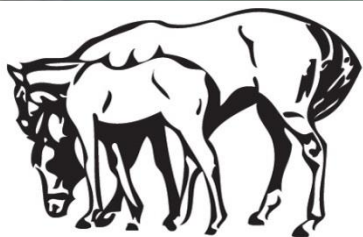


WELCOME TO THE HORSE PORTAL!

Short Online Course Tutorial



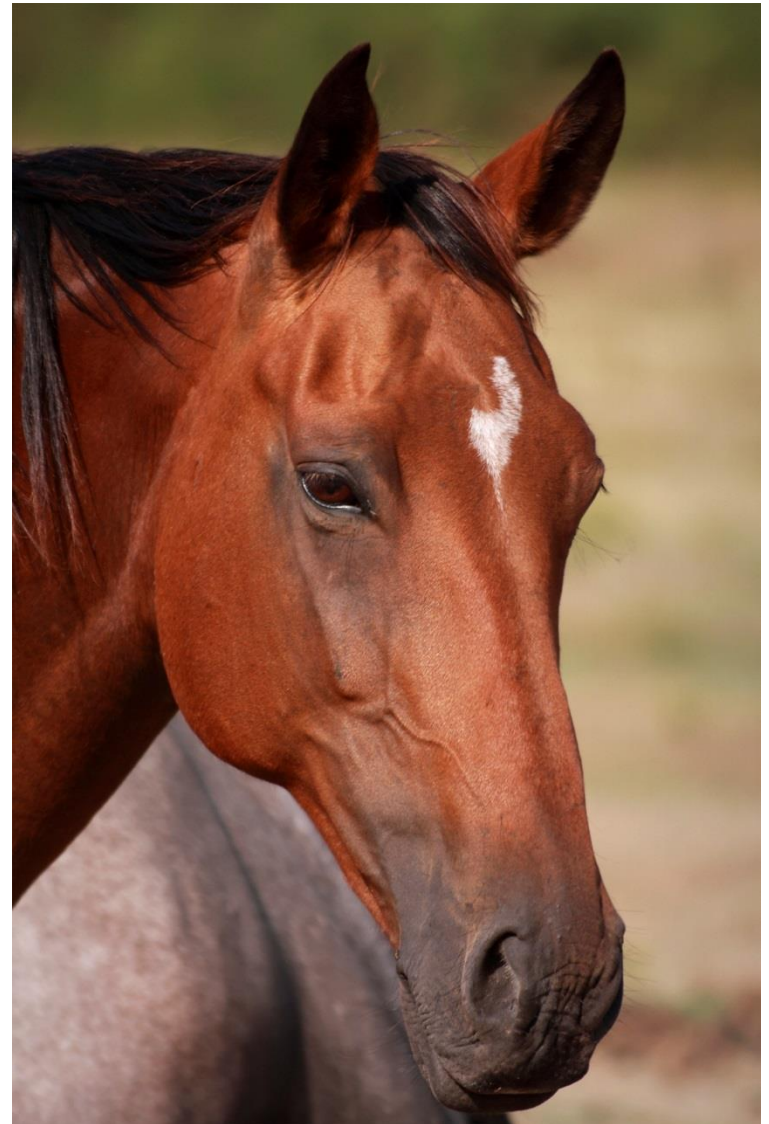
EQUINE GUELPH
helping horses for life™

Welcome!

We're delighted to have you along with us as a part of our learning community, and we hope that you enjoy your Short Online Course!



This tutorial will show you how to navigate The Horse Portal – how to access and complete your lessons, where to find important notices from your instructor, and how to participate in group discussions. We hope that you will find this tutorial to be helpful as you begin your learning journey with us.

Let's Get Started!



Accessing Your Course

To access your Horse Portal online courses, log in to **My Account**, and you will be taken to your personal **Dashboard**. From here, you will be able to access any of your current online courses - click **“View Course”** to open the course Home Page.


