# INSTRUCTIONS FOR USING THE SCHOOLOGY ONLINE *HazCom* COURSE
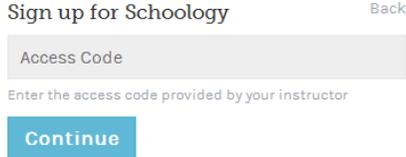
Below are instructions for completing the annually required online training that covers **HazCom**/Right-To-Know, Building-level Emergency Response Plan with components of Violence Prevention and Mental Health, and Universal Precautions.

## I. How to Sign Up for Schoology — You have two options:

**Option A**: If you have ***never, ever used*** Schoology, then follow the "**Option A: New User**" directions.
**Option B**: If ***you have ever used*** Schoology before, then follow the "**Option B: Returning User**" directions.

| Option A: New User | Option B: Returning User |
|---|---|
| 1. If you have **never used** Schoology, then you need to 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 screen. <br><br> 2. On the next page, click the "**Student**" option since you are "the student" that is taking the online course. Example: <br><br> *Sign up for Schoology* <br> [Instructor] [Student (circled)] <br> [Parent] <br><br> 3. You will then be asked to "enter the access code provided by your instructor". In that box, enter the following **HazCom** course access code: **6QMP3-F45BS**.  Example: <br><br> *Sign up for Schoology*   Back <br> Access Code <br> Enter the access code provided by your instructor <br> [Continue] <br><br> 4. Click on the "Continue" box. <br> 5. Then, enter your name, your email address, and create a password. <br> **NOTE**: *New users to Schoology can create an account with OR without an email address! If you opt not to use an email address, you will create a Username (this can be anything) and Password when joining for the first time. Once you logout, you will be able to log back in by entering the same username & password you created, you will also be prompted to enter your "zip code". At this point, you will need to enter 12205 and select Northeastern RIC from the dropdown that appears.* <br> **NOTE**: *If you do not want to receive advertisements from Schoology, you should uncheck the periodic updates check box before clicking the register link.* <br> 6. Click on "Register". <br> 7. On the top of the training page, you will see a blue bar. <br> 8. Click the "Courses" link then, <br> 9. Click the **BHBL 2016-17 HazCom** course. <br> 10. Click the course name that's to the right of the folder icon to see the training content's drop down list and follow the directions below. | 1. If you have used Schoology before (e.g., you completed last year's training through Schoology), then go to http://www.schoology.com and click the "Log In" link on the top right corner of the screen. <br><br> 2. Click on "Sign in to Schoology", and ENTER YOUR EMAIL ADDRESS AND PASSWORD FROM LAST YEAR.  *If you do not remember your password, then click on the "forgot your password" link and follow those directions.* <br> *Users who do not have an email address associated with their account will not be able to reset their password using the Forgot your password link.* <br> You will then be brought to the main training system window to take the training <br><br> 3. On the top of the training page, you will see a blue bar.; click on "Courses". <br><br> 4. Click on the "Join" box and enter the following **HazCom** course access code: <br> • **6QMP3-F45BS** <br><br> 5. Click the course name that's to the right of the folder icon to see the training content's drop down list and follow the directions below. |

**When you use a course access code to create an account, you will be automatically enrolled in the course.**
**To join additional courses in Schoology, click on the "Join" link in the "Courses" dropdown.**

## II. How to Take and Complete Online Courses:

In order to complete the training properly, you must complete each portion of the training in chronological order:

1. View the entire training presentation by opening the first PDF file and reading through the entire presentation. All employees must take the **HazCom** course. Only designated employees have to take the Bloodborne Pathogens course.
2. Take and pass the 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. Complete the district's "**HazCom** Registration 2016-2017" form. This page is how a record of your training completion is established. **This page must be completed for you to receive training credit.** Be sure to complete this form and click the verification statement link, after you have successfully reviewed the presentation and received a passing grade on the quiz.

## III. Tips and Troubleshooting:

1. This training will work best on Windows PCs (computers & laptops), Macs, and Chromebooks. See links below for downloads if needed. You should be able to use most web browsers successfully with this training (Chrome, Firefox, Internet Explorer, etc.).

   - **Supported browsers:**
     - Firefox 3+ Download the latest version
     - Internet Explorer 9+ Download the latest version
     - Safari 3.1+ Download the latest version
     - Google Chrome Download the latest version
   - **Additional Requirements:**
     - Javascript How to enable
     - Adobe Flash 9+ Download the latest version
     - Cookies enabled. Websites often store cookies and other data as you browse online. This data may include information that you have provided in the past, such as your name, email address, and preferences. This data helps websites such as Schoology identify you when you return to the site, and helps the site remember the users preferences or registration details for a future visit. On Schoology, enabling cookies in your browser can help prevent login issues to Schoology.com as well as to other third party apps within Schoology.

2. **AVOID** using mobile devices (cell phones and tablets) to access your online course(s).

## IV. FREQUENTLY ASKED QUESTIONS AND ANSWERS:

**Question 1:** What if I inadvertently register for Schoology as an *instructor* rather than a *student?*
**Answer 1:** You have two choices, you will need to delete your instructor Schoology account associated with the e-mail address and create a new account with that e-mail address. A video that explains how to delete your account is available at https://support.schoology.com/hc/en-us/articles/201003113). Your other option is to register for a new student account using a different email address.

**Question 2:** How will you know that your "training went through and the course was completed"?
**Answer 2:** Once you view all course slides, complete/pass the quiz, and complete/submit the registration form, you will be able to open the "Optional Proof of Training" form. This form is locked and cannot be opened until the course, the quiz and the registration form are completed. Once you can open the optional proof of training form, then you will know that you are done with this course for this school year.
**NOTE:** If you want this form for other employers, then you are welcome to print it out. This school district **does NOT** need this form from you.

**If you have difficulties with the training, please contact: Cynthia Holmes at cynthia.holmes@neric.org.**