

Initial Steps to Online Learning!

This presentation is intended for use with the e-mail sent to all staff from Learning and Development, ErinoakKids.

(November 2016)

If needed, feel free to print a copy and use it when you login to the Online Workplace Learning System (OWLS) for the first time.

From: Learning and Development, ErinoakKids [noreply@myabsorb.com]

Sent: October-24-16 1:40 PM

To: YOUR NAME

Subject: Welcome to Learning and Development, ErinoakKids

Hi YOUR NAME,

Welcome to Learning and Development, ErinoakKids.

As soon as you are ready to get your training started, please begin with first setting your password by selecting the following link:

erinoakkids.myabsorb.com/#/resetpassword/meFWaBg4P0OmQ-CiWveOkM3_j-1iK1XWYul0qtT6K6KYHGPhZfVh0rtB1x5bStFBma7s6Slb1mDQqwfMDXKHya2

This link will expire after 7 days; please set your password as soon as possible.

You can access your training at any time by using your username, **YOUR ERINOAKKIDS E-MAIL ADDRESS**, and visiting:

erinoakkids.myabsorb.com

Welcome aboard and good luck with your training!

Learning and Development, ErinoakKids

learning@erinoakkids.ca

Note: This is a system generated message. Please do not reply to this email.

Click on the first link in the e-mail to create your new password.



You will be
taken to this
screen;
follow the
instructions!

Reset Password

Please enter a new password.

Submit

Enter your
e-mail
address in
the first line.

Enter the
password
you created
on the
previous
screen in the
second line.

Click 'Login'.

Welcome!

This is your learning management system. Please login below
to access your courses.

👍 Password reset successfully.

Password

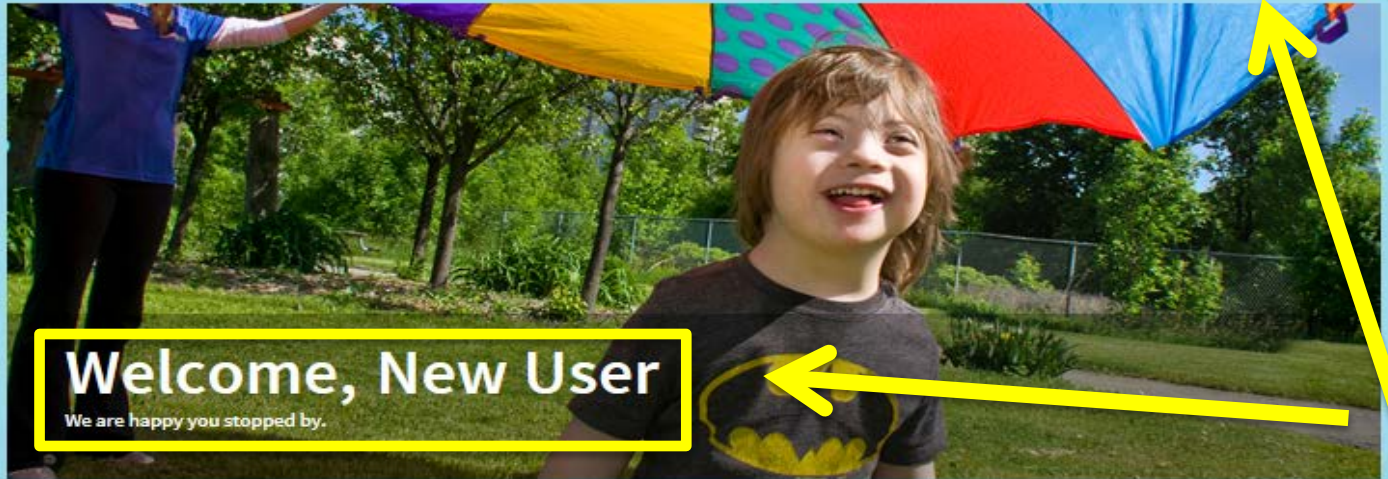
Keep me signed in • [Forgot Password?](#)

Login

OR

Sign Up





Welcome, New User

We are happy you stopped by.



