



Participant Guide (Jan 2020 Version)

The most up-to-date version of this guide can be found at:
<https://mi.mcmaster.ca/professor-hippo-on-campus/>

Welcome!

Welcome to the **Professor Hippo-on-Campus e-learning modules**. We hope these modules will be helpful to you in your role as a faculty member, instructor, and/or navigator (i.e., staff helping students navigate through their program and services) at McMaster.

We recognize that this process seems pretty complicated if you've never been through it before. We are using the software platforms available to us right now at McMaster (Mosaic, Limesurvey and Avenue to Learn) so this is the best we can do for now! We are happy to assist you at any time if you e-mail us at profhipp@mcmaster.ca. Please don't give up if you get frustrated, just get in touch with us!

The 3 software platforms being used are:

- Mosaic <https://mosaic.mcmaster.ca> (anyone with a Mac ID can register for the course)
- Avenue to Learn <https://avenue.mcmaster.ca> (by registering on Mosaic can access A2L course)
- Limesurvey <https://surveys.mcmaster.ca/limesurvey/index.php/admin/authentication/sa/login> (but you need a specific link to get to our surveys, which you receive when you register on limesurvey or when you send them to you by e-mail from profhipp@mcmaster.ca)

Professor Hippo-on-Campus Certificate of Attendance

In order to become certified in the Professor Hippo-on-Campus Student Mental Health Education Program, **you MUST complete the following 3 steps or you will be removed from the course and will not be certified**. Note: Once you register on Mosaic, it can take up to 24 hours to be enrolled in the course but you can proceed with the Pre-survey in the meantime.

The course takes about 3 hours to complete but does NOT have to be done all at once. You will have 12 weeks to access and complete the course which is signaled by completion of the 1 question quiz on Avenue to Learn. Once removed from the course, you can easily re-register but you will need to complete the 3 steps again, unless you contact us prior to being removed at: profhipp@mcmaster.ca

Why become certified? What are the benefits? In addition to all of the practical skills and knowledge...

- You will receive a **Certificate of Attendance** and can say you are a certified Professor Hippo-on-Campus participant
- You will receive a **printable sign** or sticker which lets others know you are certified and are a student mental health supporter
- You will be eligible for **future educational opportunities** offered by Professor Hippo-on-Campus at McMaster ONLY to certified participants
- You will retain **OPEN access** to the most up-to-date set of modules and all of the attached resources on Avenue to Learn, which you can access 24-7-365
- You can have your name shared with McMaster leadership and the McMaster community to let them know you are a student mental health supporter (optional)

Certification Overview: Detailed Steps with Screenshots start on Page 4

	Steps to Completion and Certification:	Timeline:
	<p>Complete the Pre-survey BEFORE viewing the modules on Avenue to Learn by signing up with your McMaster e-mail at: https://surveys.mcmaster.ca/limesurvey/index.php/172147?lang=en. Once you register for the survey, you will immediately receive a link via e-mail to complete the 10-20 minute survey.</p> <p>You will receive e-mail reminders to complete the pre-survey and will be removed from course if not completed within 2 weeks.</p> <p style="text-align: center;">Detailed steps found on page 5 of this guide.</p>	<p>Within 2 weeks (after registration) to complete survey.</p> <p>You can do this before or after you sign up on Mosaic.</p>
2.	<p>Sign up for the course on Mosaic https://mosaic.mcmaster.ca if you haven't already. It can take up to 24 hours to show up as a course on your Avenue to Learn https://avenue.mcmaster.ca</p> <p style="text-align: center;">Detailed steps found on page 8 of this guide.</p>	
3.	<p>As soon as you complete the pre-survey and are registered on Mosaic, you can start accessing the 8 modules on Avenue to Learn. You must complete the quiz (takes 1 minute) in Avenue to Learn when you've finished the modules – this tells us that you are finished.</p> <p>You will receive e-mail reminders to complete the quiz on Avenue to Learn and will be removed from course if not completed within 3 months/12 weeks.</p> <p style="text-align: center;">Detailed steps found on page 11 of this guide.</p>	<p>Within 3 months/12 weeks after completing the Pre-survey.</p>
4.	<p>Complete the Post-Survey after quiz and module completion. The link to this survey will be sent to your e-mail by the program within a week of quiz completion.</p> <p>You will receive e-mail reminders to complete the Post-survey and will be removed from course if not completed within 4 weeks.</p> <p style="text-align: center;">Detailed steps found on page 16 of this guide.</p>	<p>Within 4 weeks after completing the quiz.</p>
<p style="text-align: center;">Following these steps you are certified and can expect within about one week to receive an e-mail from us with your notice of official certification etc.</p>		
<p>5. The optional 5th step is to complete the Follow-up Survey which will be sent to your e-mail 12 weeks/3 months after completing the Post-Survey. We would appreciate if you are willing to complete this as it will allow us to determine if the course has longer term effects on knowledge, attitude, actions, and confidence.</p> <p style="text-align: center;">Detailed steps found on page 16 of this guide.</p>		

