

### How to Access CampusCruiser

Go to the following web site:

[www.albertus.edu](http://www.albertus.edu)

Click on the CampusCruiser link on the top right hand index

#### Log in ID and Password

#1 Determine your CampusCruiser ID.

- From the main page of CampusCruiser, select the *What's my Login?* option from the sub-tab menu.
- Enter your last name and full social security number in the appropriate text boxes then click the *Submit* button.
- Your CampusCruiser login ID will display.

*NOTE: the login ID is case sensitive so write it down exactly as it is displayed.*

#2 Determine your INITIAL Password

- Your initial password will be "amcXXXX" (without the quotes).
- XXXX is the last four digits of your social security number. For example if your SSN is 012-34-5678, your initial password would be amc5678.

*NOTE: passwords are also case sensitive.*

Now, log into CampusCruiser with this information and you will be prompted to create a new password. We suggest you choose a password you will easily remember.

*NOTE: Your login ID will remain the same.*

### How to Access Grades

On CampusCruiser home page (My Cruiser) hit the tab on the top right hand side that says *Web Services*.

You may be prompted if you wish to proceed – click on yes.

Then, look on the left had column under *Student Options* and click on *Grades*.

Pick the term it would apply to (click on so that a check mark appears).  
Press *submit*.

#### How to Obtain a Single Grade

On CampusCruiser home page (My Cruiser) hit the tab on the top right hand side that says *Web Services*.

You may be prompted if you wish to proceed – click on yes.

Then, look on the left had column under *Student Options* and click on *GPA by Term*.

Pick the term it would apply to (click on so that a check mark appears).  
Press *submit*.

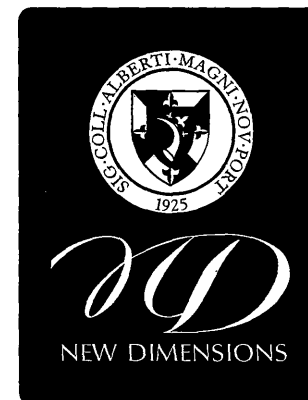
Pick the module you need the single grade for (click so that a check mark appears).  
Press *submit*. Press *print* on your toolbar.

This option may be useful if your employer offers tuition reimbursement and requests a single grade printout.

## Albertus Magnus College

Welcome to CampusCruiser

Your On-Line Learning Center



Albertus Magnus College  
New Dimensions Program  
One Long Wharf Drive, Suite 216  
New Haven, CT 06511

(203) 777-7100  
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*Degree programs for working adult professionals*

# CampusCruiser - Your On-Line Learning Center

## Logging on to CampusCruiser

Sign in at the following web site:

[www.albertus.edu](http://www.albertus.edu)

Click on the CampusCruiser link.

Login ID and password. Press *Log In*.

*Welcome to your On-Line Learning Center!*

## To Obtain Learner Guides

On CampusCruiser home page (My Cruiser) - under the section that says *My Classes* - on term *Current* depending on your degree program you will see:

Master's Students:

MLC-100-Masters Learning Center-01-ND/Guides

Associate's or Bachelor's Students:

ULC-100-Undergraduate Learning Center-10-ND/Guides

Click on this link. On the page that appears, in the left hand column under *Student Tools* chose *My Assignments*.

*You must have Adobe Acrobat to open all Learner Guides - on the page leading to Learner Guides is a link to download this feature onto your computer (if you do not already have it), which is titled [Get Adobe Reader](#).*

Learner Guides will be listed by course number and title on this page, in addition to other forms that are needed. End-of-Course Survey, Learning Team Log, Learning Team Evaluation, et.al.

## Setting up a Learning Team Club File

Select a Host who will act as the Club's Administrator.

1. Click on the *Campus Life* tab.
2. Click on the *Clubs* sub-tab.
3. Click on *New Club*.
4. *Create a New Club*.
5. Enter the name for the club in the *Club Name* text field.
6. Select a category to which the club should belong from the drop down box.
7. Select a radio button for *Display Type*.
  - A "Public" display is listed on *All Clubs* page.
  - A "Private" display is not listed, and membership is by invitation only.
8. Enter description of your club in the *Description* text field.
9. Click *Save*.

## Adding Learning Team Members

1. From the *Administrator Tools* menu click *Edit Members*.
2. From the *Edit Members* page, click *New Member*. The *Add Member* page appears.
3. Click *Import Users* to access the *User Directory* to select members to add.
4. Check box by name and click *Add Selected Name*.
5. The page will refresh; you will be given confirmation of the member(s) being added.
6. Close window.
7. Click *Add*.

## On-Line Learning Teams

It is strongly suggested that members wishing to meet on-line use the Message Board feature to interact electronically. Instructors will wish to see a printout which shows the amount of team postings associated with each week's assignments. Occasionally an instructor may ask to see a printout of the actual postings to verify that all members contributed to the weekly assignment. In addition, your facilitator may wish to be made a member to add value to your learning experience.

## Chat Rooms

Currently the only acceptable electronic meeting is via the message board postings. Chat rooms, done in live time - may hamper students who can not access a terminal at preset hours. Chat room postings do not have the capability to be documented at this time. Though portions of team conference may take place in a chat room, please use the message board to provide your facilitator with documentation of team communication.

## Shared Files

All club members have access to a shared file folder. This file acts as a shared drive enabling team members to post portions of their assignments for other members perusal. This file only stores documents. Saved changes must be downloaded, edited, and reposted.