**The Horse Portal**

[COURSES ▾](#) [TRAINING PARTNERS ▾](#) [EQUINE NEWS](#) [HEALTHCARE TOOLS ▾](#) [ABOUT US ▾](#) [HELP ▾](#) [MY ACCOUNT](#)

My Account

My Courses


Courses In-Progress



Status: Cancelled Enrolled - May 08, 2017
Equine Biosecurity – Canada's standard (Spring 2017)

0%


View Course



Status: Cancelled Enrolled - May 08, 2017
Equine Biosecurity – Canada's standard (OEF Pilot)


0%

View Course



Status: Enrolled Enrolled - May 08, 2017
Equine Welfare – Canada's Code (Winter 2017)

0%



EQUINE GUELPH
Registered: May 8, 2017

MY ACCOUNT

[Dashboard](#)

[My Courses](#)

[My Assignments](#)

[My Profile](#)

[Notifications](#)

[Edit Account](#)

[Redeem a Voucher](#)

[Order History](#)

[Sign Out](#)

Account Privacy Settings

- Equine Guelph takes your online privacy very seriously, and so before you get started with your short course, we encourage you to take a moment to consider how you would like your personal information to appear on the Horse Portal.
- From the **My Account** side menu on the **Dashboard**, you can customize both your *Profile* (your display photo and description of your involvement with horses), and your *Account* (the information about you that others on the site can see).
- *My Profile*: Here you can upload a small photo of yourself and/or your horse, and enter in a short description of your involvement with horses. This section is entirely optional - include only as much information as you so choose.

My Profile

User Photo

No file selected.

Image must be less than 25 MB. Only JPG, PNG, and GIF file formats are allowed.


Horse Photo

No file selected.

Image must be less than 25 MB. Only JPG, PNG, and GIF file formats are allowed.

My Involvement with Horses

Update Profile

 **EQUINE GUELPH**
Registered: May 8, 2017

MY ACCOUNT

- Dashboard
- My Courses
- My Assignments
- My Profile** ←
- Notifications
- Edit Account
- Redeem a Voucher
- Order History
- Sign Out

Account Privacy Settings, cont'd:

- *Edit Account:* When first registering for a course, your profile is set to the default, which displays your name to others as “First Name, Last Name,” and allows your classmates to view your profile page by clicking on your name in class discussions. You can change these settings at any time. Under the *Display As* dropdown menu, you can choose to show your first name only, while selecting ‘Yes’ on the *Hide Profile* dropdown menu will keep your profile page hidden from view to all students.
- *** Note: For all youth-oriented courses (17 and under) these options are always set to the highest privacy level: first name only, with profile pages hidden.**

My Account

Edit Account

Email Address *	Confirm Email Address *	
<input type="text" value="horses@uoguelph.ca"/>	<input type="text" value="horses@uoguelph.ca"/>	
First Name *	Last Name *	
<input type="text" value="Equine"/>	<input type="text" value="Guelph"/>	
Display As *	Hide Profile	
<input type="text" value="First Name, Last Name"/>	<input type="text" value="No"/>	
Street Address *	Apartment, suite, or unit	
<input type="text" value="50 McGilvray St."/>	<input type="text"/>	
City *	Province *	Postal Code *
<input type="text" value="Guelph"/>	<input type="text" value="ON"/>	<input type="text" value="N1G2W1"/>
Country *		
<input type="text" value="Canada"/>		
Phone Number		
<input type="text" value="(123) 456 - 7890"/>		
Change Password		
<input type="button" value="Save"/>		



EQUINE GUELPH
Registered: May 8, 2017

MY ACCOUNT

[Dashboard](#)[My Courses](#)[My Assignments](#)[My Profile](#)[Notifications](#)[Edit Account](#)[Redeem a Voucher](#)[Order History](#)[Sign Out](#)

- Now, let's check out the Course Home Page!

