

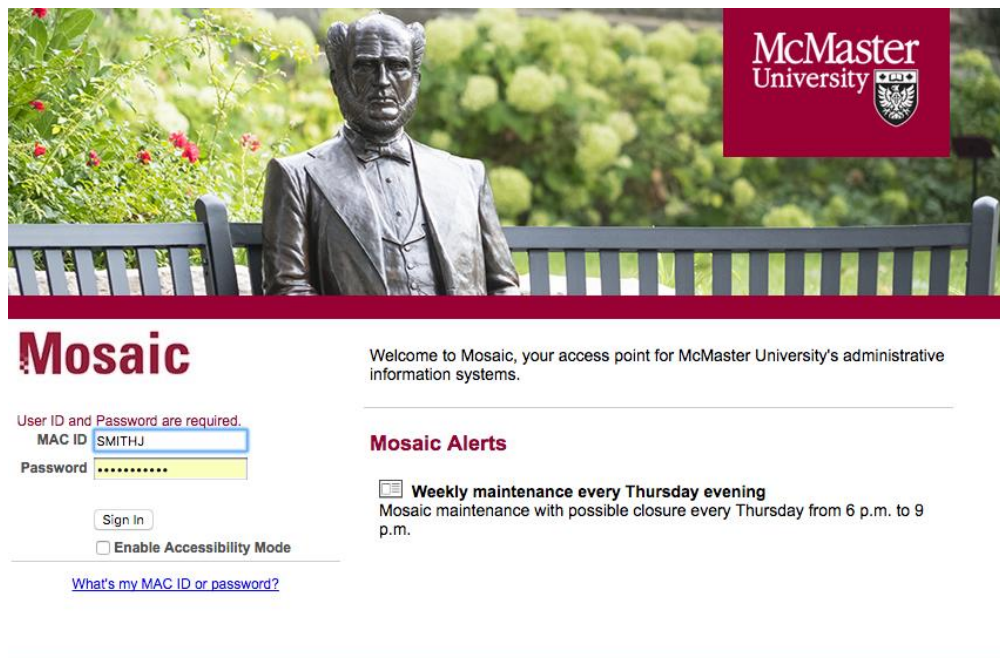
# ACCESSIBLE EDUCATION ONLINE TRAINING STEP-GUIDE

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.



**McMaster University**

# Mosaic

Welcome to Mosaic, your access point for McMaster University's administrative information systems.

User ID and Password are required.  
MAC ID   
Password

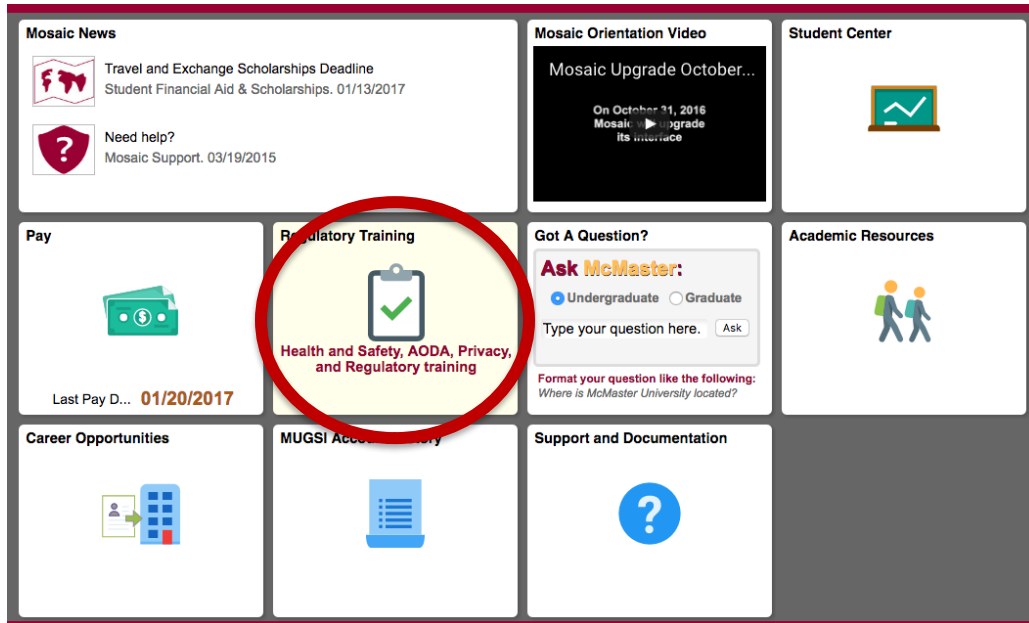
Enable Accessibility Mode

[What's my MAC ID or password?](#)

### Mosaic Alerts

**Weekly maintenance every Thursday evening**  
Mosaic maintenance with possible closure every Thursday from 6 p.m. to 9 p.m.

