



Toronto and Region Conservation Authority

Employee Training Aid – Dayforce Learning

June 2022

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TRCA Learning Management System

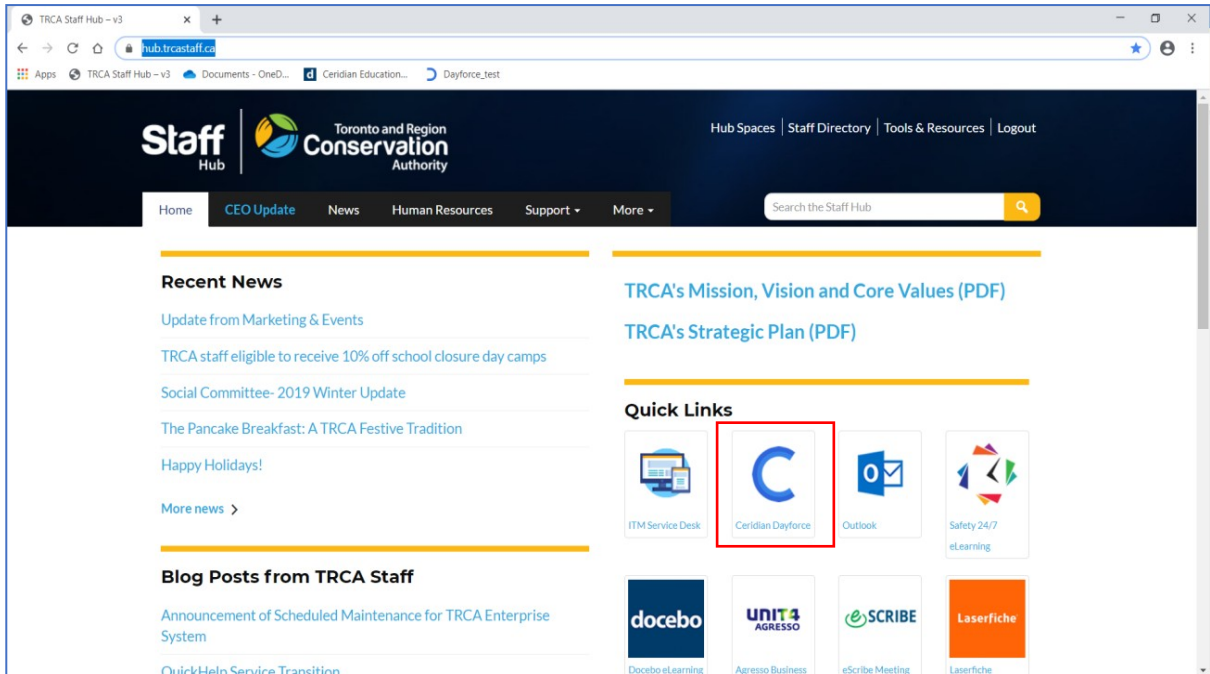
Toronto and Region Conservation Authority's (TRCA) Learning Management System (LMS) is a fulsome learning platform that houses all internal and external learning opportunities. The LMS is the platform for all training, professional development, and conference approvals.

TRCA's LMS will support TRCA in providing:

- increased transparency and accessibility to learning opportunities;
- a robust course catalogue to support learning and development needs;
- clear alignment to TRCA's Performance Development Program (PDP);
- a single source for everything training and development related, including approvals linked to TRCA's Learning and Development Policy;
- the ability to track compliance of mandatory training, regulations and certifications;
- easily managed and tracked learner progress and performance;
- a single repository for training history, certifications, recertification dates, including related notifications; and
- an e-learning platform of courses, that are self-paced, self-directed and provide the ability to complete the training anywhere.

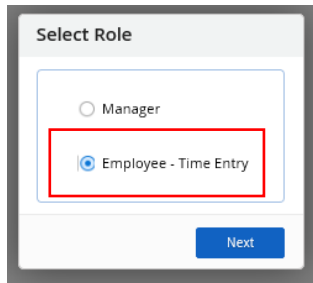
Launching the Learning Management System

- The Learning Management System is housed in Ceridian Dayforce.
- Ceridian Dayforce can be launched through the **Dayforce** link on TRCA's Staff Hub.

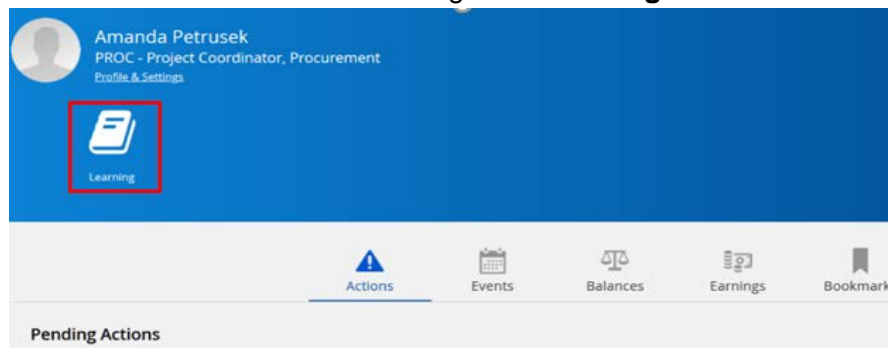


Accessing Learning in Dayforce

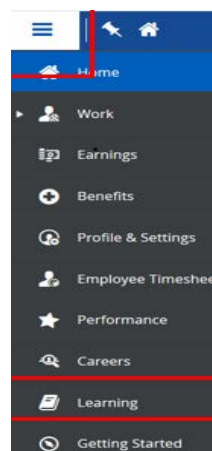
1. To access your own learning profile – ensure that the **Employee – Time Entry** role in Ceridian Dayforce is selected.
2. Select **Employee – Time Entry** if the **Select Role** pop-up box appears when you log in.



3. The Dayforce home screen is displayed.
4. Learning can be launched two ways:
 - o On the home dashboard through the **Learning icon**

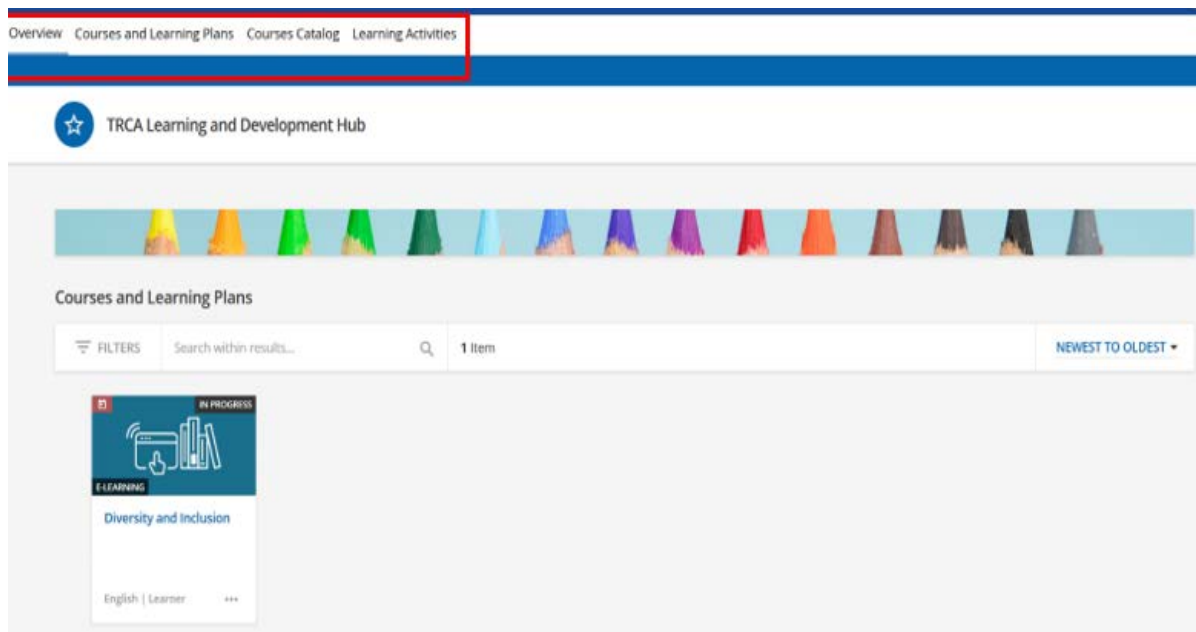


- o Learning can also be launched through the **menu button** located on the left-hand side of your Dayforce screen.
 - Select **Learning** from the menu drop-down.



