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DOCEBO LMS & CAPACITY BUILDING

Exploring the Docebo LMS integration
for Capacity Building

DOCEBO LMS & MAGNET'S
LEARNING ASSIGNMENT DASHBOARD

DOCEBO LMS &
CAPACITY BUILDING

Exploring the
Docebo LMS
integration for
Capacity Building

[Employer Journey](#)

[Employee Journey](#)



Docebo LMS & Capacity Building

Employer Journey

- Owner of the organization
- Leader of the organization's learning efforts
- Administrator of organization's learning efforts
- Recipient of the learning content

Employee Journey

- Member of the organization
- Recipient of the learning content

DOCEBO LMS & CAPACITY BUILDING

Employer Journey

Looking at the user journey for organization owners

See the Journey



Employer: Sign Up

Employers are directed to the OCC's Capacity Building landing page to begin their journey on the platform.

EN | FR



Email

Password

Remember Me

Log in

[forgot password?](#)

Create an Account

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Capacity Building for Canadian SMEs

Unleashing LMS at Scale

A national platform for online learning management to upskill employers and their employees, reduce fragmentation between industry stakeholders and SMEs, and create more inclusive workplaces.



Employer: Sign Up

Employers create an account for their organization on the platform by filling out a simple form.

[Back](#)

[EN](#) | [FR](#)

Organization Name *

Please enter your Organization Name

First Name *

Please enter your First Name

Last Name *

Please enter your Last Name

Email *

Please enter your Email

Confirm Email *

Please confirm your Email

Password *

Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.

