



Transportation and Economic Corridors



Alberta Class 1 – Train the Trainer “Learner” Guide



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		1.2

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Moodle – Learner’s Guide

Introduction

This guide assists you to use the learning management system.

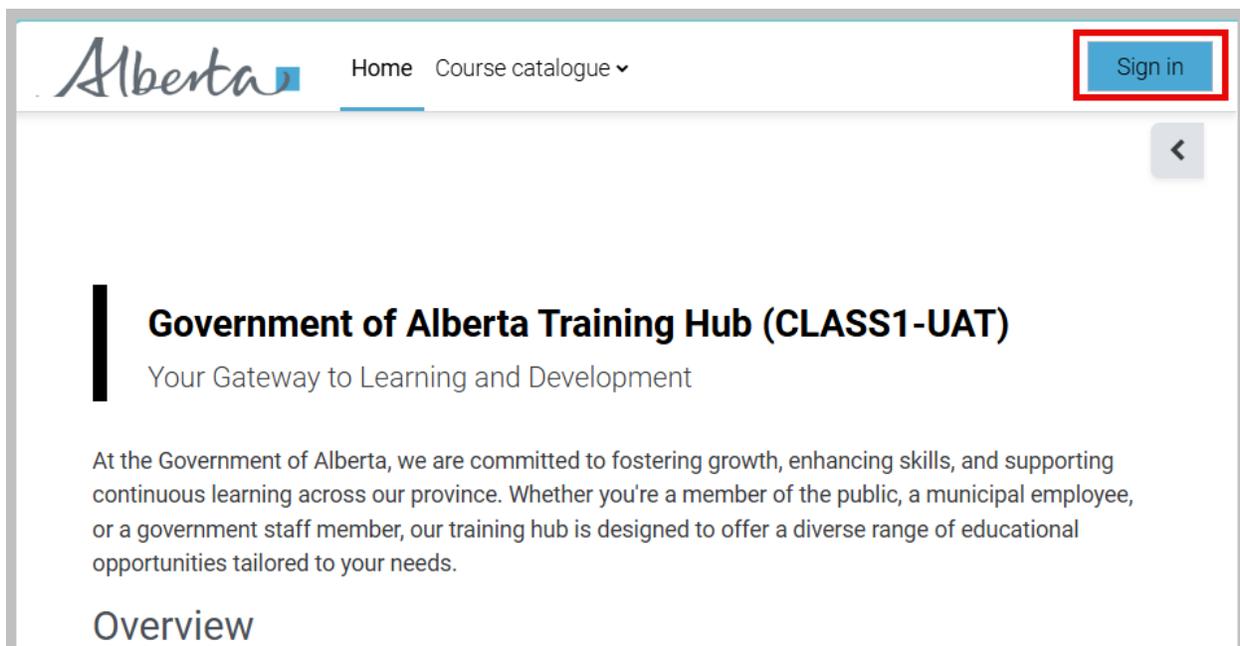
Training Objectives

- Understand the Learner process to sign in to the learning system and checking their user profile.
- Enrol for a course which includes the payment process
- View your course progress
- View and print your transcript and certificate

Login to your Learning Management System

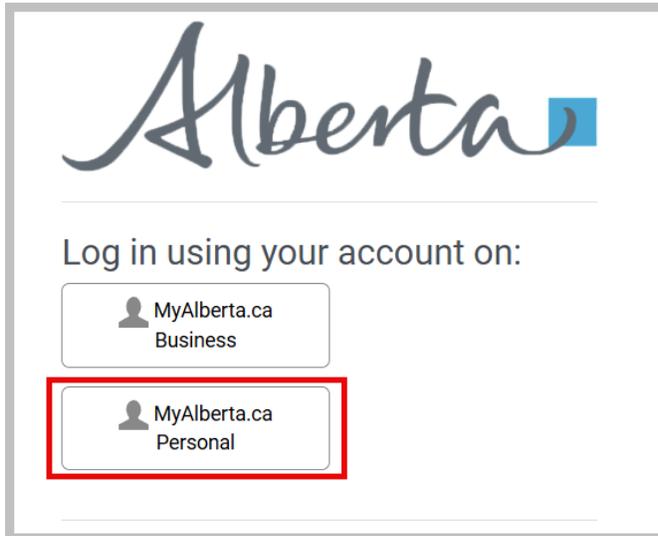
Transportation and Economic Corridors (TEC) will provide you with a link to the learning management system.

When you click **Sign in**, it redirects you to Alberta.ca.



