WEB-TRAINING CANADA INC.

GROUP LEADER GUIDE

Become a group leader at *webtrainingcanada.ca*

Manage a group at *webtrainingcanada.ca*

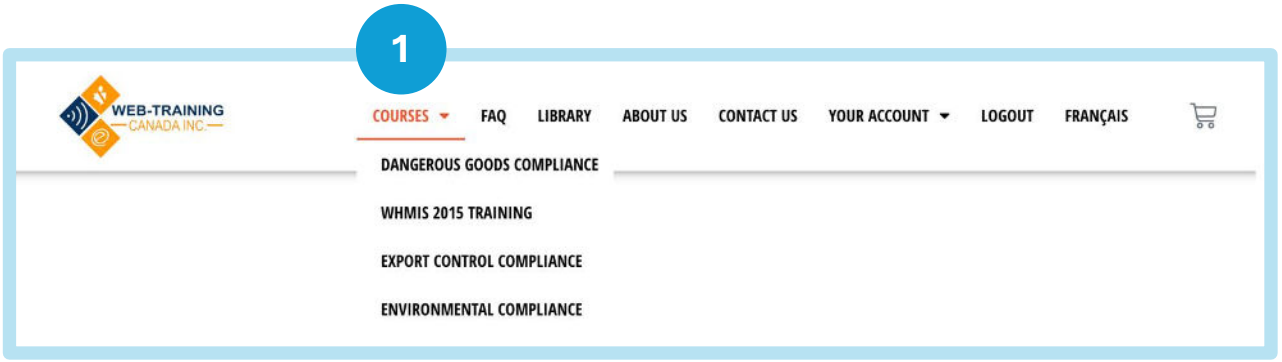
Also consult the STUDENT GUIDE

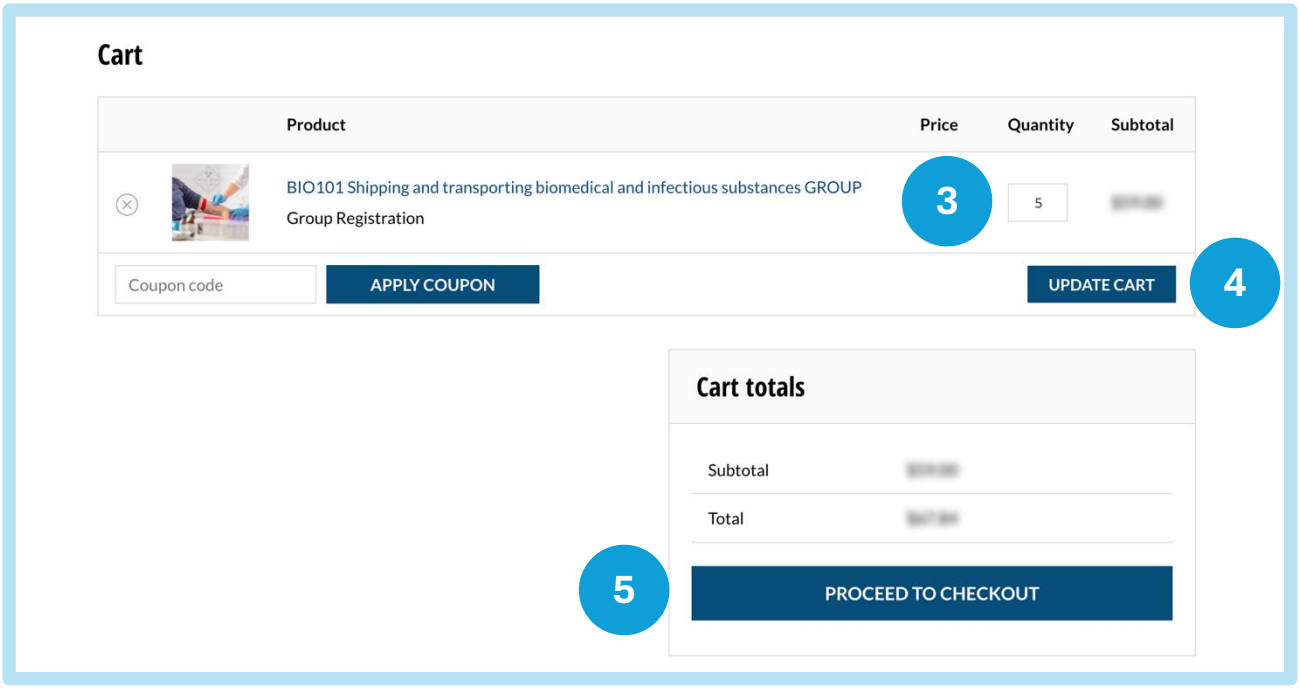
Become a group leader at *webtrainingcanada.ca*

