



Unleashing LMS at Scale

Capacity Building for Canadian SMEs

Quick Start Guide

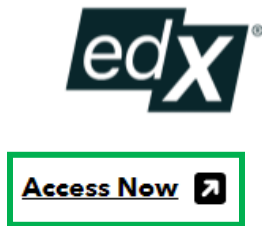
Quick Start Guide

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edX

Step 1: Click 'Access Now' under the edX logo on the OCC landing page.



Step 2: Create an Account (for first time users)

First time here? [Create an Account.](#)

Sign In

Email

The email address you used to register with edX

Password

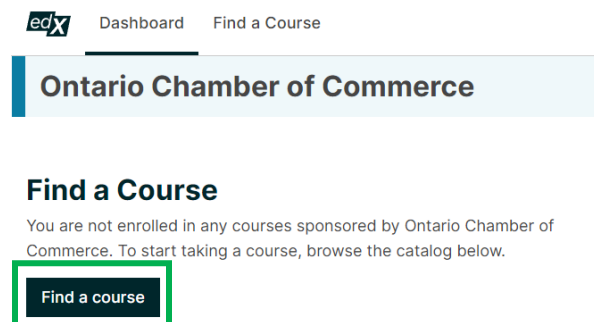
Need help signing in?

Sign in with your company or school

Sign in

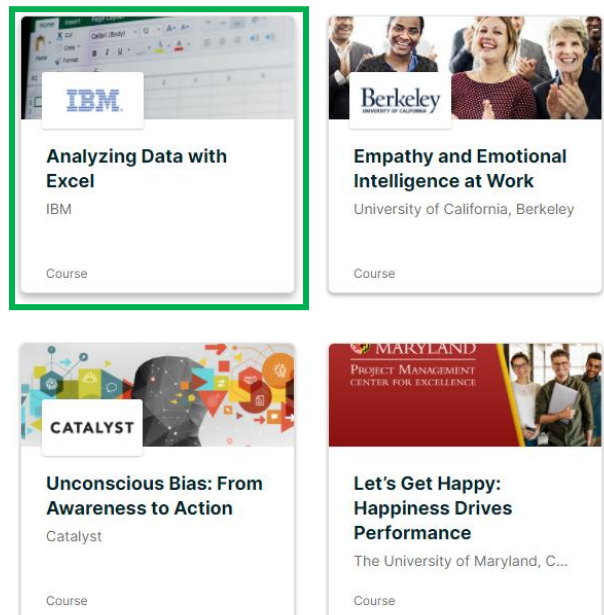
Follow the instructions on the next screen to create your user account for edX. **Please remember to use the same email address you used to access the OCC LMS Program website for authentication.**

Step 3: From your OCC Dashboard navigate to *Find a Course* to view course options.

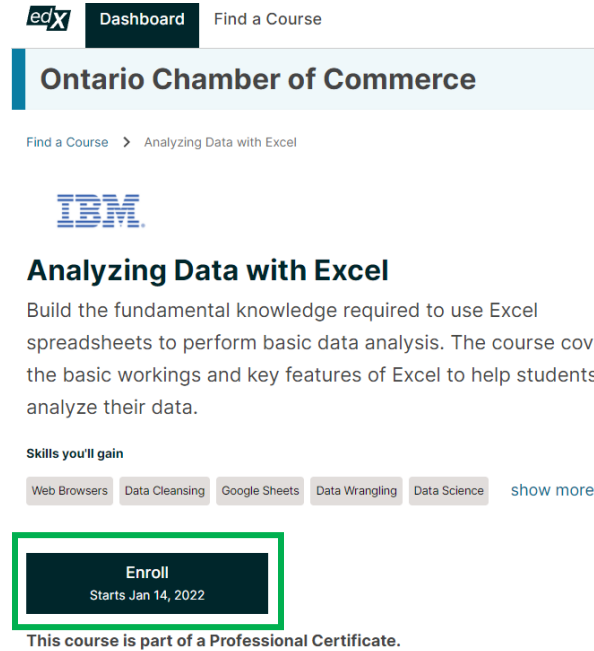


Step 4: Browse the 6 course options to determine which one you would like to enroll in and select that course.

Courses (6 results)



Step 5: Click on Enroll.




