

SAFeLEARN

Health & Safety • On Time • On Budget • On Target!



User Guide

Update: 2005.03.04



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Welcome to *SafeLearn*

SafeLearn is the OSSA's new online training solution that will make health and safety compliance easy for employers.

This manual provides helpful tips and procedures to ensure that you can use your *SafeLearn* course easily and efficiently. If you have any questions about your *SafeLearn* course you can contact training@ossa.com for more information.

Before You Begin:

Before you begin your course you should check that your system is properly set-up to run *SafeLearn*.

SafeLearn Technical Requirements:

- Windows 98, ME, 2000 or XP Operating System
- Explorer 6.0+ or Netscape 7+ Internet Browser
- Flash 7 Plug-in
- Pentium II with 128 MB Ram
- Screen resolution of 800 X 600 or above
- Sound Card and headset/Speakers for optional audio
- Minimum recommended 56K modem Internet connection or better

Don't forget to test your browser once you have entered your *SafeLearn* course. To find out how to test your browser, go to page 5.

A Note about Pop-Up Blockers

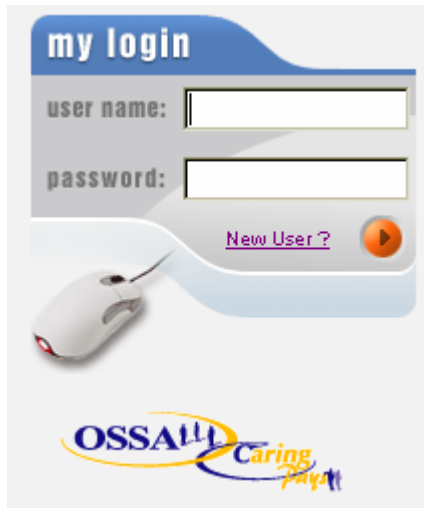
If your system has a Pop-Up Blocker you will need to temporarily disable this function while you are using your course. Usually this can be done by right clicking on the icon in your task bar and selecting "temporarily allow" from the menu. If you need extra help with this you may need to refer to any technical help or documentation that came with your Pop-Up Blocker software.

Registering for SafeLearn

If you are purchasing a *SafeLearn* product for the first time you will first have to register as a New User. To register as a New User:

1. Go to the URL: <http://www.safelearn.com/>. This opens the *SafeLearn* website. At the bottom left of the screen is the Login Box. (see Figure 1)

Figure 1: My Login



2. Click on the hyperlink New User? This opens the Join Now page which offers three options in orange text:
 - Purchasing a Course or Courses for your Company?
 - Individual Learner interested in taking a Course?
 - Registering for a Course pre-purchased by your Company?
3. Click on the link for Individual Learner interested in taking a course, the registration page opens on the screen. The other two options on that screen are used only by Company administrators.

If you are interested in finding out information on Purchasing Courses for your Company you will need to download the Administrator Guide from the *SafeLearn* site.

Registering as an Individual Learner

After you choose to enter *SafeLearn* as an individual learner the registration form opens on the screen. The form has both required and non-required fields. All required fields have a star or asterisk next to them. These must be completed before you are allowed to exit the registration form screen.

1. Enter all required personal data (denoted by the orange star or asterisk).
2. Enter your Mailing Address.
3. If your Billing Address is the same as the mailing address click on the Use Mailing Address button and the information will automatically fill in. Otherwise enter your Billing Address information.
4. Complete the Registration Check box, which verifies that a person is completing the form and blocks automated programs.
5. Read the Privacy Policy, using the up and down arrows on the small scroll bar to move through the text.
6. Click on the I agree button to complete your registration. If everything has been completed correctly you will receive an email that confirms your registration and includes your Username and Password. If the information is not complete a pop-up window will appear asking you to provide the missing information.

Create SafeLearn Account

* Denotes Required Field

* Firstname:

* Lastname:

* Email Address:

* Username:

* New Password:

* Confirm Password:

Title:

Work Phone:

Home Phone:

Cell Phone:

Pager:

Timezone:

Mailing Address	Shipping Address
* Address1: <input type="text"/>	* Address1: <input type="text"/>
Address2: <input type="text"/>	Address2: <input type="text"/>
* City: <input type="text"/>	* City: <input type="text"/>
* Province: <input type="text" value="Select"/>	* Province: <input type="text" value="Select"/>
* Postal Code: <input type="text"/>	* Postal Code: <input type="text"/>
	<input type="checkbox"/> Use Mailing Address

Registration Check: * Type the characters that you see in this picture.

Characters are not case-sensitive.

* May we contact you with special offers or further information?

Yes No

Privacy Policy
SafeLearn Privacy Statement
SafeLearn respects your privacy and is committed to protecting your personal information that you provide to us. This statement explains our policies and

By clicking **I Agree** below, I am attaching my electronic signature to and agreeing to the Terms of Use for the SafeLearn Services. I understand that if I do not agree to these Terms of Use and the Privacy Statement, I should click **Cancel**, discontinue my registration, and refrain from using the SafeLearn Services.

Figure 2: Registration Form

Welcome to SafeLearn,

We recently received a request to create a new user account. We have provided that information for you below:

User Name: bmoore
Password: vdapuu3m

If you would like to make any other changes, please go to <http://www.safelearn.com/>.

If you have any questions or need assistance, please contact Customer Service at customerservice@safelearn.com.

Thank you for choosing SafeLearn. We are committed to delivering high quality services to meet your online training needs.

Sincerely,

SafeLearn Customer Support

This e-mail was sent from a notification-only address and cannot receive incoming messages or replies. If you need to contact us, please go to <http://www.safelearn.com/>.

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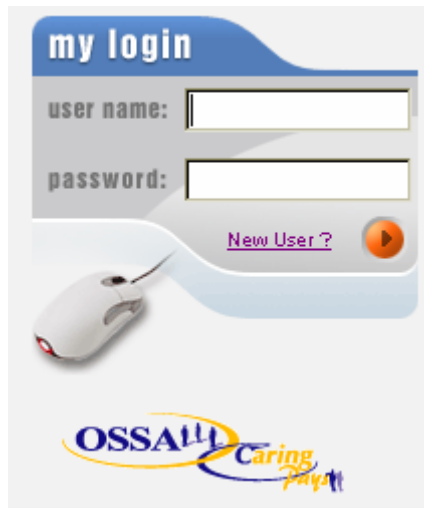
Figure 3: Confirmation Email

Once you have completed your registration your account is active. You can now log in and use *SafeLearn*.

Logging in to SafeLearn

This section explains how to log into *SafeLearn*. To log into your *SafeLearn* session you need your username and password which are provided in the confirmation email.

Figure 4: Logging in to SafeLearn



1. Go to the URL: <http://www.safelearn.com/>. This opens the *SafeLearn* website. The login box is located at the bottom left of the screen.
2. Enter your assigned user name in the box next to user name. Hit tab to move the cursor into the password box.
3. Enter your assigned password into the box next to password.
4. Click on the orange button, or hit the enter key to log in. The *SafeLearn* website opens to the Announcements screen.

The Announcements screen provides systems notification information to the user. At the top left of the Announcements screen there are three tabs:

- My Courses, for more information on My Courses go to page 5
- My Account, which is used by the administrator to manage accounts.
- *SafeLearn* Store, which is used by the administrator to purchase courses.

