



SUPPLEMENTAL MATERIAL

Table of Contents

- Get Connected.....3
- Program Course Overview.....4
- What is Canvas?.....6
- Course Home.....7
- Announcements from Your Faculty Member.....8
- Course Assignments and Materials.....9
- Submitting Your Assignments.....11
- Reviewing Feedback on Your Assignments.....13
- Communicating with Your Faculty Member.....14
- Ombudsman.....15

Get Connected

STUDENT SUCCESS SHEET

COMMON ISSUE	DEPARTMENT	CONTACT
Academic Advising	Student	studentservices@cleary.edu
	Academic Services	800-686-1883 https://www.cleary.edu/academics/academic-student-support/
Admissions	Detroit Admission Office	Dr. Tosha Brown: Director of Enrollment Management - Public Safety 517-292-2307(tbrown@cleary.edu)
	Student's Last Names (A-L)	Alicia Alexander: Admissions Representative 517-219-2625 (AAlexander@cleary.edu)
	Student's Last Names (M-Z)	Reagan Clark: Admissions Representative 517-219-2610 (rclark@cleary.edu)
	Arizona Students	Benny Pina: Director Public Safety Partnerships 517-798-0816 (bpina@cleary.edu)
	Wisconsin Students	Kenneth Pileggi: Director Public Safety Partnerships 262-613-1022 (kpileggi@cleary.edu)
Career Questions	Career Services	Jessica Dale: Director of Career Services (careerservices@cleary.edu) 800-686-1883 ext. 1613
Veteran Tuition Assistance	Military Benefits	military@cleary.edu 800-686-1883 https://www.cleary.edu/academics/academic-student-support/
Grants/Loans / Scholarships	Financial Aid	finaid@cleary.edu 800.686.1883 x1108 or 1102
Payments	Business Office	Brandy Callahan bcallahan@cleary.edu 517-292.-2293
Transcripts Enrollment Verification	University	studentservices@cleary.edu
	Registrar /	800-686-1883
	Records	https://www.cleary.edu/academics/academic-student-support/
TECHNOLOGY ISSUES		
Canvas Issues	Help with Canvas class issues https://tinyurl.com/ClearyCanvasHelp Signing into Canvas, please ensure you're using the correct URL, https://cleary.instructure.com/login/saml	
Technical Support	Contact support@cleary.edu or call us @ 517-338-3019	
Password Reset	Password reset visit: https://mysignins.microsoft.com/security-info/password/change <i>Cleary University IT staff will NEVER ask you for your password. If someone has asked you for your Cleary password, report it immediately to support@cleary.edu.</i>	
Other Numbers	Detroit Writing Coach - detroitwritingcoach@cleary.edu	
	Dr. Regina Banks-Hall , Dean of Graduate Studies and Adult Education Programs 517-219-2623	

Program Course Overview

Bachelor in Business Administration

Organizational Leadership (Track A course listing)

- PLA 4999** - Academic Prior Learning Portfolio (6 cr.)
- COM 3100** - Communicating to a Shrinking World (3 cr.)
- MGT 4071** - Organizational Behavior (3 cr.)
- MKT 3000** - Transactional Marketing (3 cr.)
- MGT 3400** - Managing Projects and Processes in Organizations (3 cr.)
- LED 6130** - Leading Effectively Across Differences (3 cr.)
- LED 6120** - Change and Leadership (3 cr.)
- LED 6550** - Leadership and Ethics (3 cr.)
- LED 4900** - Public Safety Professional Seminar (3 cr.)

Bachelor in Business Administration

Organizational Leadership (Track B course listing)

- PLA 4999** - Academic Prior Learning Portfolio (6 cr.)
- ENG 1000** - English Composition (3 cr.)
- HUM 3250** - Cross-cultural Diversity (3 cr.)
- CJM 3000** - Crisis Management (3 cr.)
- CJM 3100** - Crisis Communication and Media Relations (3 cr.)
- PSY 3000** - Psychology of Diversity (3 cr.)
- COM 3100** - Communicating to a Shrinking World (3 cr.)
- MGT 4071** - Organizational Behavior (3 cr.)
- MKT 3000** - Transactional Marketing (3 cr.)
- MGT 3400** - Managing Projects and Processes in Organizations (3 cr.)
- LED 6130** - Leading Effectively Across Differences (3 cr.)
- LED 6120** - Change and Leadership (3 cr.)
- LED 6550** - Leadership and Ethics (3 cr.)
- LED 4900** - Public Safety Professional Seminar (3 cr.)

