



## DIVERSITY EXECUTIVE LEADERSHIP ACADEMY

### *How to Access the Course & Modules*

This lesson provides an overview of the most important things you need to know about navigating DELA course. The following are covered.

1. Login to the course.
2. Navigating the syllabus
3. Navigating modules
4. Accessing assignments
5. Submitting assignments

### **LOGIN PAGE**

The first thing you want to do is access the coursesite.

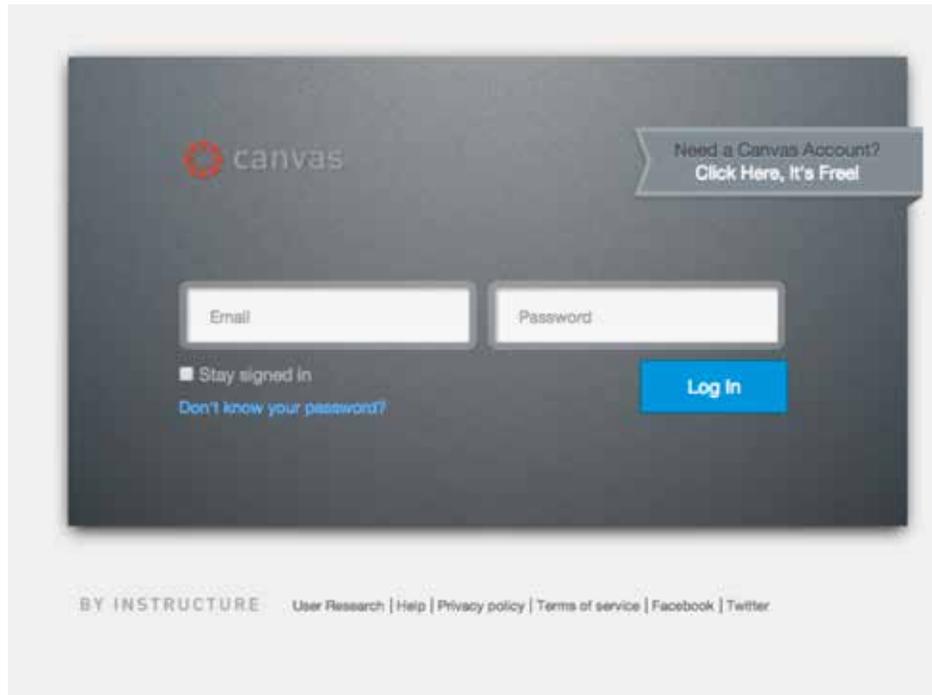
- You will receive a link to self register for the course and the link to the coursesite.
- FYI: If you prefer us to create the password and username for you, make the request via email. After we create the account, keep in mind that the email you receive will be sent from the URL [canvas.instructure.com](https://canvas.instructure.com) - Not DTUI.com. Canvas.Instructure is the course platform we use).
- The link will take you to [canvas.instructure.com](https://canvas.instructure.com)—Not DTUI.com. Please make a note of it.
- After you register, you will enter the following URL where the course is located.

<https://canvas.instructure.com/courses/890087>

- Log in with your password and username (Received in email)



## DIVERSITY EXECUTIVE LEADERSHIP ACADEMY



If you are unsuccessful by some small chance, please contact us right away.



# DIVERSITY EXECUTIVE LEADERSHIP ACADEMY

## NAVIGATING THE SYLLABUS

The syllabus is located on the homepage and it is the first page you should see upon entering the online classroom.

CDP Level 2 DELA 200

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[Course Home Page](#)



**Diversity Executive Leadership Academy**  
 Certified Diversity Professional Course - DELA 100

<b>CDP LEVEL 2 COURSE MENU</b>					
<a href="#">Introduction</a>	→ <a href="#">Overview</a>	→ <a href="#">Module 1</a>	→ <a href="#">Module 2</a>	→ <a href="#">Module 3</a>	→ <a href="#">Module 4</a>
<a href="#">Module 5</a>	<a href="#">Module 6</a>	<a href="#">Module 7</a>			
	 <b>Reading Materials</b>		 <b>Video Presentations</b>		
	 <b>Contact the Instructor</b>		 <b>Technical Assistance</b>		

Notice that the course is organized in sequential order with the Introduction page link first followed by the course Overview. We have added the red arrows to show the sequential ordering. The course Modules fall in the expected order of completion.



# DIVERSITY EXECUTIVE LEADERSHIP ACADEMY

## Introduction Link

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### Diversity Executive Leadership Academy

Certified Diversity Professional Course - DELA 100

CDP LEVEL 2 COURSE MENU					
<b>Introduction</b>	Overview	Module 1	Module 2	Module 3	Module 4
Module 5	Module 6	Module 7			
	 <b>Reading Materials</b>		 <b>Video Presentations</b>		
	 <b>Contact the Instructor</b>		 <b>Technical Assistance</b>		

The Introduction is where the course guidelines are located. You will find information about grading policy, contacting the instructor, technical support contact, etc.



# DIVERSITY EXECUTIVE LEADERSHIP ACADEMY

## Overview Link

CDP Level 2 DELA 200

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## Diversity Executive Leadership Academy

Certified Diversity Professional Course - DELA 100

CDP LEVEL 2 COURSE MENU					
<a href="#">Introduction</a>	<a href="#">Overview</a>	<a href="#">Module 1</a>	<a href="#">Module 2</a>	<a href="#">Module 3</a>	<a href="#">Module 4</a>
<a href="#">Module 5</a>	<a href="#">Module 6</a>	<a href="#">Module 7</a>			
<b>Reading Materials</b>		<b>Video Presentations</b>			
<b>Contact the Instructor</b>		<b>Technical Assistance</b>			

The course overview introduces the content, objectives, and detailed syllabus.

