



LMS Quick Start Guide  
Summer 2022

Table of content.....2  
OCC LMS Website.....3  
Skillshare.....4  
Coursera.....6  
Magnet.....8

# OCC LMS Website

1. **OCC LMS website**, Log onto the [Landing page](#) with the **same email your employer registered you with**.

Please enter the email address your employer has registered you with and Login to gain access to the site.



2. Scroll down and choose a skill bundle. Select the course by clicking on the underlined name.

Skill Bundle	Learning Objectives	Courses
Communication Skills	<ul style="list-style-type: none"><li>Understand and implement communication best practices</li><li>Use and evaluate technology for effective communication</li><li>Identify tools and methodologies for effective team communication</li></ul>	<ul style="list-style-type: none"><li><u>Communication (Magnet)</u></li><li><u>Effective Communication: 5 Best Practices for Remote Teams (Skillshare)</u></li><li>Teamwork Skills: Communicating Effectively in Groups (Coursera)</li><li><u>Collaborative Communication</u></li></ul>

or

You can also scroll to the bottom of the homepage and click on the course provider logo to be taken to the site.

## Course Providers



or

You can also search through all the courses by clicking the [catalog](#) tab.

Home	Search Course Name	Q			
<b>Catalogue</b>	<b>Skill Bundle</b>	<b>Course Name</b>	<b>Provider</b>	<b>Time</b>	<b>Features</b>
Resources	Communication Skills	<u>Collaborative Communication</u>	Magnet	1 hour	🔴 🔴
Support	Communication Skills	Communication	Magnet	2 hours	🔴 🔴
<b>Attributes Legend</b>	Communication Skills	<u>Effective Communication: 5 Best Practices for Remote Teams</u>	Skillshare	2 hours	🔴 🔴
Assignments	Communication Skills	Teamwork Skills: Communicating Effectively in Groups	Coursera	5 hours	🔴 🔴 🔴 🔴 🔴
Downloadable Resources					
Interactive					
Project Based					
Quizzes					
Video					

# Skillshare

1. [Skillshare](#), follow the link emailed to you by Skillshare and enter your information.

**Start Your Complimentary Membership.  
You're Invited to Join Ontario  
Chamber of Commerce 's  
Skillshare Team.**

Activate your account today and unlock unlimited access to thousands of online classes in design, business, photography, and more.

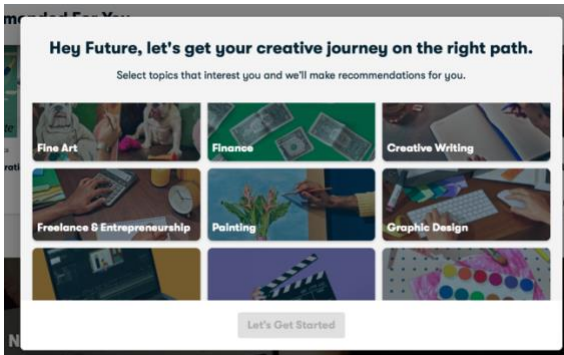
Activate Your Account



2. Enter your name, email (the one used to sign onto the LMS website) and create a password.

First name	Last name
Email address	
Create password	
Password must be at least 8 characters long.	
<b>Continue</b>	

3. Select any topics, they will not impact the OCC course list. We have created a curated course list, that you can find through any of the links to [Skillshare](#).



4. Go back to the OCC [landing page](#) and click the link taking you back to [Skillshare](#). This will show you the OCC Course List.

Course Providers

coursera



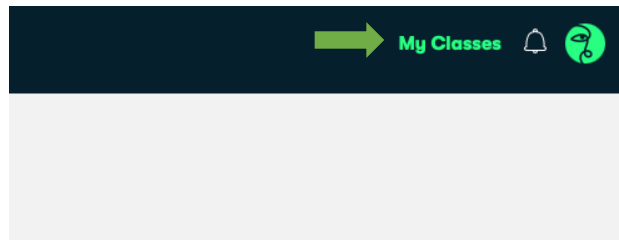
SKILL SHARE



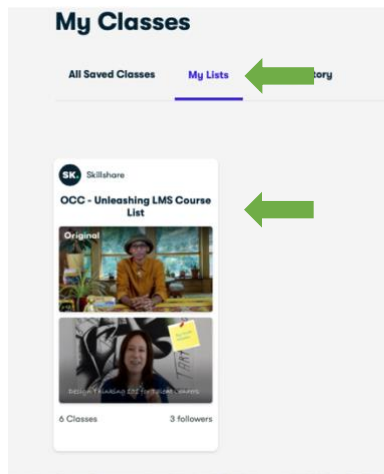
5. Click follow for the [course list](#) to be in your classes.



6. To access the OCC course list, follow one of the links from the OCC LMS website or click My Classes.

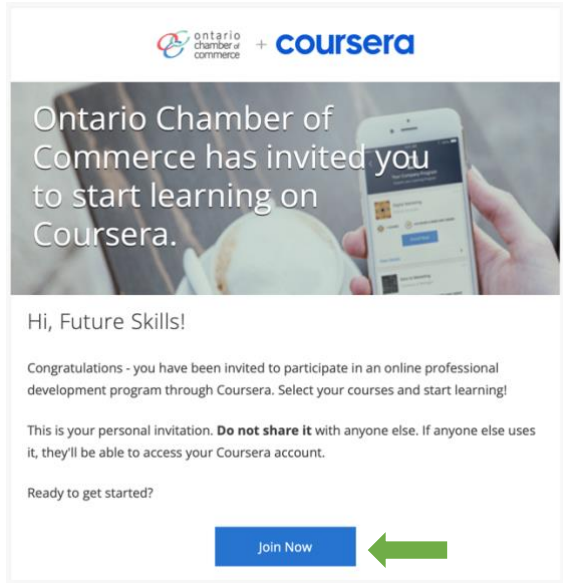


7. After selecting my classes click My Lists and select the OCC course list.



# Coursera

1. [Coursera](#), click join now in the email from Coursera.



