



**PEREGRINE**  
**ACADEMIC SERVICES**  
Global Educational Support

Academic Leveling Course Student User Guide

Your school is investing in your education!

[www.peregrineacademics.com](http://www.peregrineacademics.com)

## Micro-site Student Registration Process

1. Follow the Student Registration Link that should have been provided to you by your course professor or within your course syllabus. Please note that the registration instructions contained herein apply only to micro-site registration.
2. Locate and select your school. Enter your registration password.

The screenshot shows the Peregrine Academic Services website. The navigation bar includes Home, Services, Students (highlighted), Support, Our Partners, and About Us. Below the navigation bar, there is a section titled "Peregrine Leadership Institute" with a paragraph of text. The main content area is titled "Register for a Course/Exam" and contains a form with a "Registration Password:" label and an input field. A "Proceed with Registration" button is located below the input field. There are also links for "Email me my exam/course access key" and "Download completion certificate(s)".

Enter your Registration Password

*Enter the registration password provided by your college or university. Please note that the password is case sensitive.*

3. Select your required course(s).

The screenshot shows the Peregrine Academic Services website. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a section titled "Peregrine Leadership Institute / Course List" with a paragraph of text. The main content area is titled "Graduate Degree Programs" and contains a list of courses with checkboxes next to them. The courses listed are: Foundations of Accounting, Foundations of Business Ethics, Foundations of Business Finance, Foundations of Business Integration and Strategic Management, Foundations of Business Leadership, Foundations of Global Dimensions of Business, Foundations of Human Resource Management, Foundations of Information Management Systems, Foundations of Legal Environment of Business, Foundations of Macroeconomics, Foundations of Marketing, Foundations of Microeconomics, Foundations of Operations/Production Management, Foundations of Organizational Behavior, and Foundations of Quantitative Research Techniques and Statistics. A "Review your Selection(s) and proceed with Registration" button is located at the bottom right of the list.

Select your required course(s)

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

#### 4. Review your selection and remove any unneeded items.

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Peregrine Academic Services - DEMO 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 "Proceed with Registration" button. If you need to remove an item from the list, please check the red X next to the item you need to remove.

If you have any problems with the registration process, please visit our technical support page at: <http://www.peregrineacademics.com/support>. Note that only your course professor can authorize a re-set of an exam access key.

Course/Exam
<input type="checkbox"/> Foundations of Accounting
<input type="checkbox"/> Foundations of Business Ethics
<input type="checkbox"/> Foundations of Business Finance
<input type="checkbox"/> Foundations of Business Integration and Strategic Management

◀ View Course/Exam List | Proceed with Registration ▶

Confirm your selected courses

This screen will allow you to confirm your selected courses. You can also remove any items that may have been inadvertently selected in course selection page.

#### 5. Enter your Name, Email and Student ID.

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Peregrine Academic Services - DEMO 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:	Peregrine Academic Services - DEMO Micro-Site
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
University Affiliated With:	<input type="text"/>
Email:	<input type="text"/>
Confirm Email:	<input type="text"/>

◀ View Course/Exam List | Edit Your Registration Selection(s) | Review Registration ▶

Enter your registration information

You will need to enter your Name, Student ID, and school issued 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.

#### 6. Review your registration information and complete your registration.

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Peregrine Academic Services - DEMO 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 Name	Peregrine Academic Services - DEMO Micro-Site
Student Id	Student Tester
Email	Peregrine Academic Services student@someuniversity.edu

Course/Exam

- Foundations of Business Finance
- Foundations of Accounting
- Foundations of Business Ethics
- Foundations of Business Integration and Strategic Management

◀ Edit Registration Information | Complete Registration ▶

Review and complete your registration

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

## What is the overall structure and time constraints of the Academic Leveling Courses?

- ❖ There are 15 total Academic Leveling Courses. Depending on the school, students may or may not be required to take all 15 courses.
- ❖ Each course provides about 4-6 hours of instructional content.
- ❖ Each course starts with a twenty-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.
- ❖ Courses then conclude with a twenty-question post-test. The post-test does offer a retake option, however only the most recent score is recorded.

The screenshot displays the Peregrine Academic Services interface. At the top left is the logo for Peregrine Academic Services. To the right are links for Help, Additional Resources, and Save & Exit. Below the header, the current section is identified as "Section: Business Leadership / Pre-Test". On the left side, there is a navigation tree with the following items: Academic Leveling Course, Business Leadership, Pre-Test, The Foundations of Business Le..., Section 1, Section 2, Section 3, Section 4, Section 5, and Post-Test. The main content area is titled "Business Leadership Pre-Test" and contains the following text: "You are about to take a 20-question exam over the topical area(s) of: Business Leadership. All questions are timed and there is a countdown timer displayed for each question. You must select 'Record Answer' to proceed to the next question. DO NOT let the time limit advance automatically to the next question because your response will not be recorded. You cannot go back and review previously answered questions." Below this text is a "Begin Exam" button and a "PLEASE NOTE: If you log off and restart, the exam will restart at the NEXT question from where you were at, not on the current question. These measures are in place to protect the integrity of the exam." At the bottom left, there is a progress bar labeled "Percent Complete: 0%".

