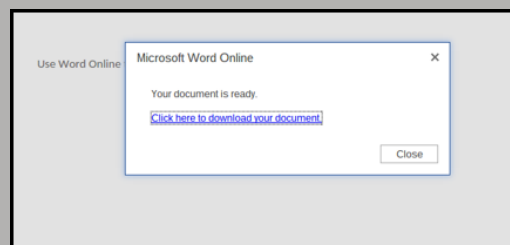
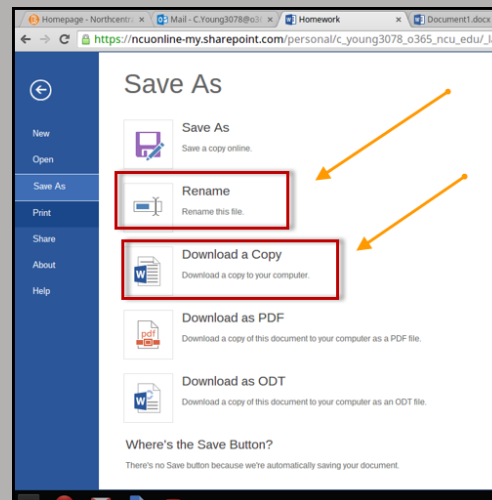
When you have completed your assignment, select the File tab, and then select Save As. You will want to rename your file first so that it is titled appropriately for NCU assignments. Last name, first initial, course code, assignment number. Example: YoungCMBA-6010-1. Do this by clicking 'Rename'

Next, select 'Download a Copy'.

You will get a prompt to download your document. Click the link.

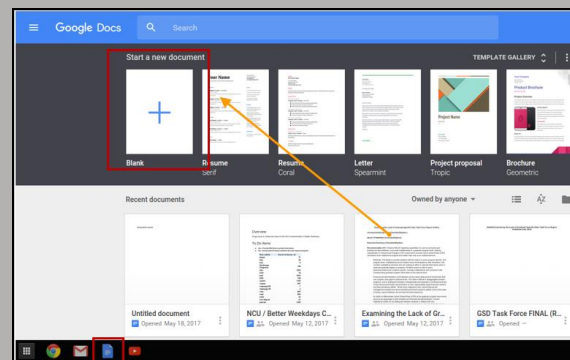
Your assignment will download, and you can locate it in your Downloads folder.

When uploading your assignment in Dropbox in NCUOne, you will locate your assignment in your computer's *Downloads* folder.



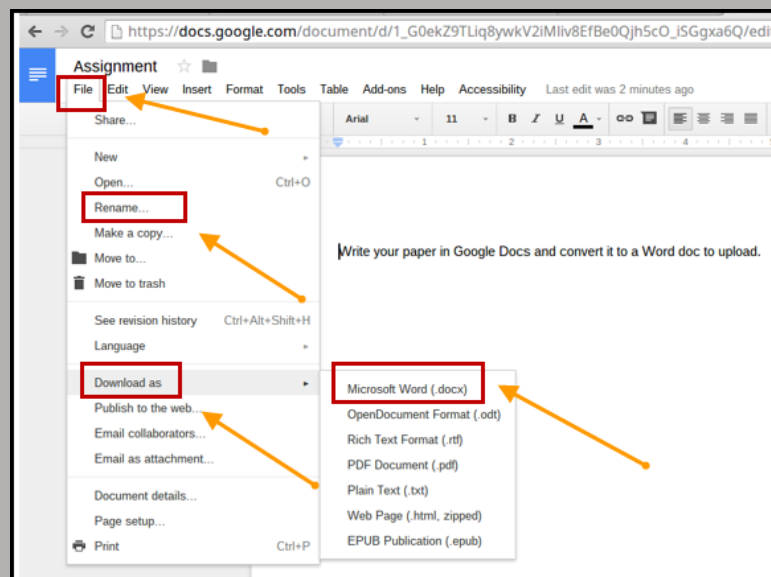


You can also use Google Docs to complete your assignment. Select the Google Docs icon in your Chromebook toolbar. Next, select the document you would like to create.



You will then need to convert your Google Doc to a Word Doc to upload. First, you will select File and select to rename the file as instructed above. Then you will select 'Download as' Microsoft Word.

