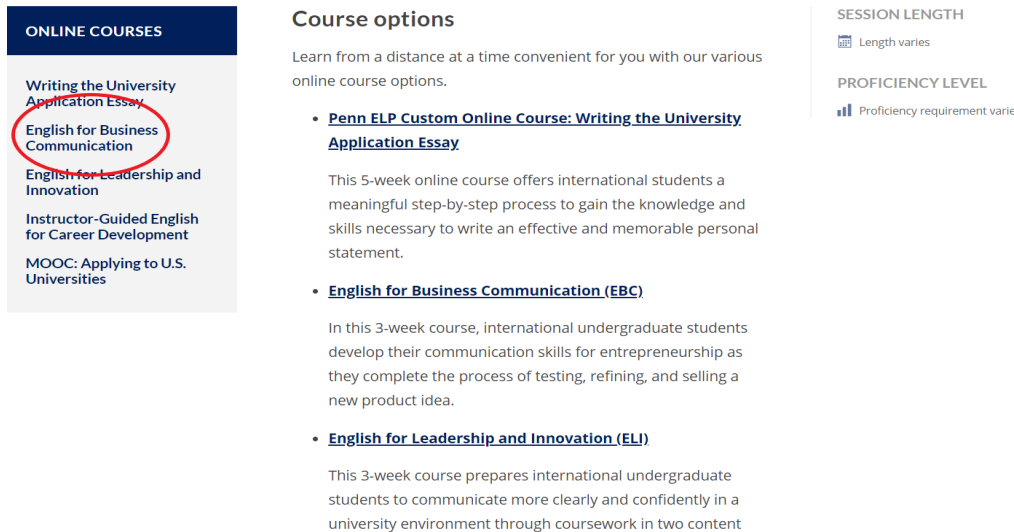


Enrollment Instructions

Step 1: Go to <https://www.elp.upenn.edu/program/online-courses>

Step 2: Select the course you wish to take (e.g., English for Business Communication)



The screenshot shows a list of online courses on the left, with "English for Business Communication" circled in red. The main content area is titled "Course options" and lists three courses: "Penn ELP Custom Online Course: Writing the University Application Essay", "English for Business Communication (EBC)", and "English for Leadership and Innovation (ELI)". Each course has a brief description. On the right, there are filters for "SESSION LENGTH" and "PROFICIENCY LEVEL".

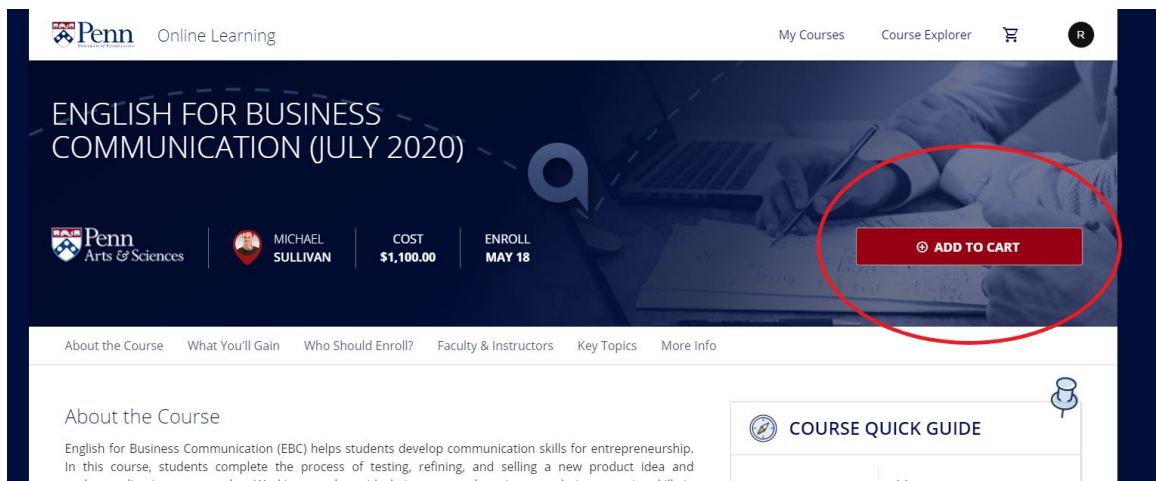
Step 3: Select the month you want to study



The screenshot shows the course page for "English for Business Communication". At the top, the course title is displayed. Below it, there are four buttons for registration: "REGISTER FOR JULY", "REGISTER FOR AUGUST", "REGISTER FOR SEPTEMBER", and "REGISTER FOR OCTOBER". The "REGISTER FOR JULY" button is circled in red. Below the buttons, there is a small image of people working at a laptop, followed by a description of the course and its benefits.

