

# Workplace Learning Ecosystem Guide: Complete the UBC General Required Courses

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## 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:

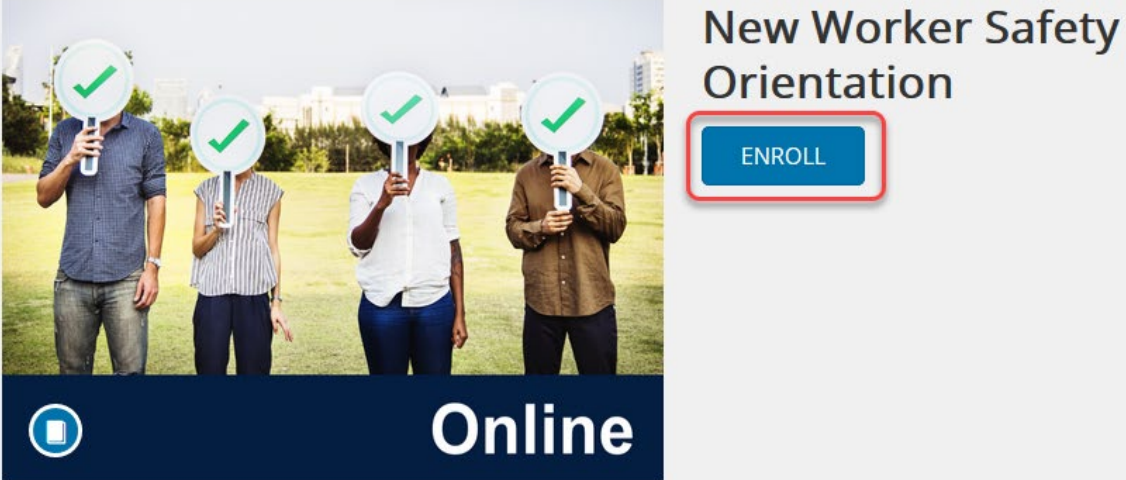
#### Preventing COVID-19 Infection in the Workplace

- 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.



The image shows a course card for 'New Worker Safety Orientation'. On the left, there is a photograph of four people standing on a grassy field, each holding a white sign with a green checkmark. To the right of the photo, the text 'New Worker Safety Orientation' is displayed in a large, dark font. Below this text is a blue button with the word 'ENROLL' in white, which is highlighted with a red rectangular border. At the bottom left of the photo area is a small icon of a document with a checkmark, and at the bottom right is the word 'Online' in a large, white font on a dark blue background.

**VANCOUVER**  
Safety & Risk  
Services

COURSE DESCRIPTION:  
This course outlines general safety at UBC and provides awareness of the university's safety programs.

COURSE STRUCTURE:  
This course consist of 2 parts:

- Part 1 is 1 x 20 minute online module followed by a quiz
- Part 2 is a site-specific orientation checklist that is required to be completed with your supervisor

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.



New Worker Safety Orientation

Please sign in to Canvas Catalog  
Have a CWL or already have an account? [Sign in here](#)

[Enroll in Course](#)

