Workplace Learning Ecosystem Guide: Complete the UBC General Required Courses

Index

Overview

As part of their orientation, new employees can register and complete the UBC General Required Courses online. Complete steps 1-5 for each required course.

Step-by-Step Instructions

How to Complete the UBC General Required Courses

Step 1 Go to the Course Listing Page

In your internet browser, enter the URL (link) associated with each course you are required to take, or click the relevant URL below.

All UBC employees must complete:

New Worker Safety Orientation

- Vancouver campus: https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-newsot
- Okanagan campus: https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-newsot

Preventing and Addressing Bullying and Harassment

- Vancouver campus: https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-bulhar
- Okanagan campus: https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-bulhar

Workplace Violence Prevention Training

- Vancouver campus: https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-wpvptr
- Okanagan campus: https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-wpvptr

UBC employees who use UBC electronic information systems must also complete:

Privacy and Information Security Fundamentals Part 1

- https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsecf

Privacy and Information Security Fundamentals Part 2

- https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsec2

UBC employees with supervisory roles and responsibilities must also complete:

Safety Supervision at UBC

- Vancouver campus: https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert
- Okanagan campus: https://wpl.ubc.ca/browse/ubcohse/courses/wpl-hse-ssu

UBC employees working on campus must complete:
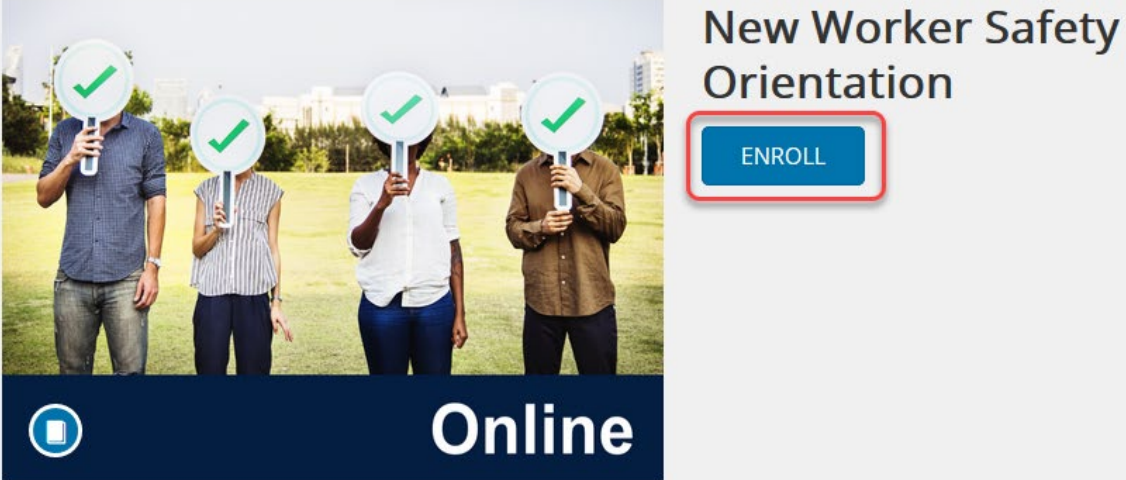
Preventing COVID-19 Infection in the Workplace

- Vancouver campus: https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid
- Okanagan campus: https://wpl.ubc.ca/browse/ubcohse/courses/covid-19

You will be directed to the course listing page in the Workplace Learning Course Catalog. You can view the course description and enroll. For each course, you must complete steps 1 to 5.

Step 2 Enroll in the Course

To join a course, click Enroll.

To enroll, you must be signed in with your CWL account. Click Sign in here, if necessary.

If you have already signed in, you will be able to simply click Enroll in Course.

You may also be asked to use multi-factor authentication to confirm your identity, so have your authentication device with you.

VANCOUVER
Safety & Risk Services

Online

New Worker Safety Orientation

Please sign in to Canvas Catalog
Have a CWL or already have an account? Sign in here

Click here to sign in with your CWL

Enroll in Course

Login to the University of British Columbia Canvas Catalog

UBC

Are you a current UBC student, faculty or staff member?

Login with CWL

Click here

Are you not a member of UBC, but have a Canvas account?

