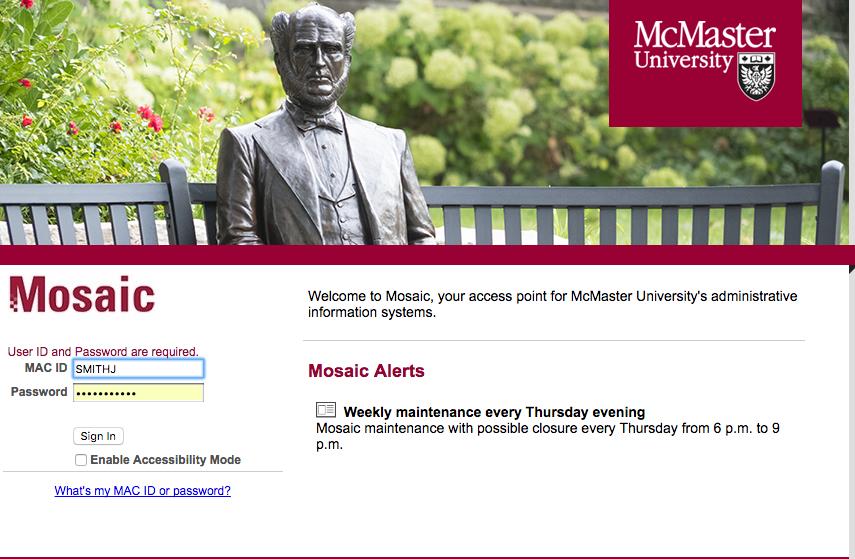
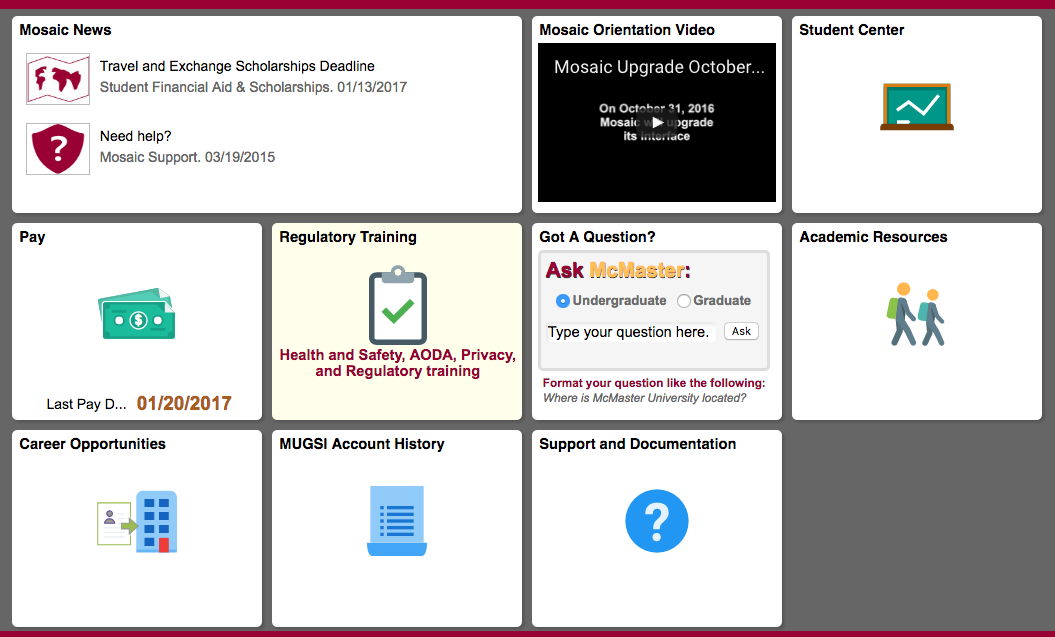
# ACCESSIBLE EDUCATION ONLINE TRAINING STEP-GUIDE

The training consists of three steps that you will need to complete:

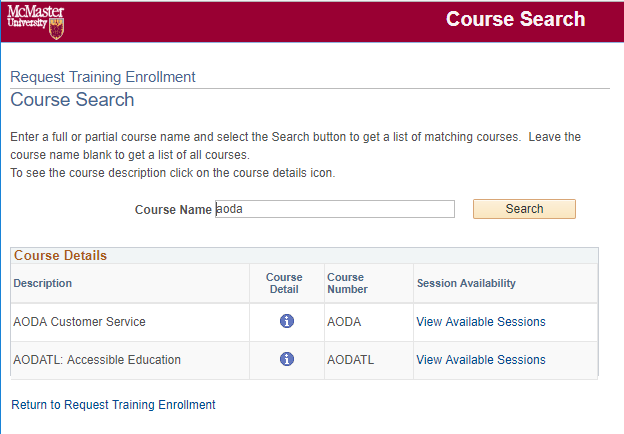
* Registering in Mosaic;
* Reading the FLEX Forward e-book;
* Completing the end quiz on Avenue to Learn.