Purchase a course from *webtrainingcanada.ca*

1. Visit ***webtrainingcanada.ca*** and select the desired course from the main menu.
2. You will be directed to the course description page, which includes pricing. Click PURCHASE FOR MY GROUP.
3. You will be directed to the shopping cart. Indicate the number of participants in the QUANTITY box.
4. Update the subtotal by clicking UPDATE CART. The amount will be adjusted according to the number of participants indicated and according to the pricing displayed on the course description page.
5. Click PROCEED TO CHECKOUT.

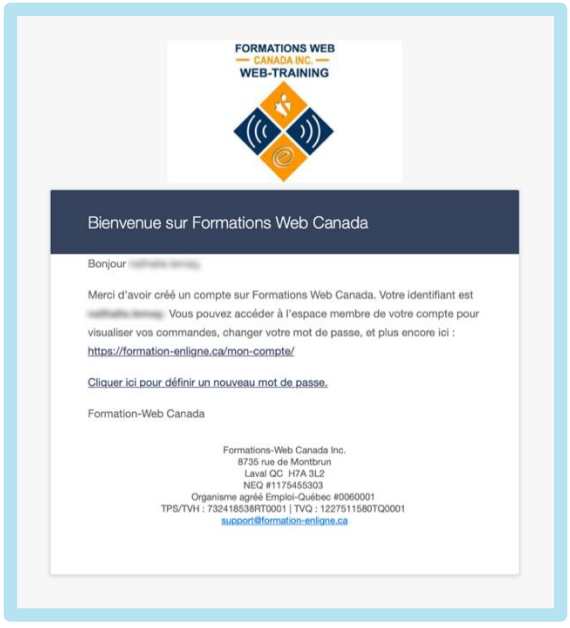
Next, complete the order form. **Please note that the email address entered will be used to create your user account and you will be automatically assigned as a group leader. If you already have an account as a group leader, you must make new purchases from your account at *webtrainingcanada.ca/login/*.**



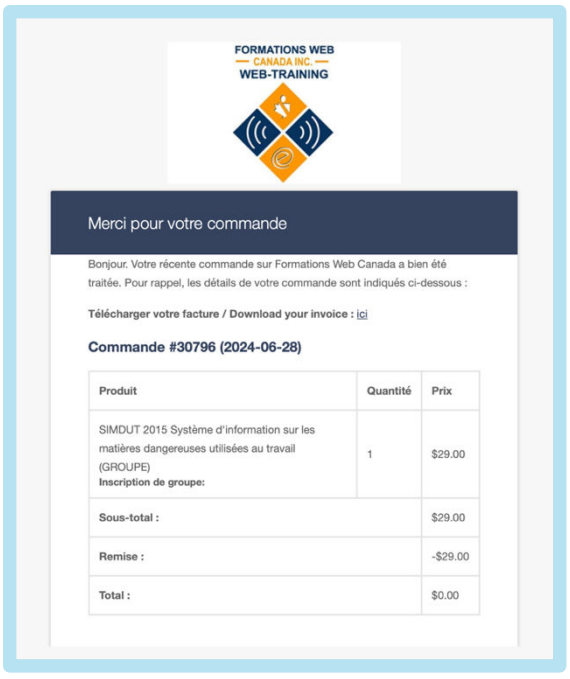


Once your payment is made, you will receive two emails from **Web Training Canada**.

- The first email includes information to access your account.
- The second email includes your invoice.



