

HIRE-IEHP

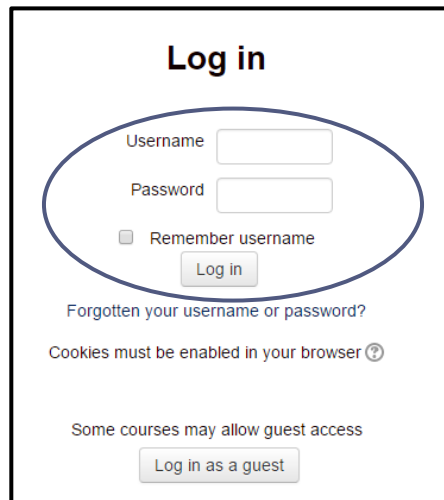
CAREER OPTIONS E-RESOURCE USER MANUAL

The Career Options e-Resource is hosted on a Learning Management System (LMS) that is user friendly and easy to navigate. We are confident you will become accustomed to it quickly. If you have any technical issues, please email: sm.wood@utoronto.ca.

1. Logging In

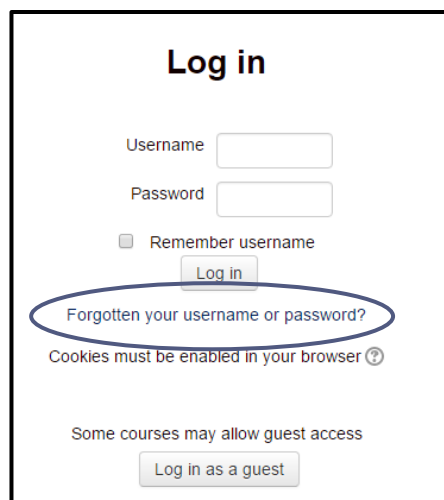
The URL for the e-Resource home page is: <http://iehpcanada.utoronto.ca/learn/course/view.php?id=3>

- To log in, enter the username and password provided to you and click “**Log in**”. Please note that passwords are case sensitive. When you log in for the first time, you will be prompted to change your password.



The screenshot shows the 'Log in' page. The 'Username' and 'Password' input fields are circled in blue. Below them is a 'Remember username' checkbox and a 'Log in' button. Further down, there is a link for 'Forgotten your username or password?', a note about cookies, and a 'Log in as a guest' button.

- If you forget your password, click “**Forgotten your username or password?**” and follow the steps for a new password to be sent to your email address.

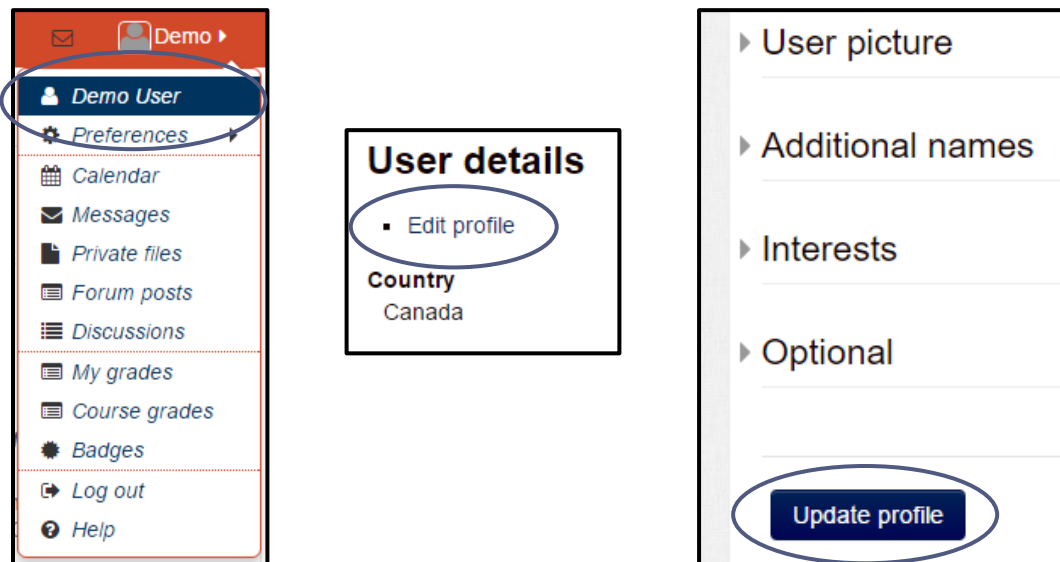


The screenshot shows the 'Log in' page. The 'Forgotten your username or password?' link is circled in blue. The rest of the page, including the input fields and buttons, is the same as in the previous screenshot.