## Part 1: Registering in Mosaic

1. You must first register for the training in **Mosaic** by logging in with your McMaster ID and password. If you do not have a Mac ID, please speak with your supervisor.
2. In the **Home** tab, select the square titled **Health and Safety Training**, **AODA, Privacy and Regulatory training.**

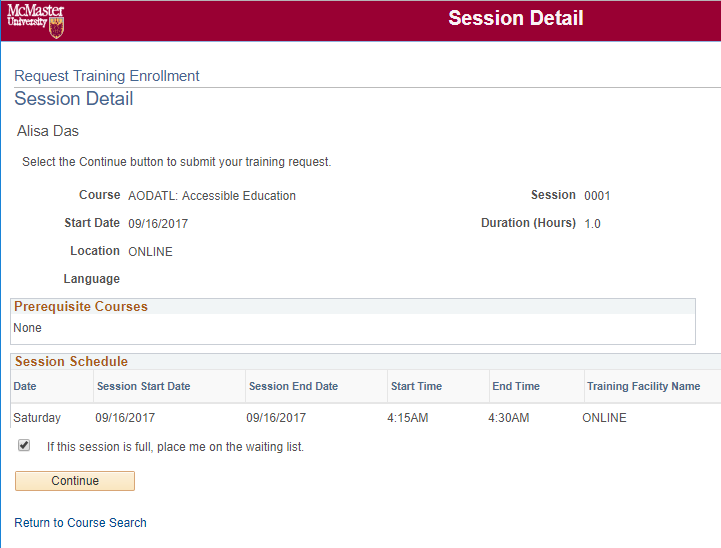


1. Click **Search by Course Name**, type AODA in the search bar, press **Search**.
2. Find the “AODATL: Accessible Education” option and click on **View available sessions**. Select **Session 0001** to get to the registration page.