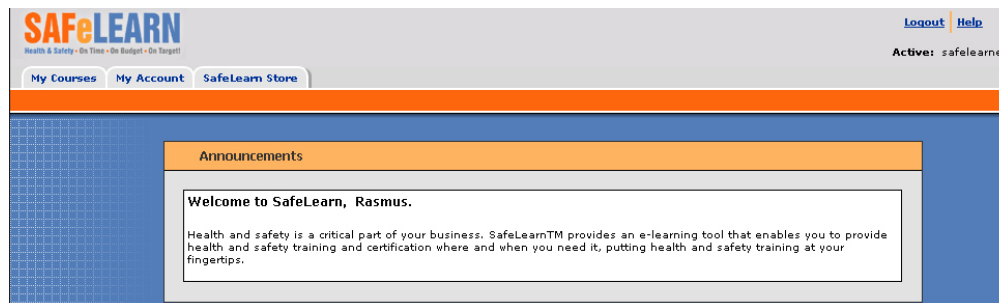


Figure 5: Announcements Screen

Simultaneous Logins

SafeLearn allows only one log in at a time for each username. This prevents fraudulent use of the system. If the system detects that an account is active, it denies further log ins to this account. Active sessions are verified at intervals and expire if there is no activity. If you accidentally close your browser window while you are in *SafeLearn*, you will need to wait 120 seconds before you can re-enter the course. If you did not log out of the course, and try to re-enter within 120 seconds the system will read this as a simultaneous login.

Testing Your Browser

It is a good idea to test your browser before you begin to ensure that you have the required version of Flash. If you do not have the right version you may experience difficulties with some of the exercises in the program. To test your browser:

1. Click on the My Courses tab. This opens a screen that shows all of the courses currently registered to your username.
2. Click on the [Test My Browser](#) link in the top right of the My Courses screen. A new window opens with a message instructing you to wait while your browser is tested.

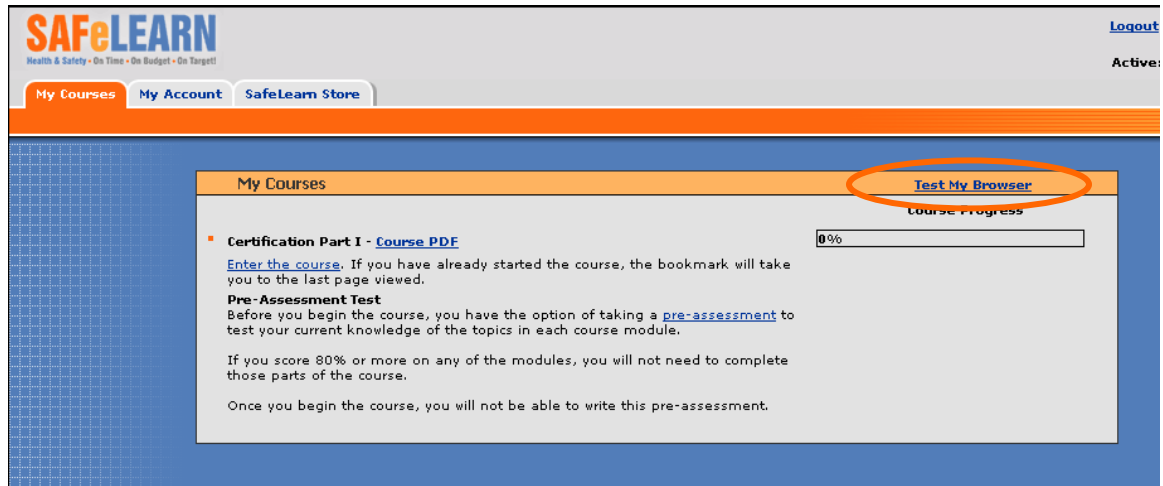


Figure 6: My Courses Screen

3. If your browser is up to date you will get the following message:

Test	Result	Success
Browser:	IE 6.0	✓
Platform:	Win2000	✓
Javascript:	YES	✓
Resolution:	1024x768	✓
Flash Version:	7 (Your build: 7,0,19,0)	✓

[Click here to test again](#) (do not press reload)

Figure 7: Browser Test Results

4. If you need to update your version of Flash, a link will be provided. Click on the link and follow the instructions on the website for downloading the most recent version of Flash.

Once you have confirmed that your browser is up to date you are ready to start using *SafeLearn*. If you have any questions please contact a technical expert using the Online Help.

Accessing Technical Help from the My Courses Screen:

1. Click on the [Help](#) link in the top right corner of the *SafeLearn* screen. This opens the Online Help window.
2. Click on the link to contact a technical expert. A Problem Report dialogue box opens on the screen.

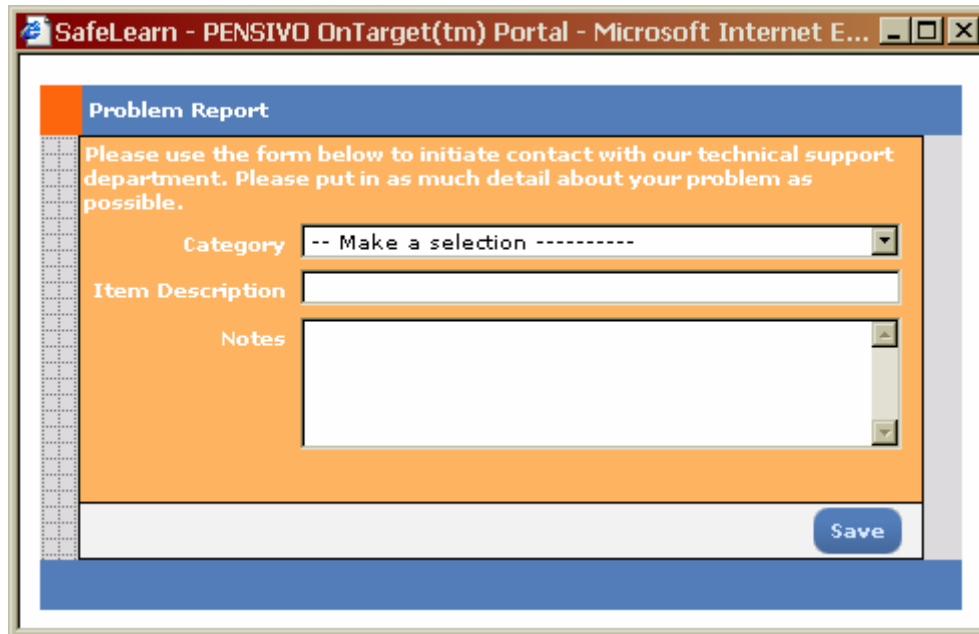
The image shows a web browser window titled "SafeLearn - PENSIVO OnTarget(tm) Portal - Microsoft Internet E...". The main content area is a "Problem Report" form. At the top, it says "Please use the form below to initiate contact with our technical support department. Please put in as much detail about your problem as possible." The form has three main sections: "Category" with a dropdown menu showing "-- Make a selection -----", "Item Description" with a text input field, and "Notes" with a larger text area. A "Save" button is located at the bottom right of the form.

Figure 8: Problem Report Dialogue Box

3. The Category box contains a drop down menu. Click on the down arrow in the box and select the problem you experienced from the list.
4. Enter a description of the problem and any notes that might help the technical team understand what the problem might be.
5. Click the Save button to send a report to technical support where the problem will be addressed.

Using My Courses

By clicking on the My Courses tab you will see all the courses currently registered to your user name, and your progress in each course.

To access My Courses for the first time click on the My Courses tab at the top left of the Announcements screen. This opens a screen that lists the courses registered to your user name. All tabs turn orange when you are in that tab.

The Course Progress bar, which indicates how much of the course has been completed, is located on the right hand side of this screen. As you progress the bar turns green and shows the percentage that indicates the amount of the course you have completed.

There are a number of links (highlighted and underlined blue text) under your course title including:

- Course PDF: A complete PDF of all course content that you can print out for your own reference.

- Enter the Course: Takes you directly into the course.
- Pre-Assessment Test: Assesses your knowledge of course content prior to starting the course. By completing a Pre-assessment Test you can receive credit for course content, allowing you to skip parts of the course.

Once you have familiarized yourself with the My Courses screen you are ready to start your *SafeLearn* course.