Please enter your Password



Capacity Building for Canadian SMEs

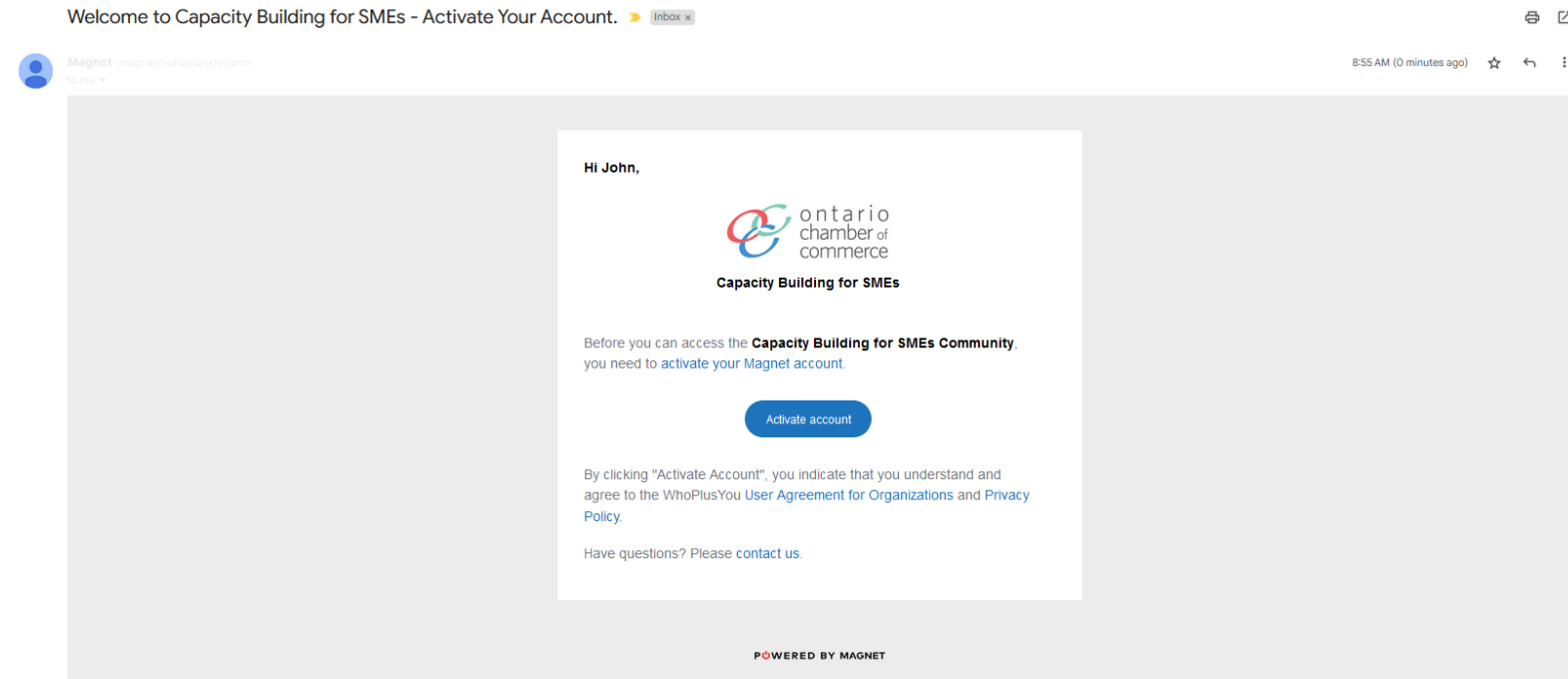
Unleashing LMS at Scale

A national platform for online learning management to upskill employers and their employees, reduce fragmentation between industry stakeholders and SMEs, and create more inclusive workplaces.



Employer: Sign Up

Employers receive a confirmation email once they submit the sign up form.



Employer: Onboarding

Employers must complete onboarding which collects a set of basic information about the organization including:

- Supported Languages
- Organization Website
- Organization Email
- Street Address
- Postal Code
- Phone Number
- City

The screenshot shows a web browser window displaying the Magnet onboarding form. The page has a light blue header with the Ontario Chamber of Commerce logo and navigation icons. A sidebar on the left contains 'Home' and 'Support' links. The main content area features a white form titled 'Welcome to Magnet!' with the following fields:

- Your Organization Name:** A text input field containing 'East Coast Inc'.
- Supported Languages*:** A dropdown menu with 'Monolingual' selected.
- Organization Website:** A text input field containing 'http://'.
- Organization Contact Email*:** A text input field with the placeholder 'Your Email'.
- Street Address*:** A text input field with the placeholder 'Your Street Address'.
- Postal Code*:** A text input field with the placeholder 'Your Postal Code'.
- Phone Number*:** A text input field with the placeholder 'Your Phone Number'.
- City*:** A dropdown menu with 'Your City' selected.

A 'CONTINUE' button is located at the bottom of the form. At the bottom of the page, there is a footer with the text 'POWERED BY MAGNET © WhoPlusYou 2023. All Rights Reserved.' and links for 'User Agreement for Organizations', 'Privacy Policy', and 'Accessibility'.

Employer: Onboarding

Employers are also asked to add information about their organization beyond the basics, including:

- Accessibility Features
- Organization Type
- Number of Employees

The screenshot shows a web interface for an employer onboarding process. At the top left is the Ontario Chamber of Commerce logo. A navigation sidebar on the left contains 'Home' and 'Support' links. The main content area features a progress bar at 50%. Below it is a text box explaining that the information provided will be used in the public Organization Profile. The form includes three dropdown menus: 'Accessibility Features' (with a sub-option 'Select Some Options'), 'Organization Type' (with a sub-option 'Select a Type'), and 'Number of Employees' (with a sub-option 'Select a Range'). A 'FINISH' button is located below the dropdowns. At the bottom, there is a 'POWERED BY MAGNET' logo and a footer with links for 'User Agreement for Organizations', 'Privacy Policy', and 'Accessibility', along with the text 'WhoPlusYou © 2023'.

Employer: Home Page

Employers log in and are presented with a home page.

Employers can populate their organization with their desired learners by accessing their settings

The screenshot displays the user interface for an employer's home page. At the top left, there is a navigation menu with 'Home' and 'Support' options. The main content area features a large card titled 'Welcome Miranda, to the Capacity Building for SMEs Community' with a sub-header 'We've assembled some options to get you started'. Below this, a section labeled 'EMPLOYEES' contains a button for 'Learning Centre' and a photograph of three people in a meeting. To the right, a user profile dropdown menu is visible for 'East Coast Printing Inc' with options for 'Organization Profile', 'My Settings', and 'Log Out'. Below the main card, there are sections for 'Organization Profile Completion Status' and a 'Featured Messages' section. The footer includes the text 'POWERED BY MAGNET' and '© WhoPlusYou 2023. All Rights Reserved.'.

Employer: Settings

Employers can manage the settings of their organization through the Organization Settings tab, including adding learners and other administrators

ontario
chamber of
commerce

My Settings

Organization Settings

Site Preferences

Homepage Panels

Support

My Settings

Account Details

Account email
OL.employer2@magnet.today

First name *
Jill

Last name *
Anderson

Save

Change Password

Current email address
OL.employer2@magnet.today

Enter current password
Enter current password

Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.