Professor Hippo-on-Campus E-Learning Modules Requirements

E-Learning Modules: There are eight modules in total. Please note that Module 6 has three parts (a, b and c). It is recommended that you complete the modules in sequence and print or have the document Entitled Responding to Students in Distress or Difficulty printed in colour or accessible to view simultaneously. It is also attached to Module 6 as a PDF.

<https://wellness.mcmaster.ca/app/uploads/2019/11/Responding-to-Student-in-DistressNov2019-final.pdf>

Estimated time to complete: The Professor Hippo-on-Campus e-learning modules will take approximately 3 hours to complete. Each module is about 10-30 minutes in length. The modules are best done gradually (e.g., 1-2 modules per day). Each module has a “resume” feature so if you do not finish a module at one time you will be prompted to continue where you left off when you come back to the module.

Module Delivery: The e-learning modules are available online by registering on Mosaic <https://mosaic.mcmaster.ca> which then allows you to access the course in McMaster University’s learning management system “Avenue to Learn”: <http://avenue.mcmaster.ca>

Refer to the sections on “Technical Requirements” and “Using Avenue to Learn” for more information on accessing the e-learning modules.

Getting Help

General Inquiries: Professor Hippo-on-Campus project team (profhipp@mcmaster.ca)

Technical Assistance: Visit <http://avenue.mcmaster.ca/help/> OR contact the Professor Hippo-on-Campus project team at profhipp@mcmaster.ca.

Technical Requirements

Mosaic and Avenue to Learn (A2L) are accessed via a Mac ID and password.

MAC ID

A MAC ID is a unique username and password given to every McMaster employee. If you use MOSAIC, MacSecure, MacConnect, Avenue to Learn, or LibAccess, you already know your MAC ID. *Note: Your MAC ID is not your employee number. If you are unsure if you have a MAC ID, it is generally, the first part of your email address before the @ symbol.*

If you need to activate your MAC ID, verify your MAC ID or change your password go to <http://www.mcmaster.ca/uts/macid/index.html>

For further support, contact the UTS Service Desk at uts@mcmaster.ca or extension 24357 (Mon-Fri 8:30 to 4:30 p.m.).

System Requirements

- Windows 2000 or higher
- Mac OS 10.3 or higher
- A broadband internet connection is recommended for audio and video components

Software

- Web browser ([Internet Explorer 6.x or higher](#); [Firefox 3.x or higher](#); [Google Chrome](#))
- [Adobe Flash Player, version 9 or higher](#)
- [Adobe Reader 7.x or higher](#) OR Adobe Acrobat Reader

Note: On your Internet Browser properties ensure “Enable Pop Ups from this site” is turned on. Pop-Up blockers prevent windows from opening automatically and may interfere with opening files within the CTF e-learning course.

Hardware:

- Ensure that your audio and video devices are working
- Headphones or external speakers

Steps to Certification (Detailed)

1. Pre-survey registration and completion

- See link in table above <https://surveys.mcmaster.ca/limesurvey/index.php/172147?lang=en>.
- Complete public registration (1 minute), preferably using your McMaster e-mail

You may register for this survey if you wish to take part.

Enter your details below, and an email containing the link to participate in this survey will be sent immediately.

First name:

Catharine

Last name:

* Email address:

munn@mcmaster.ca

* Last name, first name:

Munn, Catharine

Fields marked with an asterisk are mandatory.

Continue

- You will see this screen after registering

Thank you for registering. You will receive an email shortly.

