

Administrator Instructions for Link2eLearning

Table of Contents

Getting Started	2
Requirements and Help	3
Registering	4
Ordering a New Course	5
Viewing Your Order History	8
Inviting Participants to Take a Course	9
Accessing Course Reports	13
Accessing Participant Profile Information.....	15
Further Assistance	17

Administrator Instructions for Link2eLearning

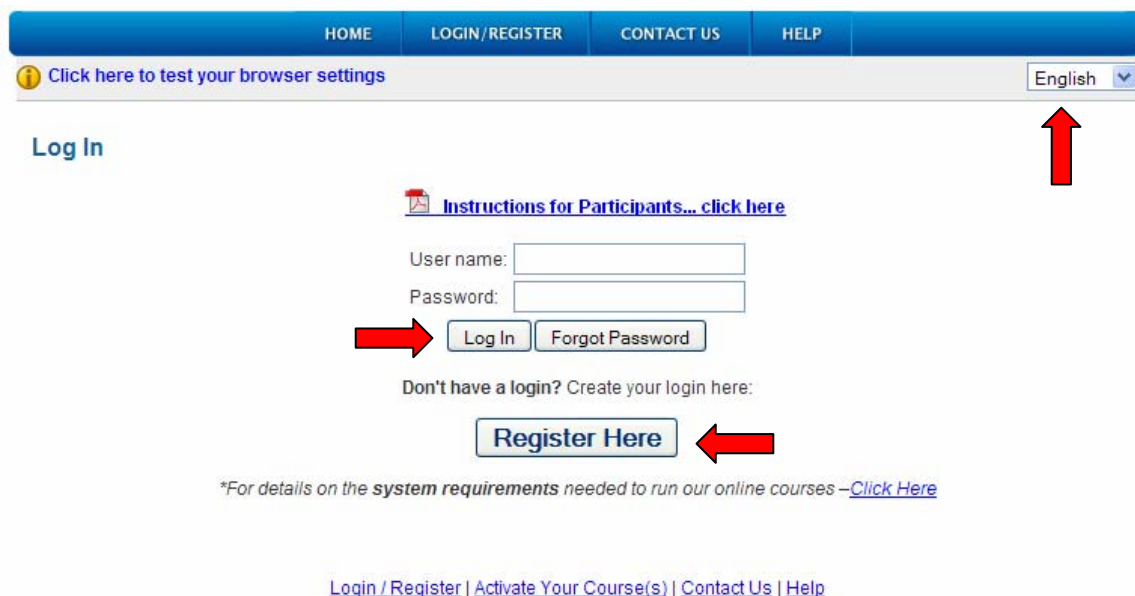
Getting Started

When you open up the portal page, you'll see a navigation toolbar across the top. Click on **LOGIN/REGISTER**. This will take you to the sign-in page.



You will also see that in the top right corner you can switch the language displayed on the screen from English to French.

If you have not registered before, click on **Register Here**.


If you have previously registered, enter your Username and Password and click on **Log In**.



HOME LOGIN/REGISTER CONTACT US HELP


 [Click here to test your browser settings](#) English 

Log In


 [Instructions for Participants... click here](#)

User name:

Password:



Don't have a login? Create your login here:



*For details on the **system requirements** needed to run our online courses –[Click Here](#)

[Login / Register](#) | [Activate Your Course\(s\)](#) | [Contact Us](#) | [Help](#)

Requirements and Help

Flash Player 9 must be installed on your computer in order to access the course material.



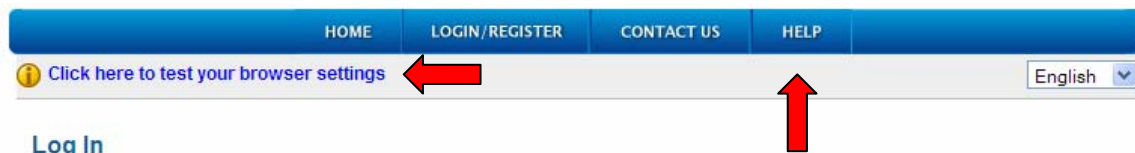
http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

You can download the Flash Player now by clicking on the link above.

You can also check your other browser settings by clicking on [Click here to test your browser settings](#), located just below the top navigation bar.

Also ensure your speakers are turned on prior to starting a course.

If you need additional Help you can click on the **Help** Tab at anytime.