2. Updating Your Profile

Your profile contains information such as your name, email address, and user preferences. You may wish to edit your profile or add a user picture (optional).

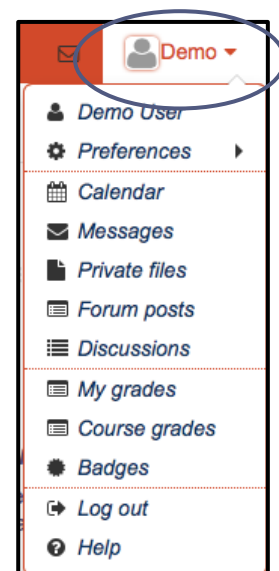
- To access your profile, hover over your first name in the top right corner of the page and click on your full name in the drop-down menu that appears.
- Click **“Edit profile”** if you would like to edit your profile.
- To save your changes (if applicable), scroll down to the bottom of the page and click **“Update profile”**.



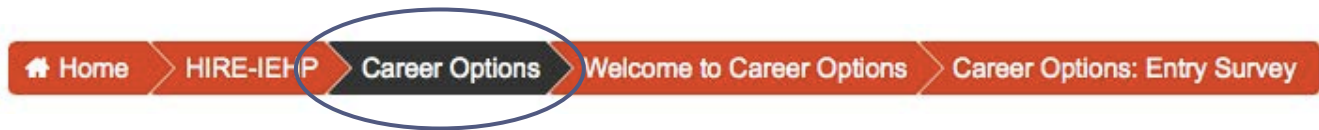
3. Navigation and Layout

Once you have logged in, you will see your first name in the upper right hand corner. Hovering over your name with your mouse will display a drop-down menu of options including:

- Full Name – Click on your full name to display your user profile.
- Preferences – Click here to change your preferences (including editing your profile and changing your password).
- Messages – Click here to view private messages that other users have sent you.
- Log out – Click here to log out of the e-Resource.
- Help – Click here to open your email client and send an email regarding technical support.



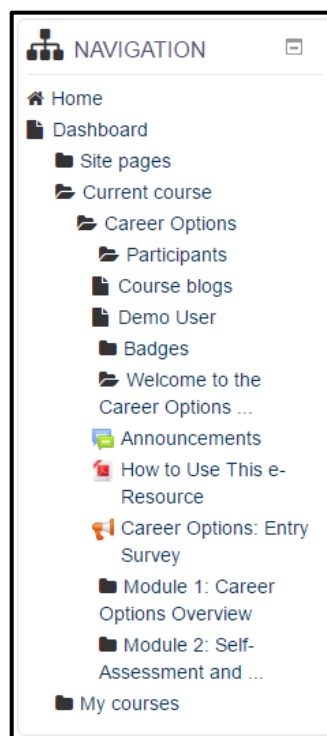
The breadcrumb-trail at the top of the page shows you where you are within the e-Resource. Clicking on the “Career Options” link will return you to the e-Resource home page.



The e-Resource home page is organized into two columns. The column on the left-hand side contains blocks. The larger centre column is where the content is displayed.

- The **column on the left-hand side** contains blocks such as Navigation, Administration, Latest News and Table of Contents.

Navigation block – This block appears on every page and provides expandable folders with links to the home page, your profile and activities within each module. When you are in an activity, the navigation block shows you what module you are in and allows you to navigate through the various activities.



Administration block – This block appears on every page and allows you to access specific functions for activities and view your grades (if applicable).

