

How to Launch an Online Course for the first time

This document guides you through the steps to find, view and launch online courses that you have purchased using Council Connect.

Important information

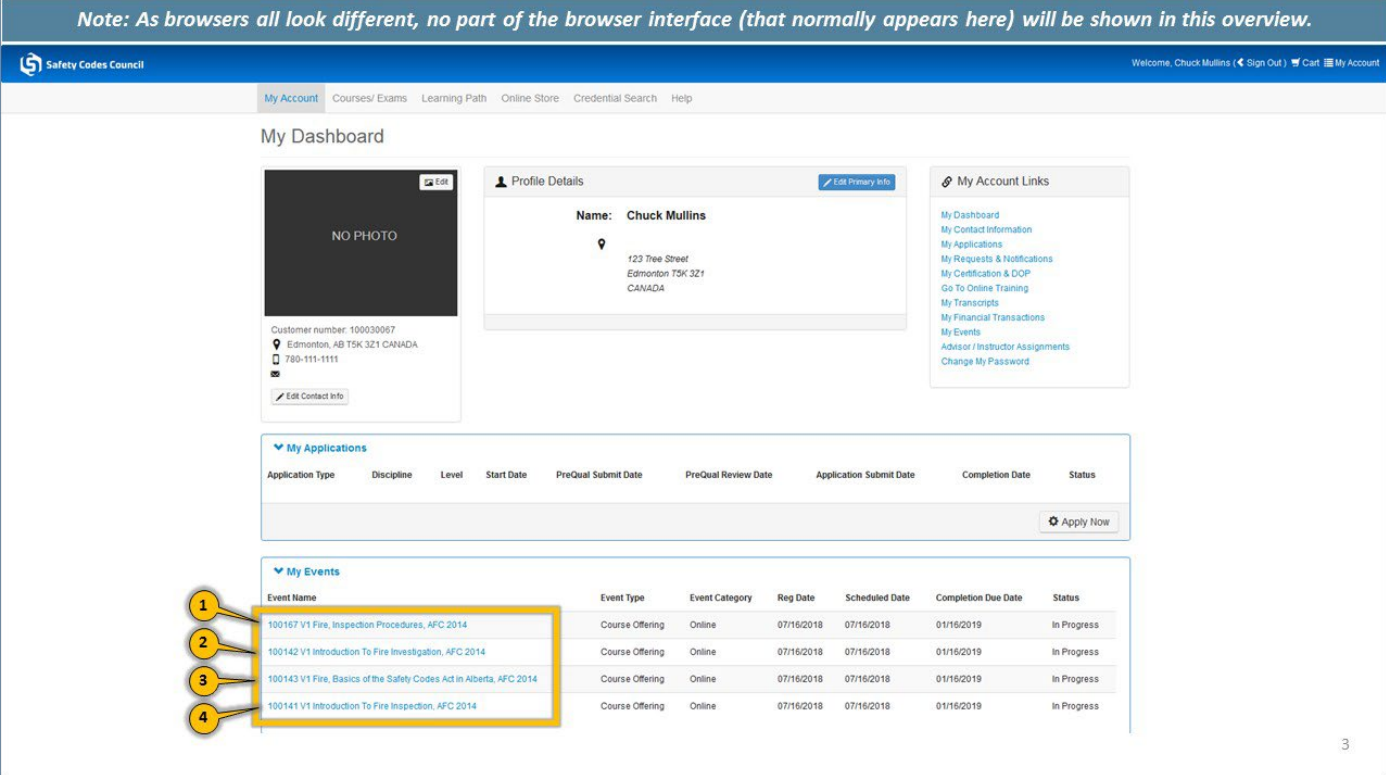
- Browser Popups must be allowed before taking an online course for the first time. Refer to the section [Allowing Browser Popup windows](#) for the type of browser you are using.
- How you exit an online course after completing a training session is very important. Please refer to the very last section in this document [How to Exit an Online Course](#).

Launch an online course

After logging on to Council Connect, you will see the **My Dashboard** page as shown below.

Council Connect - My Dashboard page

Note: As browsers all look different, no part of the browser interface (that normally appears here) will be shown in this overview.