Log In

 [Instructions for Participants... click here](#)

User name:

Password:

Don't have a login? Create your login here:

For details on the **system requirements needed to run our online courses –[Click Here](#)*

[Login / Register](#) | [Activate Your Course\(s\)](#) | [Contact Us](#) | [Help](#)



Registering


To register, you must fill in all of the required fields (*). We also recommend you enter your email address. Your username is automatically generated.

Create a password with a minimum of six (6) alpha-numeric characters then click on [Register Now](#). Remember your Username and Password, as you will need them to log into the system in the future.


HOME LOGIN/REGISTER CONTACT US HELP


Click here to test your browser settings English

Register: Create an Account Profile

 [Instructions for Participants... click here](#)

If you have previously registered:

First Name * 


Last Name * 

This is the name that may appear on your course completion certificate(s).

Company

Department / Location

Job Title

Email (Required Field) 


Address

City


Province


Postal Code

Phone Ext:

Enter the User name that you would like to use: * 

(Required Field)

Enter a password: * 

Re-enter to confirm your password: * 

This password is viewable to system administrators.

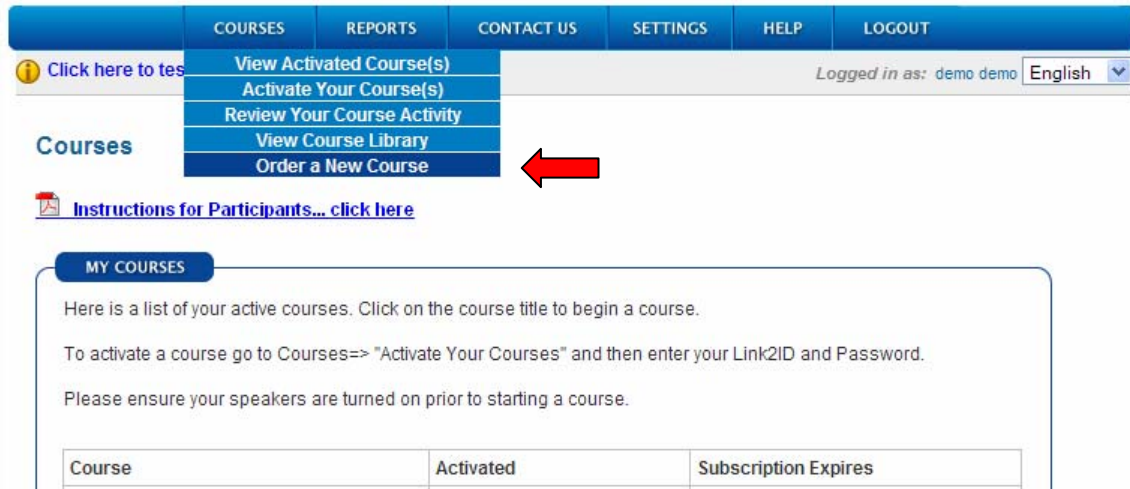
Are you interested in receiving periodic information about new courses and offers?
Link2eLearning.com does not share your email address with other companies. See our [Privacy Policy](#) for more information.

* Required Field

[Login / Register](#) | [Activate Your Course\(s\)](#) | [Contact Us](#) | [Help](#)

Ordering a New Course

If you would like to add a course to your active inventory, click on **Courses** and **Order a New Course**.



Navigation menu: COURSES, REPORTS, CONTACT US, SETTINGS, HELP, LOGOUT

Logged in as: demo demo English

Click here to test

- View Activated Course(s)
- Activate Your Course(s)
- Review Your Course Activity
- View Course Library
- Order a New Course

Courses

[Instructions for Participants... click here](#)

MY COURSES

Here is a list of your active courses. Click on the course title to begin a course.

To activate a course go to Courses=> "Activate Your Courses" and then enter your Link2ID and Password.

Please ensure your speakers are turned on prior to starting a course.

Course	Activated	Subscription Expires
--------	-----------	----------------------

Scroll down to **Step 1** and indicate how many of each course you would like to order (enter this under number of Subscriptions – beside the desired course)

If you are ready to begin, proceed to Step 1 below.

Step 1 - Select Courses



You can click on any course title below to view a course description or a demo clip of the course.

1. Select the course(s) you wish to take from the list below (click on the box under **Order Now**)
2. Indicate the number of subscriptions required for each course.
3. When you are done, click on **Update cart**.

