WELCOME ~~Surge~~ TO

Learning.Quality.Policy

HOW TO ACCESS SURGE LEARNING

To access Surge Learning, please visit our website
www.surgelearning.ca

Surge Learning is web-based, therefore you can access it via the web—from your workplace, from your home, from your mobile devices, and any place with accessible Wi-Fi!

Once you have reached our website, Click **Login** on the top right of
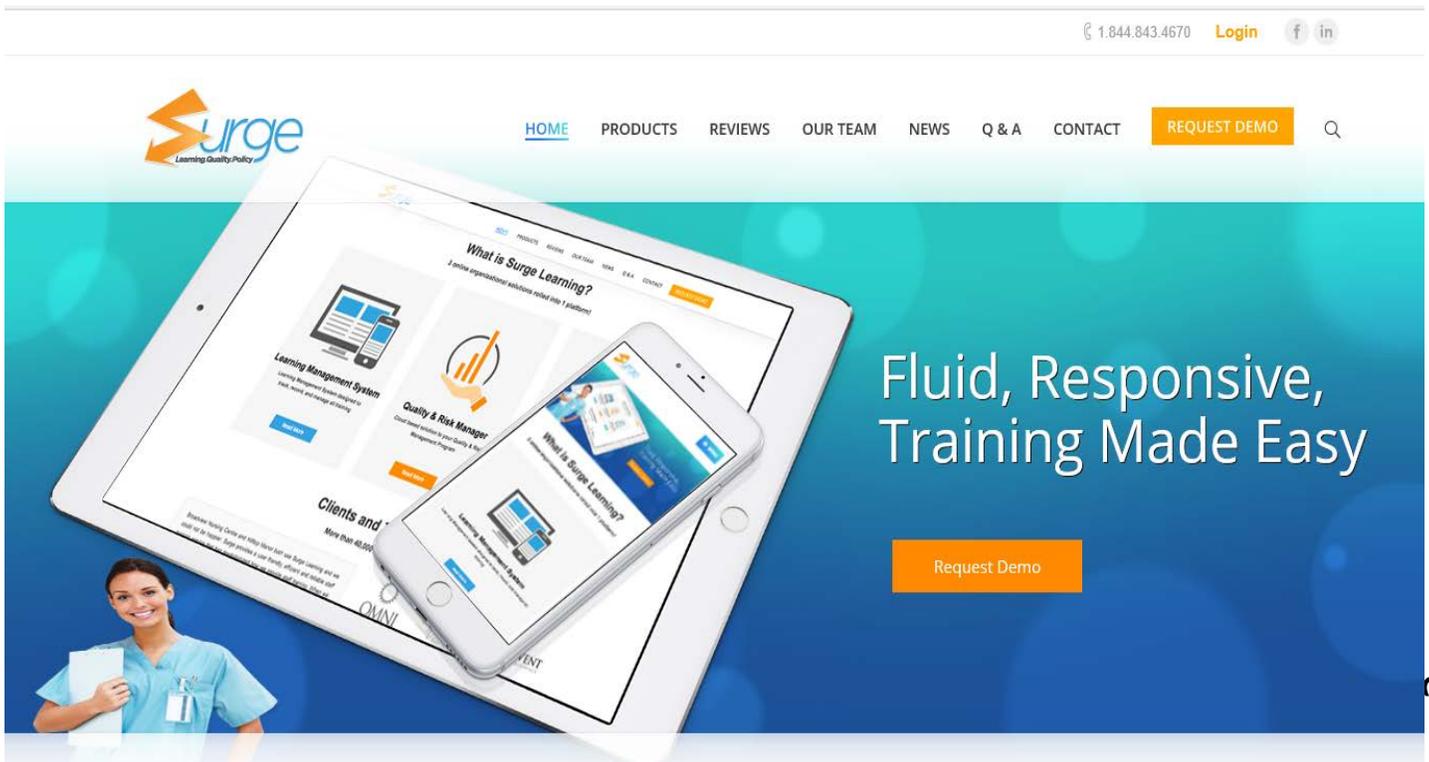our webpage

How to Log In to Surge Learning

STEP ONE

STEP TWO

STEP THREE

sitecode.username

password

Remember site code

Sign in

1.844.843.4670   Login

HOME   PRODUCTS   REVIEWS   OUR TEAM   NEWS   Q & A   CONTACT   REQUEST DEMO

Fluid, Responsive,
Training Made Easy

Request Demo

STEP ONE: TYPE IN YOUR USERNAME

1. Enter in your site code followed by a period (.)
2. Type the FIRST FOUR LETTERS of surname, followed by the initial of your first name. (For Example: Jane smith would be **sitecode.smitj**)

STEP TWO: TYPE IN YOUR PASSWORD

Your password: will be provided to you

STEP THREE: CLICK "SIGN IN"

When you log into Surge Learning for the first time, you may be prompted to change your password. You will not be able to proceed until this step has been completed.

