

Welcome to eLearning for Medical Learners


Medical learners scheduled to complete rotations at St. Joseph's Care Group (SJCG) are required to complete eLearning courses before the start of their rotation if they have not already completed orientation at Thunder Bay Regional Health Sciences Centre.

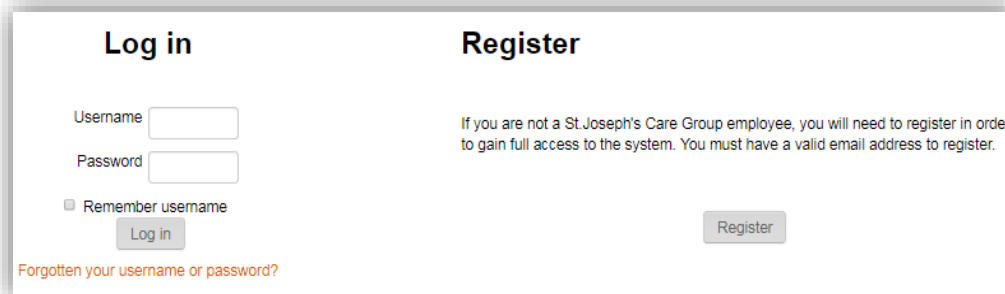
In order to complete the eLearning courses, the medical learner will self-register for an account on the SJCG Learning Management System (LMS).

SELF-REGISTRATION




If you have previously completed eLearning courses in the SJCG LMS as a staff member, student, or medical learner please **do NOT register for a new account**. Contact the Coordinator, Learner Success at 343-2443 or sjcstudent@tbh.net for assistance.

Open your web browser and type the following URL into the address bar: <https://sjcg.dualcode.com>. The LMS home page is displayed. On the top right of the page, click . The **LOG IN** page is displayed:



The screenshot shows a login and register interface. On the left, under the heading "Log in", there are input fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below these is a link: "Forgotten your username or password?". On the right, under the heading "Register", there is a "Register" button and a note: "If you are not a St. Joseph's Care Group employee, you will need to register in order to gain full access to the system. You must have a valid email address to register."

To create a new user account, click the  button. The **NEW ACCOUNT** page is displayed.

Complete all required fields (marked by a red asterisk).

For the "Username" field, please use the first 7 characters of your last name followed by the first letter of your first name. Do not use any punctuation or special characters. For example, Suzy Snow-Thompson would enter **snowthos** as her username. If the system says the username is not available, please contact the Coordinator, learner Success at 343-2443 or sjcstudent@tbh.net for assistance.

New account

Username*

The password must have at least 10 characters

Password* Unmask

Email address*

Email (again)*

First name*

Surname*

I am a*

Security question

[Link to site policy agreement](#)

I understand and agree*

Email should be an account that is checked periodically to ensure any LMS communications are received.

In the “**I am a**” field, choose **Medical Learner**.

The “**Work Site**” field is required. It is important to select the correct site in order to ensure the appropriate eLearning courses are assigned.

I am a

Work Site

If the option you require is not listed, please **contact the Coordinator Learner Success at 343-2443 or sjcgstudent@tbh.net** to ensure appropriate courses are assigned to you.

Once all information is entered, please review the site policy agreement by clicking on the link. Check the box next to “I understand and agree” and click the **Create my new account** button.

A message will be sent to the email address that you used for registration. In the email, click the link to confirm your account. **You have now completed the registration process and are ready to do your eLearning!**

Log In and Complete eLearning Courses

To Log in to the LMS and complete a course:

1. Open your web browser and type the following URL into the address bar: <https://sjcg.dualcode.com>. The LMS home page is displayed.
2. On the top right of the page, click . The **LOG IN** page is displayed.
3. Enter your Username and Password, and then click . Your Progress Report will display. It lists all eLearning courses that are assigned to you and must be completed, including the status.
 - a. A green checkmark indicates that a course is complete. **You need a green checkmark for all courses on your Progress Report.**

- b. Please see the legend below your Progress Report for the meaning of the other “Status” symbols.
- c. Note that the “Due Date” shown does not apply to medical learners. All eLearning must be complete before the start of your rotation.
4. To complete an eLearning course, simply click on its name. The course activities will display. Click on each activity and follow the on-screen instructions to complete it.

