



N4a Volunteer Engagement Course Navigation Guide



**Center for Aging and Disability
Education and Research**
Boston University School of Social Work

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Section 1: Introduction to Homepage

Please note, the certificate program outlined in this guide is one of the certificates offered by CADER. The title may not necessarily match with the program you select, but the process will be the same.

The screenshot shows the Blackboard interface for the course 'N4A Volunteer Engagement in the Aging Network'. The left navigation menu includes links to 'Home Page', 'Announcements', 'Calendar', 'Email', 'Glossary', 'Messages', and 'My Grades'. The main content area features a header with the course title and center for aging and disability education and research. Below the header, there is a section titled 'Check your Browser' with a link to system requirements. The 'Online Course: N4A Volunteer Engagement in the Aging Network' section provides details about the course duration and a link to a navigation guide.

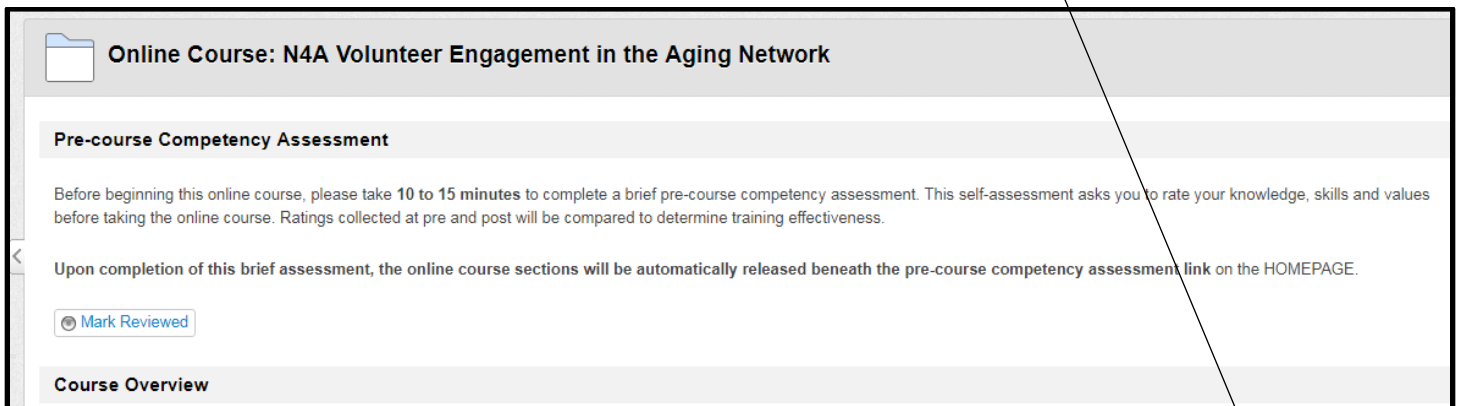
Check Your Browser – this optional feature will run a quick check on your computer to ensure your computer settings meet system requirements

Online Course – this is a link to the online course. **Click on the course title to load the course homepage.** It will also include a link to this navigation guide.

Section 2: Complete the Pre-Competency Self-Assessment

To load the pre-competency self-assessment, click on the title.

Then click on **Begin** to load the self-assessment and complete in one sitting. It should take about 10 minutes to complete.