First name	Catharine
Last name	
Email address	munn@mcmaster.ca

- Go to your email inbox. You will receive this e-mail within a few minutes. If you don't receive it, check your junk mail. Click on the link to complete the Pre-Survey (takes 10-20 minutes)

Professor Hippo-On-Campus Survey Registration Confirmation

Professor Hippo Survey Team [profhipp@mcmaster.ca]

To: Munn, Catharine

 Actions -

February 3, 2020 10:20 AM

Dear Educator or Navigator,

You, or someone using your email address, have registered to participate in an online survey titled Professor Hippo-On-Campus Pre-Survey.

To complete this survey, click on the following URL:

<https://surveys.mcmaster.ca/limesurvey/index.php/172147/lang/en/token/1gzPi>

If you have any questions about this survey, or if you did not register to participate and believe this email is in error, please contact Professor Hippo Survey Team at profhipp@mcmaster.ca.

- Proceed with survey after reading this survey information

This survey is currently not active. You will not be able to save your responses.



Professor Hippo-On-Campus Pre-Survey

Welcome to the Professor Hippo-on-Campus Pre-Survey!

We greatly appreciate your completion of this pre-survey before and a post-survey after you complete the modules and quiz. These surveys will be used to ensure the program is of high quality and effective and is the process by which you can receive the official Professor Hippo-on-Campus Certificate of Attendance. You will also be sent a third follow-up survey 3 months after completing the program; this is not required for the certificate but completion is greatly appreciated.

The results of your surveys will remain private and confidential and will not be shared in connection with your name or other identifying data or in any way that would allow the results to be connected to you. They are stored in a password-protected, secure database with access by the Professor Hippo evaluation team only. An exemption from the Health Sciences Integrated Research Ethics Board has been granted given that this evaluation is for quality improvement/program evaluation purposes.

If you decide at any time that you do not wish for your data to be collected or used as described, please contact profhipp@mcmaster.ca and we will remove it. This will not impact your status at the university in any way.

There are 43 questions in this survey.

Next

- Answer the first survey question where you choose if you agree to complete the survey. If you do not agree to complete but still want to proceed with the course and certification, you must contact us at profhipp@mcmaster.ca BEFORE beginning the modules.

Survey Consent

By checking the box below, you are indicating that you are willing to have your data collected and used as described above and will continue with the surveys. If you are not willing to complete the surveys and still wish to be certified in the program, you must contact us at profhipp@mcmaster.ca BEFORE starting the modules. If you do not, you will be automatically removed from the modules in 2 weeks and will not receive a certificate.

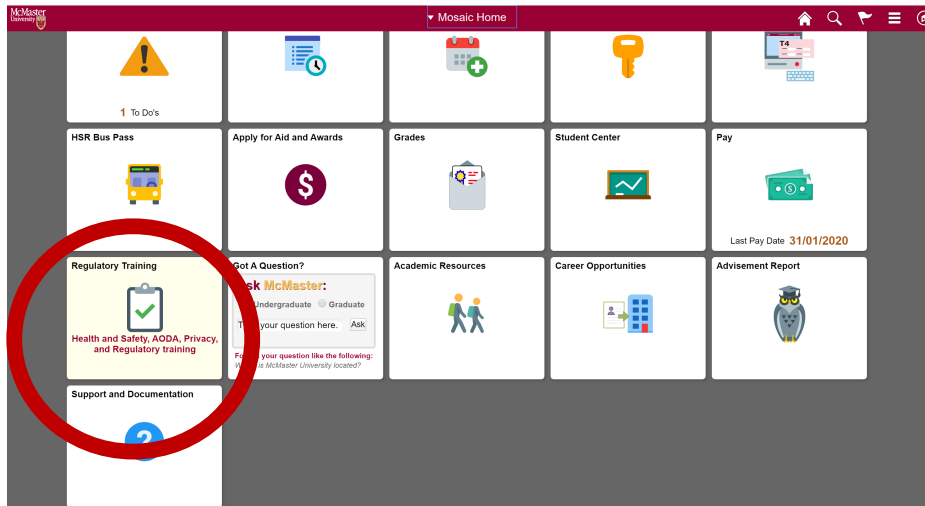
- I agree to complete the surveys associated with the Professor Hippo-on-Campus program as described above.
- I do not agree to complete the surveys and understand that if I wish to receive a Certificate of Attendance I must contact the program now at profhipp@mcmaster.ca

