

INSTRUCTIONS FOR USING THE ONLINE SCHOOLGY TRAINING SYSTEM



TRAINING COURSES

All staff must complete the following 2 courses:

1. SAVE (Mental Health-Violence Prevention-Emergency Response)
2. Hazard Communication - Right-To-Know
3. DASA
4. Harassment

Coaches, Physical Education Teachers, Nurses, Health Office Personnel, Custodians, Maintenance Workers and Bus Drivers, Special Education Teachers **ALSO** must complete

5. Bloodborne Pathogens (BBP)

COMPLETE BY: September 15, 2024 or within 30 days of hire.

Mechanicville CSD

COURSE ACCESS CODE '24 – '25

Access Code: K63Q-2PM7-275HJ

Email matthew.dupay@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. 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.
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NEED MORE HELP? Click the link for help on how to use Schoology.

[Getting Started Guide for Schoology Learning Customers](#)