Administrator Instructions for Link2eLearning

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Getting Started

When you open up the portal page, you'll see a navigation toolbar across the top. Click on **LOGIN/REGISTER**. This will take you to the sign-in page.

You will also see that in the top right corner you can switch the language displayed on the screen from English to French.

If you have not registered before, click on **Register Here**.

If you have previously registered, click on **Log In** and enter your Username and Password.

Requirements and Help

Flash Player 9 must be installed on your computer in order to access the course material.

http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

You can download the Flash Player now by clicking on the link above.

You can also check your other browser settings by clicking on *Click here to test your browser settings*, located just below the top navigation bar.

Also ensure your speakers are turned on prior to starting a course.

If you need additional Help you can click on the **Help** Tab at anytime.

Registering

To register, you must fill in all of the required fields (*). We also recommend you enter your email address. Your username is automatically generated.

Create a password with a minimum of six (6) alpha-numeric characters then click on **Register Now**. Remember your Username and Password, as you will need them to log into the system in the future.

Register

First Name *		⟸
Last Name *		⟸

This is the name that will appear on your course completion certificate(s).

Company	
Department / Location	
Employee #	
Job Title	
Email (Recommended)	⟸
Address	
City	
Province	Ontario
Postal Code	
Phone	Ext:
Enter the User name that you would like to use:* (Required Field)	admpatrick ⟸
Enter a password: *	•••••• ⟸
Re-enter to confirm your password:*	⟸

This password is viewable to system administrators.

☐ Please check this box if you would like to receive information about new courses and offers.

* Required Field

Submit

Ordering a New Course

If you would like to add a course to your active inventory, click on **Courses** and **Order a New Course**.

Scroll down to **Step 1** and indicate how many of each course you would like to order (enter this under number of Subscriptions – beside the desired course)

If you are ready to begin, proceed to Step 1 below.

1. Select the course(s) you wish to take from the list below (click on the box under **Order Now**)
2. Indicate the number of subscriptions required for each course.
3. When you are done, click on **Update cart**.

Course		Price	# Subscriptions	Order Now
Asbestos Awareness	📄	$19.95	1	☐
Asthma, Allergies and Anaphylaxis	📄	$19.95	1	☐
Bill 157 - Keeping Our Kids Safe at School	📄	$19.95	1	☐
Bloodborne Pathogens	📄	$19.95	10	☐
Bullying Prevention and Positive School Climate (Ontario)	📄	$19.95	1	☐
Canada Labour Code Part II	📄	$19.95	1	☐
Confined Space Awareness	📄	$19.95	1	☐
Contractor Safety Management	📄	$19.95	1	☐
Customer Service Standard Orientation	📄	$19.95	1	☐
Driver Safety	📄	$19.95	1	☐
Electrical Safety	📄	$19.95	1	☐
Fire Safety	📄	$19.95	1	☐
Hand Hygiene (General)	📄	$19.95	1	☐

Select the appropriate **Order Now** box(es), then click on **Update Cart**.

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Bloodborne Pathogens	📄	$19.95	10	☑
Bullying Prevention and Positive School Climate (Ontario)	📄	$19.95	1	☐
Canada Labour Code Part II	📄	$19.95	1	☐
Confined Space Awareness	📄	$19.95	1	☐
Contractor Safety Management	📄	$19.95	1	☐
Customer Service Standard Orientation	📄	$19.95	1	☐
Driver Safety	📄	$19.95	5	☑
Electrical Safety	📄	$19.95	1	☐
Fire Safety	📄	$19.95	1	☐
Hand Hygiene (General)	📄	$19.95	1	☐

Les comités de la santé et de la sécurité au travail	📄	$19.95	1	☐
Les enquêtes concernant les situations qui comportent des risques	📄	$19.95	1	☐
Les enquêtes sur les accidents de travail	📄	$19.95	1	☐
Sécurité en électricité	📄	$19.95	1	☐

Update Cart **Clear**

Step 2 – review your order and enter your promotional code (if you have one), then select **Apply**.