Enter new password

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Employer: Settings

Employers can add users,
and toggle their
permissions in the
organization

Employers can assign
licenses to the Learning
Assignment Dashboard
to other members of the
organization

The screenshot displays the 'Manage Organization Users' page. On the left is a navigation sidebar with options: My Settings, Organization Settings (selected), Site Preferences, Homepage Panels, and Support. The main content area has a title 'Manage Organization Users' and an 'Actions' dropdown. Below this are two buttons: '+ Add Organization User' and '+ Bulk Add Organization Users', followed by a search bar. A note states: '*The row in bold text denotes the owner of the account.*' The table below has columns: First Name, Last Name, Email, and Permissions. The first row (Jill Anderson) is bolded. The second row (Arwen Undómiel) is highlighted in red, and its 'Permissions' dropdown is set to '1 selected'. The other rows (Sal Wiseman and Smith Thomas) have 'None selected' in their permissions dropdowns. At the bottom, there is a footer with 'POWERED BY MAGNET © WhoPlusYou 2023. All Rights Reserved.' and links for 'User Agreement for Organizations', 'Privacy Policy', and 'Accessibility'.

First Name	Last Name	Email	Permissions
Jill	Anderson	OL.employer2@magnet.today	All selected (2)
Arwen	Undómiel	OL.employee11@magnet.today	1 selected
Sal	Wiseman	OL.employee12@magnet.today	None selected
Smith	Thomas	OL.employee13@magnet.today	None selected

Employer: Settings

Employers can add users in bulk by completing a structured CSV with the required information and uploading it to the platform

The screenshot shows a web interface for the Ontario Chamber of Commerce. A modal window titled "Bulk Add Organization Users" is open, providing instructions for adding users in bulk via a CSV file. The modal includes a sidebar with navigation options: My Settings, Organization Settings (selected), Site Preferences, Homepage Panels, and Support. The modal content is as follows:

Bulk Add Organization Users

If you have many new users, you can add their accounts all at once from a spreadsheet.

- 1 Download CSV file**
Download Blank CSV File
- 2 Add user info in a CSV template**
Required fields are First Name, Last Name and Email Address

A	B	C
First Name	Last Name	Email Address
John	Smith	jsmith@gmail.com

- 3 Attach CSV File**
Attach CSV File

Buttons: Cancel, Upload

Footer: POWERED BY MAGNET © WhoPlusYou 2023. All Rights Reserved. User Agreement for Organizations Privacy Policy Accessibility WhoPlusYou © 2023

Employer: Home Page

Employers can access learning specific content in two ways from the home page

The App Tray (1) contains the Learning Centre application, which contains the Learning Assignment Dashboard

The Learning Centre Card (2) provides context and direction to the Learning Centre application

The screenshot displays the Employer Home Page of the Ontario Chamber of Commerce. The page layout includes a top navigation bar with the logo and language options (EN | FR). A left sidebar contains a navigation menu with 'Home' and 'Support' links. The main content area features a large red-bordered card (2) titled 'Welcome Miranda, to the Capacity Building for SMEs Community'. This card contains a sub-section for 'EMPLOYEES' with a red 'Learning Centre' button. Below the card are sections for 'Organization Profile Completion Status' and 'Ontario Chamber of Commerce' with its logo. The footer includes 'POWERED BY MAGNET' and '© WhoPlusYou 2023. All Rights Reserved.'

Employer: App Tray

Employers can access
the Learning Centre app
through the App Tray

They are taken directly to
Docebo

The screenshot displays the user interface of the Ontario Chamber of Commerce. At the top, there is a navigation bar with the logo, a hamburger menu, and language options (EN | FR). Below this is a sidebar with 'Home' and 'Support' options. The main content area features a large card titled 'Welcome Miranda, to the Capacity Building for SMEs Community' with a sub-header 'We've assembled some options to get you started'. This card contains a carousel slide for 'EMPLOYERS | Invite your employees' with an 'Add Employees' button and a photo of people in a meeting. To the right of the main content is an 'App Tray' containing icons for 'My Communities', 'Job Postings', 'Learning Centre', 'Learning Assignment Dashboard', 'Resources', and 'Targeted Messages'. Below the main card, there are sections for 'Organization Profile Completion Status' and 'Ontario Chamber of Commerce' with a logo and text. At the bottom, there is a 'Featured Messages' section and a footer with 'POWERED BY MAGNET' and '© WhoPlusYou 2023. All Rights Reserved.'

