

WorkSmart Campus – Accessing the Course

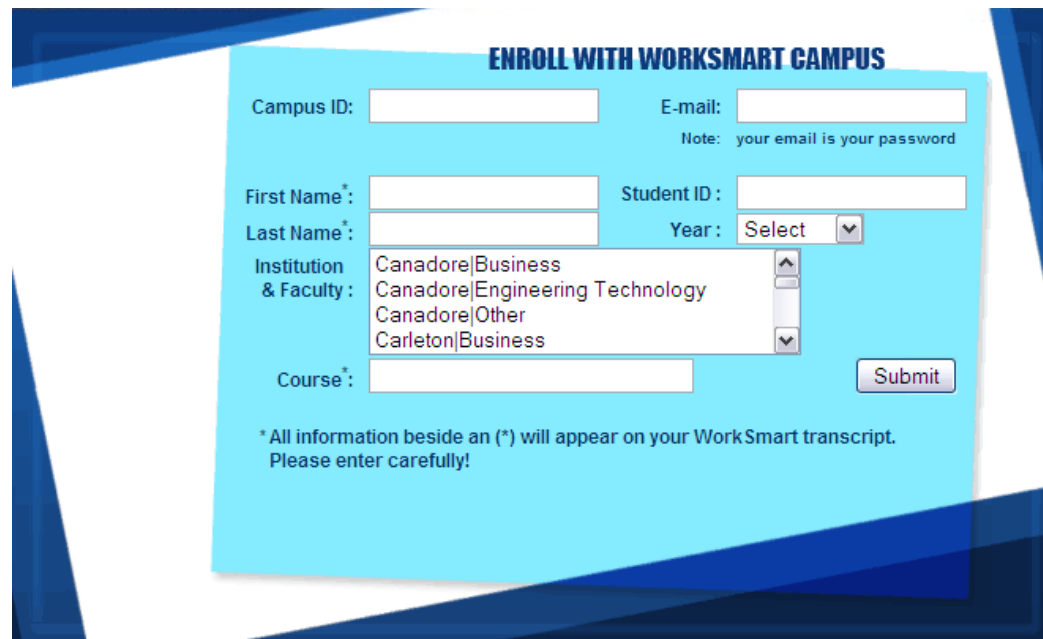
WorkSmart Campus is a joint venture between the Workplace Safety and Insurance Board and the Ministry of Labour aimed at educating university students about their rights as workers. Many students have part-time jobs to finance their education, and this training will help them both in performing these jobs and pursuing their education. Because you're a uOttawa student, the course is 100% free.

To access the course, you must have an active Internet connection.

Go to the following site: <http://vubiz.com/chaccess/worksmart/>

If you're logging in for the first time, click on **First Time? Enroll here first**. If you've already accessed the course once, use your login to resume your course.

By clicking on **First Time**, you come to a page that looks like this:



The screenshot shows a light blue enrollment form titled "ENROLL WITH WORKSMART CAMPUS". The form contains the following fields and elements:

- Campus ID:
- E-mail: (Note: your email is your password)
- First Name*:
- Last Name*:
- Student ID:
- Year: Select
- Institution & Faculty: A dropdown menu with options: Canadore|Business, Canadore|Engineering Technology, Canadore|Other, and Carleton|Business.
- Course*:
- Submit:

* All information beside an (*) will appear on your WorkSmart transcript. Please enter carefully!

Enter the following information to gain access to the training. All the information entered on this page will appear on your certificate EXACTLY as you've entered it. Please check it carefully before submitting.

