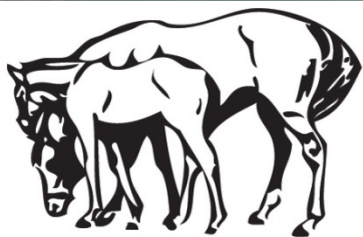


WELCOME TO THE HORSE PORTAL!

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 screenshot shows the 'My Account' page on the University of Guelph's 'The Horse Portal'. The page features a dark header with the university logo and navigation links. Below the header, the 'My Account' section is displayed, showing a list of courses. The first two courses are 'Equine Biosecurity – Canada's standard (Spring 2017)' and 'Equine Biosecurity – Canada's standard (OEF Pilot)', both with a status of 'Cancelled' and an enrollment date of 'May 08, 2017'. The third course is 'Equine Welfare – Canada's Code (Winter 2017)', with a status of 'Enrolled' and an enrollment date of 'May 08, 2017'. Each course entry includes a small image of horses, a progress bar at 0%, and a 'View Course' button. On the right side, there is a user profile section for 'EQUINE GUELPH' registered on 'May 8, 2017', with a list of account options including Dashboard, My Courses, My Assignments, My Profile, Notifications, Edit Account, Redeem a Voucher, Order History, and Sign Out.


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

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

 **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

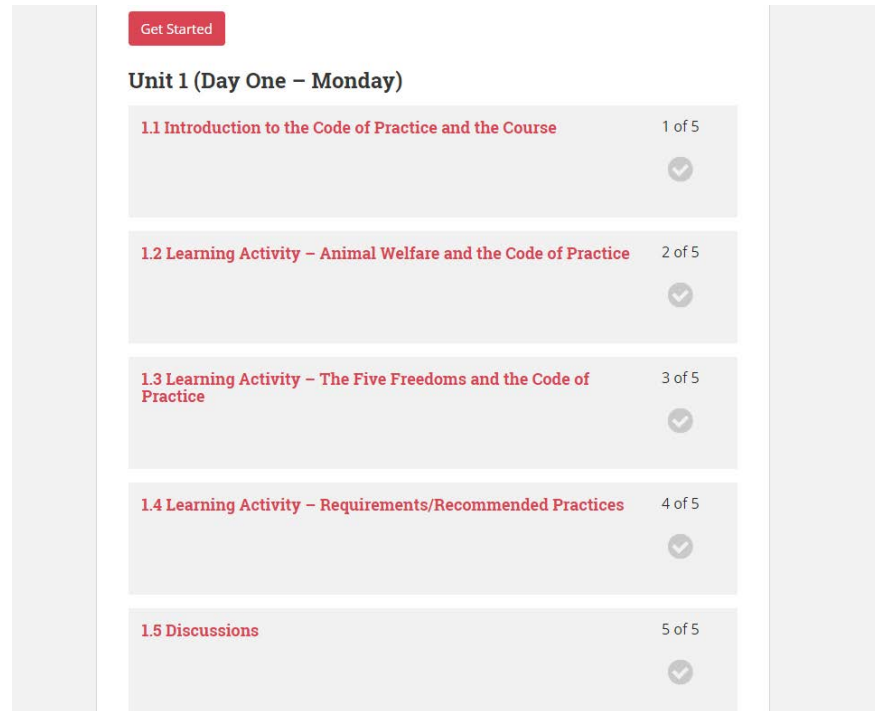
The course Home Page is your launching point to access your learning activities, read important announcements, participate in class discussions, and more.



The screenshot shows the website interface for the Ontario Equestrian course. At the top, there is a banner image of a brown horse and a grey horse in a field. Below the image, the text reads "IN PARTNERSHIP WITH ONTARIO EQUESTRIAN" and "THEY OWNED THE HORSE CARE & WELFARE COURSE, DID YOURS?". A yellow arrow points to the "ANNOUNCEMENTS" link in the navigation menu. The main content area features the course title "Horse Care & Welfare – Fall '19" with dates "Sep 16 – Sep 27" and duration "2 wks (5-10 hrs/wk)". Below this is a "Welcome!" message and a navigation menu with tabs for "Overview", "Objectives", "Assessment", "Requirements", and "Achievements". A "Testimonials" section is also visible, with the heading "Supporting the Five Freedoms and Beyond". On the right side, there is a section titled "AVAILABLE SHORT COURSES" listing three courses: "Horse Care & Welfare – Fall '19", "Equine First Aid – Fall '19", and "Sickness Prevention in Horses – Fall '19".

Important announcements from your instructor will appear on the Course Home Page. If you would like to view any previous announcements, select **Announcements** from the Navigation Menu.