Discovering the Overview Screen

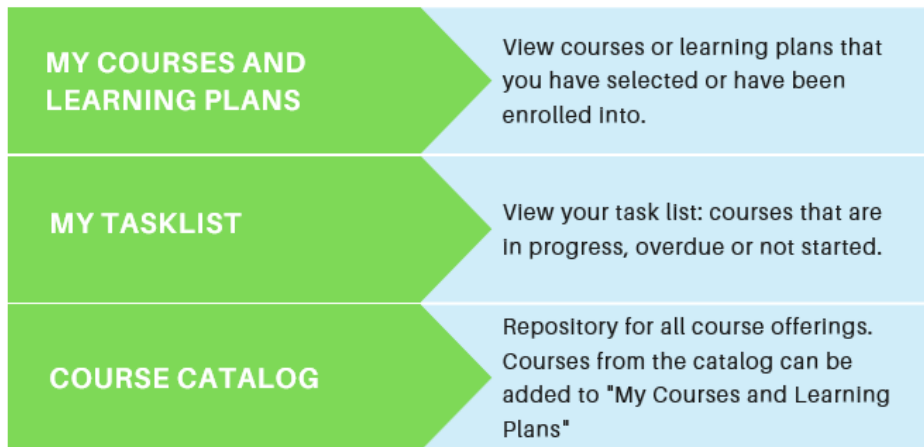
1. Upon arriving at the Learning Dashboard: TRCA Learning and Development Hub - the **Overview** screen appears as the default.
2. There are **four main tabs** visible at the toolbar on the top of the page:
 - a. Overview
 - b. Courses and Learning Plans
 - c. Courses Catalog
 - d. Learning Activities



The Overview Screen

The overview screen is where you can get a quick 'pulse' on your learning activities, view the status of your course completions through your tasklist, and browse the course catalogue for course offerings.

- There are three main sections in the **Overview Screen**:

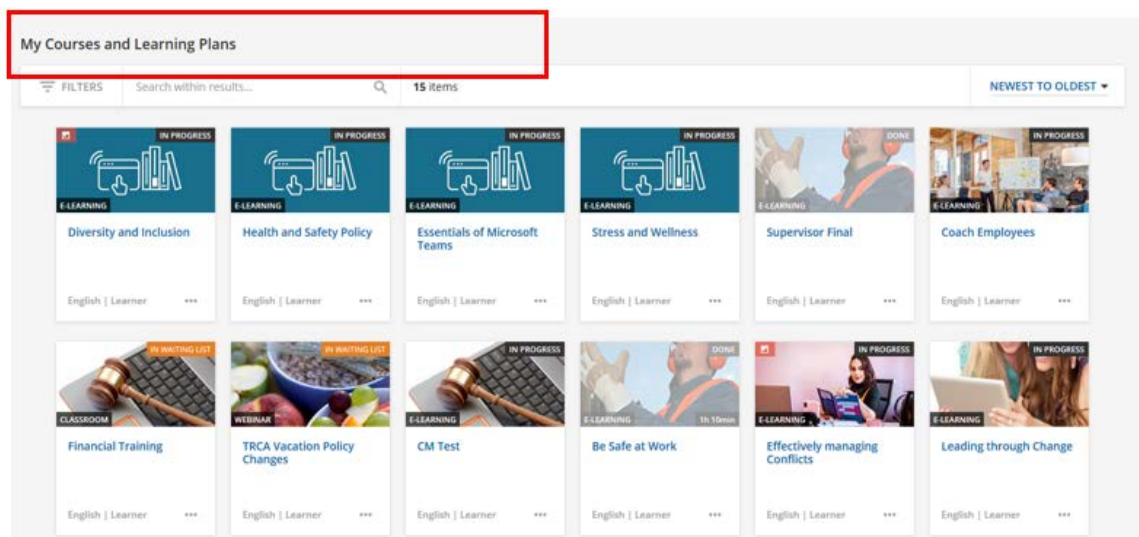


My Courses and Learning Plans

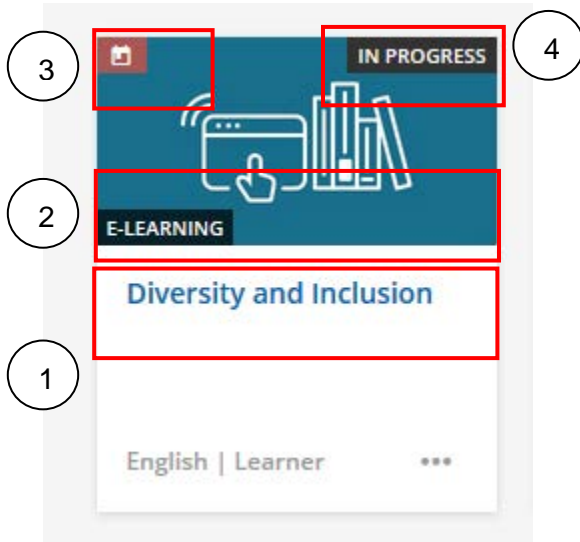
The Courses and Learning Plans section is where you can view courses that you enrolled into, along with their status of completions. This is also where you can view courses that you have been assigned or auto enrolled into (i.e. HR Mandatory Training).

The types of courses that can be offered in the LMS include:

- eLearning: self-paced online course
- Webinar: course that is facilitated online live through an instructor
- Classroom: course that is facilitated in a physical classroom through an instructor



How to read information under the My Courses and Learning Plans

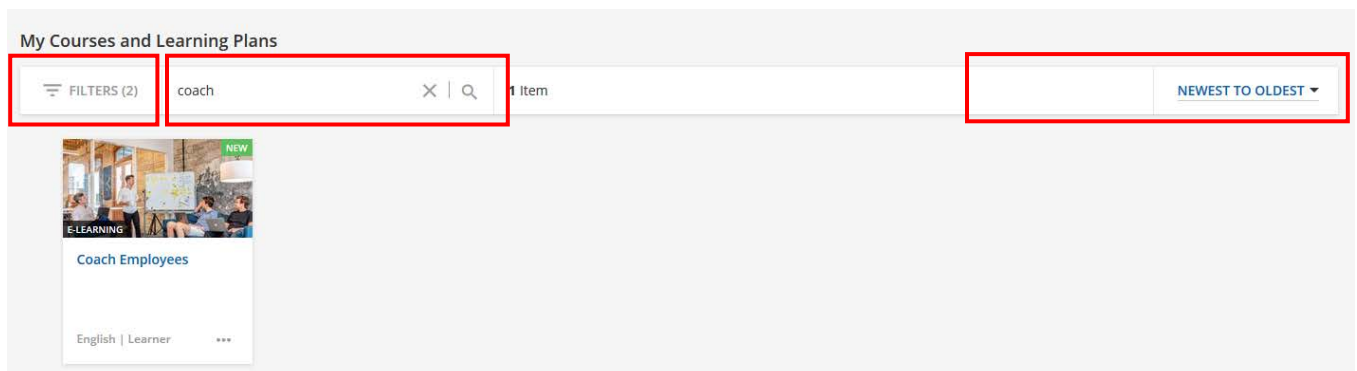


Legend:

1. **Title:** reflects the title of course or learning plan.
2. **Type of learning:** reflects the modality of learning such as e-Learning, classroom, or webinar.
3. **Due date:** icon will only be visible if there is a specific date required for course or learning plan completion.
4. **Status:** icon reflects your status of completion in the course or learning plan.

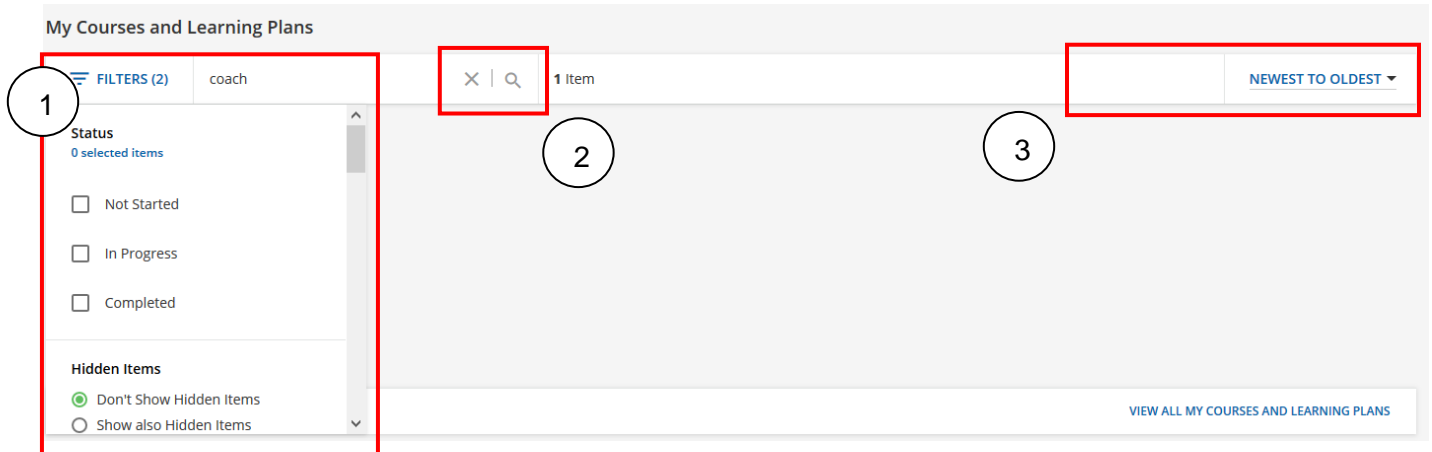
Filtering for information under My Courses and Learning Plans

You can quickly filter your course list to find your desired course or learning plan. This can be done several ways under the My Courses and Learning Plans section.