Employer: Learning Centre

Employers are also learners. When they visit the Learning Centre for the first time, they must agree to the privacy policy component of Docebo to continue into the platform

The screenshot shows the user interface of the Learning Centre. At the top, there is a navigation bar with the Ontario Chamber of Commerce logo, a home icon, a notification bell, a grid icon, a user profile icon, and language options for EN and FR. A sidebar on the left contains three menu items: 'Learning Centre' (with a play icon), 'Learning Centre' (with a graduation cap icon and a right arrow), and 'Support' (with a gear icon). The main content area is titled 'Learning' and features the Ontario Chamber of Commerce logo. Below the logo, there is a paragraph of text: 'You're being connected to Capacity Building Project, a learning platform that is provided by Ontario Chamber of Commerce. As part of the learning content services provided through the Magnet Platform, we collect additional information about learning content you are enrolled in and your progress through that content.' This is followed by another paragraph: 'Depending on the program through which you have been granted access to Capacity Building Project, your organization's administrators may have access to information about your enrollment in and progress through specific learning content.' At the bottom of the dialog, there are two buttons: 'No Thanks' and 'Continue'. The footer contains the text 'POWERED BY MAGNET' and '© WhoPlusYou 2023. All Rights Reserved.' on the left, and 'User Agreement for Organizations', 'Privacy Policy', and 'Accessibility' on the right, with 'WhoPlusYou © 2023' centered below them.

Learning Centre

Learning Centre

Support

Learning

ontario chamber of commerce

You're being connected to Capacity Building Project, a learning platform that is provided by Ontario Chamber of Commerce. As part of the learning content services provided through the Magnet Platform, we collect additional information about learning content you are enrolled in and your progress through that content.

Depending on the program through which you have been granted access to Capacity Building Project, your organization's administrators may have access to information about your enrollment in and progress through specific learning content.

No Thanks Continue

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User Agreement for Organizations Privacy Policy Accessibility
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Employer: Learning Centre – Courses

Employers can assign individual courses to employee learners by using the Learning Assignment Dashboard app located in the App Tray

The screenshot shows a user interface for the Ontario Chamber of Commerce Learning Centre. At the top, there is a navigation bar with the Ontario Chamber of Commerce logo, a hamburger menu, and language options (EN | FR). Below the navigation bar is a sidebar with 'Home' and 'Support' options. The main content area features a large card titled 'Welcome Miranda, to the Capacity Building for SMEs Community' with a sub-header 'We've assembled some options to get you started'. This card contains a carousel slide with the text 'EMPLOYERS | Invite your employees' and 'Add your employees to your organizations by clicking on the button below.', accompanied by a red 'Add Employees' button and an image of three people in a meeting. To the right of the main content is an 'App Tray' containing icons for 'My Communities', 'Job Postings', 'Learning Centre', 'Learning Assignment Dashboard' (highlighted with a red border), 'Resources', and 'Targeted Messages'. Below the main card, there is a section for 'Organization Profile Completion Status' with a list of fields: 'Description', 'Industry', and 'Market(s) Served'. At the bottom right, there is a card for 'Ontario Chamber of Commerce' with a logo and the text '3 weeks ago'. The footer includes the text 'POWERED BY MAGNET' and '© WhoPlusYou 2023. All Rights Reserved.'

Employer: Learning Centre – Courses

Employers can view all the courses made available to them from the learning plans from the Capacity Building community

Employers can *Read More* or *Add Learners* to individual courses, or instruct their employees to enroll in learning plans via Docebo

The screenshot displays the 'Learning Assignment Dashboard' for the Ontario Chamber of Commerce. The dashboard is divided into a left sidebar and a main content area. The sidebar contains three menu items: 'Courses' (highlighted with a red border), 'Learners', and 'Support'. The main content area is titled 'Find Courses for Learners' and includes a search bar, a results count of '144 Results', and a sort-by dropdown set to 'Name (A-Z)'. Below this, there are two filter buttons: 'Employers' (0) and 'Organization Users' (144). The main area displays four course cards, each with a circular icon, a description, a 'Read More | Add Learner(s)' link, and a status bar showing 'Enrolled', 'In Progress', and 'Completed' counts.

Course Title	Description	Read More Add Learner(s)	Enrolled	In Progress	Completed
Business Communication	Business Communication for Leaders In this course, you will explore the differences between...	Read More Add Learner(s)	1	1	0
Digital Transformation	We live in a connected world where devices can connect to the internet and send information to	Read More Add Learner(s)	1	1	0
e-Commerce	Introduction to E-Commerce In this course, you will be introduced to e-commerce and will explore...	Read More Add Learner(s)	1	1	0
Innovation	Innovation In this course, you will be introduced to the foundations of building an innovative...	Read More Add Learner(s)	1	1	0

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Employer: Learning Centre – Learners

Employers can view all the learners who have activated their accounts in their organization, and see their progress with assigned learning in general

