

CSA's Virtual Learning Environment (VLE)

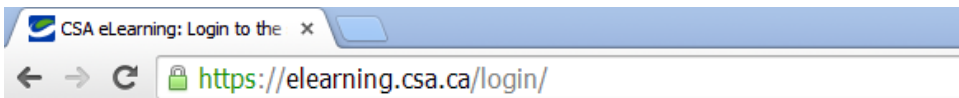
User guide

Step 1: Accessing the website.

An email with your login details should have been sent to you shortly after the course has taken place (Public or On-site course) or shortly after you registered into an Online course. If you did not receive your login details please send an email to the training department: training@csagroup.org

Go to <http://elearning.csa.ca/login>

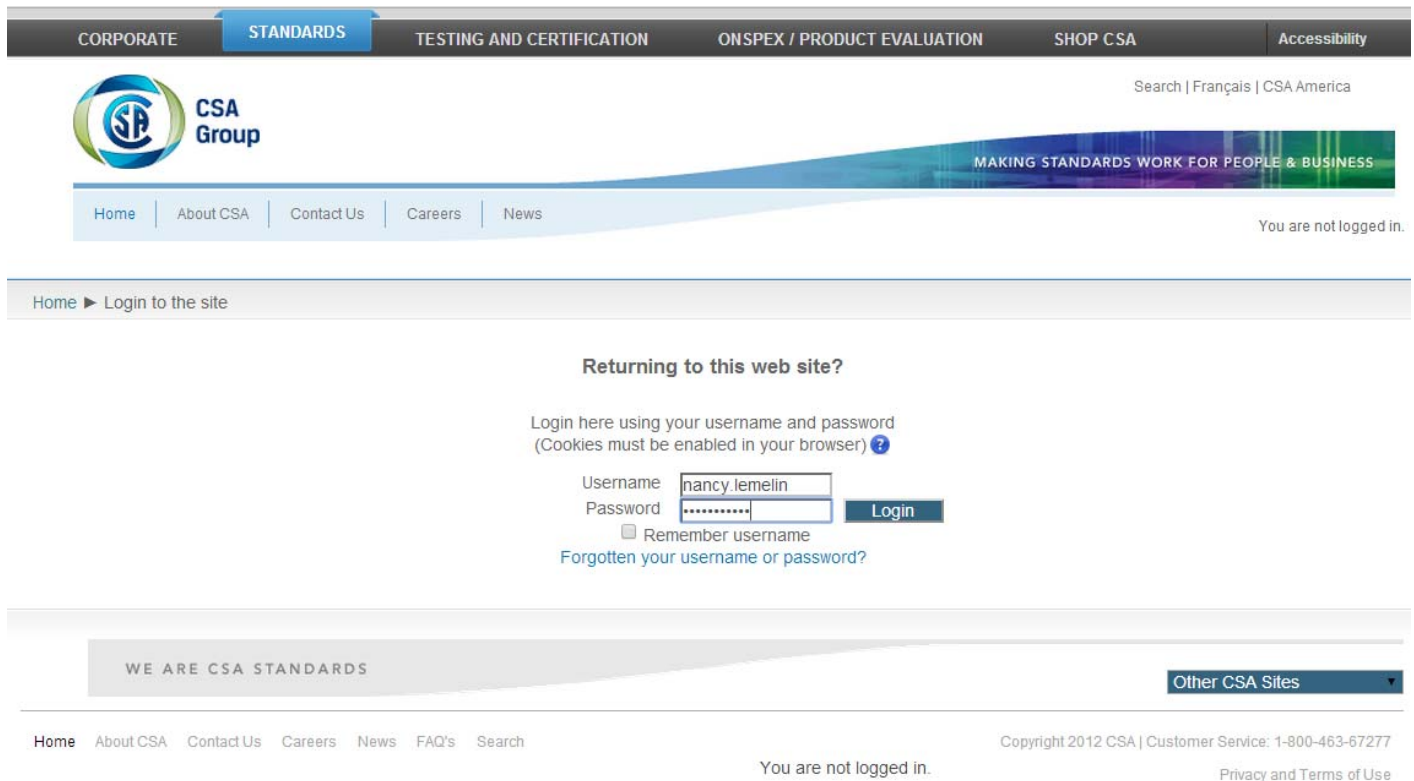
You may have to hold down your CTRL key as you click the link or you may copy and paste it into your browser window