Bachelor in Business Administration

Project Management (Track A course listing)

- PLA 4999** – Academic Prior Learning Portfolio (6 cr.)
- COM 3100** - Communicating to a Shrinking World (3 cr.)
- MGT 4071** - Organizational Behavior (3 cr.)
- MKT 3000** - Transactional Marketing (3 cr.)
- MGT 3400** - Managing Projects and Processes in Organizations (3 cr.)
- PMG 3500** - Introduction to Project Management (3 cr.)
- PMG 3250** - Project Initiation and Planning (3 cr.)
- PMG 3600** - Project Management Tools and Techniques (3 cr.)
- PMG 4350** - Project Execution (3 cr.)
- PMG 4450** - Agile Project Management and Applications (3 cr.)
- LED 4900** - Public Safety Professional Seminar (3 cr.)

Bachelor in Business Administration

Cybersecurity Management (Track A course listing)

- PLA 4999** - Academic Prior Learning Portfolio (6 cr.)
- COM 3100** - Communicating to a Shrinking World (3 cr.)
- MGT 4071** - Organizational Behavior (3 cr.)
- MKT 3000** - Transactional Marketing (3 cr.)
- MGT 3400** - Managing Projects and Processes in Organizations (3 cr.)
- ITS 3050** - Introduction to Networks (3 cr.)
- ITS 3150** - Introduction to Cybersecurity Tools and Cyber-attacks (3 cr.)
- ITS 4250** - Ethical Hacking and Penetration Testing (3 cr.)
- ITS 4150** - Information Systems and Security (3 cr.)
- ITS 4450** - Digital Forensics and Investigations (3 cr.)
- LED 4900** - Public Safety Professional Seminar (3 cr.)

Master in Business Administration

Executive Leadership

- ECO 6450** - Managerial Economics (3 cr.)
- MGT 6200** - Organizational Adaptation (3 cr.)
- MKT 6800** - Strategic Customer Creation (3 cr.)
- STR 6200** - Strategic Operations (3 cr.)
- MGT 6400** - Collective Impact (3 cr.)
- MKT 6100** - Disruptive Marketing (3 cr.)

- FIN 6300** - Financial Viability (3 cr.)
- LAW 6500** - Legal Thinking (3 cr.)
- LED 6250** - Power and Leadership (3 cr.)
- LED 6130** - Leading Across Differences (3 cr.)
- MBA 6900** - Leadership Seminar (3 cr.)

Master of Science

Culture, Change and Leadership

- CCL 6001** - Fundamentals of Culture and Change I (3 cr.)
- CCL 6002** - Fundamentals of Culture and Change II (3 cr.)
- CCL 6003** - Change and Development Methods (3 cr.)
- CCL 6004** - Change and Development Leadership (3 cr.)
- CCL 6005** - Professional Development Residential Conference (3 cr.)
- CCL 6006** - Applied Research Methods (3 cr.)
- CCL 6007** - Designing and Implementing Change and Development Initiatives I (3 cr.)
- CCL 6008** - Designing and Implementing Change and Development Initiatives II (3 cr.)
- CCL 6009** - Professional Applied Research Project/Publication I (3 cr.)
- CCL 6010** - Professional Applied Research Project/Publication II (3 cr.)

What is Canvas?

Cleary uses the Canvas software platform for our students and faculty to perform key tasks associated with their courses.

- Where you will find announcements from your faculty member about important class news and assistance
- Where you will find your schedule for each class assignment and study materials
- Where you will turn in your assignments
- Where you will find your assignment grades

Canvas Home

Once you log into Canvas using your Cleary username and password (same as your Cleary e-mail), you are brought to the main Canvas screen where you will select your Dashboard.

