



Task Title: Locating Information on the OntarioLearn Website

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will find information about college course offerings on the OntarioLearn website.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.3

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Learner Information

OntarioLearn is a collaboration between Ontario Colleges that allows students to register for online courses their home institution may not offer. Students are able to access a greater variety of online courses. Many OntarioLearn courses have monthly start dates which may work well for students who are not following a traditional semester schedule.

Go to OntarioLearn: <https://ontariolearn.com/>

Work Sheet

Task 1a: Conduct a search for the course “Business Math”. Write down the next start date, end date, prerequisites, and computer requirements.

Answer:

Task 1b: Select the next offering of this course. Choose a college and write down the registering college code and the host college code.

Answer:

Task 2a: Conduct a search for the course “Business Writing Strategies”. Write down the next start date, end date, prerequisites, and computer requirements.

Answer:

Task 2b: Select the next offering of this course. Choose a college and write down the registering college code and the host college code.

Answer:

Task 3: List three (3) colleges that offer the Medical Transcriptionist program (College-Approved Certificate).

Answer:

Task 4: Go to the Student Services page. List the items included in the start-up checklist in a student's login portal.

Answer:

Task 5: What is the website address for the virtual tutoring platform offered to OntarioLearn students?

Answer:

Answers

Task 1a: Conduct a search for the course “Business Math”. Write down the next start date, end date, prerequisites, and computer requirements.

Answers will vary. As of November 2025, this course is offered regularly, has no prerequisites, and requires students to have Word 2000 or higher.

Task 1b: Select the next offering of this course. Choose a college and write down the registering college code and the host college code.

Answer: As of November 2025, this course is hosted by Fanshawe College; Fanshawe’s host college code is FA-MATH1052. The registering college code will vary. For example, if a student registers for this course through Lambton College, the registering college code is LA-MTH1223 or LA-MTH1002. For some colleges, the course code remains unchanged, and the prefix is the only change between host and registering colleges.

Task 2a: Conduct a search for the course “Business Writing Strategies”. Write down the next start date, end date, prerequisites, and computer requirements.

Answers will vary. As of November 2025, this course is offered regularly, has no prerequisites, and requires students to have access to PowerPoint.

Task 2b: Select the next offering of this course. Choose a college and write down the registering college code and the host college code.

Answer: As of November 2025, this course is hosted by Algonquin College; Algonquin’s host college code is AL-ENL5012. The registering college code will vary, as noted above.

Task 3: List three (3) colleges that offer the Medical Transcriptionist program (College-Approved Certificate).

Answers may change. As of June 2026, the following colleges are offering this program through OntarioLearn:

- Centennial
- Durham
- Lambton
- St. Lawrence

Task 4: Go to the Student Services page. List the items included in the start-up checklist in a student's login portal.

Answer:

- My news for the latest announcements
- My instructor contact information
- My content of the lessons ahead
- My activities to complete through the course
- My progress to monitor your assessments
- My schedule to identify key dates

Task 5: What is the website address for the virtual tutoring platform offered to OntarioLearn students?

Answer: <https://www.tutor.com>

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.3	experiments and problem-solves to achieve desired results			
	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks)			
	makes inferences to interpret icons and text			
	performs advanced searches (e.g. refines search terms, uses advanced search features, cross-refers between websites)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Task Title: LocatingInformationOnOntarioLearnWebsite_P_D.3

Learner Comments:

Instructor (print):

Learner (print):