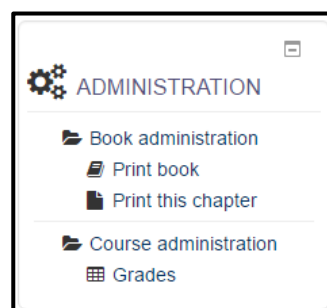
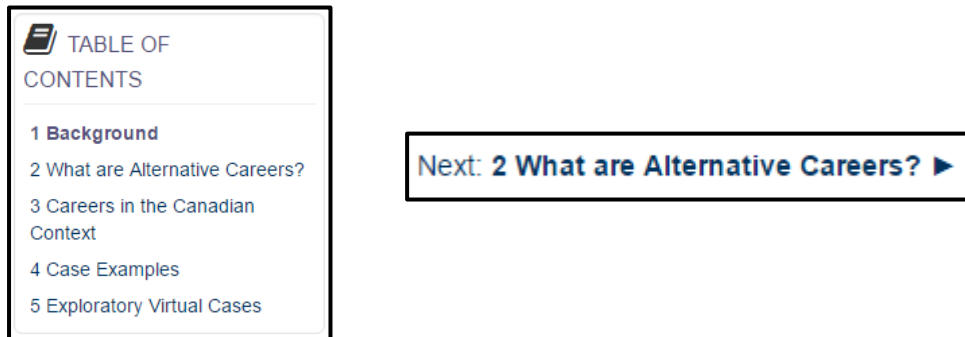


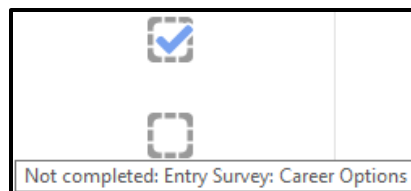
Table of Contents block – This block appears in book activities and allows you to navigate through content by clicking on the links provided. You may also navigate through the content by clicking on the word navigation arrows within the book display.



- The **larger centre-column** contains links to content described below, including surveys, pages of content (in book format), PDF resources, Virtual Cases, and Certificates.

4. Tracking Your Progress

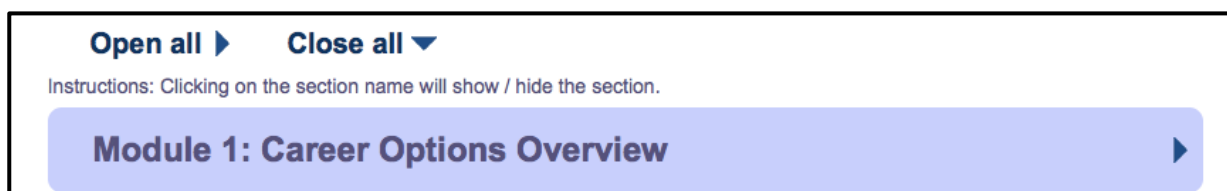
Completion tick boxes are displayed beside each required activity to indicate whether you have completed the activity. The tick boxes are automated and will display a checkmark once the activity is completed. Hovering over the tick box will indicate what activity needs to be completed.



5. Viewing e-Resource Content

The content is organized into numbered **modules** containing activities and PDF resources. The modules are intended to be completed in the sequence presented, however you may access them in any order you wish.

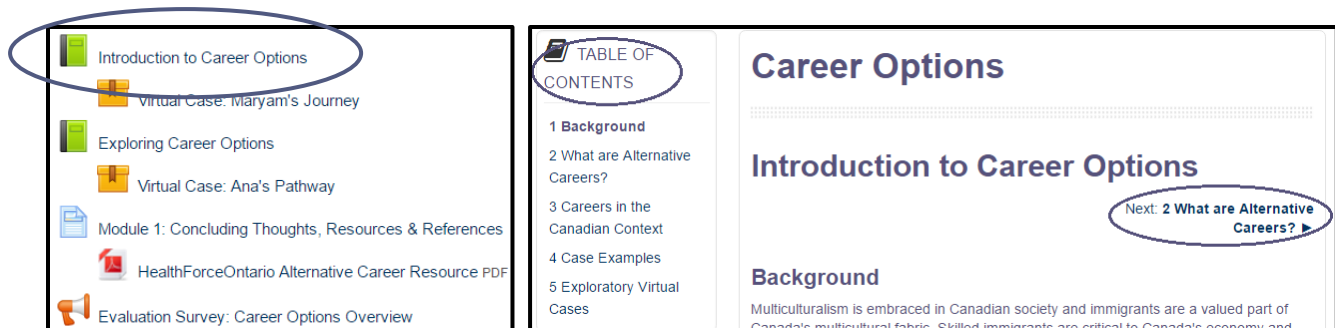
- Modules are displayed in drop-down menus that can be collapsed or expanded. Clicking on the module title will reveal the activities within it. You may also click “Open all” or “Close all” to open or close all of the modules at once.



