



Virtual Instructor-led Training Quick Start Guide

ACSA is using the Adobe Connect online meeting platform to deliver training.

Due to the high number of people hosting online meetings due to COVID-19, the Connect service is experiencing higher than normal volumes.

To ensure you can connect to the meeting and fully participate, you must install the free Adobe Connect application on your desktop or laptop computer. The courses are not set up to support mobile devices at this time.

Download and install Adobe Connect client software

Before the class begins, download the free Adobe Connect client.

For Windows: <http://www.adobe.com/go/Connectsetup>

For Mac: <http://www.adobe.com/go/ConnectSetupMac>

Follow the link to download the installer and run it.

System Requirements

- PC or Mac with speakers or headphones. Course delivery will rely on audio and visual presentation

Windows

- 1.4 GHz Intel Pentium 4 or faster processor (or equivalent)
- Windows 10, 8.1 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 512 MB of RAM (1 GB recommended)
- Microsoft Internet Explorer 11 or later, Windows Edge browser, Mozilla Firefox, or Google Chrome

Mac OS

- 1.83 GHz Intel Core Duo or faster processor
- 512 MB RAM (1 GB recommended)
- Mac OS X 10.12, 10.13 and 10.14
- Mozilla Firefox, Apple Safari, or Google Chrome

Internet Connection Bandwidth: 512 Kbps for participants

Ensure you have your participant guide and related learning material

Course participation requires you to have a copy of the participant guide and related material. After registering for the course, ACSA will send the learning materials to your shipping address.

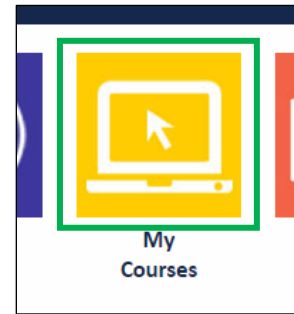
If you have not received your material by the time the class is scheduled to begin due to a delay or other circumstances, you can still access a PDF version. At the start of the course session, inform the instructor that you did not receive your physical materials in the classroom chat window. The instructor can provide you with links to download PDF versions of the materials.

You can also access the class material ahead of time from your portal. (See below.)

Accessing materials through your portal (optional)

To access electronic copies of the learning material in your portal, follow these steps. (Note, these steps are not required if you have received your hard copies of the material.)

1. Sign into your portal at <https://youracsa.csod.com>
2. Click on the My Courses button.



3. Find the session in the list, click the arrow next to the Launch button, and select View Training Details.



4. Scroll down to Pre-Work. You will see items that need to be activated.

Pre-Work							
TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	REQUIRED	EXEMPT	STATUS	OPTION	DETAILS
ⓘ vILT - LEG Participant's Guide	Participant's Guide	None	Yes	No	Not Activated	Activate	None
ⓘ Alberta OH&S Handi-Guide	Participant's Guide	None	Yes	No	Not Activated	Activate	None

STATUS	OPTION
Not Activated	Activate
Not Activated	Activate

5. Click on the Activate link for each one under Option.

6. The Activate link will change to a Launch link for each item. Click the Launch link to access the material. This may be a file to download or it may connect you to a web site to download additional items.

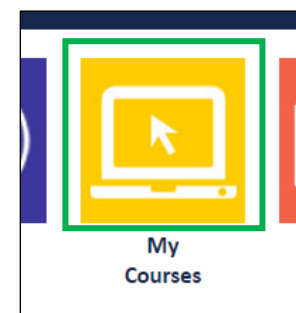
STATUS	OPTION
Registered	Launch
Registered	Launch

Access the course through your portal

The course will begin at 8:00 AM on the date it is scheduled. You should connect to the session approximately 30 minutes prior to the start time to ensure that everything is working correctly.

Important: ensure you have installed the Adobe Connect app before launching the course. (See page 1.)

