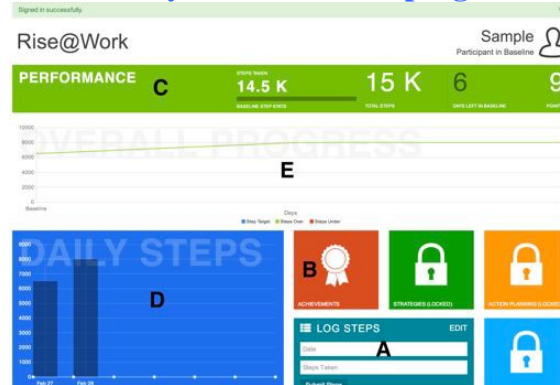


How-to Guide: Navigating through the five phases of RISE@Work

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Baseline Phase

Step 1: Familiarize yourself with the program dashboard



Log into your account at www.riseatwork.ca using any of the following Internet browsers: Google Chrome, Safari, or Firefox. Please note that if you are using Internet Explorer as your default browser, the web application will not function optimally.

In the Baseline phase, you have access to two tools: **Log Steps** (A) and **Achievements** (B). The **Log Steps** tool is what you will use to enter your daily steps. The **Achievements** tool displays all of the badges that you have earned throughout the study. Badges are awarded for a variety of activities like reaching step milestones, completing phases, and using the suggested support strategies.

The green **Performance Bar** (C) at the top of the screen displays four values: 1) cumulative steps taken during the present phase (e.g., baseline), 2) total steps taken during the entire study, 3) the number of days left in the present phase, and 4) the number of points that you have earned during the entire study. Points are awarded for logging steps on a timely basis. Logging steps on the day that they are taken will yield the most points.

In Baseline, each time you log your steps, two graphs will provide you with visual representations of your progress: **Daily Steps** (D), and **Overall Progress** (E). During the Baseline phase, both graphs will display the same information.

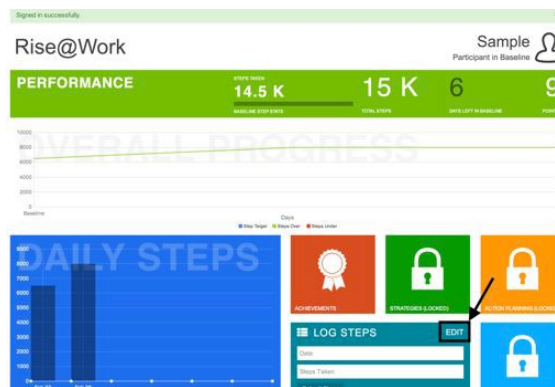
Step 2: Log your steps

Using **Log Steps** (A), select a date and enter the corresponding number of steps you have taken according to your pedometer. If your steps have been successfully logged, the graphs will update immediately and a “Steps logged” notification will appear at the top of the screen in green. Check in once a day at about the same time to log your daily steps. Please stick with your usual routine. You can quickly glance through the dates and amounts of steps logged by hovering over the bars in the **Daily Steps** graph (D).

If you try to log steps twice for the same day by mistake, the following notification will appear at the top of the screen in pink: “You have already logged steps for the day” (see below).



Note: If you have entered an incorrect number of steps for the day, you may edit the log by selecting the “edit” button in the *Log Steps* tool (see below). An edit screen will appear. After correcting the number of steps logged on a particular day, click on the “Update” button.



Phase 1

Step 3: Discover the Phase 1 tools



In Phase 1, two new tools have been unlocked – *Support Strategies* (A) and the *Downloads Bar* (C).

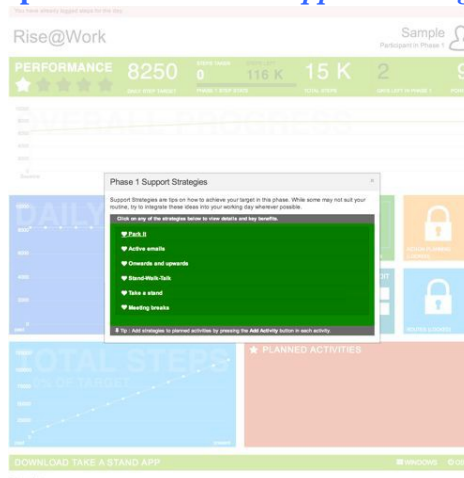
For Phase 1 and beyond, the three graphs - **Daily Steps**, **Total Steps** and **Overall Progress** - will display your steps logged in slightly different ways. Monitoring your daily step counts is a great way to raise awareness of your current activity levels.