2. If you are a new user select "I'm a new Coursera user" and click continue.

## Start your program

You're invited to join Ontario Chamber of Commerce Learning Program through [futureskills@occ.ca](mailto:futureskills@occ.ca)

- I'm a new Coursera user 
- I'm an existing Coursera user  
Keep your Coursera accomplishments all in one place.

[Continue](#) → 

3. Enter your email, create a password and click continue.

## Set up a new Coursera account

Get immediate access to enroll in your company's sponsored courses right away!

Email

futureskills@occ.ca 

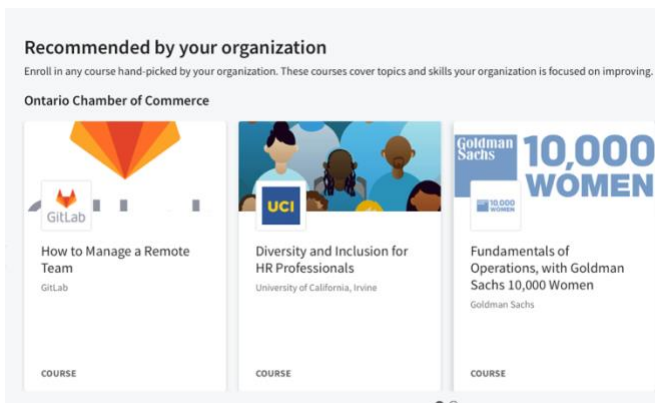
Password

Between 8 and 72 characters

Enter your Coursera password 

[Continue](#) → 

4. Scroll down and select the course you wish to begin taking from the recommended by your organization list.



5. Once you have started a course it will appear in your recent activity any time you log onto Coursera.

My Recent Activity [View my courses →](#)



How to Manage a Remote Team  
GitLab

Progress 3 assignment this week

Ends on Aug 14, 2022

Week 1 of 1 [Resume](#)

# Magnet

1. [Magnet](#), follow the link emailed to you once your **employer has invited you**.

Hi Future Skills,

You've been invited to join Ontario Chamber of Commerce on Magnet by Jason Chang. The Magnet platform makes it easier, and faster, for you to connect to talent, resources and opportunities to help advance your business.

**Activation Code: x01NU2LSOR**

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!



2. Fill out the information, using the activation code from the email invitation.

## Account Activation

Current Email

futureskills@occ.ca

Activation Code

You can find your activation code in the confirmation email you received from Magnet.

Activation Code

Enter Password

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

New Password

Confirm Password

Retype Password

Submit

3. Once your employer as invited you to create your account and assigned courses you can access them by selecting a course from the [OCC landing page](#) or clicking the Magnet logo on the bottom of the [home page](#).

### Digital Tools & Skills

- Organize and support remote teams
- Understand and develop your brand
- Implement digital tools for productivity
- [Basic Computer Literacy](#) (Magnet)
- [Mastering Digital Productivity: Creating a Customer System that Works](#) (Skillshare)
- [Digital Footprint](#) (Coursera)
- [Managing Remote Worker: Understanding the Virtual Workplace](#) (Magnet)

### Course Providers

4. Log onto your previously created magnet account.






## 5. Click on the “Learning Centre”

Welcome Rebecca, to the Capacity Building for SMEs Community  
We've assembled some options to get you started

### Learning for Your Workplace

#### EMPLOYEES | Your Assigned Courses


Start your assigned courses from the notification bell, or by  Learning Centre.

*Not seeing any courses? Wait for your employer to assign them to you.*

## 6. Click on “MY SKILLSPASS”

Welcome to the

### Unleashing LMS at Scale

Learning Centre, powered by 

The Learning Centre provides you with access to learning content that will help you build applicable skills for use in your workplace. Take courses to develop your workplace skill sets in collaboration with your employer.

Click the MY SKILLSPASS button to get started!



MY SKILLSPASS 

## 7. Click on “TO DO” this will display the courses your employer has assigned to you.

TO DO  MY CERTIFICATES SHARING

## 10. Select the course you want to take.

To Do

<p>Customer Service</p> <p>Online</p> 	<p>Small Business Fundamentals</p> <p>Online</p> 
<p>NEXT LEARNING ACTIVITY</p> <p>Customer Service</p> <p>PROGRAM LENGTH</p> <p>1 total learning activities</p> <p>PROGRAM DESCRIPTION</p> <p>Offering great customer service is all about active listening, communicating clearly and helping pat...</p> <p>SHOW FULL PROGRAM DESCRIPTION</p>	<p>NEXT LEARNING ACTIVITY</p> <p>Accounting for Non-Financial Professionals - Basic Accounting Concepts for Non-financial Professionals Skillssoft Course</p> <p>PROGRAM LENGTH</p> <p>6 total learning activities</p> <p>PROGRAM DESCRIPTION</p> <p>Program includes the following courses: Basic Accounting Concepts for Non-financial Professionals, E...</p> <p>SHOW FULL PROGRAM DESCRIPTION</p>