Alberta.ca

When directed to this website, sign in to your account using **MyAlberta.ca Personal**. If you do not already have an account, click **Create account** link. Refer to the Alberta.ca documentation for help. It contains details on creating an account, sign in steps and contact information for assistance.



[Alberta.ca Reference Guide](#) (includes contact information)

[Alberta.ca Frequently Asked Questions](#) [Alberta.ca Link](#)

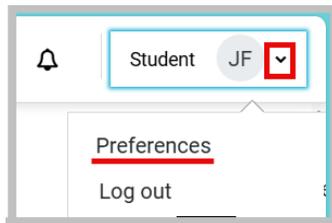
Notes:

1. Your account should be a verified Alberta.ca account. This enables your enrollment in courses and ability to track outcomes and completions
2. Sign in using the option **MyAlberta.ca Personal**.
3. Selecting a “Remember me” prompt is based on your browser settings and not part of the LMS. Checking this in Chrome, will not remember your password in Edge.

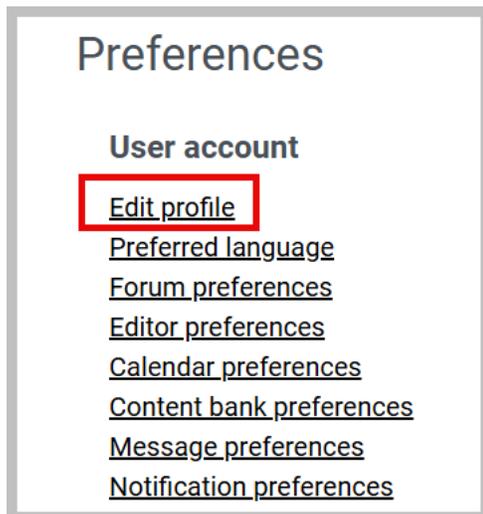
View your LMS profile

Your role affects how much you can view. Many fields are greyed out meaning you are unable to change them. All email messages and notifications go to the email address set in a user's profile.

1. Navigate to the drop-down next to your profile name and pick **Preferences**.



2. Then click **Edit Profile**.



3. View your profile.

Log out

Navigate to the drop-down next to your profile name and **Log out**.

Note: The learning management system will timeout at 4 hours of inactivity.

Home page

The landing page is your Home page. Read the overview and information that will guide your learning. Then navigate across the links in the top banner.

Government of Alberta Training Hub (CLASS1-UAT)

Your Gateway to Learning and Development

At the Government of Alberta, we are committed to fostering growth, enhancing skills, and supporting continuous learning across our province. Whether you're a member of the public, a municipal employee, or a government staff member, our training hub is designed to offer a diverse range of educational opportunities tailored to your needs.

Overview

Drivers seeking a [Class 1 \(tractor trailer\) licence](#) are required to complete mandatory training to apply for their commercial driver's licence.

Training uses standardized curriculums that are taught at all licensed Alberta driver training schools. The training also requires a government-mandated number of training hours for in-class, in-yard and in-vehicle modules:

- in-class – refers to an educational setting inclusive of classroom, digital and/or blended instruction facilitated by an instructor

For more information, refer to:

[Home](#)

[Dashboard](#)

[Course catalogue](#)

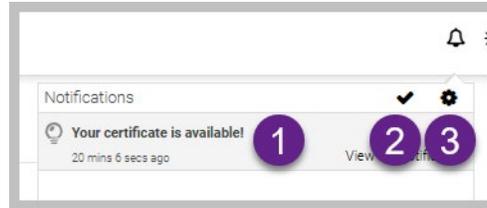
[My training](#)

[Notifications](#)

[Profile](#)

Notifications

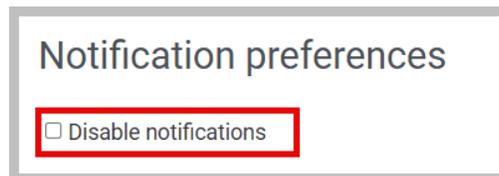
At the top right you see a notification icon. When you see a number next to it, click the icon to view updates or announcements related to your enrolled courses.



1. Once you click **the notification icon**, the notification list appears.
2. View the message by selecting it. This will also mark the item as read.
3. The checkmark will mark all notifications as read.
4. Change your notification preferences with the gear icon.

