



# HEALTH AND SAFETY

April 2015

**HEALTH & SAFETY COMPLIANCE TRAINING for  
CO-OP STUDENTS & STUDENT TEACHERS  
WITH a WORK PLACEMENT at a YORK REGION  
DISTRICT SCHOOL BOARD SCHOOL or OFFICE**

## **REQUIRED HEALTH AND SAFETY COMPLIANCE TRAINING:**

1. [Health & Safety Awareness 2014/2015 Module 1 of 3 – Rights and Responsibilities](#)
2. [Health & Safety Awareness 2014/2015 Module 2 of 3 – Workplace Hazards](#)
3. [Health & Safety: Key Messages 2014/2015](#)
4. [Violence & Harassment: Health & Safety](#)
5. WHMIS - Please review the [WHMIS Presentation](#), complete the [Quiz](#), and then return the completed [Answer Sheet](#) to: Health & Safety - Aurora EC via inter-office mail. (Please note that questions 1 and 2 of the quiz have 3 answers each, otherwise each question only has one correct answer.)

## **TO ACCESS THE REQUIRED HEALTH AND SAFETY TRAINING MODULES go to [www.yrdsb.ca](http://www.yrdsb.ca):**

- **CO-OP STUDENTS:** Search “co-op student” or use the following URL address <http://www.yrdsb.ca/Careers/Pages/Co-op-Student-Training.aspx>
- **STUDENT TEACHERS:** Search “student teacher” or use the following URL address <http://www.yrdsb.ca/Careers/Pages/Student-Teacher-Training.aspx>

**TO REGISTER FOR COURSES 1 THRU 4 listed on the left, see instructions on the [back page](#).**

**FOR WHMIS** you will need to review the PowerPoint presentation, complete the Quiz questions using the blank Answer Sheet provided, and return the Answer Sheet to Health & Safety.

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## **TIPS FOR COMPLETING ONLINE TRAINING:**

**Please note the suggestions below when launching and completing the required online modules.** These suggestions are intended to help improve your learning experience and ensure that the course registers as “Complete”.

### **Before you “Launch” an online module:**

- Use an up-to-date Windows or Mac Computer with speakers or headphones.
- Use of an iPad, tablet or smart phone is not recommended.
- Use an up-to-date Internet Browser (Internet Explorer, Mozilla Firefox, Google Chrome or Apple Safari).
- Use an up-to-date version of Adobe Flash Player.
- Use a high speed wired internet connection (high speed wi-fi should be fine but experiences may vary).

- Disable any pop-up blockers. Full pop-up blocker instructions are available on the co-op student or student teacher training page on [www.yrdsb.ca](http://www.yrdsb.ca) ... or use the following URL address <http://www.yrdsb.ca/Programs/PLT/Documents/QT-TurnOffPopUpBlockers.pdf>

### **While completing an online module:**

- Do not close any windows until you have completed the module.
- Do not skip any slides or the training will register as incomplete.
- Let the last slide of the module fully complete before closing the window. Follow prompts on last slide to ensure completion.
- If you leave module unattended for any period of time, there may be a risk of a time out error or connection errors.

### **TROUBLE SHOOTING:**

**If a module appears to be frozen, or you are getting connection errors, try the following:**

- Close the module and re-launch it from your Learning Plan. If still getting the same problem...
- Close the module, log off of Connect2Learn, then log back in and re-launch the module from your Learning Plan. If still getting the same problem...
- Close the module, cancel the module from your Learning Plan, log off of Connect2Learn, then log back in, re-register and re-launch the module from your Learning Plan.

### **CONTACT INFORMATION:**

**For TECHNICAL ASSISTANCE:** The IT Helpdesk is available during normal business hours at 905-727-0022 EXT 4357.

**For CONTENT RELATED QUESTIONS:** Please discuss with your supervisor who can then contact Health & Safety at EXT: 2324.