Printing the *SafeLearn* Course Content

The *SafeLearn* course content is available in PDF format for you to print and keep as a reference manual. Printing must be done prior to completing the certification test. To print the PDF:

1. Click on the My Courses tab. Next to the course names there is a link to the course PDF.

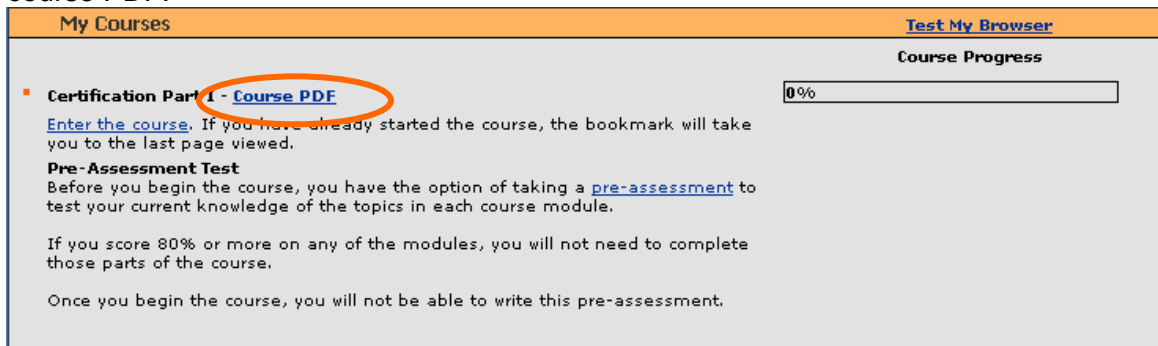


Figure 9: Printing the Course PDF

2. Click the Course PDF link next to the course you want to print. The course opens as a PDF in a new window.
3. Select File, Print from the menu, and then click the Print button in the dialogue box.

Starting Your *SafeLearn* Course

In this section you will learn about completing pre-assessments, timelines, bookmarks and accessing course content.

Completing a Pre-Assessment Test

Some *SafeLearn* courses provide the opportunity to complete a Pre-Assessment Test. The Pre-Assessment Test scores your performance and gives you credit on the content based on the mark received. The credit allows you to skip content contained in the course. This option is only available prior to beginning the course.

To check to see if your course has a pre-assessment option available:

1. Click on the My Courses tab, to see all of the courses available to you. Under any courses that have a pre-assessment available there is a brief message explaining this option.

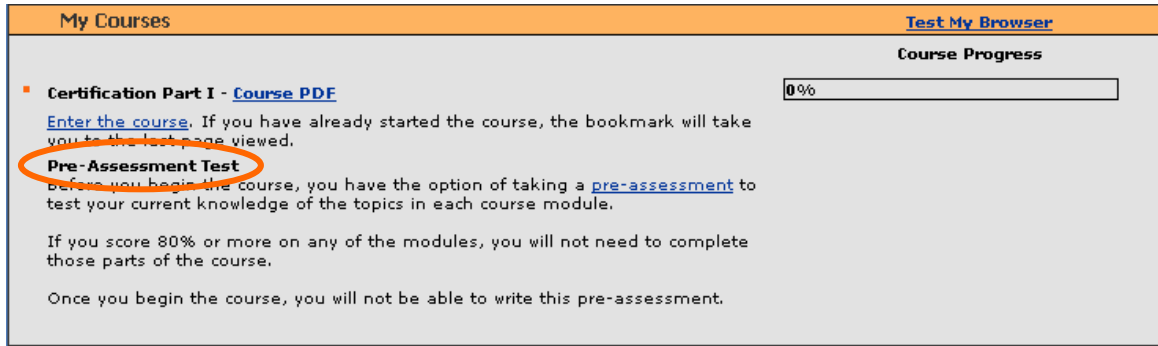


Figure 10: Pre-assessment link

2. Click on the [pre-assessment](#) link. This opens a window that asks you for your Certification Number, which can be found on your WSIB certification card.
3. Enter your WSIB Certification number and click the blue Continue button. The Pre-Assessment Test, which is typically multiple choice or true and false, opens on your screen.

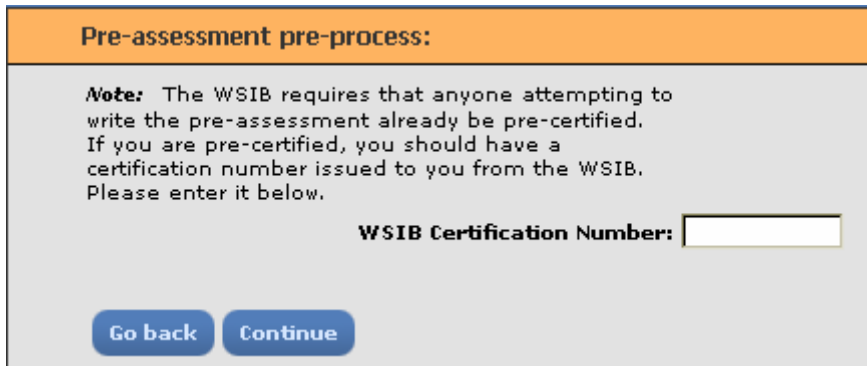


Figure 11: Entering WSIB Certification Number

4. Complete the test.
5. Click the Submit button at the end of the quiz. A dialogue box opens that displays your results. You will receive credit for all sections for which you scored a pass rate of 80% or higher.

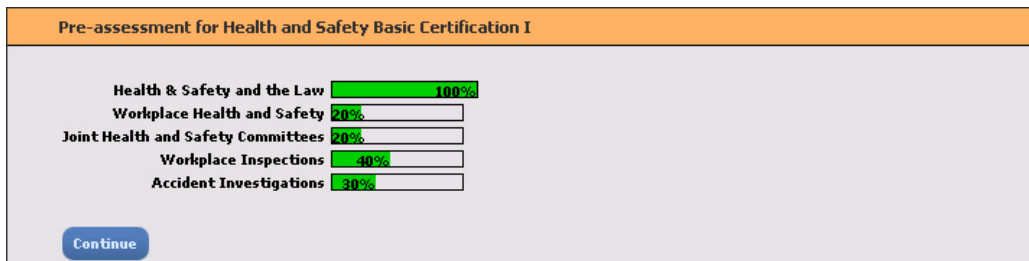


Figure 12: Pre-assessment Results

6. Click on the Continue button at the bottom of the dialogue box to return to the My Courses screen.

Once you have completed the pre-assessment you can access the course content. For information on accessing your course content go to page 9.

Understanding Course Timelines

Some *SafeLearn* courses have timelines. The completion date is found on the My Courses page and is displayed once you have done the pre-assessment or started the course. The date is calculated from the time you start the course, not from the date the course is purchased. If the final test or certification is not completed by the date shown, the *SafeLearn* session expires. If this happens please call the Training Department at 416-250-2214.

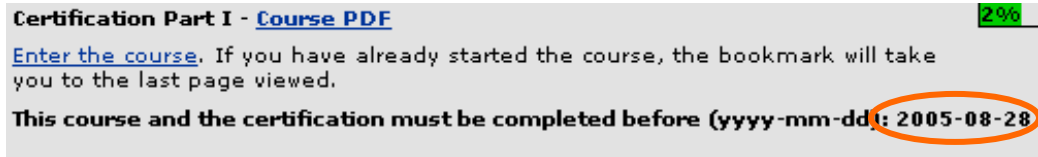


Figure 13: Course Timelines

SafeLearn Timelines

- A license is good for **1 year**.
- You will have access to the content for **6 months**.
- You will have **2 months** to complete the course once you have started.
- You will have **2 hours** to complete the Certification test.

Accessing Your SafeLearn Course Content

There are two ways in which you can access *SafeLearn* course content:

- Through the [Enter the Course](#) link in My Courses, or
- Through the Table of Contents button once you are in the course.

Using Enter the Course

By choosing this option you automatically lose the ability to take the Pre-Assessment Test, if that option was available. For more information on *Completing a Pre-Assessment* see page 7.

To launch the course through the [begin the course](#) link:

1. Click on the My Courses tab, to see all of your available courses.
2. Click on the [Enter the course](#) link and the course opens on the screen. If you have already started the course this link will take you to the last paged viewed.