At this point, you will be directed to Penn's Online Learning Website for enrollment and payment.

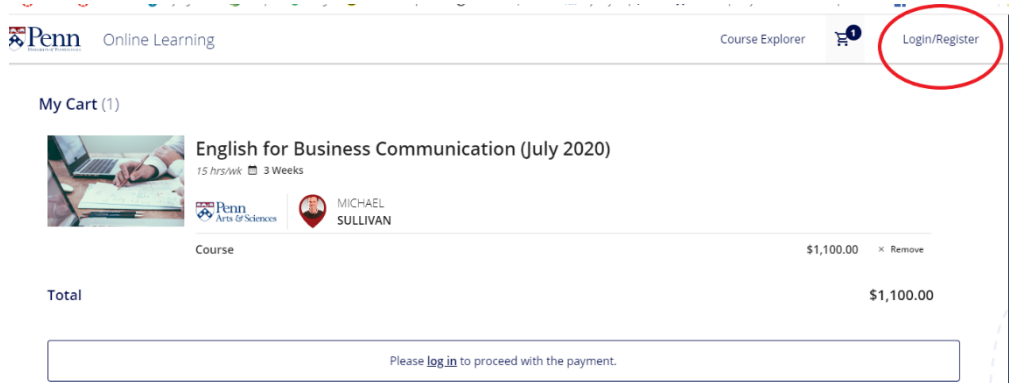
Step 4: Select Add to Cart.



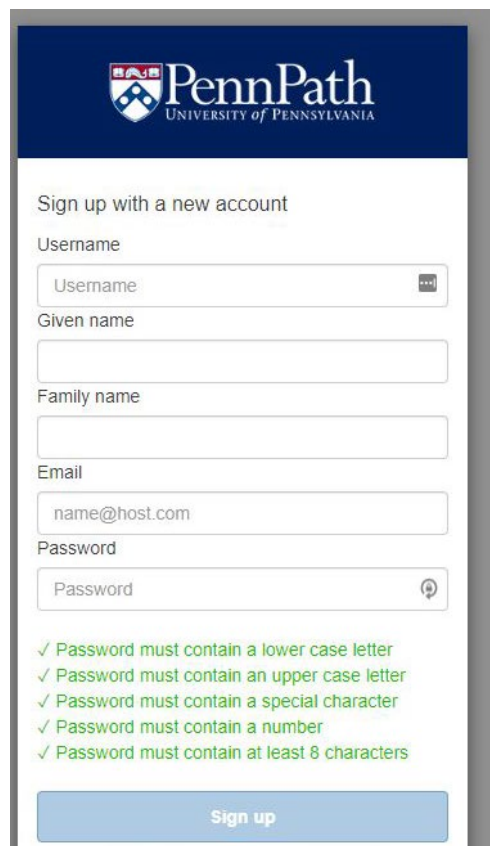
The screenshot shows the Penn Online Learning website for the "ENGLISH FOR BUSINESS COMMUNICATION (JULY 2020)" course. The page features the Penn logo, course title, and a red "ADD TO CART" button circled in red. Below the main content, there are navigation links and a "COURSE QUICK GUIDE" section.

Enrollment Instructions

Step 5: Click Login/Register to complete enrollment.



Step 6: Create an account username and password. These are important to remember! **This is how you will access the course materials each day.**



The sign-up form for PennPath University of Pennsylvania includes the following fields and instructions:

- Username:** Input field with a placeholder 'Username' and a strength indicator.
- Given name:** Input field.
- Family name:** Input field.
- Email:** Input field with a placeholder 'name@host.com'.
- Password:** Input field with a strength indicator.