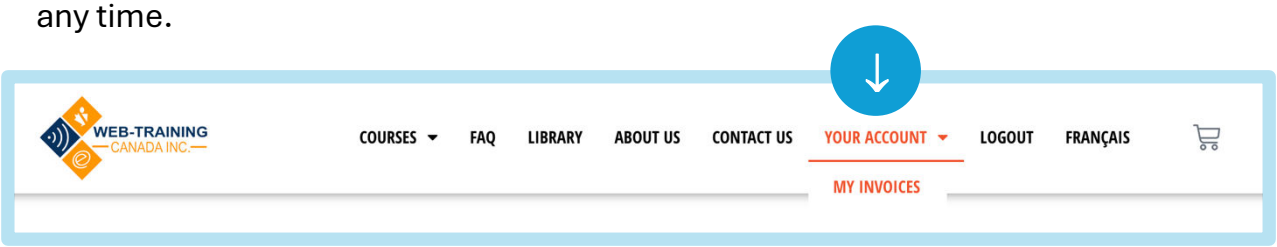
Email #1



Email #2

Access your invoices

You can access your invoices under the YOUR ACCOUNT tab in the main menu at any time.



Manage a group at *webtrainingcanada.ca*

Login to your account

After purchasing your course, click VISIT YOUR ACCOUNT at the top of your screen. You can then manage your group.

You can reconnect to the site at any time by going to the ***webtrainingcanada.ca/login/***. Use the login information you received in the email following purchase of the course.

Your account

From the site's main menu, click YOUR ACCOUNT to find the following information:

1. The courses in which you are enrolled.
2. The certificates you have obtained.
3. The groups you lead.
4. The dashboard allowing you to manage the users in your groups.

From this dropdown menu, you can select the group you wish to manage.
A new group is automatically added to the list each time you make a group purchase.

The number of registrations available is indicated here.

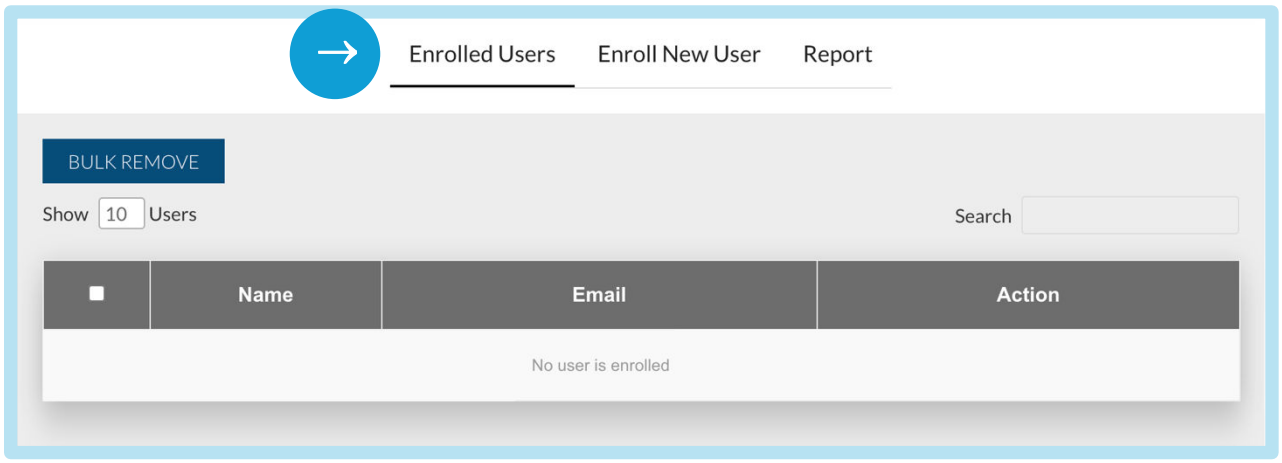
This is where you can see the list of users in your group.

You can change this number to display up to 100 users.