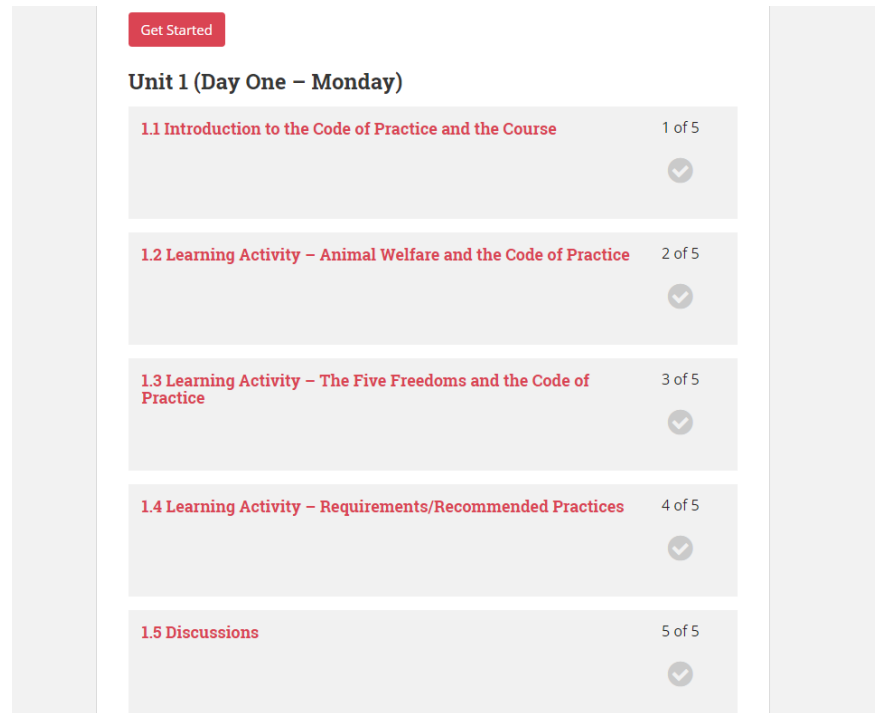
The Home Page

The course Home Page is your launching point to access your learning activities, read important announcements, participate in class discussions, and more.

The screenshot shows the course home page for "Equine Welfare – Canada's Code (OEF Pilot)". The page has a dark red header with navigation links: COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, ABOUT US, HELP, and MY ACCOUNT. The main content area features a large illustration of two horses (a brown one and a grey one) with the text "HEY, MY OWNER TOOK THE CODE OF PRACTICE COURSE, DID YOURS?". Below this is the course title "Equine Welfare – Canada's Code (OEF Pilot)" and a blue button that says "Feb 22 — Print your Certificate!". The right-hand sidebar contains a menu with links: Course Home, Announcements, Discussions, Resources, Quizzes, Assignments, Activities, and Class List. A green arrow points to the "Announcements" link in the sidebar. Below the menu is a section titled "AVAILABLE SHORT COURSES" with three options: "Equine Welfare – Canada's Code" (Mar 6 – Mar 24), "Equine Biosecurity – Canada's standard" (Apr 10 – Apr 28), and "Horse Behaviour and Safety". A red button "Choose a Course" is at the bottom of the sidebar. A red arrow points to the "Announcements" link in the sidebar.

Important announcements from your instructor will appear underneath the course title, as shown above. If you would like to view any previous announcements, select **Announcements** from the Home Page side menu.