My Dashboard

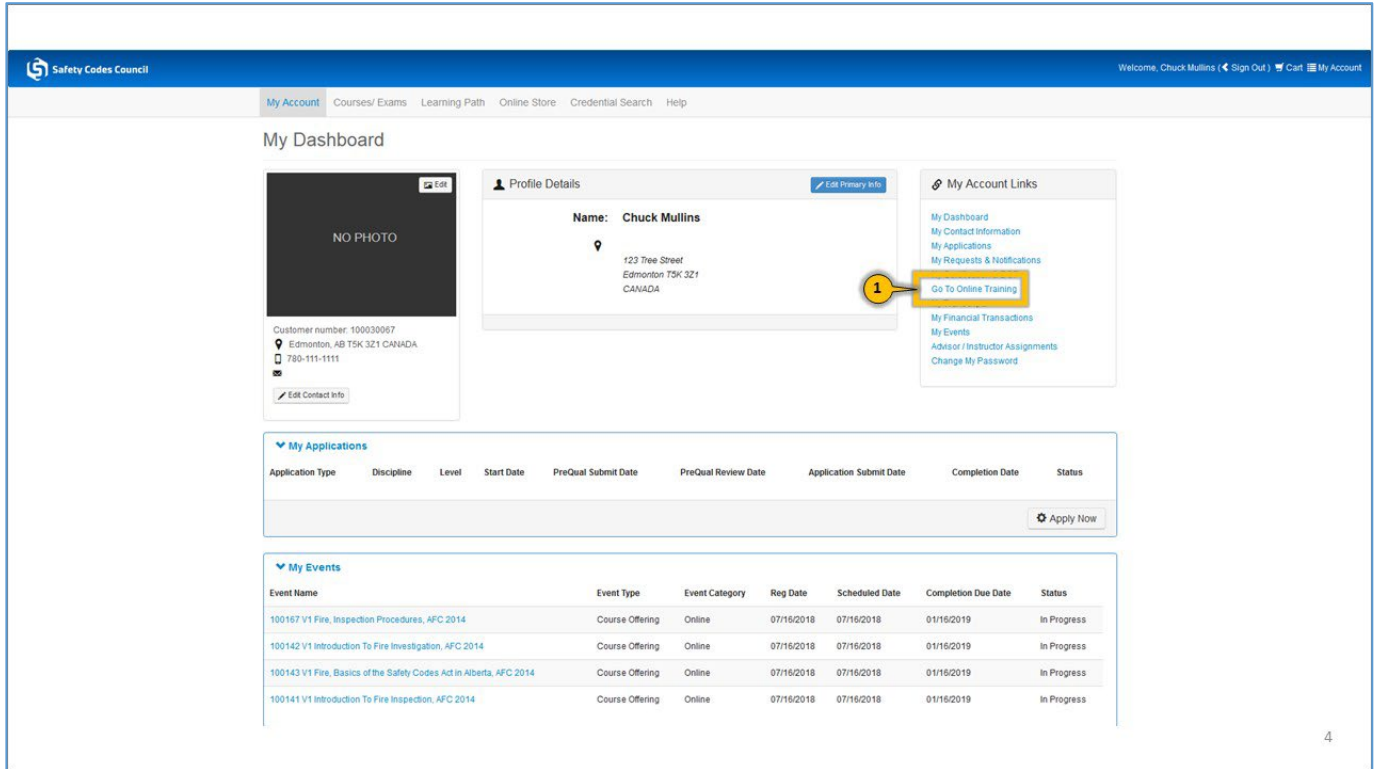
Profile Details: Name: Chuck Mullins, 123 Tree Street, Edmonton T5K 3Z1, CANADA

My Account Links: My Dashboard, My Contact Information, My Applications, My Requests & Notifications, My Certification & DOP, Go To Online Training, My Transcripts, My Financial Transactions, My Events, Advisor / Instructor Assignments, Change My Password

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Apply Now								
My Events								
Event Name	Event Type	Event Category	Reg Date	Scheduled Date	Completion Due Date	Status		
100167 V1 Fire, Inspection Procedures, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress		
100142 V1 Introduction To Fire Investigation, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress		
100143 V1 Fire, Basics of the Safety Codes Act in Alberta, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress		
100141 V1 Introduction To Fire Inspection, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress		

The **My Dashboard** page shows the online courses that you have purchased.

In this example, four online courses were purchased (items ❶ through ❹).



My Dashboard

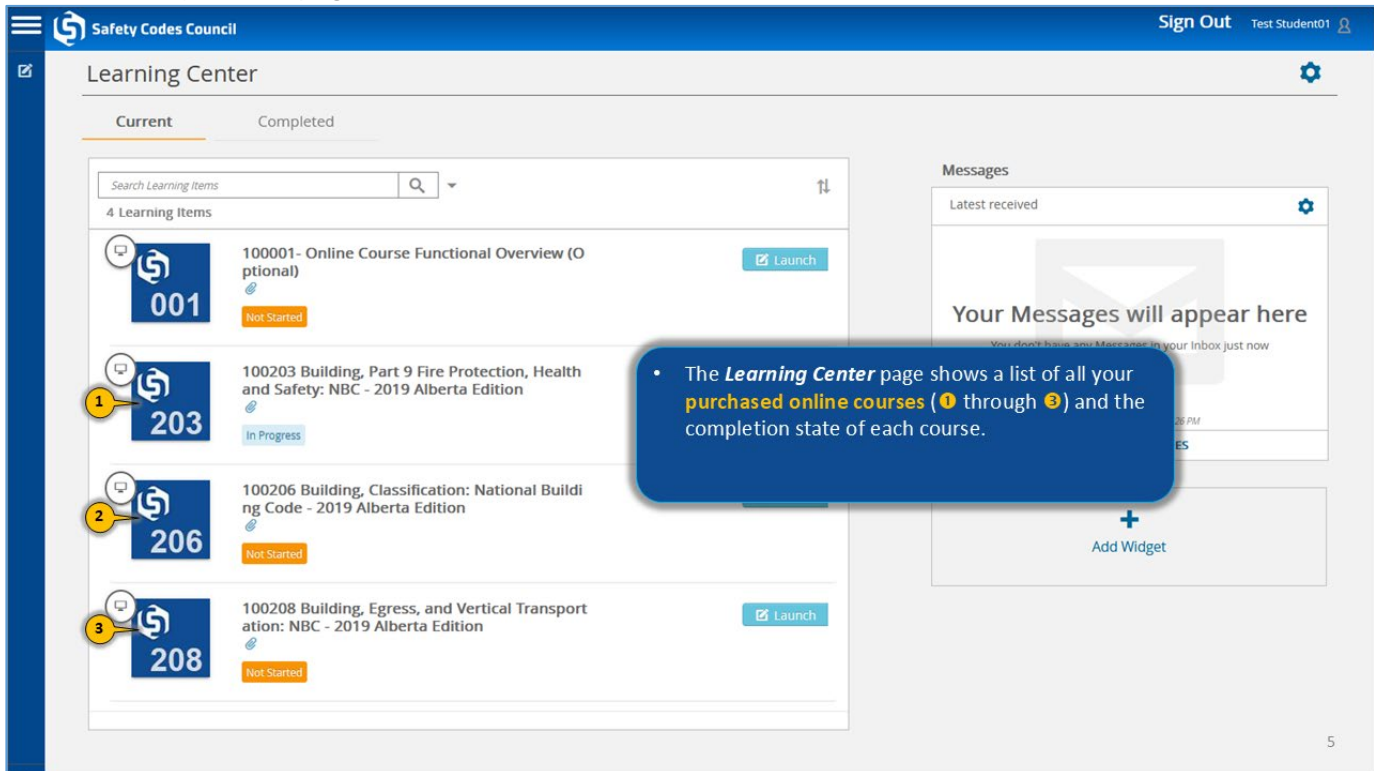
Profile Details: Name: **Chuck Mullins**, 123 Tree Street, Edmonton T5K 3Z1 CANADA