The screenshot displays the 'Find Learners' interface within the Learning Assignment Dashboard. The dashboard includes a sidebar with 'Learners' highlighted, a search bar, and filter tabs for 'Employers' (0) and 'Organization Users' (3). The main content area shows three learner cards with the following details:

Learner Name	Email	Enrolled	In Progress	Completed
Frodo Baggins	ecp.employee12@magnet.today	0	0	0
Bill Gunner	ecp.employee11@magnet.today	3	1	0
Miranda Price	ecp.employer1@magnet.today	3	2	0

At the bottom of the page, there is a footer with the text 'POWERED BY MAGNET © WhoPlusYou 2023. All Rights Reserved.' and a navigation bar containing links for 'User Agreement for Organizations', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'WhoPlusYou © 2023'.

Employer: Learning Centre – Learners

Employers can view each learner individually, and add them to specific courses

The screenshot displays the Magnet Learning Centre interface. On the left is a navigation sidebar with options: Learning Centre, Courses, Learners, and Support. The main content area is titled "Organization Members" and shows a "Learner Profile" for Jill Anderson, with email OL.employer2@magnet.today. A red-bordered "Add Learner" button is visible. To the right, the "Available Courses" section features a search bar, filters, and a course titled "Digital Transformation: What is the Internet of Things?". The course description, provided by the Ontario Chamber of Commerce, explains IoT and lists learning objectives. A "Time to complete" of 5 minutes and a status of "Not Enrolled" are shown. A second "Add Learner" button is at the bottom of the course card. The footer includes "POWERED BY MAGNET", copyright information, and links for User Agreement, Privacy Policy, and Accessibility.

ontario chamber of commerce

Learning Centre

Organization Members

Learner Profile

Jill Anderson
OL.employer2@magnet.today

Available Courses

Search Course Name

Select: All Filter: Select Sort by: Name (A-Z)

Add Learner

Digital Transformation: What is the Internet of Things?

Description

We live in a connected world where devices can connect to the internet and send information to people, devices and systems. This network of connected "things" is known as The Internet of Things or IoT. In this course you will learn how the Internet of Things is evolving and explore the different areas where IoT is having the biggest impact.

Provided By
Ontario Chamber of Commerce

Date
Mar 16, 2023

Total Learners
0

Learning Objectives

- Define what the Internet of Things is
- Identify the impact IoT is having on emerging technology

Time to complete
5 minutes

Status: Not Enrolled

Add Learner

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Employer: Learning Centre – Learners

Employers are asked to confirm the assignment of learning content to a user, as this action cannot be undone

Employers are also able to assign themselves to learning content

The screenshot displays the 'Learning Centre' interface for 'Jill Anderson'. A modal dialog is open, asking for confirmation to add the course 'Digital Transformation: What is the Internet of Things?' to the learner. The dialog includes a close button (X) in the top right, the course name, and a note: 'Learners cannot be removed from a Course once they have been added.' At the bottom of the dialog are two buttons: 'Add the Course(s)' (highlighted in blue) and 'Cancel'.

The background interface shows a sidebar with navigation options: Learning Centre, Courses, Learners, and Support. The main content area displays details for the course 'Digital Transformation: What is the Internet of Things?'. The 'Description' section states: 'We live in a connected world where devices can connect to the internet and send information to people, devices and systems. This network of connected "things" is known as The Internet of Things or IoT. In this course you will learn how the Internet of Things is evolving and explore the different areas where IoT is having the biggest impact.' Other details include 'Provided By: Ontario Chamber of Commerce', 'Date: Mar 16, 2023', and 'Total Learners: 0'. The 'Learning Objectives' are listed as: 'Define what the Internet of Things is' and 'Identify the impact IoT is having on emerging technology'. The 'Time to complete' is '5 minutes'. The status is 'Status: Not Enrolled'. At the bottom of the course details, there is a checkbox labeled 'Add Learner' and a profile picture of a man.

At the bottom of the page, there is a footer with the text: 'POWERED BY MAGNET © WhoPlusYou 2023. All Rights Reserved.' and 'User Agreement for Organizations Privacy Policy Accessibility WhoPlusYou © 2023'.

DOCEBO LMS & CAPACITY BUILDING

Employee Journey

Looking at the user journey for organization members

See the Journey



Employee: Home Page

Employees receive an invite via email to the organization when they are added by the organization administrator (employer)



Hi **John Doe**,

You've been invited to join East Coast Inc on Magnet by Jane Smith.
The Magnet platform makes it easier, and faster, for you to connect to talent, resources and opportunities to help advance your business.