### Structure of Academic Leveling course

*All ALC's are structured the same with the following elements:*

- ❖ 20 Question Pre-test
- ❖ 4-6 hours of instructional content
- ❖ 20 Question Post-test

**The Pre-Test must be completed before advancing to the instructional**

- ❖ The navigation bar on the left side of the module will allow you to navigate your sections as needed. Please note that your package may show additional courses, based on the needs of the school.

## Pre-test

The ALC's 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 course.

**Business Leadership Pre-Test**

Business Leadership - Traits, Motives, and Characteristics of Leaders

An important strength of the trait approach to leadership is that it

- A  can help with leadership selection and development.
- B  specifies how much of a given trait is important for leadership.
- C  specifies which traits are needed for leadership in a given situation.
- D  helps in analyzing the situational demands.

**Record Answer**

You must select an answer and press "Record Answer" for your answer to be recorded. DO NOT let the time expire for the question you are on. If this happens before you answer a question, the exam will automatically advance to the next question and you will not get credit for the question you were on.

### Pre-test Structure

- ❖ Questions are timed at five minutes per question
- ❖ Questions are all Multiple Choice
- ❖ Questions will only cover content presented within the module.

**Exam Summary**

Exam	Question(s)	Completion Time	Score
Business Leadership Pre-Test	20	20.8 minutes	20%

  

Subject Matter Assessed	Frequency Correct
Business Leadership	17%
Leadership Development and Succession	33%
Traits, Motives, and Characteristics of Leaders	0%

In order to preserve the integrity of our online exams and training courses and because of proprietary rights, we cannot provide questions/answers upon complete of an exam or training course test.

**Proceed to the next section**

Percent Complete: 8%

### Completion of the Pre-test

Upon completion of the pre-test, you will be provided with an exam summary. The exam summary will provide 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 Courses

Once the pre-test has been completed, you are free to start the instructional portion of the Academic Leveling course. Each ALC course will contain approximately 4 – 6 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. The top navigation bar includes 'Help', 'Additional Resources', 'Save & Exit', and 'Download Completion Certificate(s)'. The main content area is titled 'General Personality Traits of Effective Leaders' and contains a paragraph of text: 'Possessing certain characteristics contributes to leadership effectiveness in many situations as long as the leader's style fits the situation reasonably well. downsizing due to global consolidation. Understanding global business may help graduates to minimize or avoid such downside aspects of globalization.' Below the text is a diagram with a central circle labeled 'LEADERSHIP EFFECTIVENESS IN MANY SITUATIONS' surrounded by nine blue boxes containing the following traits: Self-confidence, Humility, Trustworthiness, Sense of humor, Authenticity, Enthusiasm, Optimism, and Warmth, Assertiveness, and Extraversion. A progress bar at the bottom left shows 'Percent Complete: 15%' and a page indicator at the bottom right shows '2 / 18'.

### Instructional Content

- ❖ Save & Exit module
- ❖ Navigational arrows to proceed through the module content
- ❖ Each ALC will contain 4-6 hours of instructional content and interactive questions
- ❖ Percent Complete Indicator

The screenshot displays the Peregrine Academic Services interface for an interactive question. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Section: Business Leadership / Section 1 / Interactive Q&A #1 of 15'. A yellow banner indicates an 'Incorrect Answer' with the message: 'You chose: primarily among executives. Incorrect, please review General Personality Traits of Effective Leaders.' Below this, the question is: 'Self-confidence is an important leadership characteristic'. There are four multiple-choice options: A (selected) 'primarily among executives.', B 'primarily among supervisors.', C 'in almost every leadership setting.', and D 'for male leaders more than for female leaders.' A 'Record Answer' button is at the bottom. A progress bar at the bottom left shows 'Percent Complete: 23%' and a page indicator at the bottom right shows '1 / 15'.

### Interactive questions

- ❖ Each instructional section will conclude with an Interactive Question and Answer Section.
- ❖ Interactive questions must be answered correctly before proceeding to the next question. If the question is not answered correctly, please review the recommended subject.

## Post-test

A post-test will conclude all Academic Leveling Courses. The difference in score from the pre-test to the post-test is the direct measure of knowledge gained throughout the ALC.

