



Virtual Instructor-led Training Quick Start Guide

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

Download and install Adobe Connect client software

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

For Windows: www.adobe.com/go/ConnectShell11

For Mac: www.adobe.com/go/ConnectMac11Plus

Follow the link to download the installer and run it.

Adobe Connect also works in the most up to date versions of Google Chrome, Mozilla Firefox, and Microsoft Edge.

System Requirements

- The current version of Adobe Connect requires a Windows 10 PC (64-bit) or a Mac with OS X version 10.14, 10.15, or 11.0.
- You must have headphones or speakers and working audio on your system
- Broadband internet connection
- **We strongly recommend a modern Windows PC and a fast internet connection for the best experience**
- **Android Smartphones/Apple iPhones are not officially supported for vILT**
- **Tablets/iPads are not officially supported for vILT**
- **If you have no alternative to use but a tablet, use Google Chrome** to launch the course in browser mode instead of using the mobile app

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 material to your shipping address.

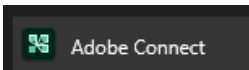
If you have not received your material by the time the class is scheduled to begin please contact ACSA Client Services at 780-453-3311 or 1-800-661-2272.

How to Access the Course using the Connect App

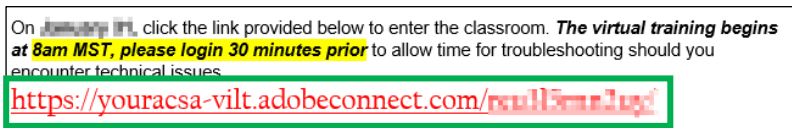
The course will begin at 8:00 AM on the date it is scheduled. You should connect to the session approximately 30 minutes prior to the start time to ensure that everything is working correctly.

You will receive a meeting link by email. Launch the class in the Connect app following these steps.

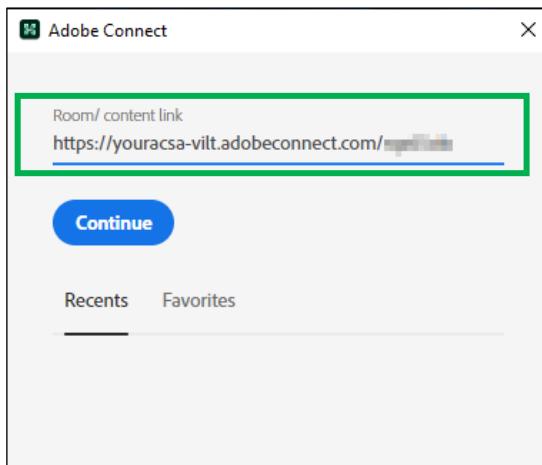
1. Install the Adobe Connect app first. (See the links on page 1.)
2. Open the Connect app. In Windows it appears on the Start menu. (If necessary search to locate the program.)



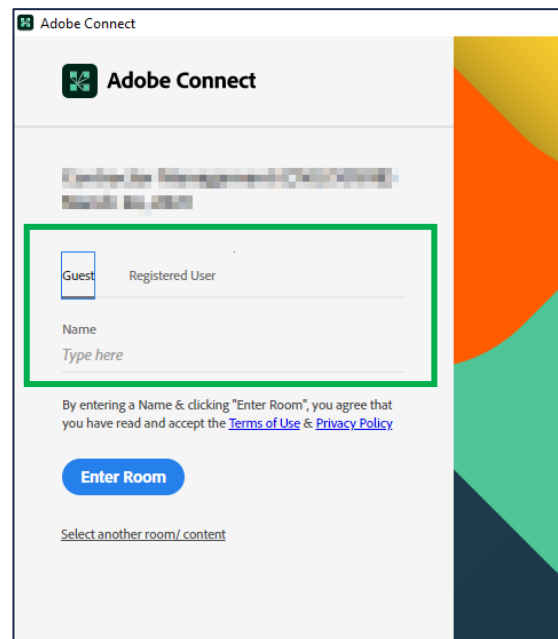
3. Select the meeting link in the email message and copy it.



4. In the Connect app, there is a box labeled "Room/content link". Paste the link into that box click the Continue button.



5. The sign in page will appear and will show the name of the session
6. Sign in as a Guest. Enter your name as it appears on your course registration.
7. Click Enter Room to begin



How to Access the Course in a Web Browser

1. To use web browser mode, ensure you have Google Chrome, Mozilla Firefox, or the new version of Microsoft Edge as your default browser.
2. Click on the link in the email you received from ACSA.

