

Employee Documentation

LMS site = <http://lms1.stclaircollege.ca>

Section I - Create a new account (if you haven't created one already):

St. Clair College Staff Learning Management System

Home ▶ Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser?)

Username
Password

Forgotten your username or password?

Is this your first time here?

You must create an account if this is your first time here.

Forgotten your username or password?

INSTRUCTIONS

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

FYI - Note the INSTRUCTIONS link → [INSTRUCTIONS](#)

← CLICK

You are not logged in.

St. Clair College Staff Learning Management System

Home ▶ Login ▶ New account

Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

Country*

Other fields

Manager/Chair Name*

CLICK

The username can only contain alphanumeric lowercase characters, underscore (_), hyphen (-), period (.) or at symbol (@)
 The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

There are required fields in this form marked *.

You are not logged in (.Login)

Fill in your specific details >

Check your email for the account creation/confirmation and login to the site.

Enter your username and password, then 'click' the [Login] button

***NOTE :** On first login, navigate to **Settings > My profile settings >** and 'click' **Edit profile** (located on the bottom left hand side):

Scroll down to the **'Required.'** data area.

Enter your college assigned Employee ID Number (if known) and click [**Update profile**] to save.

Section II - Enroll in Course:

The screenshot shows the LMS interface with a dark green header containing the title "St. Clair College Staff Learning Management System". On the left is a navigation menu with sections for "Main menu" (Site news), "Navigation" (Home, My home, Site pages, My profile, Courses), and "Settings" (My profile settings). The main content area is titled "My courses" and lists "2012 Health and Safety Procedure and Policy Review" by Rebecca Demchuk. Below this is a "Site news" section with a welcome message and a "Subscribe to this forum" link.

Search courses:

To Show/View ALL available courses, click this.

***Note:** Enroll in all your required courses initially. Select a course and click > [Enroll Me]

The screenshot shows the "Enrolment options" page for the course "2012 Health and Safety Procedure and Policy Review". The breadcrumb trail is "Home > Courses > 2012 H&S Procedures > Enrol me in this course > Enrolment options". The page has a "Navigation" menu on the left. The main content area is titled "Enrolment options" and shows "Self enrolment (Student)" with the text "No enrolment key required." and a "CLICK" button. Below this, the "Enrol me" button is circled in red.

Confirm enrollment by checking your email.

Section III – Take a Course:

3.1 – Complete course materials

2012 Health and Safety Procedure and Policy Review

Home ► Courses ► 2012 H&S Procedures

Navigation

- Home
 - My home
 - Site pages
 - My profile
- Courses
 - 2012 H&S Procedures
 - Participants
 - General

News forum

2012 Health and Safety Policy and Procedure Update
Occupational Health and Safety will be providing annual training on new or revised health and safety policies and procedures. Please review the attached presentation.

PP Changes 2012 Training

2012 Health and Safety Policy and Procedure Update Quiz
After you have read through the presentation, please take this quiz. You are expected to get a 70% or higher.

Proceed with the assigned modules and then complete the required test.

3.2 – Take the Test/Quiz

2012 H&S Procedures

- Participants
- General

2012 Health and Safety Policy and Procedure Update Quiz
After you have read through the presentation, please take this quiz. You are expected to get a 70% or higher.

Attempt the test/quiz.

2012 Health and Safety Procedure and Policy Review

Home ► My courses ► 2012 H&S Procedures ► 2012 Health and Safety Policy and Procedure Update ► ...Health and Safety Policy and Procedure Update Quiz ► Info

2012 Health and Safety Policy and Procedure Update Quiz

After you have read through the presentation, please take this quiz. You are expected to get a 70% or higher.

This quiz opened at Monday, 12 November 2012, 3:31 PM

This quiz will close at Monday, 31 December 2012, 3:31 PM

Grading method: Highest grade

Attempt quiz now

CLICK

When complete, you will be presented with the 'Summary of attempt'

1 2

Finish attempt ...