You will then be able to find your document in the Downloads folder and upload into your NCUOne assignment Dropbox.





Viewing Faculty Feedback in Dropbox

Students can view a summary of their current grades and feedback by clicking on the *Grades* link on the Course Home page. To view the complete feedback, including the returned assignment with comments (if provided), students will need to go into Dropbox.

Access your course by logging into the NCUOne homepage at ncuone.ncu.edu.

Choose your course from the drop down menu at the top left of the page.

From your Course Home page, click on *Dropbox*.

Click on the *View* link in the feedback column.

The screenshot shows the top navigation bar of a course page. The course title is "MBA-5102 V2: Changing Times - B...". Below the title is a horizontal menu with the following items: "Course Home", "Content", "Dropbox", "Grades", "Bookshelf", "Library", and "The Commons". The "Dropbox" item is highlighted with a red rectangular box.

The screenshot shows a table titled "Dropbox Folders" with a "View History" button at the top left. The table has five columns: "Folder", "Score", "Submissions", "Feedback", and "Due Date". The first row is a header row. The second row is labeled "No Category". The third row is for "Week 1 - Assignment: Examine Industry Market Leaders" with a score of "90 %", "2" submissions, and a "View" link in the Feedback column. The fourth row is for "Week 2 - Assignment: Prepare a Critical Analysis of a Case Study" with a score of "-", "1" submission, and a due date of "Mar 25, 2018 11:59". An orange arrow points to the "View" link in the third row, which is also enclosed in a red rectangular box.

Folder	Score	Submissions	Feedback	Due Date
No Category				
Week 1 - Assignment: Examine Industry Market Leaders	90 %	2	View	
Week 2 - Assignment: Prepare a Critical Analysis of a Case Study		1	-	Mar 25, 2018 11:59



Students can view their score for the assignment, feedback directly entered into Dropbox and can download any attached files.

Once finished viewing the feedback, click on the *Done* button.

Feedback

Score

90 %

Feedback Date

Mar 21, 2018 9:36 PM

Dropbox Feedback

Excellent job with your assignment this week Elizabeth. You met all the requirements of the assignment. I'd like to see you go into more depth when explaining the concepts. This demonstrates a full understanding of the concepts and how they can be applied in a real world setting.

I have attached your paper with my comments.

Feel free to reach out if you have additional questions.

Dr. Faculty

Attached Files

[BennettEMBA5102-1Feedback.doc](#) (93 KB)

