INSTRUCTIONS FOR USING THE ONLINE SCHOOLOGY TRAINING SYSTEM

CAPITAL REGION **BOCES**

DASA, Hazard Communication/Right-To-Know, Mental Health, Violence Prevention, and Emergency Response training must be completed annually by all school district employees. **Bus drivers, coaches, custodians, nurses, physical education teachers, special education teachers and aides** are required to complete **Bloodborne Pathogens** training each year.

Mechanicville City School District
2022 – 2023 Access Code

B67F-N735-QVSV8

TRAININGS MUST BE COMPLETED BY THIS DATE:

September 15, 2022
New hires must complete this training within 30 days of hire

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 on **Section 1** under the Course Name you wish to take.
8. Click the blue Course Folder Name.
9. 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.
10. 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
Join a course using an Access Code

How do I take a Test/Quiz?
Viewing Grades