- Note you will also see announcements from Cleary about major items of interest and important information

Link to access Canvas: <https://cleary.instructure.com>

The Dashboard allows you to select the particular course (by clicking on the course) that you want to work on.

The screenshot displays the Canvas Dashboard interface. On the left, a vertical navigation menu includes icons for Account, Admin, Dashboard (highlighted with a red circle), Courses, Calendar, Inbox, History, Commons, Studio, and Support. The main content area is titled 'Dashboard' and features a 'Published Courses' section. A course card is visible, titled 'ACC1000-H21 Principles of Accou...' and 'ACC1000_H21_SP23 202223 - Spring'. On the right side, there are sections for 'To Do' (showing '1 more...'), 'Coming Up' (with a 'View Calendar' link), 'Recent Feedback' (showing 'Nothing for now'), and buttons for 'Start a New Course' and 'View Grades'. The bottom of the interface includes the 'INSTRUCTURE' logo and links for 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter'.

Course Home

- Once select your course from the Dashboard, you will be taken to the Course Home
- Course Home is your main starting point, from which you can move to different tools and content within your course
- Your primary way to move around your course is using the links on the left-hand side of the screen (also called the left navigation bar)
- Course Home will always start by showing you the week-by-week content of your course

The screenshot displays the Course Home page for COM 3100_DH90B_SU22. The interface includes a left navigation bar with various tools and content links. The main content area is organized into sections for 'START HERE', 'Week 1', and 'Week 2'. The 'START HERE' section contains 'Welcome! Start Here' and 'Using RedShelf eBooks'. The 'Week 1' section includes '1.0 Introduction - The Self', '1.1 Discussion - The Relational Self', and '1.2 Discussion - Verbal Aggressiveness'. The 'Week 2' section includes '2.0 Introduction - Motions and Symbols' and '2.1 Discussion - Nonverbal Immediacy'. The right sidebar offers options to 'View Course Stream', 'View Course Calendar', and 'View Course Notifications', along with a 'To Do' section that is currently empty.

Announcements from your Faculty Member

- Key communications from your faculty members
- Initial announcements include who is your faculty member, how to get in touch with them, their background, and times outside of your class sessions dedicated to helping you and answering your questions (i.e., office hours)
- Information about the course, its topics, and why they are important in your education
- What is going on each week, including additional insights on assignments or any changes to due dates or class sessions

The screenshot shows the Blackboard LMS interface for the course 'COM 3100_DH90B_SU22'. The left sidebar contains navigation options: Account, Dashboard, Courses, Announcements (circled in red), Files, Assignments, Discussions, Grades, Collaborations, Chat, Google Drive, Office 365, Badges, and Cleary University Library. The main content area displays a list of announcements for '202122 - Summer'.

Course	Announcement Title	Posted on:
RedShelf Course Material 1.3	Welcome!! All Sections Hello learners!Welcome to COM 3100! My name is Dr. Zippy Abla and I will be your facilitator for the next 6 ... ↳ Reply	
	COM 3100 Zoom Link All Sections Hey Super Students! Here we are again, full steam ahead! Your COM 3100 starts this week with in-person/zo...	
	Week 2 Announcements All Sections Hello Learners, We started COM 3100 with a bang last week. Our technology to do highbred class is wanting...	
	Tonight's zoom 7/6/2022 All Sections Hello everyone, Ryan is a little under the weather today, so I will be stepping in for him tonight. Unfortunatel...	
	Yesterday's Class All Sections Hello Learners,Please find attached the PPT I used yesterday, (with the notes!) will send you the outline sampl...	