The screenshot shows the edX dashboard with the course 'Analyzing Data with Excel' selected. The course is offered by the Ontario Chamber of Commerce and IBM. The 'Enroll' button is highlighted with a green box. Below the button, it states 'Starts Jan 14, 2022' and 'This course is part of a Professional Certificate.'

edX Dashboard Find a Course

Ontario Chamber of Commerce

Find a Course > Analyzing Data with Excel



Analyzing Data with Excel

Build the fundamental knowledge required to use Excel spreadsheets to perform basic data analysis. The course covers the basic workings and key features of Excel to help students analyze their data.

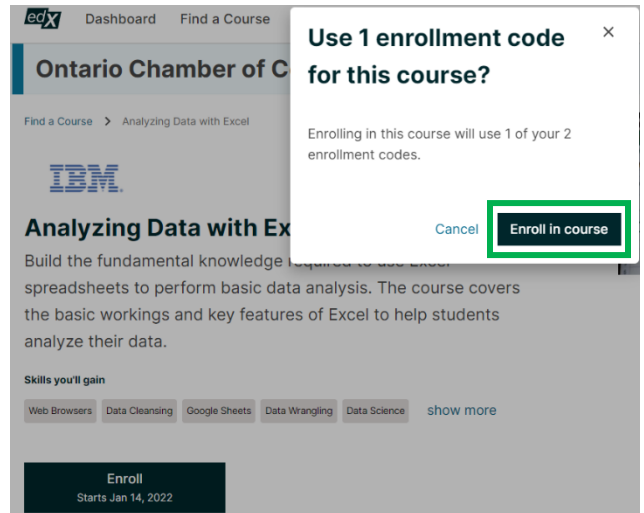
Skills you'll gain

Web Browsers Data Cleansing Google Sheets Data Wrangling Data Science [show more](#)

Enroll
Starts Jan 14, 2022

This course is part of a Professional Certificate.

Step 6: Redeem 1 enrollment code to enroll in the course.




The screenshot shows the same course page as in Step 5, but with a modal dialog box overlaid. The dialog asks 'Use 1 enrollment code for this course?' and states 'Enrolling in this course will use 1 of your 2 enrollment codes.' The 'Enroll in course' button in the dialog is highlighted with a green box.

edX Dashboard Find a Course

Ontario Chamber of Commerce

Find a Course > Analyzing Data with Excel



Analyzing Data with Excel

Build the fundamental knowledge required to use Excel spreadsheets to perform basic data analysis. The course covers the basic workings and key features of Excel to help students analyze their data.

Skills you'll gain

Web Browsers Data Cleansing Google Sheets Data Wrangling Data Science [show more](#)

Enroll
Starts Jan 14, 2022

Use 1 enrollment code for this course?

Enrolling in this course will use 1 of your 2 enrollment codes.

[Cancel](#) [Enroll in course](#)

Ontario Tech University

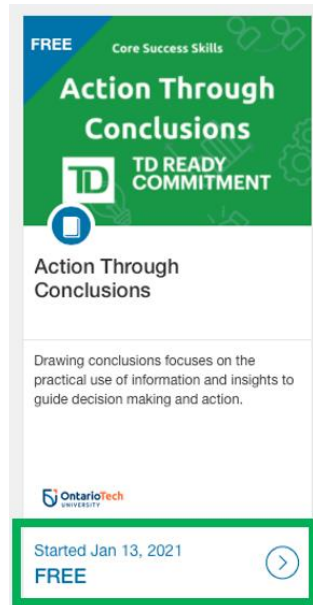
Step 1:

Click 'Access Now' under the Ontario Tech University logo on the OCC landing page.



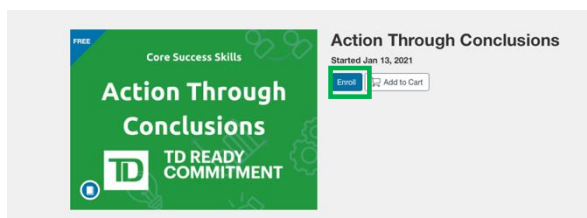
Step 2:

Select which course you would like to complete by clicking the arrow in the circle under the course.



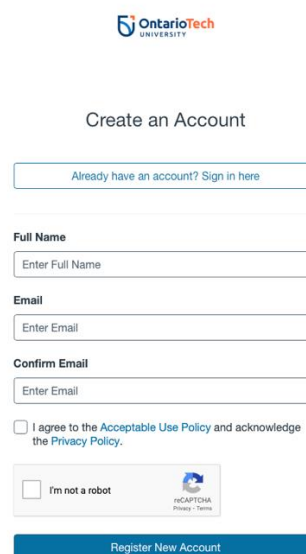
Step 3:

Click enroll or add to cart to continue adding courses.