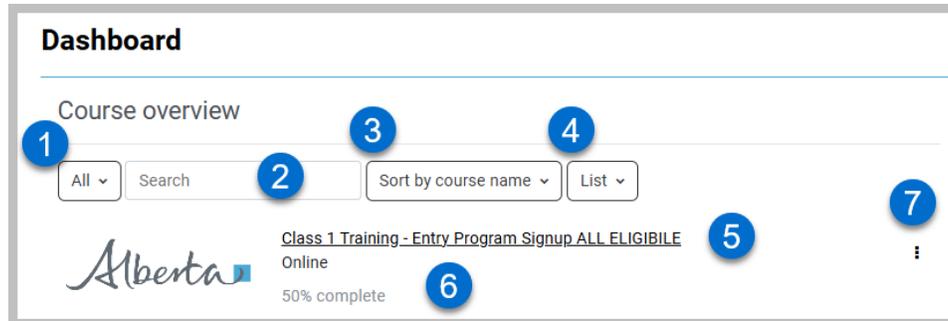


- Turn off notifications by checking **Disable notifications**.



Dashboard

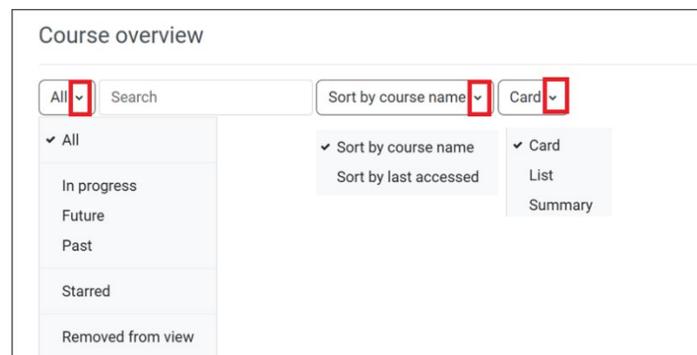
The dashboard is like the home page but focuses on courses. This is one way to see what you took, your course completion progress and it one way to return to courses in progress.



1. Filter which courses you see on the dashboard. When you have completed many courses, you may want to remove some from the view.
2. Search for a course
3. Sort the courses by name
4. Change how the courses are displayed.
5. Course names.
6. View the completion progress in a course
7. Use the More dots to either “Star this course” or remove from the dashboard view. Removing does not delete the course progress. Display a hidden course by filtering to “Removed from view”, clicking the more dots and “Restore to view.”

Filtering the dashboard view

1. Filter which courses appear on the dashboard using the drop-down arrow next to All.
2. Search and sort courses
3. View the courses by card, list or summary.



Course catalogue

The course catalogue lists all the courses and may be structured into categories. When you pick Class 1, you see how courses are organized by online courses and those offered through the driving schools.

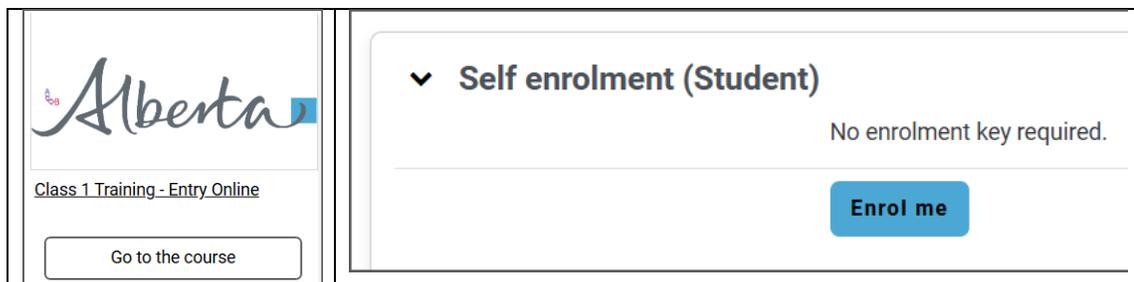


You may expand each section by clicking on the expand  symbol, or Expand all. A click on either Online or Driving School displays the courses in each.

Sign up for a course and navigating through it

To sign up for a course several things were already done. You created an Alberta.ca account and your information was verified by MOVES. Now you have found the course to take and will be ready to provide payment.

1. On the course tile, click Go to the course.
2. Click Enrol me.



Note:

The message “You are enrolled in the course” means your profile and MOVES validated you can take this course. **You are not actually enrolled yet.**

3. Open and read **About this course – Read this first!** You want the indicator on the right to switch to Done View.
4. Click Pay for the course.

Class 1 Training - Entry Program Signup

Course Grades More ▾

You are enrolled in the course. ✕

▾ Eligibility Collapse all

You are eligible to take this course.

 [About this course - Read this first!](#) ✓ Done: View

What you need to know before you pay for this course.