Next

2. Registering on Mosaic for the Professor Hippo-on-Campus Course

How to Login with your MAC ID

- Go to <https://mosaic.mcmaster.ca>
- Enter Mac ID and Password under in upper left corner (see above if unsure of Mac ID and Password)
- Go to Home page and click on Regulatory Training (second from bottom left, see below)



- This will take you to the Request Training Enrollment page, click on search by course name



- Then enter Professor or Hippo or any part of the course name in Course Search



- You'll see View Available Sessions and click on the 001 title on left in red

Request Training Enrollment
View Available Sessions

PFHIPP Professor Hippo-on-Campus

Select a session number in the list below to view session details or to request enrollment in the session.

ONLINE TRAINING: You can take an online course any day or time (the "start date" for online courses is not applicable). One (1) business day after registering in Mosaic the course will become available in your Avenue to Learn (<http://avenue.mcmaster.ca/>) account. A MacID is required for access.

Your training summary is accessible in Mosaic and will reflect your completion of online training one (1) business day after successfully completing the course quiz.

Note: MDCL is the Michael DeGroot Centre for Learning and Discovery.

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0001	20/01/2021	ONLINE	3.0	995	0

[Return to Course Search](#)

- Professor Hippo-on-Campus will show up and click on "View Available Sessions"

Request Training Enrollment
Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.
To see the course description click on the course details icon.

Course Name

Course Details			
Description	Course Detail	Course Number	Session Availability
Professor Hippo-on-Campus		PFHIPP	View Available Sessions

[Return to Request Training Enrollment](#)

- Press Continue to continue to next screen (session start date and end date/time)

Request Training Enrollment
Session Detail
Catharine Munn

Select the Continue button to submit your training request.

Course Professor Hippo-on-Campus Session 0001
Start Date 20/01/2021 Duration (Hours) 3.0
Location ONLINE
Language

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	20/01/2021	20/01/2021	05:30	05:45	ONLINE

[Return to Course Search](#)

- If you click on Course Detail it will take you to a page that reminds you that you should register on Limesurvey (if you haven't already) by cutting and pasting the link into another browser window. You can do that now or complete the Mosaic registration in the next and final step and then go to the limesurvey link to complete the 10-20 minute Pre-Survey

Request Training Enrollment
Course Detail

Select OK to return to the previous page.

Course Name: Professor Hippo-on-Campus Course Code: PFHIPP

Description: ATTENTION: Please go to <https://surveys.mcmaster.ca/limesurvey/index.php/172147?lang=en> once you've registered on Mosaic for the Professor Hippo-on-Campus Student Mental Health Education Program, to sign up to receive the pre-survey by e-mail. You MUST complete this pre-survey BEFORE accessing the online modules on Avenue to Learn as the first step in becoming officially certified. Contact profhipp@mcmaster with any questions.

Prerequisites: None

- Press Submit to register for course (the final step!)

Click the submit button at the bottom of the page to complete your request.

Do not enter any comments below as no one is administering this mailbox.

If you would like to cancel your registration, Please contact the appropriate office. Contact information is available on their websites:

EHS	www.workingatmcmaster.ca/eohhs/
FHS Safety Office	fhs.mcmaster.ca/safety/office/
Biosafety Office	biosafety.mcmaster.ca/
Equity Inclusion Office (AODA)	accessibility.mcmaster.ca
University Secretariat (Privacy Primer)	www.mcmaster.ca/privacy/index.php

Online Training: Some courses are available for completion online. You can take an online course any day or time (the "start date" for online courses is not applicable). One (1) business day after registering in Mosaic, the online course content and quiz will become available in your Avenue to Learn (<http://avenue.mcmaster.ca>) account (MacID login required). Your training summary, accessible in Mosaic, will reflect completion of training one (1) business day after successfully completing the course quiz.