Activation Code: *****

Magnet can help your business advance and grow by:


- **Leveraging the diversity of the Magnet network:** Magnet's recruitment model promotes diversity and supports bias-free strategies.
- **Manage your hiring process:** Magnet offers tools and resources to help your organization be successful during the hiring process.
- **Receive high value messages:** The in-system messaging functionality, within Magnet, allows partners to send you targeted, relevant, timely and helpful information!
- **Magnet Export Business accounts will receive export-related targeted messages:** If you are a member of the Magnet Export Business Portal community you will receive targeted export events, resources and opportunities through your Magnet account- and to your inbox!

Activate now

Employee: Home Page

Employees can use the Capacity Building landing page to continue to log in

EN | FR



Email

Password

Remember Me

[Log in](#) [forgot password?](#)

[Create an Account](#)

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Capacity Building for Canadian SMEs

Unleashing LMS at Scale

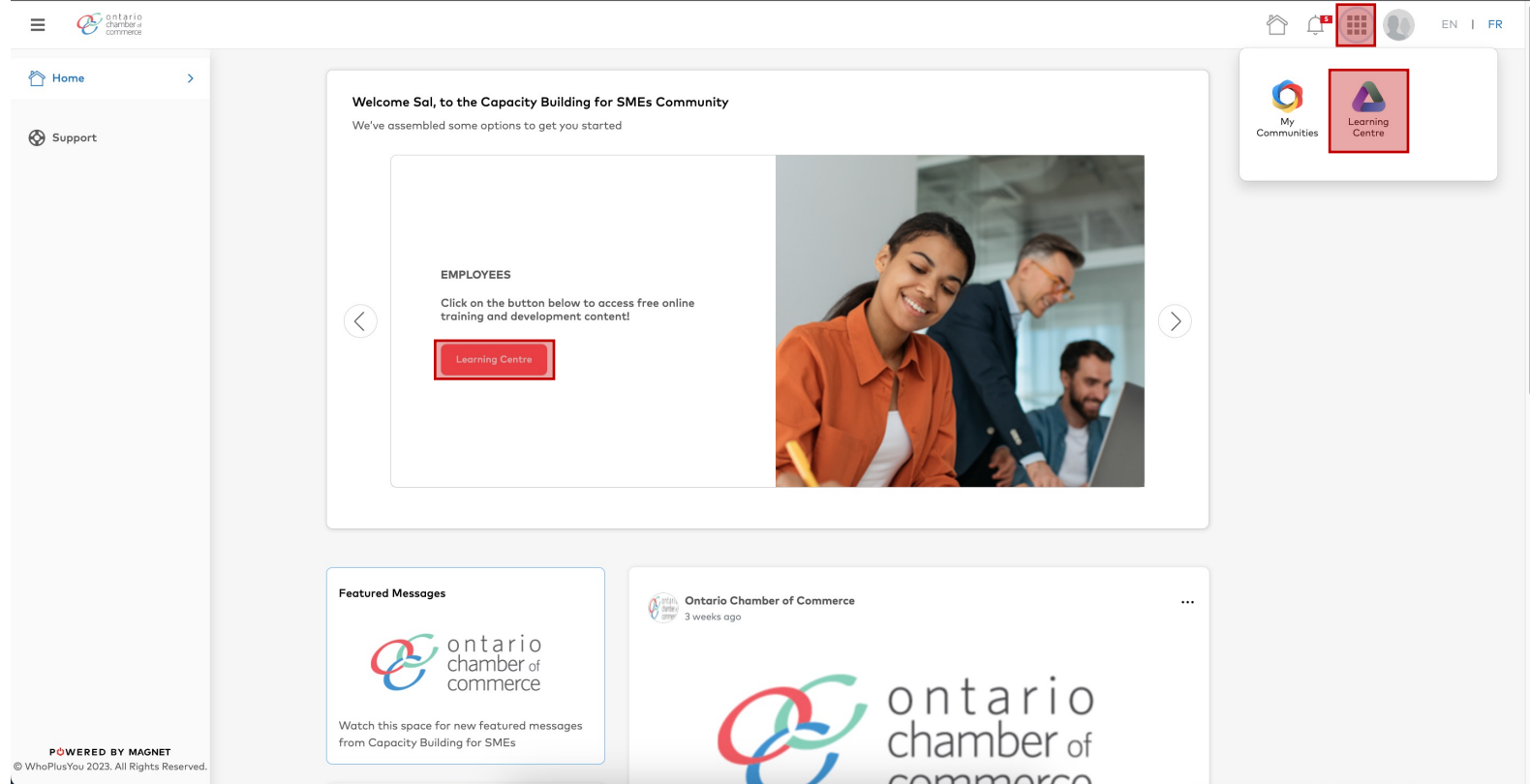
A national platform for online learning management to upskill employers and their employees, reduce fragmentation between industry stakeholders and SMEs, and create more inclusive workplaces.