Course Assignments and Materials

During each week in your course

- You will complete one or more assignments through which you will learn about course topics
- To complete each assignment, Cleary and your faculty member structured different resources to support your learning of the course topics

Course resources may include

- Presentations by your faculty member
- In-class discussions and exercises
- eTextbook chapter readings
- Videos
- Illustrations and examples
- Outside readings

After you read the assignment and its requirements, we suggest reviewing and studying the course resources to prepare you to tackle the assignments

The screenshot displays the Canvas LMS interface for a course. On the left is a navigation sidebar with icons for Home, Syllabus, Account (circled in red), Modules, RedShelf Course Material 1.3, Announcements, Files, Assignments, Discussions, Grades, Collaborations, Chat, Google Drive, Office 365, Badges, and Cleary University Library. The main content area is titled 'To do this week' and features a table with weekly tasks:

Monday	
Tuesday	
Wednesday	<ul style="list-style-type: none"> • 2.1 Discussion - Nonverbal Immediacy (initial post) • 2.2 Discussion - Listening Anxiety (initial post)
Thursday	
Friday	
Saturday	
Sunday	<ul style="list-style-type: none"> • 2.1 Discussion - Nonverbal Immediacy (two replies to peers) • 2.2 Discussion - Listening Anxiety (two replies to peers)

Below the table is a section titled 'What to read/watch' with a list of resources:

- Interactive: The Communication Age Interactive eBook
 - Chapter 4
 - Chapter 5
- Point Park University Online (Jun 2020). [7 Cultural Differences in Nonverbal Communication](#). ↗
- Nouriani, D.S. (2011). [The Defensive Misappropriation and Corruption of Cultural Symbols](#) ↗ Jung Journal, Vol. 5, No. 1, p19-30.
- Harvard Business Review (Aug 2017). [Listening Is Critical in Today's Multicultural Workplace](#) ↗ Harvard Business Review.

Video - The Power of Nonverbal Communications (34:11)

Below the video title is a video player thumbnail with the text 'The Power of Nonverb...' and a play button icon.

COM3100_DH20B_SP23 > RedShelf Course Material 1.3

202223 - Spring

Home
Syllabus
Modules
RedShelf Course Material 1.3
Announcements
Attendance
Files
Assignments
Quizzes
BigBlueButton
People
Grades
Collaborations
Chat
Studio
Google Drive

Search by ISBN, Title, or Keywords

My Shelf

[Redeem RedShelf Access Code](#)

Your Courses

Term: Current

ENG 1000 ENG 1000 030A (Cleary Univ... 030A	COM 1400 COM 1400 030 (Cleary Univer... 030
--	--

SHOWING 1 - 8 OF 8 MATERIALS

Your Materials

--	--	--	--	--

Submitting Your Assignments

For written assignments

- Papers, projects, and exercises
- Upload your file(s)

For online discussion boards

- Type in and submit your initial response (called a post) that addresses the discussion assignment
- Type in and submit your responses to class colleagues' initial or follow-up responses

The screenshot shows a Blackboard LMS interface for a course titled 'COM 3100_DH90B_SU22'. The page is for an assignment named '5.3 Assignment - Sociopolitical Report'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, **Inbox** (highlighted with a red circle), History, Studio, and Support. The main content area includes a 'Start Assignment' button, due date (Jul 31, 2022 by 11:59pm), points (150), and submission instructions (text entry box, website url, media recording, or file upload). The 'Instructions' section states: 'For this assignment, use library resources to research social issues in your given country. Locate an article or resource that focuses on any social issue that is prevalent in the given country, and in a 500- to 750-word essay, include:

- At least one article or web resource.
- A brief explanation of why you chose the particular social issue and why it is a problem.
- Describe two or three key points from the article that are unique.
- Include an explanation of how these concepts can be rectified and the impact that would have on the given country.

 Your essay must be in APA format, including a title page and a references page.

The 'Submitting Your Assignment' section provides the following steps:

1. Click the *Submit Assignment* button.
2. Click the *Choose File* button and upload file.
3. Click the *Submit Assignment* button to submit.

 A link is provided: [How to upload a file to submit assignment](#) (video).

If you get stuck or run into issue:

Support is an e-mail or call away.

