



OUR TRAINING ROOM - USER GUIDE

This user guide is designed to help you effectively access and navigate the City of Burlington's learning management system, **Our Training Room** (OTR). We hope this guide provides you with clear instructions that are easy to follow.

If you have any questions related to OTR please contact OTR's Help Desk directly at 1-866-304-1272. If OTR is unable to assist you please feel free to contact Human Resources at learning@burlington.ca or call one of the HR staff members directly responsible for this system:

Sue Evfremidis	905-335-7600 x.7601
Dorothy Olah	905-335-7600 x.7554
Lynn Williams	905-335-7600 x.7626

OUR TRAINING ROOM: Table of Contents

How to access Our Training Room (OTR)	1
Login to the system	2
Forgot Password	2
Forgot Username	3
Home Page	3
My Binder	4
My Profile (including individual transcript)	5
Learning Events	
Filtering learning events	6
Viewing upcoming learning events	7
Registering for a learning event	9
Email confirmation & calendar invite	10
Waitlist	11
Opting out of a learning event within the deadline	11
Opting out of a learning event after the deadline	11
E-learning Courses	11
Support	12
Log Out	12

How to Access *Our Training Room (OTR)*

Access OTR from COBnet by selecting "Human Resources... OurTrainingRoom" or visit www.ourtrainingroom.com/burlington/ directly from any Internet browser.

The screenshot shows the COBnet staff intranet interface. At the top, there's a header with the COBnet logo and navigation links: Home, Phone Book, and a partially visible link. Below this is a main navigation bar with three tabs: "Our Organization", "Life and Career", and "Tools and Support". A breadcrumb trail is displayed below the tabs: "COBNet > Home Page > Divisions and Departments > City Manager's Office > Human Resources". The "Human Resources" link in the breadcrumb is circled in red. The main content area is titled "Human Resources" and contains a paragraph describing the department's role. Below this, there are three columns of content. The first column, "Learning and Development", lists several resources, with "OurTrainingRoom" circled in red. The second column, "Compensation and Benefits", lists "Salary and Hourly Rates", "Benefits", and "Total Rewards". The third column, "Health and", contains text about employer responsibilities and a "More »" link.

COBnet
staff intranet

[Home](#) | [Phone Book](#) |

Our Organization **Life and Career** **Tools and Support**

COBNet > [Home Page](#) > [Divisions and Departments](#) > [City Manager's Office](#) > [Human Resources](#)

Human Resources

Human Resources provides support to the organization in regards to benefits, compensation, health and safety, relations, learning and development, performance management, recruitment and many other areas. HR is set up in teams. A Human Resources Representative and a Human Resources Associate are responsible for assist certain departments and staff in those departments. Each Representative also has a specialty, Associates and the other Human Resources Staff.

Learning and Development

The City of Burlington is committed to supporting employee development by providing a wide variety of learning opportunities. [More](#)

- [OurTrainingRoom](#)
- [Learning & Development Calendar](#)
- [2013 Learning & Development Guide](#)
- [Leadership Program](#)
- [SEAB](#)

Compensation and Benefits

Information on salary/hourly rates and total rewards including OMERS, Standard Life, etc. [more](#)

- [Salary and Hourly Rates](#)
- [Benefits](#)
- [Total Rewards](#)

Health and Safety

As the employer, the City of Burlington is ultimately responsible for the health and safety of its employees. In this responsibility, Council Management will make every effort and measure to ensure that work practices and procedures are followed and those safe conditions are provided. For more information, see the [Internal Responsibility Statement](#).

[More »](#)

Login to the system

Once you have accessed OTR's webpage it will automatically bring you to the sign-in page. In order to login you must enter your username and password and click **Log In**.

CITY OF **Burlington**

Our Training Room

Email or Username:

Password:

[Forgot your password?](#)

Log In

support

Forgot Password

If you have forgotten your password please click '*Forgot your password?*' to have your password reset and sent to you via email. If you do not have an email address click 'Help' to be assisted by a member of OTR's Help Desk team.

Email or Username:

Password:

[Forgot your password?](#)

Log In

HELP DESK
Invalid Password

Would you like an email with instructions on resetting your password?