2. In the **Home** tab, select the square titled **Health and Safety Training, AODA, Privacy and Regulatory training**.



3. Click **Search by Course Name**, type AODA in the search bar, press **Search**.

4. Find the "AODATL: Accessible Education" option and click on **View available sessions**. Select **Session 0001** to get to the registration page.

McMaster University **Course Search**

[Request Training Enrollment](#)  
**Course Search**

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.  
 To see the course description click on the course details icon.

Course Name

Course Details			
Description	Course Detail	Course Number	Session Availability
AODA Customer Service		AODA	<a href="#">View Available Sessions</a>
AODATL: Accessible Education		AODATL	<a href="#">View Available Sessions</a>

[Return to Request Training Enrollment](#)

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

The screenshot shows the 'Session Detail' page for training enrollment. At the top left is the McMaster University logo. The page title is 'Session Detail'. Below the title, it says 'Request Training Enrollment' and 'Session Detail'. A message reads: 'Select the Continue button to submit your training request.' The course information is as follows: Course: AODATL: Accessible Education, Session: 0001, Start Date: 09/16/2017, Duration (Hours): 1.0, Location: ONLINE, and Language: (blank). Below this is a 'Prerequisite Courses' section with the value 'None'. A 'Session Schedule' table follows, with columns for Date, Session Start Date, Session End Date, Start Time, End Time, and Training Facility Name. The schedule shows a session on Saturday, 09/16/2017, from 4:15AM to 4:30AM at an ONLINE facility. Below the table is a checkbox labeled 'If this session is full, place me on the waiting list.' which is checked. A yellow 'Continue' button is circled in red. At the bottom left, there is a link 'Return to Course Search'.

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Saturday	09/16/2017	09/16/2017	4:15AM	4:30AM	ONLINE

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.

6. 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>.
2. Click **Read** and flip your way through the book.

**FORWARD WITH FLEXIBILITY**

Alise de Bie

Kate Brown

A Teaching and Learning Resource on Accessibility

A comprehensive guidebook to support instructors, Teaching Assistants, and those in other educational roles in applying Accessible Education principles across teaching and learning contexts to enhance access for all.

**READ**

**FORWARD WITH FLEXIBILITY**  
A Teaching and Learning Resource on  
Accessibility and Inclusion

By: Alise de Bie & Kate Brown

Make your own books on  
**PRESSBOOKS**

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

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

**avenue** to learn

Login Use your MacID avenue.mcmaster.ca

**Support**

**Terms of Use**

**Browser Check**

**Pop-up Blockers**

**Maintenance**  
Sunday June 12, 2016 between 1:00 AM and 7:00 AM

**NEW** Avenue to Learn Instructor/Developer Training and Workshops  
The workshop training schedule has now been posted. For more information and to book a spot, please head on over to <http://avenue.mcmaster.ca/help/form-training.php?cc=1>.

There are no workshops scheduled for the months of June or July but if you would like to get some training during those months, please send an email to our support team at [support.avenue@cll.mcmaster.ca](mailto:support.avenue@cll.mcmaster.ca) and we'll be happy to arrange a one-on-one session with you.

**NEW** Avenue May Update - Version 10.6.1  
On May 27th, Avenue will be upgraded to version 10.6.1 - there will be no downtime with this update. However, there will be changes to the language of the system. The following terms will be adjusted to eliminate confusion and to better inform users of the intention of the tool or service. News will be renamed Announcements, Dropbox is changing to Assignments, Edit Course will change to Course Admin, and Pager is changing to Instant Messaging. In Content there are two additional language changes; New is changing to Upload/Create and Add Existing Activities is change to Existing Activities.

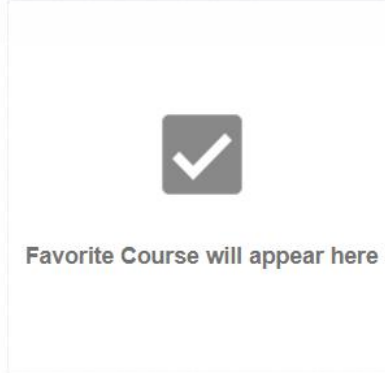
**NEW** Digital Badges  
A new tool will be appearing on Avenue today: Badges. Digital badges are a way to document skills, experiences

2. Search your Avenue to Learn courses by typing **AODA** in the search bar on the first page. Click to enter the course shell.