Reach out to your faculty member if you have questions/concerns with:

- Course assignments and due dates
- Course content (including if a link to a resource is not working)
- Class times and attendance
- Want to make an appointment at a different time than the published dedicated support time

Reach out via e-mail to Cleary IT Department (support@cleary.edu) if you have questions/concerns with:

- Unable to access your course or e-mail account

Reviewing Feedback on your Assignments

Gradebook

- For each course assignment, have a slot/space for the number of points available and the number of points earned on the assignment
- Your current course grade for the assignments submitted and graded will also be available

Faculty Feedback

- In the Gradebook for the particular assignment, you will be able to see a note space where faculty feedback may be shared
- Some faculty members record their feedback directly in your submitted assignment file (potentially as comments, inserted text, or recorded audio)
- Your faculty member will let you know the location of any feedback provided

COM 3100_DH90B_SU22 > Grades > Test Student

202122 - Summer

Grades for Test Student Print Grades Total: N/A

Hide All Details

Assignments are weighted by group:

Group	Weight
Attendance (MUST be listed first!)	0%
Assignments	50%
Discussions	50%
Total	100%

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Name	Due	Status	Score
1.1 Discussion - The Relational Self Discussions	Jul 3, 2022 by 11:59pm	-	/ 20
1.2 Discussion - Verbal Aggressiveness Discussions	Jul 3, 2022 by 11:59pm	-	/ 20
2.1 Discussion - Nonverbal Immediacy Discussions	Jul 10, 2022 by 11:59pm	-	/ 20
2.2 Discussion - Listening Anxiety Discussions	Jul 10, 2022 by 11:59pm	-	/ 20
3.1 Discussion - Individualism vs. Collectivism Discussions	Jul 17, 2022 by 11:59pm	-	/ 20
4.1 Discussion - The Diagnosis Discussions	Jul 24, 2022 by 11:59pm	-	/ 20
4.2 Assignment - New Public Safety Market Outline Assignments	Jul 24, 2022 by 11:59pm	-	/ 150

Communicating with your Faculty Member

The screenshot shows the Canvas LMS interface. On the left sidebar, the 'Inbox' icon is circled in red. A 'Compose Message' dialog box is open in the center, with the following fields:

- Course: Select course (dropdown menu)
- To: (text input field)
- Subject: No subject (text input field)
- Send an individual message to each recipient

At the bottom of the dialog box, there are 'Cancel' and 'Send' buttons.

If you get stuck or run into issue:

The screenshot shows the Canvas LMS interface with the 'Support' page open. The 'Support' icon in the left sidebar is circled in red. The 'Support' page features a panda mascot holding a map and the text:

Little lost? Try here first!
Search the Canvas Guides
 Find answers to common questions

OTHER RESOURCES

- Conference Guides for Remote Classrooms
Get help on how to use and configure conferences in canvas.
- Ask Your Instructor a Question
Questions are submitted to your instructor
- Access the Library
- Writing Center / Request a Peer Tutor
Students may request a peer tutor. Instructors may refer a student for tutoring.
- Submit a Help Desk Ticket
- Look for a Job
Connect to Handshake
- Report a Problem
If Canvas misbehaves, tell us about it.

The right side of the page shows a list of course modules with 'Complete All Items' buttons and a 'Coming Up' section.

Ombudsman

Community Resources

- **LACASA**
2895 W. Grand River Avenue, Howell, MI 48843
24-hour confidential crisis line: (866) 522-2725

- **St. Joe's Livingston**
620 Byron Road, Howell, MI 48843
Phone: (517) 545-6000

- **Restore: Sexual Assault Services**
Website: restoresas.org
24-hour hotline (Genesee, Livingston, Orleans, and Wyoming counties): (800) 527-1757

