

USER GUIDE

Training

Basic User Guide



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Accessing Your Training

The Training feature allows you to take online courses assigned to you by your workplace. To access your training select the **Training** icon from the navigation bar.



You can also access your training through your **Dashboard**. Find the **Widget** for the training you would like to take and click on the graph image. This will redirect you to the training page.



After clicking the training icon, you will land on the **Training Summary** page. Here you can see your **Outstanding Training** and **Completed Training**.

Outstanding Training: This is training that has been assigned for you to take. By looking at the chart, you can see if the training is mandatory and when you must complete it by. If you have started the course, it will tell you your progress in a percentage so you know how much further you have to go.

Outstanding Training								
Course Name	Delivery Type	Assignment	Complete By	Progress	Date Completed	Score	Expiry Date	Certificate
AODA Full	Online Training	Mandatory	n/a	0%				
WHMIS 2015	Online Training	Mandatory	n/a	0%				

Completed Training: This is training you have already completed. By looking at the chart, you can see the date you completed it, the score you received, and when the course expires (if applicable). If the course provides a certificate then a red certificate symbol (shown below) will appear in the last column. Click on the **Certificate** icon to download your certificate.

Completed Training								
Course Name	Delivery Type	Assignment	Complete By	Progress	Date Completed	Score	Expiry Date	Certificate
Knife Safety	Online Training	Optional	n/a	100%	January 31, 2020	100		

Just above outstanding training are different services or categories of your company. These were setup by your organization and allows training to be broken out by a category. The **All** page displays all training, while the other tabs only display training relating to that category. For example, only health & safety training will be found under the **Health & Safety** tab.

ALL **HEALTH & SAFETY** **HUMAN RESOURCES** **WELLNESS**

Now that you know how to access your training, it's time to take some training! Start by selecting the **Course Name** you would like to take. We will use Worker Awareness Training as an example.

[Worker Awareness Training](#)

This is where you take your online training courses. Along the left-hand side of the page is your **Training Navigation** menu. On the right-hand side are the training slides and just below that is your progress bar with page navigation and audio controls.

Within the **Training Navigation** menu are a few functions to go over, so let's start at the top. Just below the course name are 4 icons, those icons have the following functions:

-  This is the page you are currently viewing. If you access another icon, you can come back to your **Training** by selecting this icon.
-  This is the **Glossary** icon which will display any terms and definitions found within the training module.
-  This is the **Printables** icon. It allows you to access any documents linked within the training module so you can view or print them easily. For example, a workplace checklist.
-  This is the **Exit** button. Once you have completed your module, simply click the door icon to exit the training module.

Underneath the icons is the **Page Directory**. All the sections included in the training module will appear here. If you ever need to go back and review something, simply click on the section you would like to review and then select the page you would like to start on. The page highlighted in yellow is the page you are currently viewing.



You can hide the training navigation menu by selecting **Close Menu** found just under the last section. By closing the menu, you can take your training in full screen mode.

Close Menu

Next up is the **Progress Bar**. The **Progress Bar** located at the bottom of your screen, it displays a percentage to show you how far you are through the module. You can also see the total number of slides and which slide you are currently viewing.

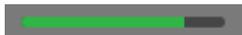


On the left-hand side of the progress bar are your **Audio Controls**. Each module is equipped with voiceovers which read the information on each slide.

 To play a voiceover, select the play button.

 To stop a voiceover, select the stop button.

Above the stop and play buttons is the volume control bar. Click along the volume bar to increase or decrease the volume.



If you want voiceover to autoplay when you are taking your training, click on the **Profile** button in the top right-hand corner of your screen. Under the **My Profile** page, you can turn on this feature. After selecting the **On** radio button, click **Update Profile** to save your changes.

Autoplay Voiceovers: Off On

On the right-hand side of the progress bar are the **Next Page** and **Previous Page** buttons. You can use the right and left arrow icons to navigate through your training or you can use the left and right arrows on your keyboard.



Completing an Activity

You will most likely come across some activities while completing your training. Activities are a way to reinforce learning from information you just learned. There are three popular activity types you will come across so let's demonstrate how they work.

Click and Select: There are two types of click and select activities. These activities are pretty straight forward, there is a question and you have to click and select answer options that you think are correct. You can click the image or the answer option text box as shown below and the system will notify you if the answer is correct or incorrect. Once you have selected all the correct answers you can select the **Next Page** arrow to continue.

CHECK POINT

You are correct! The closer a control to the source of the hazard, the better. Select "Next" to continue.

Click to select the best location to control hazards.

At the source Along the path At the worker

Click to Remove: This is the click to remove activity. Simply, read the question and click to remove the answers. For example, this activity is asking you to remove the hazards that are not the most common. Animal attacks are not that common so you would simply click on the text to make it disappear. Once you have selected all the correct answers you can select the **Next Page** arrow to continue.

