



York Region D.S.B. Health & Safety Requirements

In addition to completing the Ministry of Labour Health and Safety eLearning Module and concussion training required by Nipissing University, teacher candidates assigned to the York Region District School Board are required to complete the following training (a tip sheet has been included in case you require assistance). **This training must be repeated annually prior to the first day of placement.**

Failure to comply with these requirements could jeopardize your placement.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.



Health & Safety Compliance Training

*HEALTH & SAFETY COMPLIANCE TRAINING for TEACHER CANDIDATES,
STUDENTS FROM COLLEGES, AND CO-OP STUDENTS FROM OTHER BOARDS
WITH a WORK PLACEMENT at a YORK REGION DISTRICT SCHOOL BOARD
SCHOOL or OFFICE*

Required Training

This training is intended for the following staff who have a work placement at a York Region District School Board School or Office:

- Teacher Candidates
- Students from Colleges
- Coop Students from other Boards

You are required to complete the following training modules:

1. Health & Safety Awareness
2. Health & Safety: Key Messages
3. Violence & Harassment: Health & Safety
4. WHMIS 2015 (Note: A grade of 80% or higher is required to successfully complete the WHMIS 2015 module)
5. WHMIS YRDSB

How to register and complete the online training:

1. Go to www.yrdsb.ca:

- **STUDENTS FROM COLLEGES AND CO-OP STUDENTS FROM OTHER BOARDS:**

- Select Careers, then Students from Colleges and Co-op students from other Boards under Professional Learning & Training -or- use the following URL address:
<http://www.yrdsb.ca/Careers/Pages/StudentsfromCollegesandCo-OpStudentsfromOtherBoards.aspx> to access your catalogue.

- **TEACHER CANDIDATES:**

- Select Careers, then Teacher Candidate Training under Professional Learning & Training -or- use the following URL address
<http://www.yrdsb.ca/Careers/Pages/TeacherCandidateTraining.aspx> to access your catalogue.

2. Click on course title to register.

3. The course information appears. At the bottom of the page, click Register.

Courses / Registration

Teacher Candidates Catalogue » Course Offerings Subject » Teacher Candidates: Health & Safety Awareness Course » Course Information [View Cart](#)

Teacher Candidates: Health & Safety Awareness

Course Information

Delivery Provider Name: York Region District School Board ([Show More](#))

Instructional Media: Online

Competency: Compliance

Credit Options: None

Description: This module provides an overview of the responsibilities of all workplace parties, and worker rights when it comes to health and safety. As a result of completing this module, participants should be able to understand:

- The roles & responsibilities of the Ministry of Labour (MOL), the Employer (YRDSB) and Employees;
- The rights of employees;
- How we work together to keep everyone safe in the workplace

Credit Weight: 1

Inquiries: For more information, please contact:
Hilary Cox, Health and Safety Services at Ext. 2639

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price		
HS-TC2018-P A	08/15/2018	08/15/2025	TBA	Free	More Info	Register

4. When prompted, click **OK**.

connect2learn.yrdsb.ca says

Are you sure you want to register?

Click the "O.K." button to register, otherwise click "Cancel"

[OK](#) [Cancel](#)

5. Step 1 of the Shopping Cart appears. Click **Next**. **NOTE:** If the course has no fee, it will display \$0.00.

Shopping Cart

[Registration](#)
(Pricing will be finalized upon check-out, if applicable)

Item	Status	Total
1. HS-TC2018-P Teacher Candidates: Health & Safety Awareness	Pending Account Creation	\$0.00
Subtotal		\$0.00

[Not Applicable](#) [Continue Shopping](#) [Next](#)

Registration Summary
1 item(s) Subtotal \$0.00

6. You will be prompted to create an account by filling out all details of the **Account Creation** page and then click **Next**.

[Catalogue](#)

[Courses](#)

[Account Creation](#)

[Additional Information](#)

[Processing Request](#)

Registration Summary
1 item(s) Subtotal \$0.00

Registrant Account Information:
NOTE: Permanent YRDSB Staff ONLY use Connect2Learn via BWW.
To create an account, complete the fields below. If you have an account, click the Login button on the top right.

Community Name: Public

* Create User Name: (e-mail address)

* First Name:

* Last Name:

* Password: (max 10 characters)

* Verify Password:

Challenge Phrase:

Challenge Phrase Answer:

* Language: English

* Email:

Email (Alternate):

Registrant Information:

* Work/Home/School/Company Name:

* Address 1:

7. Select "Other" in the **Title/Position** drop-down menu. Click **Next**.

Catalogue

1 Courses

2 Account Creation

3 Additional Information

4 Processing Request

Registration Summary

1 item(s) Subtotal \$0.00

Title/Position

* Title/Position: Student Teacher

* Required fields

Click NEXT to continue.

Next

8. The **Shopping Cart** will appear. Click **Process Request**.

1 Courses

2 Account Creation

3 Additional Information

4 Processing Request

Registration Summary

1 item(s) Subtotal \$0.00

Shopping Cart

You must click the "Process Request" button to COMPLETE your registration.

Registration
(Pricing will be finalized upon check-out, if applicable)

Account Information

Community Name: Public
Create User Name: janedoe@hotmail.com
Name: Jane Doe
Password: *****

Process Request

9. A Receipt of Transaction page will appear, displaying a fee of \$0.00.

Receipt of Transaction

Thank you

This is confirmation that your request was completed successfully.
Please print a copy of this receipt for your records!

