ONLINE LEARNING

How Do I Guide

This quick reference guide outlines the basic features and functions of Online Learning.

How do I…?

If you have any questions or are encountering issues, please contact lms@oahpp.ca.
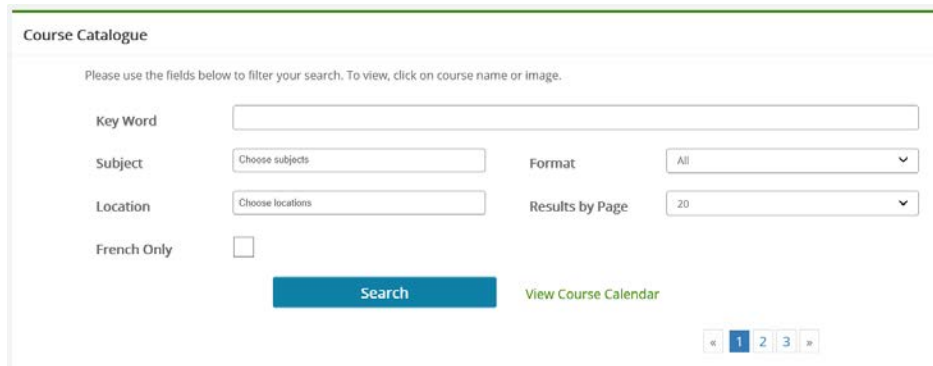
Navigate the My Courses page

1. Select the **My Learning** tab in the left-hand navigation menu.

2. In the **My Courses** section, you will find the following lists:

   - **Enrolled and In-progress Courses:** Courses you have registered for, but have not completed or attended.

   - **Requires Registration:** Courses you need to register for if you have enrolled in a learning plan.

   - **Pending:** Indicates your place in the wait list queue for classroom courses that have reached their registration limit.

Find a Course

1. Select **Course Catalogue** in the left-hand navigation menu.
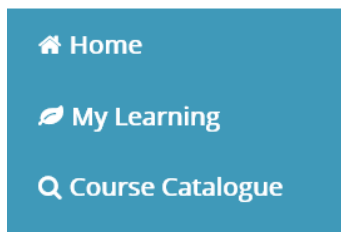
2. Use filters and search.

3. Scroll to view list of courses.

4. Select **course name** or **image** to view details.

HEALTH PROMOTION
**Health Equity Impact
Assessment: Module 3**
Online Course

Register for a Course

1. Select the **Register** button next to the name of the course you wish to take. In some cases, there may be an **Apply** button.

Note: The **Apply** button appears if a classroom course is full and you wish to be placed on a wait list. You will be removed from the wait list and registered in the course when a space becomes available. A registration email will be sent to advise you that you are now registered.

Launch/Attend a Course

1. Select the **My Learning** tab in the left-hand navigation menu.
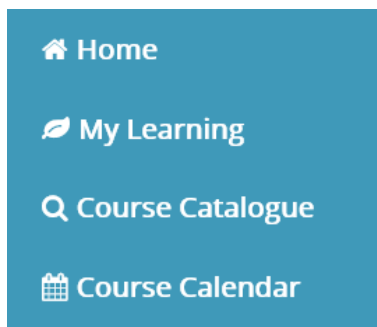
2. Click on the **Course Details** icon to view details about a course, including date, location and webinar (OTN/Adobe Connect) links.
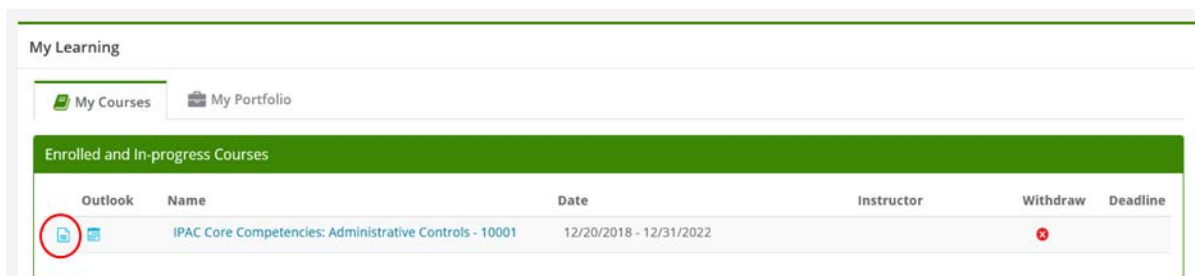
3. Under **My Courses**, select the course name to begin the course.