Step 4:

Log onto your Ontario Tech University account or create an account using the email you logged onto the OCC landing page with.

The image shows the 'Create an Account' form on the Ontario Tech University website. The form includes the Ontario Tech University logo at the top, followed by the heading 'Create an Account'. Below the heading is a link: 'Already have an account? Sign in here'. The form contains several input fields: 'Full Name' (with placeholder 'Enter Full Name'), 'Email' (with placeholder 'Enter Email'), and 'Confirm Email' (with placeholder 'Enter Email'). There is a checkbox for 'I agree to the Acceptable Use Policy and acknowledge the Privacy Policy.' and a CAPTCHA section with the text 'I'm not a robot' and the NCAPTCHA logo. At the bottom of the form is a blue button labeled 'Register New Account'.

Step 5:
Select external log on.

External Login

Non-university Learners

Use this option if you enrolled in a course with a non-university email address.

[EXTERNAL LOGIN](#)

Step 6:
Click enroll.

Checkout

Core Success Skills
Action Through Conclusions
 TD READY COMMITMENT

Action Through Conclusions 🗑️

Course

\$0

TOTAL

\$0

Promotion Code

Apply

Cancel

Enroll

Step seven:
Click go to courses and start or resume your courses.

All Done!

You have successfully enrolled in the following listing.
You will receive a confirmation email shortly.

Core Success Skills
Action Through Conclusions
 TD READY COMMITMENT

Action Through Conclusions

Course

Enrolled

Go to Courses

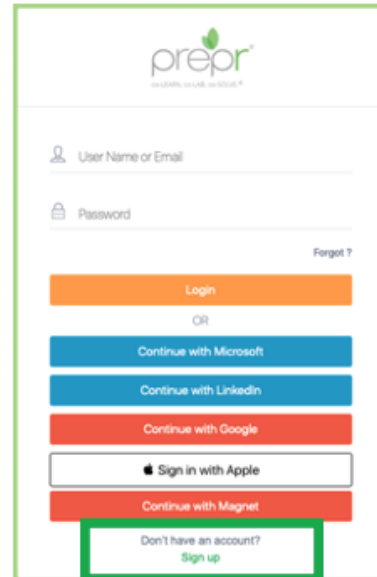
Return to Catalog

Prepr

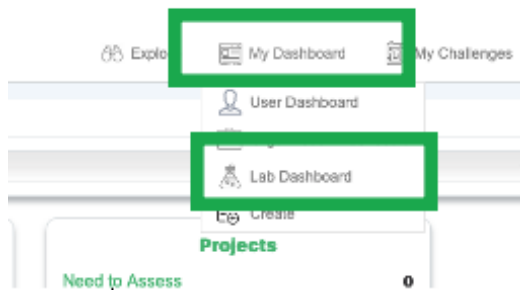
Step 1:
Click 'Access Now' under the Prepr logo on the OCC landing page.



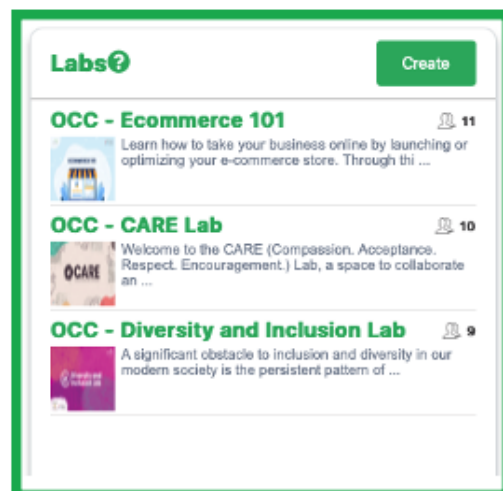
Step 2:
Log onto your Prepr account or create your Prepr account using the email you signed into the OCC landing page with.



Step 3:
Click on My Dashboard from the top menu bar and select My Labs. The OCC team will have added you to each Lab.