- Within the modules, content is organized in **Book Format** and **Virtual Cases**.

Book Format

- Books display pages containing content and resources. To open a book, click on the book link on the e-Resource home page. Navigate through the content using the arrow navigation or the Table of Contents.



Virtual Cases

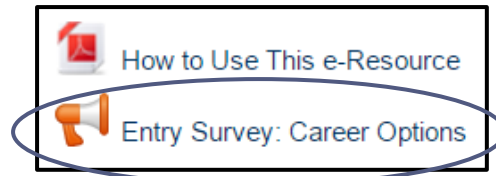
- Virtual Cases are interactive self-directed activities that illustrate concepts and include links and resources while depicting an IEHP story or scenario. To open a Virtual Case, click on the activity name on the e-Resource home page and then click "Enter" to begin the Virtual Case. Follow the navigation within the Virtual Case to proceed through it.
- Note: Please use Google Chrome as your internet browser to ensure optimal viewing of the Virtual Cases.



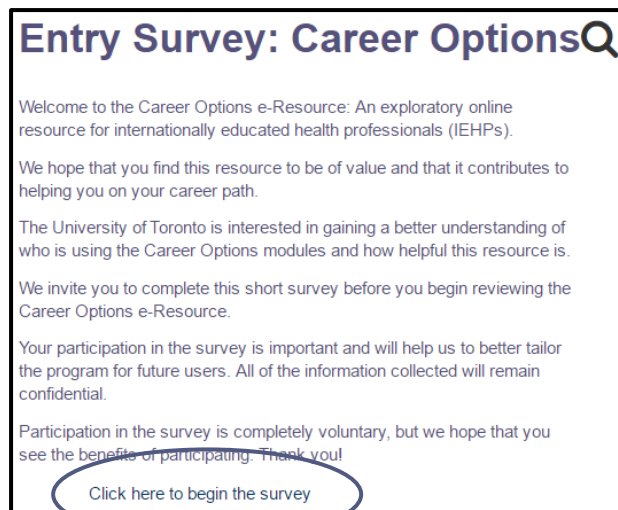
6. Surveys

Surveys are included to gather information from you regarding demographics, access to the content, and satisfaction with the content. Your participation in these voluntary surveys is important as it will help us to better tailor the resources for future users. All of the information collected will remain confidential.

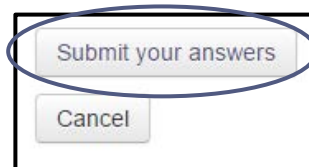
- Click on the survey link to proceed to a description of the survey.



- To participate in the survey, click on the link “Click here to begin the survey”.



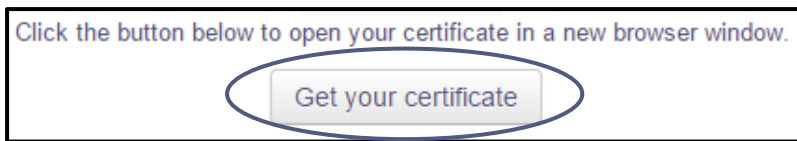
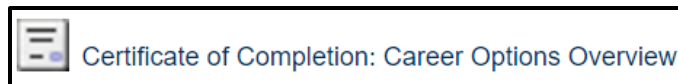
- Once completed, click “Submit your answers”. Please note that required questions will be marked with an asterisk (*).



7. Certificates of Completion

Certificates of Completion are available for each module. They are not accessible (they appear greyed out) until all of the required activities in the module have been completed. The required activities will be displayed below the Certificate link.

- Once the required activities are completed, to download your Certificate click on the Certificate link and then click **“Get your certificate”**.



- A pop-up window will appear displaying your Certificate of Completion (PDF). You can save or print your Certificate for future reference.