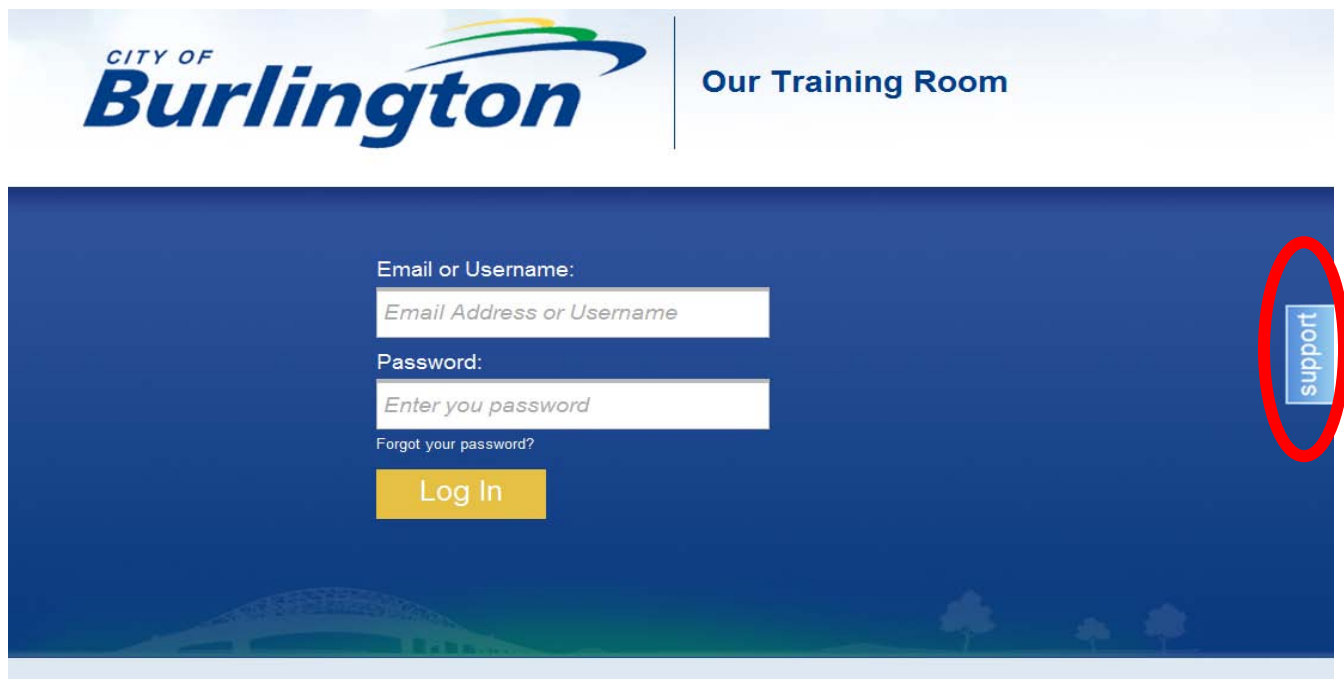
Reset My Password

If you do not have access to your email, or do not have an email address, please click **Help** below to contact a member of our support team.

