

# INSTRUCTIONS FOR USING THE ONLINE SCHOOLGY TRAINING SYSTEM



Hazard Communication/Right-To-Know, COVID-19, Emergency Response, Violence Prevention and Mental Health Awareness, Harassment, and Policies and Procedures training must be completed annually by all school district employees. Nurses, PE Teachers, Coaches, Custodial Staff, Transportation Staff and Special Education Staff are required to complete Bloodborne Pathogens training each year.

## COURSE ACCESS CODES

2021 - 2022

Access Code: V4WV-RF9W-FMCGB

COVID-19

Hazardous Communications

Emergency Planning/Violence  
Prevention/Mental Health awareness  
(DUE SEPT 15)

Diabetes Awareness

Sexual Harassment

Policies and Procedures

Epi-Pen

Bloodborne Pathogens

**ALL TRAININGS MUST BE COMPLETED BY THIS DATE:**

**October 1, unless otherwise noted**

## REGISTER FOR TRAINING

### New Schoology Users

- **Sign up** for Schoology and go to <https://app.schoology.com/register.php>.
- **Click Student.** For the purposes of training, you are a STUDENT.
- Enter the Access Code (see above) for the course and **Continue.**
- Provide registration info and click **Register.**
- Click **COURSES** on the top menu bar.
- Click **My Courses** in the upper right-hand corner.
- Click on **Section 1** under the Course Name you wish to take.
- Click the blue Course Folder Name.
- 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

### Returning Users

- **LOG IN** to [www.schoology.com](http://www.schoology.com). Sign in using the username and password you used last year.
- Click **Forgot your password** if you do not remember it.
- Click **COURSES** on the top menu bar.
- Click **My Courses** in the upper right-hand corner.
- Click **Join a Course** on the right-hand side.
- Enter the **Access Code** for the course. See above.
- Click on **Section 1** under the Course Name you wish to take.
- Click the blue Course Folder Name.
- 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%.

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

[Sign up as a Student](#)

[Viewing](#)

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

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