The Home Page: Course Lessons



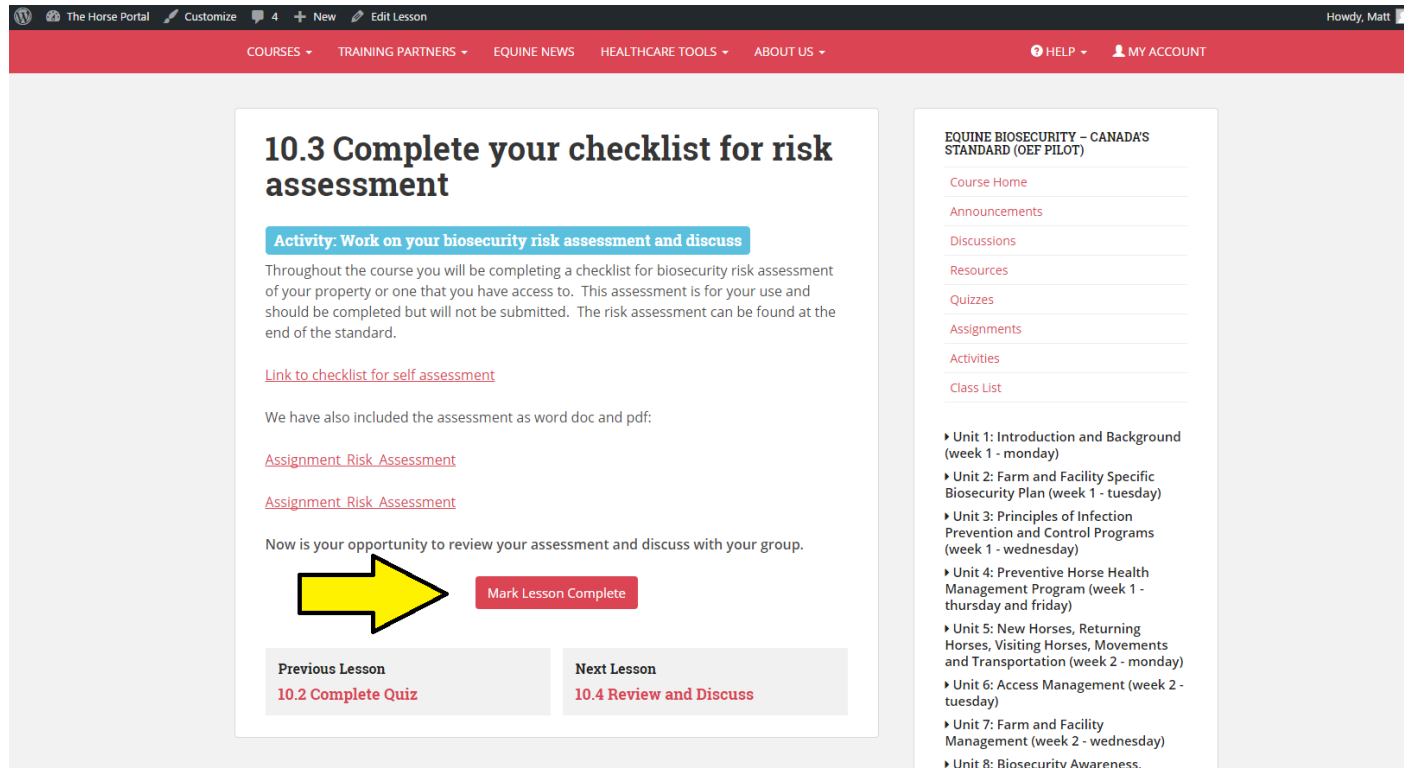
To access your course learning activities, scroll down on the Home Page until you see the **“Get Started”** button, as shown above. Clicking “Get Started” will take you to the first lesson of the course. Once you have completed the first lesson, the “Get Started” button will now change to read **“Continue”**, which will take you to your next uncompleted lesson.

To gain the full experience of our online learning community, we encourage students do their best to complete their learning activities and class discussions on the days scheduled, whenever possible.

Learning Activities

Your Short Online Course will contain daily lessons that may include videos, reading materials, class discussions, as well as other learning activities, projects or quizzes. When you are finished the requirements for each day's lesson, be sure to click **“Mark Lesson Complete”**, as indicated by the arrow below. You can now click the **“Next Lesson”** link to proceed.

Please Note: Marking each lesson as complete is a necessary step to ensure that you receive your Certificate of Completion at the end of the course!