Review Orders

Step 2 - Review Order

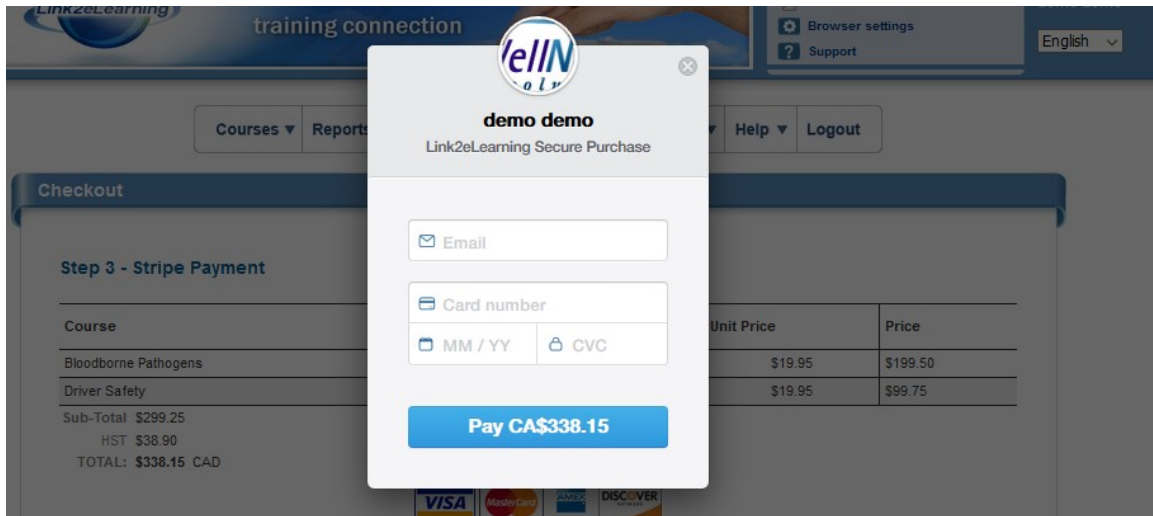| Course	# Subscriptions (# of participants)	Unit Price	Price
Bloodborne Pathogens	10	$19.95	$199.50
Driver Safety	5	$19.95	$99.75

Sub-Total $299.25
HST $38.90
TOTAL: **$338.15** CAD

Enter Promotional Code: [   ] Apply

Please review the Terms of Use prior to ordering.

VISA MasterCard AMEX DISCOVER

Update Cart   Proceed to Checkout

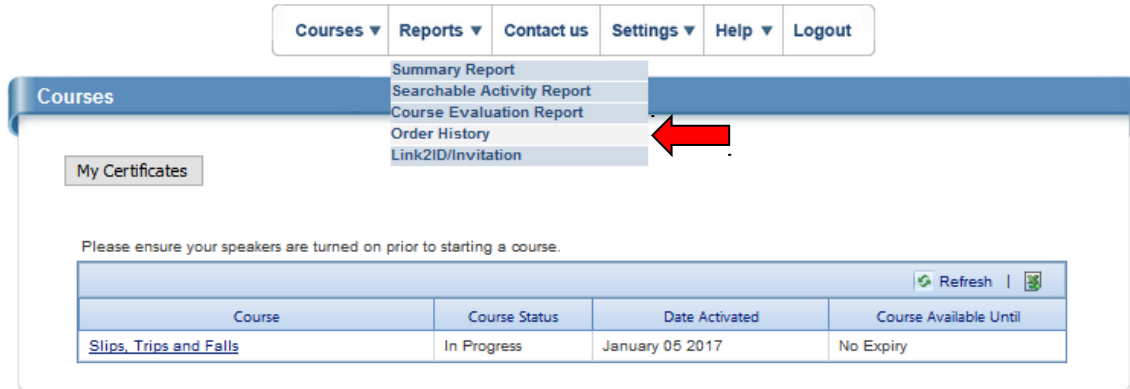Next – complete your online transaction through **Stripe**.

You'll also create a Profile – to track your orders/courses on the system.

Once your transaction is verified, you'll receive an order confirmation and your Username and Password. If you would like the course activated to *your* account, drop down the **Reports** tab, and open **Order History.** Then identify the appropriate order number, select **View Details** and click **Activate to my Login**.

Viewing Your Order History

Clicking on the **Reports** tab provides access to a series of charts that will help you track order history, participant progress and Link2IDs and course invitations.

To review your order history, click on **Reports** and **Order History**.

If you click on **View Details** you can view specific information on an order, which includes number of subscriptions, price, activation and expiry dates of subscriptions. As noted before, you can activate a course to your account by clicking on **Activate to my Login**.

Inviting Participants to Take a Course

To send out course invitations, confirm activation information or review course activation responses, click on **Reports** and **Activation Code** – or, if you are already in the **Reports** section, click on the **Activation Code** tab.

From here, you can click on **Report** to view the activation information for each particular course, as well as the number of subscriptions used (i.e. courses that have been activated/taken). You can also access the **Create Invitation** tool to send a course invitation to a participant.

Selecting **Create Invitation** will open a new pop-up window which allows you to preview the invitation, which you can customize and distribute to prospective participants by email or hardcopy.

The invitations are best utilized by copy-and-pasting them into Outlook (or another email manager) so you can use your address book to send out the invitations. This provides you with a record of course invitations that have been sent out.