Employee: Home Page

Employees can access the Learning Centre either through the Learning Centre card on the home page or through the Learning Centre app in the App Tray

Employees are taken directly to Docebo



Employee: Learning Centre

Employees accessing the Learning Centre for the first time must agree to the privacy policy component of Docebo to continue into the platform

Default policy
You must read and agree to the Privacy Policy in order to proceed

Any information collected by us, relating to an identifiable person, shall be used only in accordance with the procedures and for the purposes that are here acknowledged to the data subject and where the latter, as required by law, has expressly consented.

I accept the terms of the privacy policy (Required)

[I DON'T AGREE](#) [I AGREE](#)

Let us know you agree to cookies
Your learning platform uses cookies to optimize performance, preferences, usage & statistics. By accepting them, you consent to store on your device only the cookies that don't require consent. By continuing to browse this website, you implicitly agree to the use of necessary cookies. You can change your cookie settings at any time in the Cookie Preferences.

[COOKIE PREFERENCES](#) [ACCEPT](#)

Employee: Learning Centre

Learning Plans

Employees can view combinations of e-learnings that create a pathway of learning

The screenshot displays a user interface for an Employee Learning Centre. At the top, there is a navigation bar with a menu icon, a home icon, and a search bar containing the text "Search content in the platform". To the right of the search bar are icons for help and notifications. Below the navigation bar, a message box states: "Whoops, there's nothing here. Looks like there's nothing for you to do in this area right now." The main content area shows a grid of 13 learning items, each with a "New" badge and a "Learning Plan" button. The items are:

- Business Language** (2 courses)
- e-Commerce** (1 course)
- Marketing and Customer Service** (1 course)
- Innovation** (1 course)
- Numeracy** (1 course)
- Introduction to Leadership** (2 courses)
- Digital Literacy & Innovation** (0 courses)
- Leadership and Communication** (0 courses)

Employee: Learning Centre

Learning Plans

Employees can view information about the learning plan as a whole

The screenshot displays the Employee Learning Centre interface. At the top, there is a navigation bar with a menu icon, the text 'Dashboard | Tableau de Bord', a home icon, a search bar containing 'Search content in the platform', a search icon, a help icon, and a notification icon. Below the navigation bar, a card for the 'Business Language' learning plan is shown. The card features an illustration of a person at a computer and the text 'Business Language'. To the right of the card is a green 'ENROLL' button. Below the card, a red-bordered section contains two tabs: 'ABOUT THIS LEARNING PLAN' (which is active) and 'LEARNING PLAN STRUCTURE'. The 'ABOUT THIS LEARNING PLAN' tab displays the text 'Business Language'.