PLEASE CHANGE YOUR PASSWORD

For better security, please update your password. Choose something that is hard to guess but that you will remember.

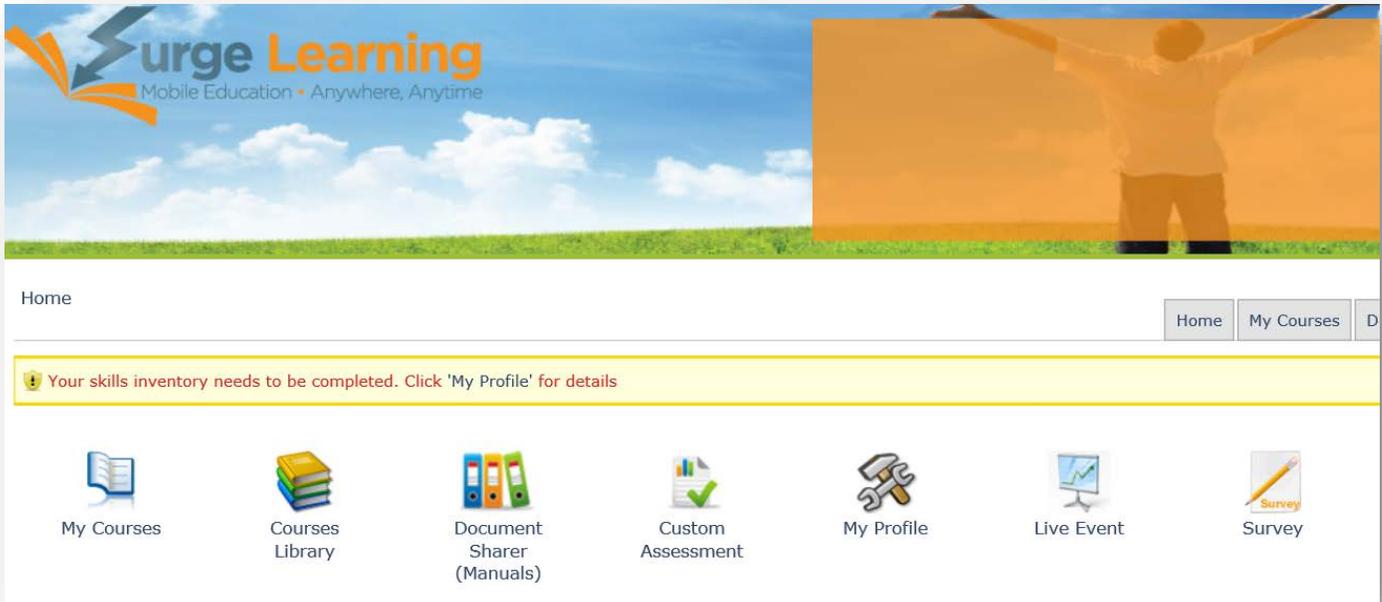- Password must be minimum 5 characters
- Please do not use spaces

New Password

[   ]

Confirm Password

[   ]

Education Coordinators have the ability to turn this feature on or off

Welcome to Your Home Page!

FUNCTION	WHAT IS IT FOR ...
My Courses	Courses that have been ASSIGNED to you**, whether to yourself individually or as a department**
Courses Library	Resource Library of OPTIONAL e-learning courses
Document Sharer (Manuals)	Resources that you can read at your own pace (ie: Handouts, Policies and Procedures)
Custom Assessment	Identifies your learning goals and provides an evaluation of your organization's staff development program
My Profile	Change your Password and complete a skills inventory
Live Events	Attendance tracking for in-services and instructor facilitated education
Survey	Allows the organization to invite staff to take an anonymous survey to collect feedback and data

Managing Your Profile

My Profile

1. In your Home Screen, click on My Profile

In this screen you can:

- **Add your email (optional)**
- **Change your password**
- **Check to receive Surge Correspondence (Newsletters, version release updates, etc)**
- **Check to receive Weekly Status Emails – A GREAT way to get a snapshot of what's coming due that week, sent right to your email!**
- **Update your Skills Inventory (if set up by your Organization)**

Custom Assessments

Custom Assessment

Q: How will I know if I have a Custom Assessment to do?