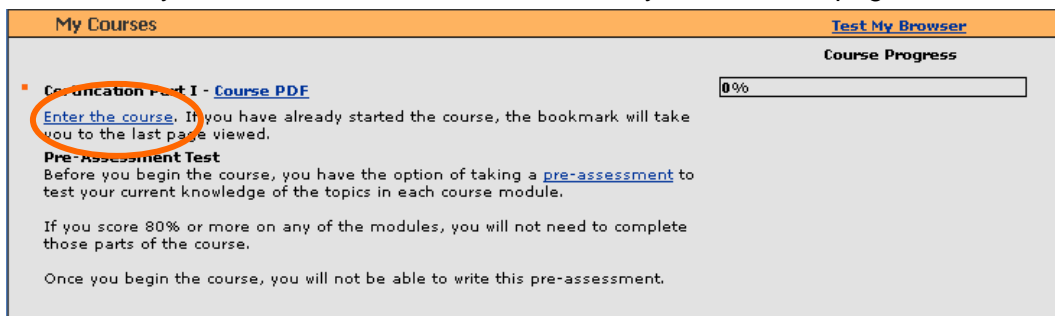


Figure 14: Begin the Course

For information on how to use the course go to *Understanding the Learning Management System* on page 11.

Using the Table of Contents

The table of contents (TOC) feature allows you to see all of the modules and corresponding pages that make up the course. It also shows your progress through the course. Once you are in the Table of Contents you will find that it works like as Microsoft Explorer in the way that you can expand the files. To open the Table of Contents:

1. Open your *SafeLearn* course through the [Enter the Course](#) (see page 9) link. Once the course opens you will see the table of contents (TOC) button on the bottom right hand side of your screen.



Figure 15: Table of Contents Button

2. Click on the TOC button. The table of contents opens in a new window on the screen. The first time it opens you will only see the module headings.

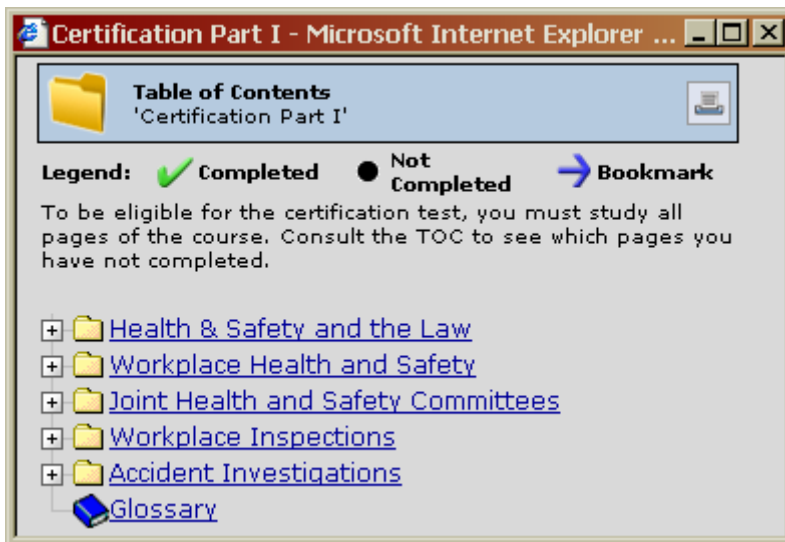


Figure 16: TOC Module Headings

3. Click on the module heading, or the plus sign, to expand the table of contents and show the pages included in that module. Here you will see what the status of each page.

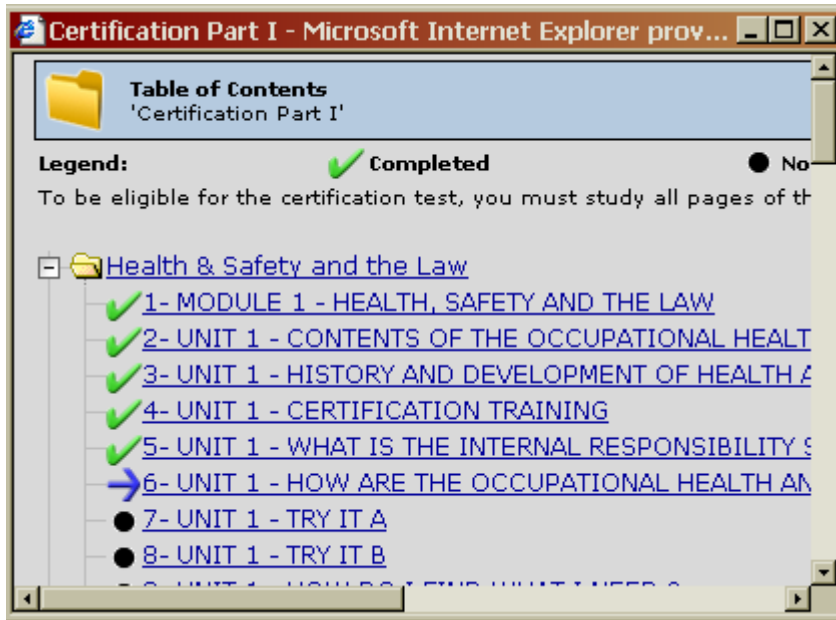


Figure 17: Expanded Table of Contents

A page can be marked as:

- Viewed. All pages that have been viewed in that module will be marked with a green checkmark
- Not viewed. Pages that have not been viewed will be marked with a black dot.
- Bookmarked. The last page you viewed will have the blue arrow next to it indicating that is where the course is bookmarked.

4. Click on the page title to go directly to the content of that page. The page opens in a new window.
5. Close the TOC window by clicking the x in the top right hand corner of the window before returning to the *SafeLearn* course so that it can update your progress through the course. If the window is open while you are working through the course the view for your progress will not be updated.
6. If the window has been left open, press F5 to refresh the table of contents and see your progress through the course.

Now that you have learned how the table of contents works you should learn about the other features, or controls of *SafeLearn*. These features are part of the Learning Management System (LMS).

Understanding the Learning Management System (LMS)

A Learning Management System (LMS) manages how a course is navigated; it looks very similar to a webpage. When *SafeLearn* is launched a new window opens, and the LMS is launched. The LMS has several controls, or features that can be used to navigate the course. . The LMS screen is divided into three major parts (see Figure 18: Learning Management System Screen):

- a control bar at the top

- the course content in the middle and
- another control bar at the bottom.



Figure 18: Learning Management System Screen

The control bar at the top of the screen identifies which *SafeLearn* course you are taking and what screen you are currently on.



Figure 19: Control Bar at the Top of the Screen

It also has three active buttons:



The Home button takes you to the first page of the *SafeLearn* course.



The Previous button takes you to the previous page.



The Next button takes you to the next page.

The middle section contains the pages that make up the course. All course content appears here including:

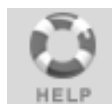
- text
- images
- Flash content
- videos
- quizzes
- exercises

The control bar at the bottom of the screen contains the Previous and Next buttons but also has a Search function and additional buttons to help navigate the course.



Figure 20: Control Bar at the Bottom of the Screen

The Search function, found on the left side of the control bar at the bottom of the screen, searches the course content for information and displays a list of pages containing the search term. This is useful for finding pages quickly using only a word or term. Other functions or buttons include:



The Help button opens the Online Help. This function provides specific assistance with course content or the application. For more information on Using the Online Help see page 13



The Portfolio button gives you a breakdown of your course progress.



The Notepad button gives you access to a personal notepad to make notes. For more information on Using the Notepad see page 21.



The TOC button opens the table of contents. For more information the TOC see page 10.

Searching Course Content

The search function in the bottom control bar lets you search all of the course content to find information. The search function is case insensitive and searches all content in the course. To search course content:

1. Click on the Search box to get a cursor.



2. Enter the search term and hit enter on the keyboard or click the blue Search button. A new window opens displaying all of the incidences that match your search term.