Click here to sign  
in with your CWL

## Login to the University of British Columbia Canvas Catalog



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

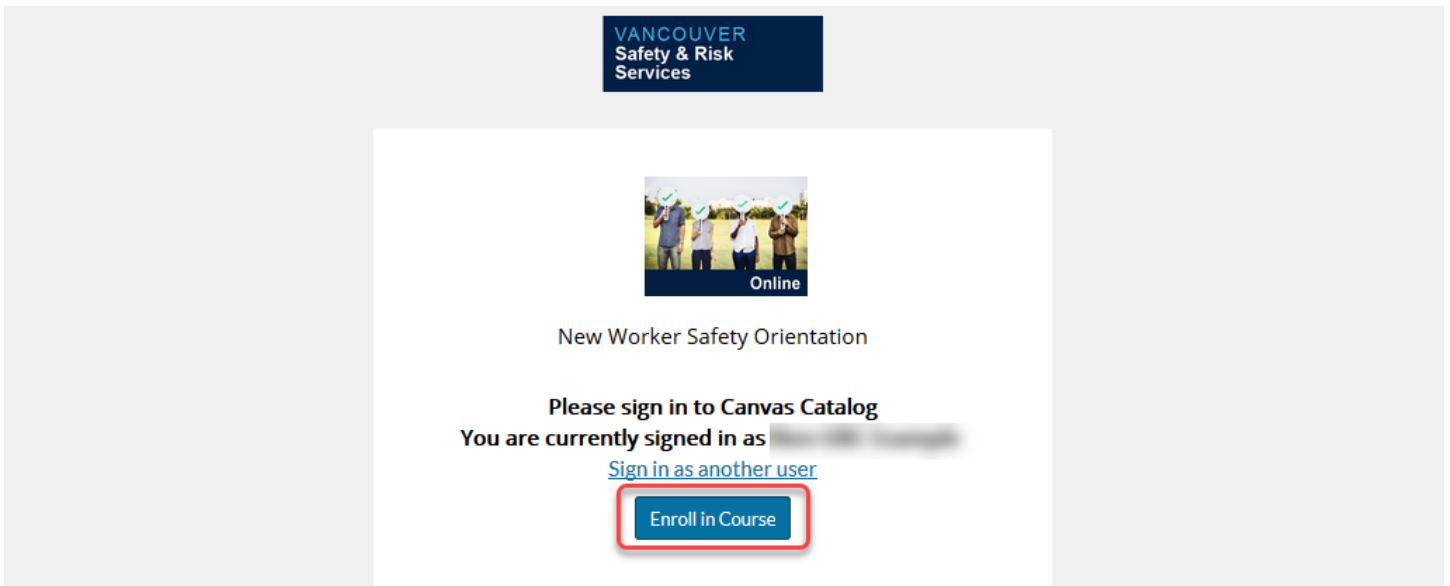
If you have a non-UBC email address associated with your CWL account you can either:

- ✓ [Recover your CWL Login Name](#)
- ✓ [Reset your CWL Password](#)

### Protect Your CWL account!

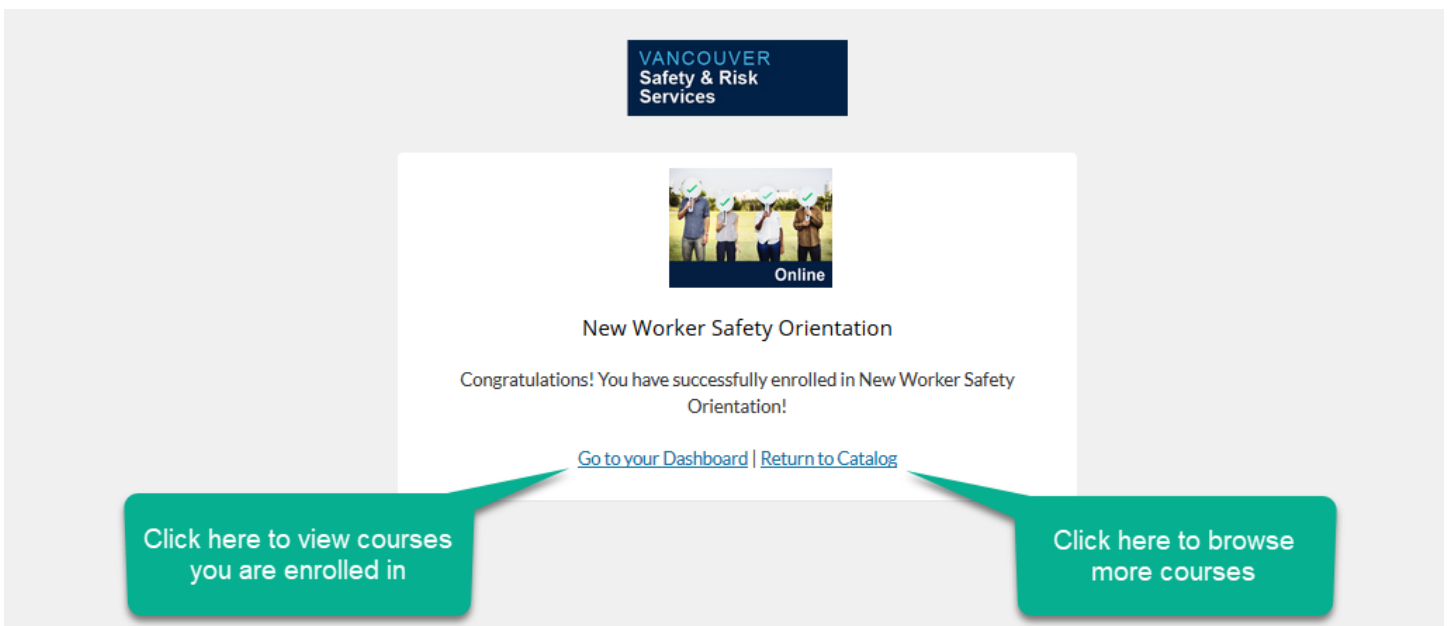
- ✓ Watch out for sites or emails that [pretend to be legitimate](#) and ask for your CWL login name and password.
- ✓ Please [report any suspicious requests](#) for your CWL login name and password.
- ✓ [Learn more](#) about how to protect your devices.