Once a participant receives an invitation they click on the link in the invitation to either **Login** or **Register**. The system automatically fills the **Activation Code** field – so to begin they only have to click on the **Activate!** button.

Link2eLearning Online Course Invitation

Guylaine Sylvestre has invited you to take the online course WHMIS (GHS) Introduction.
We're bringing Occupational Health and Safety training to your desktop!
To set yourself up to take a course(s), please follow the instructions below:

1. Register / Login

First time users, please click on the attached link, or cut and paste it into your internet browser:

https://client.link2elearning.com/Activate.aspx?I2id=HUSUCANAGADD65035972&mode=register

OR

If you have already registered, please click on the attached link, or cut and paste it into your browser:

https://client.link2elearning.com/Activate.aspx?I2id=HUSUCANAGADD65035972&mode=login

Once registered using the above link your Activation Code box will automatically fill in. All you need to do is click Activate.

2. The alternative way to Activate Your Course(s):

Register or Log in at **https://client.link2elearning.com/**

Go to **Courses=> Activate Your Courses** and enter the following information:

    Activation   HUSUCANAGADD65035972
       Code:

Your Activation Code are only used once to enrol you in a specific course(s).
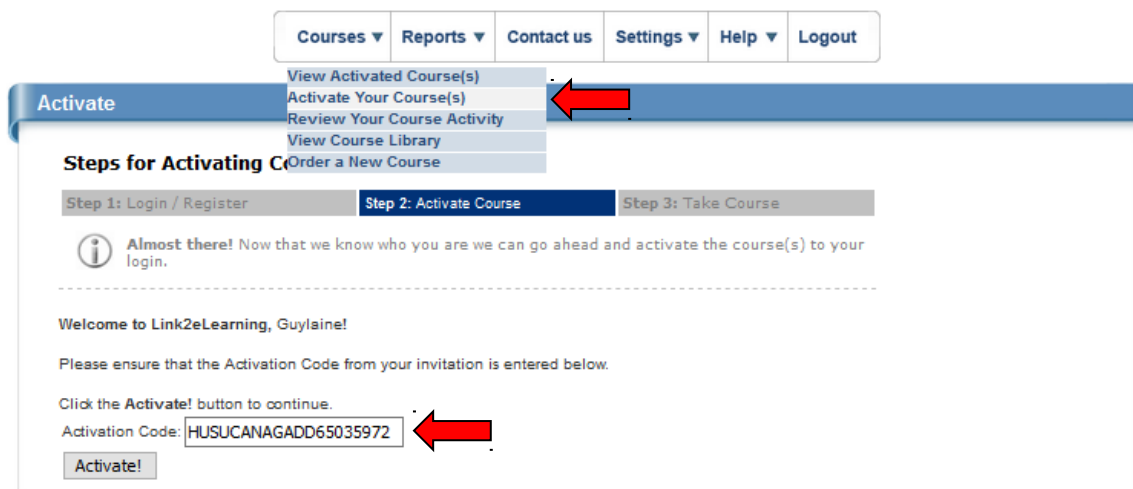
3. Take a Course:

Once activated, the course will appear under **Courses**. Click on the drop down, **Activated Course(s)** and click on the course name to launch it.

From now on, you can access your courses by logging into **https://client.link2elearning.com/** and use the Username and Password you created.

We hope you enjoy your eLearning experience. If you require further assistance please contact customer support at support@link2elearning.com

Link2eLearning.com Customer Support

Alternatively, the participant can activate the course by registering an account, clicking on the **Courses** tab and selecting **Activate Your Course(s).** They can then fill out the **Activation Code** field using the information supplied in the course invitation.

Accessing Course Reports

You can review participant activity by clicking on the **Reports** tab. The chart that appears displays an overview of courses *not activated*, *activated/not started, in progress* and *completed*.

Reports

Steps for Activating Courses - Cancel Activation

| Step 1: Login / Register | Step 2: Activate Course | Step 3: Take Course |

(i) **Oops** You were in the middle of activating a course and have navigated to an unrelated page.
Continue the activation - OR - Cancel the activation

| Summary Report | Searchable Activity Report | Course Evaluation Report | Order History | Link2ID/Invitation |

This report displays participant activity by course. Click on a course name to view details.

|◄◄| |◄| 1 |►| |►►| Page size: 50 ▼   4 items in 1 pages

Course	Not Activated	Activated/ Not Started	In Progress	Completed
Bloodborne Pathogens	9	0	1	0
Driver Safety	5	0	0	0
Electrical Safety	5	0	0	0
Lockout/Tagout	1	0	0	1

If you click on a course in the summary report it will display a report that provides specific course activity:

- participant registered
- date registered
- % progress
- date completed
- exam score.