The screenshot shows the 'The Horse Portal' website interface. The top navigation bar includes links for 'COURSES', 'TRAINING PARTNERS', 'EQUINE NEWS', 'HEALTHCARE TOOLS', and 'ABOUT US'. A user profile 'Howdy, Matt' is visible in the top right. The main content area is titled '10.3 Complete your checklist for risk assessment'. It includes an 'Activity: Work on your biosecurity risk assessment and discuss' section with a paragraph explaining the checklist. Below this, there are links for 'Link to checklist for self assessment', 'Assignment Risk Assessment' (twice), and a note about reviewing the assessment with a group. A large yellow arrow points to a red button labeled 'Mark Lesson Complete'. At the bottom, there are two buttons: 'Previous Lesson 10.2 Complete Quiz' and 'Next Lesson 10.4 Review and Discuss'. On the right side, there is a sidebar titled 'EQUINE BIOSECURITY – CANADA'S STANDARD (OEF PILOT)' with a list of course links: Course Home, Announcements, Discussions, Resources, Quizzes, Assignments, Activities, and Class List. Below these links is a list of units: Unit 1: Introduction and Background (week 1 - monday), Unit 2: Farm and Facility Specific Biosecurity Plan (week 1 - tuesday), Unit 3: Principles of Infection Prevention and Control Programs (week 1 - wednesday), Unit 4: Preventive Horse Health Management Program (week 1 - thursday and friday), Unit 5: New Horses, Returning Horses, Visiting Horses, Movements and Transportation (week 2 - monday), Unit 6: Access Management (week 2 - tuesday), Unit 7: Farm and Facility Management (week 2 - wednesday), and Unit 8: Biosecurity Awareness.

10.3 Complete your checklist for risk assessment

Activity: Work on your biosecurity risk assessment and discuss

Throughout the course you will be completing a checklist for biosecurity risk assessment of your property or one that you have access to. This assessment is for your use and should be completed but will not be submitted. The risk assessment can be found at the end of the standard.

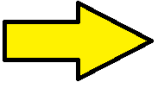
[Link to checklist for self assessment](#)

We have also included the assessment as word doc and pdf:

[Assignment Risk Assessment](#)

[Assignment Risk Assessment](#)

Now is your opportunity to review your assessment and discuss with your group.

 **Mark Lesson Complete**

Previous Lesson
10.2 Complete Quiz

Next Lesson
10.4 Review and Discuss

EQUINE BIOSECURITY – CANADA'S STANDARD (OEF PILOT)

- [Course Home](#)
- [Announcements](#)
- [Discussions](#)
- [Resources](#)
- [Quizzes](#)
- [Assignments](#)
- [Activities](#)
- [Class List](#)

- ▶ **Unit 1: Introduction and Background** (week 1 - monday)
- ▶ **Unit 2: Farm and Facility Specific Biosecurity Plan** (week 1 - tuesday)
- ▶ **Unit 3: Principles of Infection Prevention and Control Programs** (week 1 - wednesday)
- ▶ **Unit 4: Preventive Horse Health Management Program** (week 1 - thursday and friday)
- ▶ **Unit 5: New Horses, Returning Horses, Visiting Horses, Movements and Transportation** (week 2 - monday)
- ▶ **Unit 6: Access Management** (week 2 - tuesday)
- ▶ **Unit 7: Farm and Facility Management** (week 2 - wednesday)
- ▶ **Unit 8: Biosecurity Awareness,**

Class Discussions

As your course progresses, you will have regular opportunities to participate in discussions with your fellow classmates and the course instructor.



These discussions are a valuable component of the Horse Portal learning environment, where you will be able to share your experiences with your classmates, explore the lesson topics in greater detail, and pose questions to your instructor or guest speaker.

To access class discussions, visit the Home Page, and select ***Discussions*** on the side menu, as indicated by the arrow above.