Employee: Learning Centre

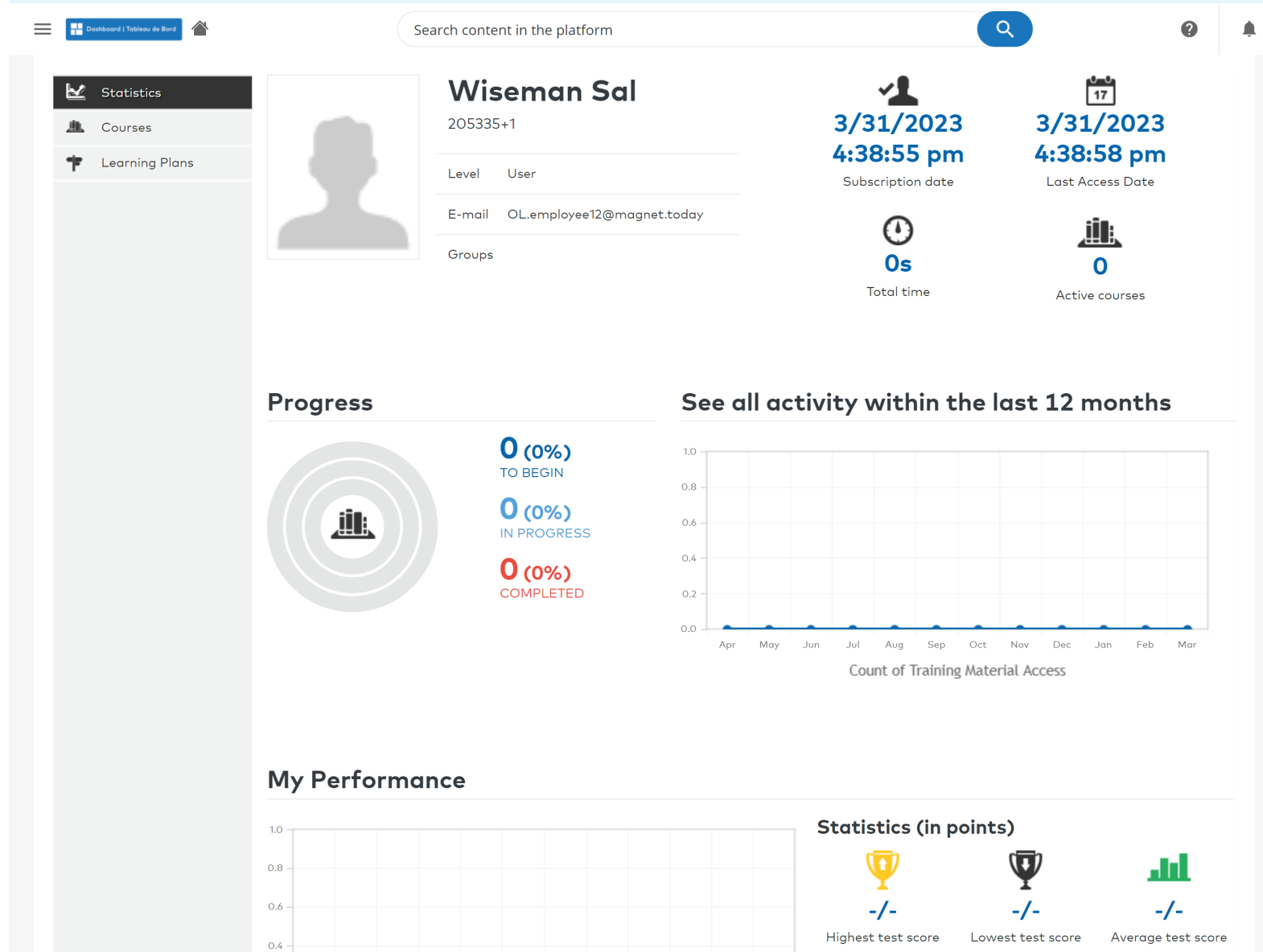
Learning Plans

Employees can also view the individual e-learning that compose a learning plan, and see information about those specific e-learning

The screenshot displays the Employee Learning Centre interface. At the top, there is a navigation bar with a menu icon, the text 'Dashboard | Tableau de Bord', a home icon, a search bar containing 'Search content in the platform', a search icon, a help icon, and a notification icon. Below the navigation bar, a card for 'Business Language' is visible, featuring an illustration of a person at a computer and a green 'ENROLL' button. The main content area shows a learning plan structure with two tabs: 'ABOUT THIS LEARNING PLAN' and 'LEARNING PLAN STRUCTURE'. The 'LEARNING PLAN STRUCTURE' tab is active, displaying a list of e-learning modules. The first module is 'Business Communication', which is an e-learning with a duration not set. Below this, the text 'Business Communication' is displayed. The second module is 'Literacy', also an e-learning with a duration not set.

Employee: Learning Centre

Employees can also view their personal performance by going to "My Activities"



Employee: Learning Centre

Back to Home

Employees can navigate back to the dashboard on Docebo at any time using the "Dashboard" button

The screenshot shows the Docebo employee dashboard. At the top, there is a navigation bar with a hamburger menu icon, a button labeled "Dashboard | Tableau de Bord" (highlighted with a red box), a home icon, a search bar with the text "Search content in the platform", a search icon, a help icon, and a notification icon. Below the navigation bar is a large banner image featuring a map of Ontario with various geographical locations labeled, such as "MANITOBA", "Severn", "Big Trout Lake", "Fort Albany", "Fort Hope", "Moosonee", "James Bay", "Fort George", "Severn Is.", "Lake Ontario", "Lake Simcoe", "Lake Huron", "Lake Erie", "Lake St. Clair", "Lake St. Catharines", "Lake Ontario", "Lake Erie", "Lake St. Clair", "Lake St. Catharines". In the bottom left corner of the banner, there is a white box containing the "ontario chamber of commerce" logo. Below the banner, the dashboard is divided into two main sections: "My Courses" on the left and "My Profile" on the right. The "My Profile" section includes a profile picture of a woman, the name "Gunner Bill", and the email address "ecp.employee11@magnet.today". At the bottom of the dashboard, there is a small illustration of a person sitting at a desk with a clock.