My Account Links: **Go To Online Training**

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
[Empty Row]								

Event Name	Event Type	Event Category	Reg Date	Scheduled Date	Completion Due Date	Status
100167 V1 Fire, Inspection Procedures, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress
100142 V1 Introduction To Fire Investigation, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress
100143 V1 Fire, Basics of the Safety Codes Act in Alberta, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress
100141 V1 Introduction To Fire Inspection, AFC 2014	Course Offering	Online	07/16/2018	07/16/2018	01/15/2019	In Progress

To take any of these online courses, select **Go To Online Training** ❶. This action takes you to the **Learning Center** page as shown below.



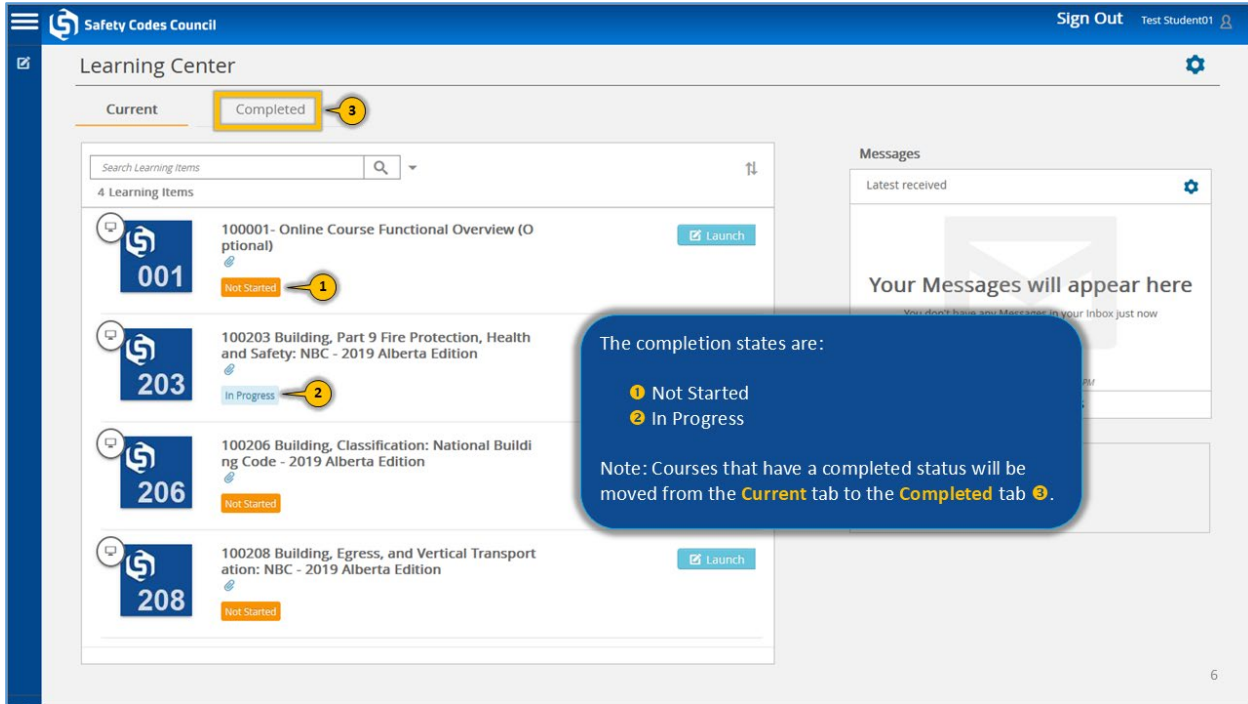
Learning Center

4 Learning Items

- 100001- Online Course Functional Overview (Optional) - Not Started
- ❶ 100203 Building, Part 9 Fire Protection, Health and Safety: NBC - 2019 Alberta Edition - In Progress
- ❷ 100206 Building, Classification: National Building Code - 2019 Alberta Edition - Not Started
- ❸ 100208 Building, Egress, and Vertical Transportation: NBC - 2019 Alberta Edition - Not Started

Messages: Your Messages will appear here

The **Learning Center** shows a list of your purchased **online courses** (❶ through ❸) and the completion state of each course.



