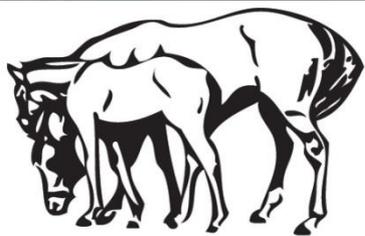


# WELCOME TO THE HORSE PORTAL!

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*Short Online Course Tutorial*



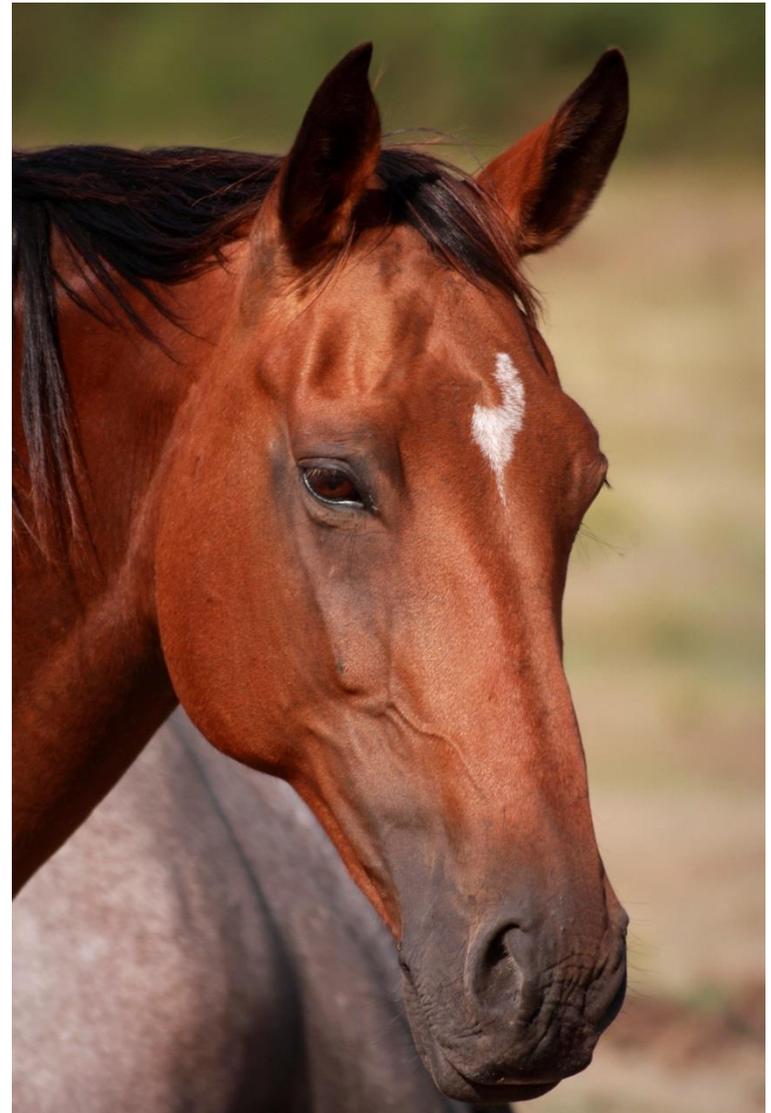
**EQUINE GUELPH**  
helping horses for life™

# 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.

**UNIVERSITY OF GUELPH** **The Horse Portal** **EQUINE GUELPH** helping horses for life™

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  
Browse... No file selected.  
Image must be less than 25 MB. Only JPG, PNG, and GIF file formats are allowed.

Horse Photo  
Browse... 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

**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 McGillvray 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"/>	
<a href="#">Change Password</a>		
<input type="button" value="Save"/>		

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

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**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!