Using the Online Help

The Help button opens the Online Help window, which gives you specific assistance with course content or technical help with the application. To use the Online Help, click on the Help button. This opens a new window that shows all of the help options. The window is divided into three parts (see Figure 21: Online Help Window):

- A bar across the top which tells you what course you are in, and includes a print button
- Help with Course Content section on the left hand side of the screen
- Help with Technologies on the right hand side of the screen

Getting Help with Course Content

There are three links under Help with Course Content:

- **Frequently Asked Questions (FAQ)** which contains answers to common questions about the *SafeLearn* course content.
- **Discussion Group** provides an opportunity to talk to other people taking the course on a bulletin board. To find out more about using the Discussion Group go to page 15.
- **Email a content expert.** Clicking on this link opens an email dialogue box. You can email your specific content question to a content expert.

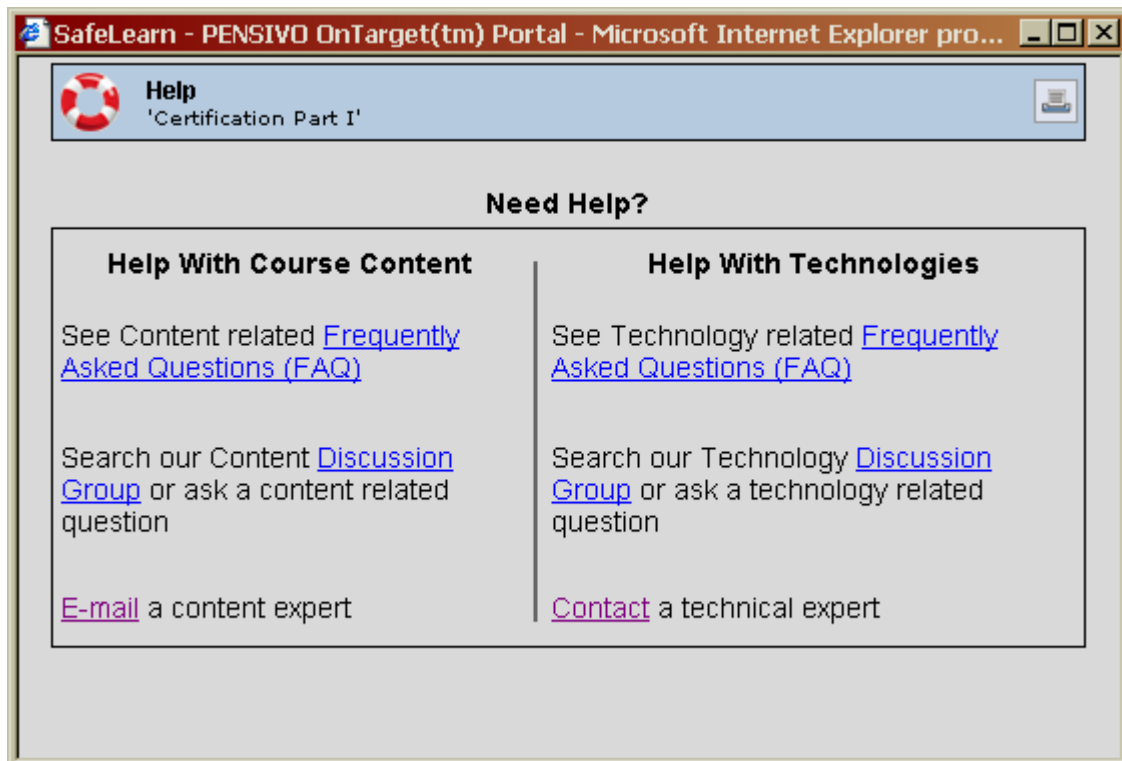


Figure 21: Online Help Window

Using the Discussion Group

There are two Discussion Groups in the Online Help:

- A Content Discussion Group which offers you the opportunity to discuss content, and
- A Technical Discussion Group which offers you the opportunity to discuss technical issues.

To use the Discussion Group:

1. Click the Help button on the bottom bar of the LMS Screen; the help window opens on the screen.
2. Click on the link for the Discussion Group you are interested in participating in (content on the left of the window, and technical on the right of the window). A new window opens showing the current discussion topics.

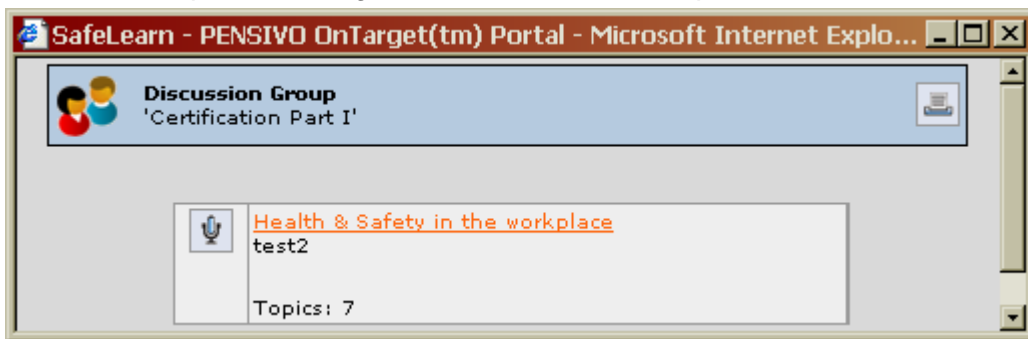


Figure 22: Discussion Group

3. Click on the topic link, or the Microphone button next to the topic you want to view. The topic content opens in the window. There are four buttons across the top and a list of topics in the middle. This window also shows the date the content was posted and who wrote it.

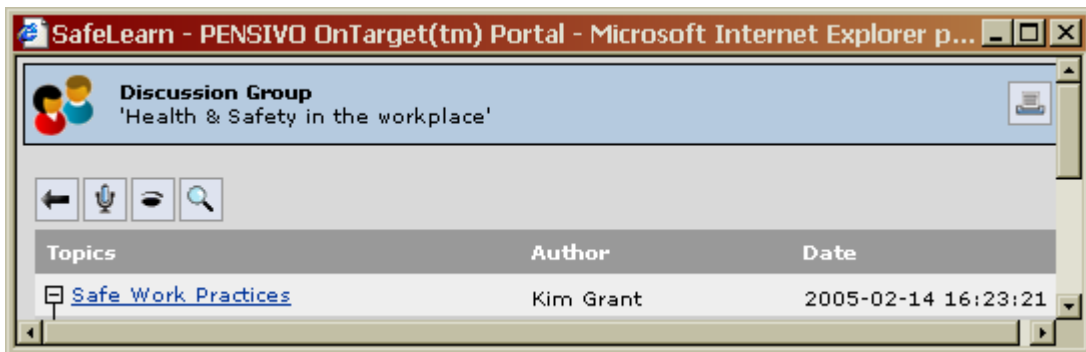







Figure 23: Discussion Group Window

The four buttons in the window are:

-  Back Arrow: Takes you back to the previously viewed page.
-  Microphone: Engages you in the discussion
-  Eye (open or shut): Expands or contracts the discussion
-  Magnifying Glass: Searches the Discussion Group text
-  Printer: Prints the page

Once the Discussion Group is open you can:

- Post a new topic
- Respond to a topic
- Print a topic
- Search Discussion Group content

Posting a New Discussion Group Topic

To post a new Discussion Group topic:

1. Click the Help button on the bottom bar of the LMS Screen; the Online Help window opens on your screen.
2. Click on the Discussion Group link. A new window opens showing the current discussion topics.
3. Click on the microphone, a new discussion window opens on the screen.