4. Click on the **Calendar** icon to add a course to your Outlook calendar.

My Learning

📖 My Courses   💼 My Portfolio

Enrolled and In-progress Courses

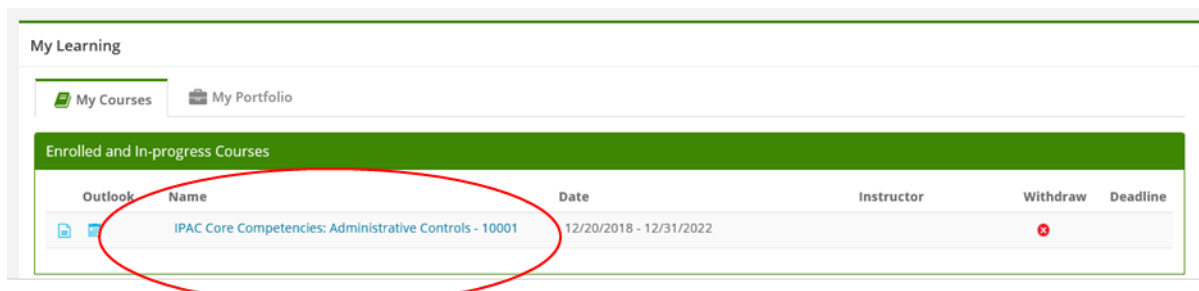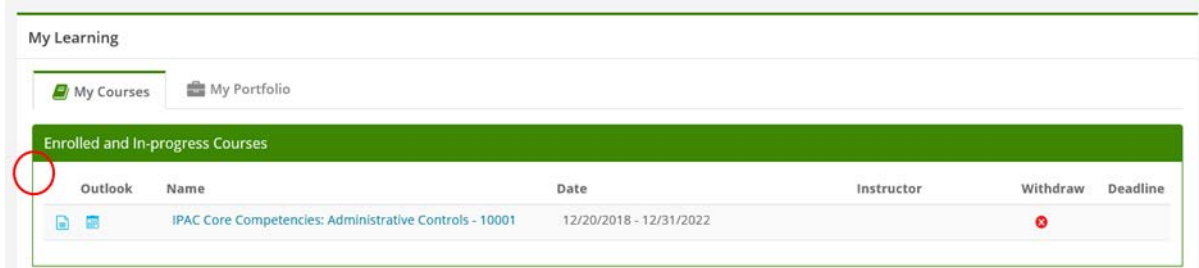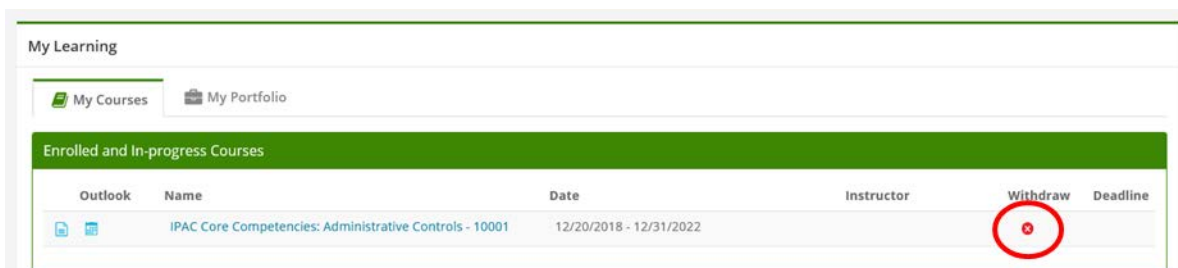| Outlook	Name	Date	Instructor	Withdraw	Deadline
📄 📅	IPAC Core Competencies: Administrative Controls - 10001	12/20/2018 - 12/31/2022		❌	

Tip: Do not close Online Learning while completing a course. If closed, the system will not be able to track the fact you have completed the course.

Withdraw from a Course

1. Select the **My Learning** tab in the left-hand navigation menu.

🏠 Home

🌿 My Learning

🔍 Course Catalogue

📅 Course Calendar
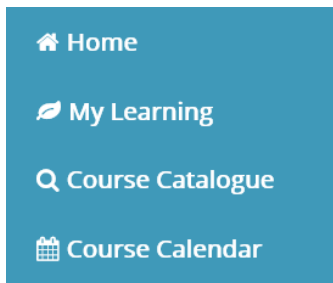
2. Under **My Courses**, scroll to the course you wish to withdraw from and select the "x" within the red circle.