Filtering for information under My Courses and Learning Plans

1. Using the **Filter Function**
2. Using the **search toolbar** by typing a keyword of the course's title
3. Using the chronological ordering of courses – i.e. newest to oldest



Filtering for information under My Courses and Learning Plans



My Task List

You can easily track, and view course progress and any deadlines associated with courses or learning plans under **My Task List**. You can view:

- **ILT (instructor-led training)/ webinar:** displays upcoming classroom-based learning and webinar sessions.
- **Deadlines:** displays courses or learning plans that have associated deadlines or courses that require enrollment by a specific deadline.
- **Not started:** displays courses or learning plans that have not yet commenced.
- **In progress:** displays courses or learning plans that are in progress.

My Task List

ILT/WEBINAR DEADLINES **NOT STARTED** 5 IN PROGRESS 3

Christie Test 2
English | Learner

Code of Conduct Changes
English | Learner

Coach Employees
English | Learner

Note: to quickly view if there are items in your task list that require your attention – refer to the **3**.

Courses Catalog

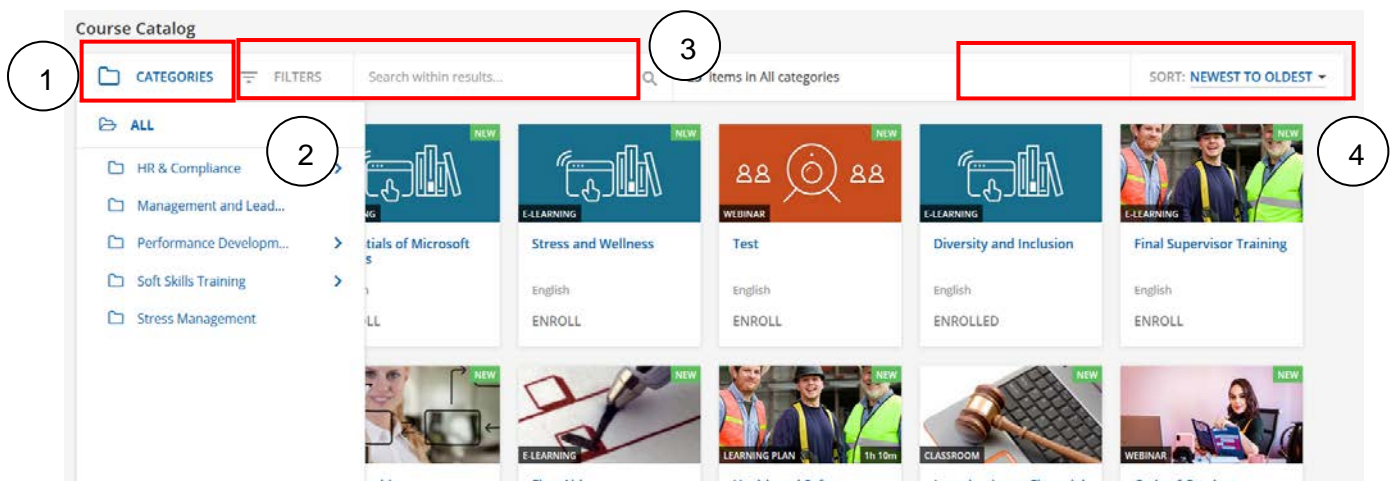
The courses catalog is a repository where you can browse a selection of different course offerings. These course offerings can be self-paced online modules (eLearning), classroom-based learning and webinar sessions.

Before enrolling in any course, please ensure that you obtain your supervisor's approval.

How to filter for courses under the Course Catalog

There are four possible ways you can quickly lookup a desired course under the Course Catalog:

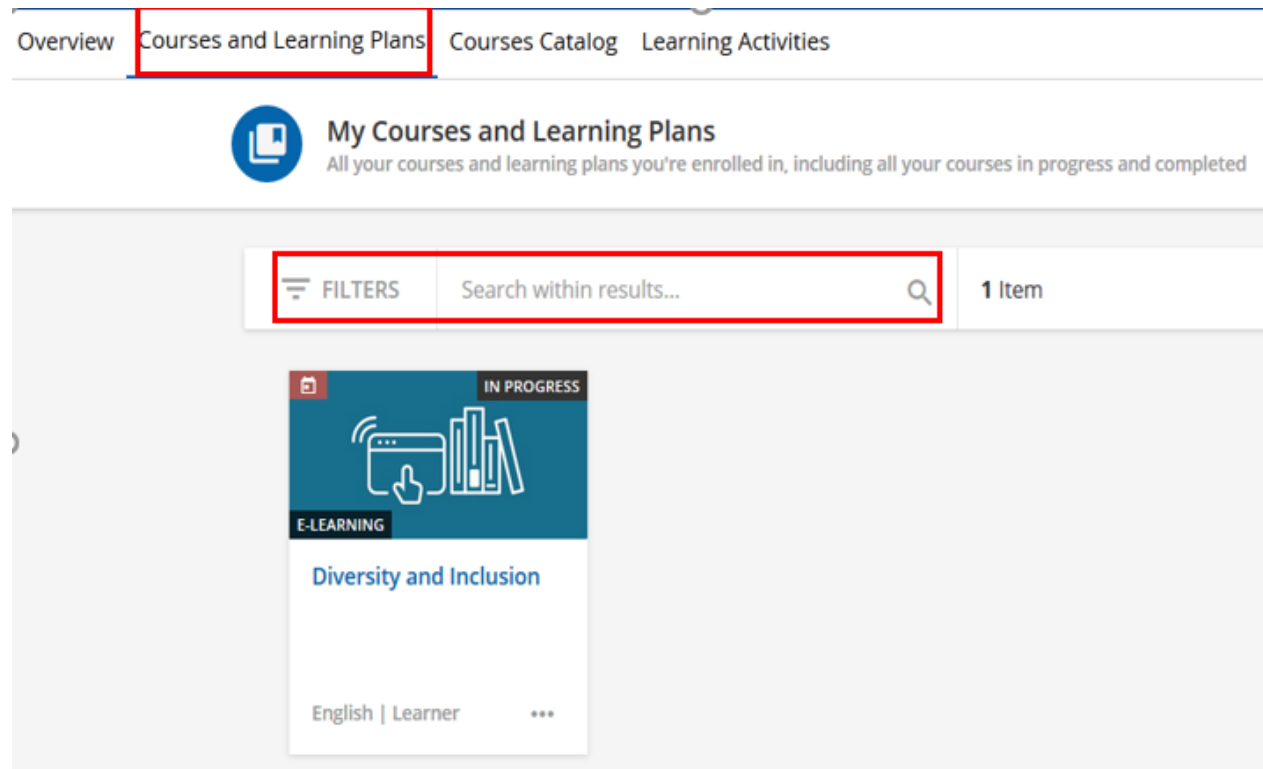
1. Using the **Categories**
2. Using the **Filters**
3. Using the **search bar**
4. Using the **chronological ordering of courses** – i.e. newest to oldest




Courses and Learning Plans



Under **Courses and Learning Plans** tab is where you will find all courses and learning plans, you're enrolled in, including those with the status of in progress and completed.

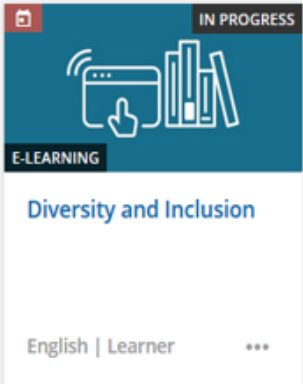
The same options for filtering your courses and learning plans are available under this tab.



Overview **Courses and Learning Plans** Courses Catalog Learning Activities

 **My Courses and Learning Plans**
All your courses and learning plans you're enrolled in, including all your courses in progress and completed

 FILTERS Search within results...  1 Item



Learning Activities

Under the **Learning Activities** tab is where you will be able to get a pulse on your learning activities.

There are four categories that you can quickly retrieve information regarding your learning activities:

1. **Statistics:** displays a high-level overview of your learning activities such as course completions, time spent etc.
2. **Courses:** displays specific information regarding e-Learning courses enrolled and those in progress.
3. **Learning Plans:** displays learning plans that you have been enrolled into.
4. **Classroom:** displays classroom-based courses that you have been enrolled into.
5. **Webinars:** displays webinar-based courses that you have been enrolled into.

The screenshot shows the 'Learning Activities' tab selected in the top navigation bar. Below the navigation bar, the 'My Activities' section is visible. On the left, a sidebar menu is highlighted with a red box, containing the following items: Statistics, Courses, Classrooms, Learning Plans, Social, and Webinars. The main content area displays the user's profile for 'Petrusek Amanda'. To the right of the profile, there are four key metrics: Subscription date (7/16/2020 1:07:29 pm), Last Access Date (1/19/2021 10:36:52 am), Total time (4h 10m), and Active courses (2). At the bottom, there is a 'Progress' section and a link to 'See all activity within the last 12 months'.

