

INSTRUCTIONS FOR USING THE ONLINE SCHOOLGY TRAINING SYSTEM

Hazard Communication/Right-To-Know, Emergency Planning, Violence Prevention and Mental Health Awareness, Bloodborne Pathogens, Harassment training and Policy/Procedures training must be completed annually by all school district employees.

WSWHE BOCES
COURSE ACCESS CODES
2019 - 2020

Employee annual training
Access Code: FQ97-MTPC-FP9RK

TRAININGS MUST BE COMPLETED BY THE DATES BELOW:

1. EMERGENCY PLANNING, VIOLENCE PREVENTION AND VIOLENCE PREVENTION AND MENTAL HEALTH AWARENESS: **September 13, 2019**
2. HAZARD COMMUNICATION/RIGHT-TO-KNOW: **September 30, 2019**
3. ANNUAL NOTIFICATIONS/TECHNOLOGY USE AGREEMENTS, SCHOOL TOOL, IEP DIRECT: **September 30, 2019**

HARASSMENT TRAINING: Our Harassment Prevention Administrators will be available during the following dates and times: **September 3, 2019 from 12:00 pm-2:45 pm**
September 20, 2019 from 2:00 pm-2:45 pm
October 4, 2019 from 2:00 pm -2:45 pm

PLEASE CONTACT X13716 WITH ANY QUESTIONS YOU HAVE WHILE COMPLETING THE TRAINING.

REGISTER FOR TRAINING

New Schoology Users

1. **Sign up** for Schoology and go to <https://app.schoology.com/register.php>.
2. Click **Student**. For the purposes of training, you are a STUDENT.
3. Enter the Access Code (see above) for the course and **Continue**.
4. Provide registration info and click **Register**.
5. Click **COURSES** on the top menu bar.
6. Click **My Courses** in the upper right-hand corner.
7. Click **Join a Course** on the right-hand side.
8. Enter the **Access Code** for the course. See above.
9. Click on **Section 1** under the Course Name you wish to take.
10. Click the blue Course Folder Name.
11. Click the Name for each course component to be done. Be sure to complete the course in order and click **Next** to move on after each part is done.
 - View the training presentation.
 - Take the Quiz and earn at least 80%.
 - Submit the Registration and Completion Form.
12. Training has been completed.

Returning Users

1. **LOG IN** to www.schoology.com. Sign in using the username and password you used last year. Click **Forgot your password** if you do not remember it.
2. Click **COURSES** on the top menu bar.
3. Click **My Courses** in the upper right-hand corner.
4. Click **Join a Course** on the right-hand side.
5. Enter the **Access Code** for the course. See above.
6. Click on **Section 1** under the Course Name you wish to take.
7. Click the blue Course Folder Name.
8. Click the Name for each course component to be done. Be sure to complete the course in order and click **Next** to move on after each part is done.
 - View the training presentation.
 - Take the Quiz and earn at least 80%.
 - Submit the Registration and Completion Form.
9. Training has been completed.

NEED MORE HELP? Click the links for animations on how to use Schoology.

[Sign up as a Student](#)

[Viewing Grades](#)

[Join a course using an Access Code](#)

[How do I take a Test/Quiz?](#)