



## INSTRUCTIONS FOR USING THE SCHOOLGY ONLINE TRAINING SYSTEM

Below you will find detailed instructions for completing the annually required online HAZCOM/Right-To-Know/School Safety , Bloodborne Pathogens (for certain staff), Child Abuse and Mandated Reporter (for certain staff), and Board of Education Policy (for certain staff) training modules.

### REGISTER & TAKE TRAINING

#### New User

- IF YOU ARE NEW TO THE DISTRICT, create a new account through the Schoology system by going to <http://www.schoology.com> and clicking the “sign-up” link in the top right corner of the page.
- On the next page, click the **STUDENT** option since you are a student that is taking the online course. On the subsequent page you will be asked to enter the online training access code. In that box, enter the following code: **C2XVR-QW78X**
- On the next page, you will enter your name, an email address, and create a password.
  - NOTE: Enter your email. Do not enter a username. If you do not want to receive advertisements from Schoology, you should uncheck the periodic updates check box before clicking the register link.
- On the top of the training page, you will see a blue bar with a few links including home, courses, groups and resources. Click the COURSES link and a list of the courses that you have entered access codes for will appear.
- Click the link for Shenendehowa 2017-18 HAZCOM and then click the blue “Training Module” next to the folder icon to allow the four training steps to appear.

#### Returning User

- IF YOU COMPLETED TRAINING LAST YEAR through the Schoology, go to <http://www.schoology.com> and click the “Log In” link in the top right corner of the page.
- On the subsequent page, “Sign in to Schoology”, ENTER YOUR EMAIL ADDRESS AND PASSWORD FROM LAST YEAR. You will then be brought to the main training system window to take the training
- On the top of the training page, you will see a blue bar with a few links including home, courses, groups and resources. Click the COURSES link then click JOIN and enter access code **C2XVR-QW78X** for the HAZCOM course.
- Click the blue “Training Module” next to the folder icon to allow the four training steps to appear.

## Training Notes

- For all training modules, in order to complete the training properly, you must complete each portion of the training in chronological order:
  1. Training Presentation – Open this PDF file and read through the entire presentation. You have the option to download the PDF file to open in full screen on your computer.
  2. Quiz – you must receive at least an 80% score to pass this quiz. The quiz can be taken as many times as needed to receive a passing score.
  3. Proof of Training Data Entry Form – This page is how a record of your training completion is create. This page must be completed for you to receive training credit. Be sure to click the verification statement link after you have successfully reviewed the presentation and received a passing grade on the quiz.
  4. (Optional) Verification of Training Certificate for Non-District Employer – This form is for your record if you want to provide it to another school district looking for proof of training. Please do not return this form to the district.

### **BLOODBORNE PATHOGENS TRAINING**

If your position is listed below, you must also complete the online **Bloodborne Pathogen** training:

<b>Job Title</b>
Nurse/Sub
Special Education Staff and Aides Providing Personal Care and Subs
Sports Trainer/Subs
Coach
Aquatics Director
Lifeguards
Custodian/Cleaner/Maintenance Personnel and Subs
Grounds Staff
Senior Repairer
Auto Repair Helper
Fleet Maintenance Supervisor
Special Education Bus Driver/Aide

- To add the course, click on the courses link on the blue bar at the top of the page, just as you did to open the HAZCOM/RTK course.
- Once the drop down opens, you will notice a light gray bar that includes a “Join” and a “See All” link. Click the “Join” link and enter the following access code in the window that pops up:

**PVH5N-B5Q3X**

- Click the blue “Exposure Control/Bloodborne Pathogens” next to the folder icon to allow the four training steps to appear.



## **CHILD ABUSE AND MANDATED REPORTER TRAINING**

This training must be completed by all New York State certified staff; however, all staff is encouraged to take this course.

- To add the course, click on the courses link on the blue bar at the top of the page, just as you did to open the HAZCOM/RTK course.
- Once the drop down opens, you will notice a light gray bar that includes a “Join” and a “See All” link. Click the “Join” link and enter the following access code in the window that pops up:

**2RFBM-8KXF7**

- Click the blue “Child Abuse and Mandated Report Training” next to the folder icon to allow the four training steps to appear.

## **BOARD OF EDUCATION POLICY TRAINING**

This training must be completed by all New York State certified staff; however, all staff is encouraged to take this course.

- To add the course, click on the courses link on the blue bar at the top of the page, just as you did to open the HAZCOM/RTK course.
- Once the drop down opens, you will notice a light gray bar that includes a “Join” and a “See All” link. Click the “Join” link and enter the following access code in the window that pops up:

**4CJN3-MPPJM**

- Click the blue “Board of Education Policy Training” next to the folder icon to allow the four training steps to appear.

For technical issues or problems using the system, please contact: Jennifer Bennett at [bennjenn@shenet.org](mailto:bennjenn@shenet.org)

Jennifer is available on Tuesdays and Thursdays from 7:30 – 3:30.