

Staff and Volunteer Dedicated Space Navigation Tutorial

User Tutorial

Navigating the Staff and Volunteer Dedicated Space



Before You Can Access the Dedicated Space...

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- Step 1** Create an ALZeducate account if you do not already have one.
 www.alzeducate.ca
- Step 2** Request permission to access the dedicated space, using your staff email (for ASiO staff). Please take a moment to email your request now.
 alzeducate@alzon.ca
- Step 3** Log in to your ALZeducate account. Once permission has been granted, you will see the dedicated space for staff and volunteers.



****Note:** Volunteers will use their own email account (unless they have an Alzheimer Society email) and indicate which local Society they are with.

Dashboard

The screenshot shows the ALZeducate dashboard interface. At the top, there is a navigation bar with the ALZeducate logo on the left and 'HOME' and 'DASHBOARD' links on the right. A blue callout box with white text is positioned over the 'DASHBOARD' link and the 'Dashboard' button in the left sidebar. The callout text reads: "You will be automatically taken to your *Dashboard* when you log in to ALZeducate. You can also access your Dashboard anytime by clicking here." The 'Dashboard' button in the sidebar is highlighted with a yellow border. Below the navigation bar, the dashboard is divided into several sections: a left sidebar with 'Start' and various menu items (Profile, Grades, Calendar, Private files, Reports, Preferences, Log out); a main content area with three cards: 'Profile' (with a blue person icon), 'My Courses' (with an orange icon of a person and a book), and 'Available Courses' (with an orange icon of a person and a computer); a 'Timeline' section with 'Next 7 days' and 'Sort by dates' dropdowns; and a 'Recently accessed items' section with a list of items, including 'Maximizing Your Brain Health...'. The footer of the dashboard features the ALZeducate logo.

Finding the Staff and Volunteers Dedicated Space

This screenshot shows the same ALZeducate dashboard interface as the previous one. A blue callout box with white text is positioned over the 'Available Courses' card. The callout text reads: "To find the Staff/Volunteer Dedicated Space, click on *Available Courses*." The 'Available Courses' card is highlighted with a yellow border, and a black arrow points to the card. The rest of the dashboard layout, including the navigation bar, sidebar, and other sections, is identical to the first screenshot.

What to Look For: Staff and Volunteers Dedicated Space

ALZeducate HOME DASHBOARD EDUCATION HELP SUPPORT US

Staff and Volunteers

Alzheimer Society Staff / Volunteers

Courses for Alzheimer Society staff and volunteers.

2 Course categories

ALZeducate

Courses and On-demand Learning Modules

ALZeducate HOME DASHBOARD EDUCATION HELP SUPPORT US

2 Course categories Alzheimer Society Staff / Volunteers

Alzheimer Society

Courses

In this section, you will find self-paced eLearning courses only available to staff and volunteers in Alzheimer Societies in Ontario. These courses include:
ASIO Orientation courses for leaders and

On-demand Learning Modules

In this section, you will find on-demand learning modules on a wide variety of topics including:
Elder Abuse
Medical Assistance in Dying (MAID)

There are two categories - Courses and On-demand Learning Modules. Click the one you want to explore

ALZeducate

Explore Learning Options Available

ALZeducate HOME DASHBOARD EDUCATION HELP SUPPORT US

ON-DEMAND LEARNING MODULES

Dashboard / Courses / Alzheimer S... / On-Demand...

Once in your chosen category, in this example *On-demand Learning Modules*, scroll down to see all the learning options available to you.

31 Courses | 1 Categories

Alzheimer Society Staff / Volunteers / On-demand Learning Modules

Search courses

ALZeducate

Choose a Course (i.e., On-demand Learning Module)

ALZeducate HOME DASHBOARD EDUCATION HELP SUPPORT US

On-demand Learning Modules
Dementia and 2SLGBTQI+ Equity
This on-demand learning module is focused on key recommendations from two qualitative research projects for supporting and affirming 2SLGBTQI+ clients, including people living with dementia, care partners and significant others.
Presenter: Dr. Celeste Pang, Egale Canada

On-demand Learning Modules
Medical Assistance in Dying (MAiD): Framework, Safeguards and Professional Obligations
This on-demand learning module provides a brief overview of MAiD including information around criteria and eligibility, procedural safeguards and how to navigate discussions around MAiD with people living with dementia and their care partners.
Presenter: Dr. Stefanie Greene

Click on the graphic for the on-demand learning module you wish to view/access.

