

Getting Your Online Health & Safety Training Done

Not a Lakehead University student or employee?
Request D2L access from CEDL@lakeheadu.ca

Step 1. Log into myCourselink (D2L)

Step 2. Click on the Workshop, Webinars, and Training link.

mycourselink > Select a course... Michael Moore

Welcome to mycourselink

mycourselink is used for fully online credit and non-credit academic courses, companion sites for on-campus and off-campus courses, and training modules.

- To find courses that you have access to, click "Select a course..." on the blue bar above or under the My Courses widget below.
- If you cannot find a course you are looking for, visit [What to Do if You Cannot Find a Course](#).
- For help using mycourselink and a list of new features and updates, visit [Getting Started with mycourselink](#).
- For technical and/or instructional design support, contact us at mycourselink@lakeheadu.ca.

Please be aware that by logging into and accessing course sites through Lakehead University's learning management system, you are agreeing to abide by all institutional regulations, policies, and procedures. Online course sites should be considered the same as any face-to-face classroom environment and therefore the same expectations and practices for positive and safe learning environments apply to these virtual learning spaces. You're encouraged to visit the [Students Rights and Responsibilities](#) website to familiarize yourself with student-related university policies.

News

New Link for Training Courses

Posted May 10, 2016 8:18 AM

Please note that direct links to the self-registering site for courses like Health and Safety, How to Teach Online 101, Copyright 101, Past Exams, etc. are now available through the "Workshops, Webinars, and Training" button.

Instructors: Reminder to Activate your Course Site!!

As an instructor, you are reminded that you are responsible for **activating** your online course site at the start of term (or when ready). Please note, classlists within course sites are updated at 3:00 a.m. daily to add new registrants and remove users who have withdrawn from the course. To activate your course site:

- Click on **Edit Course** on the navbar.
- Click the **Course Offering Information** link.
- Scroll down and check the **Course is Active** box
- Click the **Save** button.

Since there is no automatic notification to students to alert them when sites are activated, you may want to send an email to your students letting them know the site is open.

TIP: Did you know you can "pin" your current courses to the top of your course list under the *Select a course* search option on the above nav bar? Find the course you want to "pin" then click on the **pin icon** to the right of it. Do this for all courses you want to appear at the top of your list of courses.

Copyright 101

Posted May 2, 2016 1:36 PM

Interested in learning more about copyright? Explore [Copyright 101!](#)

Professional Development

Workshops, Webinars, and Training

Calendar

Friday, May 27, 2016

Upcoming events

There are no events to display.

My Courses

Last 10 Accessed Courses

Search for courses

Accessibility and Health and Safety Training
Development Department

(2016W) BIOL-2030L-W1/W2 - Lab for Biol 2030
Biology (ended Apr 5, 2016 11:59 PM)
(Inactive)Semester - Winter 2016, Department -
Biology

Step 3. Click on the Access Self-Registering Courses Link

mycourselink > Select a course... > Michael Moore

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Workshops, Webinars, and Training

Welcome to Workshops, Webinars, and Training

- 1. Access [Self-Registering Course Options](#).**
- 2. Professional development opportunities are available year round for D2L.**

Training sessions for instructors and staff are scheduled throughout the year on-site in Thunder Bay and through WebEX (desktop videoconferencing) for those individuals unable to attend in-person. Tailored one-to-one and group sessions can be offered upon request by sending an email message to mycourselink@lakeheadu.ca.

Please note that two faculty members -- experienced in online teaching -- are now available as Instructional Designers to assist you with using mycourselink (D2L). This can include:

- course design and resources
- teaching tips and strategies
- assessment tools
- best practices

Lakehead Orillia library staff are available to provide on-site support at the Orillia campuses. Faculty from either Orillia campus can send an email to orilib@lakeheadu.ca to set up an appointment. For quick questions, calls can be directed to x2250 (University Avenue), or x2252 (Heritage Place).

- You might also want to check out training opportunities available through the [Instructional Development Centre](#).

- 3. Upcoming Webinars**

- None currently. Check back soon!