Client: Jane Doe

Payment Type: External Free Course

Order Number: PUBLIC-0

Date: 07/17/2019 3:41:33 PM

Item	Status	Total
1 - HS-TC2018-P Teacher Candidates: Health & Safety Awareness	Approved	\$0.00
	Total	\$0.00

Your username and password will be sent to your email address. It will be required for future registrations.
Please print a copy of this receipt for your records.

Print

Congratulations! Your user account has been successfully created.

To Launch a course:
Click the Login button at the top right hand corner and use your Login credentials emailed to you.
Click on your Learning Plan to view and launch courses you registered for.

Thank you for using Connect2Learn; our Learning Management System

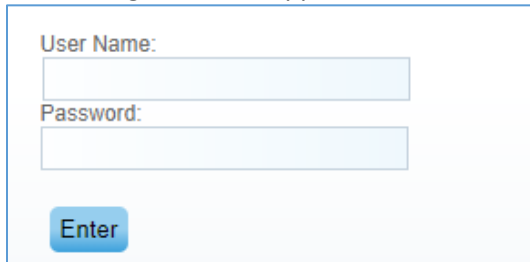
10. VERY IMPORTANT!

You must now **LOGIN** to view the online training you have just registered for and to continue registration into the other courses using the account you just created and in order to view. Click **Login** at the top right corner.



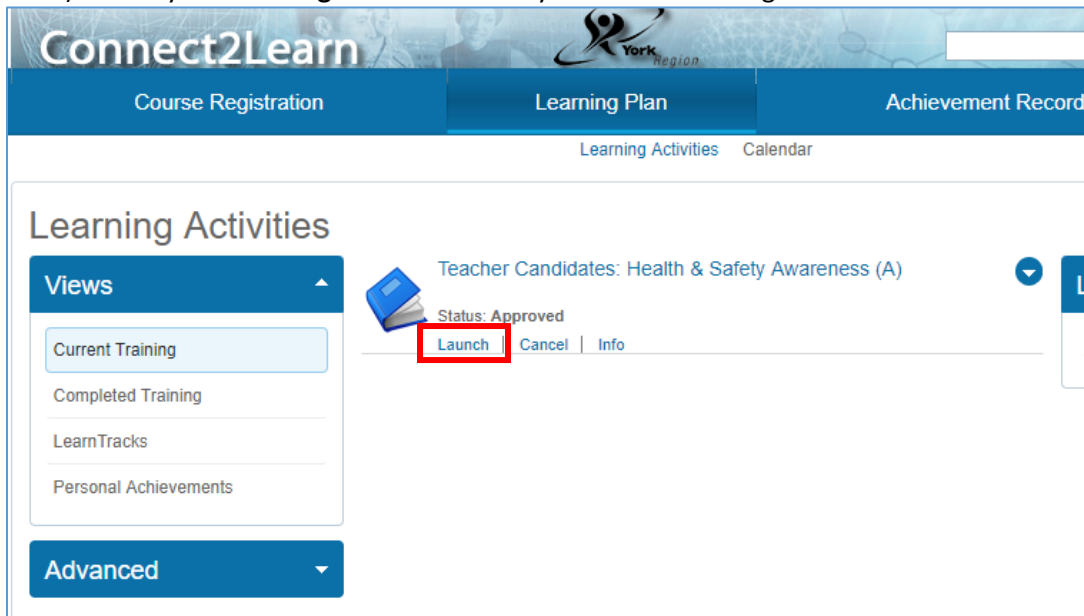
The screenshot shows the top navigation bar of the Connect2Learn website. The 'Login' button is highlighted with a red box. Below the navigation bar, the 'Course Registration' tab is selected. The main content area displays a 'Receipt of Transaction' with a 'Thank you' message.

11. The Login window appears. Enter the user name and password you just created.



The screenshot shows the login window with two input fields: 'User Name' and 'Password'. Below the fields is a blue 'Enter' button.

12. A) Access your **Learning Plan** to 'Launch' your online learning.



The screenshot shows the 'Learning Plan' tab selected in the navigation bar. The 'Learning Activities' section is active, displaying a list of activities. The 'Launch' button for the 'Teacher Candidates: Health & Safety Awareness (A)' activity is highlighted with a red box. The status of the activity is 'Approved'.

B) Access the **Course Registration** tab to access 'Teacher Candidates' Catalogue or the 'Students from Colleges and Co-Op Students from Other Boards' Catalogue and register for your other training.

NOTE: As you are now logged-in, you will not be prompted to create an account once clicking on Register.



TIPS:

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 AppleSafari)
- 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 training page on 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.
- 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:

Content related Questions: Contact your supervisor first, if you continue to have questions please contact Health and Safety at 2324

Suggestions for Connect2Learn Online Course Launching and Completing

Please note the suggestions below when completing an online course through Connect2Learn. These suggestions are intended to help improve your learning experience and ensure that the course registers as “Complete” in your Learning Achievement Record.

Before you “Launch” any online course in Connect2Learn:

- 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 [here](#).

While completing an online module in Connect2Learn:

- 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.

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.