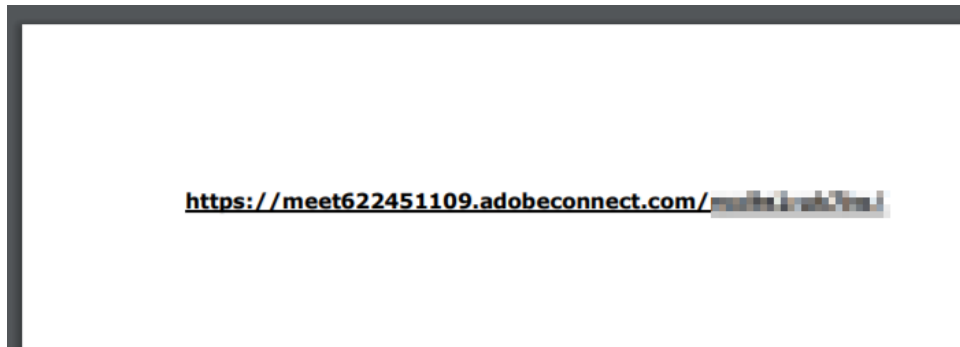
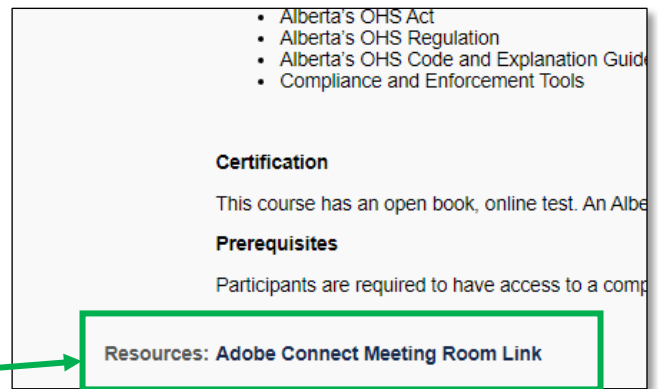
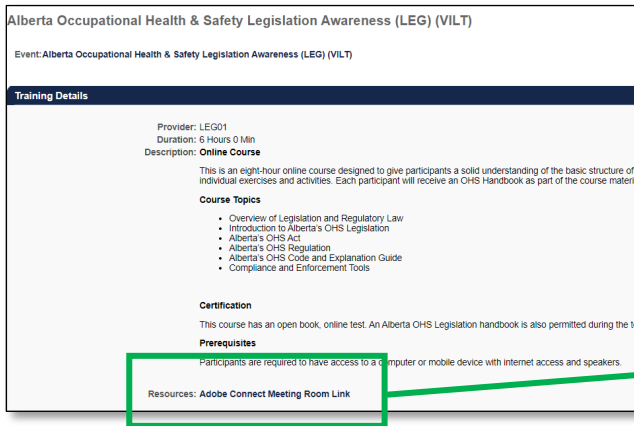
1. Sign into your portal at <https://youracsa.csod.com>
2. Click on the My Courses button.



- Find the course in the active courses list. Click the View Training Details button to bring up the summary page.



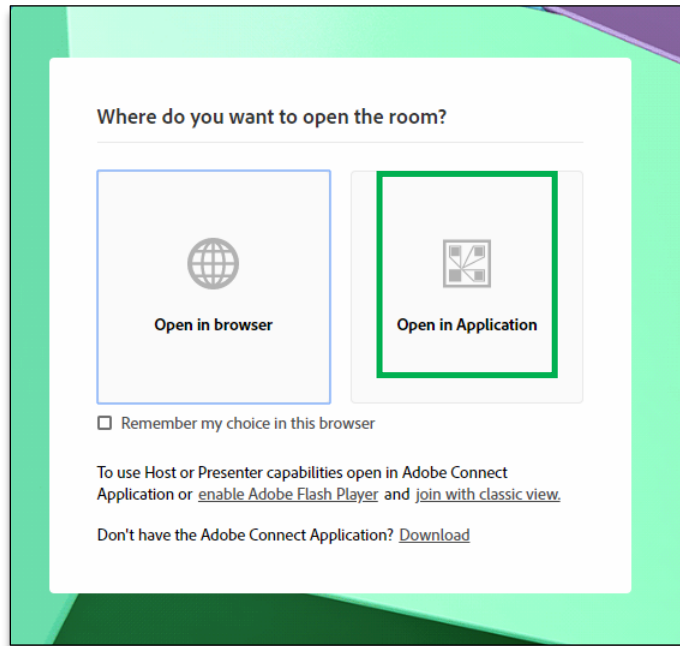
- On the summary page, there is a link beside Resources. Click the link to open a PDF that has the meeting room address.