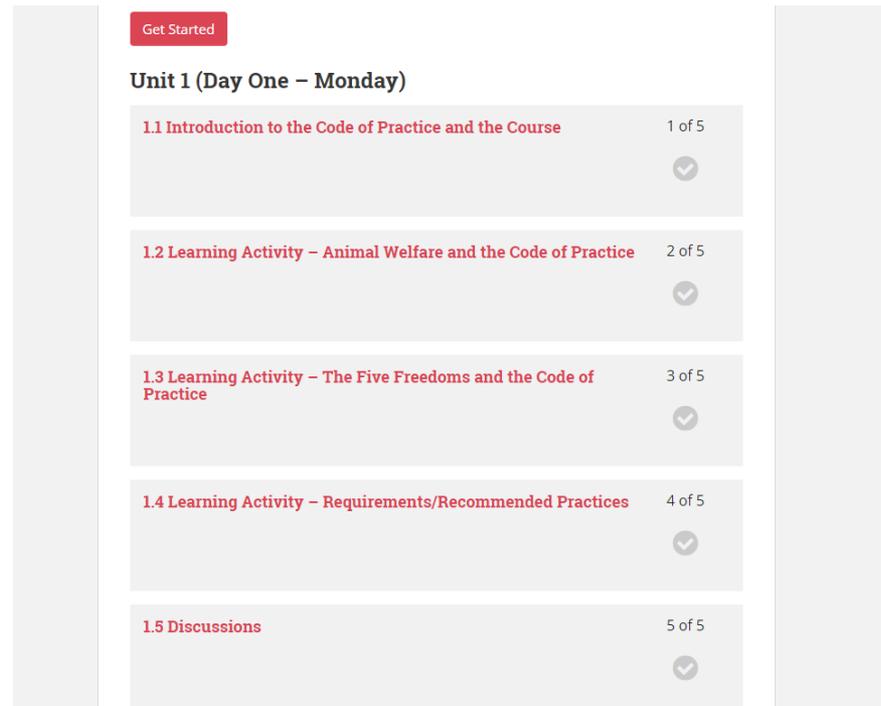
# The Home Page

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 includes a navigation bar at the top with links for COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, ABOUT US, HELP, and MY ACCOUNT. The main content area features an illustration of two horses and the course title "Equine Welfare - Canada's Code (OEF Pilot)". Below the title, there is a date range (Feb 6 - Feb 24), a duration (3 wks (10-15 hrs/wk)), and a CE Eligible status. A red arrow points to a button that says "Feb 22 — Print your Certificate!". The right-hand sidebar contains a menu with items: Course Home, Announcements (highlighted with a green arrow), Discussions, Resources, Quizzes, Assignments, Activities, and Class List. Below the menu, there is a section for "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 "Choose a Course" button is located at the bottom of the sidebar. The page also includes a "NATIONAL TRAINING PARTNER" logo.

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 a web interface for a course. At the top, there is a navigation bar with 'The Horse Portal', 'Customize', '4', '+', 'New', and 'Edit Lesson'. On the right, it says 'Howdy, Matt'. Below this is a red navigation bar with 'COURSES', 'TRAINING PARTNERS', 'EQUINE NEWS', 'HEALTHCARE TOOLS', 'ABOUT US', 'HELP', and 'MY ACCOUNT'. The main content area has a white background. The title is '10.3 Complete your checklist for risk assessment'. Below the title is a blue box with the text 'Activity: Work on your biosecurity risk assessment and discuss'. The main text describes the activity: '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.' There are two links: 'Link to checklist for self assessment' and 'Assignment Risk Assessment'. Below that, it says 'We have also included the assessment as word doc and pdf:' followed by another 'Assignment Risk Assessment' link. The text continues: 'Now is your opportunity to review your assessment and discuss with your 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 with the title 'EQUINE BIOSECURITY – CANADA'S STANDARD (OEF PILOT)'. It contains a list of 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,'.