 **Pay for the course** To do: Student must complete the payment to complete this activity.

Paying for the course

1. In the course, click the **Pay for the course** button. The order details appear with the course name, your name and its cost.



 **Pay for the course**

 Not available unless: The activity **About this course - Read this first!** is marked complete

2. Proceed with **Secure Checkout**. Otherwise, use Return to [course name].

Order Details

 **Success:**
"Class 1 Training - Entry Online Course Fee" has been added to your cart.

Item	Price	Quantity	Subtotal
Class 1 Training - Entry Online Course Fee	\$250.00	1	\$250.00

Order Details

Fee Payment ID: 78-112-153

First Name:

Last Name:

Course ID: 112

[Return to Class 1 training](#)

Order Summary

Subtotal \$250.00

Order Total \$250.00

[Secure Checkout](#)

3. At the Secure Checkout login with your Alberta.ca account.
4. Enter in your card and billing information.
5. Click **Place Order**. A thank you for the order will appear that allows the receipt to be viewed and printed.

Thank you, your order has been received.

Order #200005441

You will receive an order confirmation email with the details of your order.

[View Receipt](#) | [Print Receipt](#)

[Return to Class 1 Training](#)

[Back to the Homepage](#)

6. Back at the course home page proceed with **Get Started**.

Pay for the course **Done:** Student must complete the payment to complete this activity.

You have been enrolled in the Class 1 Entry course. Use the following button to access your course.

Get started ←

Note: It may take 1-2 minutes for your enrolment to be processed successfully. If you cannot access the course, please wait a minute or two and try again.

Alberta Home Dashboard Course catalogue My training MH

Class 1 Training - Entry Online

Course Grades

1

What you need to know

- Welcome to your Class 1 E...
- Class 1 Entry Workbook

Employment in the Comm...

- Communication for Comm...
- Driver Health and Well...
- Service Excellence
- Professional Image as ...
- Policy and Procedures

Module 2

Module 3

Module 4

Module 5

Module 6

Module 7

Module 8

3

Conclusion

- Update Professional Dr...
- Share your thoughts on...

2

What you need to know Collapse all

- Welcome to your Class 1 Entry Level Training course! Mark as done
- Class 1 Entry Workbook 38.1 KB PDF document To do: View

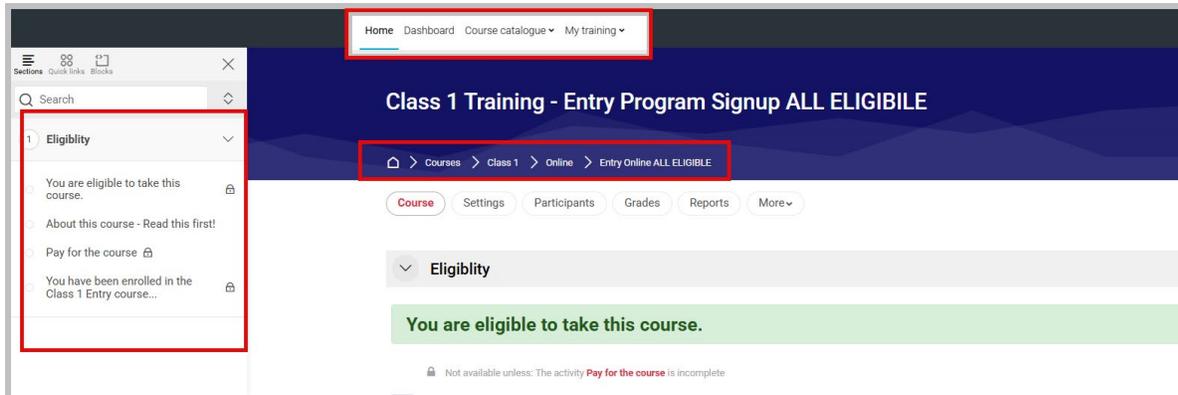
Employment in the Commercial Driving Industry

- Communication for Commercial Drivers Mark as done
- Driver Health and Wellbeing
- Not available unless: The activity **Communication for Commercial Drivers** is marked complete
- Service Excellence

Safe ways to navigate

Here are ways you may direct the screens and your learning experience. Use the:

