



Avoyelles Parish School Board

Bullying Prevention Online Training

Schoology

1. Go to the website: <https://www.schoology.com/>
2. Click the tab labeled “**Sign Up**” located on the top right of the webpage.
3. Select “**Student**” when prompted concerning how to sign up for Schoology.
 - a. Enter the access code R25RH-QC3BT for returning staff
 - b. *WQGTT-HTNBC for new employees*
4. Enter your personal information as requested and click “**Register**.”
5. An online tutorial will begin and you may proceed by clicking next to take the tutorial.
6. Select “**Courses**” and then “**See All.**”
7. The course “**Bullying Prevention – 2015-16 Returning Staff**” or for “**New Employees 2015-16**” should appear on the screen.
8. Click Section 1
9. Begin by clicking Module 1
10. Go through each of the folders in Module 1 by clicking Next Arrow at the top right of the page and take the quiz at the end. Repeat this step for all 5 modules.
11. Please download the files to ensure you are able to view the files. Not downloading the files may distort the words and/or images on the documents.
12. All course modules must be completed by **September 30, 2015** and certificates must be given to principal or principal designee.

“This institution is an equal opportunity provider and employer.”