Learning Management System (LMS)

Code of Conduct E-Learning Course

Employee Tip-Sheet

Read these tips to find out how to:

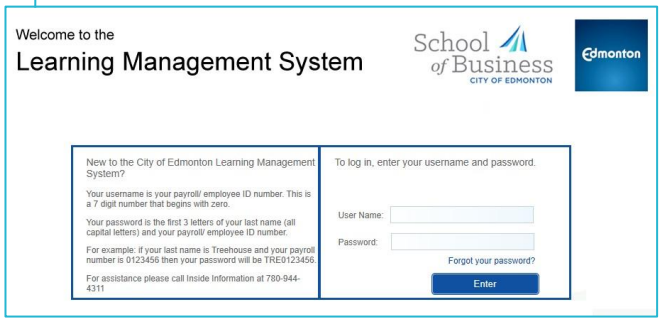
1 Log into LMS **2** Locate training **3** Start E-Learning **4** Complete E-Learning course

February 19, 2021

Edmonton

1 Log into LMS

A Log into the Learning Management System using your 7 digit employee ID number and password.



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.

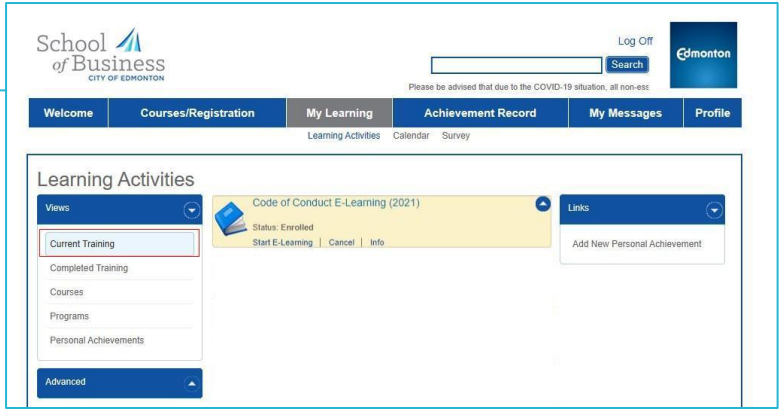
Trouble Logging In? Contact Inside Information should you need any help logging into LMS. (E.g. you have forgotten your password or do not know your employee ID number)

2 Locate Training

A

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

B



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.

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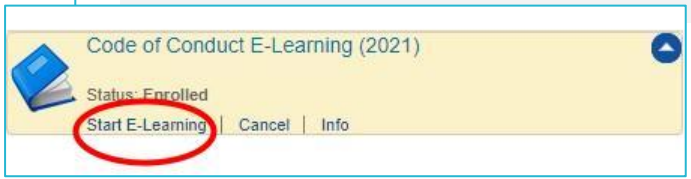
3 Start E-Learning

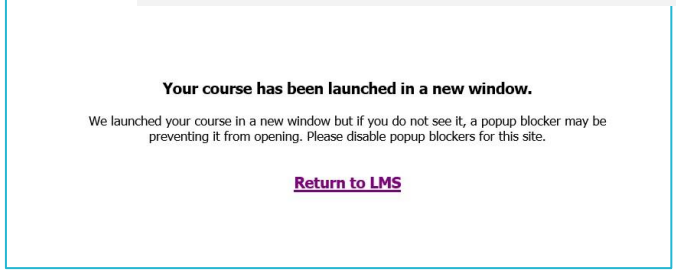
A

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



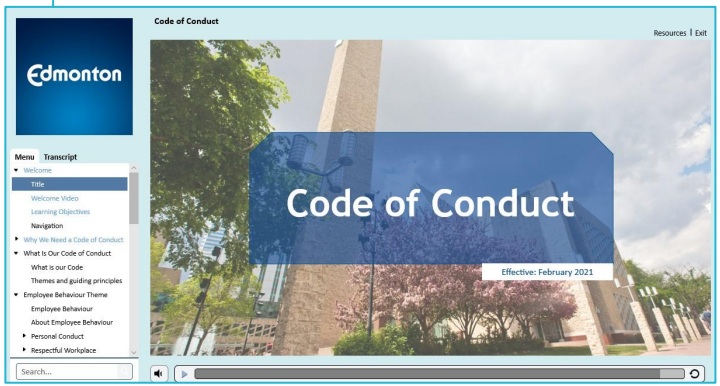
B

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



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.

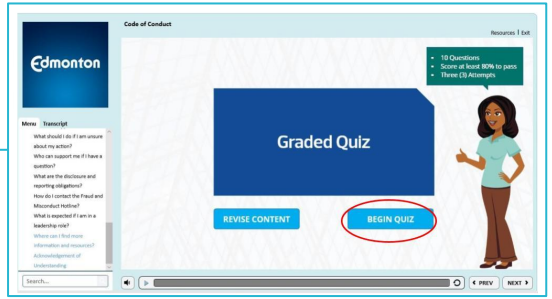
4 Complete E-Learning Course

A

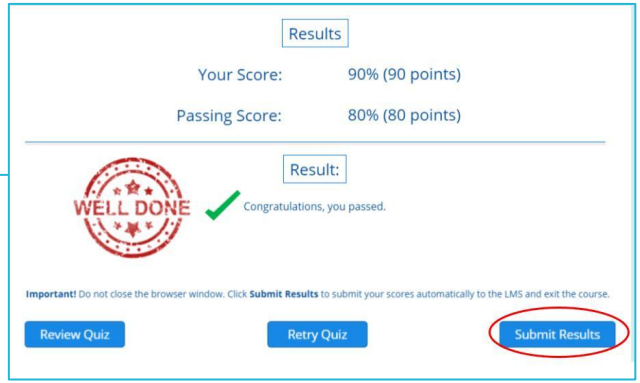
Follow the instructions provided in the online training to navigate your way through the course. Make sure to listen and read each slide before moving on.

B

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



C



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.