The screenshot displays the 'The Horse Portal' website. The header includes the University of Guelph logo, the title 'The Horse Portal', and the tagline 'EQUINE GUELPH helping horses for life™'. Navigation links for 'COURSES', 'TRAINING PARTNERS', 'EQUINE NEWS', 'HEALTHCARE TOOLS', and 'ABOUT US' are present, along with 'HELP' and 'MY ACCOUNT' icons. A large image of two horses' heads is featured. The main content area is titled 'Equine Biosecurity – Canada's standard (OEF Pilot)' and includes a date range 'Feb 6 – Mar 12', duration '3 wks (10-15 hrs/wk)', and 'CE Eligible' status. A blue banner indicates 'Feb 24 — Last Day!'. Below this are tabs for 'Overview', 'Objectives', 'Assessment', 'Requirements', 'Achievements', and 'Speakers'. On the right, a sidebar menu lists 'Course Home', 'Announcements', 'Discussions' (highlighted with a yellow arrow), 'Resources', 'Quizzes', 'Assignments', 'Activities', and 'Class List'. Below the menu, 'AVAILABLE SHORT COURSES' are listed, including 'Equine Welfare – Canada's Code', 'Equine Biosecurity – Canada's standard', 'Horse Behaviour and Safety', and 'Gut Health & Colic Prevention'.

Discussions Cont'd

Next to each discussion are two icons, a **Star**  and an **Eye** 



Click the **Star** to highlight any discussions you find particularly interesting or insightful that you may wish to return to.

Click the **Eye** to indicate discussions that you have read completely, and no longer wish to revisit. (*Note: Discussions that you have selected as 'Read' can still continue to receive replies!*)

Use the filters at the top of the page to display only those discussions that you wish to see. Select 'All Discussions', chose either 'Only Starred Discussions' or 'Only Unread Discussions,' and then click 'Filter'. The page will refresh to display your choices.

The discussions are also set to display chronologically from newest to oldest – you may use the filter to reverse the order if you wish.

Discussions

 Feb 24 — Last Day! 


Search all topics

All discussions ▼

Newest to oldest ▼

Filter

Friday (wk 2) – Farm and Facility Location etc.

12  Feb 27 at 2:42pm



Please use this discussion forum to discuss today's topics – Farm and Facility Location, Design, Layout and Renovations to Existing Facilities.

Thursday (wk 2) – Biosecurity Awareness, Education and Training

35  Feb 23 at 3:53pm



Please use this discussion forum to discuss today's topics – Biosecurity Awareness, Education and Training.

Wednesday (wk 2) – Farm and Facility Management

29  Feb 22 at 12:28pm




Please use this discussion forum to discuss today's topics – Farm and Facility Management.

Discussion Groups

Once you've opened up a discussion, you will be able to see all responses from students and the instructor. As before, you can use the filters at the top of the page to search for the responses you'd like to see.

At the beginning of the course, each student was sorted into a numbered discussion group. To help keep discussion sizes small and interactive in larger classes, your instructor might ask you to participate in a conversation only within your group. To do so, use the **'All Groups'** filter, then select the Group number you'd like to see – your group number will be indicated by **'(My Group)'**.



To reply to the group, click **'Leave a Comment'** to submit a response.

To reply specifically to another person's comment, click the **Reply** icon  next to their comment.

[COURSES](#) [TRAINING PARTNERS](#) [EQUINE NEWS](#) [HEALTHCARE TOOLS](#) [ABOUT US](#)

[All Course Discussions](#)

Week One – Unit Discussions (and Introductions)




Please use this discussion forum to introduce yourself and discuss course concepts for week one with your group.

Leave a Comment

Newest to oldest All comments




Filter

169 Comments




Matt

Instructor



Edit Mar 6 at 3:12pm 

Welcome to the Horse Portal Discussion page! Clicking "Leave a Comment" will create your comment here.