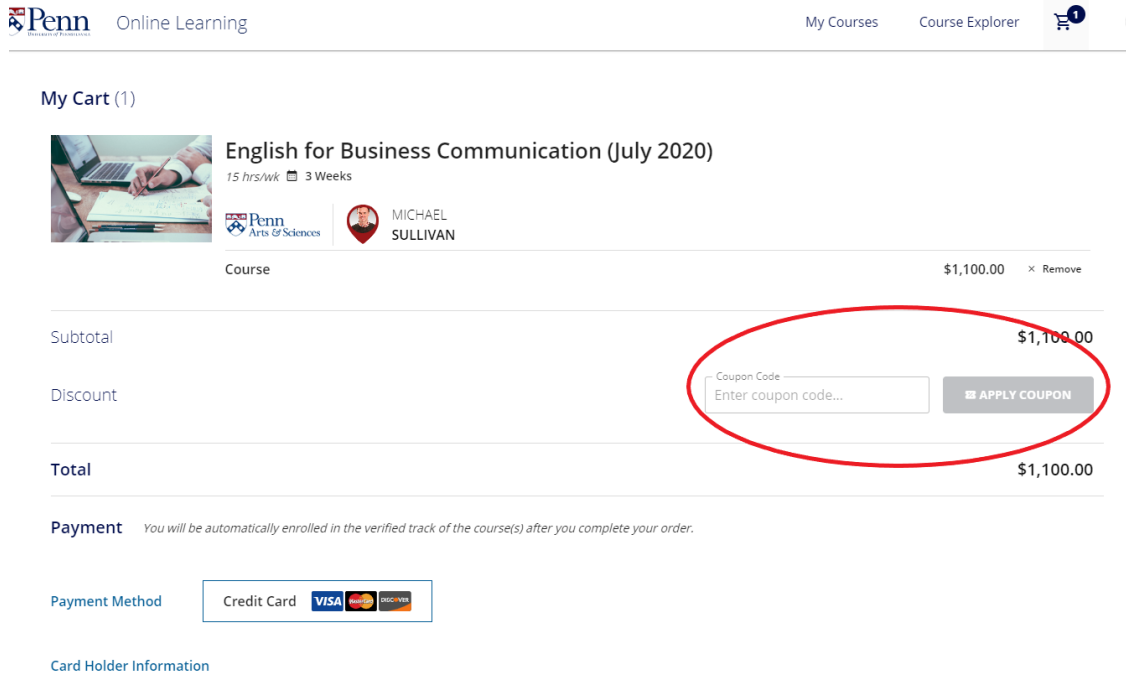
Password requirements (all marked with a green checkmark):

- ✓ Password must contain a lower case letter
- ✓ Password must contain an upper case letter
- ✓ Password must contain a special character
- ✓ Password must contain a number
- ✓ Password must contain at least 8 characters

A blue 'Sign up' button is located at the bottom of the form.

Enrollment Instructions

Step 7: Complete Payment Information or Enter Coupon Code (if applicable).



My Cart (1)