RESUME

Nothing to resume yet >



MY COURSES

See courses you are enrolled in >



MESSAGE BOARD

1

Welcome to Learning and Development, Erinoak...



RESOURCES

Browse or download resources >



CATALOG

See a complete list of available courses >



CALENDAR

See your scheduled events >

This is your dashboard!

Your name should appear in these two places.



Welcome, New User

We are happy you stopped by.



RESUME

Nothing to resume yet >



MY COURSES

See courses you are enrolled in >



MESSAGE BOARD

1

Welcome to Learning and Development, Erinoak...



RESOURCES

Browse or download resources >



CATALOG

See a complete list of available courses >



CALENDAR

See your scheduled events >

To see the courses that have been added to your profile, click on the 'My Courses' tile.

When you click on 'My Courses', you will see courses that have been added for you to complete. Some will be mandatory.

You can click on the arrow for more information.

The screenshot shows the 'My Courses' interface. At the top left, there is a navigation bar with a 'My Courses' button and a count of '4'. The main content area is titled 'My Courses' and includes a search bar with the text 'Search 'My Courses'' and a 'Show Complete' toggle set to 'ON'. Below this is a list of four courses, each with an icon, title, type, and a 'Launch' button. A yellow box highlights a dropdown arrow icon on the left side of the 'Intro To Absorb LMS' course row, with a yellow arrow pointing to it from the left. The courses listed are:

| Course Icon | Course Title | Course Type | Launch Button |
|-------------|--|---------------|---------------|
| | Help us build the best Learning Management System for ErinoakKids! | Online Course | Launch |
| | Intro To Absorb LMS | Online Course | Launch |
| | Just Checking | Online Course | Launch |
| | Workplace Violence and Harassment Prevention | Online Course | Launch |

Click here to review the Workplace Violence and Harassment Prevention course. This is a mandatory course.



My Courses 4

Search 'My Courses'

Show Complete ON

| | | |
|--|--|------------------------|
| | Help us build the best Learning Management System for ErinoakKids! Online Course | Launch |
| | Intro To Absorb LMS Online Course | Launch |
| | Just Checking Online Course | Launch |
| | Workplace Violence and Harassment Prevention Online Course | Launch |

If you have already reviewed this material at a team meeting, OWLS will be updated to reflect your attendance.

If you have not reviewed this material at a team meeting, please click 'Launch' to take the course.

Workplace Violence/Harassment Prevention Program

Legislative Update

October 2016
Human Resources

Click on the blue pull-down menu in the top, right corner to access your 'Other Training' tab.

Here is where you can enter any training that you have taken in the past (e.g., workshops, courses, certification programs etc.).

Search

- Dashboard
- Courses
- Catalog
- Resources
- Other Training**
- Calendar
- Transcript
- Edit Profile
- Logout

RESUME
Nothing to resume yet >

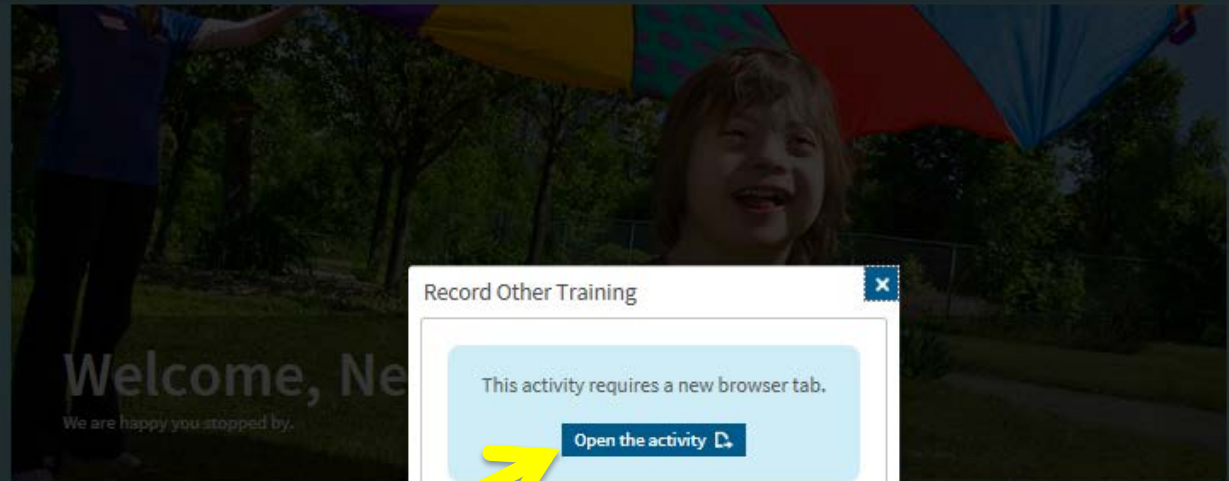
MY COURSES
See courses you are enrolled in >