Daily Steps will show you the actual steps logged during each day of the current phase with a white horizontal trend line showing your Phase 1 target of 1000 steps/day over Baseline.

Total Steps displays the total number of steps you have accumulated during the phase. This can be compared to the white line which represents the number of steps you should have accumulated each day based on your phase target. For instance, if your Baseline step count was 5000, the white target point on the graph on day 1 of Phase 1 would be 6000. On day 2 of Phase 1 it would be 12,000 steps and so on. If you fall behind on some days, then it is possible to catch up to your target! The percentage of your phase target that you have achieved is also displayed.

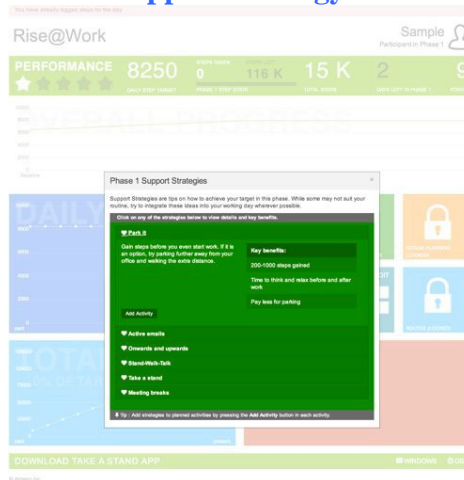
Overall Progress will display all steps logged during the study from Baseline to the current date. Steps over your target will be displayed in green and steps under your target will be in red.

Step 4: View and use *Support Strategies*



Click on **Support Strategies** (A) to open the tool that provides tips on how to achieve your target of Baseline plus 1000 steps in Phase 1. Try to integrate some of these ideas into your working day whenever possible.

Step 5: Click on a Support Strategy and “Add Strategy”



Click on any of the support strategies in the list to view details and key benefits of adopting a particular strategy. Click on “Add Strategy” and it will appear in your list of **Planned Activities** (B) on the dashboard.

Once you have completed a particular strategy, mark it as complete by selecting it from your list of **Planned Activities** (B) and clicking on the “Complete Activity” button. The activity will disappear from your list, and you will be eligible for earning Strategy achievement badges!

Step 6: Download the *Take a Stand* alert application



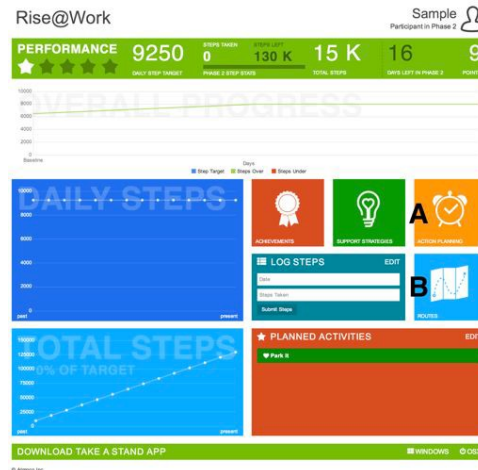
In Phase 1, the **Downloads Bar** (C) is unlocked and you may download the **Take a Stand** app for your Windows or Mac operating system on your office computer. Sitting for prolonged periods of time can be unhealthy. Using this application, you may set up an alert system that will notify you every 15, 30, 45 or 60 minutes to “Take a break and stand up! Take a few steps.” Taking regular breaks to stand up and move around throughout the day will help you to reach your goal of adding 1000 steps/day to your baseline step count.

Please note that depending on the settings on your office computer, you may need to seek help

from Information Technology (IT) within your department in order to download and install **Take a Stand**.

Phase 2

Step 7: Discover the Phase 2 tools



In Phase 2, two more tools have been unlocked – **Action Planning** (A) and walking **Routes** (B). Check out these new tools and continue to use the **Take a Stand** alert application and **Support Strategies** from Phase 1.