# 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 shows the 'The Horse Portal' website. The header includes the University of Guelph logo and the text 'The Horse Portal' and 'EQUINE GUELPH helping horses for life™'. The navigation bar contains links for COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, ABOUT US, HELP, and MY ACCOUNT. The main content area features a large image of two horses' heads. Below the image is the course title 'Equine Biosecurity – Canada's standard (OEF Pilot)' with a date range of Feb 6 – Mar 12, a duration of 3 wks (10-15 hrs/wk), and a CE Eligible badge. A notification bar indicates 'Feb 24 — Last Day!'. The side menu on the right lists course navigation options: Course Home, Announcements, Discussions (highlighted with a yellow arrow), Resources, Quizzes, Assignments, Activities, and Class List. Below the side menu is a section for 'AVAILABLE SHORT COURSES' with four course cards: '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'. At the bottom of the course page are tabs for Overview, Objectives, Assessment, Requirements, Achievements, and Speakers.

# 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.

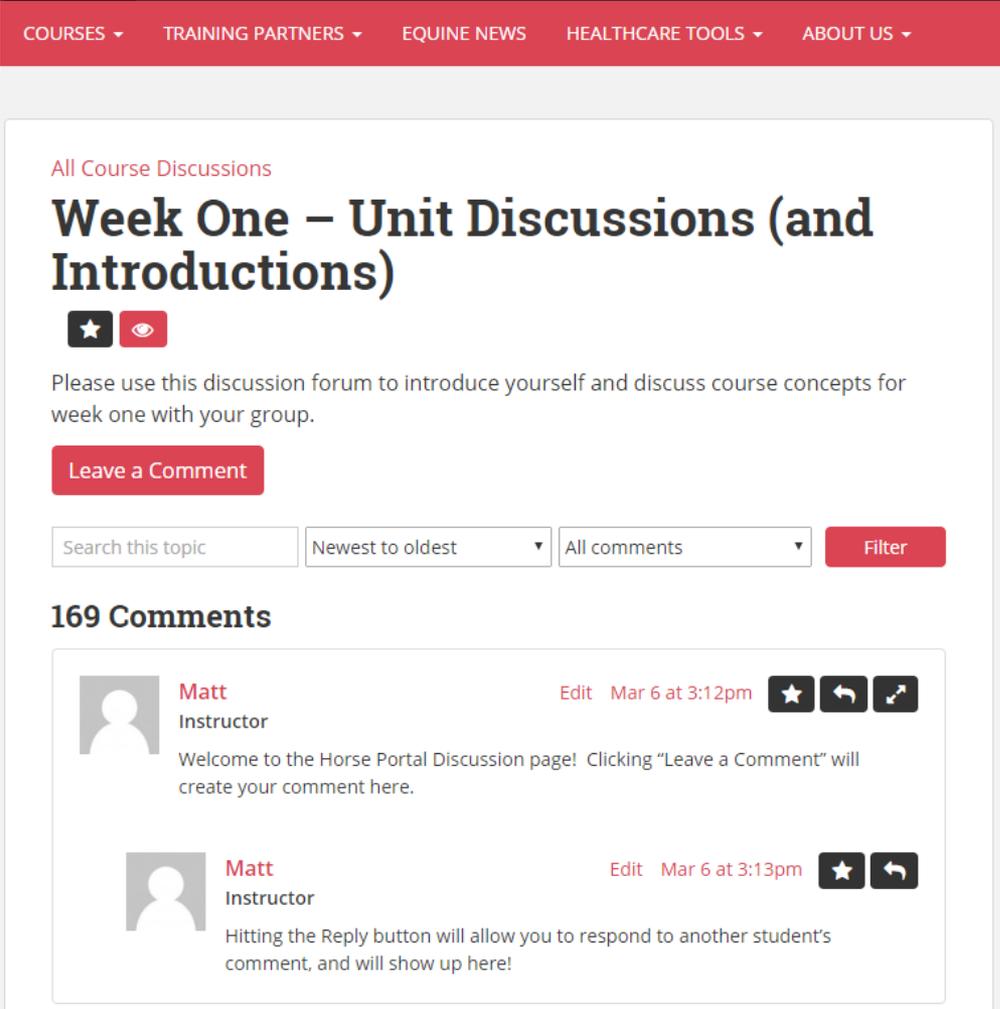
# Discussion Groups

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.