Help

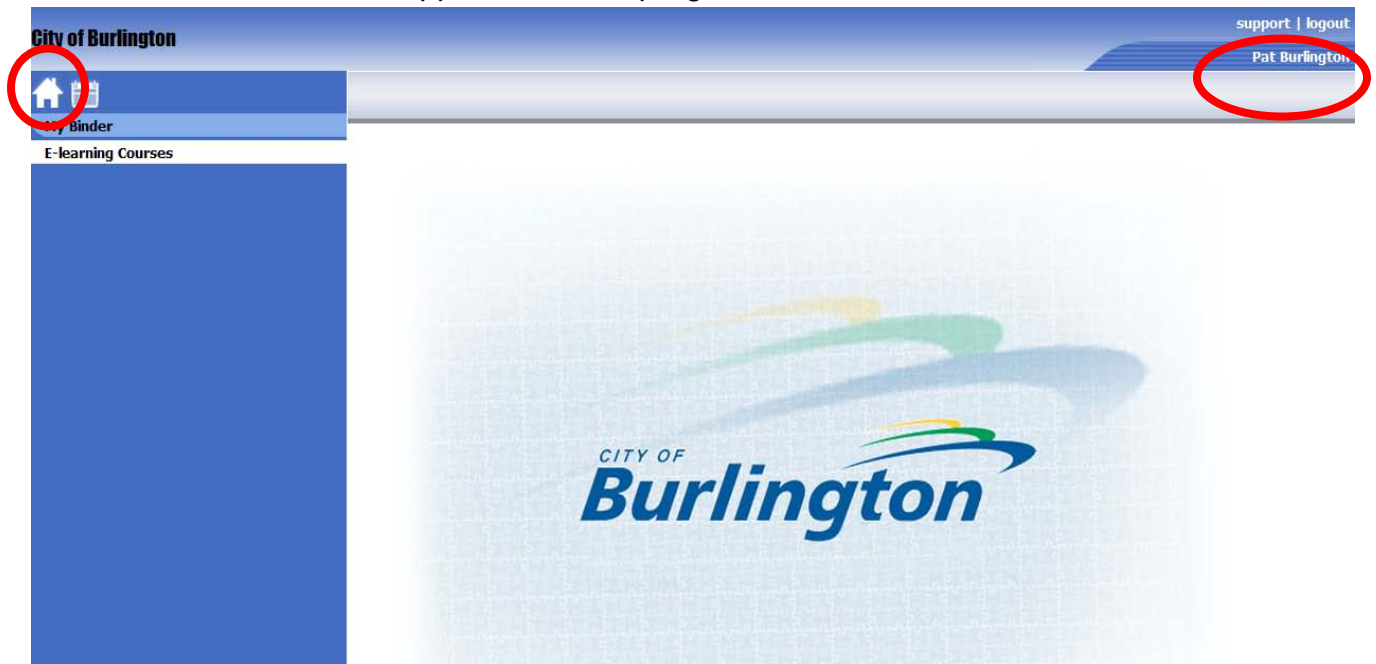
Forgot Username

If you have forgotten your username please click '**Support**' and you will be assisted by a member of OTR's Help Desk team.



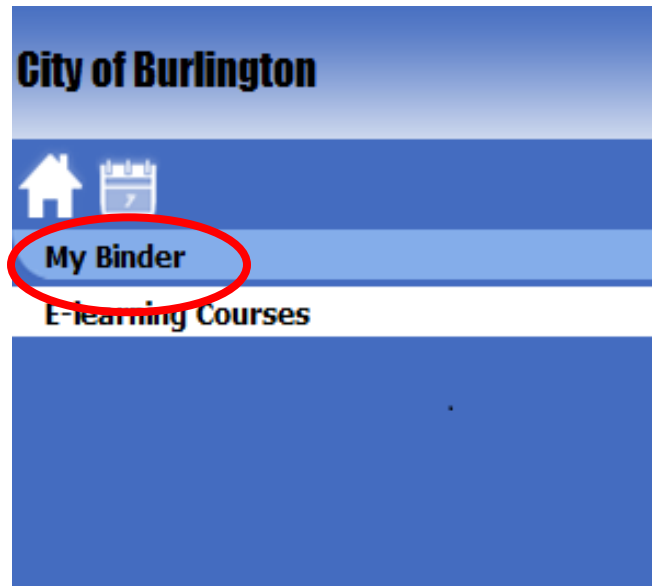
Home Page

Once you have successfully logged on you will immediately be taken to the **Home Page**. Your first and last name should appear on the top right hand corner.



My Binder

In order to access your personal profile, transcript and learning events you must click '*My Binder*'.



Once you click '*My Binder*' you will immediately be taken to the '*My Profile*' page.



My Profile

The **'My Profile'** page includes information pertaining to your unique **employee details** in addition to your individual **Transcript**. You may print your transcript at any time by simply clicking the **printer icon** found on the right hand side of your page.

City of Burlington support | logout
Pat Burlington

My Binder

- My Profile
- Learning Events
- E-learning Courses

My Profile

First Name: Pat Last Name: Burlington Email Address: learning@burlington.ca

Username: Employee ID #: 100015777 Direct Report / Supervisor:

My Groups: Full-time, HR, Non Union

save reset password Account Status: Active

Search By Name:

E-Learning Courses - No Records

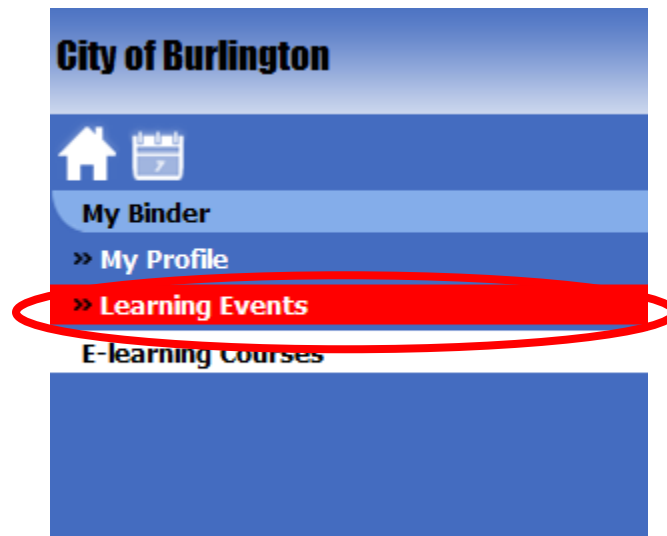
Learning Events - 6

Name	Category	Type	Event Date	Status
Customer Service Training	Corporate	Course	2/22/2012	Complete
Harassment Investigations	Health & Safety	Course	3/29/2012	Complete
Health & Safety Orientation	Health & Safety	Course	1/18/2012	Complete
Procurement 101	Corporate	Course	5/15/2012	Complete
Respect in the Workplace	Corporate	Course	2/9/2012	Complete
Supervisor Training H&S	Health & Safety	Course	2/1/2012	Complete

Please note: Your individual **Transcript** will identify courses as complete, incomplete or enrolled.

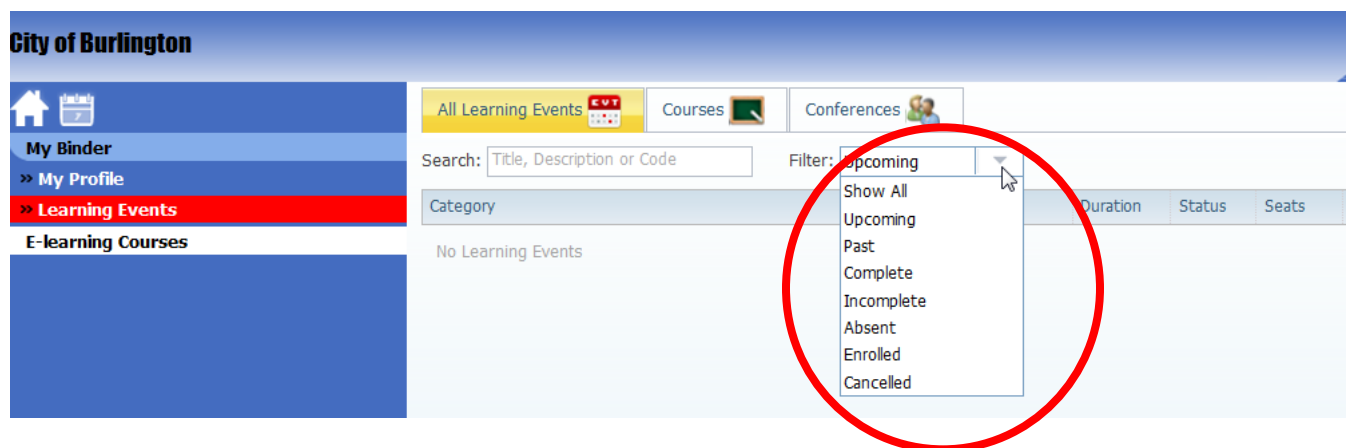
Learning Events

In order to be able to view upcoming learning events you will need to first click '**Learning Events**', located on the left hand side of the page.