# of Business Administration for MSM Graduates

Revision Date: 1/25/2006

Cohort No: 05/50 \* MBA21

Meeting Day: Saturday Time: 6:00pm - 10:00pm

Class Location: One Long Wharf - Room LW-3

Student Rep:

Counselor:

MODULE	CREDITS	SCHEDULE	NOTES	
MBA618	Value Creation for Customers & Competitiveness (3)	9/10/05	10/08/05	
MBA620	Entrepreneurship: Innovation & Creativity in Creating Value (3)	10/22/05	11/19/05	11/26/05 Thanksgiving Day Weekend
MBA622	Organizational Renewal & Development (3)	12/10/05	1/21/06	12/24/05 & 12/31/05 Winter Break
MBA624	Operations Management & Value Creation (3)	2/04/06	3/04/06	
MBA626	Legal Issues in Management & Entrepreneurship (3)	3/18/06	4/22/06	4/15/06 Easter Holiday
MBA628	Financial Analysis & Projection (3)	5/06/06	6/03/06	
MBA630	Strategic Thinking for Sustainable Business Level Performance (3)	6/17/06	7/22/06	7/1/06 Summer Break

**Note 1:** Postponed sessions (Holiday/Snow) will be automatically rescheduled for the following Friday Night

**Note 2:** This course requires a prerequisite that will be offered as a one-credit on-line course. Your academic advisor will provide you

New Dimensions is an innovative program that seeks to prepare managers for the 21st Century. Therefore, its curriculum is subject to change in response to new technologies and global trends. Timelines are approximate and do not account for program breaks.

**\*\* Albertus Magnus reserves the right to alter class schedules and Cohort assignment \*\***



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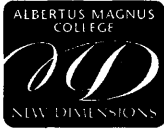
MODULE	CREDITS	SCHEDULE	NOTES
MBA618	Value Creation for Customers & Competitiveness (3)	9/03/05 9/10/05 9/17/05 9/24/05 10/01/05 10/08/05	Of NOTE : On-Ground classes are on Weeks Two and Six; all others are On-Line
MBA620	Entrepreneurship: Innovation & Creativity in Creating Value (3)	10/15/05 10/22/05 10/29/05 11/05/05 11/12/05 11/19/05	11/26/05 Thanksgiving Day Weekend
MBA622	Organizational Renewal & Development (3)	12/03/05 12/10/05 12/17/05 1/07/06 1/14/06 1/21/06	12/24/05 & 12/31/05 Winter Break
MBA624	Operations Management & Value Creation (3)	1/28/06 2/04/06 2/11/06 2/18/06 2/25/06 3/04/06	
MBA626	Legal Issues in Management & Entrepreneurship (3)	3/11/06 3/18/06 3/25/06 4/01/06 4/08/06 4/22/06	4/15/06 Easter Holiday
MBA628	Financial Analysis & Projection (3)	4/29/06 5/06/06 5/13/06 5/20/06 5/27/06 6/03/06	
MBA630	Strategic Thinking for Sustainable Business Level Performance (3)	6/10/06 6/17/06 6/24/06 7/08/06 7/15/06 7/22/06	7/1/06 Summer Break

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## Master of Arts in Leadership

**Meeting Day:** Wednesday  
**Class Location:**

**Time:** 5:30 - 7:50  
**Room:**

**SAMPLE CALENDAR**

	CREDITS	SCHEDULE									NOTES
LDR 500 Leadership in Practice	1	1/18/06	1/25/06	2/01/06							
LDR 506 Moral Leadership: Defining the Character of Individuals in Organizations	3	2/08/06	2/15/06	2/22/06	3/01/06	3/08/06	3/15/06	3/22/06	3/29/06		
LDR 512 Leadership and Diversity	3	4/05/06	4/12/06	4/19/06	4/26/06	5/03/06	5/10/06	5/17/06	5/24/06		
LDR 510 Human Resource Management in a Changing Environment	3	5/31/06	6/07/06	6/14/06	6/21/06	6/28/06	7/12/06	7/19/06	7/26/06	<b>7/15/06 Summer Break</b>	
LDR 508 Servant Leadership	3	8/02/06	8/09/06	8/16/06	8/23/06	8/30/06	9/06/06	9/13/06	9/20/06		
LDR 514 Resolving Conflict Through Dialog	3	9/27/06	10/04/06	10/11/06	10/18/06	10/25/06	11/01/06	11/08/06	11/15/06	11/22/06 Thanksgiving Eve Holiday	
LDR 504 Cultural Anthropology and Leadership	3	11/29/06	12/06/06	12/13/06	12/20/06	1/03/07	1/10/07	1/17/07	1/24/07	12/27/06 Winter Break	
LDR 502 Leadership and the New Science: Scientific Thinking, Organizational Life and Change	3	1/31/07	2/07/07	2/14/07	2/21/07	2/28/07	3/07/07	3/14/07	3/21/07		
LDR 600 Team Building and Leadership	1	3/28/07								This is an intensive off site team building experience where classmates will report back on their experiences on the night identified from 8-10:20	
LDR 602 Leadership, Imagination and Communication	3	3/28/07	4/04/07	4/11/07	4/18/07	4/25/07	5/02/07	5/09/07	5/16/07		
LDR 603 Change Strategy: Anticipating, Leading and Managing Change Processes	3	5/23/07	5/30/07	6/06/07	6/13/07	6/20/07	6/27/07	7/11/07	7/18/07	<b>7/14/07 Summer Break</b>	
LDR 604 Strategic Leadership in a Changing Society	4	7/25/07	8/01/07	8/08/07	8/15/07	8/22/07	8/29/07	9/05/07	9/12/07	The final 2 weeks of class will meet for extra onground sessions for student presentations (Time TBD)	

**Courses are all conducted in a blended format meeting onground for the nights listed with enhanced communication via *Campus Cruiser* throughout each week.**