Course Activity

Steps for Activating Courses - Cancel Activation

| Step 1: Login / Register | Step 2: Activate Course | Step 3: Take Course |

(i) **Oops** You were in the middle of activating a course and have navigated to an unrelated page.
Continue the activation - OR - Cancel the activation

Course: Lockout/Tagout
You have 0 subscriptions to this course that are not yet activated.   Invite participants

1 Registered Participants as at January 5, 2017:   Export

Name	Department	Email	Date Registered	Progress	Date Completed	Exam Score
Sam Pull	Location C	sam.pull@generic.ca	January 05 2017	100 %	January 1, 2017	98.0 %

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Clicking on the link in the **Progress** column will elaborate on the course content and will show where the participant is in the course.

Course Outline - Lockout/Tagout

Progress for: Sam Pull (as at January 5, 2017)
Last Accessed: January 1, 2017
Legend: Not Started - In Progress - Complete

Chapter 1	Chapter 2	Chapter 3
1. Introduction 2. Moving Through and Completing This Course 3. Course Resources 4. Course Learning Objectives	1. What is Lockout/Tagout? 2. Purpose of Lockout 3. Purpose of Tagout 4. Terms and Definitions 5. Terms and Definitions (cont.) 6. Terms and Definitions (cont.) 7. Terms and Definitions (cont.) 8. Why Lockout/Tagout is so important 9. Chapter 2 Quiz Instructions 10. Chapter 2 Quiz	1. Lockout/Tagout Legislation 2. Lockout/Tagout Procedures 3. Getting the information you need **Quiz**
Chapter 4	**Chapter 5**	**Chapter 6**
1. Forms of Hazardous Energy 2. Hazardous Energy Sources 3. Types of Hazardous Energy 4. Types of Hazardous Energy (cont.) 5. Types of Hazardous Energy (cont.) 6. Types of Hazardous Energy (cont.) 7. Types of Hazardous Energy (cont.) 8. The Dangers of Energized Equipment **Quiz**	1. When to apply Lockout/Tagout 2. Is Lockout/Tagout required? 3. Review - Scenario 1 4. Review - Scenario 2	1. Lockout Devices 2. Common Energy-Isolating Devices 3. Common Energy-Isolating Devices (cont.) 4. Lock Standards 5. Tag Standards **Quiz**
Chapter 7	**Chapter 8**	**Chapter 9**
1. Lockout/Tagout Six-Step Procedure 2. The 6 Steps Overview 3. Steps 1 and 2 4. Step 3 5. Steps 4 and 5 6. Step 6 7. Re-starting Equipment 8. Chapter 7 Quiz	1. Types of Lockout and Continuity 2. Individual Lockout 3. Group Lockout 4. Complex Group/Multiple Point Lockout 5. Complex Group / Multiple Point Lockout (cont.) 6. Continuity of Lockout 7. Abandoned Lock Procedure 8. Chapter Review	1. Who is responsible? 2. Employer Responsibilities 3. Supervisor Responsibilities 4. Responsibilities of Authorized Individuals 5. Contractor Co-ordination and Responsibilities 6. Course Conclusion **Final Exam**

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Accessing Participant Profile Information

You can find account information for a participant who has enrolled in a course two different areas of the site.

From the **Course Activity** screen (see previous page), you can click on the participant's name to view the participant's profile. Here you can locate their username and password.

Alternatively, you can click on the **Course Reports** tab and **Searchable Activity Report**, which will open a page that allows you to locate course records based on any of 15 searchable fields including:

- course name

- first name and/or last name

- user name

- email address

- employee number.

Clicking on **Report Settings** will reveal check-boxes which all you to select which fields are visible in your search results summary.

You can also click on **Export** (or **Export XLS** within the **Searchable Activity Report**) to generate an Excel file report of your current on-screen data.

Printing Participant Certificates

From within the **Searchable Activity Report** you can print certificates for any and all participants who have completed a course associated with your account simply by clicking the **Print Selected Certificates** after completing a search.

You can then select which participant certificates to print, as well as whether you would like to print a wallet-sized version (by clicking on the **Wallet Size** check-box) or full (8.5 x 11) sized version.

*Please note: check-boxes will only appear beside participant names if they have successfully completed the course. Also, for proper printing of full-sized certificates, you will need to ensure that **Portrait** orientation is selected as your browser's print/page setup.*

Further Assistance

If you require further information, please feel free to use the online support request form found on the **Help** drop-down menu as **Contact Support**.

You can also reach us directly at: **support@link2elearning.com**.

We hope you enjoy your e-learning experience!