Course	Price	# Subscriptions	Order Now
Asbestos Awareness	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Bloodborne Pathogens	\$29.95	<input type="text" value="10"/>	<input type="checkbox"/>
Driver Safety	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Electrical Safety	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Health, Safety and the Law	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Health, Safety and the Law for Executives	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Lockout/Tagout	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Managing Workplace Hazards	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Radiation Safety	\$29.95	<input type="text" value="5"/>	<input type="checkbox"/>
Recognizing Asbestos Hazards	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Sabrina's Law	\$19.95	<input type="text" value="0"/>	<input type="checkbox"/>
TDG for Ground Transport	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
WHMIS - An Introduction	\$19.95	<input type="text" value="0"/>	<input type="checkbox"/>


Select the appropriate **Order Now** box(es), then click on **Update Cart**.

Course	Price	# Subscriptions	Order Now
Asbestos Awareness	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Bloodborne Pathogens	\$29.95	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
Driver Safety	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Electrical Safety	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Health, Safety and the Law	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Health, Safety and the Law for Executives	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Lockout/Tagout	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Managing Workplace Hazards	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Radiation Safety	\$29.95	<input type="text" value="5"/>	<input checked="" type="checkbox"/>
Recognizing Asbestos Hazards	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Sabrina's Law	\$19.95	<input type="text" value="0"/>	<input type="checkbox"/>
TDG for Ground Transport	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
WHMIS - An Introduction	\$19.95	<input type="text" value="0"/>	<input type="checkbox"/>
WHMIS Refresher	\$19.95	<input type="text" value="0"/>	<input type="checkbox"/>
Workplace Accident Investigations	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>
Workplace Inspections	\$29.95	<input type="text" value="0"/>	<input type="checkbox"/>

Step 2 – review your order and enter your promotional code (if you have one), then select **Apply**.


COURSES REPORTS CONTACT US SETTINGS HELP LOGOUT

 [Click here to test your browser settings](#) Logged in as: demo demo English





Step 2 - Review Order

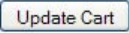
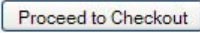
Course	# Subscriptions (# of participants)	Unit Price	Price
Bloodborne Pathogens	10	\$29.95	\$299.50
Radiation Safety	5	\$29.95	\$149.75

Sub-Total \$449.25
GST \$22.46
PST: \$0.00
TOTAL: **\$471.71** CAD

Enter Promotional Code: 

Please review the [Terms of Use](#) prior to ordering.






Next – complete your online transaction through **InternetSecure**.

Cardholder Information

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name	demo demo
Company (Optional)	
Cardholder Address	
City	
Province/State	Ontario
Postal/ZIP Code	
Country	Canada
Phone Number	
Email Address	

To receive your payment receipt

We Accept    

POWERED BY
InternetSecure 

* By providing this information you agree to InternetSecure's [Privacy Policy](#) and [Terms of Use](#)

You'll also create a Profile – to track your orders/courses on the system.

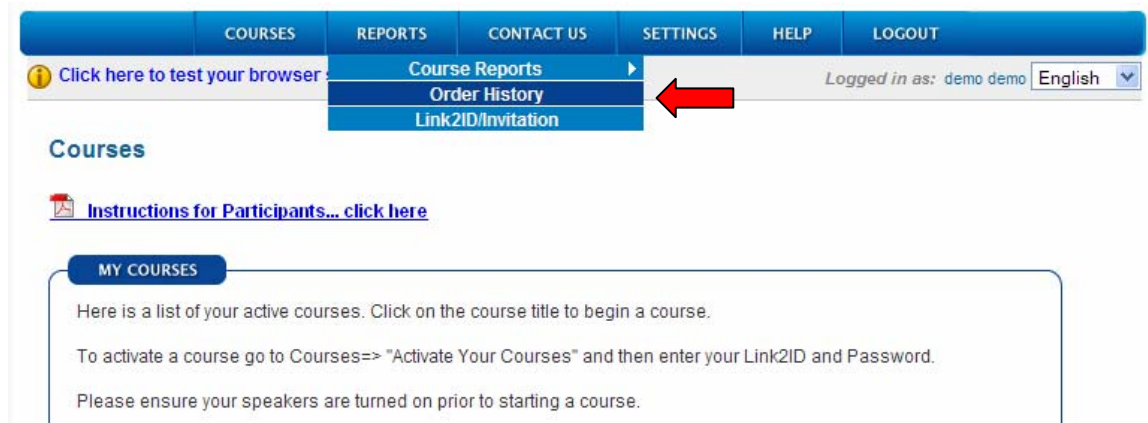
Once your transaction is verified, you'll receive an order confirmation and your Username and Password. If you would like the course activated to *your* account, drop down the **Reports** tab, and open **Order History**. Then identify the appropriate order number, select **View Details** and click **Activate to my Login**.