## COURSE REGISTRATION INSTRUCTIONS:

1. go to [www.yrdsb.ca](http://www.yrdsb.ca):

- **CO-OP STUDENTS:** Search “co-op student” or use the following URL address <http://www.yrdsb.ca/Careers/Pages/Co-op-Student-Training.aspx>
- **STUDENT TEACHERS:** Search “student teacher” or use the following URL address <http://www.yrdsb.ca/Careers/Pages/Student-Teacher-Training.aspx>

Click on the course that you wish to register for (example below is for Co-op Students)

The screenshot shows the Inspire Learning! website. The main navigation menu includes Home, About Us, Board of Trustees, Schools, Programs & Services, Students, Parents, and Community. The left sidebar has links for Home, Careers, and Co-op Student Training. The main content area is titled 'Co-op Student Training' and includes a 'Required Training' section with a list of links for various health and safety awareness modules. At the bottom, there are quick tips for creating an account, turning off pop-ups, and accessing online courses.

2. The course information appears. Scroll down to the bottom and view all the available session dates and locations.

The screenshot shows the Connect2Learn website. The top navigation bar includes Conference Registration, Message Centre, Learning Plan, Course Registration, and Achievement Record. The main content area displays course details for 'Health & Safety Awareness 2014/2015 Module 1 of 3 - Rights and Responsibilities (Online)'. It lists the delivery provider as York Region District School Board and provides a description of the course.

3. Click the **Register** button to begin the registration process and click **OK**.

Sessions	Start Date	End Date	Location	Price	
	MM/DD/YYYY	MM/DD/YYYY			
HS-HSRR-COOP1415 A	12/18/2014	04/24/2015	TBA	Free	<a href="#">More info</a> <a href="#">Register</a>

4. Step 1 of the Shopping Cart appears. **Click Next.**

**NOTE:** These courses have no fee, so will display \$0.00

The screenshot shows the Shopping Cart page. It displays a table with columns for Catalogue, Courses, Item, Status, and Total. The item listed is 'LD-CCF-EXTERNAL Cognitive Coaching Foundations' with a subtotal of \$500.00. There are buttons for 'Remove', 'Continue Shopping', and 'Next'.

5. Create an account by filling out all details of the Account Creation page and then click **Next**

The screenshot shows the Registrant Account Information form. It includes fields for Community Name, First Name, Last Name, Create Password, Verify Password, Challenge Phrase, and Language. There is a 'Next' button at the bottom right.

6. Enter your title in the **Title/Position** field and click **Next**.

The screenshot shows the Registrant Account Information form with the 'Title/Position' field highlighted. The 'Next' button is visible at the bottom right.

7. Click the **Process Request** button at the top or bottom of the screen to **complete** your registration!

**NOTE:** Please ensure you complete this step in order to be fully registered. You only have to create an account ONCE.

The screenshot shows the Shopping Cart page with the 'Process Request' button highlighted. The page displays the same item as in step 4, with a subtotal of \$0.00.

8. The **Receipt of Transaction** window appears.

If you wish to print your receipt, **click the button** at the bottom of the window.

The screenshot shows the Receipt of Transaction window. It includes a 'Thank you' message, a confirmation message, client information (Client AB CD, 300 Harry, Neumarket, Ontario Canada, AAA BBB), payment type (External Free Course), order number (PUBLIC-0), and date (04/20/2012). It also displays a table with item details and a total of \$0.00. There is a 'Print' button at the bottom right.

9. **Launching:** In order to launch your course, you must login using top right button (the **Login** button is located in the top right corner of the screen when viewing a course). **Use your username and password that you just created.** Any courses for which you are registered will be found in your **Learning Plan**.

The screenshot shows the Learning Plan page. It includes a 'Login' button in the top right corner. The main content area displays a navigation bar with 'Learning Plan', 'Course Registration', and 'Achievement Record'. Below this, there are links for 'Advanced', 'LearnTrack Registration', 'External Course Request', and 'Calendar'. The course 'Health & Safety: Key Messages 2014/2015 (Online)' is visible at the bottom.

10. Once completed, you can register for the rest of the online courses by **selecting Course Registration**, clicking on the **Co-op** or **Student Teacher** catalogue (as applicable) and picking another course.

11. Completed modules should register as such in your **Achievement Record**. Once all are complete, please print a copy of your Achievement Record and give it, along with the completed WHMIS Answer sheet, to your **Supervisor** to send to **Health & Safety**.