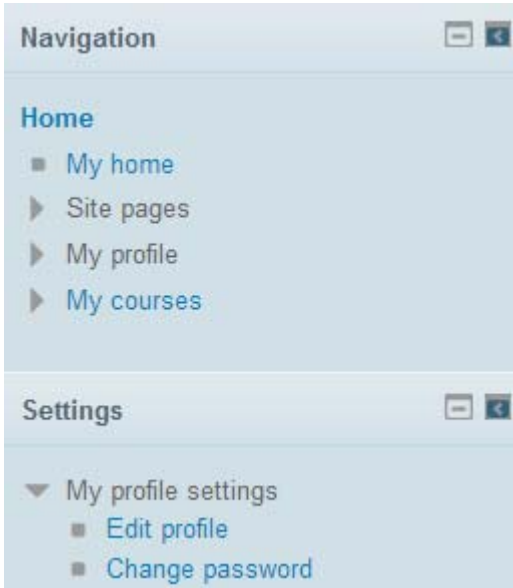
Step 2: Enter your username and password and click on 'login'

Please note that passwords are case sensitive

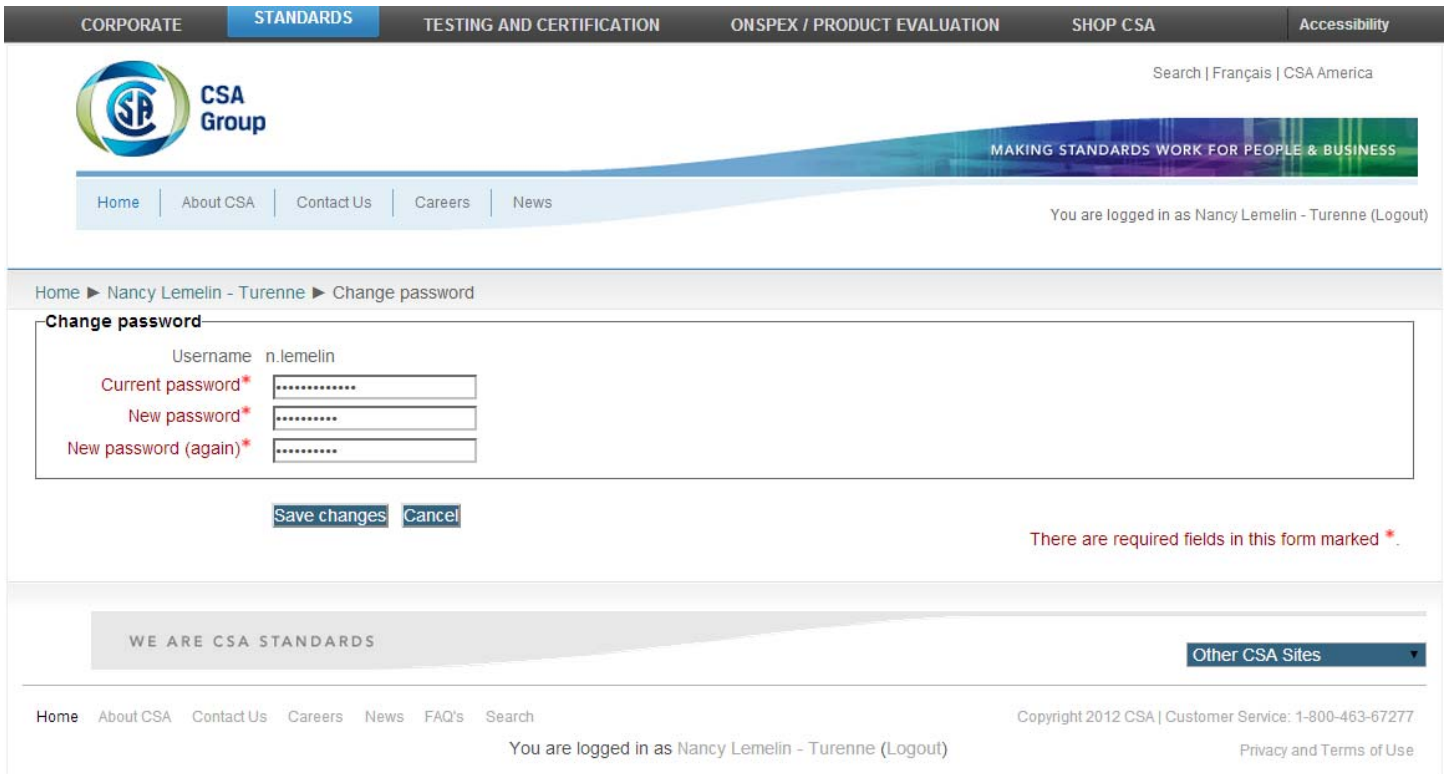
You are welcome to change your password at anytime using the instructions below