Progress Report for		Test			
Course	Duration	Status	Completed	Due Date	
Globally Harmonized System (WHMIS)	-	✘	-	Dec 31, 2018	
Hand Hygiene & Routine Practices	-	✘	-	Dec 31, 2018	
Healthy Back General Body Mechanics	-	✘	-	Dec 31, 2018	
Privacy: What You Need To Know	-	✘	-	Dec 31, 2018	
Bed Safety Education	-	✘	-	-	
Infection Control/Outbreak Mgmt (not HRM)	-	✘	-	-	
People With Disabilities	-	✘	-	-	
Student Information for Placements	-	✔	Sep 28, 2018	-	
Student Placement Preparation	-	✔	Sep 28, 2018	-	
Student: Fire Safety and Emergency Codes	-	✘	-	-	

✔	Compliant
✓	Exempt
✘	Non Compliant
🕒	Needs to be completed soon
🚫	Overdue
👤	Not enrolled

Frequently Asked Questions:

1. Can I access the LMS using my mobile device?


Yes! All eLearning can now be viewed and completed through ANY device that has an internet connection. This includes but is not limited to: desktops, laptops, Mac computers, tablets or iPads, Smartphones.

2. I have forgotten my password. What do I do?

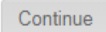
As a medical learner, you set your password when creating your account. If you cannot remember your password, click on the *“Forgotten your username or password?”* link.

Note that you will need to be able to access the email address you used when setting up your account.

The **FORGOT PASSWORD** screen is displayed.

Enter your username or the email address used at registration, and then click .

If you supplied a correct username or email address then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.



The confirmation page is displayed. Follow the instructions in the email to reset your password.

3. I just completed a course. Why doesn't my Progress Report show that it's completed?

After completing a course, it may take a few minutes for the system to update your Progress Report. Please check again after 5-10 minutes, and you should see that the status is updated.

4. When I opened another window/program while playing a course, the course paused. Why?

The eLearning courses are designed to ensure that you actively view the content. It is important that the course not just be played in the background on the computer while you do other activities.

5. Some of my assigned courses have a Due Date that is after I start my placement. When do I need to do them?

Course	Duration	Status	Completed	Due Date
Globally Harmonized System (WHMIS)	-	✘	-	Dec 31, 2018
Hand Hygiene & Routine Practices	-	✘	-	Dec 31, 2018

Medical learners need to complete all of their assigned eLearning before starting their rotation. We assign some courses to staff, students, volunteers, and medical learners because the content applies to all. In these cases, the due date showing would apply for staff.

6. I just completed a course, but I failed the quiz. How do I re-take the quiz?

When you fail the quiz at the end of a course, you need to repeat the course from the beginning. This helps to ensure that you have understood the course content.

7. I have previously completed eLearning courses at SJCG. Do I have to do eLearning again?

Yes. Some eLearning courses must be completed annually, and there are times when new courses are assigned during the year. You can see all courses that are assigned to you by logging in to the LMS and viewing your Progress Report. If you do not need to complete a specific course again, it will be marked as “completed” in your Progress Report.

8. My rotation starts in January. When can I do my eLearning?

At St. Joseph’s Care Group, our learning calendar runs from January 1 – December 31 each year. Your eLearning needs to be completed in the same calendar year as your placement starts. Therefore, if your rotation starts in January 2019, please complete your eLearning on or after January 1, 2019. Don’t forget, it also needs to be completed before you start your rotation!

9. What options are available for parking at St. Joseph’s Care Group?

Parking is available at each of our sites as follows:

Site	Parking
St. Joseph's Hospital: 35 N Algoma St	Parkade with access from Red River Rd or Court St.
St. Joseph's Heritage: 63 Carrie St	Parking lot across from Madeline St.
St. Joseph's Health Centre & Health Centre South: 710 E Victoria Ave	Parkade with access from Syndicate Ave S off Donald St.
Hogarth Riverview Manor (HRM) & Behavioural Sciences Centre (BSC): 300 N Lillie St	Parking lot behind the BSC off Tarbutt St. Students may use HRM's visitor lot off Lillie St.
Sister Margaret Smith Centre: 301 N Lillie St	Directly opposite the building before HRM or in the open lot in front of HRM.
Balmoral Centre Withdrawal Management Services: 667 Sibley Dr	Parking lots on site.