

Learning Management System (LMS)

Code of Conduct E-Learning Course Employee Tip-Sheet

Read these tips to find out how to:

- 1** Log into LMS
- 2** Locate training
- 3** Start E-Learning
- 4** Complete E-Learning course

February 19, 2021

Edmonton

1 Log into LMS

A Log into the [Learning Management System](#) using your 7 digit employee ID number and password.

Welcome to the
Learning Management System

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Edmonton

New to the City of Edmonton Learning Management System?
Your username is your payroll employee ID number. This is a 7 digit number that begins with zero.
Your password is the first 3 letters of your last name (all capital letters) and your payroll employee ID number.
For example: if your last name is Treehouse and your payroll number is 0123456 then your password will be TREE0123456.
For assistance please call Inside Information at 780-944-4311

To log in, enter your username and password.


User Name:

Password:

[Forgot your password?](#)

For best results, use **Google Chrome** browser.
Make sure your pop-off blocker is turned off.

To disable the pop-up blocker in Chrome:

1. At the top right, click More  and then click Settings.
2. Click 'Privacy and security' and then click Site Settings.
3. Click Pop-ups and redirects.
4. At the top, turn the setting to Blocked.

If this is your **first time logging into LMS**, your username is your 7 digit employee ID number and your password will be the first 3 letters of your last name (in capital letters) followed by your 7 digit employee ID number.

Example: John Anderson - 0123456 would be AND0123456.

Trouble Logging In? Contact Inside Information should you need any help logging into LMS. (E.g. you have forgotten your password or do not know your employee ID number)

2 Locate Training

A



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Log Off
Search

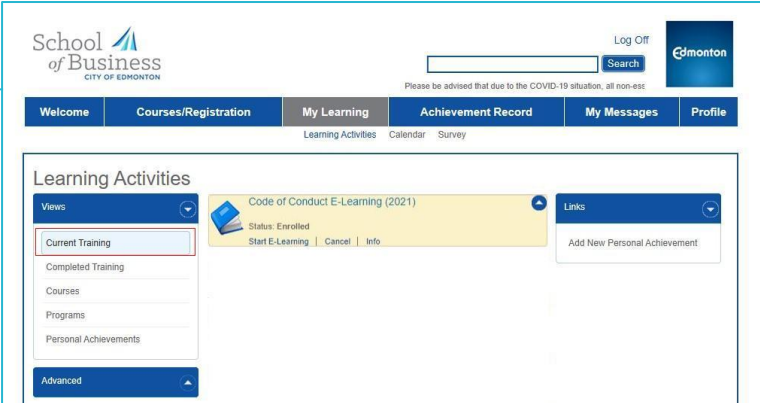
Please be advised that due to the COVID-19 situation, all non-ess

Welcome Courses/Registration **My Learning** Achievement Record My Messages Profile

Learning Activities Calendar Survey

To find the training click on your **My Learning** tab.

B



School of Business
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Log Off
Search

Please be advised that due to the COVID-19 situation, all non-ess

Welcome Courses/Registration **My Learning** Achievement Record My Messages Profile

Learning Activities Calendar Survey

Learning Activities

Views

Current Training

Completed Training

Courses

Programs

Personal Achievements

Advanced

Code of Conduct E-Learning (2021)

Status: Enrolled
Start E-Learning Cancel Info

Links

Add New Personal Achievement

You will see the course titled "**Code of Conduct E-Learning (2021)**" located in your Learning Activities as part of your **Current Training**.

All active employees (as of February 12th payroll cut-off date) have been enrolled into this course!

Course does not appear in your My Learning?
If the course does not appear in your My Learning tab, please contact Learning@edmonton.ca.

3 Start E-Learning

A

Click **“Start E-Learning”** to launch the course.



B

The course will open up outside of the LMS in a new window or separate tab.

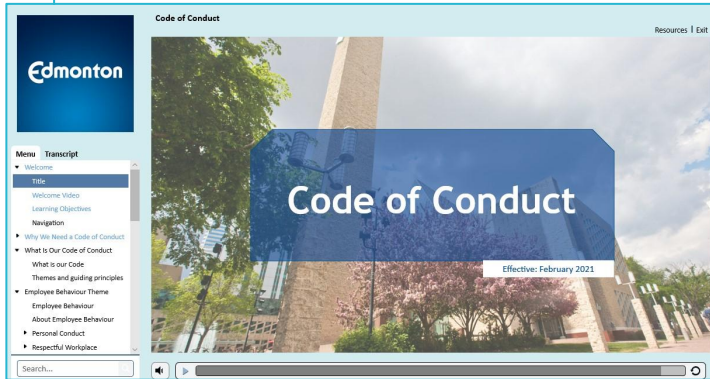
Your course has been launched in a new window.

We launched your course in a new window but if you do not see it, a popup blocker may be preventing it from opening. Please disable popup blockers for this site.

[Return to LMS](#)

C

Welcome to the Code of Conduct E-Learning course!



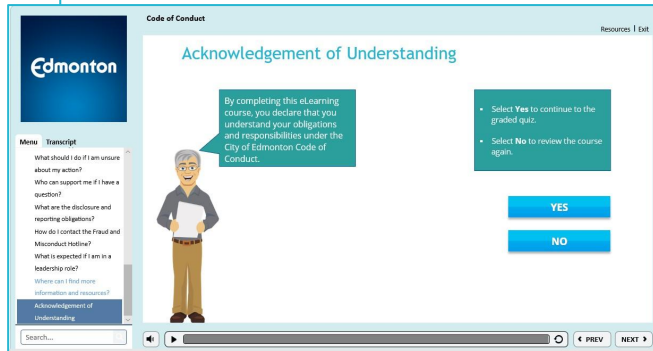
Approximate Course Duration: **60 minutes**

This course has a graded assessment. You must score at least **80%** to pass this course.

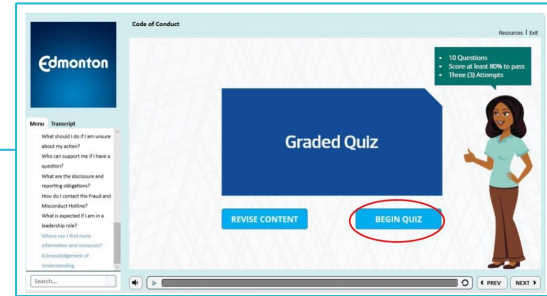
To avoid issues with the LMS timing out, please make sure you are going through the training in one-sitting. This will ensure your results will be submitted back to LMS once you are finished.

4 Complete E-Learning Course

A Follow the instructions provided in the online training to navigate your way through the course. Make sure to listen and read each slide before moving on.



B Begin the graded quiz. There are 10 questions to answer. Score at least 80% to pass. You will have 3 attempts to pass.



Important: Once you have finished the course with a passing grade of at least 80% or after you have tried the test three times, you must **click on the Submit Results** button to ensure your results get sent back to the LMS for tracking.

Once you have submitted your results, the course will close and you will return to the LMS. Your LMS record will be updated!

Congratulations!



Additional Information/Support Guide

- **Are you new to the City?** For all new employees hired on or after February 12, 2021 this training will be included as part of your mandatory **Onboarding Mandatory Courses Program** in the Learning Management System.
- **Having technical difficulties completing the course?** Please contact Learning@edmonton.ca for additional support.