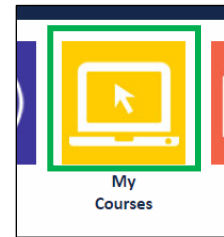
On ~~January 17~~, click the link provided below to enter the classroom. **The virtual training begins at 8am MST, please login 30 minutes prior** to allow time for troubleshooting should you encounter technical issues.

<https://youracsa-vilt.adobeconnect.com/realtime100/>

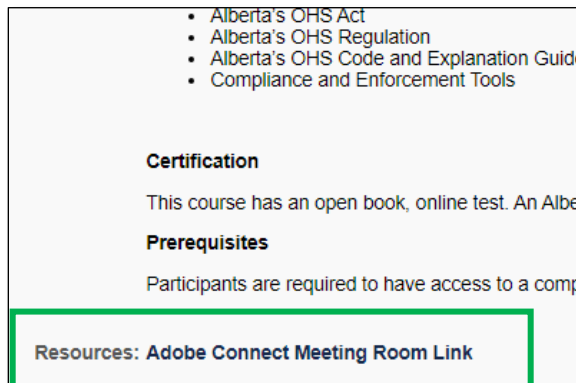
3. The course will launch in your default browser. The sign in page will appear and will show the name of the session
4. Sign in as a Guest. Enter your name as it appears on your course registration.
5. Click Enter Room to begin

How to Get the Link to the Course from Your Portal.

1. Sign into your portal at <https://youracsa.csod.com>
2. Click on the My Courses button.
3. Find the course in the active courses list. Click the View Training Details button to bring up the summary page.



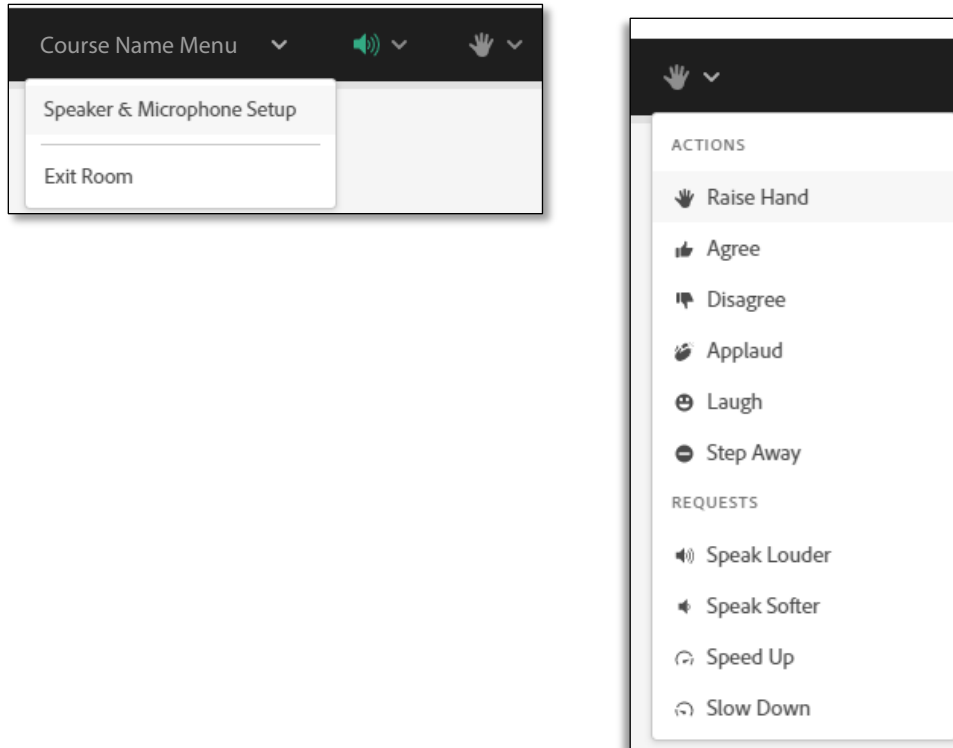
4. On the summary page, there is a link beside Resources. Click the link to open a PDF that has the meeting room address.



5. Click the link in the PDF. A new browser window will open with a sign in screen for Adobe Connect and show the name of the session.
6. Sign in as a Guest and enter your name as it appears on your course registration for class attendance and click Enter Room.

