



Unpaid Post-Secondary Placement Student Online Training Guide

WELCOME!

The WRDSB **Online Training Centre** offers our unpaid post-secondary students a convenient way to complete required orientation training. The Online Training Centre can be accessed 24 hours a day, 7 days a week at vtrain.wrdsb.ca.

What is needed to access the Online Training Centre?

You will need a computer with an up-to-date web browser (Chrome or Firefox are recommended), internet access, Flash Player - Version 10 (minimum), speakers/audio, and a registered email and password.

To register your email and create a password, self-enrol in the WRDSB online training by going to vtrain.wrdsb.ca/enroll/8YLXJE.

Please note: an email with instructions to confirm your email address will be sent upon self-enrolment. Future attempts to log into the Online Training Centre will fail until your email address has been confirmed.

To complete required online training, please visit vtrain.wrdsb.ca and follow steps 1, 2, 3, and 4.



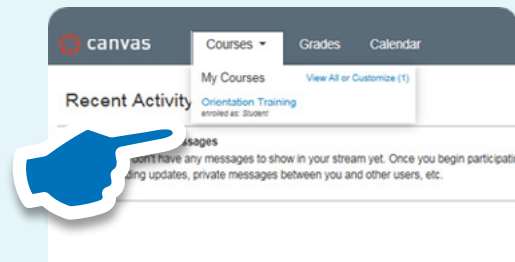
Step 1

Enter your registered **email** and **password** to log in and access required training.

A screenshot of the Canvas login interface. It features the Canvas logo at the top left, followed by two input fields labeled "Email" and "Password". Below these fields are the options "Stay signed in" and "Don't know your password?". A blue "Log In" button is positioned to the right of the password field.

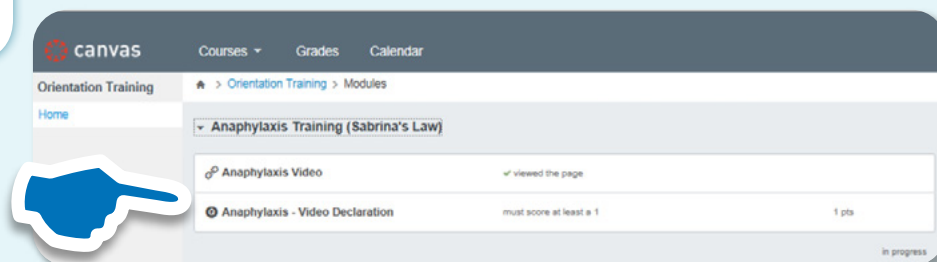
Step 2

Choose "Orientation Training" from the **Courses** drop down menu.



Step 3

Click on the video link and watch the video to completion.



Step 4

Video Declaration and Quiz:

After viewing the training video, click on the **NEXT** button located at the bottom right of the screen to advance to the next part of the training.

The module is complete when all components of the course have been viewed and the mandatory question *or* quiz has been successfully completed.

Complete all modules to complete your online training.



Need help?

For inquiries or assistance please contact your WRDSB placement supervisor.



Waterloo Region District School Board
51 Ardel Avenue, Kitchener, ON N2C 2R5
Phone: 519 570 0003 • www.wrdsb.ca