Viewing Your Order History


Clicking on the [Reports](#) tab provides access to a series of charts that will help you track order history, participant progress and Link2IDs and course invitations.

To review your order history, click on [Reports](#) and [Order History](#).



The screenshot shows the top navigation bar with tabs for COURSES, REPORTS, CONTACT US, SETTINGS, HELP, and LOGOUT. The 'REPORTS' tab is active, and a sub-menu is displayed with options: Course Reports, Order History, and Link2ID/Invitation. A red arrow points to the 'Order History' option. Below the navigation bar, there is a 'Courses' section with a link for 'Instructions for Participants... click here' and a 'MY COURSES' section with instructions on how to activate a course.

If you click on [View Details](#) you can view specific information on an order, which includes number of subscriptions, price, activation and expiry dates of subscriptions. As noted before, you can activate a course to your account by clicking on [Activate to my Login](#).



Order Confirmation

Order Number: 1,090 Order Date: April 25 2007

Thank you - your order has been processed.

You may invite participants to take the course(s) you have purchased, and/or choose to take the course(s) yourself. For further information, click on the **Help** button on the main menu.

You have purchased the following course(s):

Course(s)	# Subscriptions	Price	Link2ID	Password	Activate
Bloodborne Pathogens	5	\$149.75	VIHUVIPAMATAJ409	Modern	Activate to my Login Create Invitation *Expires April 25 2008

Inviting Participants to Take a Course

To send out course invitations, confirm activation information or review course activation responses, click on [Reports](#) and [Link2ID/Invitation](#) – or, if you are already in the [Reports](#) section, click on the [Link2ID/Invitation](#) tab.

From here, you can click on [Report](#) to view the activation information for each particular course, as well as the number of subscriptions used (i.e. courses that have been activated/taken). You can also access the [Create Invitation](#) tool to send a course invitation to a participant.

Reports

Click on a tab below to access information about the courses you have ordered.

[COURSE REPORTS](#) [ORDER HISTORY](#) [LINK2ID/INVITATION](#)

The following is a summary of your course subscriptions or Link2ID's.

To view your purchases by order, click here to access your [Order History](#).

Show My Link2ID's by:

Course:

Status:

Expires:

Course	Activation Information	Subscriptions Used	Tools
Bloodborne Pathogens	Link2ID: VIHUVIPAPOK7957 Password: Thrilling Expires: April 25 2008 Status: Subscriptions Available	Activated 1 of 10 Invitations 1 Emailed <u>0 Hardcopy</u> 1 TOTAL	Report Create Invitation



Link2eLearning Online Course Invitation

demo demo has invited you to take the online course **Bloodborne Pathogens**.

We're bringing Occupational Health and Safety training to your desktop!

To set yourself up to take a course(s), please follow the instructions below:

1. Register / Login

First time users, please click on the attached link, or cut and paste it into your internet browser:

<https://www.link2elearning.com/Activate.aspx?l2id=JIPAKUMOALI2418&pphrase=Better&mode=register>

OR

If you have already registered, please click on the attached link, or cut and paste it into your browser:

<https://www.link2elearning.com/Activate.aspx?l2id=JIPAKUMOALI2418&pphrase=Better&mode=login>

Once registered using the above link your Link2ID and Password box will automatically fill in. All you need to do is click Activate.

2. The alternative way to Activate Your Course(s):

Register or Log in at <https://www.link2elearning.com/>

Go to **Courses=> Activate Your Courses** and enter the following information:

Link2ID: JIPAKUMOALI2418

Password: Better

Your Link2ID and Password are only used once to enrol you in a specific course(s).