Course Session Details

Course: PFHIPP Professor Hippo-on-Campus
 Session: 0001
 Course Start Date: 20/01/2021
 Start Time: 05:30 End Time: 05:45
 Duration (Hours): 3.0
 Location: ONLINE
 Language:

Catharine Munn

Employee ID: 001025617

Comments:

- You will see the message indicating you have successfully submitted your registration for the course. Click OK. Within 24 hours you will be able to access the course on Avenue to Learn

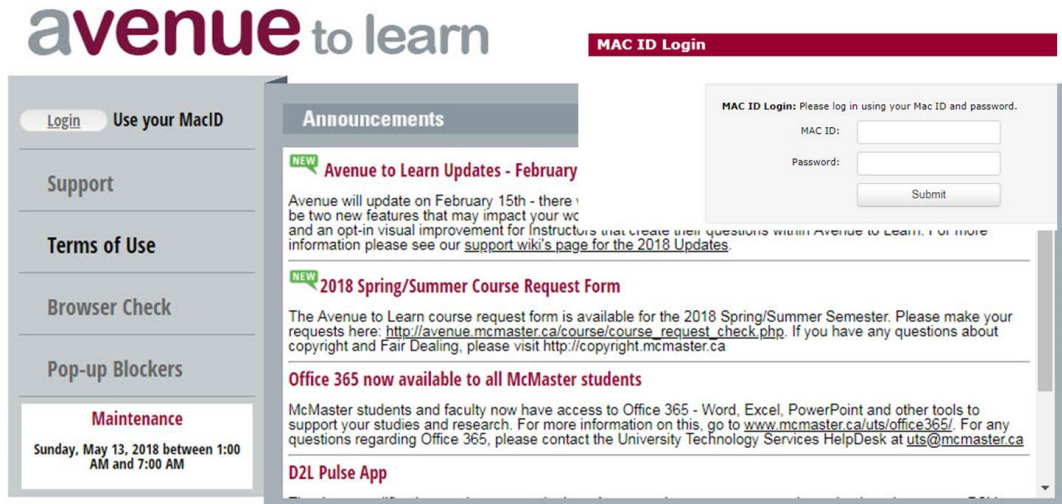
Request Training Enrollment
Save Confirmation

The Save was successful.

3. Access the Modules on Avenue to Learn

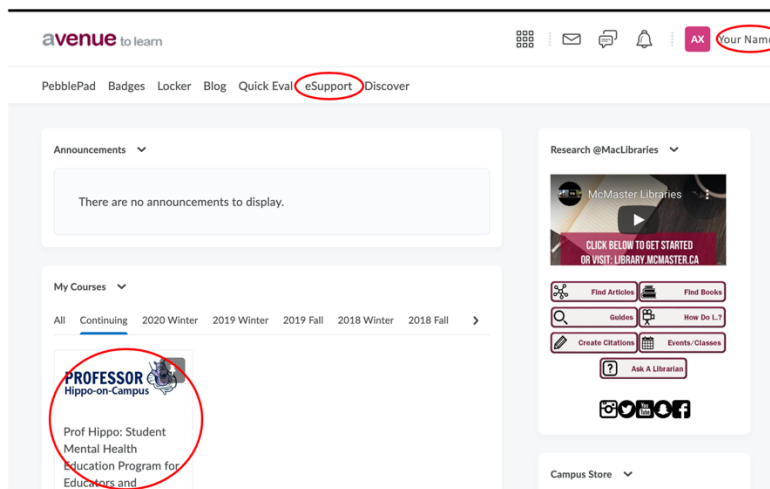
How to Login with your MAC ID

- Go to <http://avenue.mcmaster.ca>
- Click **Login** in the upper left corner
- A MAC ID Login Box will appear. Enter you MAC ID and password and click **Submit**.



Accessing the Professor Hippo-on-Campus E-Learning Modules (from A2L homepage)





- The screenshot below is similar to the view you will see when you login.
- To access the course, select “Prof Hippo: Primer for Faculty on Student Mental Health” from the **My Courses** section.
- A number of useful links appear in the top navigation bar (e.g. eSupport).
- Logout from the drop-down menu under your **Name** (upper right corner).



Professor Hippo-on-Campus Course Homepage

On the Professor Hippo-on-Campus homepage you will see the following areas:

- **Content:** This tab is located in the top navigation bar and links to the content section of the course where you will find all the modules along with their related content.
- **Announcements:** This area is used for announcements (e.g., Welcome message). You can dismiss items from your announcements feed by clicking the 'x' on the item (top right corner of the item). You will still be able to access all news items (including the ones you have dismissed) by clicking 'show all announcements' at the bottom of the news feed.

avenue to learn Prof Hippo: Student Mental Health Educati...     AX Your name

Content Resources Communication Assessments PebblePad Course Admin

Prof Hippo: Student Mental Health Education Program for Educators and Navigators

Announcements

STOP! Have you done your Pre-Survey yet? ✕

Posted Jan 31, 2020 8:49 AM

Welcome to the Professor Hippo-on-Campus Student Mental Health Education Program - Professor Hippo is looking forward to learning with you!

