



CREATING A WELCOMING CAMPUS TRAINING WORKSAFE GUIDE

FISCAL YEAR 2019-2020
LAST REVISED: 07/01/2019



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Purpose

To provide instructions for team members to successfully complete the Creating a Welcoming Campus training in the Worksafe learning management system.

Overview

The Creating a Welcoming Campus training was assigned to all of UCLA Administration by Administrative Vice Chancellor Michael Beck in December 2018. It includes three (3) online videos that aim to increase awareness around issues of racial, gender, and gender identity related discrimination.

LMS	Worksafe
Course ID	ADM-BIAS-OL
Required	All Team Members
Standard Duration	30 Minutes
Renewal	N/A

Using Worksafe

Worksafe is a web-based learning management system that is used by UCLA Housing & Hospitality Services to capture and record team member training and development that is conducted on the department level.

1. Logging In

To login to the UC Learning Center, please go to <https://worksafe.ucla.edu> and enter your Bruin Online login credentials. Multi-Factor Authentication is required in order to log into the system.

2. Navigation

Once you login, you will be brought to the homepage shown below. From this page, you will be able to navigate to your training history and the *Creating a Welcoming Campus* training.

The screenshot shows the Worksafe homepage for UCLA Housing & Hospitality Services. The page is divided into several sections:

- Header:** UCLA HOUSING & HOSPITALITY SERVICES, with links for FAQ and Log out.
- Left Navigation Menu:** Welcome, My Menu, MY DASHBOARD, MY PROFILE, MY ENROLLMENTS, MY TRANSCRIPT, USER TO-DO LIST, SCHEDULE, COURSE CATALOG, LOG OUT.
- Main Content Area:**
 - My Learning Tracks:** You are not assigned any Learning Tracks.
 - My Current Enrollments:** A table with columns: Delivery, Course Title, Status, Status Date, Action, Cancel. One entry: Instructor Led, Worksafe System Training, Finished, 12/11/2018, Survey.
 - Completed Training (last 5 or less):** A table with columns: Course Title, Status, Status Date, Action, Certificate. Year Ending: 12/31/2019. Entries include: HHS AVC Town Hall - Managers & Supervisors, Lunch & Learns, I'm Going To College Volunteers, RIF: Reading is Fundamental, Quality Assurance Service Audit Process.
- Right Sidebar:**
 - GETTING STARTED:** What Training Do I Need?, EHS Training's Courses and Prerequisites Guide, Troubleshoot Online Modules.
 - Training News:** Welcome to Worksafe! (with a video player), UCLA Division of Laboratory Animal Medicine logo, Got DLAM Questions?, clamtraining@mednet.ucla.edu | Tel: 310.794.0308 | WEB.

Here is a quick breakdown of the two main buttons found at the left-hand side of the homepage under "My Menu":

- **My Transcript:** Here you may view your training history and export certificates of completion.
- **Course Catalog:** Here you access and launch the *Creating a Welcoming Campus* training.

Accessing/Completing the Creating a Welcoming Campus Training

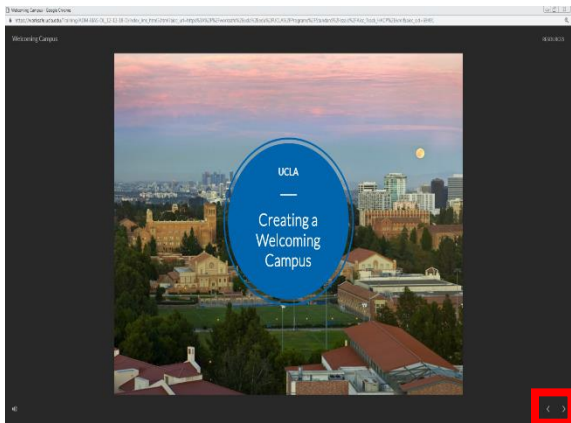
To launch and complete the Creating a Welcoming Campus training, follow these steps that are illustrated on the following page:

1. From the Worksafe homepage, click on the "Course Catalog" button. After doing so, click on the "Online Course Catalog" button to open the folder and find the course "ADM-BIAS-OL: Creating a Welcoming Campus." Click on the "Launch" button on the right-hand side of the screen.
2. Clicking the "Launch" button will open the pop-up screen shown on the following page. To navigate through the next two slides, use the right arrow at the bottom right corner of the screen.
3. Once you reach this slide shown on the following screen, you will need to click on each of the three images to open the corresponding web pages. On each of these web pages, you will need to review the information and watch the video.
4. After watching the three videos, the blue "Exit" button will appear at the bottom right hand of this screen. Click this button to record your training completion.