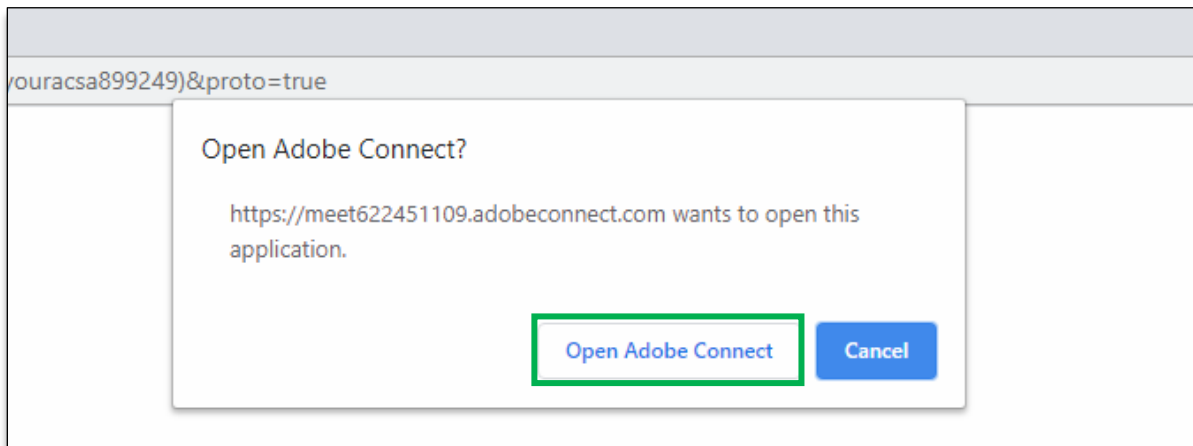
<https://meet622451109.adobeconnect.com/...>

(Note: each class session has a unique link name.)

5. Click the link in the PDF. A new browser window will open. Click the Open in Application button to open the session in the Adobe Connect client.



6. Depending on your browser, you may see a window like the one below asking you to confirm that you want to open Adobe Connect.



Adobe Connect Classroom Environment

View the online tutorial video at <https://youtu.be/oGcUC5VGDuw>

At the beginning of the course, the instructor will review the use of the participation buttons shown here.

Troubleshooting

If you lose connection to the course, Adobe Connect will try to re-establish the link automatically.

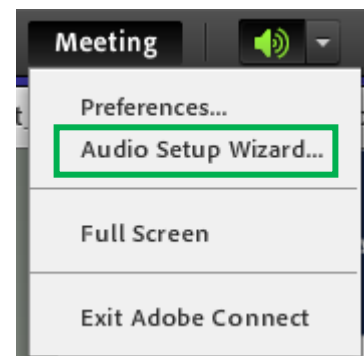
If you are experiencing technical issues with the desktop application, visit:

<https://helpx.adobe.com/ca/adobe-connect/kb/connect-desktop-application-issues.html>



It is required to install the desktop application to participate in the course. The Adobe Connect web browser client and mobile apps for smartphones have limited functionality and do not support all features. (See page 1 for links to download and install the free Adobe Connect desktop application.)

To adjust sound options, click on the Meeting button at the top left and select Audio Setup Wizard.



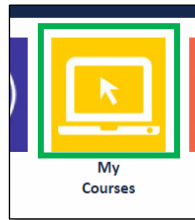
Accessing the Exam

Once the course is finished, the exam will be available in your portal.

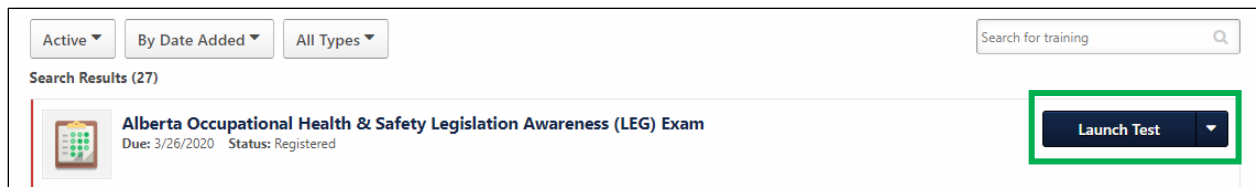
You must complete the exam on the same day you attended the course.