In order to become officially certified and before starting into the modules, **you MUST complete the Pre-survey** (all steps are outlined in Module 0). To do the Pre-survey you need to register at: <https://surveys.mcmaster.ca/limesurvey/index.php/172147?lang=en>

Once registered, a survey will immediately be sent to your e-mail as a link. If you have not completed the pre-survey and proceed into the modules, you cannot be certified. Please do it now **BEFORE** you begin the modules!

If you have questions or concerns about this, please contact us **BEFORE** you begin the modules at: profhipp@mcmaster.ca

Calendar

Saturday, February 1, 2020

Upcoming events

There are no events to display.
[Create an event.](#)

Updates

Content Section

The content section is where all of the materials for Professor Hippo-on-Campus course can be accessed. Each module in the course has its own tab on the left hand side within the content section. By clicking on each module in the Table of Contents you will be able to see all the materials available for that module. For example, there is an e-learning module, a transcript, an audio file (.mp3) and references & acknowledgements for each module. Each of the items in the modules have active links and when clicked they will take you directly to the content to viewed. The transcript, audio file and references can be downloaded for viewing offline.

The screenshot displays the 'avenue to learn' interface for the course 'Professor Hippo-on-Campus: Student Mental Health'. The navigation menu on the left includes 'Table of Contents' (circled in red), 'Module 0: Important Information Before You Begin', 'Module 1: Why Professor Hippo?' (selected), 'Module 2: Stress, Resilience and Coping', and 'Module 3: Emotions, ...'. The main content area is titled 'Module 1: Why Professor Hippo?' and features a 'Download' button, a progress bar at 75% (3 of 4 topics complete), and a list of resources:

Resource Name	File Type	Status
Module 1 Full version*	E-learning module	✓
M1 Text-only version	Transcript	✓
M1 Audio-only version	Audio file	•
Professor Hippo-on-Campus Module 1 References	References and additional resources	✓

Accessing the Completion Quiz and Receiving Certification

After viewing all of the modules, you will find a completion quiz located under the Module 8: Mental Health Matters for Educators and Navigators section. The quiz consists of a single question. You will be removed from the course at this point. You should receive a link from the Professor Hippo team shortly afterwards with a link to complete the post-survey, which you will have 4 weeks to complete.

A program assistant will send you a personalized certificate, a printable sign, and will give you open access to the modules once again on Avenue after these steps are completed.

Content Resources Communication Assessments PebblePad

Search Topics

Bookmarks

Course Schedule

Table of Contents 17

Module 0: Important Information Before You Begin

Module 1: Why Professor Hippo? 1

Module 2: Stress, Resilience and Coping 1

Module 3: Emotions, Mental Health and Mental Illness 1

Module 4: Creating a 3

Module 8: Mental Health Matters for Educators and Navigators

Print

Download

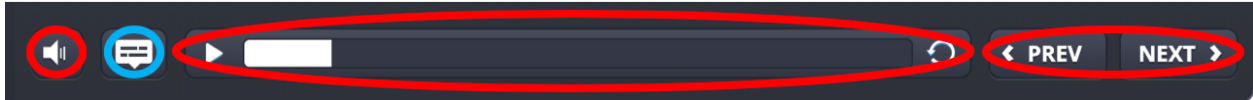
40 % 2 of 5 topics complete

- Module 8 Full version* ✓
Web Page
- M8 Text-only version •
PDF document
- M8 Audio-only version •
Audio
- Professor Hippo-on-Campus Module 8 References ✓
Word Document
- Prof Hippo -on-Campus Completion Quiz** •
Quiz