The screenshot shows the Learning Center interface with two tabs: **Current** and **Completed**. The **Completed** tab is selected and highlighted with a yellow box and a circled '3'. Below the tabs is a search bar and a list of 4 Learning Items. Each item has a progress indicator: 'Not Started' (1), 'In Progress' (2), or 'Not Started'. A blue callout box explains the completion states and notes that completed courses move from the Current tab to the Completed tab.

The completion states are:

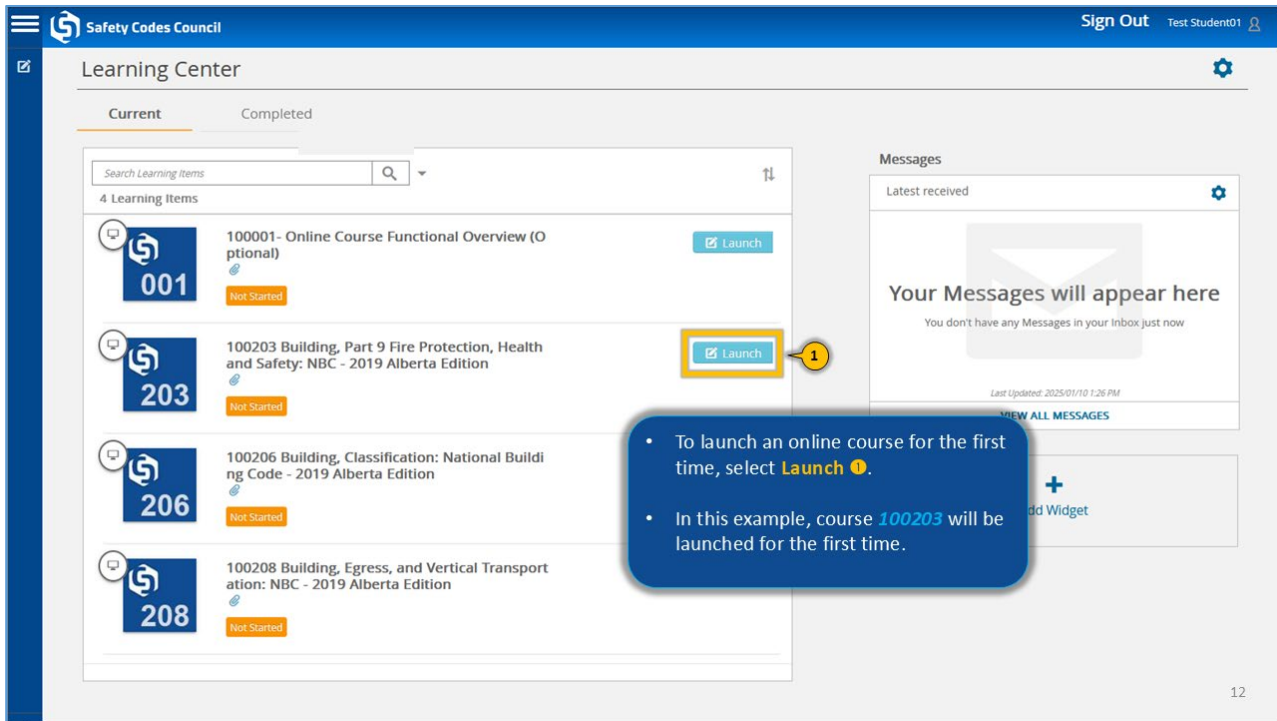
- 1 Not Started
- 2 In Progress

Note: Courses that have a completed status will be moved from the **Current** tab to the **Completed** tab ③.

The progress states for online courses are:

- ① Not Started
- ② In Progress

Note: Completed courses will appear on the **Completed** tab ③.



