

USERNAME: _____

PASSWORD: _____

COMPLETING ASSIGNED COURSES

1. Log into <https://learningcentreforseniorliving.ca>.
2. Select Training / **Mandatory Tutorials** from the navigation bar.
3. Select the tutorials from the list that you would like to complete. **-OR-**



On your home page you will see a training calendar of courses that are assigned to you. **Select the title of the training** you would like to complete.

January	February	March	April	May	June
<ul style="list-style-type: none"> • Fire Safety & Emergency Plan 	<ul style="list-style-type: none"> • Falls Prevention • Assistance with Ambulation • Assistance with Personal Hygiene 	<ul style="list-style-type: none"> • Continence Care • Assistance with Feeding 	<ul style="list-style-type: none"> • Behaviour Management • Cognitive Impairment 	<ul style="list-style-type: none"> • Infection Control • WHMIS • WHMIS 2015: GHS 	<ul style="list-style-type: none"> • Prevention of Resident Abuse • RHA: Whistleblowing and Residents Bill of Rights (ON only)
July	August	September	October	November	December
<ul style="list-style-type: none"> • Safe Food Handling • Unregulated Care Providers 	<ul style="list-style-type: none"> • Privacy Compliance 2015 • Violence in the Workplace 	<ul style="list-style-type: none"> • OH&S Awareness (Worker or Supervisor) • Assistance with Dressing 	<ul style="list-style-type: none"> • Injury Prevention 	<ul style="list-style-type: none"> • Assistance with Bathing • Restraints and PASD's 	<ul style="list-style-type: none"> • Young and New Workers • Accessibility for Ontarians with Disabilities Act (AODA) • Accessibilities for Ontarians with Disabilities Act (AODA) and Human Rights Act

- ✓ Calendar will be automated and include checkmarks for those courses that are completed by the employee for the current year. These will also reset back to bullets Jan 1 of each year.
- ✓ Communities/Organizations will be able to update their due dates in the courses (in bulk) to change the calendar to suit business needs. If no changes are done, the calendar will be the ORCA default calendar.

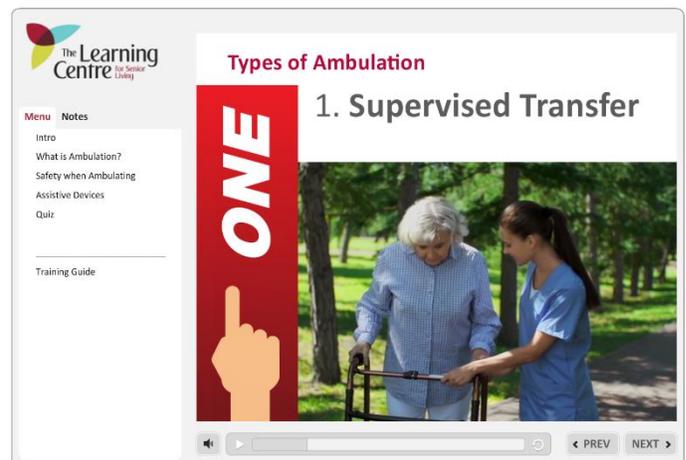
COMPLETING OPTIONAL COURSES

You will need to enrol in courses that are not automatically assigned to you according to your role.

1. In your menu bar, select **Course Catalogue**.
2. Select the tutorial you would like to complete.
3. Select **Enrol**.

COURSE FORMAT

1. The tutorial will play and advance automatically. Staff can navigate using the menu or the Previous / Next buttons at the bottom right. They can also pause the tutorial and use the search field to find specific information in the tutorial.
2. Close captions are available by selecting the **Notes** tab at the top right of the blue box.
3. Once the quiz is completed and a score of 80% or higher has been achieved, select **Submit Score**.
4. If the quiz is completed and the score is not 80% or higher, there are two options:
 - a. Select **Exit and retry later** to come back at a later time and retry the quiz.
 - b. Select **Retry Quiz**, and immediately retry the quiz to achieve a passing score.



IMPORTANT: All pages in the tutorial must be viewed and at least an 80% grade achieved (if applicable) on the corresponding quiz for the tutorial to be marked complete.

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