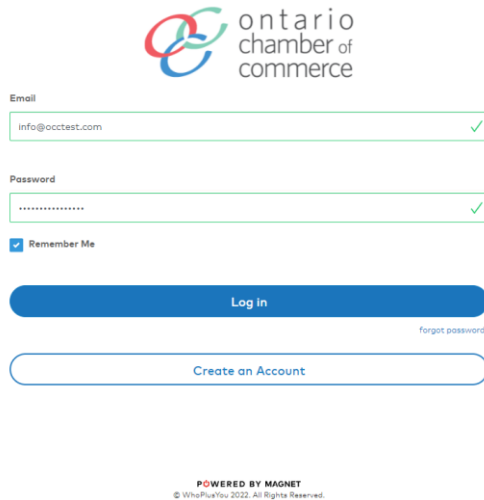


Step 4:
Select the lab you any of the three labs to complete and join your first challenge.



Bluedrop

Step 1: Activate your account by clicking 'Activate Now' on the email you receive and log into your account. You will need your email address and the activation code provided to you in the email.



ontario chamber of commerce

Email
info@occtest.com ✓

Password
..... ✓

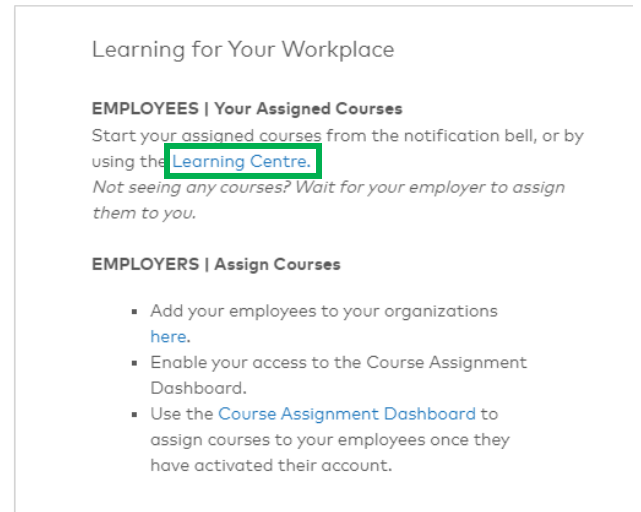
Remember Me

Log in forgot password?

Create an Account

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Step 2: Click 'Learning Center' to be brought to SkillsPass.



Learning for Your Workplace

EMPLOYEES | Your Assigned Courses
Start your assigned courses from the notification bell, or by using the **Learning Centre**.
Not seeing any courses? Wait for your employer to assign them to you.

EMPLOYERS | Assign Courses

- Add your employees to your organizations [here](#).
- Enable your access to the Course Assignment Dashboard.
- Use the [Course Assignment Dashboard](#) to assign courses to your employees once they have activated their account.

Step 3: To proceed, click on the 'My Skillspass' button.



Welcome to the

Unleashing LMS at Scale

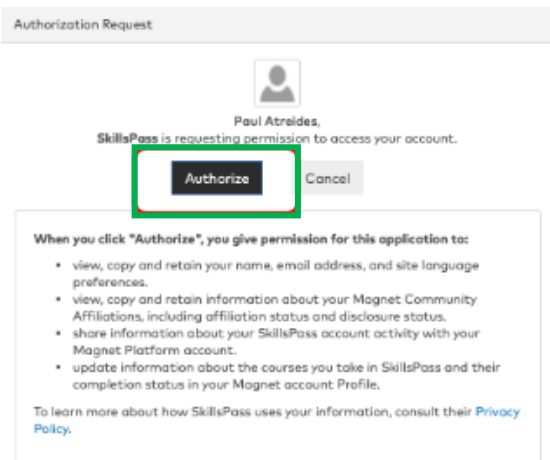
Learning Centre, powered by 

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

Step 4: On your first login, it will prompt you to authorize your account.



Authorization Request


Paul Atrides,
SkillsPass is requesting permission to access your account.