Summary of attempt

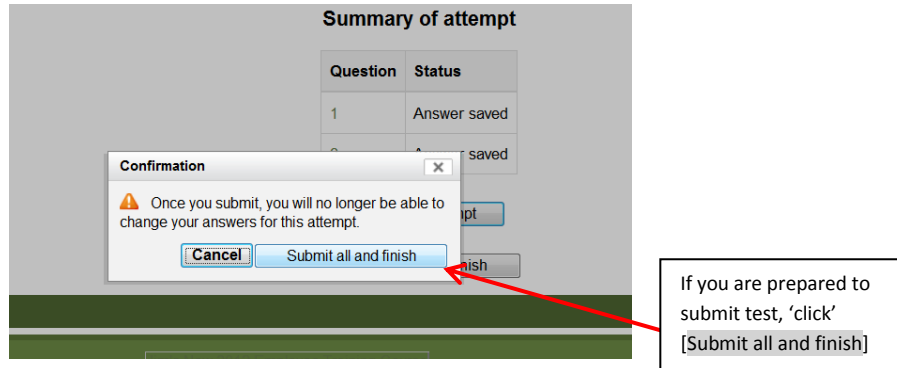
Question	Status
1	Answer saved
2	Answer saved

Return to attempt

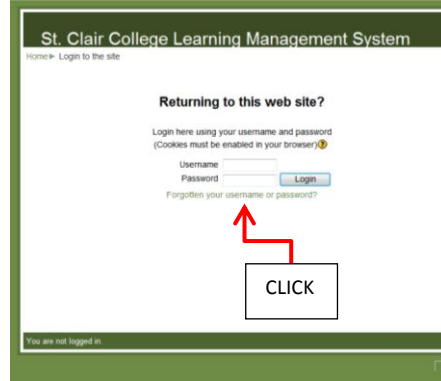
Submit all and finish

On completion of the test either 'Return to attempt' or 'Submit all and finish'

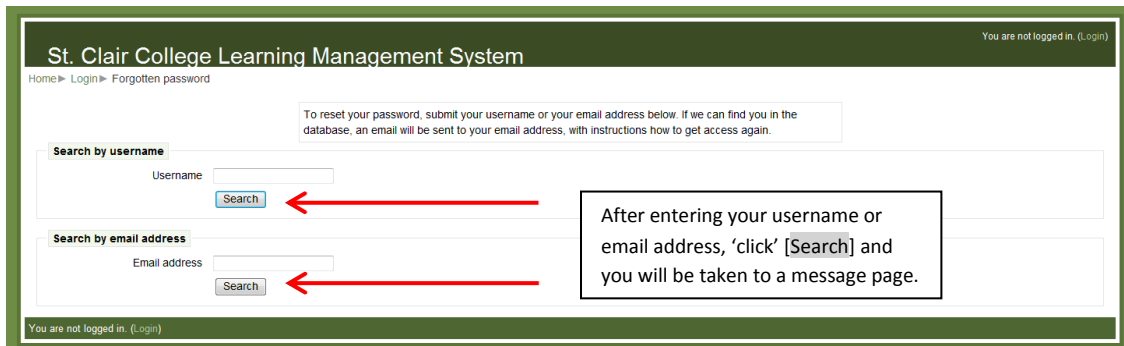
Note the 'Confirmation' warning popup before submission.



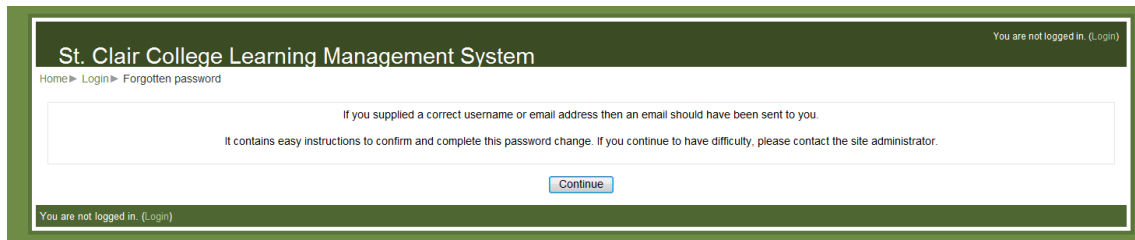
Section IV - Forgotten your username or password?



When you click the 'Forgotten your username or password?' link it will take you to a search page. You can search either by 'username' or 'email address'.



If you supplied a correct username or email address, check your email for the password reset instructions.



You will receive an email 'St. Clair College Staff Learning Management System: Change password confirmation'. Click the link and a second email 'St. Clair College Staff Learning Management System: Changed password' will issue the new temporary password for you to log on.

* You should change the password at this time.
Go to **Settings > My profile settings > Change password**