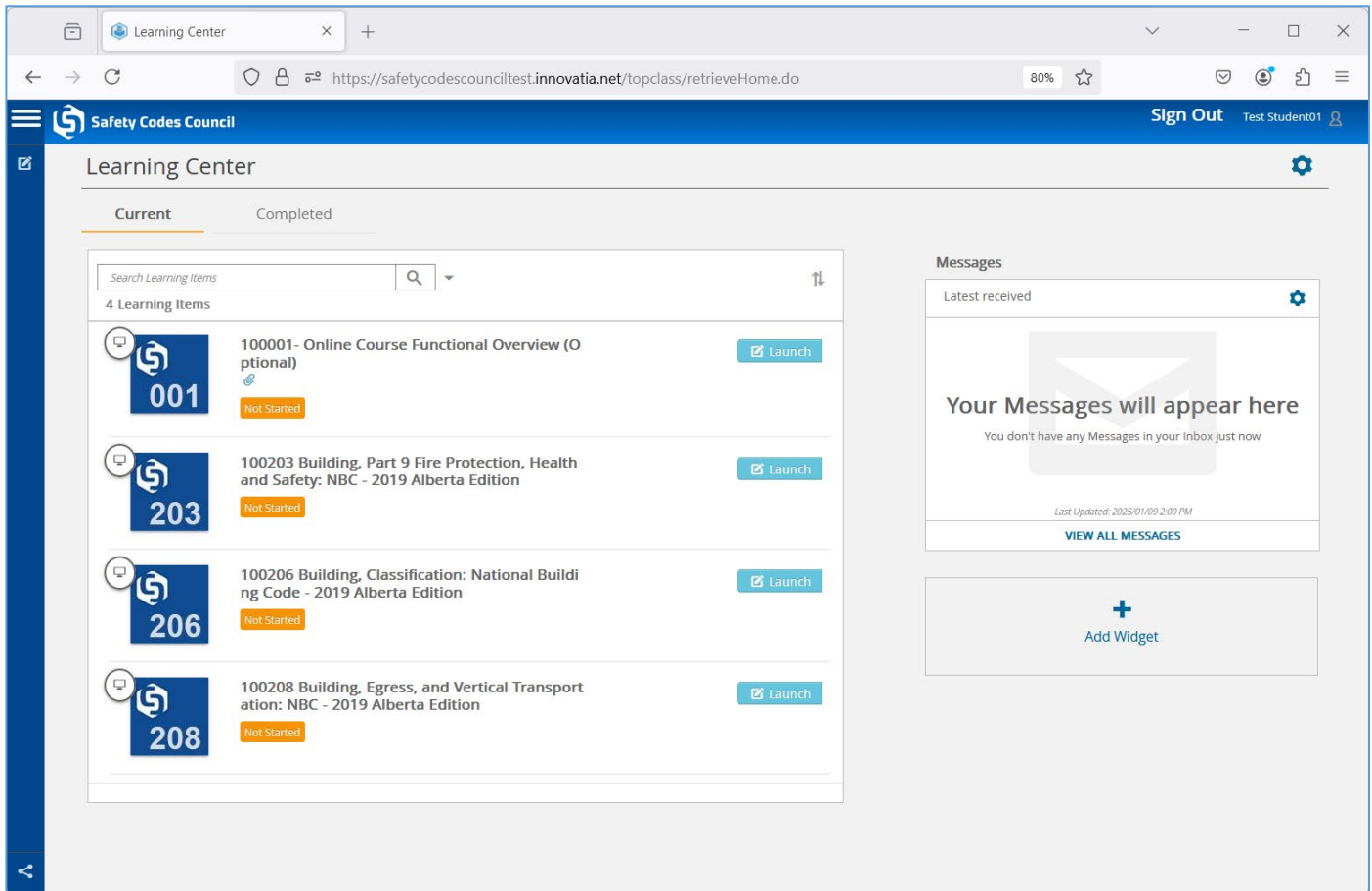
The screenshot shows the Learning Center interface with the **Current** tab selected. The **Launch** button for course 100203 is highlighted with a yellow box and a circled '1'. A blue callout box explains how to launch a course for the first time.

- To launch an online course for the first time, select **Launch** ①.
- In this example, course **100203** will be launched for the first time.

To launch an online course, select the **Launch** button for the course you want to take.

- In this example, course **100203** will be launched for the first time. Select the **Launch** button ①.

Allowing Browser Popup windows

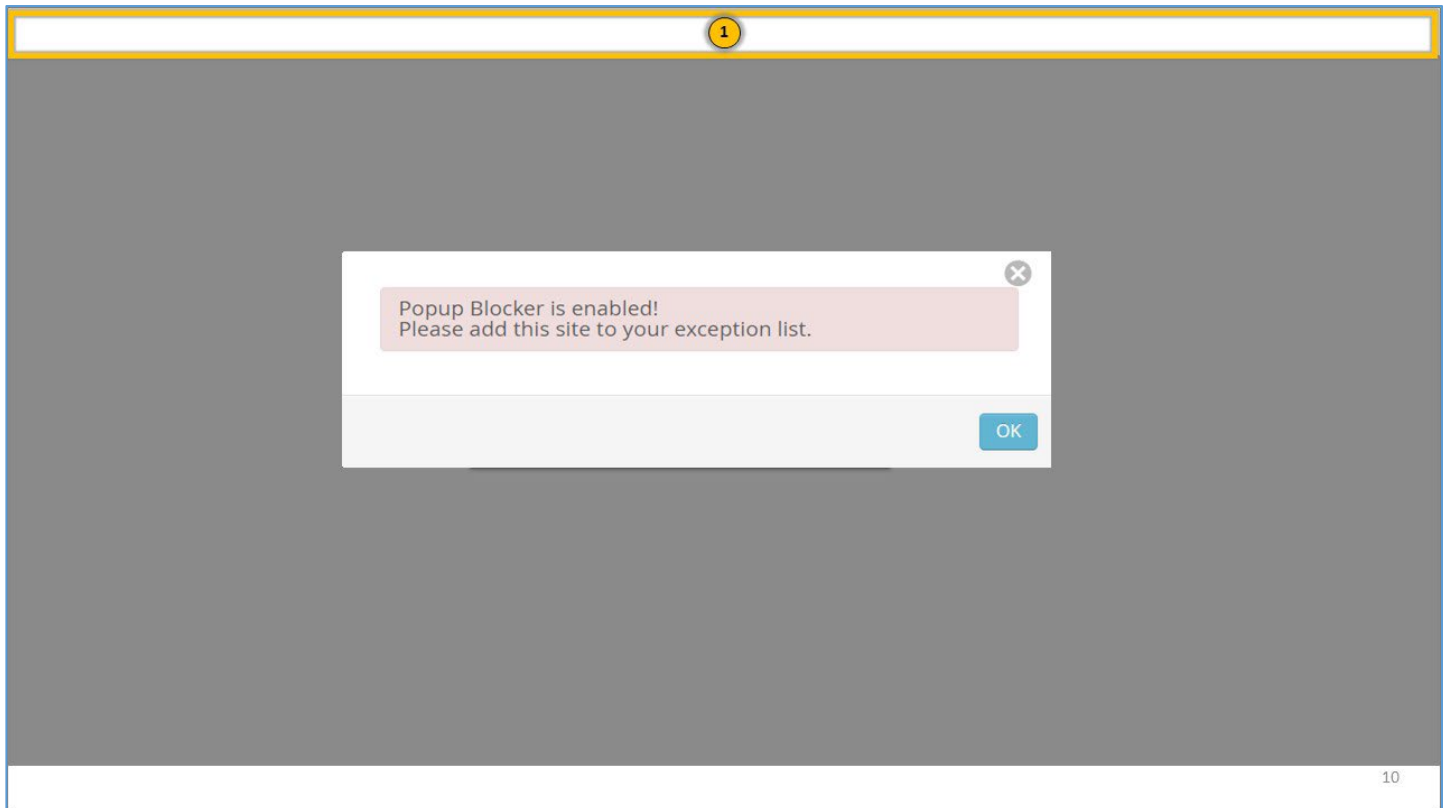
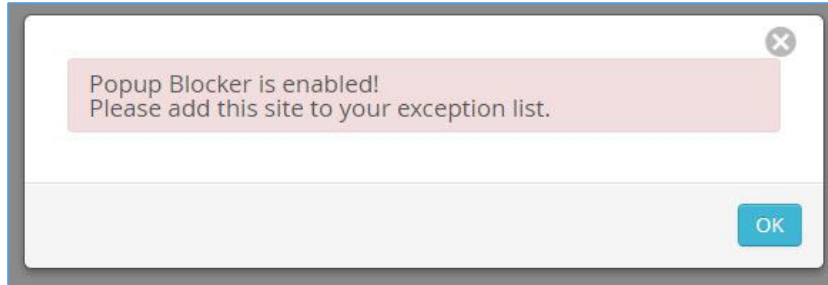


