

*i*Learn

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Introduction

Welcome to iLearn!

iLearn is a Learning Management System (LMS). It hosts both online and instructor-led courses. Learners can access iLearn from home or work, 24 hours a day, 7 days a week.

Key Features

- Online courses such as WHMIS and Accessibility
- Instructor-led courses (as available)
- Searchable course catalogue
- Learner self-registration for courses including cancellation, rescheduling and downloading details to Outlook calendar
- Transcripts and certificates
- Online resources such as manuals and quick reference sheets
- Tracking and reporting (for managers)

Interface

The iLearn interface is attractive and user-friendly. It can also be customized to show your organization's logo. (Figure 1)



Figure 1

Technical and Administrative Requirements

Technical Requirements

iLearn is a web-based Flash application. To run iLearn on your organizations computers, the following technical standards must be in place:

- Adobe Flash Player installed (version 9 or 10 preferred)
- Firewall permissions modified to allow learners to access iLearn
- Internet Explorer (preferred) or Firefox Mozilla web browser installed

Administrative Requirements

Each organization is responsible for the administration of iLearn for their staff. Administrative requirements include:

- Creating new user accounts/De-activating old accounts
- Running reports
- Course approvals (for key courses)
- Course registration (for courses without open enrolment)

Each administrator will receive online training.

Course Offerings

Online Courses

The following online courses are currently available on iLearn:

Course	Description	Quiz	Mandatory
Accessibility	This course explains the purpose of the Accessibility for Ontarians with Disabilities Act (AODA), 2005. It outlines the general requirements of the Customer Service Standard, as well as teaching learners how to offer assistance to people with various types of disabilities.	Yes	Yes (Provincial Mandate)
WHMIS 2010	This course provides mandatory WHMIS (Workplace Hazardous Materials Information System) training to all employees. Topics include: <ul style="list-style-type: none"> • What is WHMIS • Hazardous materials • Labels • MSDS (Material Data Safety Sheets) • Consumer Products 	Yes	Yes (Provincial Mandate)
Shiftwork24	This course is designed to address the impact of sleep and diet on the shift worker. It provides practical strategies to minimize the negative health effects of shift work.	Yes	No
SBAR	A short course (5 minutes) which demonstrates the user of the SBAR communication tool. SBAR stands for: <ul style="list-style-type: none"> • Situation • Background • Assessment • Recommendation 	No	No
A Tour of iLearn	A brief, narrated tour of the iLearn environment.	No	No

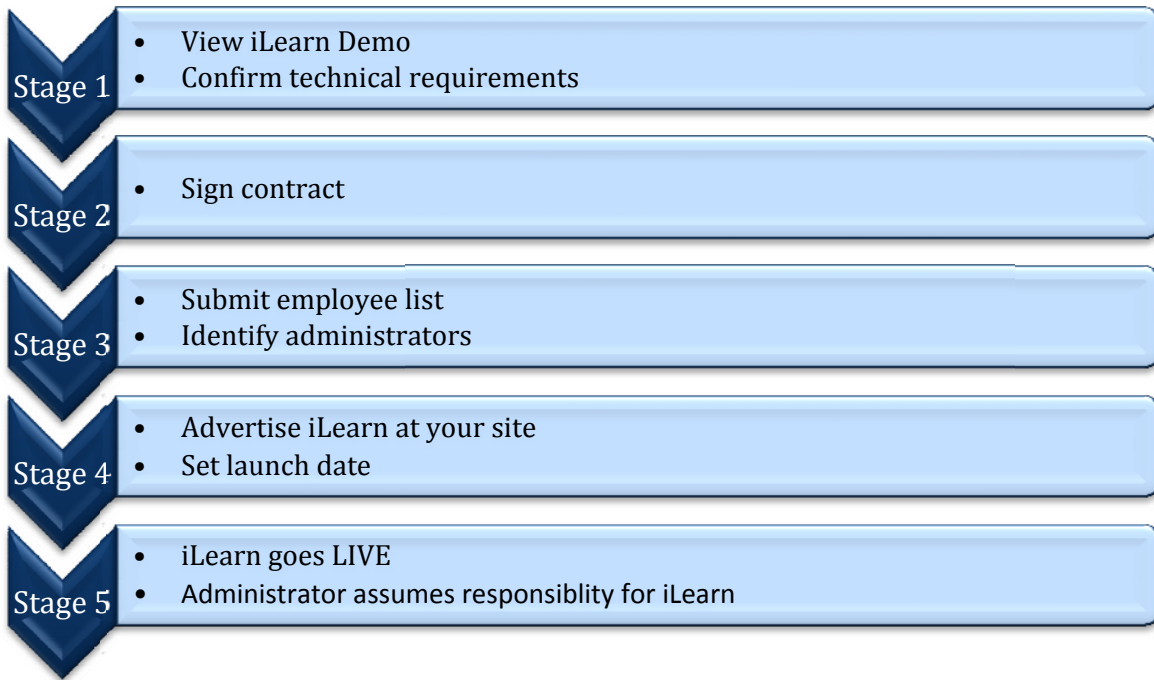
Instructor-Led Courses

The following instructor-led courses are currently available in iLearn:

Course	Description
Microsoft Office	<p>The following courses are available at both the basic and intermediate level:</p> <ul style="list-style-type: none">• Access• Excel• Outlook• PowerPoint• Word
Emotional Intelligence	<p>Participants will learn how to manage their emotions in key relationships, and learn techniques to leverage emotions for greater purpose and performance in all aspects of life.</p>
Workplace Violence Prevention	<p>This very hands-on course teaches participants about the importance of understanding the underlying causes of violent behaviour and how to manage the risks associated with potentially violent client and visitor behaviour.</p> <p>The course gives ample opportunity for participants to explore realistic problem solving scenarios, and learn how to effectively intervene when violent situations are encountered in the workplace.</p>
Preceptor/Mentor Workshop	<p>This course is designed for any staff member who will be in a entering into mentoring or precepting relationship. Topics include:</p> <ul style="list-style-type: none">• Setting goals and expectations• Communication styles• Learning styles• Adult learning principles• Giving and receiving feedback• Role of preceptor or mentor in Interprofessional education

Adoption Stages

The following diagram briefly outlines the adoption stages.



Promotional Materials

Promotional materials are available upon request. These materials include:

- Posters (11X17 and 8.5X11)
- Images of iLearn (interface, etc.) that can be used to create custom promotional material.