

## “TO LEARN ONLINE”



## Overview

- ◆ ‘To Learn Online’ is an online learning website where students can take courses that are self-paced and 100% online.
- ◆ These courses are completely self-contained: there are no reports to send in, no blogs, no waiting for responses.
- ◆ There is no cost for SEB clients.



## Why Online Learning?

### The ‘To Learn Online’ Advantage...

- ◆ Build Business Skills
- ◆ Flexible and convenient
- ◆ Cost and Time effective
- ◆ Educational advantages
- ◆ Filling in your Education Gaps
- ◆ Revisit your resources
- ◆ Career exploration
- ◆ Bilingual



## Courses include the study of:

- ◆ Business, small and medium enterprises, entrepreneurship
- ◆ Marketing, sales, promotion & publicity, communication
- ◆ Leadership, management
- ◆ Computer software, Microsoft programs
- ◆ Customer service, tourism
- ◆ Workplace improvement, health & safety, accessibility
- ◆ Community economic development
- ◆ Professional development, human resources, personal self-help



## TECHNICAL REQUIREMENTS

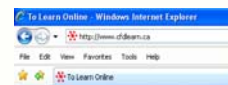
### The minimum recommended technology requirements:

- ◆ ‘To Learn Online’ is not currently designed for MacIntosh Computers
- ◆ Minimum Operating system - Windows XP or higher
- ◆ Minimum 32 MB of RAM
- ◆ Minimum Display - 256 colour or higher
- ◆ Sound card Speakers
- ◆ An Internet connection speed of 28.8 kbps or higher
- ◆ Internet Explorer 6.0 or higher
- ◆ Word processing program - Word or WordPerfect compatibility
- ◆ Adobe Acrobat Reader 5.0 or higher




## Finding TO LEARN ONLINE:

- ◆ Open the Internet Browser
- ◆ Go to: <http://www.cfdlearn.ca>



## REGISTERING

**Step 1:** Select “Register”





**Step 2:** Select “Register with a CFDC Regional Office”

Register with a CFDC Regional Office  
If you belong to a CFDC Office and wish to register as a student, please [click here](#).

OR

Not affiliated with a CFDC?  
Register and take these Professional Development Courses at a great savings, [click here](#).

**Step 3:**

- ◆ Complete the required information.
- ◆ Only bulleted fields are required.

Registration Form

\* Please note that bulleted fields are required

Personal Info

- First Name:
- Last Name:
- E-mail Address:  (This is also your User id)
- Password:
- Repeat Password:

Contact Info


Mailing Address:

City:

Province/State:

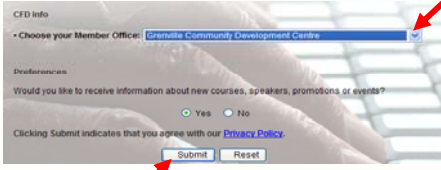
Country:

Postal/Zip Code:




**Step 4:**

- ◆ **IMPORTANT:** Under “CFD Info” be sure to choose “**Grenville Community Development Centre**”




**Step 5:** Select “Submit”.



**Step 6:** A Confirmation Email will be sent to the account you used while registering.

**Step 7:** Follow instructions in the Email to activate the account.

**Step 8:** After activation, **Login** to the site on the main page.



## TO LOGIN TO THE WEBSITE:

**Step 1:** Select “Login”  
*(Rather than clicking on “Register”)*



**Step 2:** ‘Username’ - enter your email address  
*the same email address used when registering*



**Step 3:** ‘Password’ - *the same password used when registering*

**Step 4:** Select ‘Login’




## NAVIGATING

- ◆ To review the courses select the “**Course Catalogue**” link.

## Course Selection:

- ◆ Browse the courses offered by in the course catalogue.
- ◆ Select the **“Details”** button that is associated with the course and more information about the course will be provided.

Title	Cost	Duration	Details	Buy
Business Management: The Three C's	\$110.00	5 hours	Details	Buy
Management and Team Building	\$99.00	5 hours	Details	Buy
Problem Solving and Decision Making	\$99.00	2 hours	Details	Buy
Stages of Growth in Leading Firms	\$49.00	6 hours	Details	Buy
Strategic Management	\$49.00	12 hours	Details	Buy



## Disabling your Pop-Up Blocker



If this message in blue appears

1. Click your mouse on the 'Blue Bar'.
2. Choose "Always allow pop-ups from this site" from the list.



## Course Selection

- ◆ Once you have selected the first course:
  - Record the price and course title
  - Email the information to: ([seb@grenvillecfdc.com](mailto:seb@grenvillecfdc.com))
- ◆ Credits will be added to your account and confirmation will be emailed to you.
- ◆ *Note: You are only permitted to take one course at a time.*



## Buying a Course

- ◆ Select **“Buy”** on the course selection page.

Buy Course	
Title:	Accessibility: Its Impact on Small and Medium Business
Instructor:	-
Duration:	3 hours
Cost:	\$0.00
GST:	\$0.00
Total Cost:	\$0.00
Available Credit:	\$5.00
Remaining Credit:	\$5.00

Buy Course



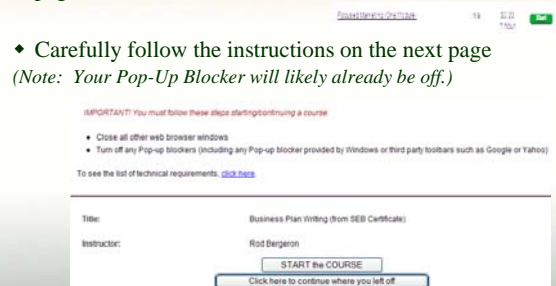
## My Courses

- ◆ Courses can be started immediately or at a later time.
- ◆ By Selecting **“My Courses”** function from the Navigation bar, you can see all courses you have purchased, started and finished, and access each course.



## Starting a Course

- ◆ Select **“Start”**, will lead you to the “Start the Course” page.

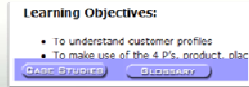


## Navigating the Course

- ◆ Once the course has been started, you can work at your own pace by using the “Next” and “Back” Buttons that will appear at the bottom of the screen.



- ◆ Most courses will offer “Case Studies” in the bottom left hand corner of the window.



## Ending a Course

- ◆ The final slide in each course will review the learning objectives of the course.
- ◆ After you have reviewed the course material, select the “Close this Window” button
- ◆ You have finished your first Course!
- ◆ To take the next course simply email the information (name of course, price) to the SEB Administrator and your account will be credited.