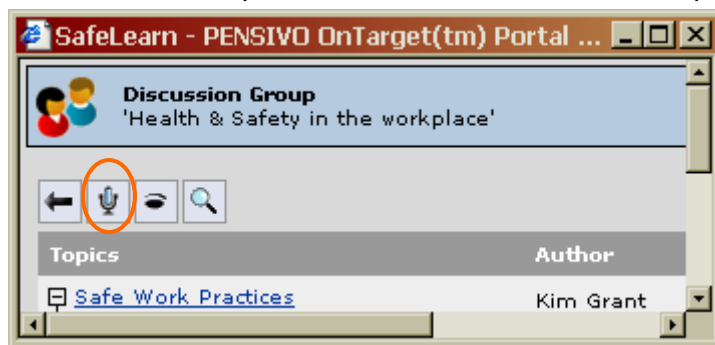


Figure 24: Engaging in Discussion Group

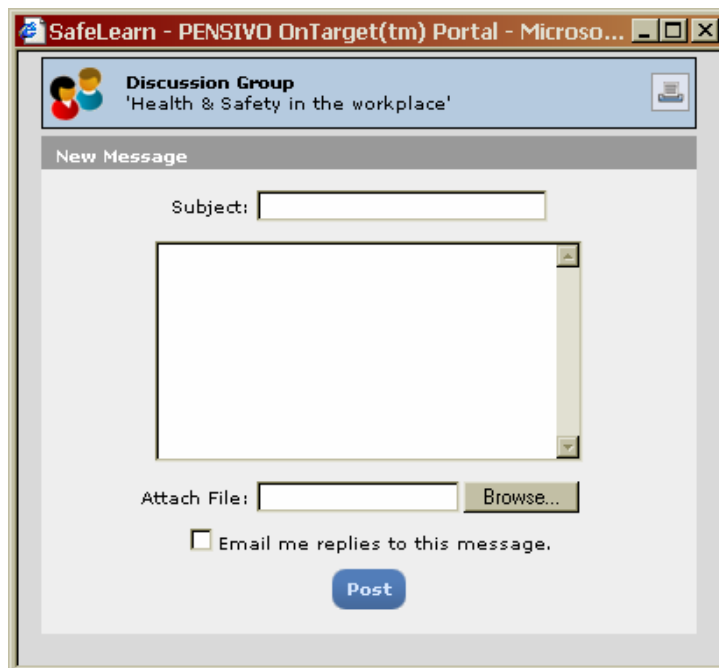




Figure 25: New Discussion Window

4. Fill out the subject box; hit the tab button on your keyboard to move to the next box.
5. Write your comments in the box; hit the tab button on your keyboard, which moves your cursor to the next box.
6. Attach a file if necessary, by clicking browse and selecting the file from Microsoft Explorer.
7. Click on the Email me replies to this message if you want to have any responses posted to this question emailed to you.
8. Click the Post button at the bottom of the window. Your dialogue window disappears and your topic will be added to the Discussion Group.

Once your discussion topic is posted you can edit, reply to your own message or delete your message.

Editing a Discussion Group Posting

Once you post a new topic to the Discussion Group it immediately appears in the list as a blue link. To edit your Discussion Group posting:

1. Click on your topic name which shows as a blue link. The topic opens on the screen. On the left hand side of the screen you will see two new buttons:
 -  Inkwell: Allows you to edit the posting
 -  Red "X": Allows you to delete the posting
2. Click on the Inkwell button (see above), a dialogue box opens containing your message as it was submitted.
3. Edit the message content.
4. Click on the save button at the bottom of the dialogue box.

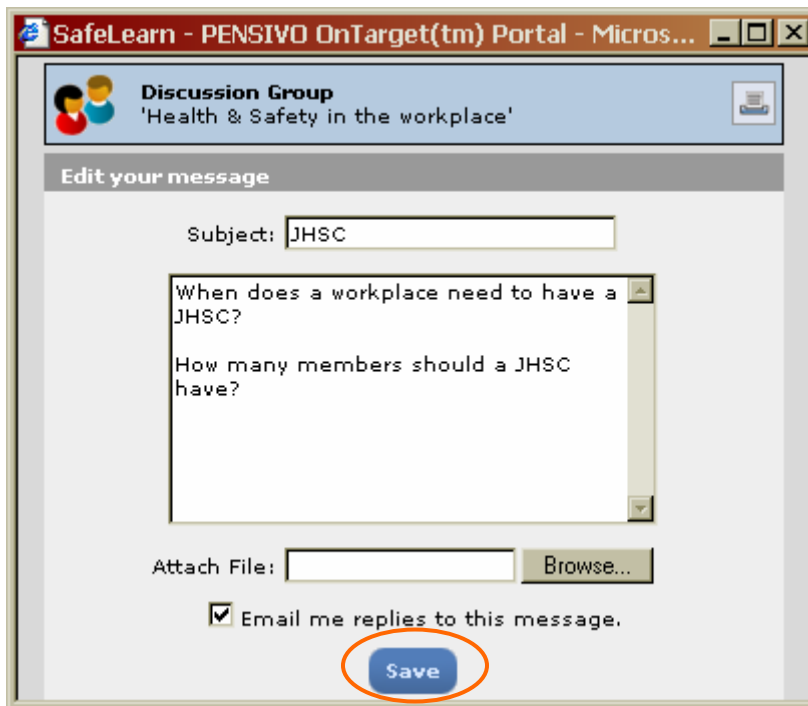


Figure 26: Editing a Discussion Group Posting

Once you have hit the blue Save button your edited posting appears in the list of Discussion Group topics.

Deleting a Discussion Group Posting

Once you post a new topic to the Discussion Group it immediately appears in the list as a blue hyperlink. To edit your Discussion Group posting:

1. Click on your topic name which now appears as a blue link, the topic opens on the screen. On the left hand side of the screen you will see two buttons:



Inkwell: Allows you to edit the posting

Red "x": Allows you to delete the posting

2. Click on the Red "X" to delete the posting. A pop-up window appears on the screen asking if you want to continue with the delete.

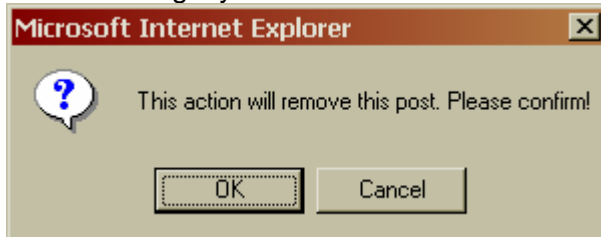


Figure 27: Delete Pop-up window

3. Click OK, and the posting is automatically deleted from the Discussion Group.

Responding to a Discussion Group Topic

To respond to a topic in the Discussion Group:

1. Click on the title (now a blue link) of the topic which you want to respond to.
2. Click on the Microphone button within the message, an empty dialogue box opens.

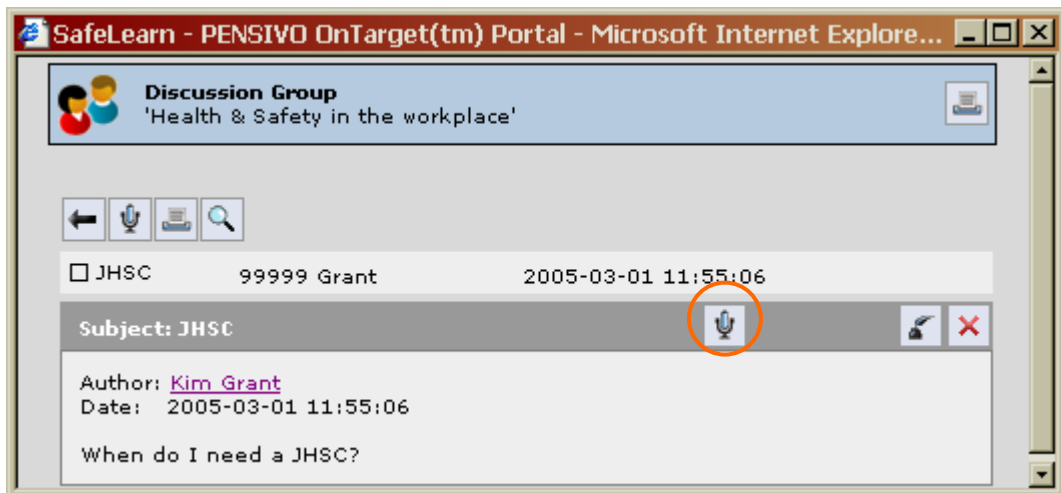


Figure 28: Responding to a Discussion Group topic

3. If you want to include the original text of the posting in the return posting click the Quote button at the bottom of the screen. The text of the message being responded to appears in the dialogue box.