Step 8: View and use the Action Planning tool

The screenshot shows the 'Phase 2 Action Planning' tool. It has a title bar that says 'Phase 2 Action Planning'. Below the title bar, there's a paragraph of text explaining the tool's purpose: 'This strategy promotes creating a plan, or detailed outline, of the steps you will take to engage in a specific activity so you can reach your new target step count. You could plan to walk some of the way to and from work, take a walk at lunch with a friend, or plan a walking meeting. Remember to be as precise as you can when making your walking plan!'. Below this text, there are three numbered steps: 1. Choose an appropriate length of time to plan your activity for (e.g., over the next week). 2. Identify activities that you are interested in participating in (or have always wanted to try), such as walking to work or organizing a walking meeting. 3. Complete the 'PERSONALIZED WALKING PLAN' listed below. The 'PERSONALIZED WALKING PLAN' section has four input fields: 'When' (with a dropdown menu), 'Where' (with a text input field), 'How' (with a text input field), and 'Number of steps' (with a text input field). At the bottom right of the form, there is a 'Plan Activity' button.

Click on **Action Planning** (A) to view the tool that will help you to incorporate shorter planned walks into your daily routine, and achieve your new Phase 2 step target of 2000 steps/day plus your Baseline step count. Once you have created your Personalized Walking Plan, click on the “Plan Activity” button to add it to your list of **Planned Activities** on the dashboard.

Once you have taken your walk as planned, mark it as complete by selecting it from your list of **Planned Activities** and clicking on the “Complete Activity” button. The activity will disappear from your list, and you will be eligible for earning Planning achievement badges!

Step 9: View and use the walking *Routes* tool

Phase 2 Routes

Take a look at the maps for some great ideas on walks at your workplace. You could explore a new place to have coffee, run some errands or find a route that gives you the opportunity for "me time".

Click on any of the routes below to view details and key benefits.

Victoria College Walk

Athletic Centre Neighbourhood

Earth Sciences Complex

King's College Circle

Queen's Park Crescent

Tip : Add routes to planned activities by pressing the **Add Activity** button in each activity.

Phase 2 Routes

Take a look at the maps for some great ideas on walks at your workplace. You could explore a new place to have coffee, run some errands or find a route that gives you the opportunity for "me time".

Click on any of the routes below to view details and key benefits.

Victoria College Walk

Click on the above map to get route details.

From J.M. Kelly Library, meander north along scenic pathways through the historic buildings of Victoria College. As you head back, take in the best of busy Queen's Park Circle and tranquil Queen's Park set amongst it.

Add Route

Details:

1250 steps

10 minutes

971 m

Athletic Centre Neighbourhood

Earth Sciences Complex

King's College Circle

Queen's Park Crescent

Tip : Add routes to planned activities by pressing the **Add Activity** button in each activity.

Click on **Routes** (B) to view the tool that provides ideas and links to Google maps for short walks at your workplace. Click on any of the routes in the list to view details about the walk, including distance and an approximate number of steps. Click the “Add Activity” button to add a particular route to your list of **Planned Activities** on the dashboard.

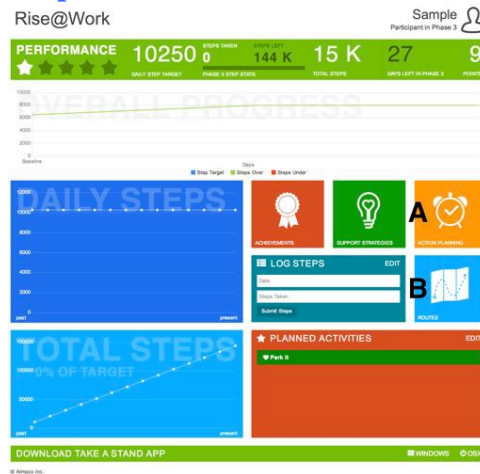
Once you have taken a walk along the route planned, mark it as complete by selecting it from your list of **Planned Activities** and clicking on the “Complete Activity” button. The walking route will disappear from your list, and you will be eligible for earning achievement badges for completing walking routes!

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Phase 3

Step 10: Discover the Phase 3 tools



In Phase 3, new features have been added to **Action Planning** (A) and **Routes** (B). Continue to use tools from the previous phases. For Phase 3, the focus is for you to try and plan for longer walking activities that are more than 10 minutes to reach your new goal of 3000 steps/day over your Baseline.