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



The screenshot shows the top of a web page with a dark blue header containing the text "VANCOUVER Safety & Risk Services". Below the header is a white content area. At the top of this area is a small image of four people holding green checkmarks, with the word "Online" written below it. The main heading is "New Worker Safety Orientation". Below this, it says "Please sign in to Canvas Catalog" and "You are currently signed in as [blurred name]". There is a link "Sign in as another user" and a blue button labeled "Enroll in Course" which is highlighted with a red rectangular border.

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

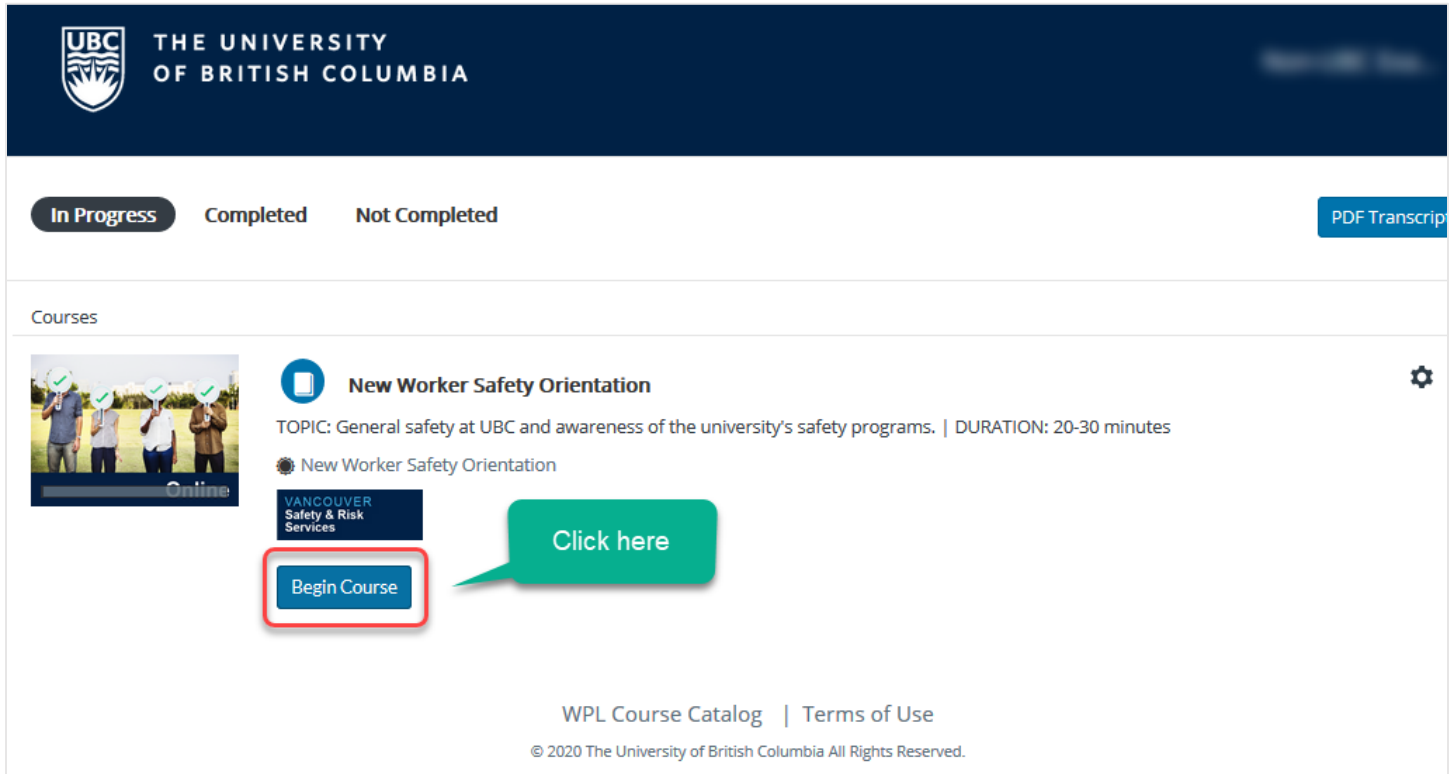


The screenshot shows the same web page as above, but now the text reads "Congratulations! You have successfully enrolled in New Worker Safety Orientation!". Below this is a link "Go to your Dashboard | Return to Catalog". Two teal callout boxes are present: one on the left pointing to the link with the text "Click here to view courses you are enrolled in", and one on the right pointing to the same link with the text "Click here to browse more 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.

