

# BMGT 1301 Supervision Online Course Virtual Tour

## BMGT 1301 Supervision Course Home Page in Angel Learning System

The screenshot shows the course home page for Supervision - 3W101; 2010 Summer. The page is divided into several sections:

- About This Section:** Contains a **Course Description** and **Course Objectives**. The description states: "A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. Prepares the student with leadership and communications skills needed to motivate employees." The objectives include explaining the role of a supervisor, reviewing planning principles, identifying human skills, explaining motivational techniques, distinguishing leadership from management, and structuring a working environment.
- Activity at a Glance:** Features four bar charts: **Logos**, **Mail Messages**, **Discussion Posts**, and **Submissions**, each showing activity levels from Monday to Sunday.
- Course Announcements:** A section for course updates, currently showing "There are no new announcements."
- Course Mail:** Includes options to **View Inbox** and **Quick Message**. It also displays **Unread Messages** for Supervision - 3W101; 2010 Summer (3W101) with 1 message.
- Syllabus:** A section for the course syllabus, currently blank.

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## Open Lessons Tab and Lessons Home Page Contents

The screenshot shows the Lessons page for Supervision - 3W101; 2010 Summer. The page lists various resources and assignments:

- Course Evaluation - Extra Credit Points:** Screen Shot Evaluation Confirmation
- Course Quiz and Exams:** Exams 1-3 - Textbook Parts 1-6
- Assignment Grading Rubrics and Handouts:** Grading Rubrics for Course Assignments
- Start Here - Orientation Notes and Assignments:** Orientation Information and Course Introduction
- PART I: SUPERVISORY MANAGEMENT OVERVIEW:** Chapters 1-2 Lecture Outlines and Assignments
- PART II: SUPERVISORY ESSENTIALS:** Chapters 3-6 Lecture Outlines and Assignments
- PART III: PLANNING AND ORGANIZING:** Chapters 7-8 Lecture Outlines and Assignments
- PART IV: STAFFING:** Chapters 9-10 Lecture Outlines and Assignments
- Part V: LEADING:** Chapters 11-13 Lecture Outlines and Assignments
- PART VI: CONTROLLING:** Chapters 14-15 Lecture Outlines and Assignments
- Leonard Textbook Student Companion Site:** Student Resources for Course Textbook

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## Select the Start Here folder to open it

The screenshot shows a web browser window displaying a course page for 'Supervision - 3W101; 2010 Summer'. The page has a navigation menu at the top with 'Course Home', 'Lessons', 'Resources', 'Calendar', 'Communicate', 'Reports', and 'My Grades'. Below the menu, there is a 'Lessons' section with a list of items. A red arrow points to the 'Start Here - Orientation Notes and Assignments' item. A red text box next to the arrow says 'Start the course by Opening the Start Here folder.' The list of items includes: Course Evaluation - Extra Credit Points, Course Quiz and Exams, Assignment Grading Rubrics and Handouts, Start Here - Orientation Notes and Assignments, PART I: SUPERVISORY MANAGEMENT OVERVIEW, PART II: SUPERVISORY ESSENTIALS, PART III: PLANNING AND ORGANIZING, PART IV: STAFFING, Part V: LEADING, PART VI: CONTROLLING, and Leonard Textbook Student Companion Site. The footer contains copyright information for Lone Star College System.

## Select the Orientation Readings and Assignments Page inside the Start Here Folder

The screenshot shows the same web browser window, but now the 'Start Here - Orientation Notes and Assignments' folder is expanded. The page title is 'Start Here - Orientation Notes and Assignments'. A red arrow points to the 'Orientation Readings and Assignments' link. A white text box next to the arrow says 'Select the Orientation Readings and Assignments page to open it and read it.' The list of items includes: Orientation Readings and Assignments, Assignment List and Exam List with Maximum Point Values, Student Introductions, Contact Information for Instructor Drop Box, and Syllabus and Schedule Orientation Quiz. The footer contains copyright information for Lone Star College System.

## Orientation Readings and Assignments Page open for viewing - See Part 1 - Getting Ready

The screenshot shows a web browser window displaying the course page for 'Supervision - 3W101; 2010 Summer'. The page title is 'Orientation Readings and Assignments'. A red arrow points to the main heading: 'BMGT 1301 Supervision Course Getting Ready + Orientation Readings & Assignments'. Below this, the sub-heading is 'Getting Ready: Check Your Computer for Software and Web Site Access'. The page contains a list of software used in the course and web site resources. A sidebar on the left contains navigation links and a 'Done' button at the bottom.

Supervision - 3W101; 2010 Summer

Course Home Lessons Resources Calendar Communicate Reports My Grades

Home Course Lessons Start Here - Orientation Notes and Assignments Orientation Readings and Assignments

Orientation Readings and Assignments  
READ ME AND COMPLETE ASSIGNMENTS

My Notes | Previous Next Up Top Index

print all

On this Page

BMGT 1301  
Supervision Course  
Getting Ready +  
Orientation Readings &  
Assignments

Getting Ready: Check  
Your Computer for  
Software and Web Site  
Access

Web Site Resources  
Used in the Course

Orientation  
Assignments

The assignments and  
the access links to  
them are provided  
below and located  
within the "Start Here -  
Orientation Notes and  
Assignments" folder.  
Completing the  
following assignments  
will provide a quick  
overview of the course  
contents as well as the  
activities and  
assignments required  
for successfully  
completing the course.