page2image4584

1. On the next page, click on **Continue** in order to request your registration in the course.

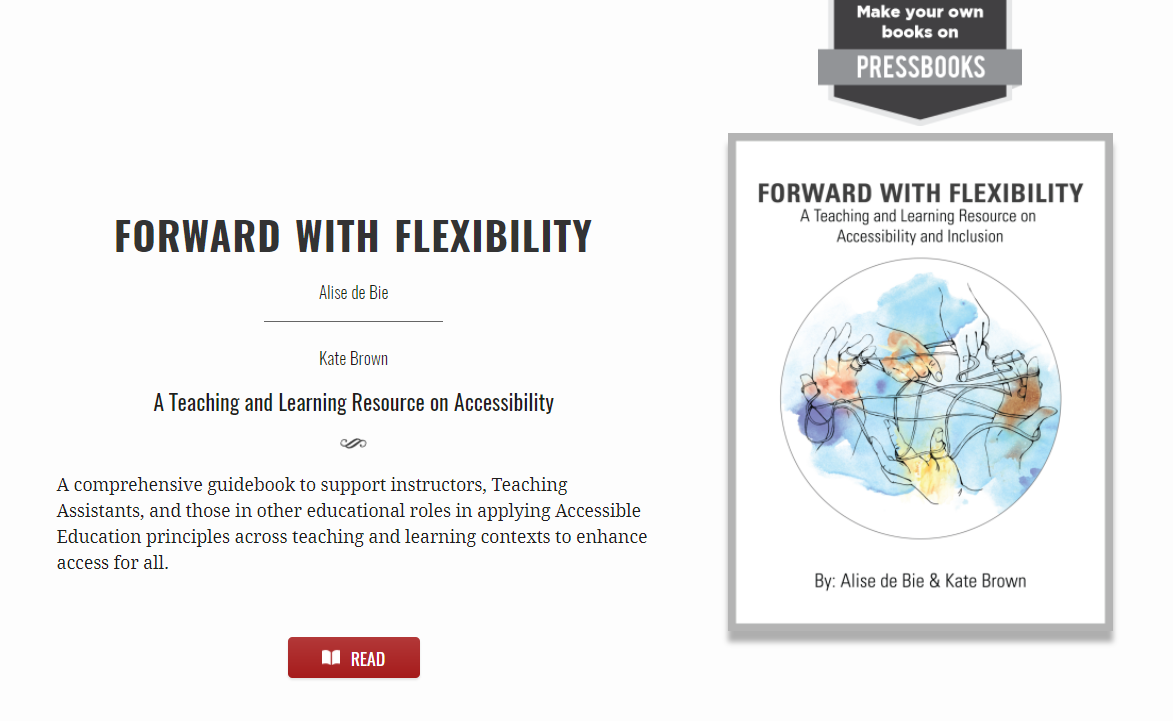
page3image1928

**NOTE:** Please disregard the session’s start date, end date, start time and end time, as they are just references for administrative purposes. You can complete the training at any time after you register.

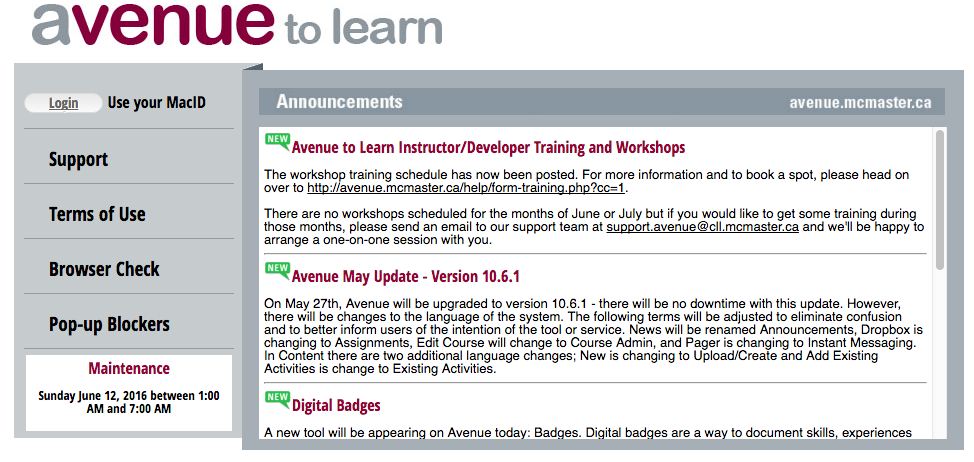
1. Click **Submit** on the following page. After completing this step, the course content and quiz will become available to you on **Avenue to Learn 24 hours** after registration.