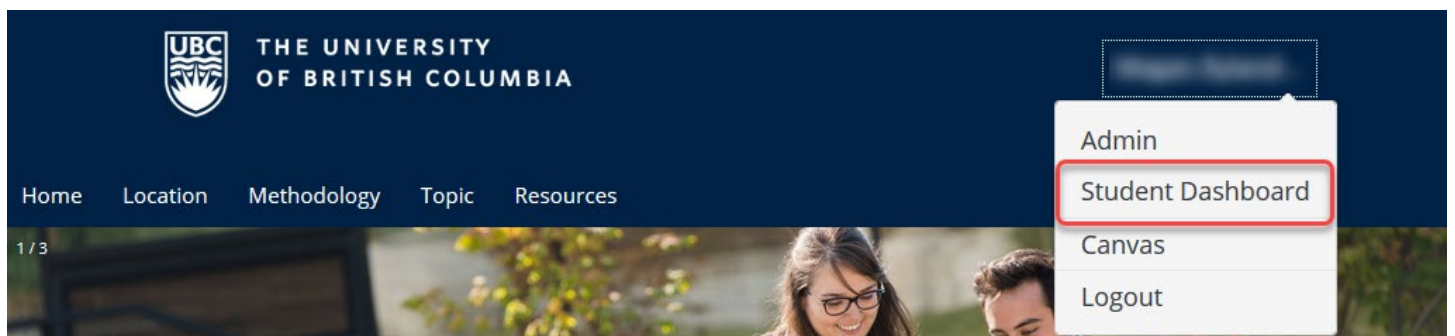
If you have already accessed your course, this button may read Resume Course.



The screenshot shows the UBC WPL dashboard. At the top, the UBC logo and 'THE UNIVERSITY OF BRITISH COLUMBIA' are displayed. Below this, there are tabs for 'In Progress', 'Completed', and 'Not Completed'. A 'PDF Transcript' button is visible on the right. The main content area is titled 'Courses' and features a card for 'New Worker Safety Orientation'. The card includes a thumbnail image of people holding signs, a 'VANCOUVER Safety & Risk Services' logo, and a 'Begin Course' button. A green callout bubble with the text 'Click here' points to the 'Begin Course' button. At the bottom of the card, there are links for 'WPL Course Catalog' and 'Terms of Use', and a copyright notice: '© 2020 The University of British Columbia All Rights Reserved.'

### 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.



The screenshot shows the UBC website header. The UBC logo and 'THE UNIVERSITY OF BRITISH COLUMBIA' are on the left. Below the logo, there are navigation links: 'Home', 'Location', 'Methodology', 'Topic', and 'Resources'. On the right, there is a user profile dropdown menu. The menu items are 'Admin', 'Student Dashboard', 'Canvas', and 'Logout'. The 'Student Dashboard' option is highlighted with a red box. The background of the header is a dark blue color.

# Step 4 Complete Course Content

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

The screenshot shows the course interface for 'WPL\_SRS\_NWSO > Modules'. A green callout bubble points to the 'Start' link in the 'New Worker Safety Orientation' section, with the text 'Click to begin the first page of the course'. The 'Start' link is highlighted with a red box. Other items in the list include 'New Worker Safety Orientation' and 'New Worker Safety Orientation Quiz' (10 pts | Score at least 8.0). The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The top right has 'Export Course Content' and 'View Co' buttons. The right sidebar shows 'To Do' with 'Nothing for now'.

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

The screenshot shows the 'Start' page content. The title 'Start' is displayed. Below it, a paragraph reads: 'This course outlines general safety at UBC and provides awareness on the university's safety programs. Specific orientation and training in the hazards of your work-sites and the procedures to perform work in a safe manner must be covered by your supervisor.' In the bottom right corner, a green callout bubble points to a 'Next >' button, with the text 'Click to proceed'. The 'Next >' button is highlighted with a red box.

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.