Download All Files

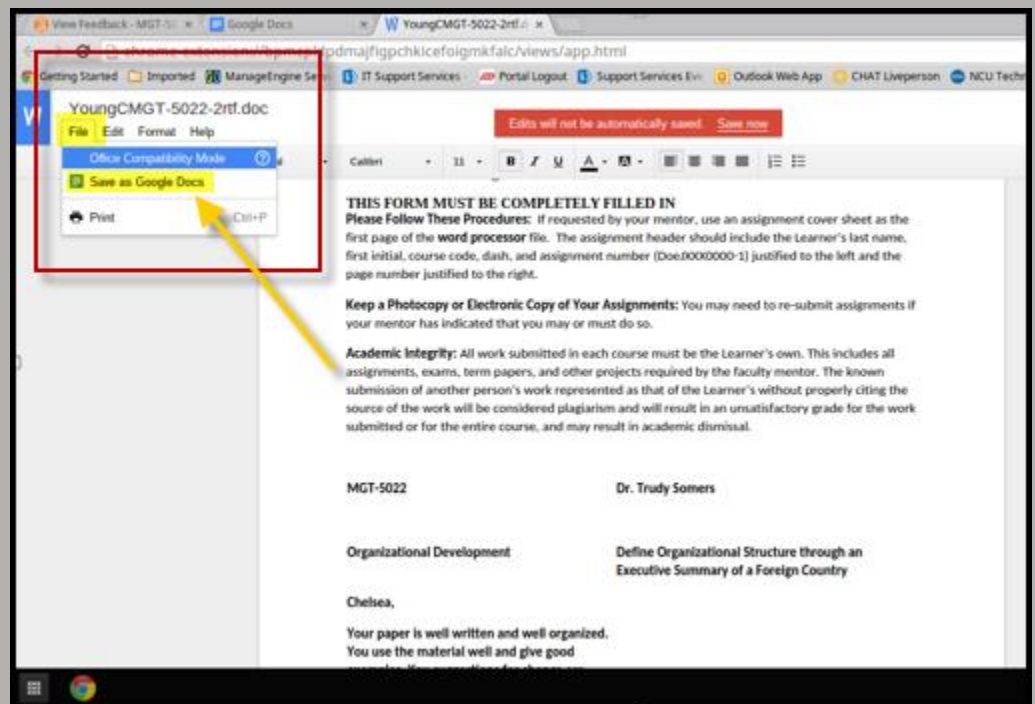
Done

Viewing Feedback Documents on a Chromebook

In order to see the track changes in a document on a Chromebook:

1. Open the document,
2. Click on *File*,
3. Click on *Save as Google Docs*,

The document will open in Google Docs and students can see the comments and track changes.





Viewing the Turnitin Report & Feedback in Dropbox

Students can also view the Turnitin report and feedback from their Dropbox folders.

Simply click on the percentage number to open the Turnitin Report in a new window.

Note: Not all assignments are submitted to Turnitin.

Dropbox Folders Help

[View History](#)

20 per page

Folder	Turnitin® Similarity	Score	Submissions	Feedback	Due Date
No Category					
Week 1 - Assignment: Critique the Leader's Role in Organizational Change as a Change Agent	8 %	A	1	View	Sep 24, 2016 9:00 PM
Attachments			0	-	Oct 1, 2016 9:00 PM
Week 2 - Assignment: Examine Resistance in the Change Management Process			0	-	Oct 8, 2016
Week 3 - Assignment: Explore the Role of Strategic Planning to Effectively Manage Change			0	-	

In the Turnitin window, you can toggle between your:

- **Originality** Report – Text matches with other sources.
- **GradeMark** – Any feedback your faculty member inserted into the paper.

Originality GradeMark Feedback

A Natural Setting
BY JESSIE PROCTOR

turnitin 52% 28

Match Overview

1	jes.ece.wisc.edu	29%
2	www.abaculifeonline...	10%
3	www.nps.gov	8%
4	Submitted to Florida V...	4%

turnitin



Discussions

Discussions are an area in your course where you may be asked to post and reply to messages on specific topics, share your thoughts on material, or ask questions.

In some cases, discussions are a graded component of your course. This section will focus on how to identify and complete graded discussions.

Access your course by logging into the NCUOne homepage at ncuone.ncu.edu.

Choose your course from the drop down menu at the top left of the page.

From your Course Home page, click on *Content*.

Use the table of contents on the left of the page to access your current week.

You can easily identify a discussion board by the speech bubble icon next to the activity title.

Click on the discussion title to add to the discussion.

Northcentral University

My Courses ▾

University Services Module
NCU-SERVICES

MBA-5102 V2: Changing Times - Business in the 21st Century
MBA-5102

Course Home Content Dropbox Grades Bookshelf Library The Commons

Leading vs Managing ▾

Discussion Topic

What is your personal beliefs around the differences between managing and leading? Write 15-200 words.



It is recommended that you create a draft of your discussion response in a word file. When you are ready to post your response, click on the *Start a New Thread* button.

Whenever you post to a discussion, you will automatically be subscribed to the thread. If you do not wish to receive alerts, uncheck the box.

Give your post a title, paste or compose your response, and click on the *Post* button to complete the process.

Leading vs Managing ▾

What is your personal beliefs around the differences between managing and leading? Write 15-200 words.

Start a New Thread

☒ Subscribe to this thread

My Response



My response.....|



☒ Subscribe to this thread

▸ [Add attachments](#)

Post

Cancel



To respond to another person, click on the title of the post you would like to respond to.

Click on the *Reply to Thread* button to respond.

Type your response and click on the *Post* button.

Leading vs Managing ▾

What is your personal beliefs around the differences between managing and leading? Write 15-200 words.

[Start a New Thread](#)

Filter by: All Threads ▾

My Response ▾


Elizabeth Bennett posted May 8, 2018 9:28 PM ★ [Subscribed](#)

My response.....