English for Business Communication (July 2020)
15 hrs/wk 3 Weeks




Course \$1,100.00 Remove

Subtotal \$1,100.00

Discount
Enter coupon code... APPLY COUPON

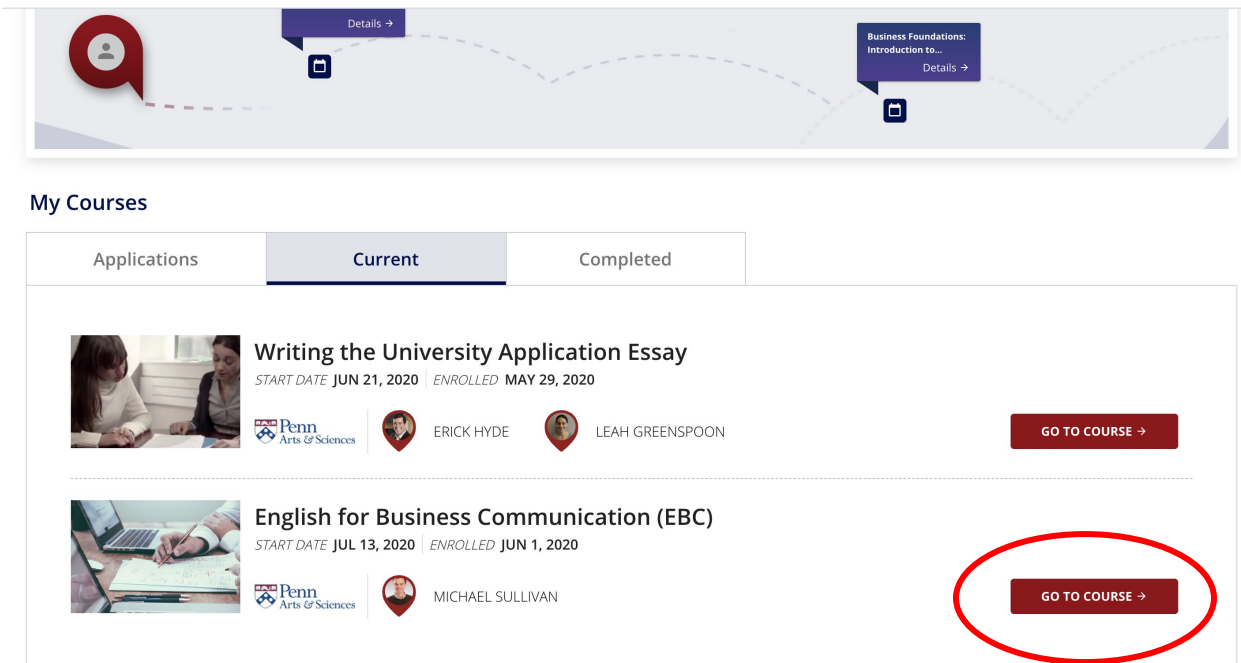
Total \$1,100.00

Payment You will be automatically enrolled in the verified track of the course(s) after you complete your order.

Payment Method Credit Card   

Card Holder Information




Step 8: You'll be automatically redirected to the "My Courses" page. Click on the "Go To Course" button for your Course(s):





My Courses

Applications **Current** Completed

Writing the University Application Essay
START DATE JUN 21, 2020 | ENROLLED MAY 29, 2020

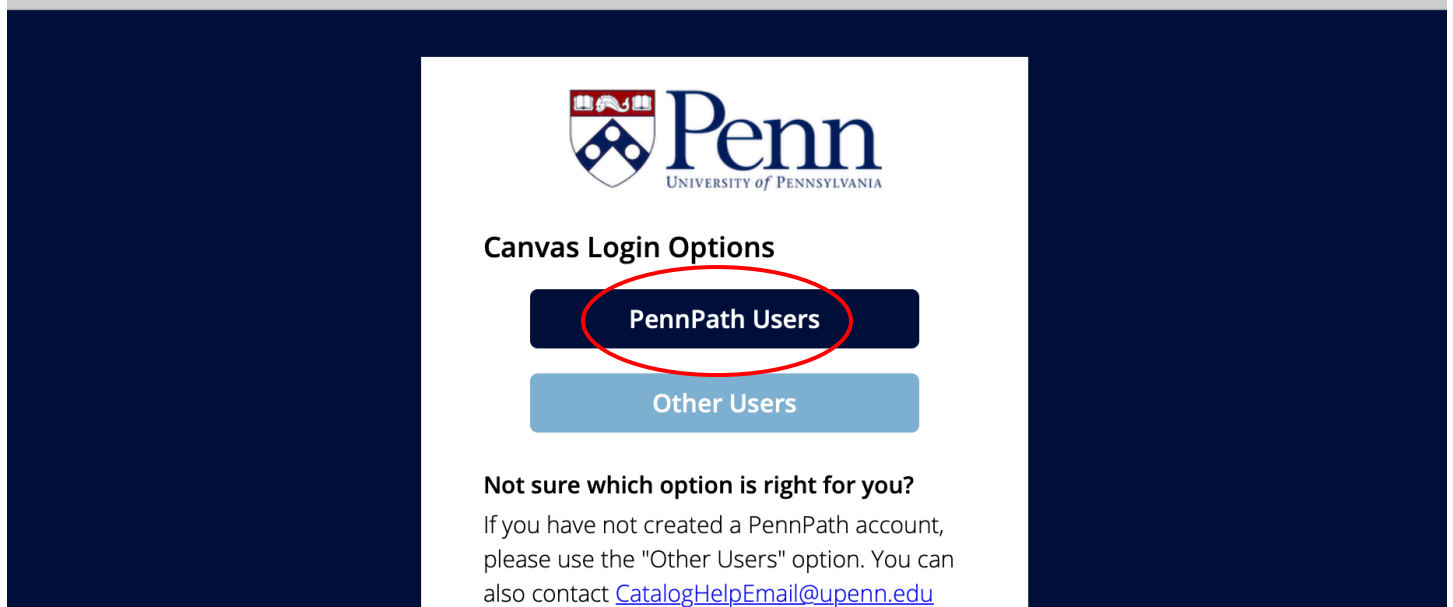
  ERICK HYDE  LEAH GREENSPOON GO TO COURSE →