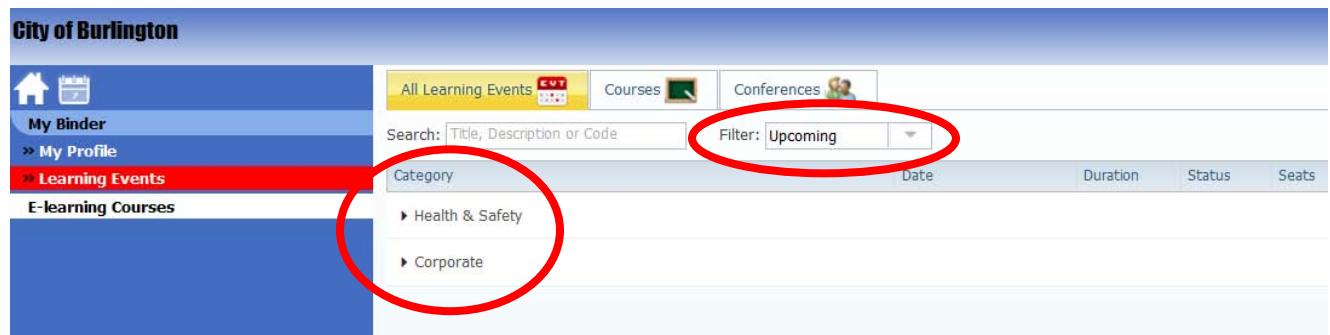
Filter field:

Use the **Filter** field in order to gain access to the learning events that you are interested in viewing. (You will primarily select 'Upcoming' from the drop down list.)

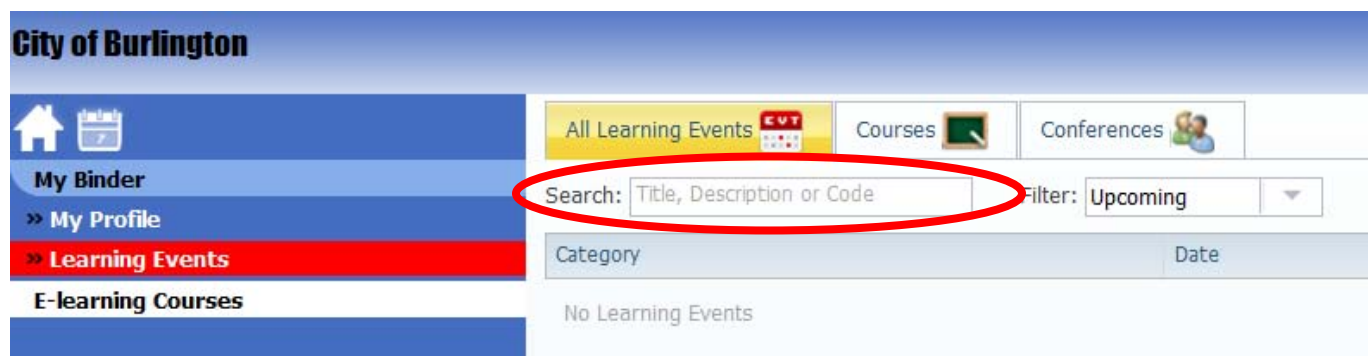


View upcoming learning events:

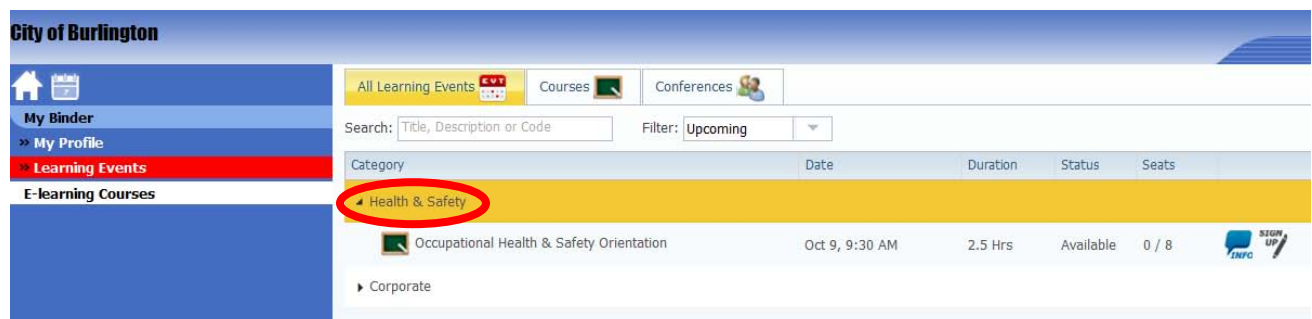
In order to see what is available to sign-up for you must first select 'Upcoming' in the filter field. This will automatically identify those learning events that are currently available, separated by category.













Please note: You may also search for a specific learning event by typing in the name of the learning event in the *Search* field.





Click on the arrow directly beside the category, in order to see the learning events that are currently available in that specific category.