4. Type in your comment and click the blue Post button at the bottom of the screen. Your response appears under the original topic in the Discussion Group.

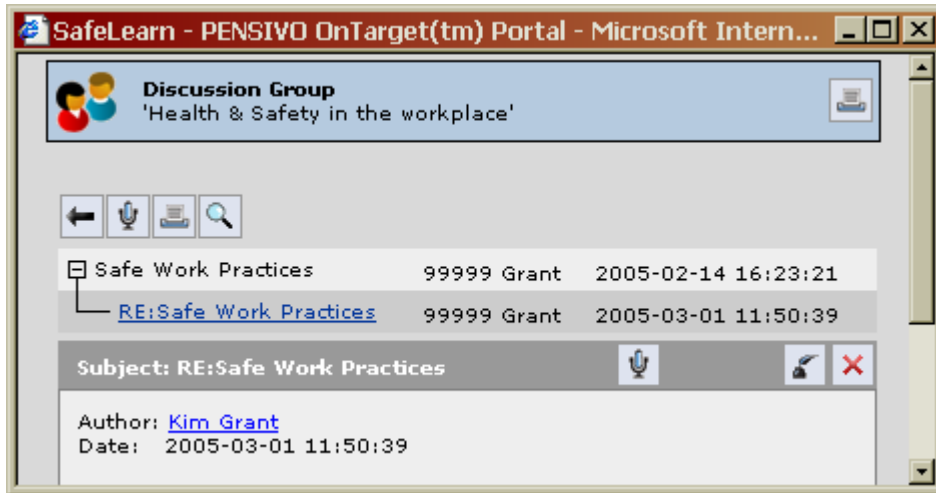


Figure 29: Posted Response to a Discussion Group topic

Printing a Discussion Group Topic

To print the Discussion Group topic:

1. Click on the title (now a blue link) of the topic which you want to print, the topic opens on your screen.
2. Click on either of the print buttons. A print dialogue box will open.

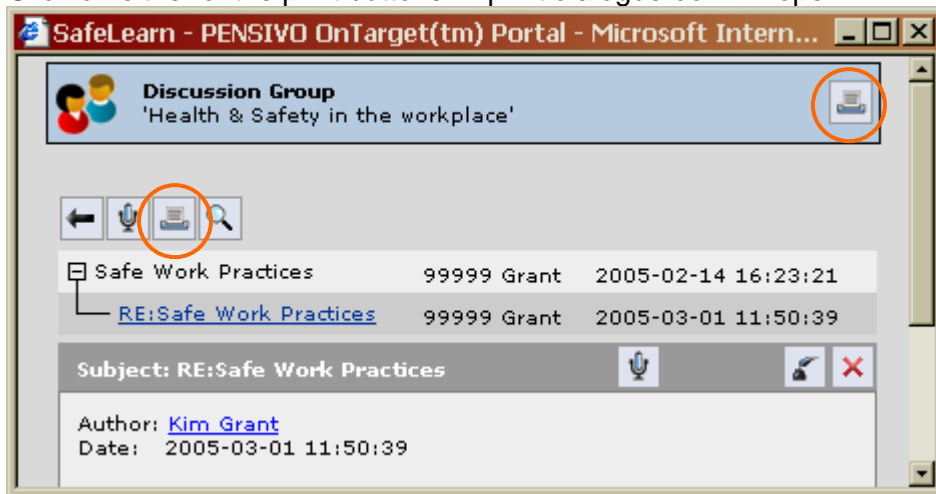


Figure 30: Printing a Discussion Group Topic

3. Click on the Print button in the print dialogue box.

Searching the Discussion Group Content

To search the Discussion Group content:

1. Click on the [Discussion Group](#) link in the Online Help box. The Discussion Group content opens.
2. Click on the Magnifying Glass button. A search dialogue box opens.

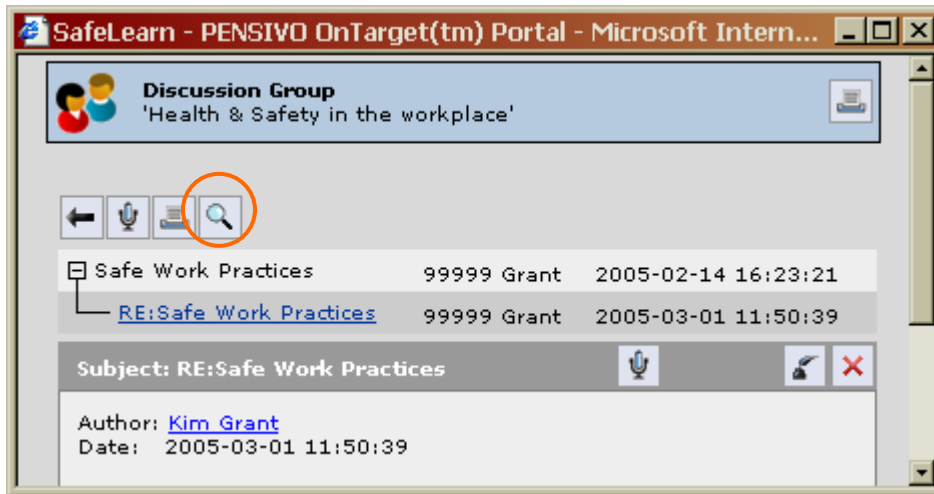


Figure 31: Searching the Discussion Group A

3. Type your search topic into the box and click the magnifying glass search button again. A list of topics that contain the searched item will appear.
4. Click on the blue link of the topic you want to read.

Emailing an Expert

Emailing a Content Expert

This allows you to Contact a Content Expert for help in understanding the content. To contact a content expert:

1. Click on the link to email a Content Expert. An email will open with the address already completed.
2. Enter the subject and content question.
3. Click the Send button.

Emailing a Technical Expert

If you experience a technical problem with a *SafeLearn* course the Contact a Technical Expert link provides the opportunity for you to report the problem so that it can be fixed. To contact a technical expert:

1. Click on the link to [Contact a Technical Expert](#). A Problem Report dialogue box will open on the screen.

Figure 32: Problem report dialogue box

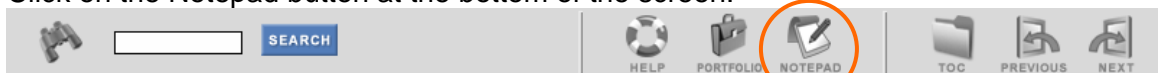
2. The Category box contains a drop down menu. Click on the down arrow in the box and select the problem you experienced from the list.
3. Enter a description of the problem and any notes that might help the technical team understand what the problem might be.
4. Click the Save button to send a report to technical support where the problem will be addressed.

Using the Notepad

The Notepad button gives you access to a personal notepad you can use to save notes about the course. These notes may be opened at any time and printed.

To make notes in the Notepad:

1. Click on the Notepad button at the bottom of the screen.



2. Click on the plus symbol to add a new note to your Notepad. A dialogue box opens with a blank Notepad.



Figure 33: Adding a Note to the Notepad

3. Enter the note you want to save and then click the blue Submit button. Your note will be stored in your Notepad for you to refer to at any time while you are in the *SafeLearn* course.