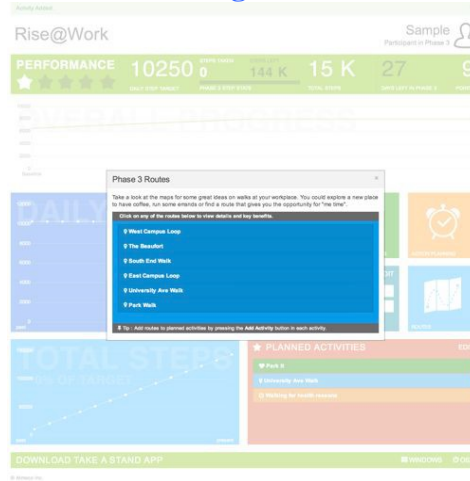
Step 11: View and use Action Planning to overcome barriers

The screenshot shows the 'Phase 3 Action Planning' tool. It includes a title bar, a description of the strategy, and a 3-step approach to forming a personalized walking plan. The steps are: 1. Choose an appropriate length of time to plan your activity for (e.g., over the next week). 2. Identify activities that you are interested in participating in (or have always wanted to try), such as walking to work or organizing a walking meeting. 3. Complete the 'PERSONALIZED WALKING PLAN' listed below. The plan form includes fields for 'What:', 'Where:', 'When:', 'Barriers:', and 'Number of steps:'. A 'Plan Activity' button is at the bottom right.

Click on **Action Planning** (A) to view an updated tool that will help you to reach your step target for Phase 3. A new field, “Barriers” appears in the Personalized Walking Plan and prompts you to identify a specific barrier that may steer you away from carrying through with your planned activity and also come up with a plan to overcome this barrier. Similar to Phase 2, create your Personalized Walking Plan, click on the “Plan Activity” button, and add it to your list of **Planned Activities** on the dashboard.

Once you have taken your walk as planned, mark it as complete by selecting it from your list of **Planned Activities** and clicking on the “Complete Activity” button. Have a look at your **Achievements** to see how many Planning badges you have earned!

Step 12: View and use longer walks in the *Routes* tool

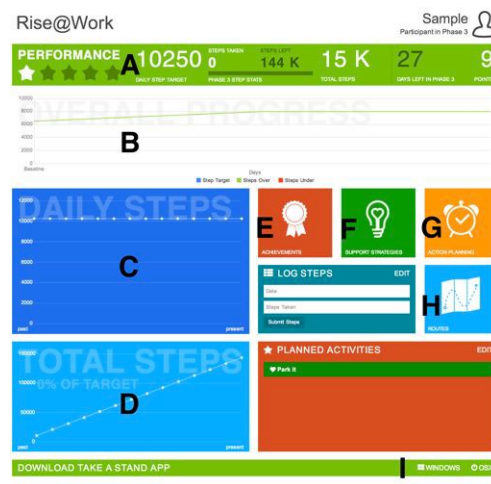


Click on **Routes** (B) to view an updated tool that provides ideas and links to Google maps for both short and long walks at your workplace. Similar to Phase 2, click on any of the routes in the list to view details about the walk, including distance and an approximate number of steps. Click the “Add Activity” button to add a particular route to your list of **Planned Activities** on the dashboard.

Once you have taken a walk along the longer route as planned, mark it as complete by selecting it from your list of **Planned Activities** and clicking on the “Complete Activity” button.

Phases 4 and 5

Step 13: Continue to use all of the RISE@Work tools



For Phases 4 and 5, your target is to maintain logging 3000 steps/day over Baseline using a combination of all of the strategies that you have learned in the RISE@Work program.

Take a look at the indicator in the **Performance Bar** (A). How many stars are displayed?

How do you feel about your progress according to the four graphs: **Overall Progress** (B), **Daily Steps** (C) and **Total Steps** (D)?

Click on the **Achievement Badges** (E) tool to remind yourself of how much you have already accomplished!

Why not try a new **Support Strategy** (F)? If you have not used this tool in a while, you'll notice that a number of new strategies have been added.

Continue to use the **Action Planning** (G) and **Routes** (H) tools.

If you haven't already done so, download the **Take a Stand** app from the **Downloads Bar** (I) so that you remember to "Take a break and stand up! Take a few steps" throughout the day.

Good luck over the final two phases of RISE@Work!