Select the learning event you are interested in and click the '**INFO**' icon to read the details pertaining to that specific learning event. The learning details will show as an *Event Summary*.

All Learning Events 		Courses 	Conferences 	
Search:	<input type="text" value="Title, Description or Code"/>	Filter:	<input type="text" value="Upcoming"/>	
Category	Date	Duration	Status	Seats
▲ Health & Safety				
 Occupational Health & Safety Orientation	Oct 9, 9:30 AM	2.5 Hrs	Available	0 / 8  
▲ Corporate				
 Grammar & Proofreading Booster	Oct 17, 9:30 AM	2.5 Hrs	Available	1 / 16  

Event Summary 

Grammar & Proofreading Booster 

 **Details**

Event Date: 10/17/2013 | 9:30 AM - 12:00 PM
 Location: City Hall - Rm 247
 COB Contact(s): SUSAN EVFREIMIDIS, DOROTHY OLAH, LYNN WILLIAMS

Description:
Presenter: Jane Griesdorf – The Writing Consultants

Target Audience: Employees who wish to improve their editing and proof-reading skills.

Overview:
 Grammar is an essential and important skill in the professional world. This course will teach you how to spot and correct pesky grammar, punctuation, and style problems.

Participants will learn how the following 8 Parts of Speech work:

1. Sentence Structure Errors
2. Pronouns: Use and abuse of pronouns
3. Subject / Verb Agreement
4. Adjectives and Adverbs

Registering for a learning event:

Once you identified a learning event that you would like to sign-up for and have received Supervisory approval, simply click the **sign-up icon**.

The screenshot shows a web interface for learning events. At the top, there are tabs for 'All Learning Events', 'Courses', and 'Conferences'. Below these is a search bar and a filter dropdown set to 'Upcoming'. A table lists events with columns for Category, Date, Duration, Status, and Seats. Two events are visible: 'Occupational Health & Safety Orientation' and 'Grammar & Proofreading Booster'. The 'SIGN UP' icon for the second event is circled in red.

Category	Date	Duration	Status	Seats
Health & Safety	Oct 9, 9:30 AM	2.5 Hrs	Available	0 / 8
Corporate	Oct 17, 9:30 AM	2.5 Hrs	Available	1 / 16

You will then be prompted to confirm that you have received supervisory approval prior to signing up for the course.

A yellow dialog box is overlaid on the registration page, asking for confirmation of supervisory approval. The dialog box has a yellow background and a red border. It contains the text: 'Please confirm that you have received supervisory approval before proceeding.' Below the text are two buttons: 'Yes' and 'No'.


If you answer yes to the above question (and there are seats available) your status will immediately change to enrolled. ***Congratulations, you are now registered!*** (Yes, it's that easy.)

The screenshot shows the same registration page as before, but the status of the 'Grammar & Proofreading Booster' course has changed to 'Enrolled'. The 'Enrolled' status is circled in green.

Category	Date	Duration	Status	Seats
Corporate	Oct 17, 9:30 AM	2.5 Hrs	Enrolled	1 / 16

Email Confirmation & Calendar Invite:

In addition to having your status immediately change to 'enrolled', if you have an email address you will also receive an email confirmation including a calendar invite that can be saved directly to your calendar. **Important:** you must actually open the calendar attachment in order to save it to your calendar.

From: support@ourtrainingroom.com
To: Evfremidis, Sue
Cc:
Subject: Grammar & Proofreading Booster Event Registration
Attachments:  calendar.ics (575 B)

OurTrainingRoom.com

Your Training Center for Rapid eLearning

This is to confirm that you have been enrolled in the Event named ***Grammar & Proofreading Booster***.

Event Date: 2013-10-17 (9:30am - 12:00pm)

Location: City Hall - Rm 247

Description:

Presenter: Jane Griesdorf – The Writing Consultants

Target Audience: Employees who wish to improve their editing and proof-reading skills.

Overview:

Grammar is an essential and important skill in the professional world. This course will teach you how to solve grammar problems.