View All Pages

### Course Overview

Welcome to the DTUI.com Certified Diversity Professional Online Level One Course!

**Introduction & Course Overview**

Read pages 1-9 of the Manual. Click here to download: [Level1\\_Manual\\_Introduction.pdf](#)

This course is ten modules in duration.

#### Course Schedule

Section	Lecture/Discussion*	Manual Page
Intro	Introduction & Course Overview	1 - 28
Module 1	The Profession & Diversity Professional	30-60
Module 2	Cultural Competency & Professional Standards	60-66
Module 3	Diversity Professional as Organizational Change Agent	66-101
Module 4	Culture & Organizational Behavior	104 -110
Module 5	Organizational Assessment	114-128
Module 6	Organizational Culture Audit	129-151
Module 7	From Assessment to Intervention	152-158
Module 8	Recognizing Change Resistance	159-169
Module 9	How to Deal With Resistance	161-172
Module 10	Organizational Change Strategies	173-182

\*All lectures are recorded format and all Workshops from Pacific Time (PST)



# DIVERSITY EXECUTIVE LEADERSHIP ACADEMY

## Module Links

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## Diversity Executive Leadership Academy

Certified Diversity Professional Course - DELA 100

CDP LEVEL 2 COURSE MENU					
<a href="#">Introduction</a>	<a href="#">Overview</a>	<a href="#">Module 1</a>	<a href="#">Module 2</a>	<a href="#">Module 3</a>	<a href="#">Module 4</a>
<a href="#">Module 5</a>	<a href="#">Module 6</a>	<a href="#">Module 7</a>			
		<b>Reading Materials</b>		<b>Video Presentations</b>	
		<b>Contact the Instructor</b>		<b>Technical Assistance</b>	

Each module has a similar format.

**MODULE 1: THE DIVERSITY PROFESSION**

**The Diversity Profession**

Please go through the instructor page before starting this module to avoid being unprepared for assignments.

**The Successful Diversity Professional**

The universities, school boards, government, and even non-profit organizations are filled with employees that have people of color, women, and people with disabilities experience being underrepresented and less valued. Cultural competence prepares us to live and work with people of different cultures, lifestyles, and backgrounds. The support of these are available to receive more than just a paycheck.

What most people fail to realize is that having open-minded and willing to accept people who are different do not increase the cultural competence. Learning from experts and practicing to perfection are the keys to developing the competence. Culturally competent diversity professionals are society needed today in order to deal with the increasing global demand for solutions that will work to bridge cultural divides. How culturally competent are you?

**Assignments**

- Read the manual - See Required Reading in the Learning Resources below.
- EDP3000** History of the Diversity Profession (See link below to access the learning resource.)
- Watch Instructional Video: Introduction to the Diversity Profession. (See Resources section below for link to view the lecture.)

**EXERCISE** Provide your answers to the following questions in the forum. (See the Getting to Know Each Other link in the Resource section below to complete the exercises)

- What is your full name? What is your gender?
- Briefly describe the neighborhood you grew up in prior to age 12.
- What is your mother's ethnic background (e.g., Irish, Italian, and white European American, Jewish, etc.)?
- How would you describe your identity?
- Why are you taking this course?
- What do you expect to get out of this course?

**Learning Resources**

You will go through each of the following in order over the next few pages of this course.

- [Required Reading](#)
- [Optional Reading](#)
- [Instructional Video: The Successful Diversity Professional](#)
- [Getting to Know Each Other: Classroom Board Exercise](#)



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The introduction to the module is first, which is followed by an overview of the assignments. The Learning Resources for the module is presented at the end with links to the module pages to locate them.

You can also navigate to the next or previous page in the module by using the navigation buttons at the bottom of the page you are on.

### Accessing Assignments

A screenshot of a discussion board interface. The title is "Getting to Know Each Other" and it is dated "Jan 26, 2014 at 11:05am". The status is "Published". The content includes an "EXERCISE" section with a list of seven questions: 1. What is your full name? What is your gender? 2. Briefly describe the neighborhood you grew up in prior to age 12. 3. Briefly describe the neighborhood you grew up in after age 12. 4. What is your mother's ethnic background (e.g., Irish, Italian and White European American, Jewish, etc)? 5. How would you describe your ethnicity? 6. Why are you taking this course? 7. What do you expect to get out of this course? Below the questions is a text area for replying to other participants. There is a search bar, a "Unread" button, and a "Subscribe" button. At the bottom, there is a "Post Reply" button.

Assignments include Discussion Board exercises, Application submissions, Quizzes, and Essays. Discussion Board and Application assignments require replying to the assignment by filling out the form in the area below each one. As shown in the figure above, there is a form to fill out and you have an attachment icon below to submit documents.

**WARNING:** It is imperative that you complete all work in a text editor, such as MS Word, and save your contents before cutting and pasting into the Discussion Board area. Otherwise, if by some chance it is lost to a technical glitch, you will need to reconstruct it. Save yourself the misery.

The Discussion Board assignment results in your information being shared in the classroom forum area. You are expected to submit yours and then



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read the submissions of other participants. A response to at least one other participant's submission is required and graded.

The Essay assignment is submitted to a form below the assignment as well. Some Application submissions will require submitting a document. Use the attachment icon at the bottom of the form to do so.

Quizzes are recorded and graded in the testing area. You will see your score immediately upon completion.

### **Welcome Aboard**

This should be all that you need to get started. If you have questions or comments, do not hesitate to contact the instructor or technical support for technical concerns.