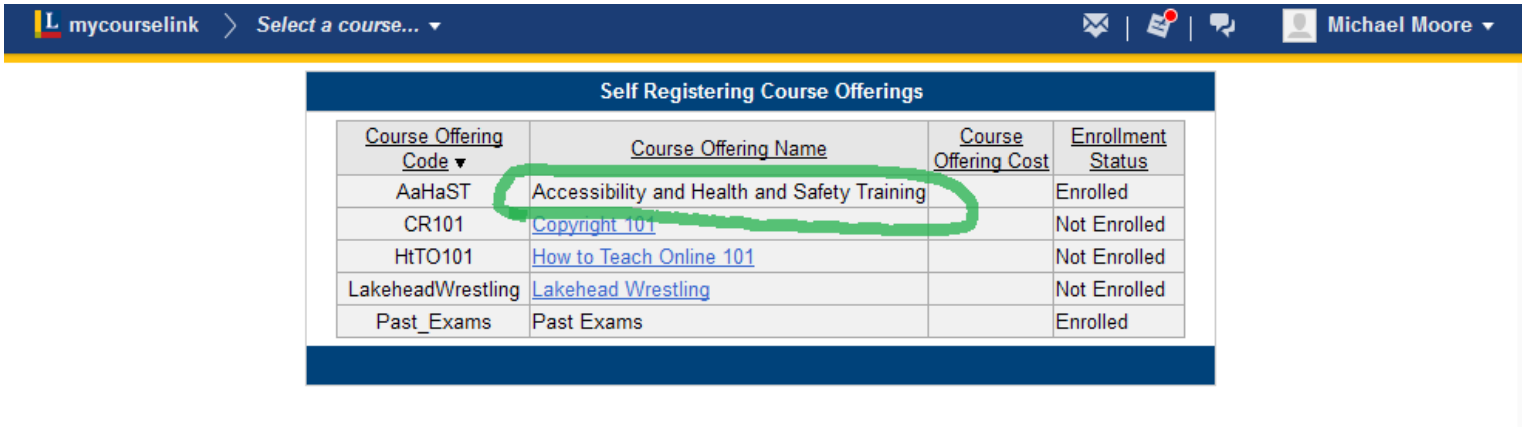
Send to Binder Download Print

Activity Details

✓ You have viewed this topic

Last Visited May 27, 2016 11:09 AM

Step 4. Click on the Accessibility and Health & Safety Training Course

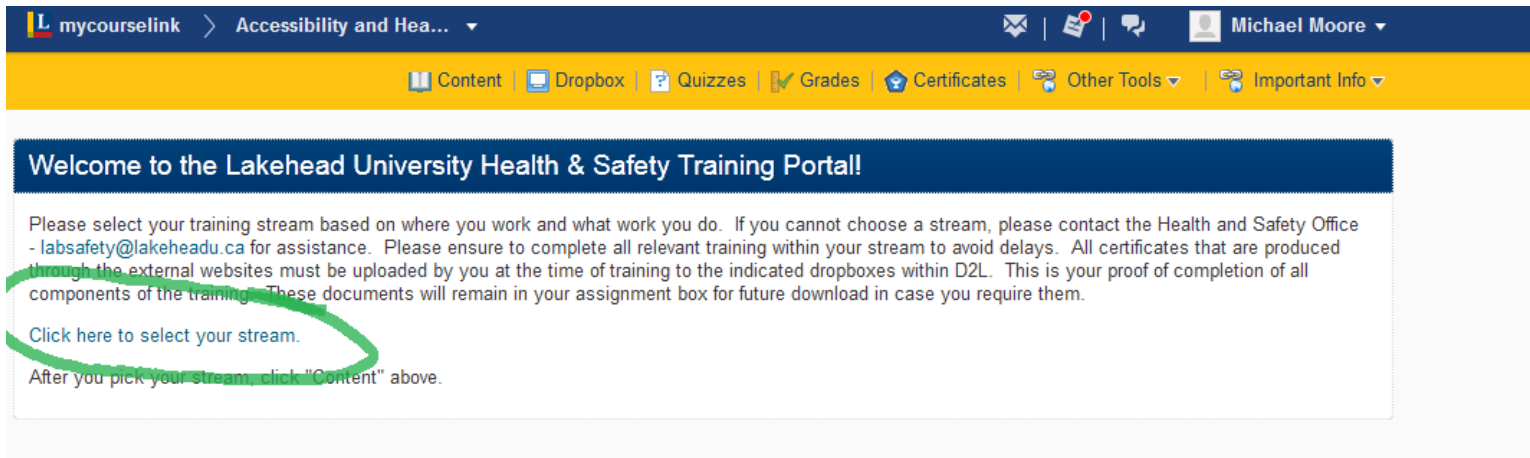


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Self Registering Course Offerings

Course Offering Code	Course Offering Name	Course Offering Cost	Enrollment Status
AaHaST	Accessibility and Health and Safety Training		Enrolled
CR101	Copyright 101		Not Enrolled
HtTO101	How to Teach Online 101		Not Enrolled
LakeheadWrestling	Lakehead Wrestling		Not Enrolled
Past_Exams	Past Exams		Enrolled

Step 5. Click to select a stream



mycourselink > Accessibility and Hea... Michael Moore

Content | Dropbox | Quizzes | Grades | Certificates | Other Tools | Important Info

Welcome to the Lakehead University Health & Safety Training Portal!

Please select your training stream based on where you work and what work you do. If you cannot choose a stream, please contact the Health and Safety Office - labsafety@lakeheadu.ca for assistance. Please ensure to complete all relevant training within your stream to avoid delays. All certificates that are produced through the external websites must be uploaded by you at the time of training to the indicated dropboxes within D2L. This is your proof of completion of all components of the training. These documents will remain in your assignment box for future download in case you require them.

[Click here to select your stream.](#)

After you pick your stream, click "Content" above.

Step 6. Pick the group that best matches your position.