Participants will learn how the following 8 Parts of Speech work:

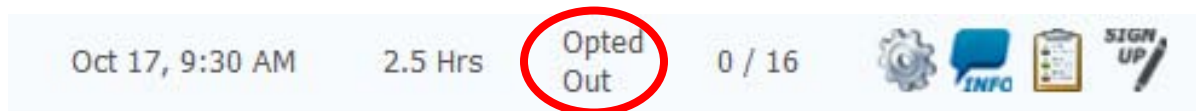
1. Sentence Structure Errors
2. Pronouns: Use and abuse of pronouns
3. Subject / Verb Agreement
4. Adjectives and Adverbs
5. Misplaced Modifiers and Dangling Participles

Waitlist:

If there are no spots available you will be placed on a waitlist and the system will notify you if a spot becomes available. Your status will show as ***'Waitlist'***.

Opting out of a learning event within the regular withdrawal deadline:

Simply click the ***'Opt Out'*** icon and you will be immediately removed from the learning event. Your status will show as ***'Opted Out'***.



Opting out of a learning event outside of the regular withdrawal deadline:

The ***'Opt Out'*** icon will no longer be available therefore you will need to send an email to learning@burlington.ca in order to be removed from the learning event. (A dept. charge-back will be applied.)

E-Learning:

If there are e-learning opportunities available for you to take they will be listed below the ***'E-learning Courses'*** title. Simply click on the specific e-learning title and you are now learning on-demand. (Currently there are no e-learning courses available.)

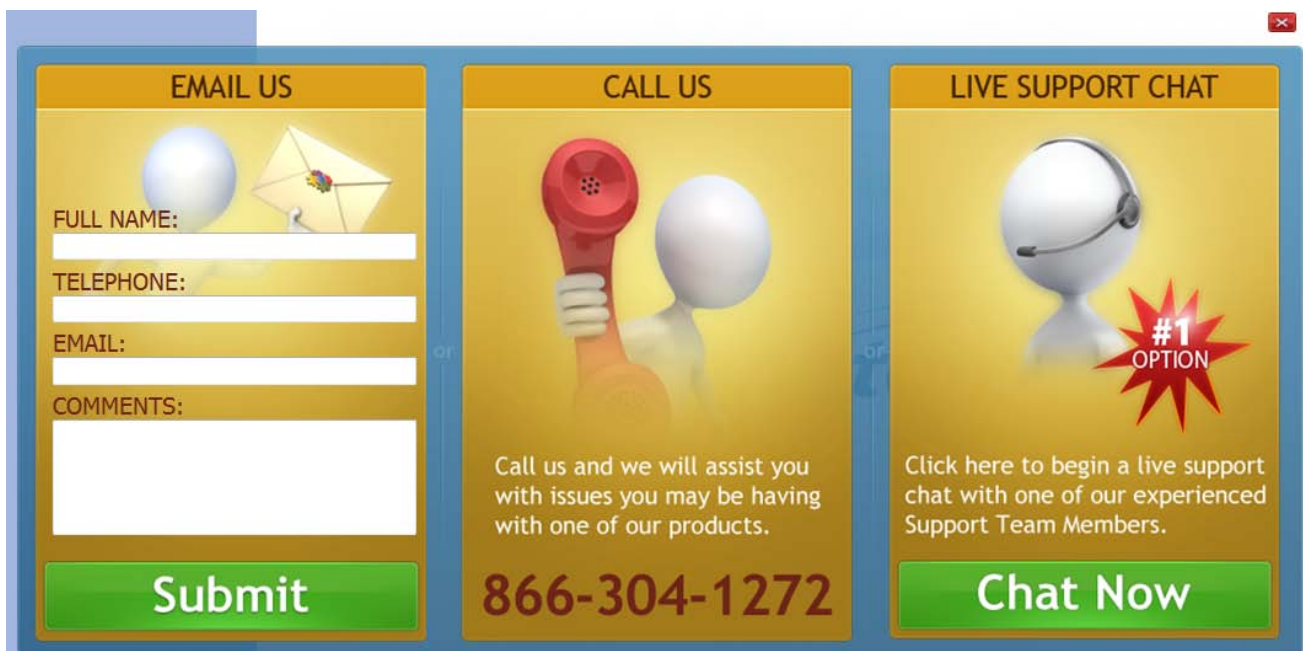


Support:

If you have any questions while you are accessing OTR, simply click '**support**' found on the top right hand corner of the page.



Once you click '**support**' you will be provided with the following support options: (If OTR is unable to answer your question please do not hesitate to contact learning@burlington.ca.)



Logout:

Simply click '**logout**' and you will be taken back to the sign-in page.