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Help | Additional Resources | Save & Exit | Download Completion Certificate(s)

Section: Business Leadership / Post-Test

**Business Leadership Post-Test**

You are about to take a 20-question exam over the topical area(s) of:

Business Leadership

All questions are timed and there is a countdown timer displayed for each question. You must select "Record Answer" to proceed to the next question. DO NOT let the time limit advance automatically to the next question because your response will not be recorded.

You cannot go back and review previously answered questions.

**Begin Exam**

PLEASE NOTE: If you log off and restart, the exam will restart at the NEXT question from where you were at, not on the current question. These measures are in place to protect the integrity of the exam.

Percent Complete: 92%

### Starting the post-test

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

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Your Institution Log In Here

Question 2 of 20 | 4:57 Time

**Business Leadership Post-Test**

Business Leadership - Business Leadership

A pronounced characteristic of an entrepreneurial leader is

**A**  a reliance on others to take the big risks.

**B**  a preference for taking huge risks.

**C**  a cautious attitude toward taking risks.

**D**  sensible risk taking.

**Record Answer**

You must select an answer and press "Record Answer" for your answer to be recorded. DO NOT let the time expire for the question you are on. If this happens before you answer a question, the exam will automatically advance to the next question and you will not get credit for the question you were on.

### Post-test

- ❖ Questions are timed at five minutes per question
- ❖ Questions are all Multiple Choice
- ❖ Questions will only cover content presented within the module.

Section: Business Leadership / Post-Test

Academic Leveling Course  
 Business Leadership  
 Pre-Test  
 The Foundations of Business Le...  
 Section 1  
 Traits, Motives, and Character...  
 Interactive Q&A  
 Section 2  
 Leadership Development and Suc...  
 Interactive Q&A  
 Section 3  
 Charismatic and Transformation...  
 Interactive Q&A  
 Section 4  
 Leadership Behaviors, Attitude...  
 Interactive Q&A  
 Section 5  
 Contingency and Situational Le...  
 Interactive Q&A  
 Post-Test

Congratulations! You have completed:

**Business Leadership Post-Test**

### Exam Summary

Exam	Question(s)	Completion Time	Score
Business Leadership Post-Test	20	1.2 minutes	5%

If you are unsatisfied with your score you may retake this exam **1 more time**. The outcome of your final score will be used, regardless if the score is lower than your first attempt. [Retake](#)

Subject Matter Assessed	Frequency Correct
Business Leadership	7%
Leadership Development and Succession	0%
Traits, Motives, and Characteristics of Leaders	0%

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You have completed all the training modules.

Percent Complete: **100%**

## Completing the post-test

Upon completion of the post-test, you will be provided with an exam summary. The exam summary will provide 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.



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## Certificate of Completion

This is to certify that Student Learner  
 has completed the course/exam  
Business Leadership Pre-Test/Post-Test  
 on 16th February 2017  
 with Peregrine Academic Services - Purchase Site

## Completion Certificate

The completion certificate will include:

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

Topics	# Correct	Pre-Test	# Correct	Post-Test	Difference
Business Leadership	4 correct out of 20	20%	1 correct out of 20	5%	(-15%)

Subject Level Analysis

	Pre-Test	Post-Test
<b>Business Leadership</b>		
Business Leadership	2/12 = 16.67	1/15 = 6.67
Leadership Development and Succession	2/6 = 33.33	0/2 = 0.00
Traits, Motives, and Characteristics of Leaders	0/2 = 0.00	0/3 = 0.00
Average:	20.00%	5.00%



## Where can I find Technical Support and Frequently Asked Questions?

For additional **Technical Support** and **Frequently Asked Questions**, you may visit our website at [www.PeregrineAcademics.com](http://www.PeregrineAcademics.com). Under the **Support** tab, you will find various options to assist you with your technical support needs.



### Technical Support

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

### Additional Student Support Links:

- ❖ Frequently Asked Questions: [www.peregrineacademics.com/home/frequently-asked-questions](http://www.peregrineacademics.com/home/frequently-asked-questions)
- ❖ Exam Access Link Retrieval: [www.peregrineacademics.com/home/exam-access-key-retrieval](http://www.peregrineacademics.com/home/exam-access-key-retrieval)
- ❖ Certificate Retrieval: [www.peregrineacademics.com/home/certificate-retrieval](http://www.peregrineacademics.com/home/certificate-retrieval)
- ❖ Correct Email Address: [www.peregrineacademics.com/home/correct-email-address](http://www.peregrineacademics.com/home/correct-email-address)
- ❖ 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**: <http://peregrineacademics.freshdesk.com/support/home>