English for Business Communication (EBC)
START DATE JUL 13, 2020 | ENROLLED JUN 1, 2020

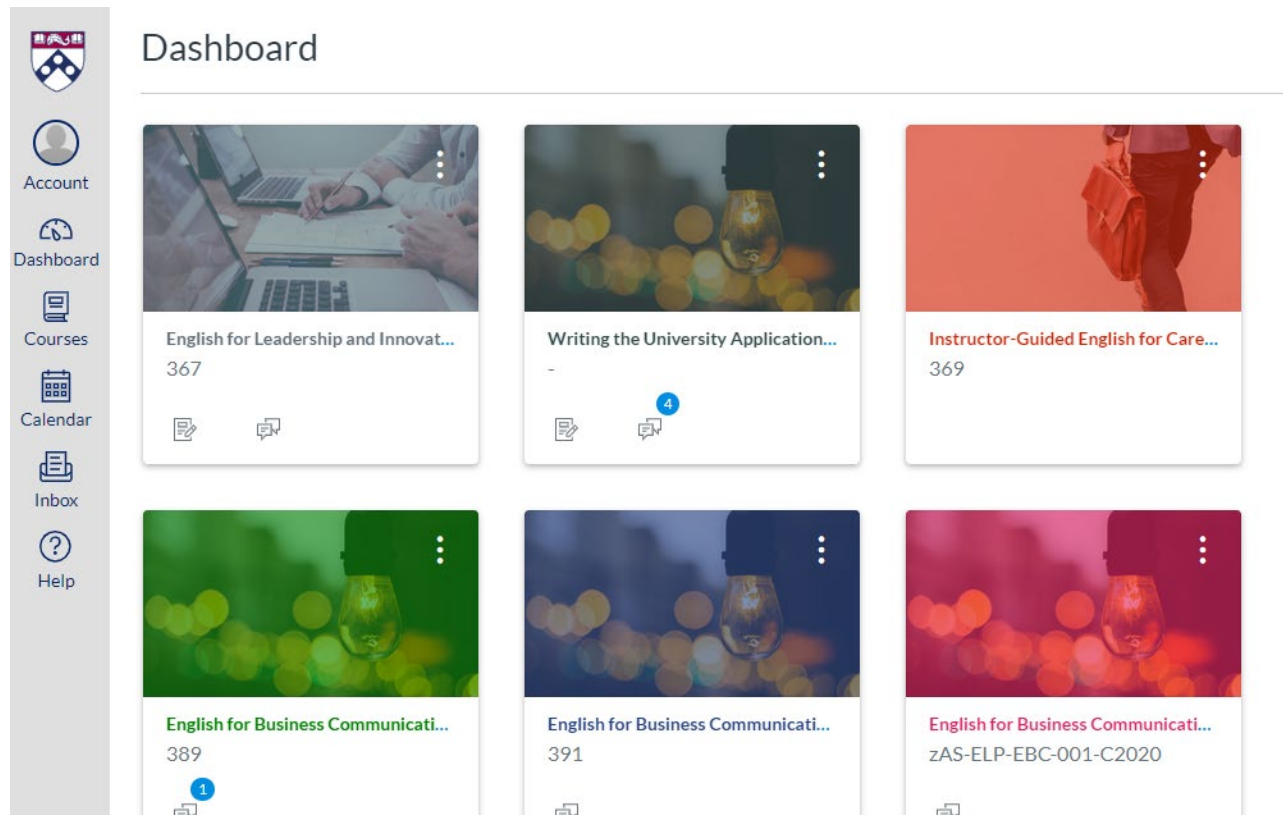
  MICHAEL SULLIVAN GO TO COURSE →

Enrollment Instructions

Step 9: You'll be directed to the Canvas login page, select the "PennPath Users" option. You'll then be automatically logged into Canvas. If you haven't logged in a while, it may prompt you to confirm your PennPath credentials again.