Welcome Alise de Bie! Here are your courses.



AODA: Accessible Education  
OTHER\_AODA\_002\_TRAIN\_CONT\_17  
Continuing  
6 setup tasks



Favorite Course will appear here

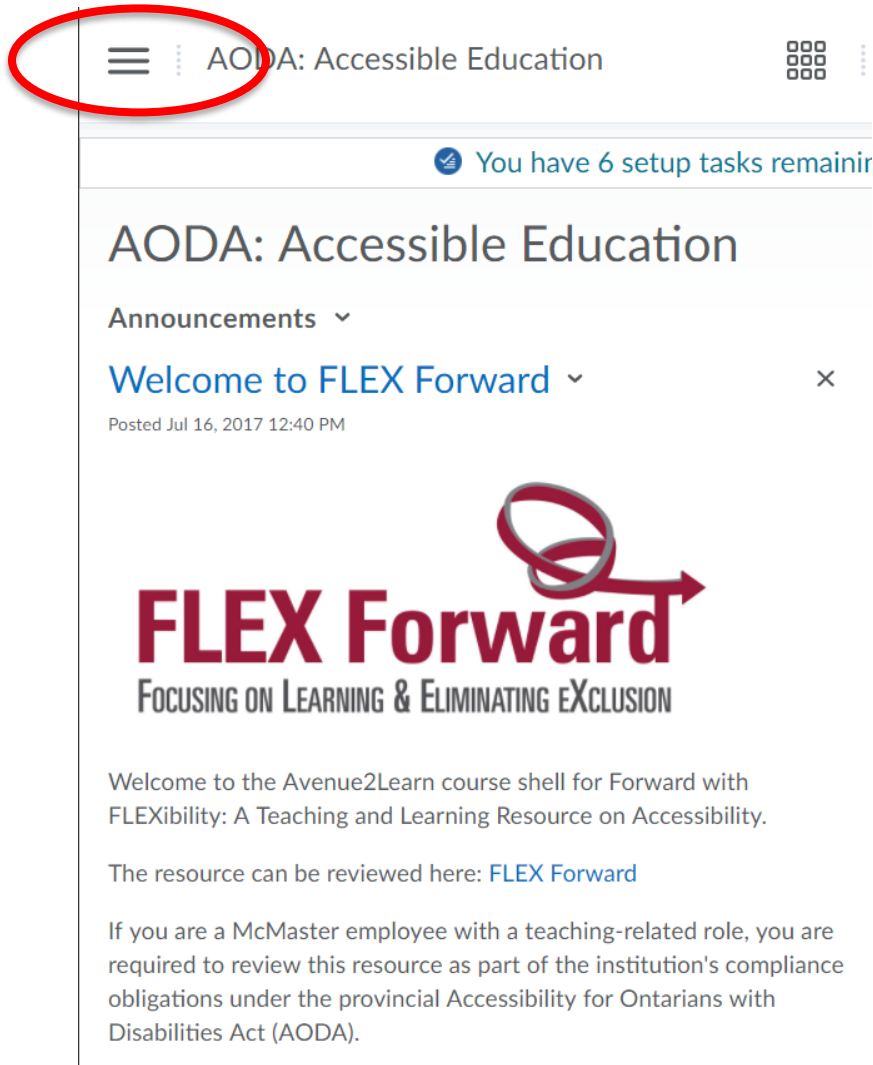
All Your Courses

aoda

1 results [Clear Search.](#)

CONTINUING OTHER\_AODA\_002\_TRAIN\_CONT\_17 [AODA: Accessible Education](#)  Favorite