A screenshot of the CSA eLearning login page. The page has a dark grey navigation bar with links for "CORPORATE", "STANDARDS", "TESTING AND CERTIFICATION", "ONSPEX / PRODUCT EVALUATION", "SHOP CSA", and "Accessibility". Below the navigation bar is the CSA Group logo and the tagline "MAKING STANDARDS WORK FOR PEOPLE & BUSINESS". A search bar is located in the top right corner. The main content area features a login form with fields for "Username" (containing "nancy.lemelin") and "Password" (masked with dots). A "Login" button is next to the password field. There is a checkbox for "Remember username" and a link for "Forgotten your username or password?". The page footer contains the text "WE ARE CSA STANDARDS" and "Other CSA Sites" with a dropdown arrow. The bottom of the page includes a footer with navigation links, copyright information, and a "You are not logged in." message.

To change your password go into the left hand side Navigation panel under:
Settings -> **My profile settings** -> **Change password**



Enter your current password and your new password (you will need to enter your new password twice to confirm it) once done click on **Save changes**.



Step 3: Click the title of the course you wish to access (Your course (s) will be listed under **My courses**)

The screenshot shows the CSA Group website interface. At the top, there is a navigation bar with tabs for CORPORATE, STANDARDS, TESTING AND CERTIFICATION, ONSPEX / PRODUCT EVALUATION, SHOP CSA, and Accessibility. Below this is the CSA Group logo and a search bar. A banner at the top right reads "MAKING STANDARDS WORK FOR PEOPLE & BUSINESS". A secondary navigation bar includes links for Home, About CSA, Contact Us, Careers, and News, along with a login status: "You are logged in as Nancy Lemelin - Turenne (Logout)".

The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for Home, Navigation, and Settings. Under Navigation, there are links for My home, Site pages, My profile, and My courses. Under Settings, there is a link for My profile settings. The main panel features social media links for LinkedIn and Twitter, followed by the "My courses" section. A red arrow points to the "My courses" link in the sidebar. Below this, three course listings are visible:

- 2420751 Introduction to Canadian Plumbing Inspection**
Jointly developed by the Canadian Standards Association (CSA) and Canadian Institute of Plumbing and Heating (CIPH), and supported by the Canadian Advisory Council on Plumbing (CACCP), this new training program was designed to help enable national plumbing inspection personnel to provide the required level of quality as it relates to inspection, enforcement, and installation processes.
- 2420451 Engaging WHMIS**
- 2422966 Overview of changes to B51-14 and B52-13**
This online course will address the most recent additions and updates to CSA B51 (Boiler, Pressure Vessel, and Pressure Piping Code) and CSA B52 (Mechanical Refrigeration Code).
In the first part of the course, you will be updated on changes related to both design and registration of pressure equipment as well as additional updates related to quality systems and inspection requirements. You will also be informed of new requirements pertaining to historical steam boilers, pressure relief devices, and in-service inspections of pressure equipment.
In the second part of the course, you will be updated on new requirements associated with Carbon dioxide systems and updates related to the maintenance and protection of mechanical refrigeration systems.

At the bottom of the course listings, there is a search bar labeled "Search courses:" with a "Go" button and a link for "All courses".

Getting your certificate

Go to **Step 4:** for Public events or On-site course (class room style)

OR

Got to **Step 5:** for Online courses

Step 4: Getting your certificate for Public or On-site course (in-class format)

In order for you to get your certificate there are two things that need to be completed.

1 - You will need to complete and submit the online course **Feedback** form.

