How Do I Launch and Take an e-Learning Course?

1. To launch an e-Learning course (eCourse) you have registered for, go to the ‘My Registrations’ tab. If you haven’t register for the course yet, you can follow the ‘How Do I Search and Register for a Course’ guide, available in the ‘How Do I’ section in the ‘Home’ tab.

2. From the ‘My Registrations’ tab, under ‘All Courses’, you will see all of the courses you have registered for. Find the e-Learning course and select ‘Launch’.
3. The e-Learning course will open in a new window. You can choose which version of the eCourse to review (e.g. Watch it, Listen to it, Read it, etc.). You will also find additional information here.

4. For example, you can select 'Watch it'. A new window will open and you can go through the course at your own pace. Please note that you are now leaving the LearnON window. To avoid being logged out of the system, please refresh the LearnON window regularly (e.g. every 10 minutes) by moving your mouse or cursor on the LearnON window or by selecting the refresh button (F5). The LearnON system automatically logs you off after 20 minutes of inactivity for security reasons.
If you need to exit the course before you have completed it, you can close the window and go back to it later by completing the steps 1-3 above.

6. Once you have completed the e-Learning course, don't forget to select the ‘Confirm completion’ button or link to ensure the course details appear in your ‘My Learning History’ and your transcript.

Example of confirmation button:
Example of confirmation link:

7. After selecting the ‘Confirm completion’ button or link, you will be re-directed to the completion window. Select ‘Start’.

8. Select ‘True’ to confirm that you have reviewed the content of the e-course and completed the quiz and then select ‘Submit Answer’.
9. Select ‘Continue’

10. Select ‘Continue’ again

11. Select ‘Finish’

12. Once successful, you should see a confirmation message congratulating you on your completion. Select ‘Close’ and then ‘Yes’ to confirm the closing.
13. After closing the eCourse window, you can return to the window with viewing choices to complete the eCourse Evaluation Feedback Form. Your feedback helps us to continually improve.

A new window with feedback survey will open.

Complete the survey and select ‘Done’.
15. Return to LearnON screen and go to the ‘My Learning History’ tab to see your course listed as complete. The ‘Launch’ button will appear next to all e-Learning courses so that you can re-launch the course again from here at any time you might need it.

If you have any issues, please contact Service Desk: If you are on OPS computer / network, complete this online form. Alternatively, if you are not on OPS computer / network, call 416-246-7171 (for GTA) or 1-888-677-4873 (outside of GTA) or email opssd@ontario.ca.

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