3. On the top left-hand side of the screen, click the pattern with 3 horizontal lines.



☰ AODA: Accessible Education ☰


You have 6 setup tasks remaining

## AODA: Accessible Education

Announcements ▾

Welcome to FLEX Forward ▾ ×

Posted Jul 16, 2017 12:40 PM

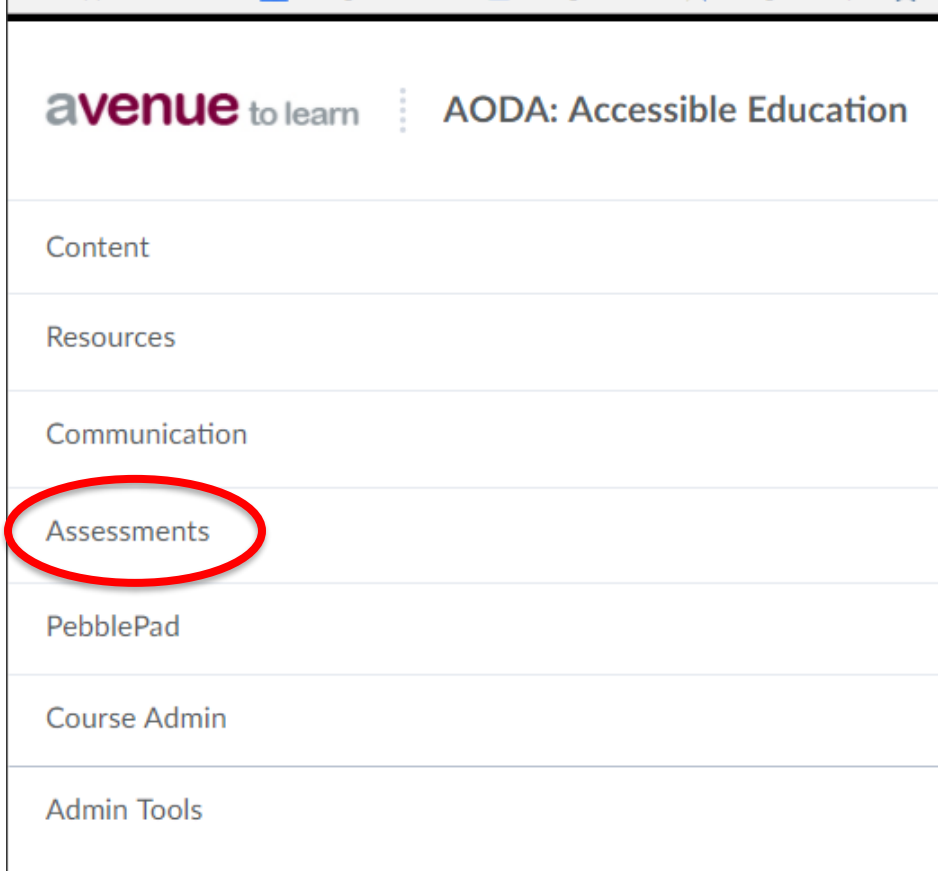


Welcome to the Avenue2Learn course shell for Forward with FLEXibility: A Teaching and Learning Resource on Accessibility.

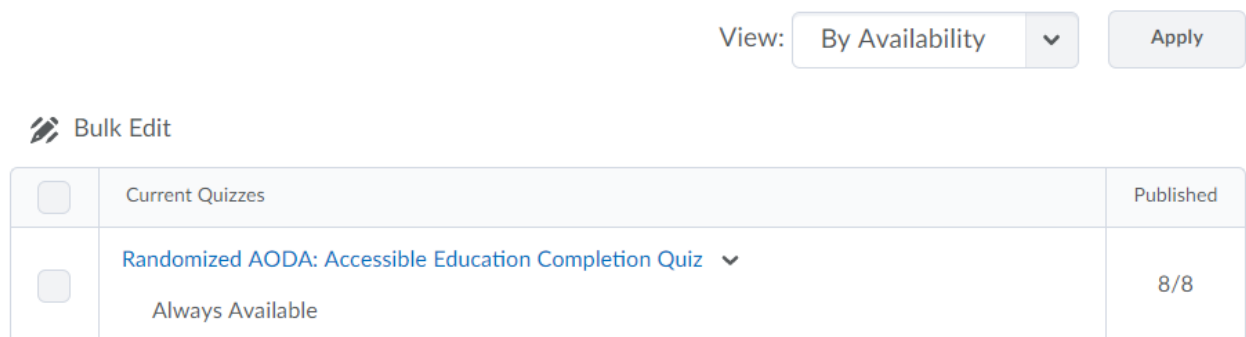
The resource can be reviewed here: [FLEX Forward](#)

If you are a McMaster employee with a teaching-related role, you are required to review this resource as part of the institution's compliance obligations under the provincial Accessibility for Ontarians with Disabilities Act (AODA).

4. Click **Assessments**, then **Quizzes**.



5. Select and click through to complete the quiz.



6. 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 email. Results will be available on Mosaic.