Overview Courses and Learning Plans Courses Catalog **Learning Activities**

My Activities

Petrusek Amanda

Level User

E-mail

Groups

7/16/2020 1:07:29 pm
Subscription date

1/19/2021 10:36:52 am
Last Access Date

4h 10m
Total time

2
Active courses

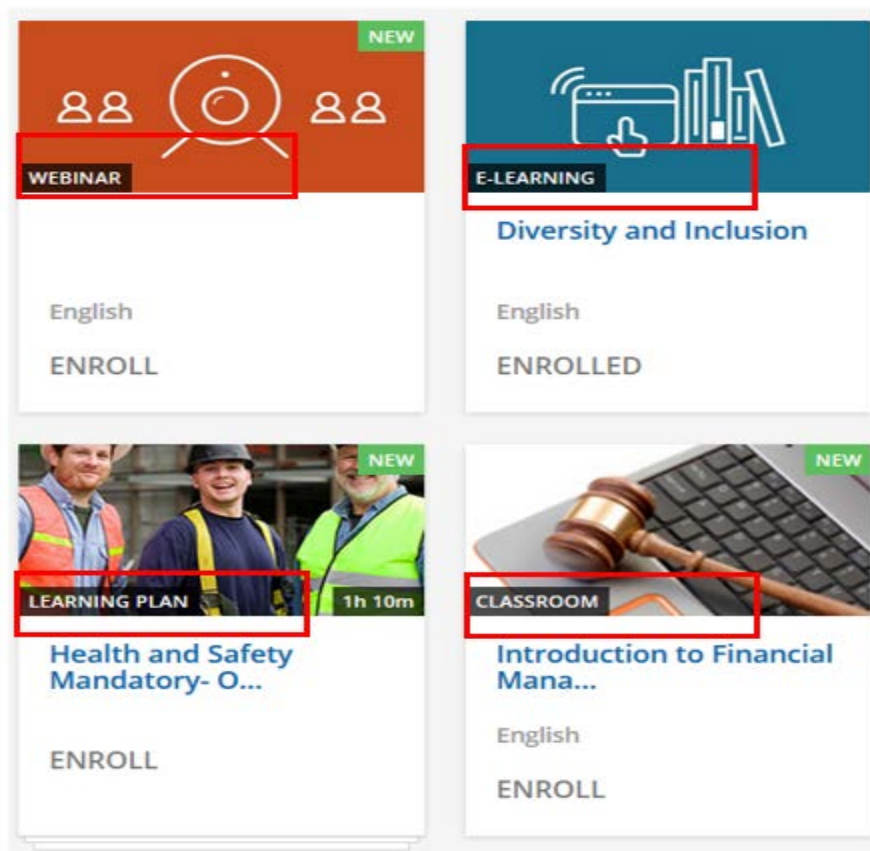
Progress

See all activity within the last 12 months

Time for Learning

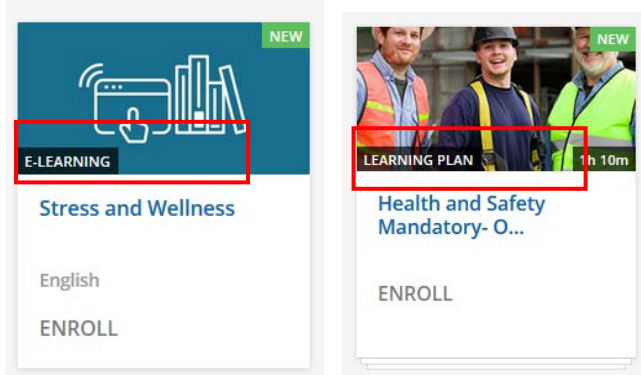
TRCA's Learning and Development Hub supports individual courses and learning plans, which can be:

- **eLearning:** self-paced online course or module
- **Webinar:** course that is facilitated online live through an instructor
- **Classroom:** course that is facilitated in a physical classroom through an instructor
- **Learning Plans:** self-paced online module with a series of courses that are required to be mark the course as complete.

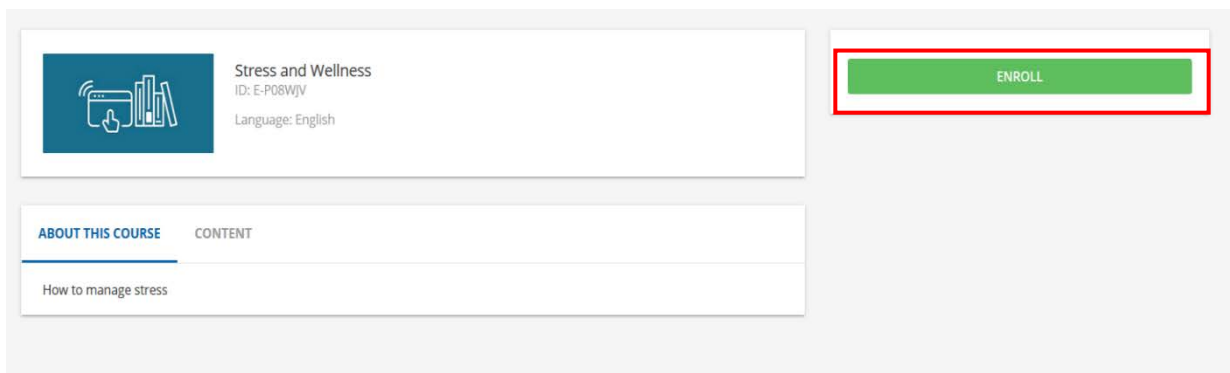


How to Enroll into a Course: E-Learning

1. Ensure you have received approval from your supervisor prior to enrolling.
2. Locate your desired course under the **Course Catalog** and click on the course or learning plan.



3. This opens up the course information page. Click **enroll** to add the course to your learning activities.



4. Once enrolled you will have the option to **Start Learning Now**, **Close** the course to be taken at a later time, or **View My Courses** which would display the dashboard with the complete list of courses and learning plans that you have been enrolled into.

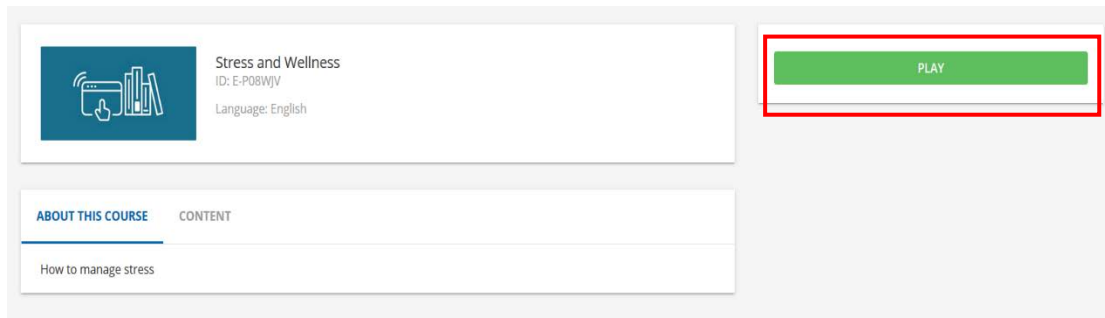


You've been enrolled successfully

Stress and Wellness has been added to your learning activity.

CLOSE **VIEW MY COURSES** **START LEARNING NOW**

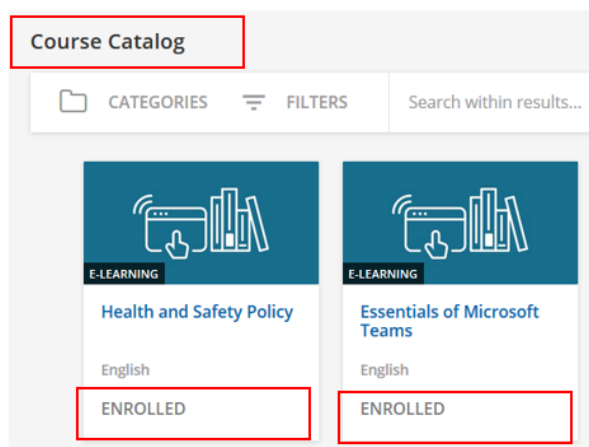
5. A course can be launched directly from this screen or through your **Courses and Learning Plans**.



6. Once you have enrolled – you can stop and resume learning at any time.



- ! Please note:** once you have enrolled into a course or learning plan, it will display **enrolled** under the Course Catalog.