1. Left panel in the course
2. Breadcrumb trail
3. Links at the top of the system (Home, Dashboard, etc)

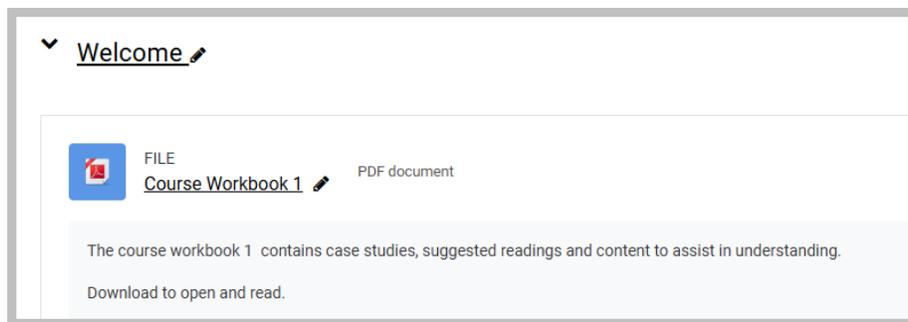


Welcome messages

Open to read general information welcoming you to the course. Once you navigate back to the main course screen, the activity will be marked as Done.

Workbooks

The workbook will appear within the course either as a single file or within a folder. Depending on how it was setup in the course, when you click it, the file may open within the same window, open another window tab, or begin to download to your system.



SCORM Packages

These packages allow you to work through modules and your own pace. You will be able to stop and resume where you left off.

Below a SCORM title you will be notified if another activity needs to be completed first.

The screenshot shows two SCORM packages in a Moodle course. The first package is titled "SCORM PACKAGE" with the subtitle "Communication for Commercial Drivers". The second package is also titled "SCORM PACKAGE" with the subtitle "Driver Health and Wellbeing". Below these packages, a red horizontal line is followed by a lock icon and the text: "Not available unless: The activity Communication for Commercial Drivers is marked complete".

Assessments

Assessments allow to gauge your understanding. They may be called an exam, quiz or assessment.

Notice the information on what you need to do and the instructions.

The screenshot shows a Moodle quiz activity page. At the top left is a pink square icon with a white checkmark. To its right, the text reads "QUIZ" and "Core Learning Assessment" with a pencil icon. On the right side, there is a grey button with the text "To do: Receive a passing grade". Below this, a light grey box contains the text: "Opened: Friday, 28 February 2025, 12:24 AM". Below that, another light grey box contains the text: "Read these instructions before you begin," followed by "The assessment is timed and provides you 45 mins. The assessment questions must be completed in one sessions."

Driver milestones

1. You must complete all activities in the course.
2. Scroll down to the Conclusion section, and the Milestone will indicate Done.

Note: Alberta Registries updates in its system your learning record and will mark this course as successful completed.



Submit Course Completion for

✓ Done: Milestone Update

Full Name: C

MVID: 0

Date of Birth: 2

Driver's Licence number: 1

Certificates and Training History

Certificates

A certificate is issued based on meeting the course completion requirements. When those requirements are met such as completing the learning, and/or reaching the required exam grade, and updating a milestone, you may view and print the course certificate.

1. Click the certificate link and then **View certificate**.
2. Use the download or print icon in the upper right.

Note: The system typically sends the learner an email indicating the certificate is available, with an attachment and link.



My training

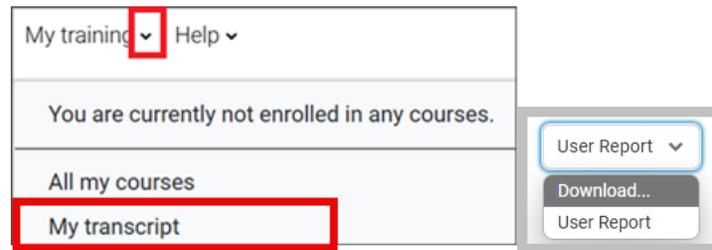
A quick way to view your transcripts across courses is to use the learner transcript.

The Learner's transcript

The transcript is a report the individual can run for themselves and view their personal record online. It can include all courses, documents, and policies. A system administrator can also run this report for others.

1. Navigate to the My training in the top of the system and click on **My transcript**.

2. Change User Report at the bottom of the page to **Download** and the information is downloaded.



Conclusion

The system is designed to be intuitive and may have slight changes but getting your account and beginning is the next steps. Best wishes on enhancing your professional driving knowledge and competencies.

Contacts

- Alberta.ca login support 1-844-643-2789 alberta-ca.account@gov.ab.ca
- Technical support (such as error messages) safetysystemssupport@gov.ab.ca
- Procedural/licensing questions (for questions about how to perform functions or licensing questions) licensingimprovements@gov.ab.ca
- [Contact a driver training school](#)