My Learning

📖 My Courses   💼 My Portfolio

Enrolled and In-progress Courses

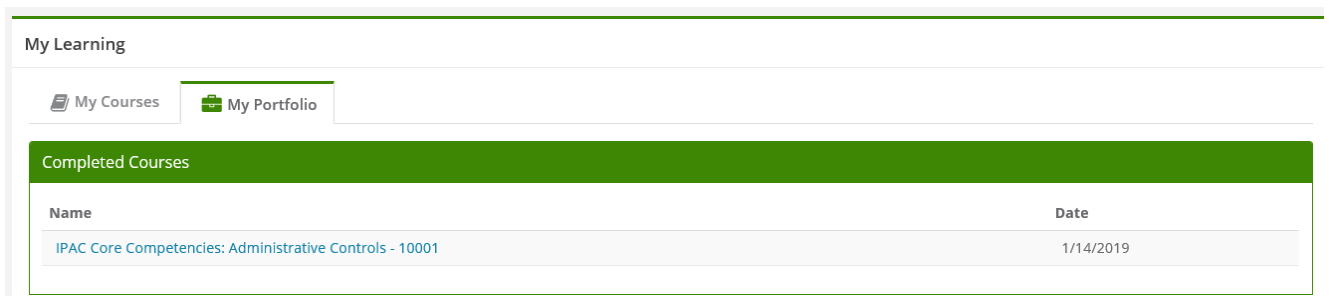| Outlook	Name	Date	Instructor	Withdraw	Deadline
📄 📅	IPAC Core Competencies: Administrative Controls - 10001	12/20/2018 - 12/31/2022		❌	

View Completed Courses

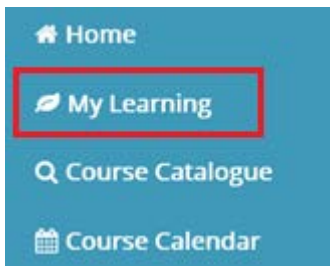1. Select the **My Learning** tab in the left-hand navigation menu.
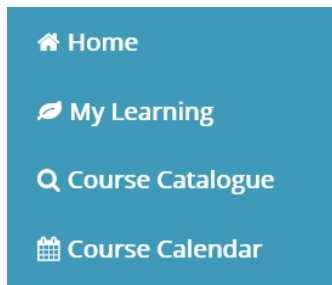
2. Any courses you complete can be found in the **Completed Courses** list under **My Portfolio**.
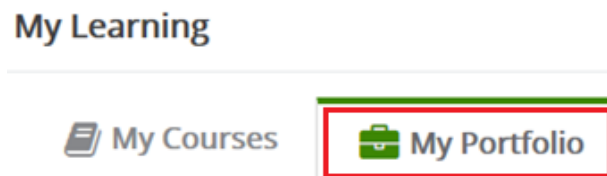

Print a Certificate

1. Select **My Learning** from the left-hand navigation menu.

2. Select the **My Portfolio** tab.

3. Your completed courses will be listed under Completed Certificates. When a certificate is available, select the printer icon next to the course name and follow the browser prompts to view or save the image.

Completed Certificates			
Name	**Received**	**Expires**	**Print**
Reprocessing: Introduction to Reprocessing	5/12/2019		🖶

Note: Please allow up to three hours for certificates to be applied to your learning history. Certificates may be provided for a single course or when a series of courses have been completed. If a certificate does not appear three hours after you have completed the course, please refer to the Grades tab in My Information to confirm you passed the course.
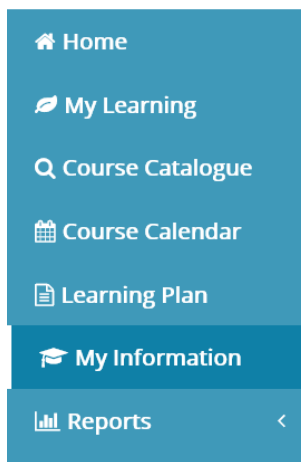
Review Courses Taken by Year, Grades and Transcripts

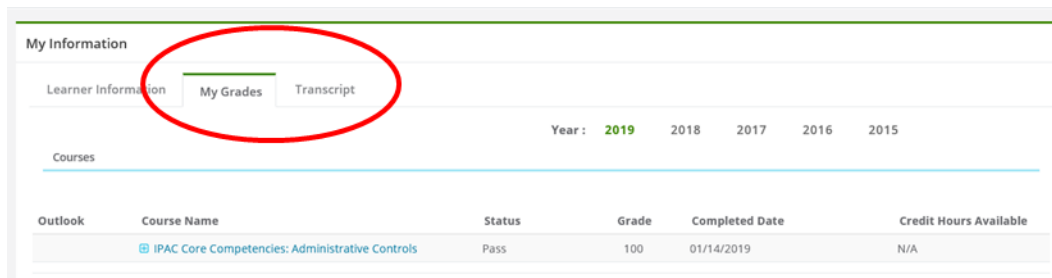There are two ways to review your learning history:

