

## Mandatory Employee Training Tip Sheet



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## GENERAL INFORMATION

- ✓ You **MUST** complete all mandatory training as reasonably practicable but no later than 4 weeks after your start date
- ✓ Please note this tip sheet is to assist with troubleshooting and completion of mandatory training modules hosted in **CATALOG-Canvas**:
  - **AODA Training Modules, Preventing Sexual Violence: Building a Respectful Campus Together Module and AODA Accessible Instruction Training for Educators**
- ✓ Ensure that you have obtained 100% on all your knowledge checks
- ✓ Ensure that you “click and reveal” all content throughout the module(s); and be sure to select “Complete Course” at the end of each module/training
- ✓ Completion of the mandatory training modules will be tracked and recorded in CATALOG
- ✓ **ONLY APPLIES TO AODA MODULES**: Once you have completed your modules, you will not receive a completion certification, however, your grades will serve as your completion

## HOW TO CHECK IF YOU HAVE COMPLETED EACH MODULE IN CATALOG

1. Sign in through [Ontario Tech Training Modules](#).
2. Access the “**Grades**” section of the course and review each of the required modules (example image below).
3. Please review which modules **you are required** to complete based on your role at Ontario Tech.

Name	Due	Status	Score
OTU: Sexual Violence Assignments			100%
Assignments			100.00 / 100.00
Total			100%

  

Name	Due	Status	Score
AODA Complete Imported Assignments			1 / 1
Customer Service Standards Assignments			100%
Design of Public Spaces Standard Imported Assignments			100%
Employment Standards Assignments			100%
General Requirements Assignments			100%
Information & Communications Standard Imported Assignments			100%
Transportation Standard Imported Assignments			100%
Working Together: The Code and the AODA Assignments			100%
Assignments			100%
Imported Assignments			301.00 / 301.00

- ✓ **ONLY APPLIES TO AODA MODULES**: If your required modules have a score of less than 100%, **they are incomplete**, you must return to the home page and complete them.

- ✓ If the **“Complete Course”** button has not shown up, please ensure that you have completed all the knowledge check questions, this includes opening all drop down menus and answering the questions present in each module.
- ✓ The complete course button will not appear unless you have completed all the questions.

**ONLY APPLIES TO AODA MODULES: HOW TO CHECK IF YOU HAVE COMPLETED THE ENTIRE TRAINING IN CATALOG**

- ✓ This guidance applies strictly to the AODA Training Modules
- ✓ Upon the completion of all modules required based on your role at the university, you will then receive a **completion grade** (image below)
- ✓ This completion grade is done manually, and therefore may take some time to appear within your Grades tab. **Please be patient.**

Name	Due	Status	Score
AODA Complete Imported Assignments			1 / 1

**HOW TO ACCESS TO MODULES (INTERNAL TO ONTARIO TECH)**

Please use this link to access **CATALOG** (this is a different version of Canvas than the one used for teaching students). **You can access the course by following these steps.**

1. Navigate to [AODA Modules](#), [Preventing Sexual Violence Module](#) or [4 Seasons of Reconciliation](#) click **“Sign in to Enroll”**
2. Select the **Learn LMS Login** or the **Staff Login**:

**Catalog Login**

The image shows three distinct login panels. The first panel, 'Learn LMS Login', is for 'Current Faculty and Students' and provides instructions on using the Canvas Learn URL. The second panel, 'Staff Login', is for 'Staff' who are Ontario Tech University employees unable to log in via Canvas Learn. The third panel, 'External Login', is for 'Non-university Learners' who are enrolled in a course with a non-university email address. Each panel includes a corresponding login button.

3. Sign in using your Banner ID and Password:



## ONLY APPLIES AODA MODULES: HOW TO ACCESS TO MODULES (EXTERNAL TO ONTARIO TECH)

NOTE: This is **ONLY** for those who have NEVER used Canvas or CATALOG at Ontario Tech.

[View the Interactive Demo](#)

1. Navigate to [AODA Modules](#), [Preventing Sexual Violence Module](#) or [4 Seasons of Reconciliation](#) click **“Sign in to Enroll”**
2. Select the **External Login** (far right image below), and use an email address to login, you will need to create a new password.