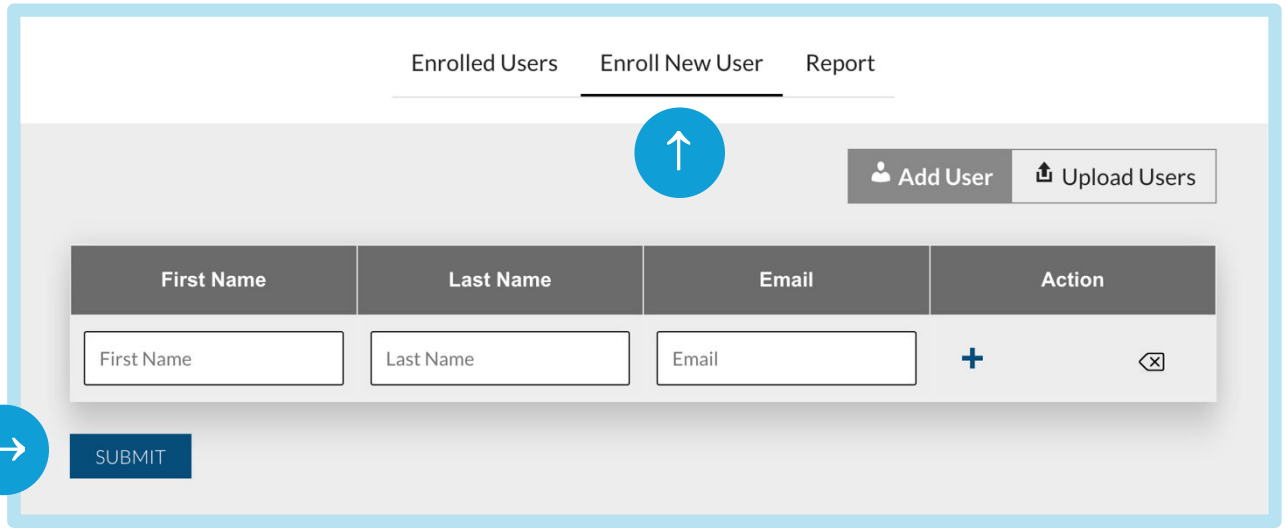
If you notice that a participant has not started their training, you can send them a reminder by clicking REINVITE.

Register a new user

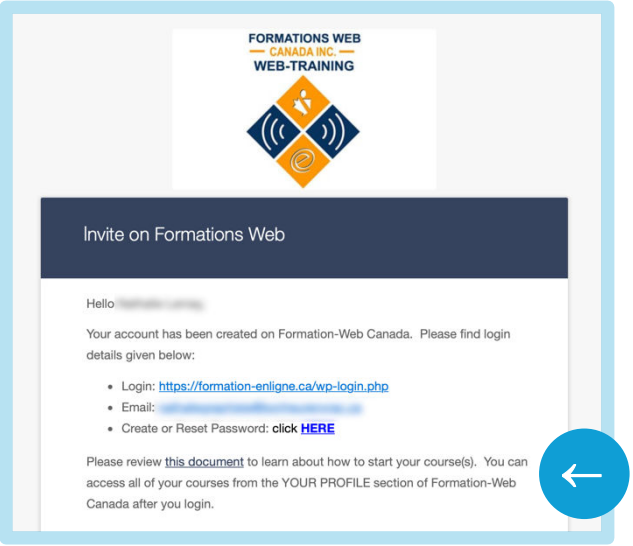
Click ENROLLED USERS in the group management dashboard. If this is your first time logging in after purchasing the course, you will note that the list is empty.



If you need to take the training yourself, start by adding yourself as a user to a group that you lead. Click ENROLL NEW USER and enter your first name, last name and email. Then click SUBMIT. You should see the course appear in the YOUR COURSE(S) section. Additionally, if you click on ENROLLED USERS, you will see that you are now on the list.



Continue by adding other users. They will be notified about their registration by email. If the added user's email is already linked to an account at ***webtrainingcanada.ca***, they will receive an email informing them about their registration for the course and they can access it by logging into their account. If the user does not have an account at ***webtrainingcanada.ca***, they will receive an email informing them about the creation of their account and indicating how to login to the site to access their courses.



An invitation email is sent to each new user.

The email is bilingual (French and English).

A link to the student guide is available at the bottom of the email.