3. Take a Course:

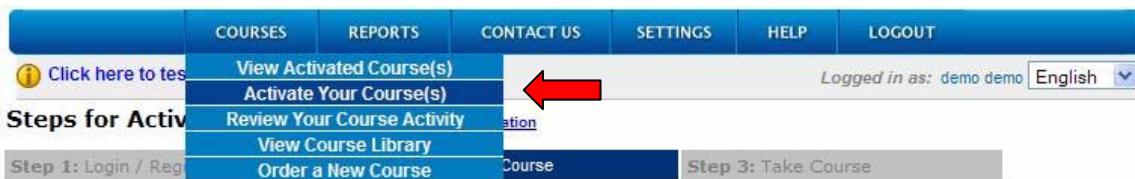
Once activated, the course will appear under **Courses**. Click on the drop down, **Activated Course(s)** and click on the course name to launch it.


From now on, you can access your courses by logging into <https://www.link2elearning.com/> and use the Username and Password you created.

We hope you enjoy your eLearning experience. If you require further assistance please contact customer support at support@link2elearning.com

Link2eLearning.com Customer Support

Alternatively, the participant can activate the course by registering an account, clicking on the **Courses** tab and selecting **Activate Your Course(s)**. They can then fill out the **Link2ID** and **Password** fields using the information supplied in the course invitation.



 **Almost there!** Now that we know who you are we can go ahead and activate the course(s) to your login.

Welcome to Link2eLearning, demo!

 [Instructions for Participants... click here](#)

Please ensure that the Link2ID and Password from your invitation is entered below.

Click the **Activate!** button to continue.

Link2ID:

Password:



Also on the home page is a useful link labelled [Instructions for Participants ... click here](#), which opens up a .pdf file and provides a participant walkthrough of the Link2eLearning website.



Log In

 [Instructions for Participants... click here](#) 

User name:

Password:

Don't have a login? Create your login here:

For details on the **system requirements needed to run our online courses –[Click Here](#)*

[Login / Register](#) | [Activate Your Course\(s\)](#) | [Contact Us](#) | [Help](#)



Accessing Course Reports

You can review participant activity by clicking on the **Course Reports** tab. The chart that appears displays an overview of courses *not activated, activated/not started, in progress* and *completed*.

The screenshot shows the 'Reports' section of the Link2eLearning portal. At the top, there is a navigation bar with tabs for COURSES, REPORTS, CONTACT US, SETTINGS, HELP, and LOGOUT. Below the navigation bar, there is a message: 'Click here to test your browser settings' and 'Logged in as: demo demo' with a language dropdown set to 'English'. The 'Reports' section is titled 'Reports' and contains the instruction: 'Click on a tab below to access information about the courses you have ordered.' Below this, there are three tabs: 'COURSE REPORTS', 'ORDER HISTORY', and 'LINK2ID/INVITATION'. The 'COURSE REPORTS' tab is selected. The main content area contains the text: 'This report displays participant activity by course. Click on a course name to view details.' Below this text are two buttons: 'Searchable Activity Report' and 'Export'. A table displays the following data:

Course	Not Activated	Activated/ Not Started	In Progress	Completed
Health, Safety and the Law	0	0	1	0
Lockout/Tagout	0	1	0	0
WHMIS - An Introduction	0	2	2	0

If you click on a course in the summary report it will display a report that provides specific course activity:

- participant registered
- date registered
- % progress
- date completed
- exam score.

The screenshot shows the 'Course Activity' page for the 'Lockout/Tagout' course. At the top, there is a navigation bar with tabs for COURSES, REPORTS, CONTACT US, SETTINGS, HELP, and LOGOUT. Below the navigation bar, there is a message: 'Click here to test your browser settings' and 'Logged in as: demo demo' with a language dropdown set to 'English'. The 'Course Activity' section is titled 'Course Activity' and contains the text: 'Course: Lockout/Tagout' and 'You have 1 subscriptions to this course that are not yet activated. [Click here to invite participants](#)'. Below this text is a button: 'Export'. The main content area contains the text: '1 Registered Participants as at November 20 2008:'. A table displays the following data:

Name	Email	Date Registered	Progress	Date Completed	Exam Score
Sam Pull	sam.pull@generic.ca	June 01 2008	15 %		

Below the table is a button: 'Return to Previous Screen'.



Clicking on the link in the **Progress** column will elaborate on the course content, and will show where the participant is in the course.