0 0 0
Unread Replies Views

Leading vs Managing ▾




[Back to Topic](#)

 **My Response**

Elizabeth Bennett posted May 8, 2018 9:28 PM ★ [Subscribed](#)

My response.....

[Reply to Thread](#)

   ▾ Paragraph ▾ **B** *I* U ▾ ...

Great response!

[Add original post text](#)

☒ Subscribe to this thread

▶ [Add Attachments](#)

[Post](#) [Cancel](#)



Bookshelf

If your course uses an electronic textbook, you will access the eBook by clicking on the Bookshelf link in your course navigation bar.

On your Bookshelf homepage, you will see a list of your courses, and by clicking *View Course*, you will be able to access your eBook.

My Courses

Treatment Planning and Traditional Family Therapy

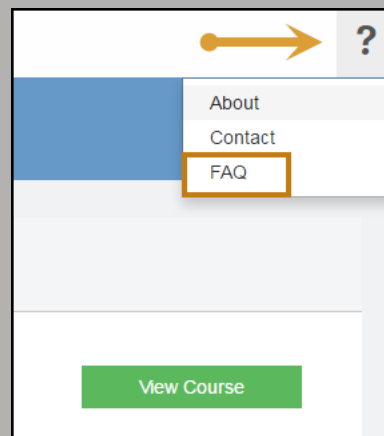
Course Books:

Mastering Competencies in Family Therapy: A Practical Approach to Theory and Clinical Case Documentation

[View Course](#)

The first time you access your bookshelf, take a moment to review the FAQ page. By clicking on the question mark at top of your homepage, there will be a dropdown for FAQs.

This page houses a lot of important information to help guide you while learning how to use your e-reader.



Frequently Asked Questions

Q. What titles are available?

Q. Can I log into two devices at one time to access my eBook or digital content?

Q. What types of devices can I use to access my eBook?

Q. How do I add notes to any part of the page, highlight an area, enter my own text, or free draw?

Q. What are the advantages to a web browser platform?



Under the question 'What features come with my eBook?' you will find a detailed list of all the features, as well as a link to another video that explains the features in detail and how to use them.

Q. What features come with my eBook?

A. [Click here to watch a RedShelf features video](#)

- Fast, easy navigation
- Linked Table of Contents and bookmarking
- In-text and marginal note taking
- Highlighting of text, graphs, and images
- Keyword search within text and notes
- Note and bookmark organizer
- Pen tool
- Built-in dictionary
- Offline access to most titles
- Printing options on most titles
- Flashcard creation
- Personalized study guide
- Collaboration and note sharing



University Services

The University Services module in NCUOne houses information and processes that support a student's academic life.

Access the University Services module the same way you access your courses: from the *My Courses* widget or by clicking on the *Select a course* icon in the NCUOne top navigation bar.

Navigate the resources available to you by using the *Table of Contents* on the left hand side of the page.

Table of Contents	2
Financial Information	
Program Information	
Academic Affairs	1
Student Technology Resource Center	
NCU Information & Resources	
University Documents	1
Order Official Transcript	



Financial Information

Financial Aid ▾

 [Link](#)

1098-T ▾

 [Link](#)

Payment Options ▾

 External Learning Tool

Please click here for NCU privacy statement. <https://www.ncu.edu/privacy>

Please click here for NCU Refund Policies. <http://ncu.catalog.acalog.com/content.php?catoid=9&navoid=2040>

Financial Statement ▾

 External Learning Tool

Program Information

Degree Plan ▾

 External Learning Tool

Schedule & Grades ▾

 External Learning Tool

Catalog ▾

 [Link](#)

Academic Affairs

Commencement Information ▾

 [Link](#)

Diploma Application ▾

 External Learning Tool

Regalia Request ▾

 [Link](#)

LOA Request ▾

 External Learning Tool

Order Official Transcript ▾

 External Learning Tool

Unofficial Transcript ▾

 External Learning Tool

Grade Appeal ▾

 External Learning Tool



Student Technology
Resource Center

NCU Information &
Resources

University Documents

[Microsoft Imagine](#) ▾

Web Page

[Apple Discounts](#) ▾

Web Page

[Dell Discounts](#) ▾

Web Page

[Better Weekdays](#) ▾

Web Page

[Amazon Prime Student](#) ▾

Web Page

[NCU Store](#) ▾

Link

[Request for Educational Records](#) ▾

PDF document

- Admissions Documents
- Unofficial Transcript
- Official Letters/Correspondence
- Leave of Absence History
- Schedule of Courses
- Disciplinary Record
- Financial Statement
- Other