# New Worker Safety Orientation

View in Full Screen

Click here to view the presentation in full screen

THE UNIVERSITY OF BRITISH COLUMBIA  
Safety & Risk Services

MENU

- Welcome
  - Introduction
  - Course Information
- Course Outline
  - Course Outline
- Who is Considered to be a New Work...
  - Who is Considered to be a New Wo...
- When is Training Required?
  - When is Training Required?
- Health & Safety Policy and Responsibi...

NEW WORKER SAFETY ORIENTATION COURSE

Welcome to UBC!

START COURSE

Follow presentation directions

Click here to navigate this section

NEXT >

◀ Previous



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.

Home  
Grades

Export Course Content

View Course Stream

View Course Calendar

▼ New Worker Safety Orientation Complete All Items ⊖

Start Viewed	✓
New Worker Safety Orientation Viewed	✓
New Worker Safety Orientation Quiz 10 pts   Score at least 8.0	⊖

To Do

Nothing for now



# 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%.

Question 2  
Question 3  
Question 4  
Question 5  
Question 6  
Question 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.

**Question 2** 1 pts

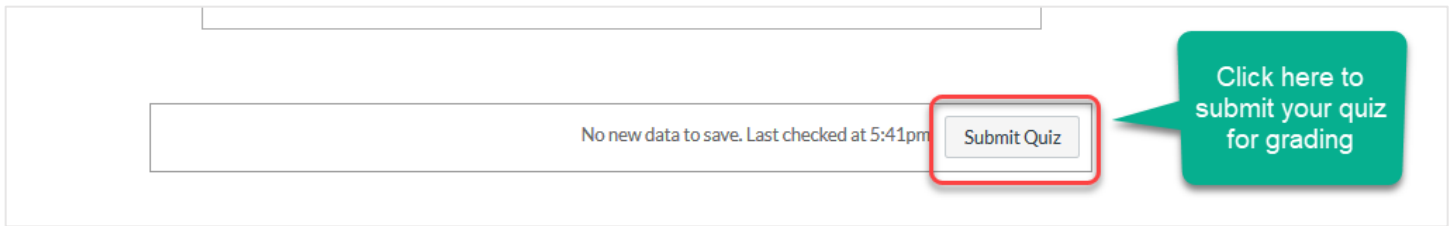
A worker who refuses unsafe work because of a hazardous situation... (select all that apply)

- 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 answer of your choice

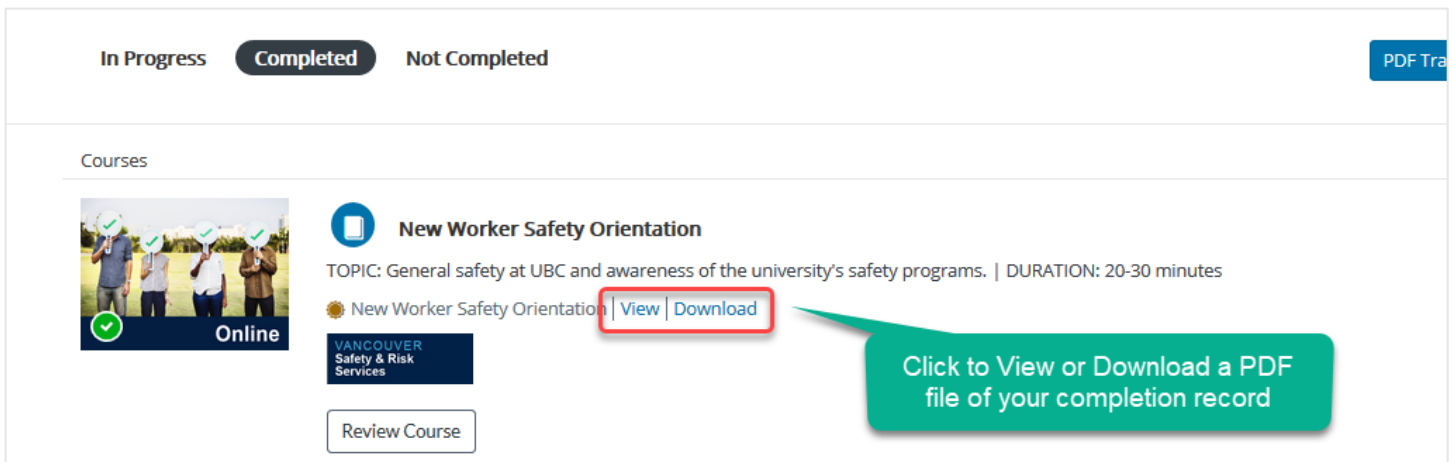
Click here on the answers of your choice.  
Select all that apply

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.



## 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>



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