The Home Page: Course Lessons



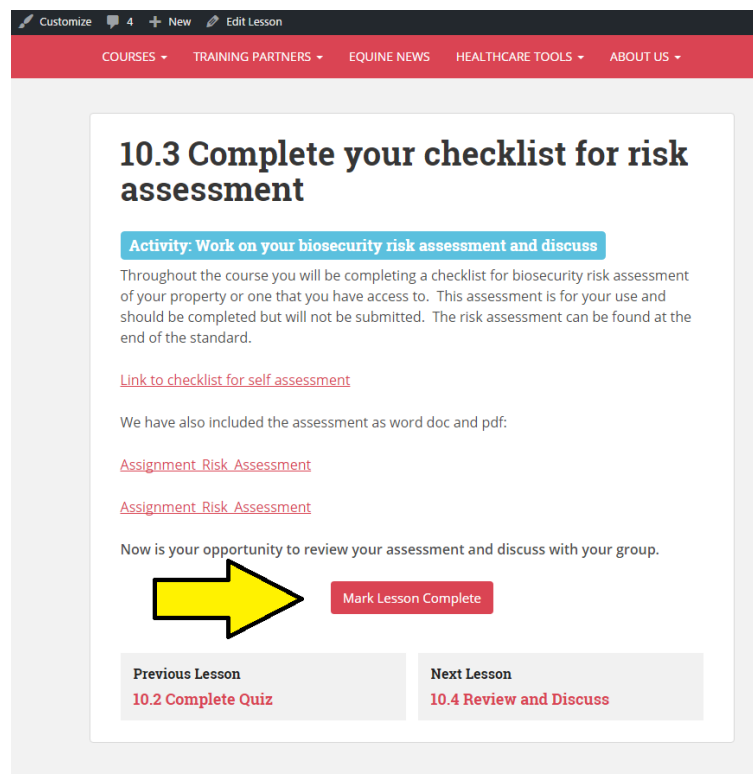
To access your course learning activities, scroll down on the Home Page until you see the “**Get Started**” button, as shown above. Clicking “Get Started” will take you to the first lesson of the course. Once you have completed the first lesson, the “Get Started” button will now change to read “**Continue**”, 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 a dark grey background containing 'Customize', '4', '+', 'New', and 'Edit Lesson'. Below this is a red navigation bar with links for 'COURSES', 'TRAINING PARTNERS', 'EQUINE NEWS', 'HEALTHCARE TOOLS', and 'ABOUT US'. The main content area has a white background with a grey border. The title '10.3 Complete your checklist for risk assessment' is in bold black text. 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 red links: 'Link to checklist for self assessment' and 'Assignment Risk Assessment'. Below the second link is another red link 'Assignment Risk Assessment'. The text 'Now is your opportunity to review your assessment and discuss with your group.' is followed by a large yellow arrow pointing to a red button labeled 'Mark Lesson Complete'. At the bottom, there are two grey buttons: 'Previous Lesson 10.2 Complete Quiz' and 'Next Lesson 10.4 Review and Discuss'.

Customize 4 + New Edit Lesson

COURSES TRAINING PARTNERS EQUINE NEWS HEALTHCARE TOOLS ABOUT US

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.

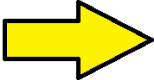
[Link to checklist for self assessment](#)

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

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 navigation bar, as indicated by the arrow above.

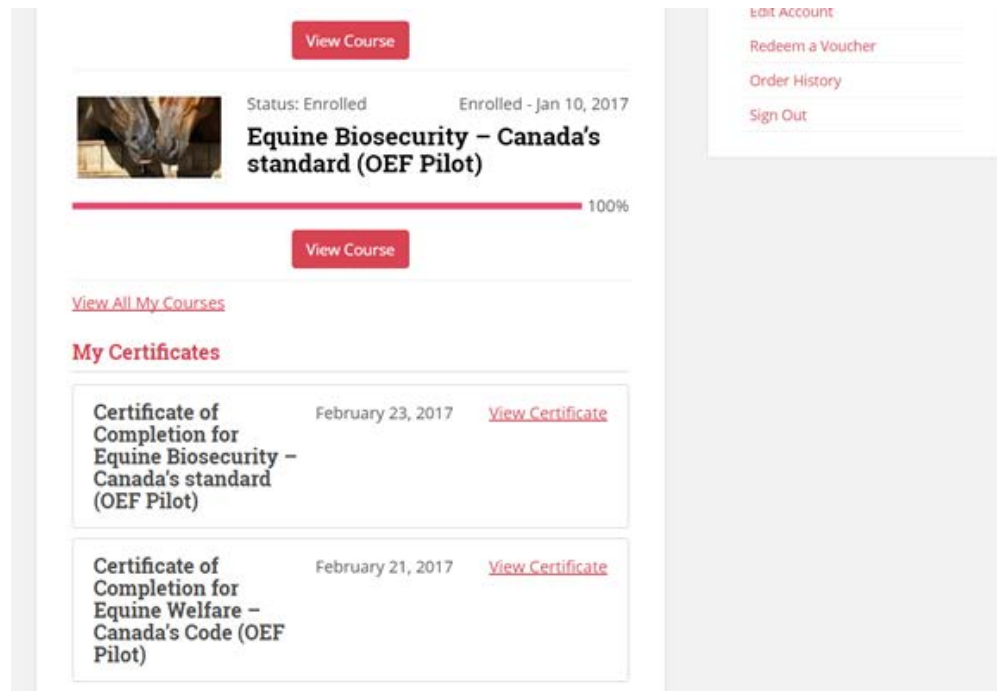
[For more information about Discussions, check out the Discussion Guide.](#)