Campus ID: MEVT2747

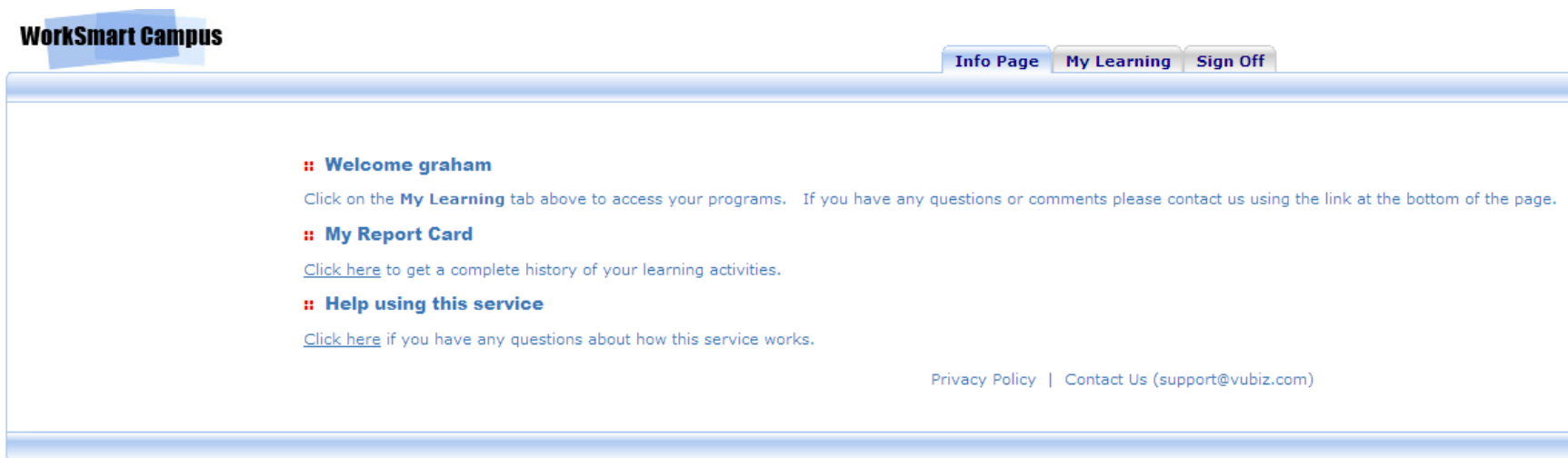
Email: Your uOttawa email address is very important as it allows the website to recognize you as a uOttawa student.

Institution and faculty: Scroll down until you reach **University of Ottawa**, then select it.

Course: Enter your faculty or service name.

Click on **Submit**.

If all the fields have been filled correctly, you will have access to the portal page. It should look like this:



The screenshot shows the WorkSmart Campus portal interface. At the top left, the text "WorkSmart Campus" is displayed. On the top right, there are three navigation tabs: "Info Page", "My Learning", and "Sign Off". The main content area contains three sections, each starting with a double colon icon (>::'): "Welcome graham" with a link to "My Learning" and a contact link; "My Report Card" with a link to "Click here" for learning history; and "Help using this service" with a link to "Click here" for service questions. At the bottom right, there are links for "Privacy Policy" and "Contact Us (support@vubiz.com)".

Click on the **My Learning** tab at the top of the screen; this brings you into the course content section to begin the course. It looks like this:

Navigating your way through the health and safety campus:

To complete this exercise you must go through two progressive e-learning programs, take a quiz after each one, and then take the Passport to Safety test, which is graded. It will take approximately three hours to complete. **IMPORTANT NOTES**

1. The e-learning programs must be taken in a specific order beginning with Health and Safety 101 and ending with Passport to Safety. You will not be able to move on to the next program until you have successfully completed the quiz for the previous program. Passing the quizzes will unlock the next program. It may take a moment for the screen to refresh.
2. The 10 question quizzes that follow HS101 and SafeSmart require you to get 100% to move on to the next module. If you don't get 100% the first time, it will keep giving you 10 new questions until you get a perfect score.
3. The Passport to Safety for Workplace Leaders test will evaluate your understanding of concepts learned in all three programs. The test is broken down into 4 parts, each with 25 questions. You will be graded on your responses and will not have an opportunity to go back and re-do the questions as you did with the 2 quizzes. You can take a break between each set of questions. Once you have completed a set of questions, the system will allow you to start with the next set when you return to the test.
4. If you decide you want to log off when you are part way through a program, click the bookmark icon on the page you want to return to.
5. Once you have completed all the tests, print 2 copies of your transcript:
 - One should be submitted to the faculty who assigned the e-campus to you
 - One can be included in your portfolio when you are looking for employment.



Step 1: HS 101 E-campus Edition...

Learn the basics of health and safety in the workplace: the legislation, safety roles, recognizing hazards, controlling hazards. Real-world examples illustrate the importance of making safety a priority.

 HS 101 E-campus edition [Description] [Status]

 Review Quiz: HS 101 [No Attempts | Refresh]



To get started, read the instructions and click on **the HS 101 E-campus edition**. This starts Module 1. Once you complete Module 1, return to this screen and try the **Review Quiz: HS 101**. Once you achieve a passing grade, the second Module becomes available.

To start the second module, click on **SafeSmart for Workplace Leaders**. Once finished, try the **Review Quiz: SafeSmart for Workplace Leaders**. As with Module 1, once you get a passing grade, Module 3 becomes available.

To complete the final module, you have to go through four sub-modules of questions. Answer them all to finish your training.

To maintain a record of your training, print a copy (paper or PDF) of your transcript. You may want to add this to your resumé as well.

Finally, please take a few minutes to evaluate the program using the **Program Evaluation Survey**.

If you have any problems during the registration, login or other stages, please contact Graham Nelson by phone at extension 2486 or by email at gnelson@uottawa.ca.