Matt

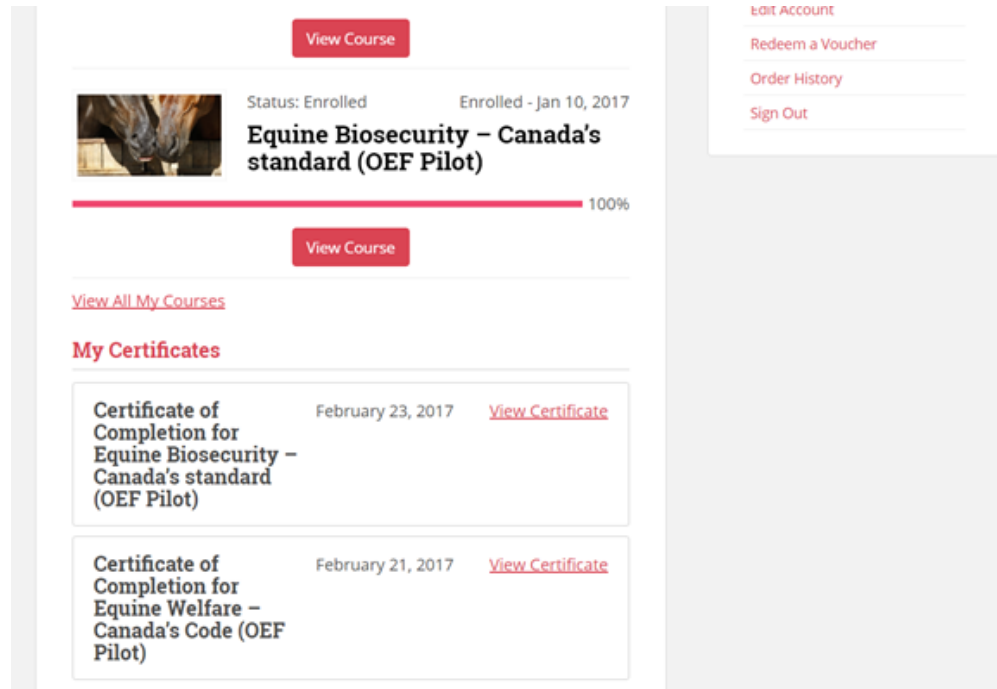
Instructor

Edit Mar 6 at 3:13pm 

Hitting the Reply button will allow you to respond to another student's comment, and will show up here!

Completing your Course

- Once you have completed all the learning activities for your course, and have marked all of your lessons as 'complete', you will receive your personalized certificate of completion.
- To view your certificate, go to **My Account**, and scroll down below the course, and look for “**My Certificates.**” Make sure the red progress bar under the name of the course (your completion status) is at 100% or you will not be able to print your certificate! You may now print out or save a copy of the certificate for your records.