How to Enroll into a Course: Webinar

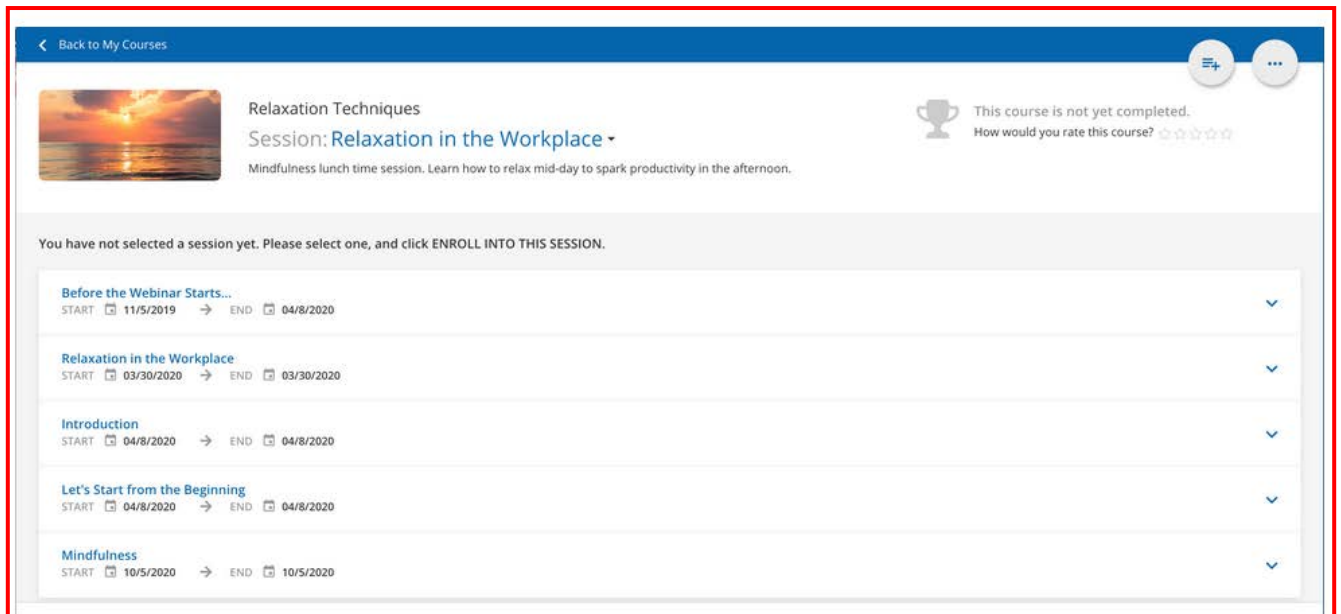
Webinar courses are instructor-led and delivered live virtually over a platform such as GoToMeeting.

Please note that for a webinar-based course – there **may** be a maximum capacity set by the instructor for sessions depending on the structure and topic of the webinar.

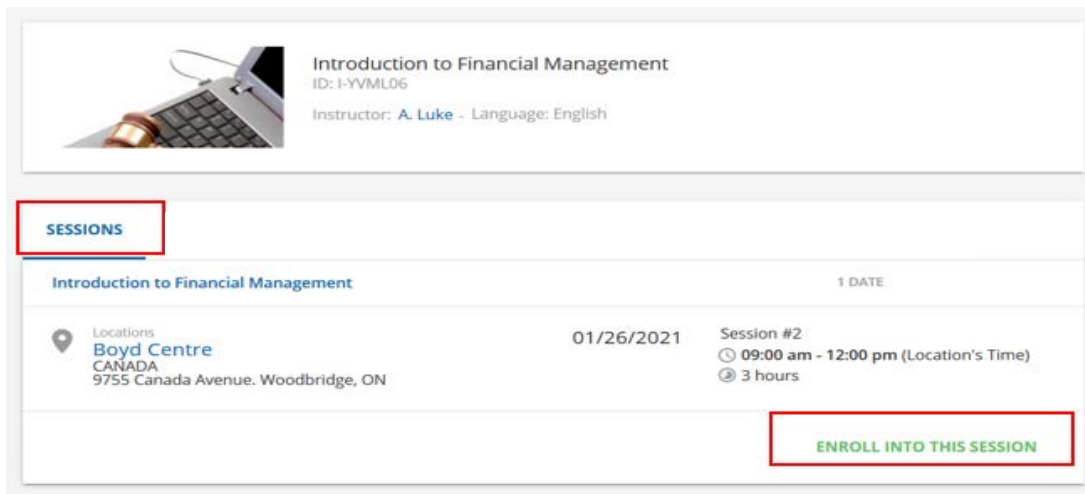
1. Locate your desired course under the **Course Catalog** and click on the course.



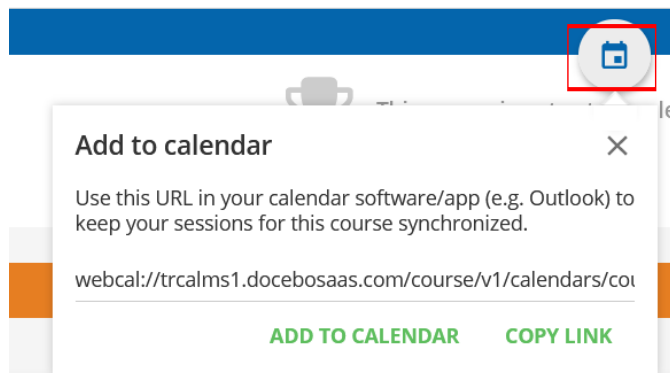
2. This opens up the course information page. Here you will find available sessions to enroll into, access course content or materials, and access additional information such as instructor(s).



- Click on the webinar session you want to enroll into Sessions can be selected under the **Sessions tab**. Click on **Enroll into this session** button to add the session to your Courses and Learning Plans.

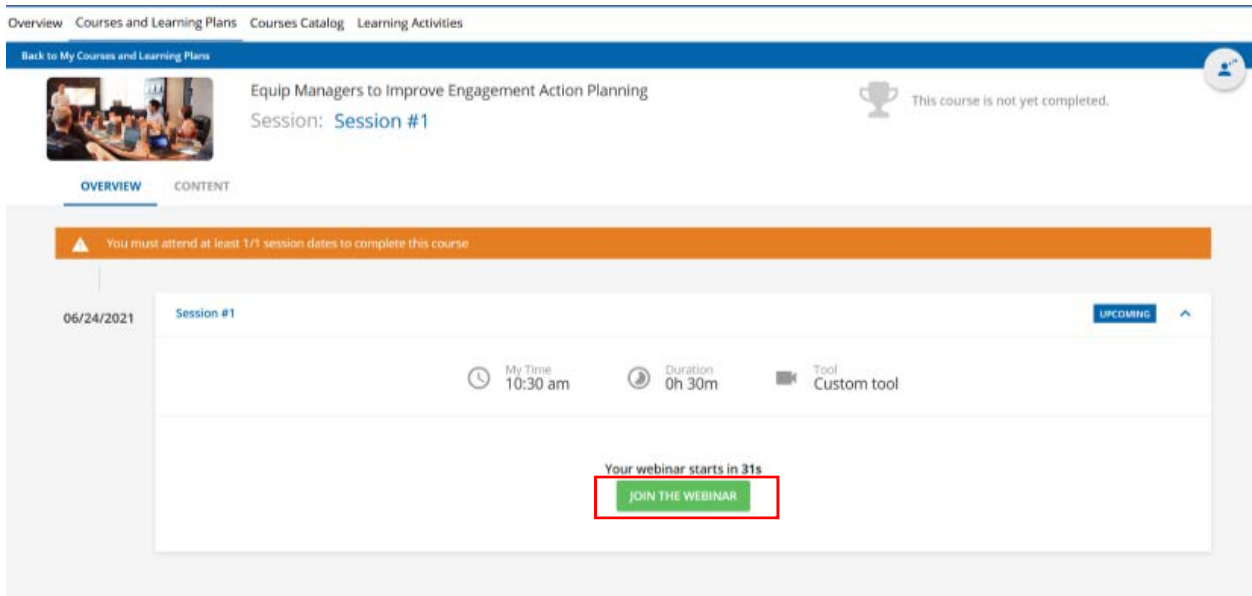


- Once session is selected, you will have the option to add the training directly into your Outlook Calendar:



How to Launch Course: Webinar

1. On the day and time of your session – training is launched by finding the course under **My Courses and Learning Plans**.
2. Launch training by clicking **Join the Webinar** button below. **Please note that this button is activated 15 minutes prior to the session start time only.**



How to Enroll into a Course: Classroom

Classroom courses are instructor-led and delivered at a TRCA physical location such as Head Office or a satellite location.

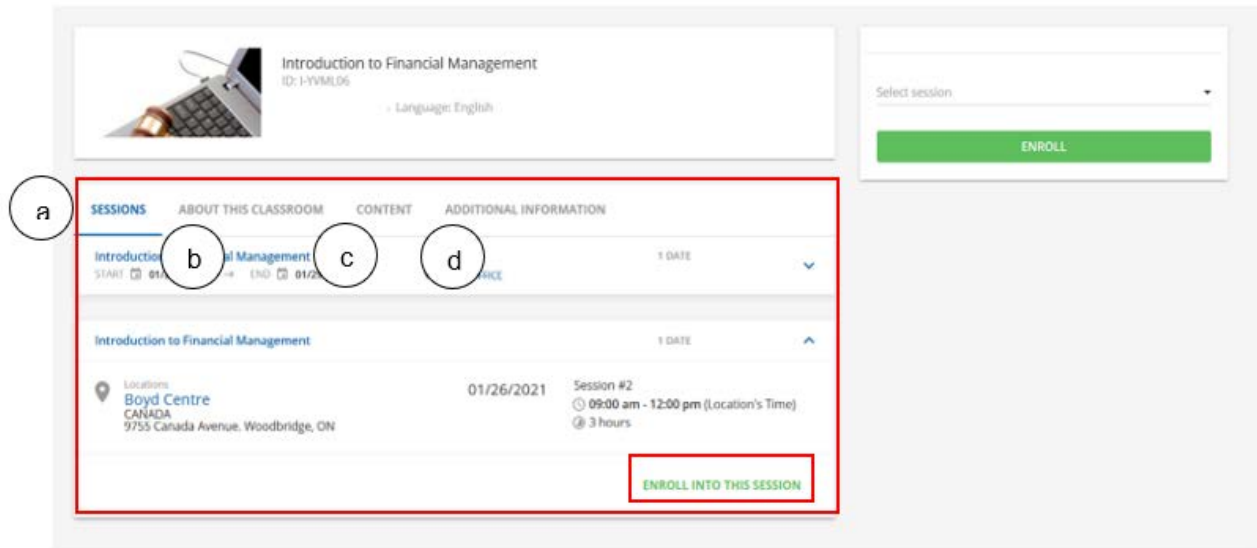


Please note: classroom sessions **will** have a maximum capacity or maximum number of enrollments due to physical location capacity. If capacity for a session has been reached, you **will not be** able to register for max capacity sessions and sessions will not be visible in the **Sessions** tab. You will need to register for another session.