- **1 in 6**
Website: 1in6.org
Phone: (877) 628-1IN6

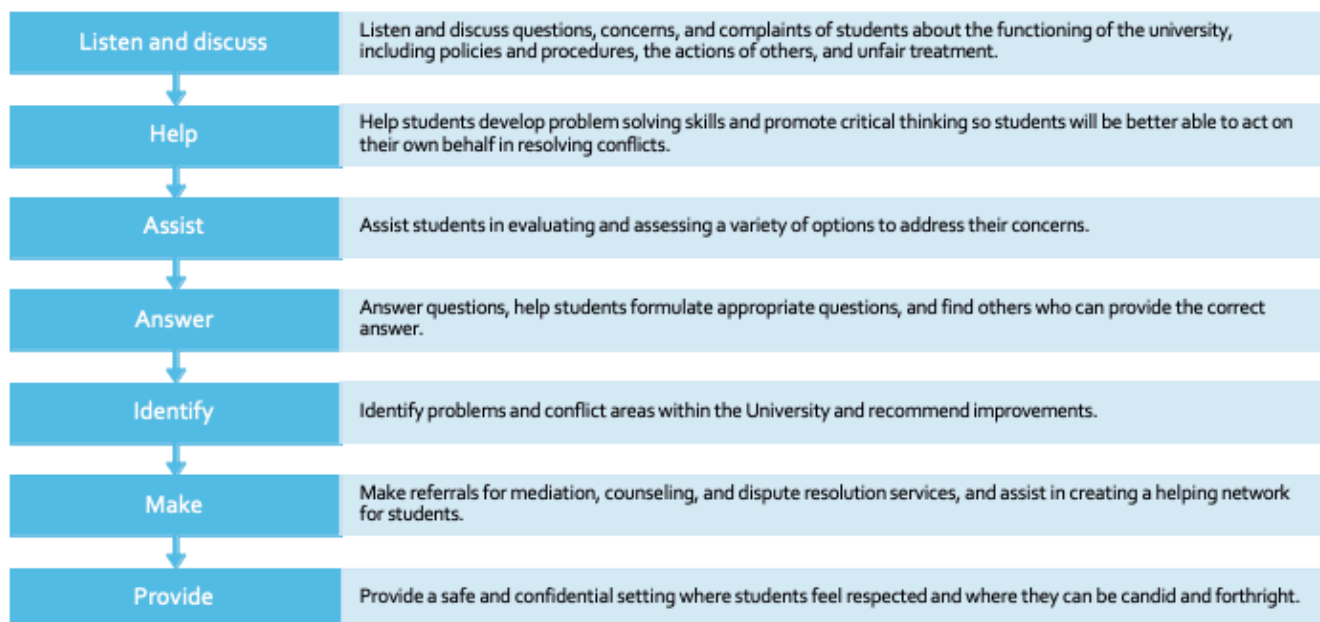
- **Love Is Respect**
Website: loveisrespect.org
Phone: (866) 331-9474

- **One Love Foundation**
Website: joinonelove.org

- **Mental Health Crisis Line (Livingston County)**
Phone: (517) 546-4126

- **National Hotlines**
 - **RAINN (Rape, Abuse & Incest National Network):** (800) 656-HOPE
 - **National Center for Victims of Crime Victim Service:** (800) FYI-CALL or (800) 211-7996 (TTY/TDD)
 - **National Domestic Violence Hotline:** (800) 799-7233

What can the Ombudsman do for you?



Where can I report a complain?

<https://www.cleary.edu/student-life/student-ombudsman/>



ACADEMIC COMPLAINT FORM

This form is typically used to dispute an overall or individual assignment grade.



ANONYMOUS COMPLAINT FORM

Anonymous submissions will be accepted. Those submitting anonymous complaints must understand that anonymity can impede the university's ability to fully investigate the concern. Those submitting anonymous complaints will not receive specific feedback and status reports.



FINANCIAL AID APPEAL FORM

This form is typically used for the loss of Financial Aid eligibility due to a death in the family, return to work, medical, call to military duty or credit limit.



NON-ACADEMIC APPEAL FORM

This form is typically used to dispute registration or billing issues resulting from and extenuating circumstance or disciplinary action that results in probation, suspension, or expulsion or withdrawal.



PANDEMIC APPEAL FORM

This form is for students who are requesting specific consideration related to Cleary University moving to virtual support and online learning in response to a global pandemic. Specific considerations could include but are not limited to: family illness, employment, housing, food services, and travel.



STUDENT SUGGESTION BOX

This form is designed to collect all suggestions from our students so that the Cleary Community will continue to be improved.