RESOURCES
Browse or download resources >

CATALOG
See a complete list of available courses >

CALENDAR
See your scheduled events >

MESSAGE BOARD
Welcome to Learning and Development, Erinoak...



Welcome, New User
We are happy you stopped by.

Record Other Training

This activity requires a new browser tab.

[Open the activity](#)

Close this window once you have completed the activity.

Close

**RESUME**

Nothing to resume yet >

MY COURSES

See courses you are enrolled in >

**RESOURCES**

Browse or download resources >

**CATALOG**

See a complete list of available courses >

**CALENDAR**

See your scheduled events >

After you click on the 'Other Training' tab, the 'Record Other Training' window will appear.

Click on 'Open the activity' to continue.

This will launch a second window in another browser.

Enter as much information as possible about the training and then click the 'Submit' button. If you have any supporting documents, you can include them via the 'Browse' button.

Record Other Training

Course Title * *Required*

Completion Date * *Required*

Description

Cost

Score

Total Time Spent (Hours)

Vendor

Select a file to upload (Max. 1 GB)

To view the training information that you entered, click on the 'Transcript' tab.

Here is where you can also view all the courses that you have completed in OWLS and any associated certificates.

The screenshot shows the ERINOAKids Learning and Development user interface. At the top, the logo and user name 'New User' are visible. The main banner features a child and the text 'Welcome, New User'. Below the banner is a grid of six main navigation tiles: RESUME, MY COURSES, RESOURCES, CATALOG, and CALENDAR. A dropdown menu is open on the right side, listing various options including 'Transcript', which is highlighted with a yellow box and a yellow arrow pointing to it.

| Tile Title | Icon | Subtext |
|------------|-------------------------|--|
| RESUME | Right arrow in a circle | Nothing to resume yet > |
| MY COURSES | Clipboard with pencil | See courses you are enrolled in > |
| RESOURCES | Download arrow | Browse or download resources > |
| CATALOG | Stack of documents | See a complete list of available courses > |
| CALENDAR | Calendar | See your scheduled events > |

Dropdown menu items:

- Dashboard
- Courses
- Catalog
- Resources
- Other Training
- Calendar
- Transcript**
- Edit Profile
- Logout

This is a sample transcript!



Print Transcript



Transcript for New User

[Print Transcript](#)

Your Certificates



Just Checking

Valid From: Friday, November 04, 2016



Workplace Violence and Harassment Prevention

Valid From: Friday, November 04, 2016



Your Courses



Help us build the best Learning Management System for ErinoakKids!

STATUS: Completed Completion Date: Friday, November 04, 2016



Intro To Absorb LMS

STATUS: In Progress



Just Checking

STATUS: Completed Completion Date: Friday, November 04, 2016



Workplace Violence and Harassment Prevention

STATUS: Completed Completion Date: Friday, November 04, 2016



Questions?

If you have any questions about the
Online Workplace Learning System, please send them to
Learning and Development, ErinoakKids
(learning@erinoakkids.ca)