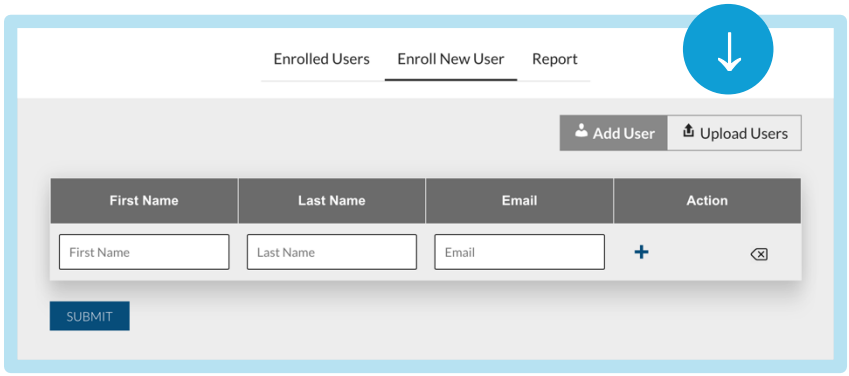
Bulk registration

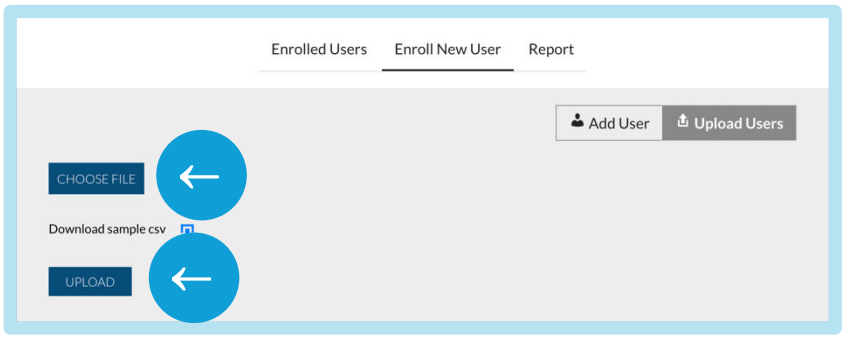
First, create a list of your users in a Microsoft Excel file using the template below. Once your list is complete, save the file in .CSV format on your computer.

First Name	Last Name	Email
Mary	Dickinson	adresse1@gmail.com
Julie	Bourdette	adresse2@yahoo.ca
Erik	Valles Terrazas	adresse3@outlook.com

The first row should contain the column headings. Subsequent rows should contain user IDs. There should be no empty rows between names.

Then go back to the group management tab and click UPLOAD USERS.
Click CHOOSE FILE and select the .CSV file that you saved in the previous step.
Then click UPLOAD. When the file has completely downloaded, you will see the new names in the list of registered users.





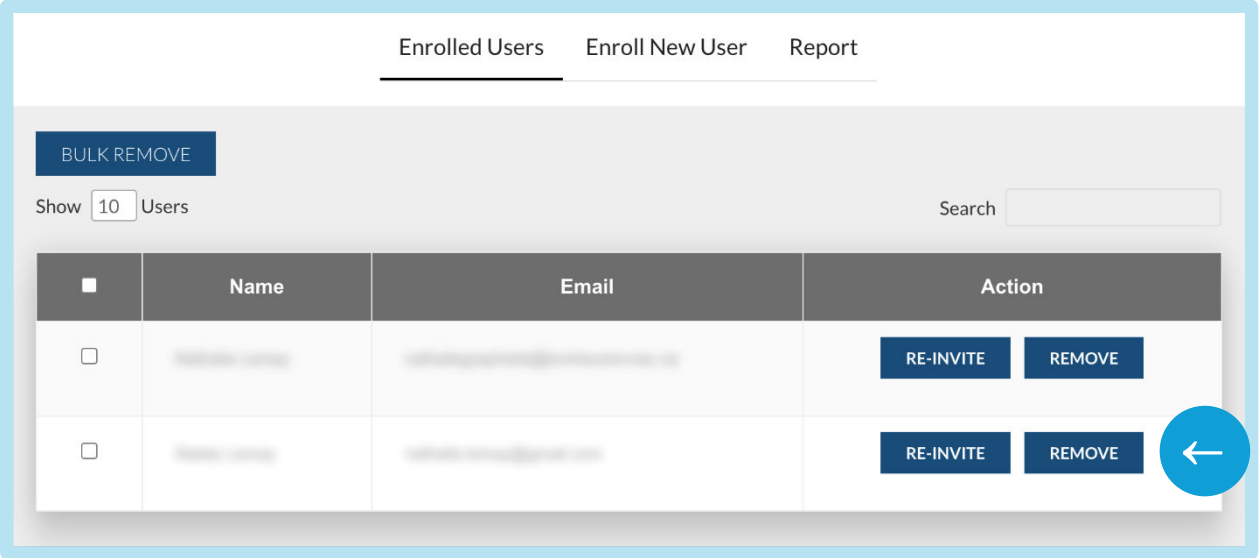
Each user will receive an email confirming their registration, as well as login information. Please note that the number of users is limited according to your license. Please review the number of available registrations on the YOUR ACCOUNT page.