1. Locate your desired course under the **Course Catalog** and click on the course.

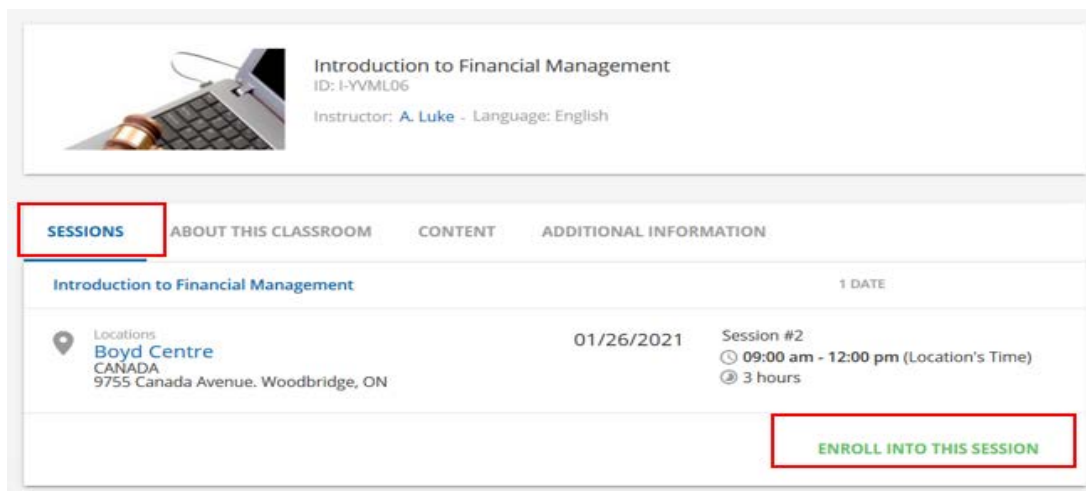


- This opens up the course information page. Here you will find available sessions to enroll into, access course content or materials, and access additional information such as instructor(s).

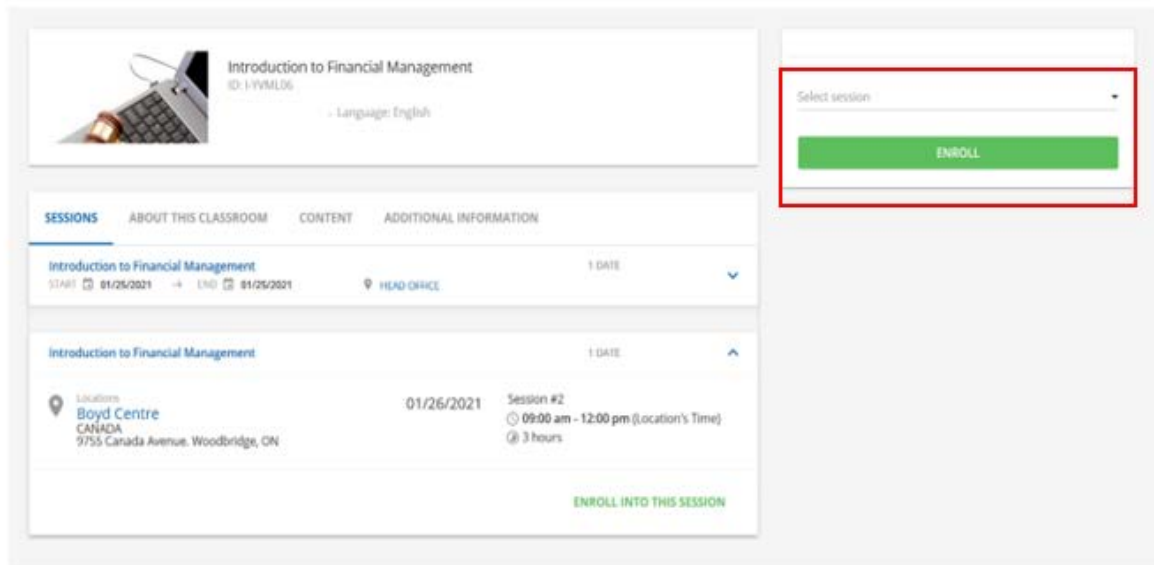


Overview of tabs in classroom information page:

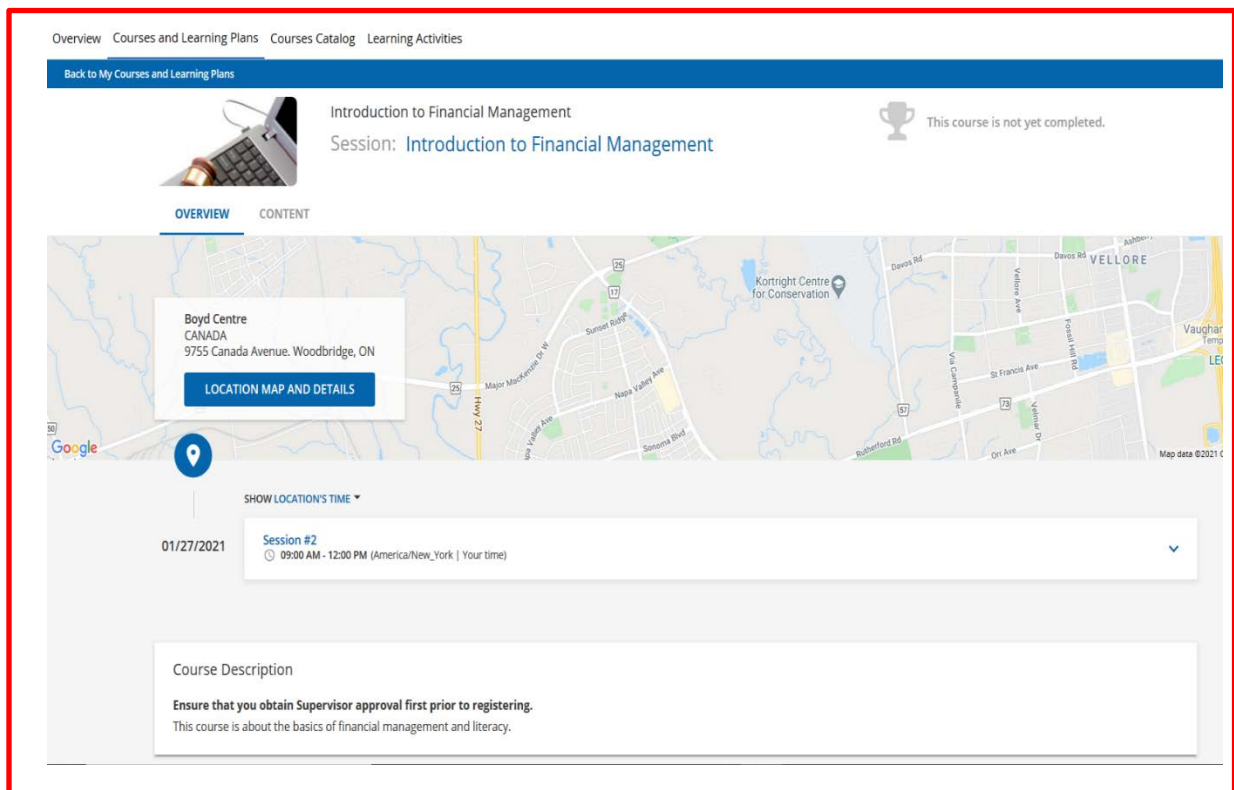
- Sessions:** displays session information such as classroom location, session dates, time, and duration of session.
 - Note: that you can enroll into your desired session off this screen
 - About this classroom:** displays the course description any related course information.
 - Content:** displays any course materials if uploaded – at the discretion of the instructor.
 - Additional Information:** displays names of instructor(s) and facilitator(s).
- Sessions can be selected under the **Sessions** tab. Click on **Enroll into this session** button to add the session to your Courses and Learning Plans.



- Sessions can also be accessed by clicking on **Enroll** – select your desired session.



