

MEMO

TO: All Schenectady City School District Employees
FROM: Carol J. Bohuslavsky, BOCES Safety Specialist
DATE: August 4, 2017
RE: Instructions for Online Emergency Response/Violence Prevention/Mental Health Required Training

PLEASE PRINT THESE INSTRUCTIONS OUT IF YOU HAVE ACCESS TO A PRINTER

IF YOU ARE HAVING TROUBLE ACCESSING THE TRAINING, IT COULD BE THE WEB BROWSER YOU ARE USING. IF YOU NEED TO UPDATE TO THE LATEST VERSIONS – HERE THEY ARE...

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](#)

NOTE: YOU MUST FILL IN 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.

As of the 2016-2017 school year, all school district employees are required to complete annual safety training pursuant to legislative changes to New York's SAVE (Safe Schools against Violence in Education) Regulation. The changes mandate that all school district employees complete the training **prior to September 15th of each year** and that new employees complete the training by September 15th or within 30 days of hire, whichever is sooner.

The training includes information on emergency response, violence prevention and mental health. The training is available through the Schoology Program. Please carefully read these instructions on how to access and complete this training.

The Access Code for your 2017-2018 Required Safety Training is **DQMQR-Q4NP7**

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

Sign-Up/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.
- You must view all slides in this presentation.
- Click “**Next**” at the top right when you have finished viewing it.
- Fill out and submit the Online Completion Form. 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.

TIPS:

- This training will work best on Windows PCs (computers, laptops, tablets), Macs, and Chromebooks.
- 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*?**
- There are two options:
 - You may 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.
 - You may register as a new student and create a new account by using a different email address.
- Click [here](#) for a helpful blog here that answers questions about Schoology.