2 – Your attendance must also be recorded by the instructor (usually done within one week of the course taking place)

** Please note that some of the courses contain additional information in the course space such as PDF copies of the standards (view access only), exercises, case study etc.

When you log into the course you will see a screen similar to the one below. Click on **Feedback** to complete the Feedback from.

The screenshot displays the CSA Group website interface for the 'PIPEL ESSENT' course. At the top, there is a navigation bar with links for 'CORPORATE', 'STANDARDS', 'TESTING AND CERTIFICATION', 'ONSPEX / PRODUCT EVALUATION', 'SHOP CSA', and 'Accessibility'. Below this is the CSA Group logo and a search bar. The main content area is divided into three sections: 'Topic 1 Requirements' with links for 'Feedback' and 'Attendance', 'Topic 2 Certificate' with a message about certificate availability and a 'Certificate of Attendance' link, and a sidebar with 'People also took' (listing 'Process Piping - Based on CSA B51/ASME B31.3'), 'Upcoming events' (stating 'There are no upcoming events'), and 'Recent activity' (showing activity from Tuesday, 27 May 2014).

As you are going through the Feedback form you will have the option to Save or continue onto the Next Page or go back to the Previous Page. At the end of the Feedback form you will have to click on Submit questionnaire.

Sample of the Feedback form

Face to Face - Course and Instructor Evaluation - ENG

Page 3 of 6

INSTRUCTOR(S):

SCORING

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Somewhat Agree
- 4 = Agree
- 5 = Strongly Agree
- N/A = Not Applicable

- *7 The instructor demonstrated solid knowledge of the subject.
 1 2 3 4 5 N/A
- *8 The instructor encouraged class participation.
 1 2 3 4 5 N/A
- *9 The instructor's style and presentation helped me to learn the course content.
 1 2 3 4 5 N/A
- *10 The instructor managed time well.
 1 2 3 4 5 N/A
- *11 The instructor handled questions effectively.
 1 2 3 4 5 N/A

Page 3 of 6

[Previous Page](#) [Save](#) [Next Page](#)

Last page of the feedback form where you need to click on **Submit the questionnaire.**

Face to Face - Course and Instructor Evaluation - ENG

Page 6 of 6

- *25 I consent to CSA using my comments along with my organization in future promotional material.
 Yes No

Page 6 of 6


[Previous Page](#) [Save](#) [Submit questionnaire](#)

Once the feedback form is submitted and the instructor has recorded your attendance you will be able to obtain your certificate under Topic 2

Topic 2

Certificate

Your certificate will be available for download once all course requirements have been met and you have completed the course feedback form.

 [Certificate of Attendance](#)

If the certificate section does not contain a link or if it is grayed out with the message Not available unless (see examples below) it means that one of the requirements was not met. If you have completed the feedback form and the course has taken place over a week ago please contact our training team at: training@csagroup.org

Topic 2


Certificate

Your certificate will be available for download once all course requirements have been met and you have completed the course feedback form.

Topic 2

Certificate

Your certificate will be available for download once all course requirements have been met and you have completed the course feedback form.

 [Certificate of Attendance](#)

Not available unless you get a particular score in **Feedback**. Not available unless you get a particular score in **Attendance**.

Step 5: Getting your certificate for an Online course

Each online course has requirement that needs to be met before you will be able to obtain your certificate (ex: you may need to achieve a certain mark in your final exam, you may have to spend a certain amount of time in the course etc.).

Please note that you will not be able to obtain your certificate once your access to the course has expired.

Once you have met the requirements your certificate will be available to you. The link to the certificate is in most case at the bottom of the course page.

If it is grayed out or if there is no certificate link it means that you did not meet the requirement. See a few examples below.

Examples:

Certificate issuance based on the marks on the Final Quiz

Topic 9



Final Quiz



Certificate of Completion

Not available unless you get a particular score in **Final Quiz**.

Last topic of the course – no link for the certificate

Topic 10



Resource Document



What did you think? (Course Survey)

Certificate issuance based on Course total grade



Certificate of Course Completion: Medical Device Reprocessing Technician Online Training

Restricted: 'Not available unless you get a particular score in **Course total**.'

If you have any questions about the course requirement or if you have any issues obtaining your certificate please feel free to contact the training team: training@csagroup.org