A: *When you log into Surge Learning it will tell you that you have an assessment to do if one has been assigned*

Q: How do I complete it?

A: *Click on the* Custom Assessment *word in your reminder (see picture above) or click on the icon itself*

Custom Assessment

Once you have entered Custom Assessment, Click on the name of the assessment. Answer the following questions fully, and click SUBMIT to finish. This helps your organization identify the learning needs of the staff, and evaluate the effectiveness of their Education Program offered to promote staff development.

Custom Assessment

Question	Answers
In your opinion, how is the educational program benefiting your professional development?:	○ I find it very beneficial ○ I find it repetitive and not beneficial ○ Sometimes it is useful
How could the educational program better meet your learning needs?:	○ Off site training opportunities ○ Relevant guest speakers ○ Fun awareness weeks
Which presentation style do you find the most effective? (Please choose all that apply) :	☐ Flip chart ☐ Handouts ☐ Group work and role play ☐ Videos

Completion of Required Courses

My Courses

When education, policies and procedures are assigned to you, whether individually or to your department, you will find those items in My Courses.

Home >> My Courses

| Home | My Courses | Document Sharer |

My Course History Courses Library

My Required Courses

Search

🔍 Search For Course...   Go

Show incomplete only ▼
incomplete only
complete and incomplete

Legend:
▢ - Past due
▢ - Coming Due

▬ Title	Length	Department	Due Date	Course Completed	Test Completed

Number of Courses: 0
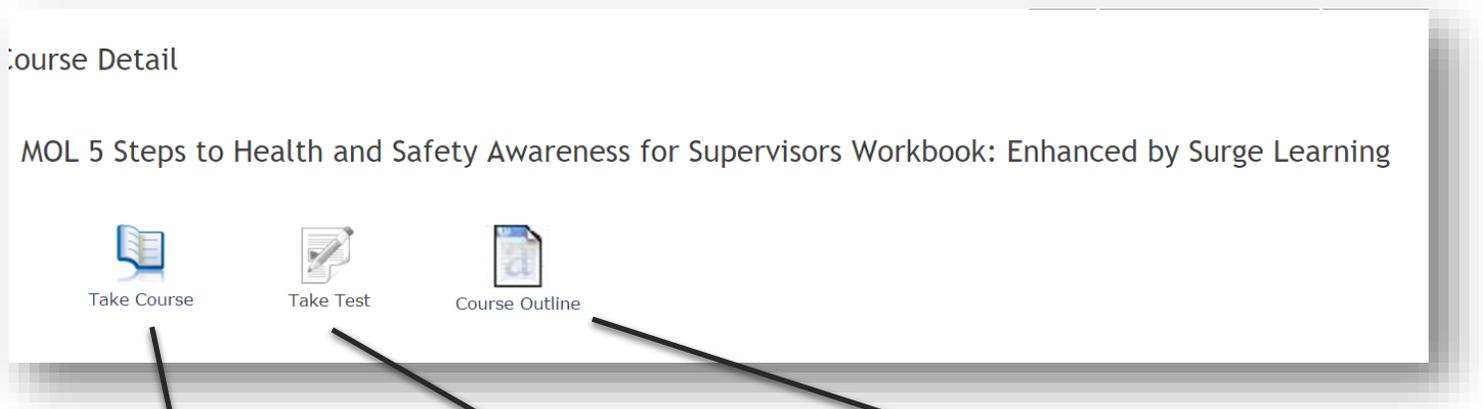Total Course Time: 0 hour(s) 0 minutes 0 seconds

The colour legend on the right of page, helps you identify priority courses:

- **Pink:** Courses that are highlighted in pink are Past Due
- **Yellow:** Courses that are highlighted in yellow are Coming Due within a 30 day period

  ▢ - Past due
  ▢ - Coming Due

How Do I Take a Course?

Click on the title of the Course/Policy you wish to take. You will then see a screen that looks similar to this:

Course Detail

MOL 5 Steps to Health and Safety Awareness for Supervisors Workbook: Enhanced by Surge Learning

Take Course   Take Test   Course Outline

Take Course:
View the Course here. Unless it is a policy, it will be a video with sound. Ensure your mobile device speakers are turned on or you have headphones available.

Take Test:
Once you have fully completed the course and you have entered your password to verify its completion, you will have access to the test.

Course Outline:
May provide information about the course, such as learning objectives and a summary of the topics reviewed in the presentation.