[Incomplete Grade Request Form](#) ▾

PDF document

[Grade Appeal Form](#) ▾

PDF document

[FERPA Release - Rescind Form](#) ▾

PDF document

Family Educational Rights & Privacy Act Release or Rescind Authorization Form

[Official Transcript Request Form](#) ▾

PDF document

[Assignment_Cover_Sheet](#) ▾

Word Document

This assignment cover sheet is used in many courses. Students are required to add to and complete for any papers they submit as assignments in courses.

Office 365

Your NCU Office 365 student email account is your main source of communication with anyone in the University. You can also access additional Microsoft products through Office 365.













Your Office 365 account also includes the following web based apps:

- Outlook email
- Calendar
- Delve
- Tasks (to keep a to do list that is not on your calendar)
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote

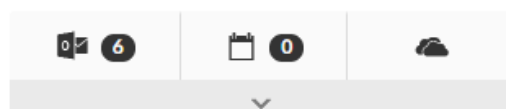
You can download and install the full versions of the Office products for PC and Mac on up to five machines, free of charge from your Office 365 Dashboard.

Access your Office 365 email account and apps from the Office 365 widget on your NCUOne homepage.

Office 365 apps

-  Calendar
-  Delve
-  Excel
-  OneDrive
-  OneNote
-  Outlook
-  People
-  PowerPoint
-  SharePoint
-  StaffHub
-  Tasks
-  Word

Office 365 ▼



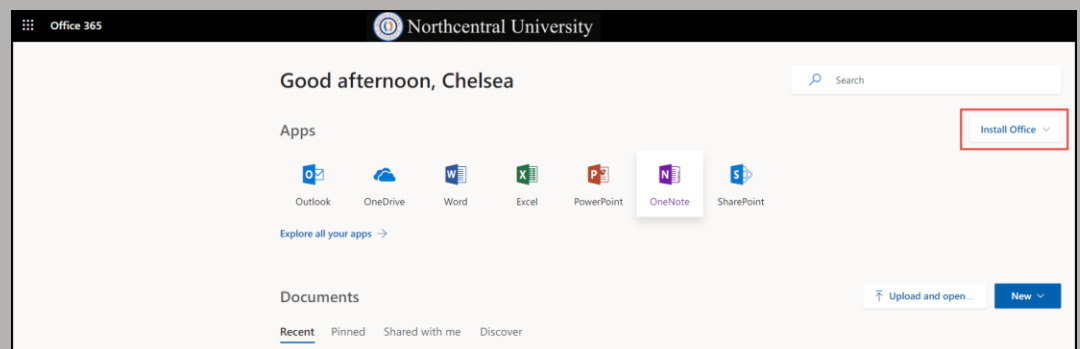
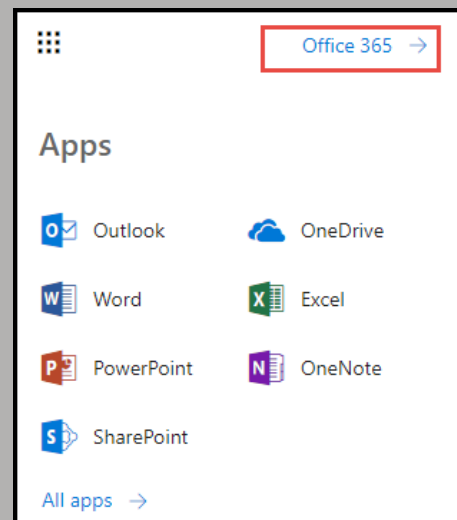
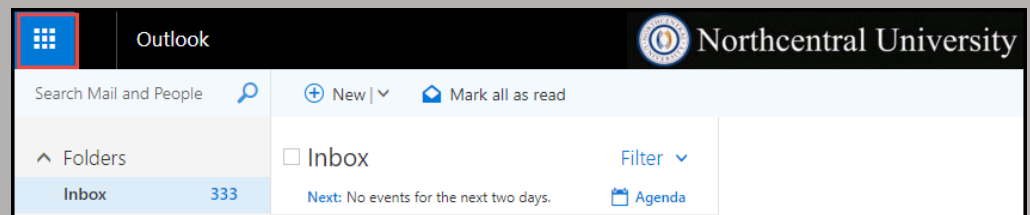
Disconnect c.young3078@o365.ncu.edu



To access your web-based apps and *Office 365 Dashboard* from inside your email account, click the grid icon in the top left corner.

