



Student Placements: eLearning Orientation

WELCOME TO THE LMS FOR STUDENTS

Students scheduled to attend placements at St. Joseph's Care Group (SJCG) are required to complete eLearning courses on the SJCG Learning Management System (LMS) before the start of their placement.

Students who complete any portion of their placement in long-term care (LTC), including Hogarth Riverview Manor and Bethammi Nursing Home, are also required to complete additional modules specific to Long Term Care.

In order to complete the eLearning courses, students need an account on the SJCG LMS. All new students will receive an email with their account information, allowing them to access the LMS and complete their eLearning.

The Coordinator, Learner Success creates accounts for all students. If you were a student previously, you will not receive a new email. You can log in with your previous student credentials.

There is a self-registration option, but please refrain for self-registration to ensure proper information being entered and the creation of duplicate accounts.

You will receive an email with a link to the LMS, your username and temporary password. The email will be sent to the email address provided by your program coordinator, and it looks like this:

Hi Test Student,
A new account has been created for you at 'St. Joseph's Care Group eLearning' and you have been issued with a new temporary password.

Your current login information is now:
username: studentt
password: FnYeX3dz\$_
(you will have to change your password when you login for the first time)

To start using 'St. Joseph's Care Group eLearning', login at
<https://sjcg.dualcode.com/login/>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Click the link in the email and login using the username and password provided. You will be prompted to change your password.



To do this, re-enter the temporary password and then enter a new password in both fields.

Your password must be at least 10 characters long and may contain upper and lower case letters, numbers, and special characters.

When finished entering your new password, click **Save Changes**.

You have now completed the registration process and are ready to do your eLearning!

If you did not receive an email with your username and temporary password, please contact the Coordinator, Learner Success at SJCGstudent@tbh.net or 343-2443.

If you do not remember your password from previous placements, please contact the Coordinator, Learner Success at SJCGstudent@tbh.net or 343-2443.

LOG IN AND COMPLETE E-LEARNING COURSES

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 **Log In**
3. Enter your Username and Password, and then click **Log In**. 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 students. **All eLearning must be complete before the start of your placement.**

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 (WHIMIS)	-	✖	-	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 HRRM)	-	✖	-	-	
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 (FAQS)

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. My account was created by SJCG on my behalf, but I didn't receive the email with my username and temporary password. What should I do?

Please contact the Coordinator, Learner Success at SJCGstudent@tbh.net or 343-2443 for assistance.

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

Please contact the Coordinator, Learner Success at SJCGstudent@tbh.net or 343-2443 for assistance.

4. 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.

5. 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.

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

Students need to complete all of their assigned eLearning before starting placement. We assign some courses to both staff and students because the content applies to both. In these cases, the due date showing would apply for staff. The good news? If you complete an annually assigned course as a student and then are hired as staff within the same calendar year, you may not have to repeat the course!

7. 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.

8. I did a previous placement with SJCG and already completed eLearning courses assigned to me. 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.

9. I did a previous placement in long-term care with SJCG. Do I have to do LTC Student Orientation again?

Yes. Some courses must be completed annually, and there are times when new courses are assigned during the year. Also, from one placement to the next, the learning objectives change. Therefore, it is required to complete assigned orientation for each placement.

10. My placement starts in January. When can I do my eLearning?

At St. Joseph’s Care Group, our learning calendar runs from January 1 to December 31 each year. Your eLearning needs to be completed in the same calendar year as your placement starts. Therefore, if your placement starts in January 2027, please complete your eLearning on or after January 1, 2027. Don’t forget, it also needs to be completed before you start your placement!