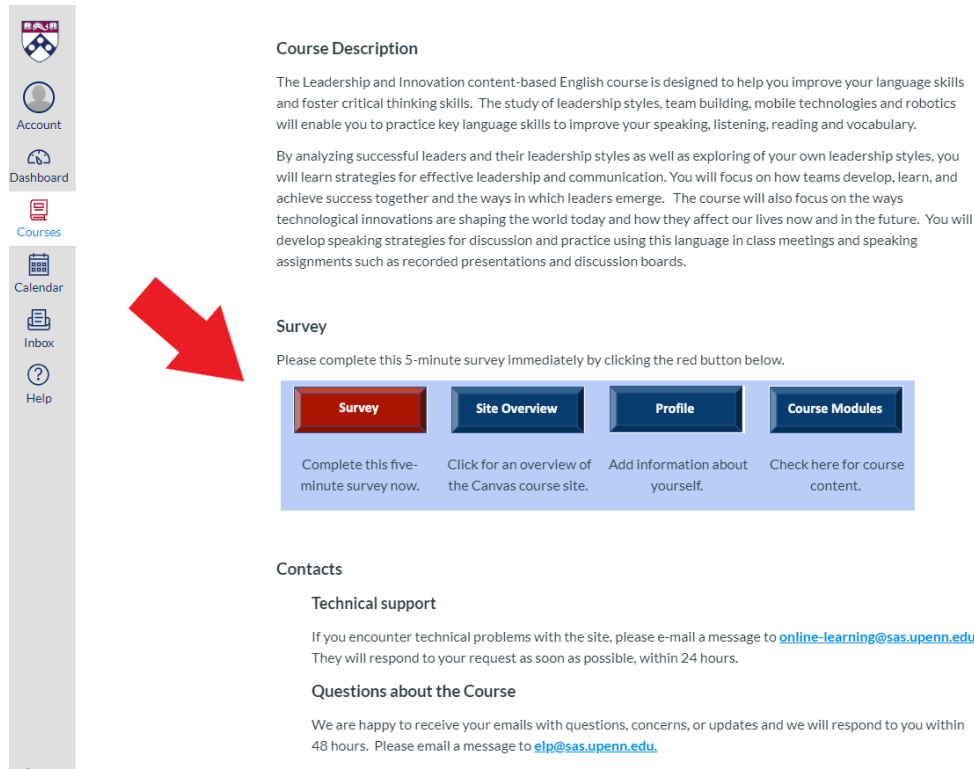


Step 10: To access your course every day, go to <https://www.onlinelearning.upenn.edu/canvas/login/index.html> You'll see your course listed on the Canvas dashboard.



Enrollment Instructions

Step 11: Click on your Course in the Dashboard; you will be directed to the homepage. Watch the welcome video and follow the directions to complete a brief survey, create your profile, and become familiar with the Canvas website.



Course Description

The Leadership and Innovation content-based English course is designed to help you improve your language skills and foster critical thinking skills. The study of leadership styles, team building, mobile technologies and robotics will enable you to practice key language skills to improve your speaking, listening, reading and vocabulary.

By analyzing successful leaders and their leadership styles as well as exploring of your own leadership styles, you will learn strategies for effective leadership and communication. You will focus on how teams develop, learn, and achieve success together and the ways in which leaders emerge. The course will also focus on the ways technological innovations are shaping the world today and how they affect our lives now and in the future. You will develop speaking strategies for discussion and practice using this language in class meetings and speaking assignments such as recorded presentations and discussion boards.

Survey

Please complete this 5-minute survey immediately by clicking the red button below.

Survey	Site Overview	Profile	Course Modules
Complete this five-minute survey now.	Click for an overview of the Canvas course site.	Add information about yourself.	Check here for course content.

Contacts

Technical support

If you encounter technical problems with the site, please e-mail a message to online-learning@sas.upenn.edu. They will respond to your request as soon as possible, within 24 hours.

Questions about the Course

We are happy to receive your emails with questions, concerns, or updates and we will respond to you within 48 hours. Please email a message to elp@sas.upenn.edu.

On the first day of the course, Click on **Announcements** for the synchronous class meeting link. You may want to install [Zoom](#) software on your device before the first day of classes.