Course Outline - Lockout/Tagout

Progress for: Sam Pull (as at July 4 2008)
 Last Accessed: July 4 2008
 Legend: Not Started - In Progress - Complete

<p>Chapter 1</p> <ul style="list-style-type: none"> 1. Introduction 2. Moving Through and Completing This Course 3. Course Resources 4. Course Learning Objectives 	<p>Chapter 2</p> <ul style="list-style-type: none"> 1. What is Lockout/Tagout? 2. Purpose of Lockout 3. Purpose of Tagout 4. Terms and Definitions 5. Terms and Definitions (cont.) 6. Terms and Definitions (cont.) 7. Terms and Definitions (cont.) 8. Why Lockout/Tagout is so important 9. Chapter 2 Quiz Instructions 10. Chapter 2 Quiz 	<p>Chapter 3</p> <ul style="list-style-type: none"> 1. Lockout/Tagout Legislation 2. Lockout/Tagout Procedures 3. Getting the information you need <p>Quiz</p>
<p>Chapter 4</p> <ul style="list-style-type: none"> 1. Forms of Hazardous Energy 2. Hazardous Energy Sources 3. Types of Hazardous Energy 4. Types of Hazardous Energy (cont.) 5. Types of Hazardous Energy (cont.) 6. Types of Hazardous Energy (cont.) 7. Types of Hazardous Energy (cont.) 8. The Dangers of Energized Equipment <p>Quiz</p>	<p>Chapter 5</p> <ul style="list-style-type: none"> 1. When to apply Lockout/Tagout 2. Is Lockout/Tagout required? 3. Review - Scenario 1 4. Review - Scenario 2 	<p>Chapter 6</p> <ul style="list-style-type: none"> 1. Lockout Devices 2. Common Energy-Isolating Devices 3. Common Energy-Isolating Devices (cont.) 4. Lock Standards 5. Tag Standards <p>Quiz</p>
<p>Chapter 7</p> <ul style="list-style-type: none"> 1. Lockout/Tagout Six-Step Procedure 2. The 6 Steps Overview 3. Steps 1 and 2 4. Step 3 5. Steps 4 and 5 6. Step 6 7. Re-starting Equipment 8. Chapter 7 Quiz 	<p>Chapter 8</p> <ul style="list-style-type: none"> 1. Types of Lockout and Continuity 2. Individual Lockout 3. Group Lockout 4. Complex Group/Multiple Point Lockout 5. Complex Group / Multiple Point Lockout (cont.) 6. Continuity of Lockout 7. Abandoned Lock Procedure 8. Chapter Review 	<p>Chapter 9</p> <ul style="list-style-type: none"> 1. Who is responsible? 2. Employer Responsibilities 3. Supervisor Responsibilities 4. Responsibilities of Authorized Individuals 5. Contractor Co-ordination and Responsibilities 6. Course Conclusion <p>Final Exam</p>

[Return to Previous Screen](#)

Accessing Participant Profile Information

You can find account information for a participant who has enrolled in a course two different areas of the site.

From the [Course Activity](#) screen (see previous page), you can click on the participant's name to view the participant's profile. Here you can locate their username and password.

Participant Profile

Participant : Sam Pull
Email: sam.pull@generic.ca
User name: Sam.Pull
Password: trial

COMPLETED COURSES

This participant has not completed any courses.

CURRENT COURSES Export

Course	Activated	Progress (Chapter)	Last Activity
Health, Safety and the Law	June 1 2008	4 % (Chapter 1)	June 1 2008
Lockout/Tagout	June 1 2008	15 % (Chapter 2)	July 4 2008

[Return to Previous Screen](#)

Alternatively, you can click on the [Course Reports](#) tab and [Searchable Activity Report](#), which will open a page that allows you to locate course records based on any of 15 searchable fields including:

- course name
- first name and/or last name
- user name
- email address
- employee number.

Clicking on [Report Settings](#) will reveal check-boxes which allow you to select which fields are visible in your search results summary.

Searchable Course Activity Report



[Search](#)

Course: Asbestos Awareness

Last Name: First Name: Email:

Employee #: User name: Phone:

Address: City: Postal Code:

Country: All Province: All Department / Location:

Company:

Date Range: Start: End:

Show Columns

Last Name First Name Employee # Company Department / Location User name

Password Email Address City Province Postal Code

Country Phone Activated Progress Exam Score Date Completed

Certificate Expires

[Save Settings](#)

1 record(s). Displaying page 1 of 1.

Course Name	Last Name	First Name	Employee #	Company	Department / Location	User name	Password	Activated	Progress	Exam Score	Date Completed	Certificate Expires
-----------------------------	---------------------------	----------------------------	----------------------------	-------------------------	---------------------------------------	---------------------------	--------------------------	---------------------------	--------------------------	----------------------------	--------------------------------	-------------------------------------

You can also click on [Export](#) (or [Export XLS](#) within the [Searchable Activity Report](#)) to generate an Excel file report of your current on-screen data.