Login with Canvas account

CWL Authentication

Login to continue to UBC Canvas CPE

Login Name

Password

Login
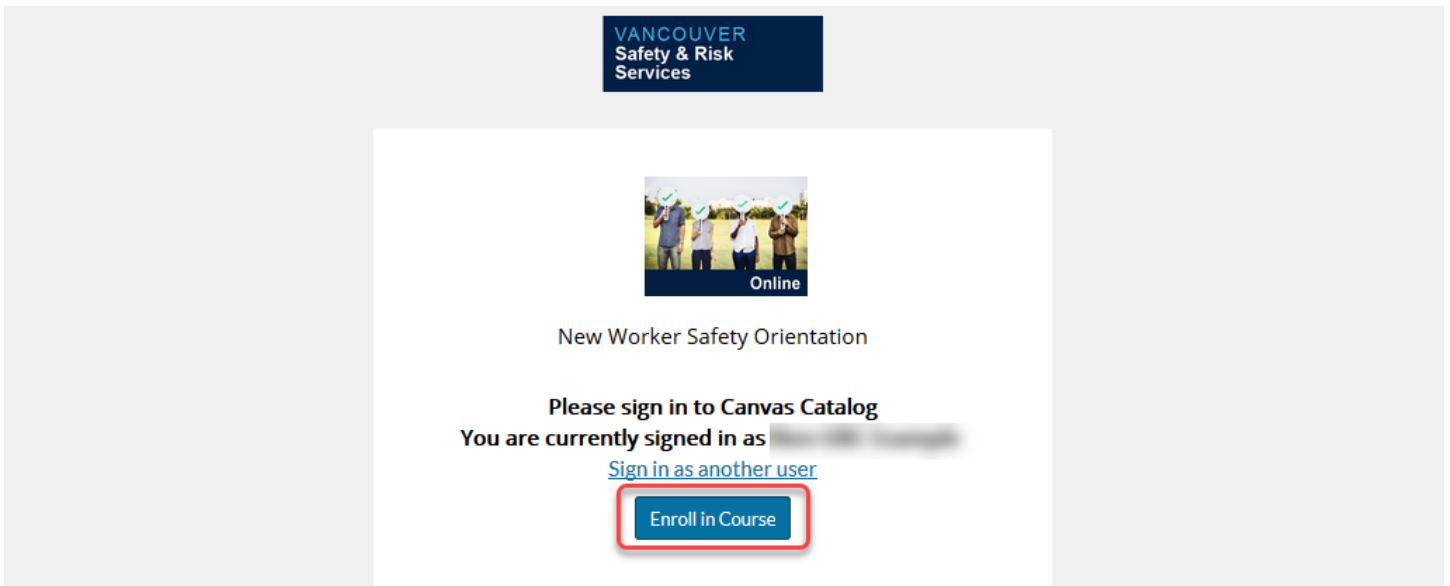
Recover your CWL login or Reset your CWL password via Email

If you have a non-UBC email address associated with your CWL account you can either:

✔ Recover your CWL Login Name
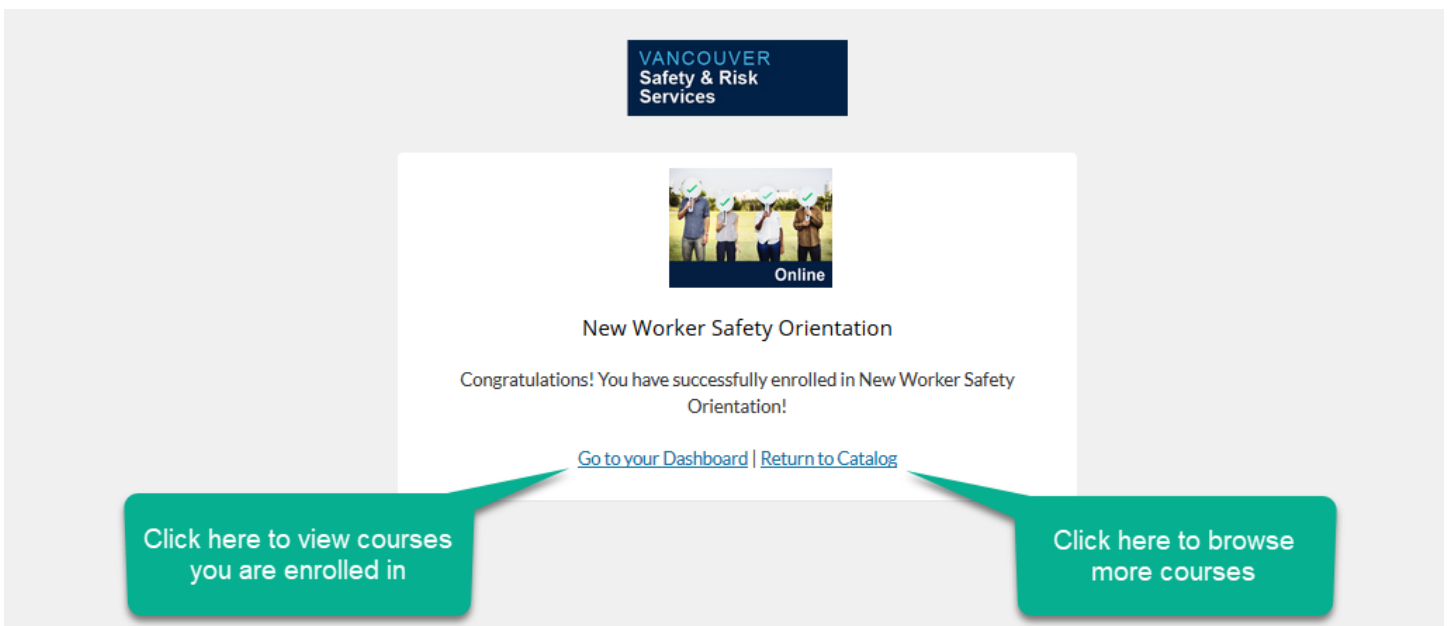
✔ Reset your CWL Password