1. Sign into your portal at <https://youracsa.csod.com>

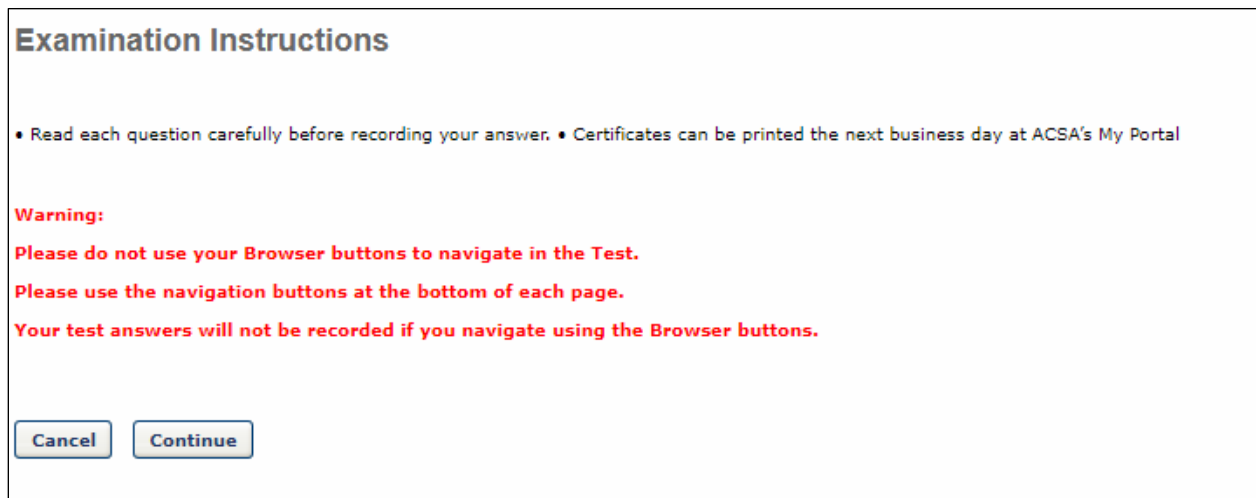
2. Click on the My Courses button.



3. You will now see the exam listed as a separate item in the list. Click the Launch Test button.



4. Once the test launches, follow the on-screen instructions.



IMPORTANT:

Once the test begins, you will have a limited time to complete it. A timer appears in the top right corner

Do not close the test window. If you close the test window, the test is finished, and you cannot access it a second time.

Test - Alberta Occupational Health & Safety Legislation Awareness (LEG) Exam

Time remaining
41:35

Legislation Awareness Exam

• Read each question carefully before recording your answer. • Certificates can be printed the next business day at ACSA's My Portal

Question 1 of 20.

1. Which one of the following list the levels of legislation in Canada in the correct order of from highest priority to lowest priority?

- Municipal, Provincial, Federal
- Federal, Municipal, Provincial
- Provincial, Federal, Municipal

- Once you have reached the end of the test, you will have the opportunity to review your answers before submitting them. When you are finished, click the Submit Final Answers button.

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	Legislation Awareness Exam	20 of 20	Go to Section
	Question 1 of 20	Answered	
	Question 2 of 20	Answered	
	Question 3 of 20	Answered	
	Question 4 of 20	Answered	
	Question 5 of 20	Answered	
	Question 6 of 20	Answered	
	Question 7 of 20	Answered	
	Question 8 of 20	Answered	
	Question 9 of 20	Answered	
	Question 10 of 20	Answered	
	Question 11 of 20	Answered	
	Question 12 of 20	Answered	
	Question 13 of 20	Answered	
	Question 14 of 20	Answered	
	Question 15 of 20	Answered	
	Question 16 of 20	Answered	
	Question 17 of 20	Answered	
	Question 18 of 20	Answered	
	Question 19 of 20	Answered	
	Question 20 of 20	Answered	

Submit Final Answers