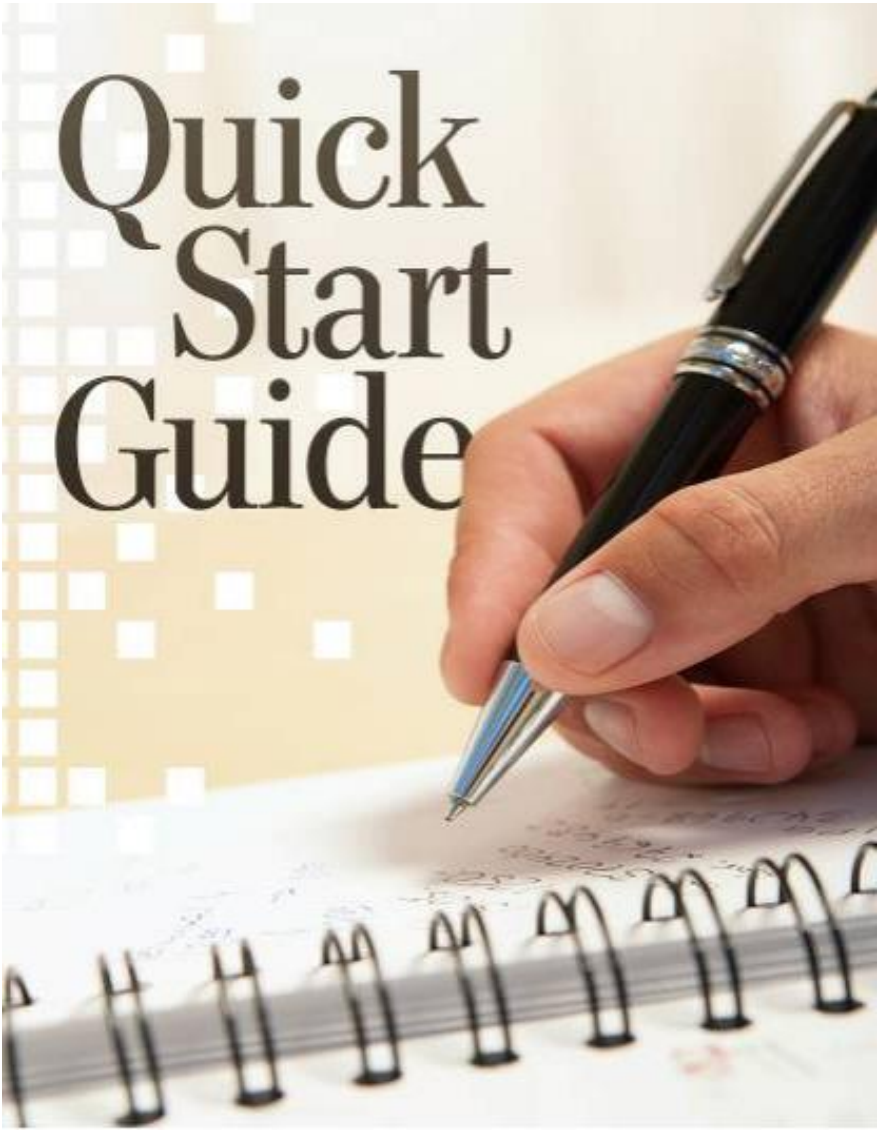
Quick Start Guide



QUICK START GUIDE

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WELCOME!

Welcome to your course and to the Blackford Centre.

This Quick Start Guide will provide you with the information you need to successfully start studying.

It will offer you tips on how you can make the most of your new course.

START BY CLICKING ON THE 'HOW TO DO YOUR COURSE' IMAGE.

It will show you how the portal works.

You will find it at the bottom of the screen, not far from the 'Quick Start Guide'.

THEN START YOUR COURSE

It's at the top of the screen you're on.

Click on the course, and do the first module.

Most modules contain a mix of instructional text, videos, exercises and an assignment.

THE MODULES

We recommend you tackle each module one at a time, in the order they're set out.

If you want, you can do the course modules in any order you like. But to successfully complete the course, you have to read all the modules and complete all the assessments.

SELF-ASSESSMENT EXERCISES

Throughout each module you'll find self-assessment exercises. They let you put your newly acquired knowledge to the test.

The answers to many of these exercises can be found at the end of the module.

> TIP
>
> Before you attempt an assignment, complete all the exercises found in the module.
>
> They will help you tackle the assignment to the best of your ability.

HOW TO DO THE ASSIGNMENTS

Some of the modules end with an assignment. These assignments will test what you've learnt from the module, and can be either marked, or self-assessed.

By completing the assignments you'll ensure that you've fully absorbed the lessons of the module.

Most case study based assignments don't have a right or wrong answer; they simply let you apply what you have learnt. If your course has *computer-marked* assignments (ICMA), your answers will be right or wrong.

> TIP
>
> Make sure you put thought into your assignments. This will help you get the most out of the course.

When you complete a marked assignment, upload it to the portal. If you have any difficult, contact our support team at Support@inst.org.

Marked assignments will be returned to you within seven working days. Most students wait until their assignment is returned before they start on the next module.

If you're in a hurry, you might like to scan the next module, so that you can think about the topics and prepare for them.

For self-assessed assignments, guidance is typically provided within the course.

HOW ASSIGNMENTS ARE MARKED

Your course advisor will award you an A to F grade for marked assignments.

To pass the course you need to have achieved an A to C grade for each marked assignment. You also need to have achieved 65% or higher in all course ICMA tests.

If your course advisor awards you a D to F grade, you will be asked

to repeat the assignment. You can re-submit an assignment as often as you need until you achieve an A to C grade.

TIP

Here are tips for writing an assignment.

- Structure your work. Don't ramble.
- Discuss the important issues
- Provide examples.
- Draw a conclusion

SUBMITTING YOUR MARKED AND SELF-ASSESSED ASSIGNMENTS

We ask you to upload your assignments on our course portal.

This is the fastest, easiest and cheapest way to submit your work.

However, if you prefer, we can accept assignments by email or post.

Contact us at: support@inst.org to discuss this.

COMPUTER MARKED ASSIGNMENTS

If your course has computer marked assignments, they will be at the end of a module. There will be a link to an online test.

You will normally be told how long you can take to complete the test.

At the end of the test you'll be told your score and whether you passed or failed.

If you have difficulty accessing or taking your computer tests, get in touch with us.

TIP

Make a note of the contact details that you'll need throughout your course, such as:

- Your course advisor's email address and postal address
- The Blackford Centre's phone number, email address and website address

IF YOU NEED HELP

If you have a questions, need any support, or if you're unhappy with the course, contact our advisors:

UK
Phone 01373 800 815
Email support@inst.org

Africa
Phone +27 (0) 87 551 1850
Email: enquiries@studyonline.co.za

All other places:
Phone: +44 1373 800 815
Email: support@inst.org

SPECIFIC LEARNING NEEDS

If you have specific learning needs, let us know when you start the course.

GIVE US FEEDBACK

We welcome feedback about the course at all times. We particularly welcome suggestions for improving the course.

In the meantime, good luck with your studies.

With best wishes

Kit Sadgrove
Course Director