Protect Your CWL account!

✔ Watch out for sites or emails that pretend to be legitimate and ask for your CWL login name and password.

✔ Please report any suspicious requests for your CWL login name and password.

✔ Learn more about how to protect your devices.

Once you sign in, you will be able to click Enroll in Course to join the course.

Once enrolled, you can view or begin your courses in your Dashboard, or return to the Workplace Learning Course Catalog to view other courses.
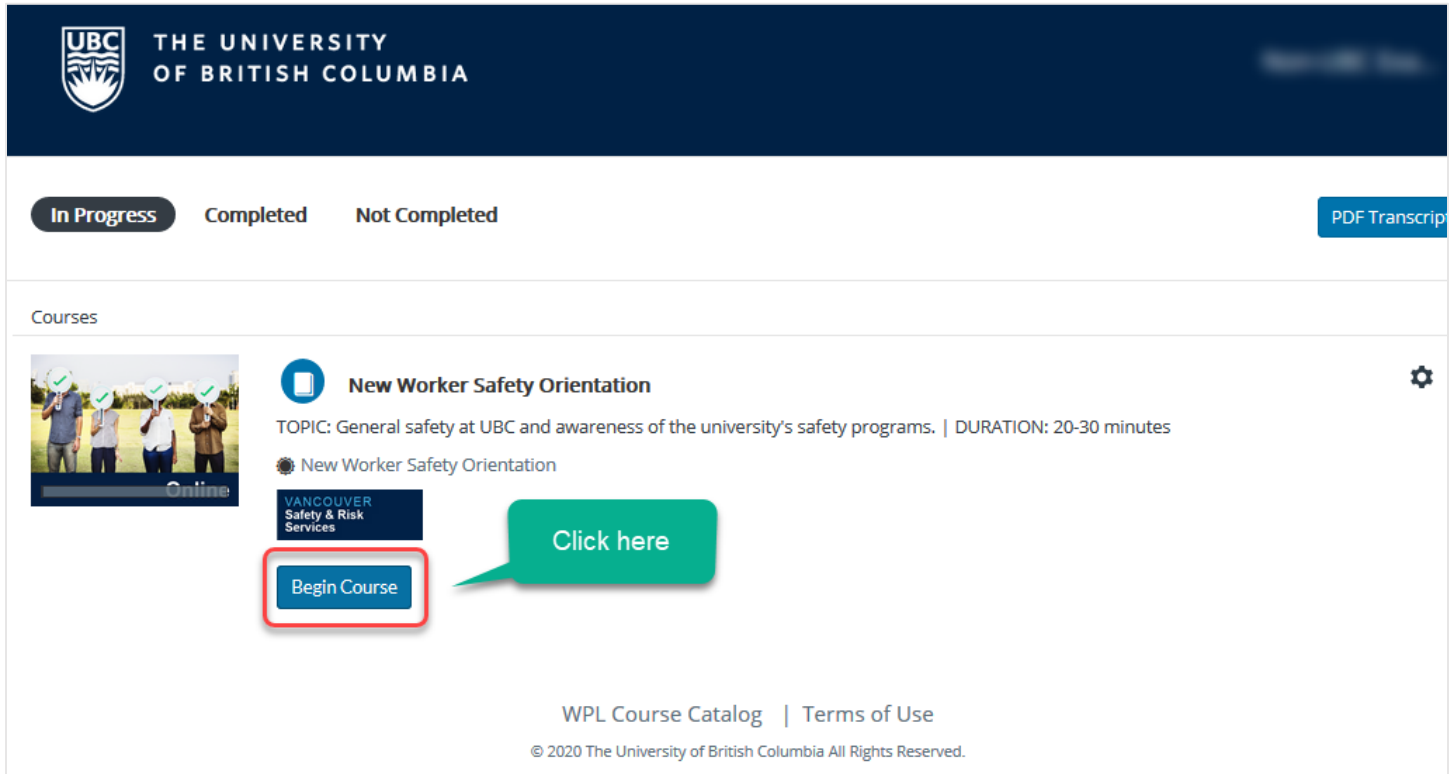
Step 3 Access your Course