The screenshot shows a web interface for a discussion forum. At the top is a red navigation bar with links for COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, and ABOUT US. Below this is a white content area with the heading "All Course Discussions" and a main title "Week One – Unit Discussions (and Introductions)". There are two icons (star and eye) below the title. A paragraph of text asks users to use the forum for introductions. A red "Leave a Comment" button is present. Below that are search and filter options: a search box, a dropdown for "Newest to oldest", a dropdown for "All comments", and a red "Filter" button. The section "169 Comments" follows, showing two comments by "Matt Instructor". The first comment is dated "Mar 6 at 3:12pm" and includes "Edit", "star", "reply", and "share" icons. The second comment is dated "Mar 6 at 3:13pm" and includes "Edit", "star", and "reply" icons.

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](#)

Search this topic  Newest to oldest ▾ All comments ▾ [Filter](#)

### 169 Comments

 **Matt** Instructor Edit Mar 6 at 3:12pm   

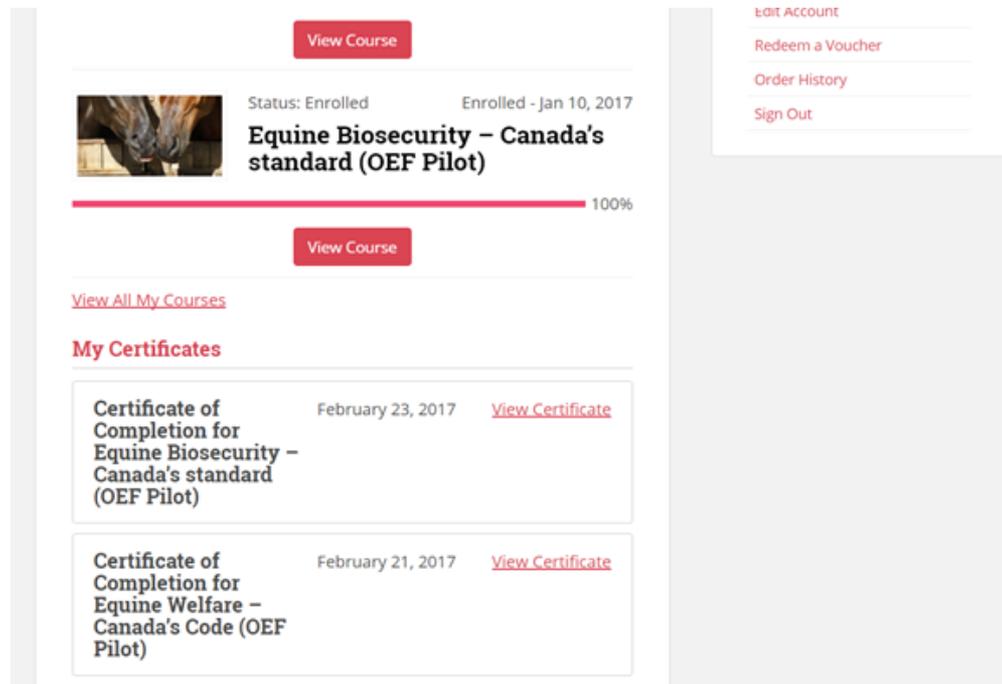
Welcome to the Horse Portal Discussion page! Clicking "Leave a Comment" will create your comment here.