Recertification – How to register the same user

To re-register a user for recertification, the group leader must first remove the user from their group using the REMOVE button. The removal request will be automatically sent by email to a ***webtrainingcanada.ca*** technician. After processing, the group leader will be able to proceed with the new user registration.

Deleting a user

To remove a user from a group, click REMOVE to the right of the user you wish to delete.



If you delete a user who has not started or completed their training within 6 months of registration, a new registration will be added to your group account. After 6 months, no registrations will be added. For any questions regarding the removal of a user, please contact us at: ***support@formation-enligne.ca***

Unlock a participant's account

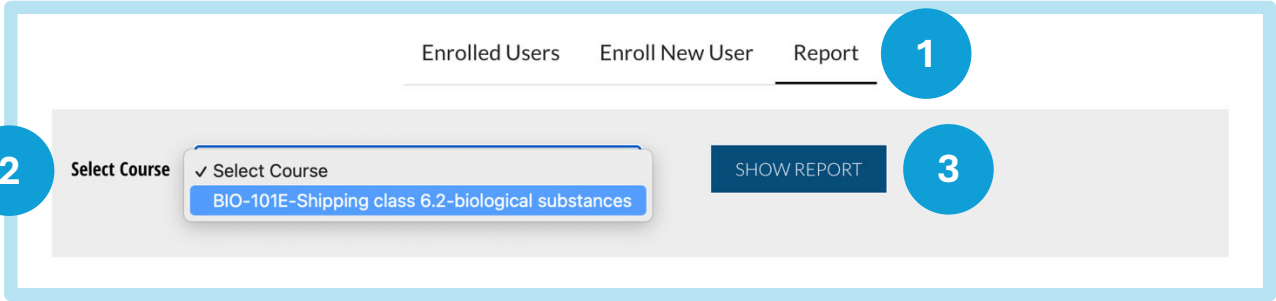
If a participant fails a quiz after three attempts, their account will be automatically locked. The group leader cannot unlock a participant's account. The participant must request to be unlocked by sending an email to our technical department at: ***support@formation-enligne.ca***.