**Review and Read  
the page contents**

**BMGT 1301 Supervision Course  
Getting Ready + Orientation Readings & Assignments**

**Getting Ready: Check Your Computer for Software and Web Site Access**

**Software Used in the Course:** Check your computer to make sure you have the following software installed. We will be using this software for viewing files or contents of web sites during the semester.

1. **Web Browser Requirements:** *Angel Learning requires set up of your web browser for proper viewing. Click this link to access a page that shows the compatible web browsers for the Angel System and how to set them up.*
2. **Microsoft Software Applications** (Microsoft Word, Microsoft PowerPoint) if you do not have Microsoft Office Software Applications as listed above - you can download and use an open source equivalent package called Open Office. Use this link [Open Office](#) to learn more about Open Office.
3. **PDF Files:** *Adobe Reader or Primo PDF Reader software may be needed to review PDF formatted files. Use the links to Adobe Reader or Primo PDF to download and install this software.*
4. **Flash Files:** *You may need to review Flash files in the course. Access Adobe Flash Player* (Free Download from Adobe Corporation) download and install it to enable you to review Flash files (videos, animations).
5. **iTunesU - iTunes - You Tube Software or Plugins:** When you access links in the course from these sources you may need to install software to view them. The links to iTunes/iTunesU and You Tube are listed below.

**Web Site Resources Used in the Course**

1. [iTunes and iTunesU](#)
2. [You Tube](#)
3. Various internet sites listed in each chapter lesson outlines of the course

Done

## Scroll down to second half of Orientation Readings and Assignments Page, Part 2 to find Orientation Assignments

The screenshot shows the second half of the course page. The main heading is 'Orientation Assignments'. A blue cloud-shaped callout box with a red arrow points to the text: 'Read the page. Follow the links in the links below.' Below the heading, there is a paragraph of text and a numbered list of six items. A green checkmark icon is at the bottom right. A 'return to top' link is at the bottom left. The footer includes 'LONE STAR COLLEGE ONLINE' and copyright information.

Orientation Readings and Assignments  
READ ME AND COMPLETE ASSIGNMENTS

My Notes | Previous Next Up Top Index

**Orientation Assignments**

The assignments and the access links to them are provided below and located within the "Start Here - Orientation Notes and Assignments" folder. Completing the following assignments will provide a quick overview of the course contents as well as the activities and assignments required for successfully completing the course.

1. **Course Assignments and Potential Point Values:** Go to the Lessons Tab and open the Lessons home page and read the [Assignment Points Values handout](#) to see the point values for assignments and exams in the course.
2. **Course Grading Rubrics:** Go to the Lessons Tab and open the Lessons page, look for the [Grading Rubrics folder](#), look inside and review the grading rubrics used in the course. These rubrics will also be linked to the course assignments.
3. **Textbook Student Companion Web Site:** Use this link to access the [Textbook Student Companion Web Site](#). Locate the textbook slides, chapter notes and other study resources on the site.
4. **Student Introductions:** Introduce yourself to your fellow class members by posting in the Student Introductions Discussion Forum. Use this link to access the [Student Introductions Discussion Forum](#).
5. **Syllabus Quiz:** Review the course syllabus and complete the syllabus quiz. Use this link to reach the [Syllabus Review Quiz](#).
6. **Your Contact Information:** Provide your contact information for the course instructor by providing the information requested by your instructor and submitting it in the Assignment Drop Box provided. [Click this link to reach the Contact Information Assignment](#). You may type in your information into the assignment window or you may attach a Word file in .doc, .rtf or docx format. **If you are using Microsoft Works you will need to convert your file to a .rtf or Rich Text Format file.** Your Syllabus has more information about the required file formats for the course.

return to top

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ONLINE

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Data last modified: June 9, 2010.  
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Done

## Lessons Tab Open and Course Grading Rubrics List

The screenshot shows a web browser window with the address bar displaying <http://myonline.lonestar.edu/section/default.asp?id=333666&ts=1275907824>. The page title is "Supervision - 3W101; 2010 Summer". The navigation menu includes "Course Home", "Lessons", "Resources", "Calendar", "Communicate", "Reports", and "My Grades". The main content area is titled "Assignment Grading Rubrics and Handouts" and lists the following items:

- Discussion Grading Rubric** - Read the Content and Participation Requirements for Each Discussion Question Assignment
- Webliography Assignment Instructions Handout** - Read Assignment Instructions
- Webliography Grading Rubric** - Grading Rubric for Webliography Assignment
- Case Analysis Grading Rubric** - Grading Rubric for All Case Assignments

Red text on the right side of the page reads: "Your assignments will be graded using these grading rubrics. Open them to view the requirements and to check your work before turning it in." Three arrows point from this text to the three rubric items listed above.

At the bottom of the page, there is a copyright notice: "© 2010 Lone Star College System. For technical assistance call the HelpDesk Toll-Free at 1.866.614.5014."