ALZeducate

Enrol Me in a Course

The screenshot shows the top navigation bar of the ALZeducate website with links for HOME, DASHBOARD, EDUCATION, HELP, and SUPPORT US. The main header area is blue and contains the course title 'DEMENTIA AND 2SLGBTQI+ EQUITY' and a breadcrumb trail: Dashboard / Courses / Alzheimer S... / On-Demand... / Dementia A... / Enrol Me In ... / Enrolment ...

A dark blue callout box with a white downward arrow icon contains the text: "To access this on-demand learning module, scroll down to the bottom of the page and click *Enrol Me*."

Below this, the 'Enrolment options' section is visible. It features a rainbow flag image on the left. To the right, it says 'On-demand Learning Modules' and 'FREE'. The course title 'Dementia and 2SLGBTQI+ Equity' is followed by a description: "This on-demand learning module is focused on key recommendations from two qualitative research projects for supporting and affirming 2SLGBTQI+ clients, including people living with dementia, care partners and significant others." The presenter is listed as 'Dr. Celeste Pang, Egale Canada'.

The footer of the page features the ALZeducate logo.

This screenshot shows the same course page as above, but with a dark blue callout box overlaid on the 'Enrolment options' section. The callout box contains a white downward arrow icon and the text: "Scroll down to the bottom of the page and click *Enrol Me*."

Below the callout box, the 'Self enrolment (Participant)' section is expanded. It shows the text "No enrolment key required." and a button labeled "Enrol me". A black arrow points directly to the "Enrol me" button.

The footer of the page features the ALZeducate logo.

Start a Course/On-demand Learning Module

The screenshot shows the ALZeducate dashboard. The top navigation bar includes 'HOME', 'DASHBOARD', 'EDUCATION', 'HELP', and 'SUPPORT US'. On the left, a 'Start' menu lists 'Profile', 'Grades', 'Calendar', 'Private files', 'Reports', 'Preferences', and 'Log out'. The main content area features a learning module card with a rainbow background. A blue callout box with white text says: 'To start the Learning Module, click the blue icon on the course page.' A yellow box highlights the 'LEARNING MODULE' icon (a blue folder icon) on the card, with a black arrow pointing to it. The card text includes: 'This on-demand learning module focuses on key recommendations from two qualitative research clients, including people living with dementia, care partners, and significant others. Presenter: Dr. Celeste Pang, Egale Canada'. Below the card, a dropdown menu is open, showing the 'LEARNING MODULE' option with the same blue folder icon and the text 'Dementia and 2SLGBTQI+ Equity'. The ALZeducate logo is at the bottom left.

Return to Dashboard

The screenshot shows the ALZeducate dashboard with the 'DASHBOARD' link in the top navigation bar highlighted. A blue callout box with a white left-pointing arrow and white text says: 'Click here to return to your Dashboard.' A white mouse cursor is pointing at the 'DASHBOARD' link. The rest of the dashboard content is identical to the previous screenshot, showing the 'Start' menu and the learning module card. The ALZeducate logo is at the bottom left.

Dashboard: My Courses

You will see the on-demand learning module you just enrolled in under *My Courses*. Click *My Courses*.

View and Access Active Courses, Webinars and On-demand Learning Modules

You will see all of your active enrolments on this page. Click the course graphic to start, or continue, an on-demand learning module or course.

Search All

On-demand Learning Modules
Dementia and 2SLGBTQI+ Equity
Published 0% complete

This on-demand learning module is focused on key recommendations from two qualitative research projects for supporting and affirming 2SLGBTQI+ clients, including people living with dementia, care partners and significant others.

Enrolling in Courses

Enrolling in Courses

Follow these same instructions for exploring, and enrolling in, courses in the *Courses* category of the *Staff and Volunteers* Dedicated Space.



Need Help?

Need Help?

If at any time you need assistance accessing the *Staff and Volunteers* dedicated space, navigating your dashboard, finding or enrolling in courses, or accessing your courses, please reach out! We are here to support you!



alzeducate@alzon.ca