Important information about browser popup windows

- When the Launch button is clicked, the Online Course will be launched in a second browser window, called a popup window.
- The original browser window (shown above) that shows the **Learning Center** stays open and moves to the background.
- The second browser window that displays the selected course opens directly over the first window as a popup window and will fill the entire screen. This happens very quickly, so it may not be obvious that two stacked windows are now open.
- The online course will be displayed in the popup- or top window.
- The browser window with the **Learning Center** page stays open in the background.

Important note

- **Browsers are set up to block popup windows by default.**
- When you try to launch an online course for the first time, expect the browser to prevent the popup window from opening. **As a result, the online course will not launch.**
- If the course popup window cannot be opened, you should see the message below.
- Select **OK** to close the message. Follow the steps below to allow popups for Council courses.



- Most Internet browsers will display a message at the top of the page ❶ that an attempt was made to launch a popup.
- The browser will ask if the popup should be allowed and provides several options to choose from.


Allow popup windows

- When prompted, **you must allow popups for <https://safetycodescouncil.innovatia.net>.**
- **If you do not allow popups, you will be unable to take any Council online courses.**
- Follow the instructions on the following pages to allow popups **for the specific browser you are using.**

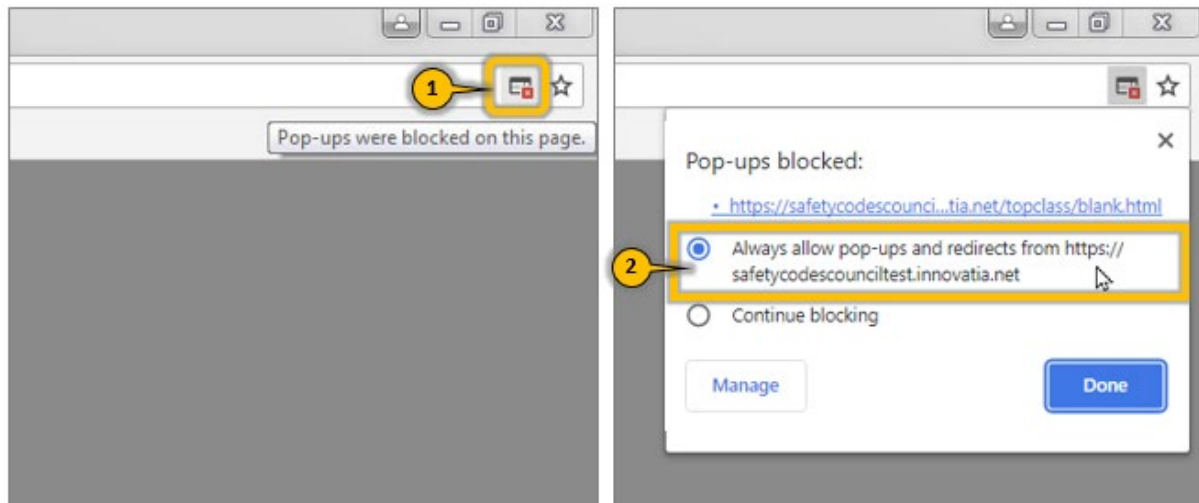
Note

- **Google Chrome** and **Microsoft Edge (Chromium)** are the preferred browsers for Safety Codes Council's online courses.
- Other browsers may not fully support all the functions of the online courses.
- Internet Explorer 11 is **not** a supported browser for Safety Codes Council's online courses and should not be used.

Allowing Popups for the Google Chrome browser

- By default, Chrome blocks popups.
- To indicate that a popup window was blocked, the address bar displays a small popup blocked icon  on the far right-hand side of the address bar ❶ as shown in the image below. The icon is small and easy to miss.