Online Course: N4A Volunteer Engagement in the Aging Network

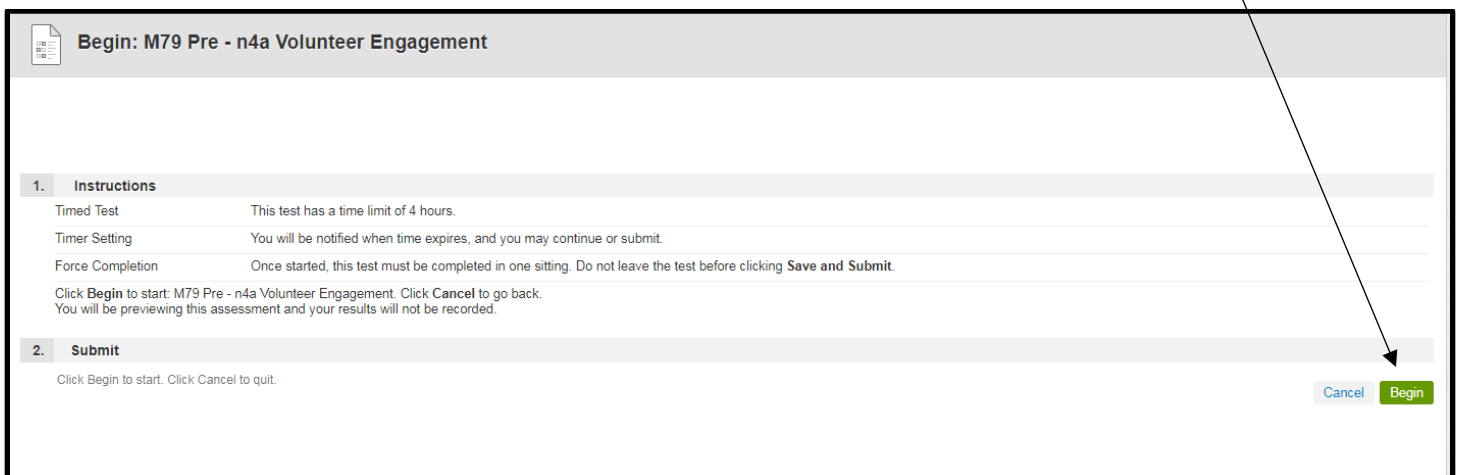
Pre-course Competency Assessment

Before beginning this online course, please take **10 to 15 minutes** to complete a brief pre-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the online course sections will be automatically released beneath the pre-course competency assessment link on the **HOMEPAGE**.

☒ Mark Reviewed

Course Overview



Begin: M79 Pre - n4a Volunteer Engagement

1. Instructions

Timed Test	This test has a time limit of 4 hours.
Timer Setting	You will be notified when time expires, and you may continue or submit.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking Save and Submit .

Click **Begin** to start: M79 Pre - n4a Volunteer Engagement. Click **Cancel** to go back. You will be previewing this assessment and your results will not be recorded.

2. Submit

Click **Begin** to start. Click **Cancel** to quit.

After you complete the self-assessment, click **Submit**. Click on **Homepage** on the left menu to return to the homepage. You should now have access to the first online course.

Section 3: Taking the Online Course

- Load an online course

Click on the course title to load the online course

The screenshot displays the online course interface for "N4A Volunteer Engagement in the Aging Network". The top navigation bar includes the course title, a "Home Page" link, and a breadcrumb trail: "Home Page > Online Course: N4A Volunteer Engagement in the Aging Network". An "Edit Mode" toggle is set to "OFF".

The left sidebar contains a "N4A Volunteer Engagement in the Aging Network" menu with links to "Home Page", "Announcements", "Calendar", "Email", "Glossary", "Messages", and "My Grades". Below this is a "COURSE MANAGEMENT" section with a "Control Panel" and a "Content Collection" menu. The "Content Collection" menu lists "18win01_CADER_N4A", "All Courses Content", "All Organizations Conte", and "Institution Content". There is a search bar with a "Go" button and links for "Basic Search" and "Advanced Search". At the bottom of the sidebar are links for "Course Tools", "Evaluation", and "Grade Center".