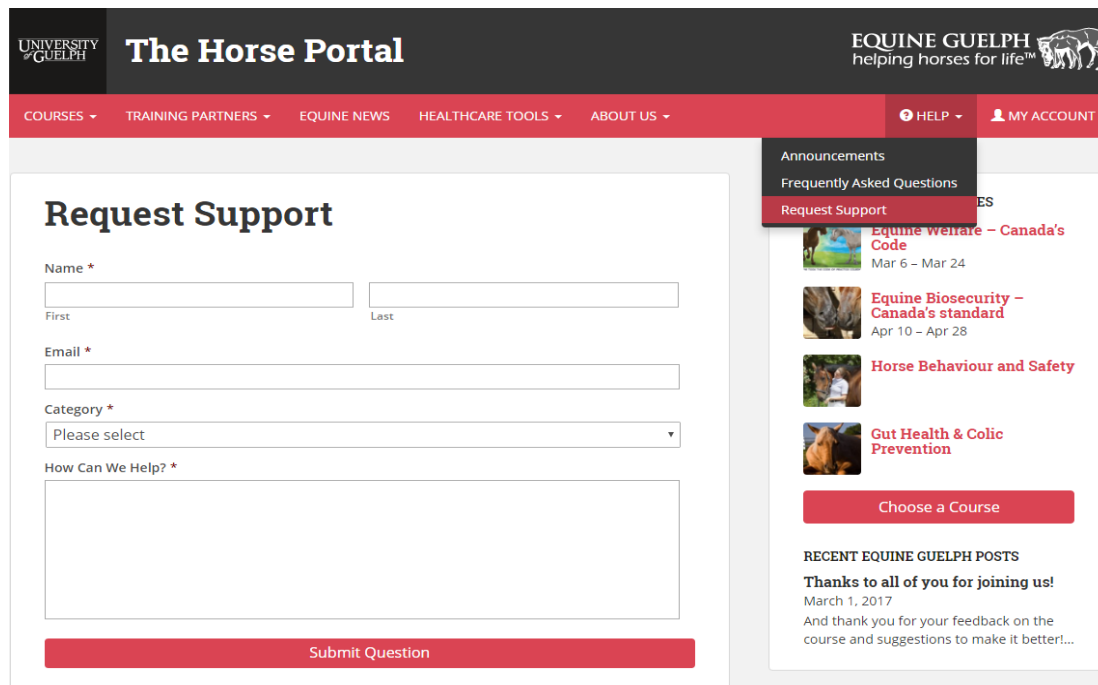


The screenshot displays a user's account interface. On the right, a sidebar contains links: [Edit Account](#), [Redeem a Voucher](#), [Order History](#), and [Sign Out](#). The main content area features a course card for "Equine Biosecurity – Canada's standard (OEF Pilot)". The card includes a "View Course" button, a status of "Enrolled", an enrollment date of "Jan 10, 2017", a small image of a horse, and a red progress bar at 100%. Below the course card is a link to "View All My Courses". A section titled "My Certificates" lists two completed certificates:

Certificate Title	Completion Date	Action
Certificate of Completion for Equine Biosecurity – Canada's standard (OEF Pilot)	February 23, 2017	View Certificate
Certificate of Completion for Equine Welfare – Canada's Code (OEF Pilot)	February 21, 2017	View Certificate

Further Questions/Issues?

If you require further assistance in navigating your Short Online Course or encounter any technical issues, please use the ***Request Support*** form under the ***Help*** bar at the top of the page, and we will do our best to respond to your request as soon as possible.



The screenshot displays the 'The Horse Portal' website interface. At the top, the header includes the University of Guelph logo, the portal title 'The Horse Portal', and the Equine Guelph logo with the tagline 'helping horses for life™'. A navigation bar below the header contains links for COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, ABOUT US, HELP, and MY ACCOUNT. The 'HELP' link is highlighted, and a dropdown menu is visible, showing options for Announcements, Frequently Asked Questions, and Request Support (which is the active selection). The main content area features a 'Request Support' form with fields for Name (First and Last), Email, Category (a dropdown menu), and a text area for 'How Can We Help?'. A red 'Submit Question' button is at the bottom of the form. To the right of the form, a sidebar lists several courses: 'Equine Welfare – Canada's Code' (Mar 6 – Mar 24), 'Equine Biosecurity – Canada's standard' (Apr 10 – Apr 28), 'Horse Behaviour and Safety', and 'Gut Health & Colic Prevention'. Below these, a red button says 'Choose a Course'. Further down, a section titled 'RECENT EQUINE GUELPH POSTS' includes a message: 'Thanks to all of you for joining us! March 1, 2017 And thank you for your feedback on the course and suggestions to make it better...'

Request Support

Name *

First Last

Email *

Category *

Please select

How Can We Help? *

Submit Question

Announcements

Frequently Asked Questions

Request Support

Equine Welfare – Canada's Code
Mar 6 – Mar 24

Equine Biosecurity – Canada's standard
Apr 10 – Apr 28

Horse Behaviour and Safety

Gut Health & Colic Prevention

Choose a Course

RECENT EQUINE GUELPH POSTS

Thanks to all of you for joining us!
March 1, 2017
And thank you for your feedback on the course and suggestions to make it better...

Enjoy your course!