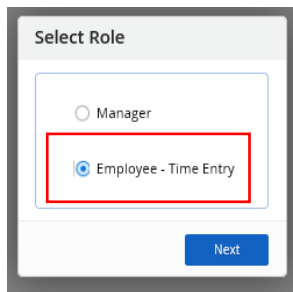
- Once you have enrolled into a session – you can access details pertaining to the classroom session through the **Courses and Learning Plans** and/or **My Tasklist** tab.



How to Submit External Course Requests

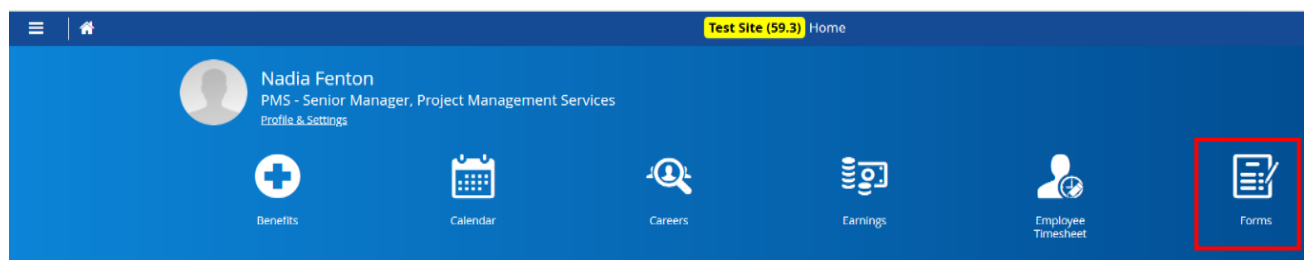
TRCA's Learning Management System will be the **only** mechanism for all training, professional development and conference approvals. An External Course Request is required for all mandatory and job-required training, professional development, and continuing education, as well as post-graduate education requests. The LMS will replace any previous divisional methods of requesting training such as paper-based requests or Service Desk based requests. Request parameters and eligibility requirements are outlined in TRCA's Learning and Development Policy. Please ensure you are familiar with the Policy prior to submitting external requests.

1. Employees shall not register for an external course without completing and receiving approval via the External Course Request form.
2. To be eligible for a course through an External Course Request, the course should be outlined in the PDP Development Plan. For those employees not required to complete a PDP, it should be documented through development discussions with you supervisor.
3. To submit an External Course Request – ensure that the **Employee – Time Entry** role in Ceridian Dayforce is selected.



The screenshot shows a 'Select Role' dialog box with two radio button options: 'Manager' and 'Employee - Time Entry'. The 'Employee - Time Entry' option is selected and highlighted with a red rectangle. A 'Next' button is located at the bottom right of the dialog.

4. On the Ceridian Dayforce home screen – locate the **Forms** icon.



5. In your Available Forms list under the Professional Category – locate the **External Course Request**.

The screenshot shows a web interface for 'My Form Submissions'. At the top, there's a status bar with 'My Form Submissions', a 'Pending' indicator, and a refresh icon. Below this is the 'Available Forms' section, which includes a search bar and 'Search' and 'Reset' buttons. The forms are organized into three expandable categories: 'Benefits (4)', 'Personal (5)', and 'Professional (2)'. The 'Professional (2)' category is highlighted with a red rectangular box. Inside this category, the 'External Course Request' form is listed.

Category	Form Name
Benefits (4)	Current Beneficiary Information
	Current Dependent Information
	Health and Wellness
	Life Event Declaration
Personal (5)	Address
	Contact Details
	Direct Deposit
	Emergency Contacts
	Name and Marital Status
Professional (2)	External Course Request

6. Fill out the **External Course Request Form** ensuring that all information below is completed.

Please note: if information in the External Course Request form is missing or incomplete, this could lead to a rejected request.

The screenshot shows the 'External Course Request' form for Nadia Fenton (Status: Active, Employee Number: 000151). The form is divided into three main sections: Course Details, Training Details, and Supporting Documents. Annotations a-f point to specific fields: (a) Course Name dropdown, (b) Course Provider dropdown, (c) Course Description text area, (d) Start Date date picker, (e) End Date date picker, and (f) Cost text field. The Submit button is highlighted with a red box.

External Course Request

Nadia Fenton
Status: Active Employee Number: 000151

Course Details
Please fill out course details for approval. Fields marked with an asterisk are required values.

Course Name *
Other Flood Mitigation Strategies (a)

Course Type
Course Form External

Course Description
This course is job-required training. Training will be provided by University of Toronto. (c)

Course Provider
Other (Provide Course Provider in Course Description Area) (b)

Training Details
Please fill out training details for approval. Fields marked with an asterisk are required values.

Start Date * (d) Start Time 09:00 Training Location Course Provider's Website

End Date * (e) End Time 17:00 Cost (f)

Supporting Documents
Please attach additional details if desired.

+ Upload Files

Save Draft Submit Cancel Print

Course Details:

- Course Name:** from the drop-down menu select **Other**. Enter the full name of the request in the field.
- Course Provider:** select provider from the drop-down list. If you cannot find your provider – select **Other**. You will be required to enter the course provider in the course description field.
- Course Description:** indicate which category your request falls under. **This field is mandatory and must align with the Learning and Development Policy.** The options and descriptions are outlined below:
 - Mandatory and Job Required:** learning and development (inclusive of job required conferences, conventions, and symposiums) that are deemed mandatory per the L&D Policy. For clarity, this includes the following types of training:

- i. Legislated and compliance related training;
- ii. TRCA corporate policy and procedural training;
- iii. HR driven training and programs; and
- iv. Job required learning and development that **is required for the performance of an employee's job.**

- ***Professional Development or Continuing Education Programs:***

Only for the purposes of **career progression/professional development** that are **directly** related to a skill or competency development for an employee's current position or reasonable career path, may be eligible for tuition reimbursement. Eligibility requirements are outlined in the L&D Policy.

Training Details:

- d) **Start Date:** enter the start date of the indicated request.
 - e) **End Date:** enter the end date of the indicated request.
 - f) **Cost:** enter the full cost of the request – this includes the cost of the course and all related expenses.
7. Once all information has been completed – click on the **Submit** button to send your request.

Tracking your External Course Requests

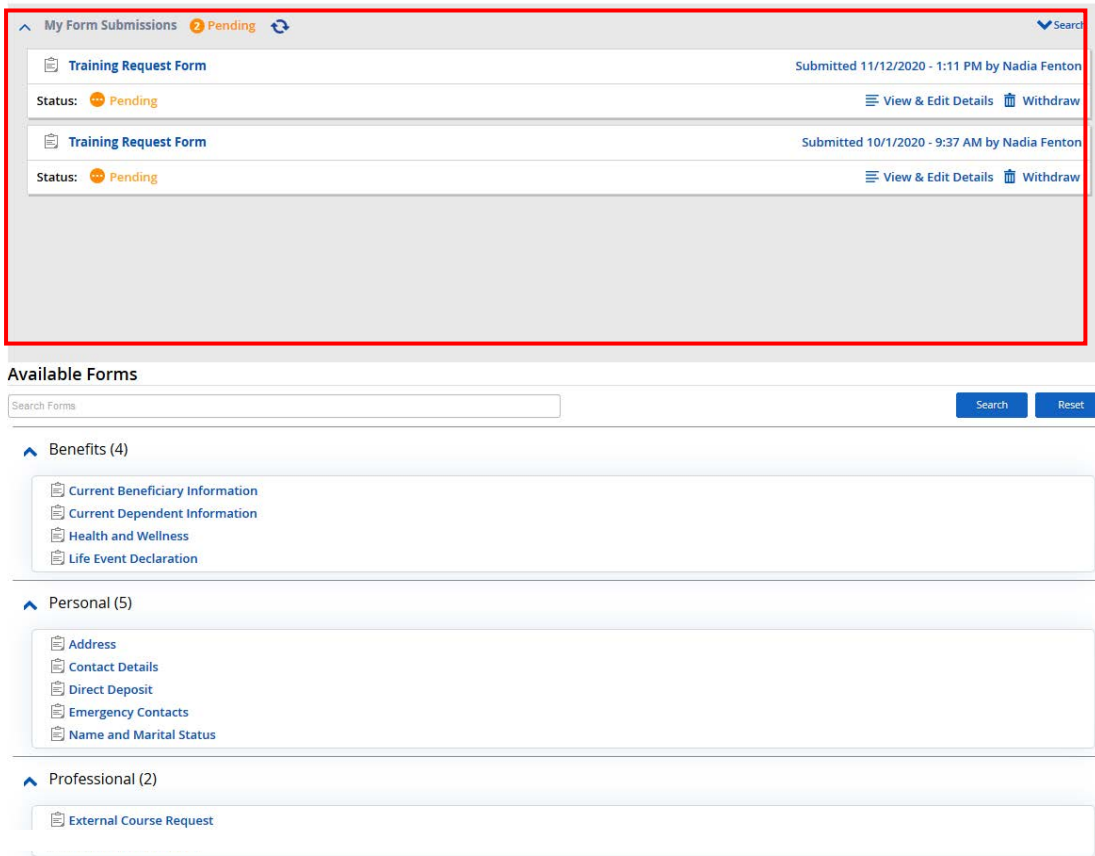
When external requests are submitted, you will be able to track their status in Ceridian Dayforce. When an external course request is submitted it goes through different approvals depending on the total cost of the course.