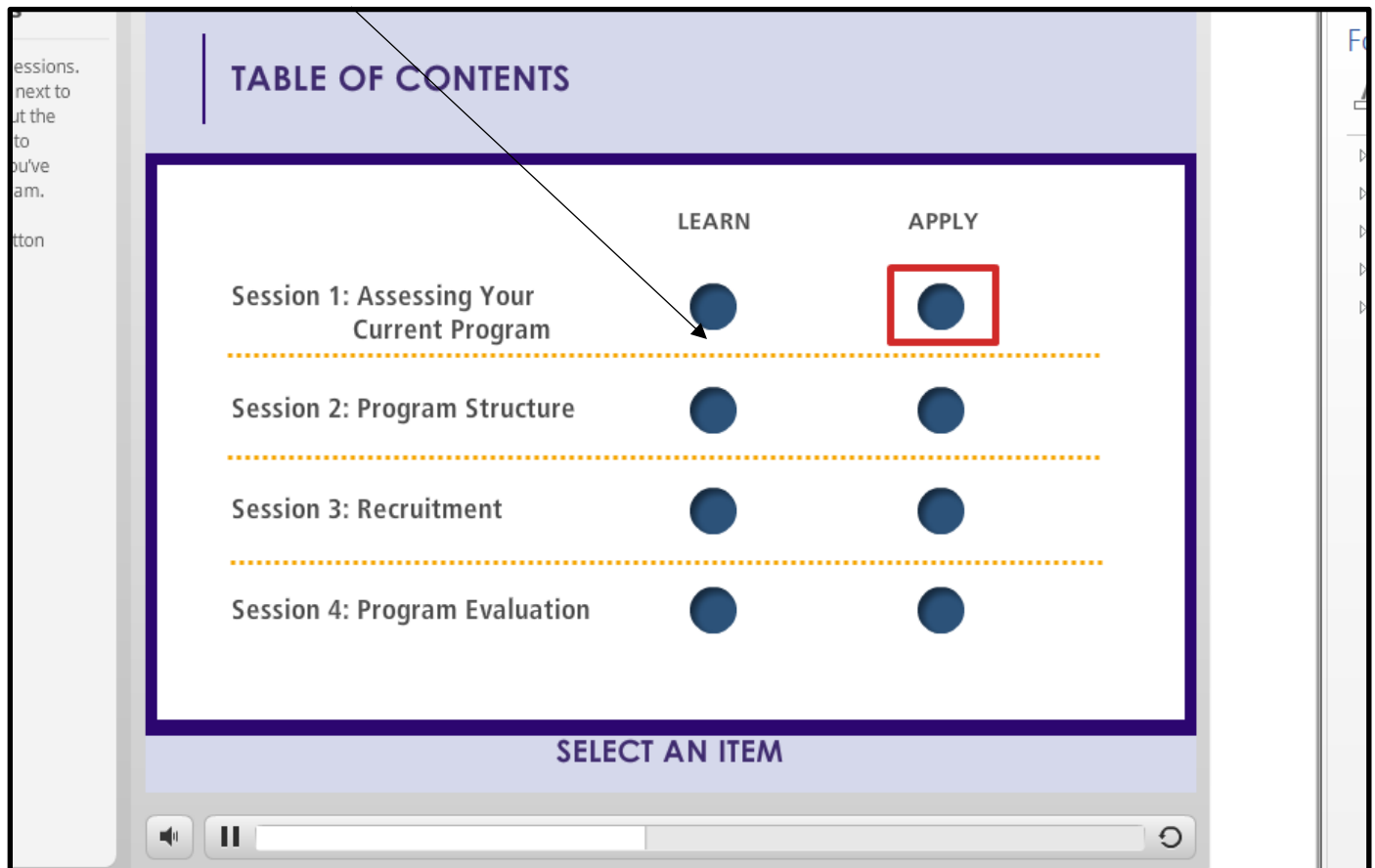
The main content area is titled "Online Course: N4A Volunteer Engagement in the Aging Network" and contains several sections:

- Pre-course Competency Assessment**: A section with text explaining the assessment and a "Mark Reviewed" button.
- Course Overview**: A section with a sub-section titled "Volunteer Engagement in the Aging Network". An arrow points from the instruction box to this sub-section title.
- Course Quiz**: A section with a "Mark Reviewed" button.
- Post-course Competency Evaluation**: A section with text explaining the evaluation.