Allowing popup's for the Chrome Browser

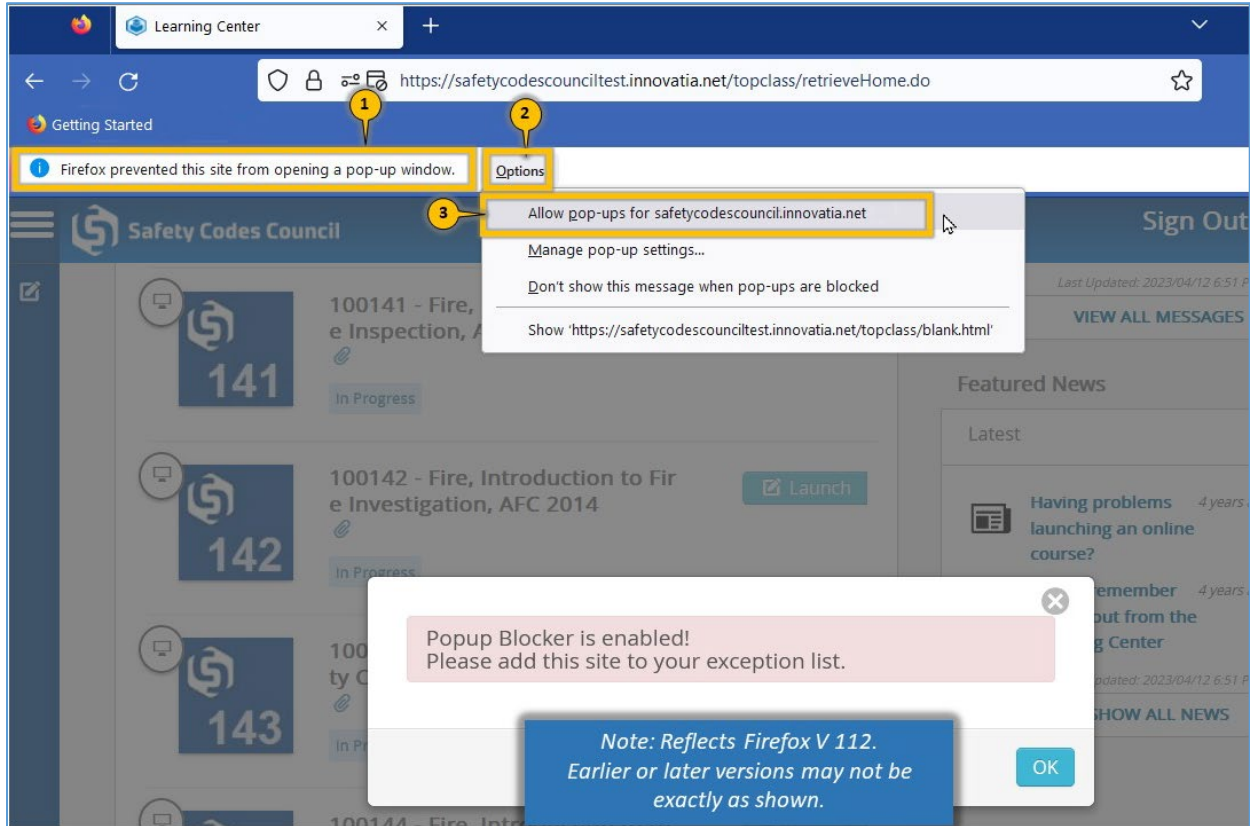


*Note: Reflects Chrome V 112.
Earlier or later versions may not be
exactly as shown.*

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Steps to allow popups for the Learning Center

1. Select the **Popup blocked icon** ❶.
2. Select **Always allow pop-ups from https://safetycodescouncil.innovatia.net** ❷.
3. Select **Done**.
4. Reload the online course browser page using the browser button  or press the **F5** key if using a PC keyboard.
5. You should again see the **Learning Center** page with the list of online courses.
6. **Launch** your course.