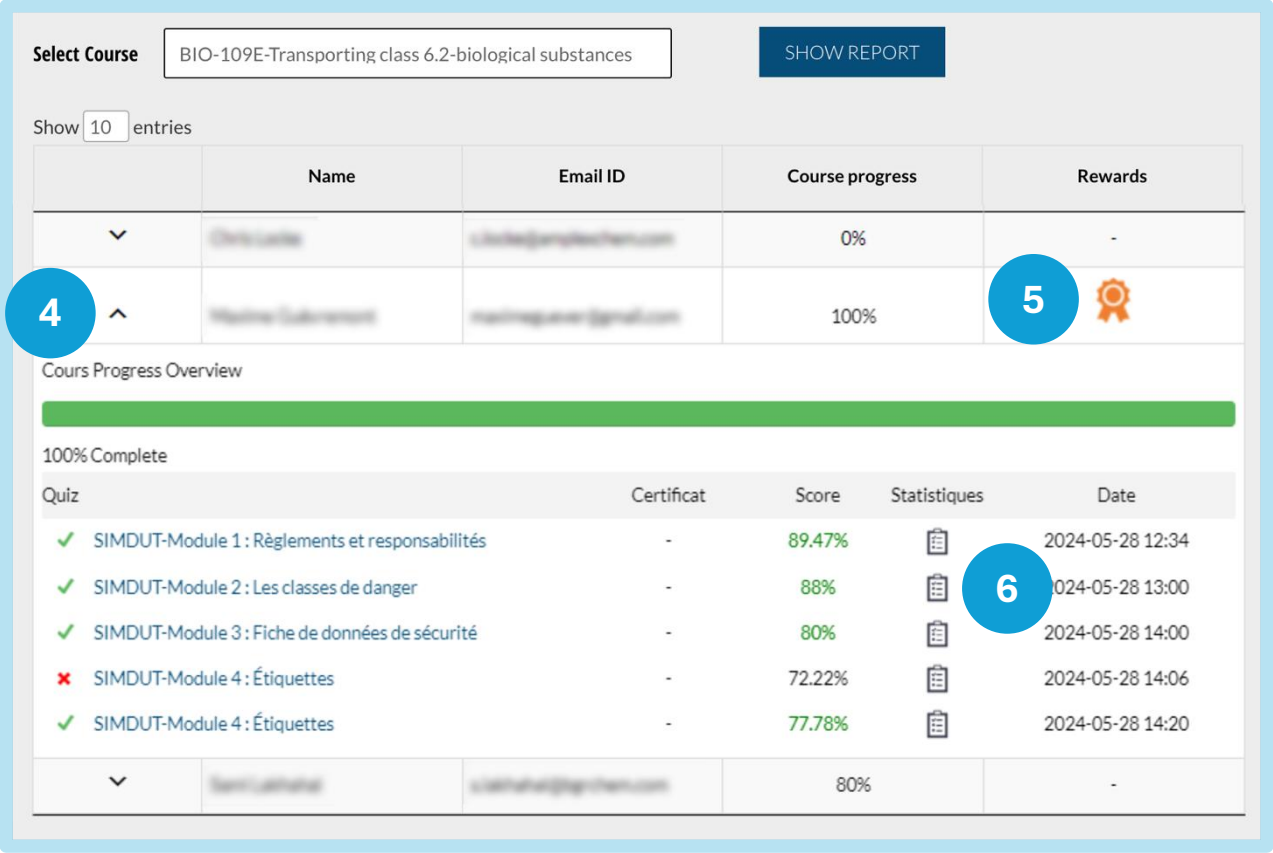
The account will be unlocked as soon as possible. However, this service may take a few hours and is only available between 9 a.m. and 5 p.m. days of the week.

Reports

It is possible for the group leader to track users' progress.

1. Click REPORT on the group management dashboard.
2. Select the course for which you want to get a report.
3. Click SHOW REPORT.
4. Click the ⌄ icon to view the user's quiz results.
5. Click the icon to view the user's certificate.
6. Click the icon to view the user's statistics.
7. Click CLOSE (top right) to exit.





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	Question	Points	Exact	Inexact	Indices utilisés	Temps (hh:mm:ss)	Points obtenus	Résultats
Catégorie: **Pas de catégorie**								
1	Quels sont les trois éléments essentiels du SIMDUT ? Examiner	3	1 (100%)	0 (0%)	0	00:00:43	3	
2	Laquelle des responsabilités suivantes en est une du fournisseur? Examiner	1	1 (100%)	0 (0%)	0	00:00:22	1	
3	La philosophie principale du SIMDUT est ... ? Examiner	1	1 (100%)	0 (0%)	0	00:00:00	1	
4	Le SIMDUT et le Règlement sur le transport des marchandises dangereuses sont Examiner	1	0 (0%)	1 (100%)	0	00:01:27	0	
5	Le SIMDUT est différent dans chaque province canadienne ... ? Examiner	1	1 (100%)	0 (0%)	0	00:00:26	1	
6	La formation SIMDUT est requise pour ... ? Examiner	1	1 (100%)	0 (0%)	0	00:00:17	1	
7	Le SIMDUT a été créé dans le but ... ? Examiner	1	1 (100%)	0 (0%)	0	00:00:11	1	