Click “Office 365 →” to access the *Office 365 Dashboard*.

On the *Office 365 Dashboard* you can access the apps, view recent documents, collaborate with others, and download and install the products to your machine. You can also access free training and tutorials on all Office products offered.



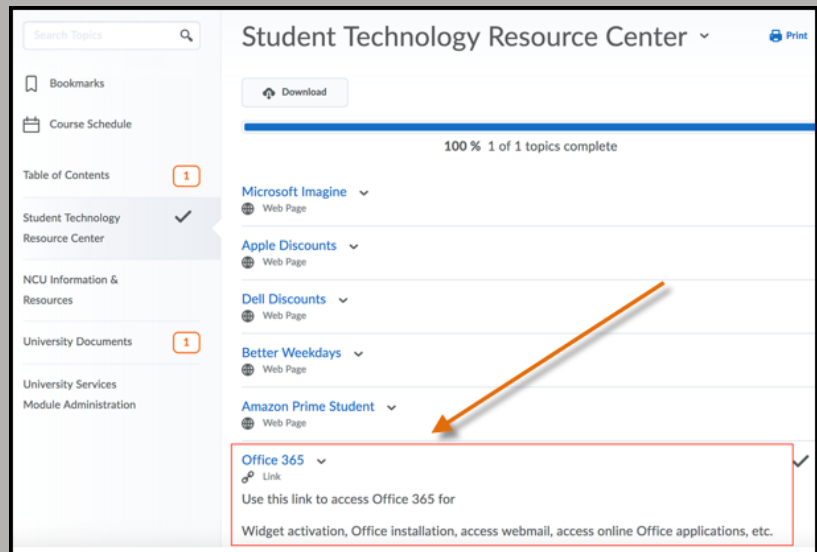
Additional Office 365 training tutorials can be found [HERE](#).



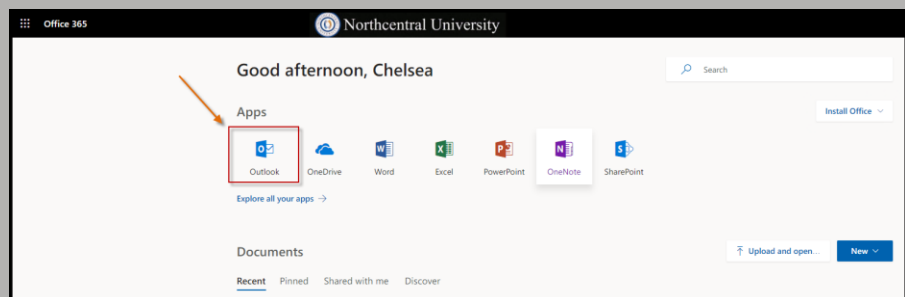
Activating Office 365 Widget

Before you can use the Office 365 widget to access your NCU email on your NCUOne homepage, you will need to activate the widget by configuring your email settings (time zone, language).

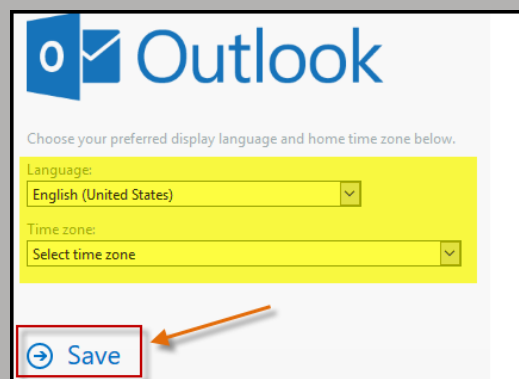
Access the link to activate Office 365 in University Services > Student Technology Resource Center.



Click on the "Outlook" app.



Choose your language and time zone and click "Save".





It is best practice to update your inbox display from "Focused" to "All".