Firefox browser

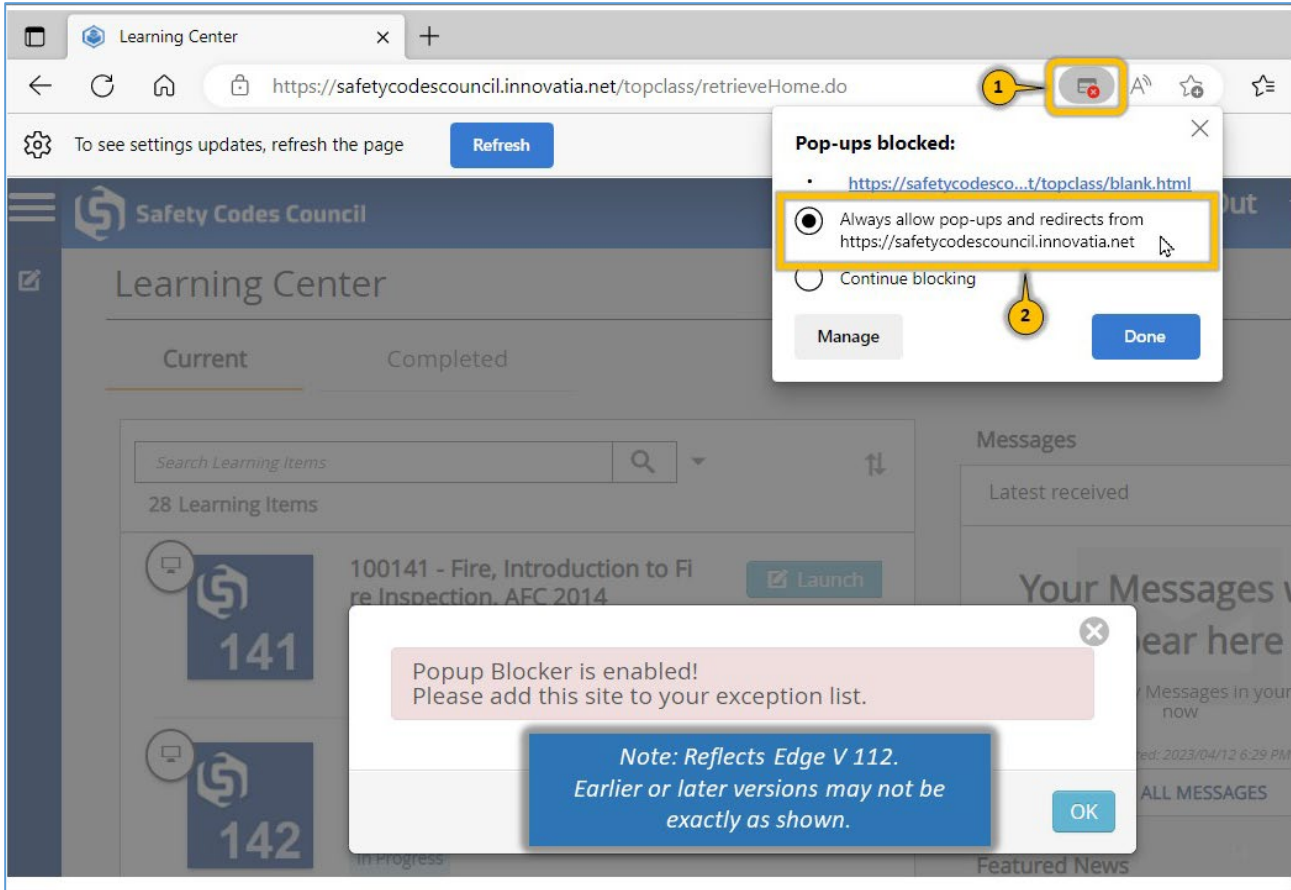
- By default, Firefox blocks popups from opening.
- When a popup is blocked, the yellow popup information bar ❶ is displayed.

Steps to allow popups from the Learning Center

1. When the popup information bar is displayed, select **Options** ❷
2. From the choices presented, select **Allow pop-ups for https://safetycodescouncil.innovatia.net** ❸.
3. Close the **Options** page if it is still open.
4. If you see a blank / white page after allowing popups, close this window.
5. You should see the **Learning Center** page.
6. **Launch** your course.

Internet Explorer 11 (IE) Browser


Effective 1 January 2022, Internet Explorer 11 is no longer a supported browser for Safety Codes Council's online courses.



Microsoft Edge Chromium Browser

- By default, Edge blocks popups from opening.

Steps to allow popups for the Learning Center

1. Select the **Popup blocked icon** ❶.
2. Select **Always allow pop-ups from https://safetycodescouncil.innovatia.net** ❷.
3. Select **Done**.
4. Reload the browser page using the browser button  or press the **F5** key if using a PC keyboard.
5. You should again see the **Learning Center** page with the list of online courses.
6. **Launch** your course.



100203 Building, Part 9 Fire Protection, Health and Safety: NBC - 2019 Alberta Edition

START COURSE



If Popups are allowed, the course will open when **Launch** is selected on the Learning Center page.


The image above is the **Title Page** or starting point for the selected online course. All Council online courses have a title page similar to this one, so if you can see the title page then you have successfully disabled popups.

Note: Once popups have been allowed once, you should be able to take all your Council online courses in the future.

Important Note

While busy with an online course, **DO NOT use the browser Back and Next buttons** located at the top of the browser window. **Use only the navigation controls provided within the course itself.**

How to Exit an Online Course



100115 V1 Fire, Introduction to Written Communication for Fire Safety Codes Officers

100% COMPLETE

Course Syllabus

Printable Version of Course

MODULE 1

- Module 1: Elements of Written Communication (Part 1)
- Module 1: Elements of Written Communication (Part 2)
- Module 1: Elements of Written Communication (Part 3)
- Module 1: Self-Tests 1, 2 and 3
- Module 1: Written Assignment 1

Course Syllabus

Below is a link to download the course syllabus. Information on the course, such as objectives, evaluation, assignments, and special instructions, is available in this PDF document. You should read it in its entirety before you proceed to other modules.

[Course 100115 Syllabus](#)

Safety Codes Council Training Pr


Follow this [link](#) for more information regarding Council Trainin

SAVE RESULTS AND EXIT

- When you have completed a course, choose **SAVE RESULTS AND EXIT**.
- This action saves your data, closes this window, and returns you to the **Learning Center** page.

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Important information about exiting an online course

- It is unlikely that you will complete an entire online course in a single session.
- Whenever you complete an online learning session, it is essential that you select **SAVE RESULTS AND EXIT** located near the top right-hand corner of the browser window.
- This important action will save your progress and then automatically close the online course window.
- DO NOT** simply close the browser window using the close window button . If you do this, any data related to your progress during this training session will not be recorded.
- If you saved your results by selecting **SAVE RESULTS AND EXIT** at the end of your last online session, your overall progress and the status of each module will load the next time you resume your course. You will be able to continue on from where you left off previously.
- If you close the browser window at the end of a training session without saving, there will be no record of the training that you completed before.

Online Course Functional Overview

- An optional course was assigned to you called **Online Course Functional Overview**.
- It is highly recommended that you review this course before you attempt any of the online courses that you have purchased.
- The course will guide you to get the most out of your online learning experience.