The screenshot shows the Ontario Equestrian website interface. At the top, there is a banner with two horses (a brown one and a grey one) and the text "IN PARTNERSHIP WITH ONTARIO EQUESTRIAN". Below the banner is a navigation bar with the following items: COURSE HOME, DISCUSSIONS (highlighted with a yellow arrow and a '9' badge), QUIZZES, and CLASS LIST. Below the navigation bar, the main content area displays the course title "Horse Care & Welfare – Fall '19" with a calendar icon, dates "Sep 16 – Sep 27", and duration "2 wks (5-10 hrs/wk)". There are tabs for "Overview", "Objectives", "Assessment", "Requirements", and "Achievements". Below these tabs is a "Testimonials" section with the heading "Supporting the Five Freedoms and Beyond" and a paragraph of text. To the right of the main content area is a sidebar titled "AVAILABLE SHORT COURSES" listing four courses: "Horse Care & Welfare – Fall '19", "Equine First Aid – Fall '19", "Sickness Prevention in Horses – Fall '19", and "Gut Health & Colic Prevention – Fall '19".

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.

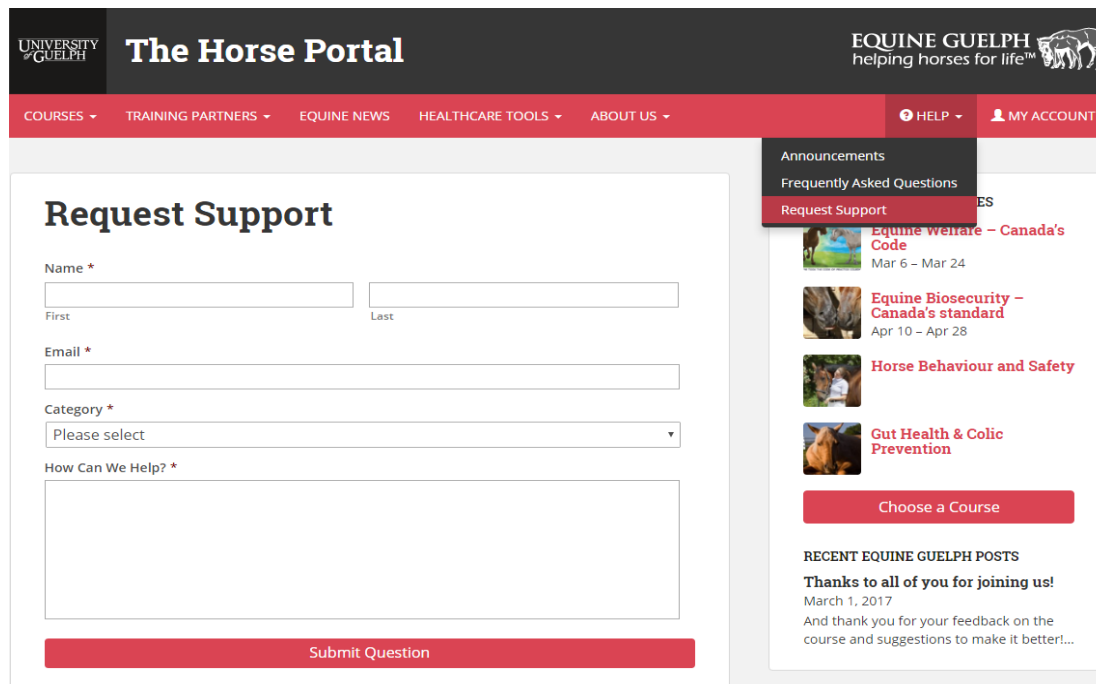


The screenshot displays a user's account page. At the top right, there are links for 'Edit Account', 'Redeem a Voucher', 'Order History', and 'Sign Out'. The main content area features a course card for 'Equine Biosecurity – Canada's standard (OEF Pilot)'. The course status is 'Enrolled', and it was enrolled on '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. Two certificates are listed: '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 has a 'View Certificate' link.

Course Name	Enrollment Date	Completion Date	Completion Status
Equine Biosecurity – Canada's standard (OEF Pilot)	Jan 10, 2017	February 23, 2017	100%
Equine Welfare – Canada's Code (OEF Pilot)	Jan 10, 2017	February 21, 2017	100%

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 '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™'. A navigation bar contains links for COURSES, TRAINING PARTNERS, EQUINE NEWS, HEALTHCARE TOOLS, ABOUT US, HELP, and MY ACCOUNT. The main content area features a 'Request Support' form with the following fields: Name (First and Last), Email, Category (a dropdown menu with 'Please select'), and How Can We Help? (a text area). A red 'Submit Question' button is at the bottom of the form. To the right, a sidebar menu is open, showing 'Announcements', 'Frequently Asked Questions', and 'Request Support' (which is highlighted). Below the menu, there are 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'. A red button labeled 'Choose a Course' is positioned below these cards. At the bottom of the sidebar, there is a section for 'RECENT EQUINE GUELPH POSTS' with the text 'Thanks to all of you for joining us!' dated March 1, 2017, and a message of appreciation for user feedback.

Enjoy your course!