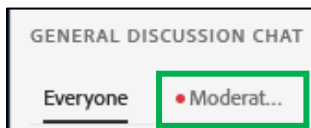
Adobe Connect Classroom Environment

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

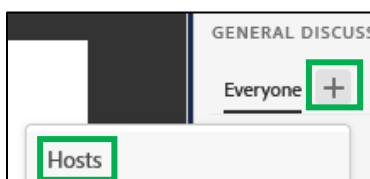


Reviewing Private Messages

In the classroom, the instructors may contact you directly with a private message. You will see a tab next to 'everyone' appear at the top of the general chat window with a red dot. Click on that tab to view the private discussion.



To contact the instructors, click on the + icon at the top of the chat and select Hosts to start a private chat session with them.



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, call ACSA and request assistance at 1-800-661-2272
- The Adobe Connect 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.) **Smartphones and tablets are not officially supported for vILT and you should use a Windows PC or Mac.**
- If you are not able to use the desktop application, the browser client is a good option for users on a PC or Mac that does not allow for the app to be installed.
- If you have no alternative but a tablet, use Google Chrome to launch the course.
- To adjust sound options, click on the dropdown menu next to the speaker icon and select Adjust Volume

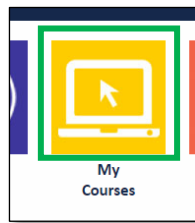
Accessing the Course Test

Once the course is finished, the individual online test for the class will be available in your portal.

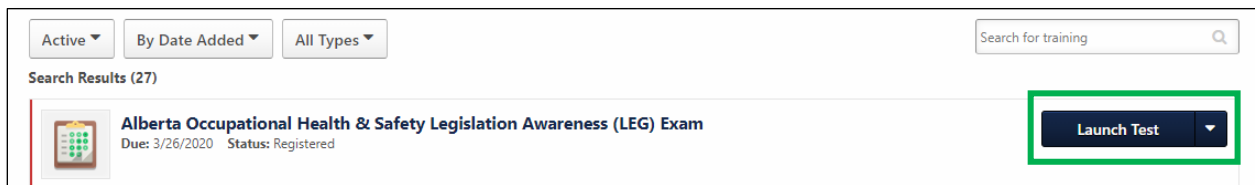
You must complete the individual test on the same day you attended the course. For multi-day courses, the test must be done on the last day of the course.

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

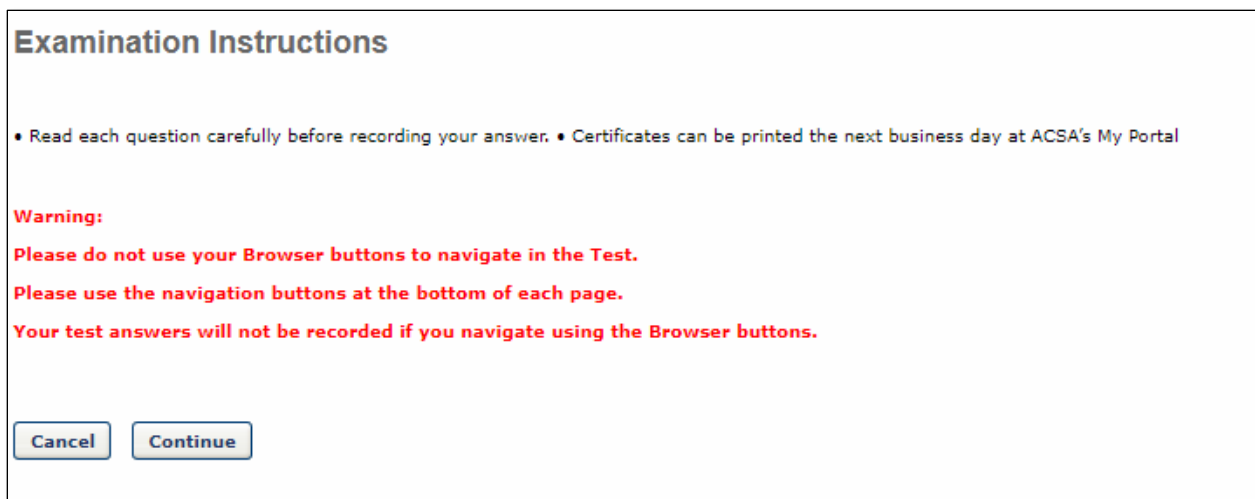
2. Click on the My Courses button.



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