

# INSTRUCTIONS FOR USING THE ONLINE SCHOOLGY TRAINING SYSTEM



## TRAINING COURSES

All employees must complete the following 4 courses:

1. **SAVE** (Mental Health-Violence Prevention-Emergency Response)
2. **Hazard Communication - Right-To-Know**
3. **Bloodborne Pathogens (BBP)**
4. **Pandemic and Communicable Disease**

**COMPLETE BY:** September 15, 2022 or within 30 days of hire.

**Hadley-Luzerne CSD**  
**COURSE ACCESS CODE '22 – '23**

**Access Code:** **QWTN-MZZT-ZHRXP**

Email [hilary.hofstein@neric.org](mailto:hilary.hofstein@neric.org) with questions about Schoology training.

## REGISTER FOR TRAINING

### Brand 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 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.

### I've Used Schoology Before

1. **LOG IN** to [app.schoology.com](http://app.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](#)  
[Join a course using an Access Code](#)

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