Participant Activity - demo demo

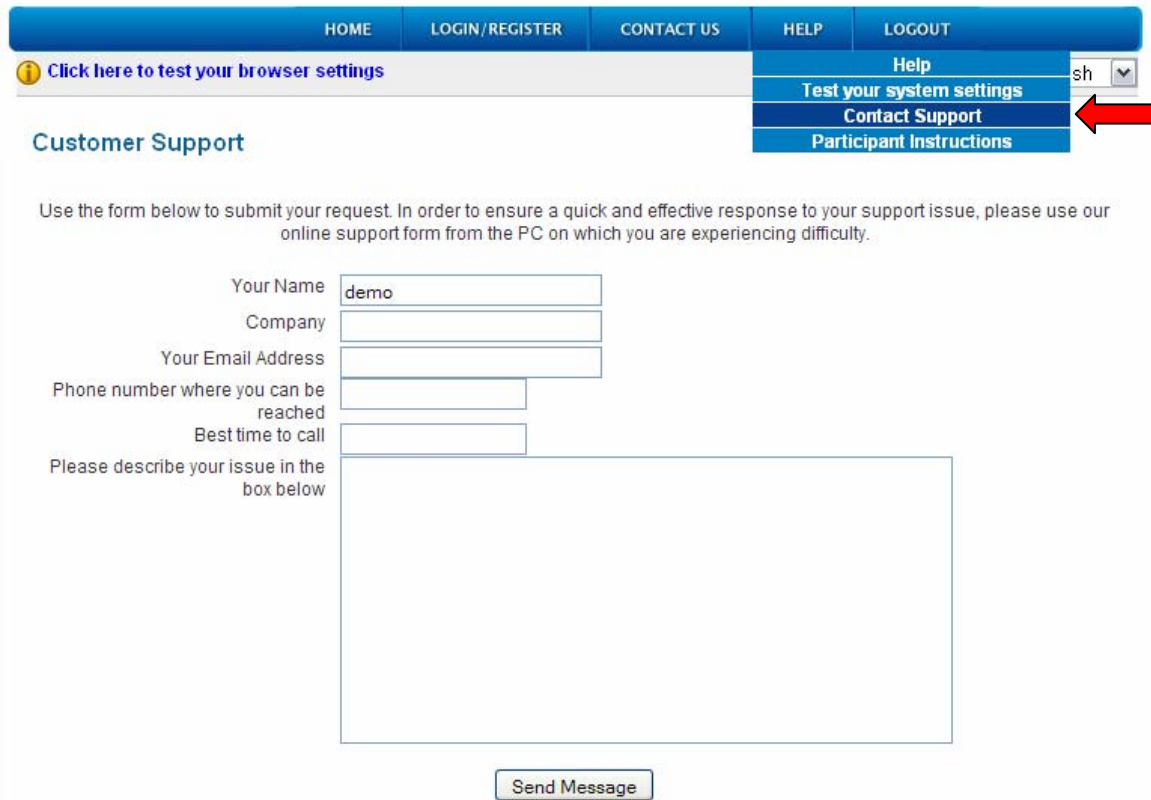


Course	Status	Progress	Activated	Subscription Expires	Date Completed	Exam Score
WHMIS - An Introduction	Finished	100.0 %	04/06/2008 10:40:18 AM	June 5 2009	June 4 2008	100.0 %
WHMIS Refresher	New	0.0 %	05/06/2008 1:55:18 PM	June 6 2009	-	-



Further Assistance

If you require further information, please feel free to use the online support request form found on the [Help](#) drop-down menu as [Contact Support](#).



The screenshot shows a navigation bar with links for HOME, LOGIN/REGISTER, CONTACT US, HELP, and LOGOUT. Below the navigation bar is a yellow warning icon and a link to test browser settings. A dropdown menu is open under the HELP link, showing options: Test your system settings, Contact Support (highlighted with a red arrow), and Participant Instructions. Below the navigation bar is a section titled "Customer Support" with a paragraph of instructions. The form fields include: Your Name (demo), Company, Your Email Address, Phone number where you can be reached, Best time to call, and a large text area for describing the issue. A "Send Message" button is at the bottom.

You can also reach us directly at: support@link2elearning.com.

We hope you enjoy your e-learning experience!