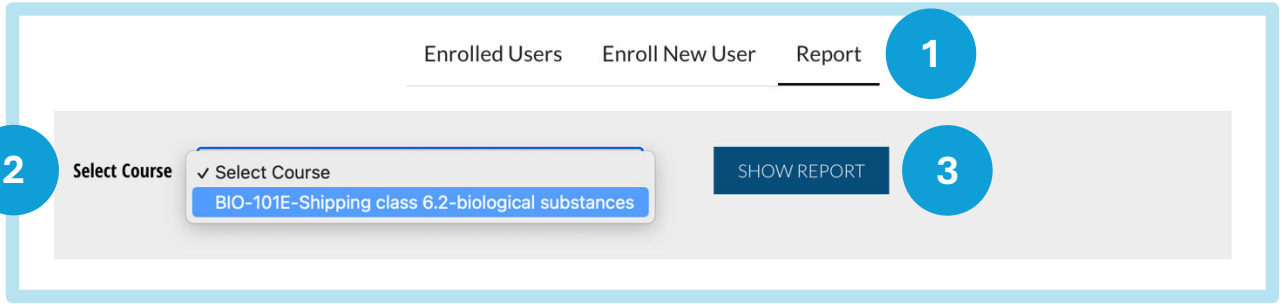
The report is available only in the language of the course being taken by the participant. If a user has successfully completed a course in English, their results will not appear in the French report. Therefore, you would have to switch to the English version of the site from the main menu to view your results.

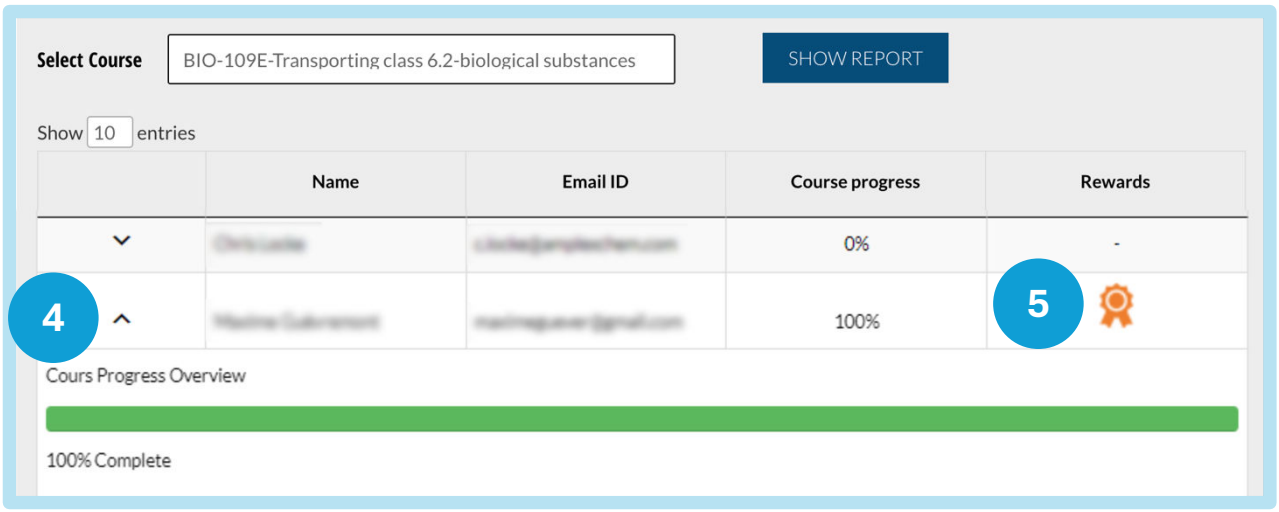
Please note that course access and participant information is available for a period of 6 months following registration. After this period, access to the course expires and all data is deleted (including the certificate).

Certificates

Follow these steps to obtain a participant's certificate:

1. Click REPORT on the group management dashboard.
2. Select the course for which you want to obtain a report.
3. Click SHOW REPORT.
4. Click the ⌄ icon to view the user's quiz results.
5. Click the icon to obtain the user's certificate.





To obtain a certificate for a participant who has completed their training in French, simply switch to the "French" version of the site to access it.

Please note that course access and participant information is available for a period of 6 months following registration. After this period, access to the course expires and all data is deleted (including the certificate).