- Select “Click to Begin” to launch the online course



- Select an item to begin a session



- Click “Continue” to proceed to the session content

The screenshot shows a digital learning interface. On the left, a sidebar titled "Session 1 Learning Objectives" lists three goals: identifying characteristics of volunteer initiatives, describing program management components, and completing a self-assessment. The main area features a light blue sidebar with the heading "SESSION LEARNING OBJECTIVES" and a callout stating, "AFTER COMPLETING THIS SESSION YOU WILL BE ABLE TO...". To the right are two white boxes with blue borders containing the objectives. A large blue "CONTINUE" button is at the bottom of the main area. The interface also includes a top navigation bar with "Menu" and "Resources", and a bottom media player with a play button, a progress bar, and a refresh icon.

Audio Transcript

Menu Resources

Session 1 Learning Objectives

By the end of session one, you will be able to:

1. Identify three characteristics of today's volunteer initiatives.
2. Describe the basic components of volunteer program management.
3. Complete a volunteer program self-assessment.

SESSION LEARNING OBJECTIVES

AFTER COMPLETING THIS SESSION YOU WILL BE ABLE TO...

Identify three characteristics of today's volunteer initiatives.

Describe the basic components of volunteer program management.

CONTINUE

Speaker icon, Play/Pause icon, Progress bar, Refresh icon

- Click “Next” to proceed to the page within the learning session

Audio Transcript
Traditional Program Structures

Now that you've had a chance to consider how volunteer engagement has evolved from a traditional model and to complete an assessment of where your volunteer program is now, let's take a look at how programs operate within their organizations. Although there are variations depending on the organization, most programs operate in one of two ways: centralized or decentralized.

In addition, more community-based organizations are experimenting with self-directed volunteer teams. Here is a look at each program structure.

In a centralized structure, an office or staff member—depending on the size of the community-based organization—is responsible for all aspects of the volunteer management cycle, and serves as the hub for volunteer engagement. They may also be responsible for administering the organization's

Volunteer Engagement in the Aging Network

Menu | Resources

Volunteer Program Structure




PREVIOUS
NEXT






- When you are ready to take the Course Quiz. Click on Course Quiz.

Course Quiz


Post-course Competency Evaluation

Before your certificate for completing this online course is released, you are asked to take **10 to 15 minutes** to complete a brief post-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the course certificate will be automatically released beneath the post-course competency assessment link.

- Click on begin to load the Course Quiz

Begin: M79 n4a Volunteer Engagement

1. Instructions

Timed Test	This test has a time limit of 1 hour.
Timer Setting	You will be notified when time expires, and you may continue or submit.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking Save and Submit .
Multiple Attempts	This test allows multiple attempts.

Click **Begin** to start: M79 n4a Volunteer Engagement. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

2. Submit

Click **Begin** to start. Click **Cancel** to quit.

[Cancel](#) [Begin](#)

- Post-Course Competency Evaluation

The final required item is the post-course competency evaluation. This is a non-graded requirement. To load this, click on the evaluation title.

Post-course Competency Evaluation

Before your certificate for completing this online course is released, you are asked to take **10 to 15 minutes** to complete a brief post-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the course certificate will be automatically released beneath the post-course competency assessment link.

Certificate of Completion

- Course Certificate

Upon successful completion of the course quiz and the post-course competency evaluation, a learner will have access to the course certificate. To load the certificate, click on the link in the course.

Post-course Competency Evaluation

Before your certificate for completing this online course is released, you are asked to take **10 to 15 minutes** to complete a brief post-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the course certificate will be automatically released beneath the post-course competency assessment link.

Certificate of Completion

Name and License No. and then click on the Print Certificate button.

(A.) General Certificate of Completion

The Center for Aging and Disability Education and Research

Presents this Certificate of Completion to:

Name

License No.

took a course entitled

Core Issues in Aging and Disability

for 6 Continuing Education Hours

Awarded December 29, 2017

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Print Certificate

After loading the course quiz, enter your **Name, license number** and then click on **print certificate**

- **Program Certificate**

The program certificate will be mailed by CADER staff the month following completion of all five online courses.

Section 5: Technical Assistance

To request assistance, please visit: <http://caderonline.bu.edu/acton/form/7069/0031:d-0001/1/-/-/-/-/index.htm>