### Catalog Login

<p><b>Learn LMS Login</b></p> <p>Current Faculty and Students</p> <p>Use this option if you can login to Canvas Learn at <a href="https://learn.ontariotechu.ca">https://learn.ontariotechu.ca</a>. This will be applicable for most faculty, students and some staff.</p> <p><a href="#">LEARN LOGIN</a></p>	<p><b>Staff Login</b></p> <p>Staff</p> <p>Use this option if you are an Ontario Tech University employee and are unable to login to Canvas Learn at <a href="https://learn.ontariotechu.ca">https://learn.ontariotechu.ca</a>.</p> <p><a href="#">STAFF LOGIN</a></p>	<p><b>External Login</b></p> <p>Non-university Learners</p> <p>Use this option if you enrolled in a course with a non-university email address.</p> <p><a href="#">EXTERNAL LOGIN</a></p>
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USE THE SAME EMAIL AND PASSWORD COMBINATION **EACH TIME** YOU RETURN TO THE TRAINING MODULES. **DO NOT** CREATE A NEW ACCOUNT.

3. Once logged in select **“Student Dashboard”** from the drop down adjacent to your name

## TROUBLESHOOTING FAQS

**When encountering issues, you can always close the browser window and restart.**

### RECOMMENDED BROWSER

The recommended browser for training Modules in Canvas is **Chrome**, please ensure that you have the most recent version.

### THE MODULE FROZE AND I CANNOT RESUME

Sometimes when you leave your module idle it will pause. However, instead of pressing “Resume” for each of the modules you should press “Restart” as this will refresh the module and ensure you are able to complete it.

### ERROR MESSAGE “YUL.SCORM”

Please refresh the browser and restart the module

## General Q's and A's

### 1. Access to training modules in Canvas

Q: Why am I not able to see what modules I need to complete when I log into Canvas?

A: It may take approximately one week for the LMS team to set up a new employee profile in Canvas. Complete other modules that are not in Canvas while you are waiting for your profile to be set up.

### 2. Need to take a module that is already listed on Certifications report

Q: If a module is listed on an employee's Certifications report available through MyOntarioTech, does that mean that they are not required to complete a refresher of that module?

A: Not always. For example, the WHMIS Module was last updated in 2021. If an employee took the training prior to that date, they would need to complete a refresher.

Q: How do I know that my training is up to date when I check my Certifications record through MyOntarioTech?

A: Check the wording beside the heading *How name of module will appear on your Certifications training record* and if the module name matches the wording, your training is up to date.

### 3. Health and Safety Awareness Training for Supervisors

Q: Does a Supervisor have to take Health and Safety Awareness Training for Supervisor's if they have already taken Health and Safety Awareness for Workers?

A: Yes. The Supervisor module must be taken within the first 4 weeks of hire or when an current employee has been hired into a supervisory role.

### 4. AODA Accessible Instruction for Educators module

Q: What employees have to complete the **AODA Accessible Instruction for Educators** module?

A: All full time and limited term faculty including TA's, RA's, Sessionals and Post-docs.

### 5. Accessing training records

Q: How does an employee access their training records for **WHMIS, Health and Safety Awareness Training, and Workplace Violence and Harassment Prevention**?

A: To view your training record, [Click Here](#) and login with your network credentials.

Q: How does an employee access their training records for **Preventing Sexual Violence – Building a Respectful Campus Together, Accessible Instruction Training for Educators, and AODA Training**?

A: Check the "Grades" section on [Canvas](#).

## 6. Additional training requirements

Q: Do I need to take other training above and beyond what is listed on the Mandatory Employee Training page?

A: Maybe. Check with your supervisor and ask if there is any other training that you are required to take. For example, if you work in a lab, you will likely require more training, but your supervisor will be able to confirm.

## 7. Accommodation support

Q: What if I need an accommodation to complete the training and/or require an alternate format?

A: Contact [Julie Day](#) , Health and Disability Management Specialist

Should you continue to encounter issues contact [healthandsafetytraining@ontariotechu.ca](mailto:healthandsafetytraining@ontariotechu.ca)