



Accessing OPVTA's Online Learning Portal

In January, the OPVTA will launch its online learning portal via the Canadian Police Knowledge Network (CPKN). This will enable OPVTA members to access OPVTA training videos, supplements and other resources 24/7 in a secure online environment. Though part of CPKN's Learning Management System (LMS), **the OPVTA portal is only accessible to OPVTA members**. This new delivery model will provide members with a range of benefits to enhance in-service training at no additional cost. The following outlines the requirements and access instructions for OPVTA members.

Minimum Technical Requirements

The following minimal system requirements are needed for optimal viewing of OPVTA training resources online:

- Pentium II Processor
- 64+ MB RAM
- Windows 98 SE, 2000, NT 4.0 (with SP4), Millennium, or XP
- Internet Explorer 5 or above
 - Browser must support scripts
- Adobe Flash Player 8 or above for Internet Explorer
- Adobe Acrobat Reader 4 or above
- Monitor supporting:
 - 800x600 screen resolution
 - 256 colours
- 56 Kbps modem
- e-Mail account
- Headset or speakers
- 32-bit sound card (optional)

You can quickly test your system for minimum requirements by visiting the CPKN website at www.cpkn.ca/contact_e.html and clicking on [Test System].

Note: This will test up to Adobe Flash 7 only. Adobe Flash 8 must be confirmed independently.

How to Register Learners

OPVTA member agencies are responsible for registering learners to the new OPVTA portal. All learners who will be accessing the OPVTA portal should be registered at the same time, following the instructions below.

1. Go to the CPKN website at www.cpkn.ca and click on REGISTRATION in the upper navigation bar.
2. DOWNLOAD the Group Registration Form (in Microsoft Excel).
3. OPEN the form in Microsoft Excel and COMPLETE (please type answers). Please note that there are TWO worksheets in this form.
4. SAVE the completed form to your computer.
5. EMAIL the completed form to CPKN at support@cpkn.ca

Registrations will be processed by CPKN within five business days. Once the registration is processed, each learner will receive two emails containing their username and password, respectively.

TIPS for Streamlining the Registration Process

- **Consult your HR or IT department to determine an efficient means of exporting learner data in the required CPKN format from an existing HR database.**
- **Ensure that all learners within your service are aware that they are being registered to the portal and that they require the information contained in the emails from CPKN to access the portal.**

Member Benefits

- 24/7 access to OPVTA training resources from any Internet connected computer
- Learner tracking and reporting of service-specific training events
- Review questions for online OPTVA offerings to confirm knowledge and participation
- Supplemental resources and job aids to enhance video training resources

Administrators

Each OPVTA member service has the opportunity to assign an Administrator to monitor their service's training initiatives on the OPVTA portal. The Administrator will be able to access the training records of all learners from their service, track learner progress, and run regular reports on training initiatives. It is recommended that a member service have one point of contact for portal administration and other OPTVA-related communication.



All OPVTA members are asked to provide the name of one individual from their service who will have administrative rights on the OPVTA portal. Ideally, this will be the same person who currently acts as OPVTA liaison. Please forward the name of this individual (with email and telephone contact information) to support@cpkn.ca.

Learner Tracking and Reporting

Administrators from member organizations will be able to track learner progress and service-based training initiatives through standard LMS reports:

- **Individual Student Report** - Provides the status (including reviews and dates of completion) of a learner for all courses that learner is registered.
- **Training Record by Course** - Lists all the status of all learners in a particular course by Name, Email, Start/Completion Date, and Organization.
- **Training Record by Organization** - Lists the status of all learners in an organization by course event.

Reports are compiled directly from CPKN's Learning Management System and provide real-time results. They are created in MS Excel formats and can therefore be easily managed or integrated into other service systems.

Technical Support

CPKN's Support Desk is open to all learners Monday to Friday, 8 am to 8 pm EST, by email at support@cpkn.ca or by toll-free telephone at 1-866-357-CPKN (2756).