There are different approvals required based on the total cost of the course:

- If the total cost of the course (i.e. cost of course and related expenses) is below \$3000, it will need to be approved by your direct supervisor, divisional director, and the L&D Specialist.
- If the total cost of the course (i.e. cost of course and related expenses) exceeds \$3000, it will need to be approved by your direct supervisor, divisional director, L&D Specialist, as well as the CEO.

As determinations are made (i.e. approval, rejection), you will receive Dayforce message and email notifications. These will also be sent to all approvers. **Note that if a request is rejected, employees shall not precede with course registration.**

1. Under your Available Forms list – under **My Forms Submission** is where you will see the status of all requests (i.e. Pending, Approved, Rejected) submitted through the External Course Request Form.



The screenshot displays the 'My Form Submissions' interface. At the top, it shows 'My Form Submissions' with a 'Pending' status indicator and a refresh icon. Below this, there are two entries for 'Training Request Form'. Each entry shows the submission date and time (11/12/2020 - 1:11 PM and 10/1/2020 - 9:37 AM) and the submitter (Nadia Fenton). The status for both is 'Pending'. Each entry has links for 'View & Edit Details' and 'Withdraw'.

Below the submissions, there is an 'Available Forms' section. It includes a search bar and 'Search' and 'Reset' buttons. The forms are categorized into three groups:

- Benefits (4):**
 - Current Beneficiary Information
 - Current Dependent Information
 - Health and Wellness
 - Life Event Declaration
- Personal (5):**
 - Address
 - Contact Details
 - Direct Deposit
 - Emergency Contacts
 - Name and Marital Status
- Professional (2):**
 - External Course Request

Making Changes to External Course Requests

You can make edits to your external course request or withdraw the request completely (i.e. if request was submitted in error). Edits to your external course request **can only** be made if the form has not been approved. External course requests can be withdrawn at any point prior to complete approval status.

1. Access **My Form** Submissions area - to view your external course requests.

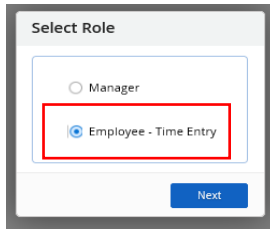
The screenshot displays the 'My Form Submissions' interface. At the top, it shows 'My Form Submissions' with a 'Pending' status indicator and a refresh icon. Below this, there are two entries for 'Training Request Form'. The first entry was submitted on 11/12/2020 at 1:11 PM by Nadia Fenton. The second entry was submitted on 10/1/2020 at 9:37 AM by Nadia Fenton. For the second entry, the 'View & Edit Details' and 'Withdraw' buttons are highlighted with a red box. Below the submissions list, there is an 'Available Forms' section with a search bar and 'Search' and 'Reset' buttons. Under the search bar, there is a section for 'Benefits (4)' with a list of forms: 'Current Beneficiary Information', 'Current Dependent Information', and 'Health and Wellness'.

- a) **View and Edit Details:** this feature will only be available if form has not been approved yet. You will be able to make changes to your form at this point.
- b) **Withdraw:** you can withdraw your request at any point as long as the status does **not** indicate Accepted or Rejected.

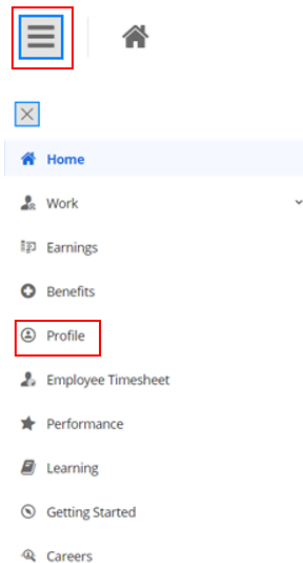
Viewing your Completed Training & Certifications

TRCA's Learning Management System is a single repository for all your training history. This includes external courses approved through the External Course Request, certification information obtained internally and externally.

1. To view your holistic learning history, ensure that the **Employee – Time Entry** is selected.



2. On the Dayforce home screen – access the **menu button** and select **Profile** from the drop-down.



3. Under **Profile** – select the **Career** tab at the top of your page. Select **Training**.


Personal ▾ **Career ▾** Forms Settings ▾

Training

Courses External Courses Learning Plans

Course	Learning Plan	Status	Start Date	Completion Date	Credits (CEUs)	Score
▶ Foundations of Diversity, Equity and I...		Completed	8/5/2021	11/5/2021	0.00	100.00
▶ How to Use a COVID-19 Rapid Antige...		Completed	4/7/2022	4/7/2022	0.00	100.00
▶ JHA- Backhoe		Completed	3/18/2022	3/18/2022	0.00	100.00
▶ JHA- Backhoe Auger		Completed	11/3/2021	11/3/2021	0.00	100.00
▶ JHA- Office Work		Completed	11/9/2021	11/9/2021	0.00	100.00
▶ Lunch and Learn: Tools to Handle Str...		Completed	4/21/2021	4/27/2021	0.00	0.00
▶ Safety Talk- Tick Safety		Completed	3/14/2022	3/15/2022	0.00	100.00








Exploring the Training tab:

- a) **Courses:** displays courses and learning plans enrolled through the LMS. You can continue a course that has the status of enrolled, or in progress by selecting the  beside the course name.

Personal ▾ Career ▾ Forms Settings ▾

Training

Courses External Courses Learning Plans


Course	Learning Plan	Status	Start Date	Completion Date	Credits (CEUs)	Score
 Foundations of Diversity, Equity and I...		Completed	8/5/2021	11/5/2021	0.00	100.00
 How to Use a COVID-19 Rapid Antige...		Completed	4/7/2022	4/7/2022	0.00	100.00
 JHA- Backhoe		Completed	3/18/2022	3/18/2022	0.00	100.00
 JHA- Backhoe Auger		Completed	11/3/2021	11/3/2021	0.00	100.00
 JHA- Office Work		Completed	11/9/2021	11/9/2021	0.00	100.00
 Lunch and Learn: Tools to Handle Str...		Completed	4/21/2021	4/27/2021	0.00	0.00
 Safety Talk- Tick Safety		Completed	3/14/2022	3/15/2022	0.00	100.00

- b) **External Courses:** displays external courses only. This tab displays approved courses requested through the External Course Request Form.

Training

Courses **External Courses** Learning Plans

Course	Learning Plan	Start Date	Completion Date	Pass/Fail	Score	Course Provider	Cost
COR Internal Auditor Training		5/31/2021	6/30/2021	Pass		IHSA	293.80 CAD

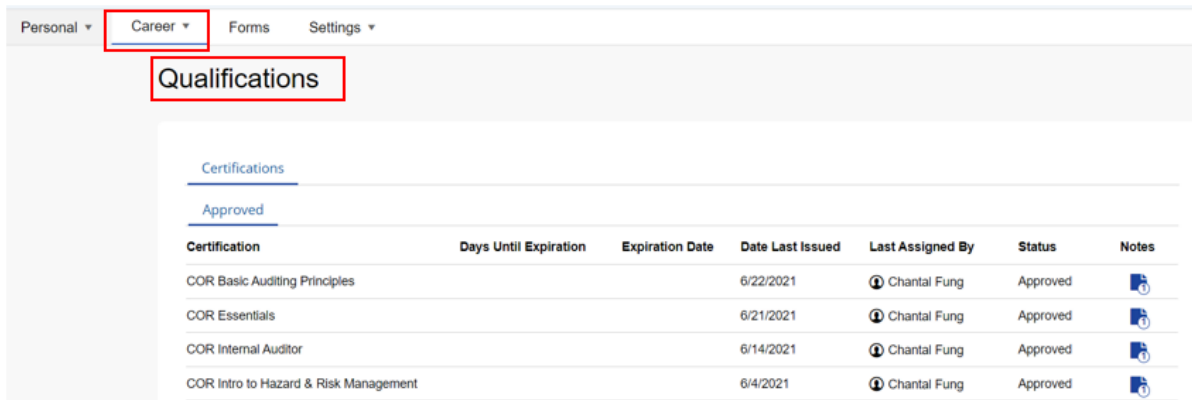
- c) **Learning Plans:** displays learning plans enrolled through the LMS. You can continue a learning plan that has the status of enrolled, or in progress by selecting the  beside the course name.

Courses External Courses **Learning Plans**

 Health and Safety Mandatory- Onboarding							
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4. Under **Profile** – select the **Career** tab at the top of your page. Select **Qualifications**.



5. The Qualifications tab will display all information about uploaded Health and Safety Certifications.

- Information that can be viewed under the **Certifications** tab:
 - Certification:** the name of the issued certification
 - Day until Expiration:** days until certification expires
 - Expiration date:** certification expiry date
 - Date Last Issued:** date of when certificate was most recently issued
 - Last Assigned by:** HR administrator that added the entry
 - Status:** either approved, pending approval or rejected
 - Notes:** when denoted with a number indicates that a copy of a certificate is available to view. Click on the attachment to download and view.