 **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

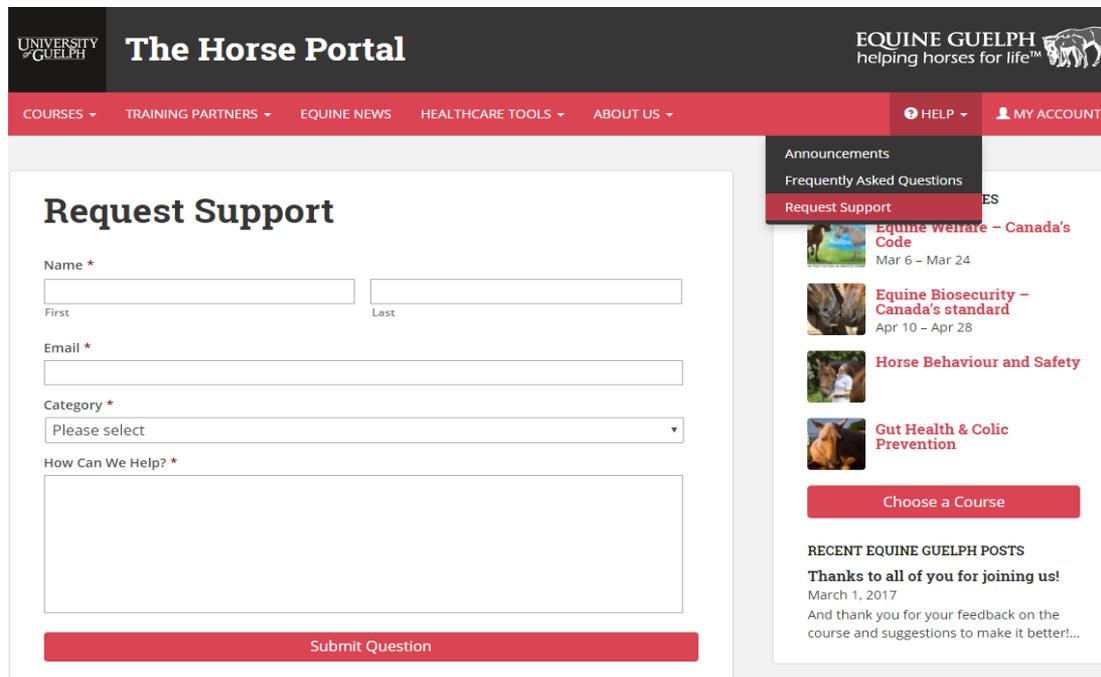
- Once you have completed all the learning activities for your course, and have marked all of your lessons as 'complete', you will receive your personalized certificate of completion.
- To view your certificate, go to **My Account**, and scroll down below the course, and look for “**My Certificates.**” 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. At the top right, there are links for '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 course is marked as 'Enrolled' and 'Enrolled - Jan 10, 2017'. A red progress bar indicates 100% completion. Below the course card, there is a 'View All My Courses' link and a 'My Certificates' section. This section lists two certificates: 'Certificate of Completion for Equine Biosecurity – Canada's standard (OEF Pilot)' dated February 23, 2017, and 'Certificate of Completion for Equine Welfare – Canada's Code (OEF Pilot)' dated February 21, 2017. Each certificate entry includes a 'View Certificate' link.

# 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 shows the top navigation bar of the University of Guelph The Horse Portal. The navigation bar includes links for COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, ABOUT US, HELP, and MY ACCOUNT. The HELP menu is expanded, showing options for Announcements, Frequently Asked Questions, and Request Support. The Request Support form is the main focus, featuring fields for Name (First and Last), Email, Category (Please select), and How Can We Help? (a large text area). A red Submit Question button is at the bottom of the form. To the right of the form is a sidebar menu with a 'Request Support' button and a list of 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 the sidebar menu is a 'Choose a Course' button. At the bottom of the sidebar, there is a section for 'RECENT EQUINE GUELPH POSTS' with a post titled 'Thanks to all of you for joining us!' dated March 1, 2017.

**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!**