Note: Some activities provide hints to help you when you get stuck. To access the hint, click on the **Hint** icon located in the bottom right-hand corner of the activity (as shown below).

 **CHECK POINT**

Click to remove the hazards that are NOT the most common in Ontario Workplaces.



Animal attacks

Repetitive motion injuries

Slips, trips and falls

Working near machinery

 **Hint**

Drag and Drop: There are two types of drag and drop activities. These activities require you to drag and drop answers to their correct match. You must click on the phrase in the bottom box (located next to the drag and drop arrow) and drag to the correct match box above. Once you have matched all the correct answers you can select the **Next Page** arrow to continue.

 **CHECK POINT**

Drag and drop to match the duties with the appropriate party.

That is correct! Keep going.

Employer 

Supervisor

Worker

Drag
and
Drop

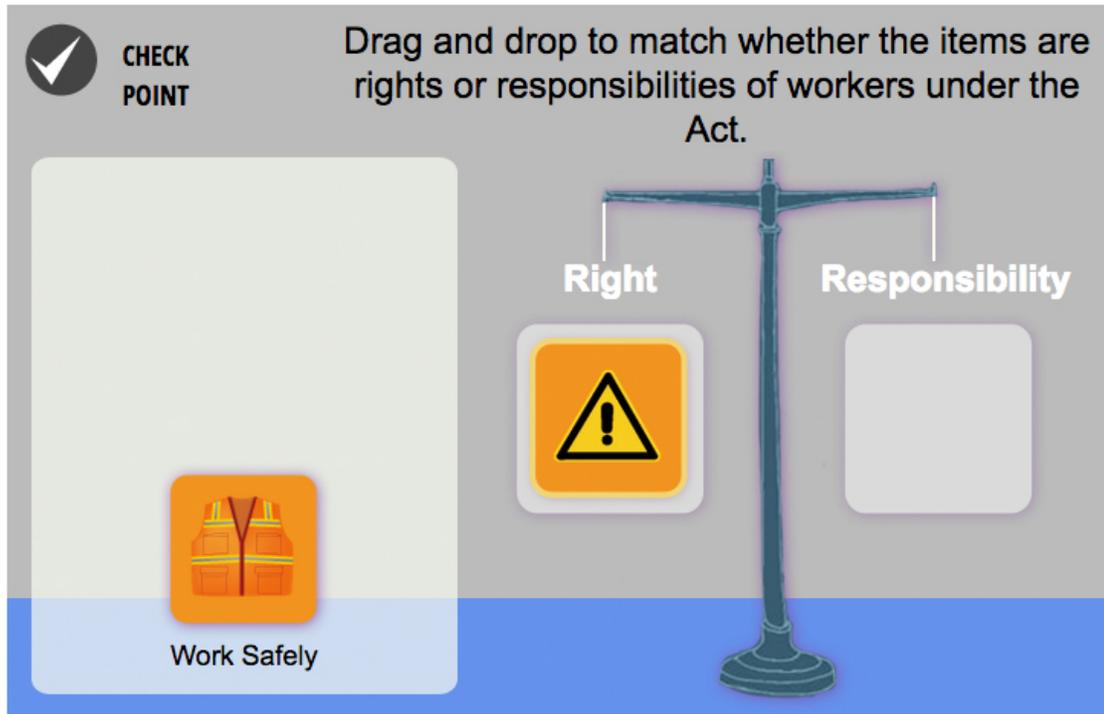


Work in compliance



Who is responsible?

Drag and Drop Scale: This is the other drag and drop activity. Here you are dragging the icons located on the left, to the correct box on the scale. Match up the boxes and the program will tell you if you are right or wrong. Once you have matched all the correct answers you can select the **Next Page** arrow to continue.



Completing a Test

After you finish going through the entire training, you are required to take a **Final Test**. The system will ask you a number of questions, simply select which answer you think is correct and click the **Next Arrow** to go to the next question.

Final Test

Everyone within the workplace has an obligation to health and safety?

- True
- False

Once you have finished your final test, you will be presented with a score. If you failed then you can **View Responses** to see where you went wrong. Next, you can go review the information relating to those questions and then take the test again.

1. True or False – When employees work at their full potential, the affect on the company is a Return-on-Investment (ROI) through improved profitability.

- True
- False

Score:1 / 1

After you finish the test, you can see a summary of your previous attempts. Most courses require you to score 100% but your organization may have different standards.

Summary of your previous attempts:

Date	Scored
July 20, 2018 at 10:56	100.00%(10 / 10)

When you have successfully passed the final test, you will receive notification from the program as shown below.

Congratulations! You have passed the Final Test.

To exit your training, click the **Exit** icon located in the **Training Navigation** menu. This will take you back to your **Training Summary** page.