Length
00:06:57

Test Passing Rate
90%

LENGTH: The running time/duration of the video presentation. This time does not factor in the time it takes to complete the test.
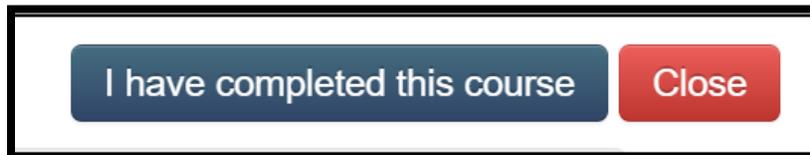
TEST PASSING RATE: The percentage needed to pass the test. The passing rate is determined by your organization.

How Do I Take a Course?

1. Click on Take Course

Take Course   Take Test   Course Outline

Your video/policy will load. Once you have watched the course, click on I have completed this course

I have completed this course   Close

Please watch the course fully. If you try to close the education without watching its full duration, the system will remind you that you have not watched the whole module.

The estimated time for this course is 00:04:48. You have currently only been on the course for 00:00:06.
Please return to the course and make sure you complete the entire content.

Completion time is recorded in your course history

Return to Course

Course Completion Verification

Once you have completed the course and clicked,

You will need to verify one of two things, by clicking on one of the options below:

- o You completed the course and understand the content
- o You completed the course and have a question for your supervisor

If you selected that you did not understand, you may type in a question in the field provided which will send directly to your supervisor

Enter your Surge Learning password and click SUBMIT

COURSE COMPLETION VERIFICATION

○ I have completed the education on Falls Prevention Part 1: An Introduction by Surge Learning Inc. and understand the content

⦿ I have completed the education on Falls Prevention Part 1: An Introduction by Surge Learning Inc. and have a question for my supervisor or education co-ordinator

```
I have a question about....
```

Please enter your Surge Learning password to verify yourself

[••••••••] [submit]

Proceeding to the Test

Once you have verified your understanding of the material and signed off on the Course as complete with your Surge Learning, you will notice that the test is now available.

Falls Prevention Part 1: An Introduction by Surge Learning Inc.
DEmo's own description

Take Course   Take Test   Course Outline

Click on TAKE TEST to proceed to the quiz

You will notice the passing rate at the top of the screen. This passing rate is set by your organization. For each question, click on your answers and complete ALL questions. **Click SUBMIT** and Surge Learning will mark your test right away!

Back to Course

Course Title	Falls Prevention Part 1: An Introduction by Surge Learning Inc.
Passing Rate:	80%

Questions	Options
A serious injury includes:	○ A. Fractures ○ B. Lacerations requiring sutures ○ C. An injury requiring assessment in ER or admission to hospital ○ D. The result of every fall ◉ E. A, B, and C only
A _____ is defined as a sudden and unintentional change in position resulting in an individual landing at a lower level such as on an object, the floor, or the ground, with or without injury	○ A. Near Miss ◉ B. A fall ○ C. Serious Injury

Marking the Test

Surge Learning will indicate if you did not pass the test, and will display the percentage you obtained.

Back to Course

Course Title	Falls Prevention Part 1: An Introduction by Surge Learning Inc.
Passing Rate:	80%
Name:	Amanda France
Total Score:	50% ← *Your test results*
Date Taken:	November 30, 2015
Remarks	Sorry you did not pass the test. Passing score is 80%, you need to retake the test

Questions	Answers and Rationale
A _____ is defined as a sudden and unintentional change in position resulting in an individual landing at a lower level such as on an object, the floor, or the ground, with or without injury	B. A fall ✓
A serious injury includes:	A. Fractures ✗ Rationale: The correct answer is E. Fractures, lacerations requiring sutures, AND any injury requiring assessment in ER or admission to hospital are all considered serious injuries
TRUE OR FALSE: The more risk factors the resident has, the	True ✓

You will be able to see what questions you answered correctly, and which ones were incorrect. If you did not pass the test and you would like to retake it, please click on **Back to Course** on the top right and complete the same steps you did taking the test the first time.

If you need to retake the test, please note: YOU DO NOT NEED TO TAKE THE COURSE AGAIN.... Unless you want to !

When you have successfully completed the test, a checkmark will appear, indicating it is officially complete.

A course is FULLY complete, when BOTH the course and the test have been completed fully.

Take Course   Take Test   Course Outline

Surge Learning will track the completion dates and times of both the course and the test. You can even print a certificate for your records if you like!

Course Completed	Test Completed
November 30, 2015 10:50	November 30, 2015 11:15 100%
	November 30, 2015 11:01 50%

Leave Feedback About This Course