

MEMO

TO: All Hadley-Luzerne Central School District Employees
FROM: Carol J. Bohuslavsky, BOCES Safety Specialist
DATE: July 25, 2017
RE: Online Hazcom and BBP Training

NOTE: YOU MUST COMPLETE THE ONLINE COMPLETION FORM – WHICH IS THE LAST STEP IN THE TRAINING FOLDER. IF YOU DON'T FILL OUT AND SUBMIT THIS FORM, YOU WILL NOT BE NOTED IN THE SYSTEM AS HAVING COMPLETED THE TRAINING.

Please read this document to the end. It is recommended that you print it out as well.

All Hadley-Luzerne CSD employees are required to complete the Hazard Communication/Bloodborne Pathogens Training each year.

- Note: The Access Code for your 2017-2018 Hazcom/BBP Training is **_DBHWQ-JCZRD**

Please write down or copy and plan to paste this code, so you have it available when prompted to enter.

Sign-in/Log-in

Go to www.schoology.com

If you are a **NEW** user, click on the “**Sign-Up**” box at the top right of the screen.

- Click on **Student**
- Enter the course Access Code
- Complete the Sign Up for Schoology form and click “**Register**”
- You will see a message “You have successfully joined the course”.
- Click on “**Courses**” at the top of the screen. The title of the course will appear. Click “**Join**” at the bottom of the box.
- Enter the access code again where prompted and click on “**Join**”
- The folder will appear.
- Open the folder by double-clicking on the title. You must go through each item in sequential order.
- See “**Course Instructions**” below.

If you are an **EXISTING/RETURNING** user, click on the “**Log In**” button at the top right corner of the screen.

- Enter your login credentials
- Click on “**Courses**” on the screen that appears.

- Click 'Join'
- Enter course Access Code and click “Join”

Course Instructions

- Click on the first item – the presentation – to open it.
- When the presentation appears, either “Download” (click on the downward arrow on the gray bar at the top of the slides) or click the arrows to go to the next slide in order to view the presentation.
- If you downloaded the presentation to view, click on the red “X” at the top right of the screen to exit after viewing, then click “Next”.
- Click “Next” at the top right when you are done with each item.
- You must view all slides in the Hazcom/Bloodborne Pathogens training.
- You must take the quiz – and score at least 80%. When taking the quiz, click on “Start New Attempt” when the screen appears. After filling in your answers, click on “Review Answers”. Once you review and want to submit, click on “Submit: at the bottom of the screen.
- Complete each course element in order, clicking “**Next**”, when you are finished with each item. When you fill out and submit the Completion Form (the last item), you are done. If you don’t perform this last step, you will not be noted as having completed the course.
- You will then see a message indicating that you have completed the course.

Other items in the folder...

1. **Consent/Declination Form**

Signing the Consent Form indicates that you want the vaccine and signing the Declination Form indicates that you do not want the vaccine.

If you have been vaccinated and you are completing the Declination Form, you do not have to provide the dates upon which you previously obtained the vaccine, unless you happen to know them off-hand.

Send your completed form as instructed on the form.

IF YOU DO NOT WANT THE VACCINE AND YOU HAVE PREVIOUSLY COMPLETED A DECLINATION FORM FOR HADLEY-LUZERNE, YOU DO NOT HAVE TO COMPLETE ANOTHER ONE.

2. **Proof of Training (POT) Form**

You may print this out for your records if you choose.

You DO NOT have to submit a POT Form to anyone at the Hadley-Luzerne CSD for any reason. If you complete the training, you are automatically recorded as having done so.

Exposure Control Plan

You may view this plan if you would like to. There is no requirement to view it.

TIPS:

- This training will work best on Windows PCs (computers, laptops, tablets), Macs, and Chromebooks.
- You should be able to use most web browsers successfully with this training (Chrome, Firefox, Internet Explorer, etc.)
- If you experience difficulties with the training, you may e-mail Carol Bohuslavsky at carol.bohuslavsky@neric.org

TROUBLESHOOTING & QUESTIONS:

- **Question: What if I inadvertently register for Schoology as an *instructor* rather than a *student*?**
- 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 is available [here](#) that explains how to delete your account.
- Your other option is to register for a new student account using a different email address.
- Click [here](#) for a helpful blog here that answers questions about Schoology.