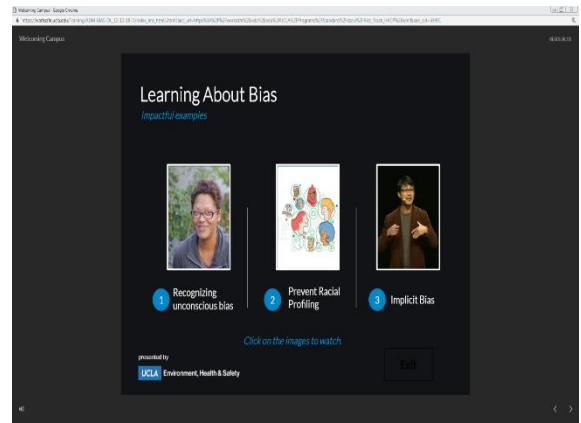
1.

UCLA HOUSING & HOSPITALITY SERVICES			Course Catalog
Welcome			Search: <input type="text"/> Go Reset
My Menu	Course ID	Course Title	Action
MY DASHBOARD	Online Course Catalog	Creating a Welcoming Campus	Launch
MY PROFILE	BIO-BBP-OL	Biohazard Pathogens Online Training	Launch
MY ENROLLMENTS	BIO-BBP-OL	Biohazard Pathogens Online Refresher Training	Launch
MY TRANSCRIPT	BIO-BSC-OL	Safe Use of Biosafety Cabinets	Launch
USER TO-DO LIST	BIO-BVIRUS-OL	B.Virus Exposure Online Training	Launch
SCHEDULE	BIO-IBC-OL	NIH Guidelines for UCLA Researchers: IBC Compliance Training	Launch
COURSE CATALOG	BIO-MWD-OT	Medical Waste Disposal Tutorial	Launch
LOG OUT	BIO-MWD-OL	Medical Waste Management	Launch
	BIO-MWIA-OL	Sharps Safety Online Training	Launch
	BIO-SHARP-OL-V2	Shipping of Biological Materials - CDC (Centers for Disease Control and Prevention)	Launch
	BIO-SHIP-CDC	Shipping of Biological Materials - CITI Program	Launch
	BIO-SHIP-CITI	Bio User Agreement	Launch
	BIO-SUA-OL	DLAM General Awareness Access Training	Launch

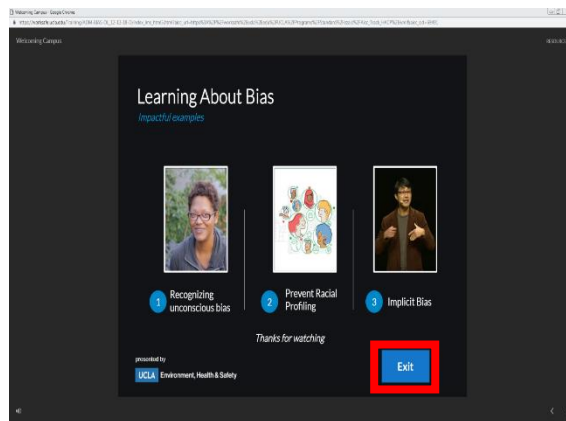
2.



3.



4.



Exporting Certificates of Completion

If your department requires that you submit a certificate of completion to verify that you have successfully completed this course, please follow the instructions below:

1. From your Worksafe homepage, click on the "My Transcript & Certificates" button in the left-hand menu. Then find the appropriate Course ID (Either ADM-BIAS or ADM-BIAS-OL) and then click on the "Print" button in the "Certificate" column.
2. Worksafe will then provide you with the corresponding certificate of completion for the training that you can then print or export to a PDF.

1.

Course ID	Course Title	Status	Status Date	Score	Expiry Date	Certificate	Action
ADM-BIAS-OL	Welcoming Campus	Finished - Requirement Met	12/13/2018	0.00		Print	Retake

2.

Certificate of Completion

Presented to

for successful completion of

Welcoming Campus

Presented by

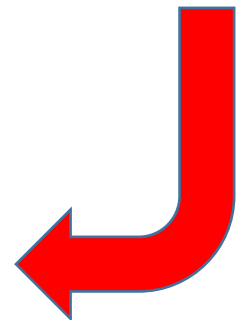
Environment, Health & Safety

Completion Date
December 13, 2018



UCLAWORKSAFE

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Additional Help/Questions?

For additional help, questions, or troubleshooting, please contact the office of Organizational Planning, Performance & Development at training@ha.ucla.edu or 310-206-9635.