## Part 2: Reading the FLEX Forward E-Book

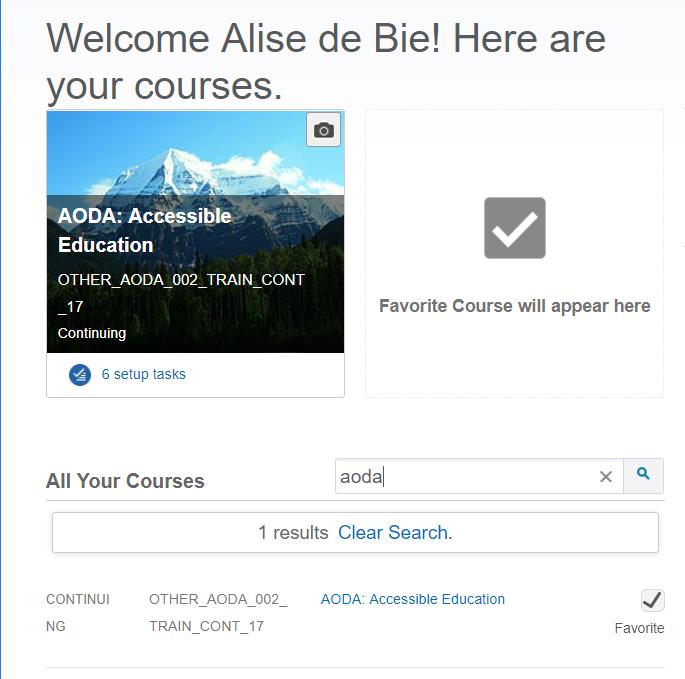
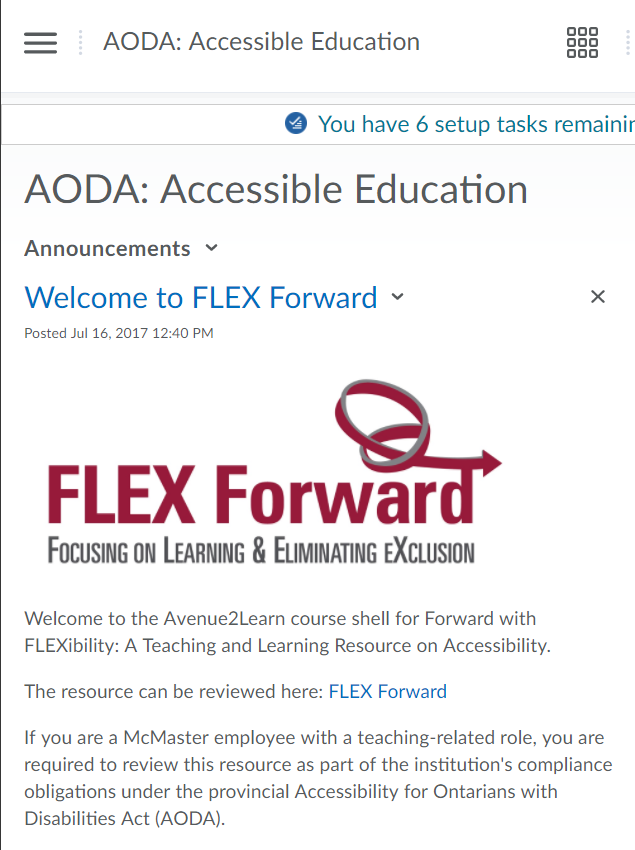
1. Visit the link [http://flexforward.pressbooks.com](http://flexforward.pressbooks.com/).
2. Click **Read** and flip your way through the book.

page4image2528

## Part 3: Completing the End Quiz in Avenue to Learn

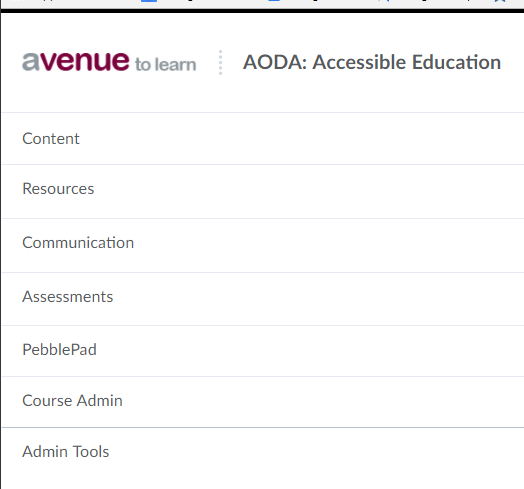
1. Login to Avenue to Learn with your McMaster ID and password.

page4image4792

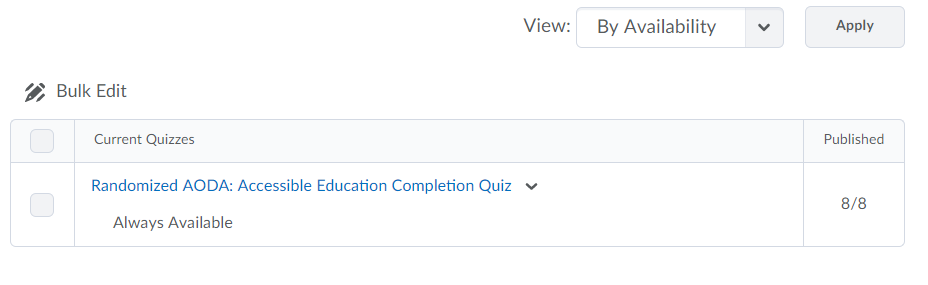
1. Search your Avenue to Learn courses by typing **AODA** in the search bar on the first page. Click to enter the course shell.
2. page6image2184On the top left-hand side of the screen, click the pattern with 3 horizontal lines.

page6image2024

1. Click **Assessments**, then **Quizzes**.

page7image1456

1. Select and click through to complete the quiz.



1. Once the quiz is successfully completed, you will be able to see your grade in **Avenue to Learn** under **Assessments** 🡪 **Grades**.

Within 1 business day, your results will be transferred back to Mosaic.

**NOTE:** You will **NOT** receive a confirmation email on your McMaster.

page7image7912page7image8072