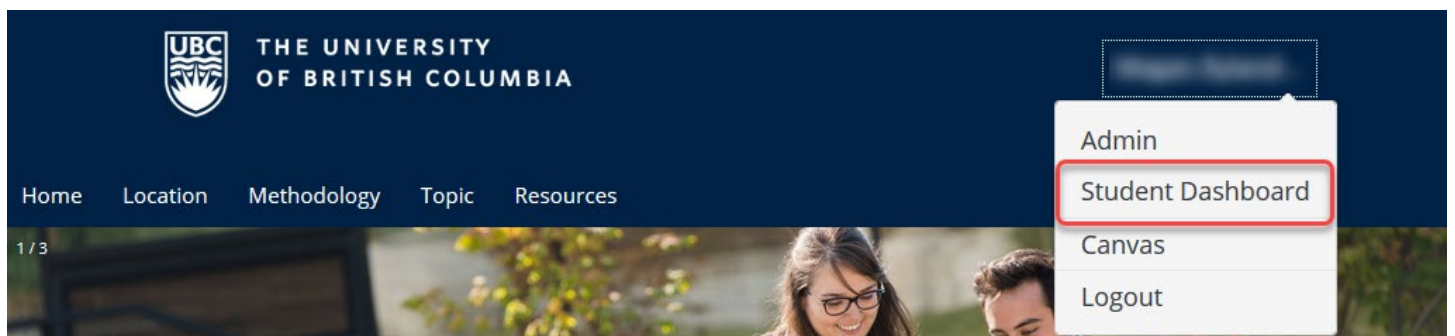To begin your course, go to your Dashboard. Under In Progress, find the course you want to access. Click Begin Course.

If you have already accessed your course, this button may read Resume Course.

Quick Tip:

Once signed in, you can always access your In Progress courses at https://wpl.ubc.ca/dashboard/in-progress or by clicking your Student Dashboard in the drop-down menu that appears when you click your name in the top-right corner of the website.

Step 4 Complete Course Content

In the course, click the first page (Start) to begin reading through the course content.

When viewing course content, use Next in the bottom right to move to the next section of the course.

For courses that have presentations or additional material, view that section completely before moving on to the next section of the course. To do this, use the direction buttons within the presentation itself to view all of the content.

You may choose to view this material in full screen (click View in Full Screen) and it will open in a new browser window.

As you go through the course, your progress will be tracked by the system so that you can return to the same place if you have to leave before you finish. Completed sections are given a green checkmark.

Step 5 Complete the Quiz Successfully

When you have viewed all of the course content, you can attempt the quiz. To find the quiz, you can click Next until you reach the quiz section, or click Home and choose the quiz section from the modules. Click Take the Quiz to begin the assessment and then answer the quiz questions.

Home
Grades

New Worker Safety Orientation Quiz

Due No due date **Points** 10 **Questions** 10 **Time Limit** None
Allowed Attempts Unlimited

Instructions

Please complete this short quiz on the material covered in this course. There are 10 questions and you are required to score 100%.

Take the Quiz

◄ Previous   Next ►

Quiz Instructions

Please complete this short quiz on the material covered in this course. There are 10 questions and you are required to score 100%.

⑦ Question 3
⑦ Question 4
⑦ Question 5
⑦ Question 6
⑦ Question 7
⑦ Question 8

Time Elapsed: Hide
0 Minutes, 5 Seconds

Question 1	1 pts

Who is responsible to train workers for all tasks assigned to them and checking that their work is being done safely?

○ The direct Supervisor of the Worker.

○ The Worker can ask other co-Workers.

○ The Administrative Head of Unit.

○ The University.

Click here on the answer of your choice

| Question 2	1 pts

A worker who refuses unsafe work because of a hazardous situation... (select all that apply)

☐ Must not be subjected to discriminatory action

☐ Could be terminated for insubordination.