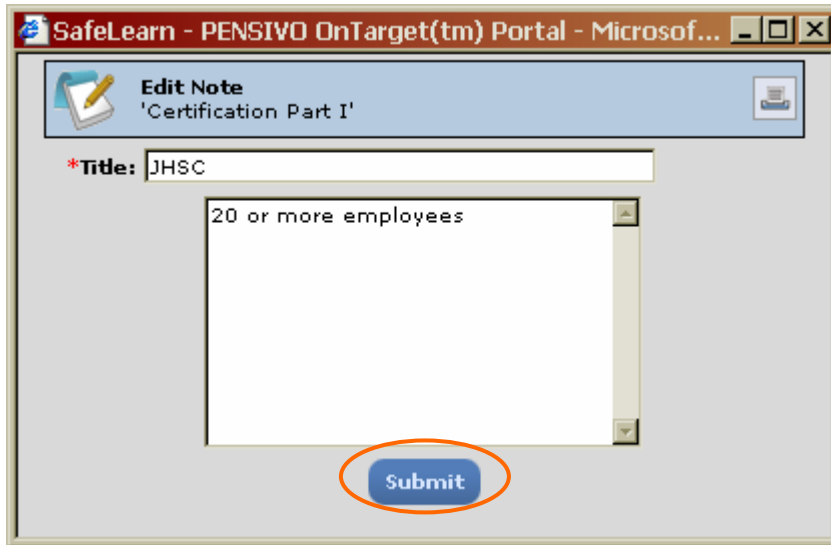






Figure 34: Editing a Note in the Notepad

Managing the Notepad

Once you are in the notepad you can print, save, edit or delete notes using the buttons in the notepad. The buttons work the same as they do in the Discussion Group (see page 15).

	Allows you to edit the note
	Allows you to delete the notepad
	Allows you to enter a new note
	Allows you to print the note

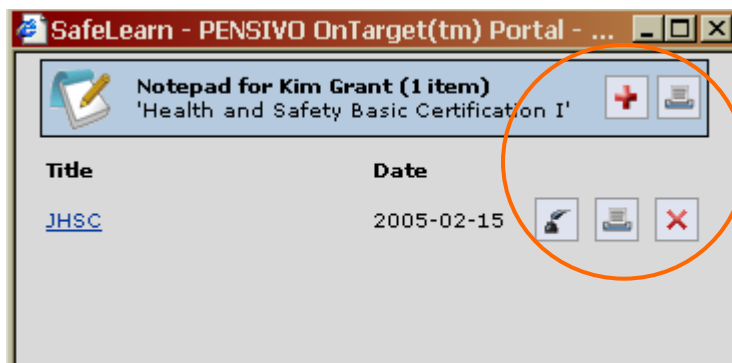


Figure 35: Managing the Notepad

Using the Portfolio

The Portfolio allows you to see your progress through the course. When you click on the Portfolio button a window opens displaying your progress through the course.

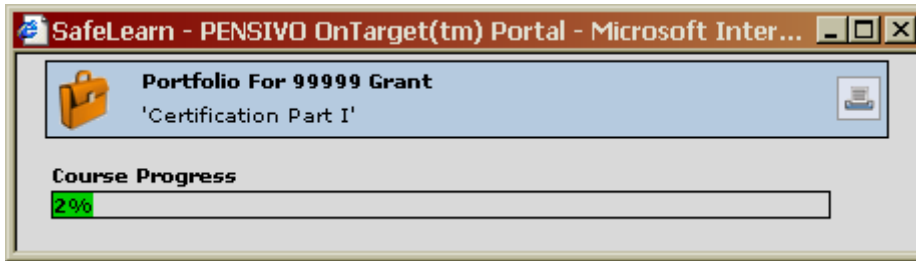


Figure 36: Portfolio

Writing the Certification Test

Some *SafeLearn* courses have a Certification test associated with them. To write this test you need to complete the course. A course is considered complete when all pages of that course have been checked off. This can happen two ways:

- you navigate to the page
- you are given credit for the page as a result of your pre-assessment

When a course is complete, if there is a certification associated with it, you will see a new link appear in the My Courses area that allows you to launch the certification test. The certification test launches in a new window. The top left of the screen shows the amount of time left to complete the test. The top right of the screen shows you how many pages you have completed.

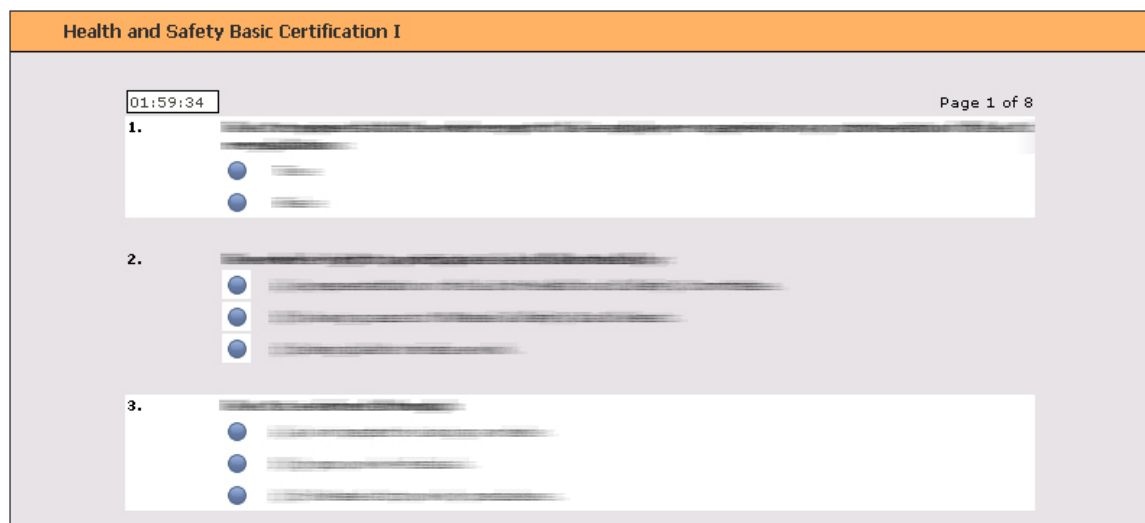


Figure 37: Certification Test

Managing My Account

The My Account area allows you to edit details relative to your Account Profile such as your phone, address, etc. It also lets you change your password. To access your account:

1. Click on the My Account tab on the *SafeLearn* website. Your Account Profile opens on the screen.

The screenshot shows the 'Account Profile' screen. At the top, there are navigation tabs: 'My Courses', 'My Account', and 'SafeLearn Store'. The main content area is titled 'Account Profile' and contains a form with the following fields:

- * Denotes Required Field**
- *Lastname: Grant
- *Firstname: Kim
- Title: Product Developer
- *Email Address: kgrant@ossa.com
- *Work Phone: 416-250-2195
- Cell Phone:
- *Home Phone: 416-111-1111
- Pager:
- Company Name: OSSA
- Mailing Address**
- *Address1: 4950 Yonge Street
- Address2: Suite 1500
- *City: Toronto
- *Province: Ontario
- *Postal Code: M2N 6K1
- Shipping Address**
- *Address1: 4950 Yonge Street
- Address2: Suite 150
- *City: Toronto
- *Province: Ontario
- *Postal Code: M2N 6K1
- Select TimeZone: Eastern Time Zone
- Buttons: 'Change Password' (bottom left) and 'Submit' (bottom right)

Figure 38: Account Profile Screen

2. Make any necessary changes, ensuring that all required field (denoted by an orange astrix or star) are complete.
3. Click the blue Submit button at the bottom right of the account profile screen.

Changing Your Password

You can change your password when you are in the Account Profile screen. To change your password:

1. Click on the My Account tab on the *SafeLearn* website. Your Account Profile opens on the screen.
2. Click the blue Change Password button at the bottom left of the Account Profile screen.

Logging out of *SafeLearn*

You should log out of your *SafeLearn* session to end it, rather than just closing the browser window. To log out of your session:

1. Click the Logout link at the top right of the *SafeLearn* LMS. A pop-up box will ask if you are sure that you want to log out.
2. Click OK. You will exit from the *SafeLearn* session.

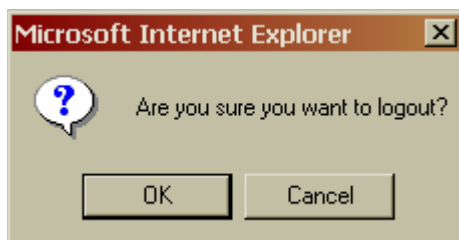


Figure 39: Log out Confirmation

SafeLearn Store

The *SafeLearn* Store area allows you to purchase courses, educational aids or other related items. This area is not available to individual users.

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