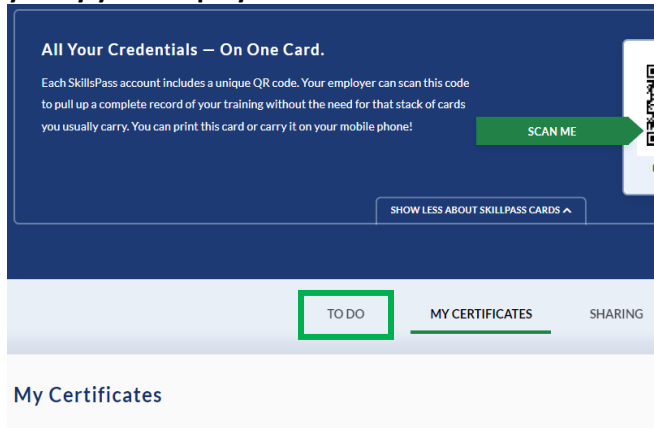
Authorize Cancel

When you click "Authorize", you give permission for this application to:

- view, copy and retain your name, email address, and site language preferences.
- view, copy and retain information about your Magnet Community Affiliations, including affiliation status and disclosure status.
- share information about your SkillsPass account activity with your Magnet Platform account.
- update information about the courses you take in SkillsPass and their completion status in your Magnet account Profile.

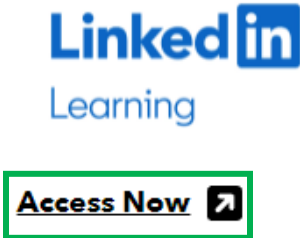
To learn more about how SkillsPass uses your information, consult their [Privacy Policy](#).

Step 5: Click on the 'To Do' tab to find the list of courses that have been assigned to you by your employer.

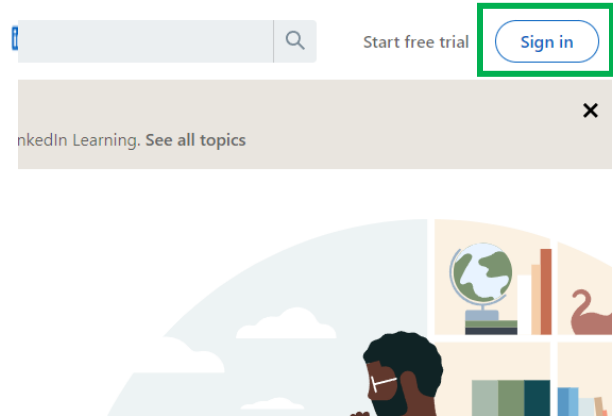


LinkedIn Learning

Step 1: Click 'Access Now' under the LinkedIn Learning logo on the OCC landing page.

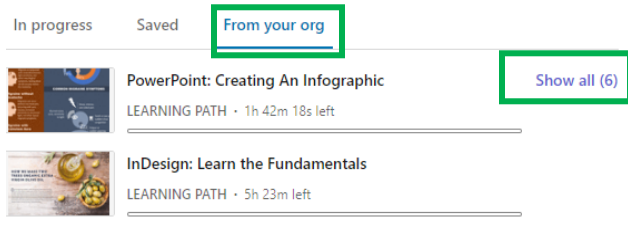


Step 2: Click *Sign In*.

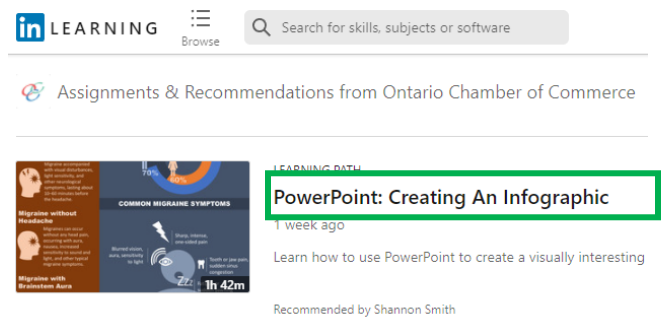


You may have received an activation email from LinkedIn Learning already that will provide you a link to activate your account. **Please remember to use the same email address you used to access the OCC LMS Program website for authentication.**

Step 3: Navigate to the 'From your org' tab, and click 'Show all (6)'.



Step 4: Browse the 6 course options to determine which one you would like to enroll in and select that course.



Step 5: Click *Start Learning Path* to begin your course.

From your organization

PowerPoint: Creating An Infographic

Learn how to use PowerPoint to create a visually interesting and compelling infographic quickly and easily.

Learning path details

🕒 1h 42m of content

📄 2 items of learning content

[Start Learning Path](#)

PowerPoint: Creating an Infographic Course

Learn how to use PowerPoint to create visually interesting and compelling infographics quickly and easily.

2 ITEMS · 1h 42m



COURSE

PowerPoint: Creating an Infographic

LinkedIn Learning · By: Heather Ackmann · May 2018

Learn how to design compelling infographics quickly and easily using Microsoft PowerPoint.

167,083 learners