☐ Could be docked pay for the time off work.

☐ Could be assigned other duties at no loss of pay while the matter is being decided.

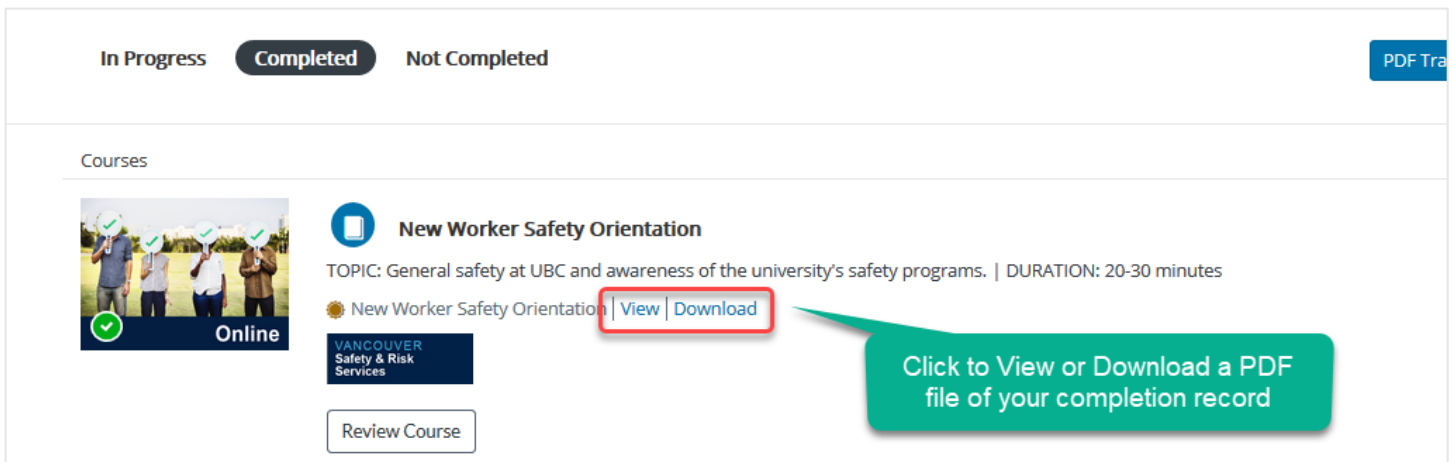**Click here on the answers of your choice.**

Select all that apply

When you are ready to submit your quiz, click Submit at the bottom of the quiz and it will be graded automatically. If you have been successful, you have completed the course requirements. If you are not successful, you can take the quiz again until you are successful.

No new data to save. Last checked at 5:41pm | Submit Quiz

Click here to submit your quiz for grading
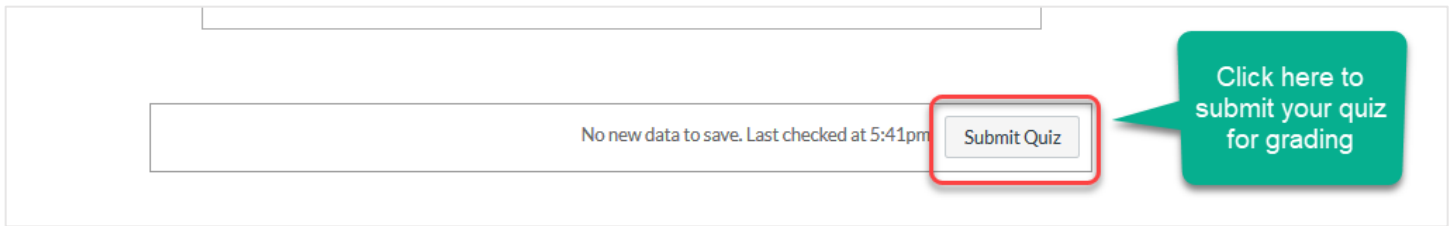
Step 6 View your Completion Record

Once a course is complete, you can view and download a PDF copy of the completion record in your Student Dashboard, if required. To view completed courses, go to https://wpl.ubc.ca/dashboard/completed

In Progress   **Completed**   Not Completed   PDF Tra

Courses

New Worker Safety Orientation
TOPIC: General safety at UBC and awareness of the university's safety programs. | DURATION: 20-30 minutes
New Worker Safety Orientation | View | Download

VANCOUVER
Safety & Risk
Services

Review Course

Online

Click to View or Download a PDF file of your completion record

The record will also be sent to Workday and can be viewed in your Profile under Career > Certifications.