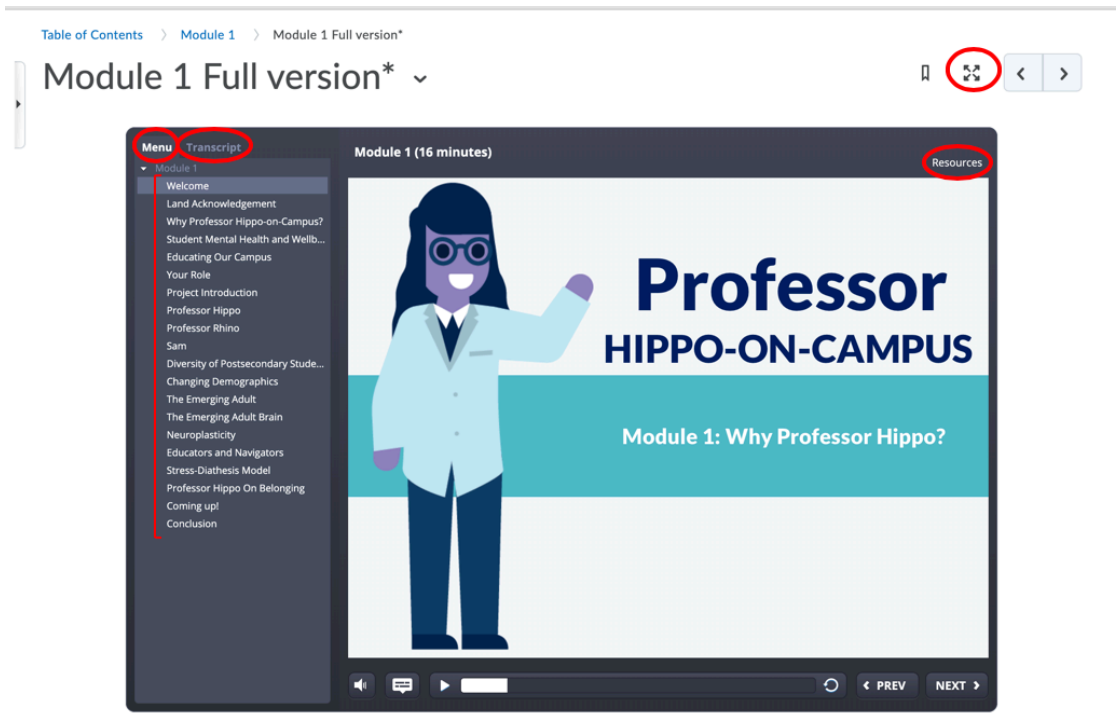
E-Learning Modules

Each e-learning module is about 10-30 minutes in length and the duration of each module is indicated in the title of the module as well as in the table of contents. Clicking on an e-learning module link will bring you to the following content area where you can play the module.

The e-learning modules have navigation buttons in the bottom of the player that allow you to navigate the e-learning module at your own pace. You can play, pause, move to the next screen or return to the previous screen. The audio volume can be adjusted from the navigation button in the player or from your computer/device. Closed captioning can be turned on or off using the button that is circled in blue below.



You can also navigate using the menu on the left side to return to any screen for review. Alternatively, the transcript can be opened on the left side to follow along with the module. Additional digital resources that may enhance your learning experience can be accessed by clicking on Resources in the top right corner. The e-learning module can also be viewed in a new window by clicking on the icon (⌵) in the upper right hand corner.



Again, don't forget to complete the very short quiz on Avenue to Learn as described above when finished the modules. This lets us (and Mosaic) know that you've finished the course!

4. Complete the Post-Survey

The Post-Survey link will be sent to the e-mail you used when you registered for the Pre-survey. It takes 10-20 minutes to complete.

You are now certified! You will receive your certification by e-mail and all of the benefits noted on page 1 about 1 week after completing the Post-Survey. This will include being able to access the OPEN ACCESS Professor Hippo-on-Campus Modules on Avenue to Learn at any time. They will remain open for you on A2L.

5. Optional Step: Complete the Follow-up Survey

The Follow-up Survey will be sent to you about 3 months/12 weeks after completing the Post-Survey. We would appreciate if you are willing to complete this as it will allow us to determine whether the course has longer term effects on knowledge, attitudes, actions and confidence. It will be sent directly to your e-mail (the one you used to complete the Pre- and Post-Surveys, about 3 months after completing the Post-Survey)

Thank you for persisting with us to complete all of these steps on the road to certification. With your participation and completion of the surveys, we hope to improve student mental health and develop the best possible educational program and online experience that we can!

The Professor Hippo-on-Campus Team