1. The **My Information** screen
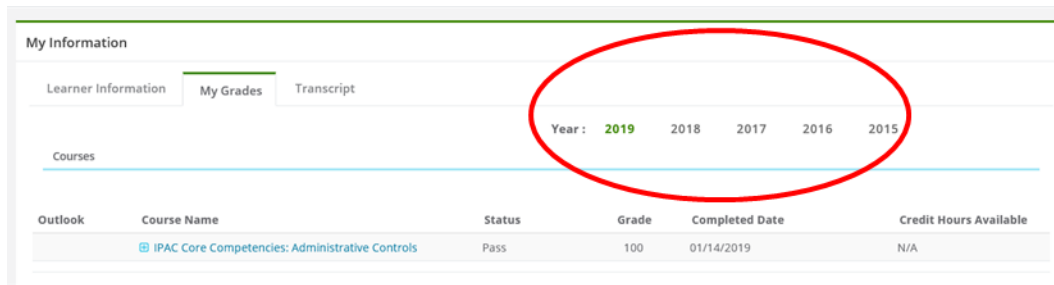2. The **My Education Report**

My Information

1. Select the **My Information** tab in the left-hand navigation menu.

   🏠 Home
   🌿 My Learning
   🔍 Course Catalogue
   📅 Course Calendar
   📄 Learning Plan
   🎓 My Information
   📊 Reports

2. Select the **My Grades** or **Transcripts** tabs.

   My Information

   Learner Information | My Grades | Transcript

   Year: **2019** 2018 2017 2016 2015

   Courses

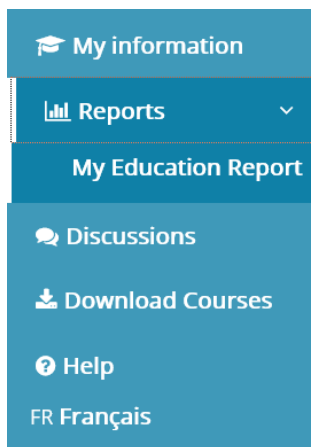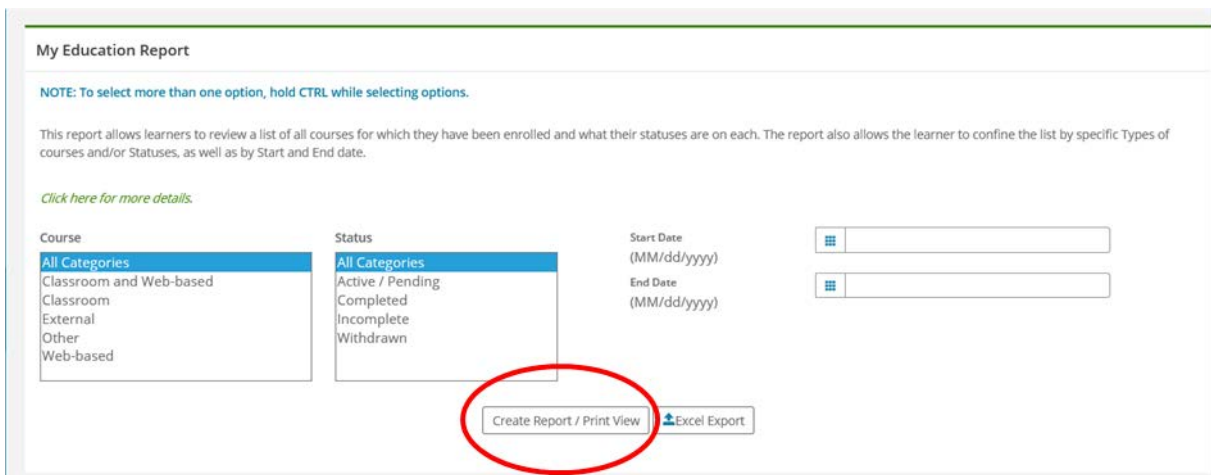 | Outlook | Course Name | Status | Grade | Completed Date | Credit Hours Available |
   |---|---|---|---|---|---|
   | | ⊞ IPAC Core Competencies: Administrative Controls | Pass | 100 | 01/14/2019 | N/A |

3. Select the **Year** tab.

My Education Report

1. Select **Reports** in the left-hand navigation menu, then select **My Education Report**.

2. Fill in the necessary fields and click **Create Report**.

> **Tip:** To view a full history, do not select any fields and simply click **Create Report**.