

SAFETY

IN SCHOOLS

Training for Life



TEACHER'S USER GUIDE

FOUNDING PARTNERS:



SPONSORS:



- LOGGING IN
- USING THE MENU

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- CREATING NEW USERS
- FILLING IN THE USER PROFILE

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- USING THE "CLASSES" FUNCTION

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- USING THE *MY COURSES* PAGE
- USING THE *ASK THE EXPERT* FUNCTION

11

The screenshot shows the login page of the Safety in Schools website. The browser address bar shows the URL www.safetyinschools.ca. The navigation menu includes Home, Register, Courses, Resource Portal, Sponsors, About, Schools Blog, and a Login button. The login form contains fields for Email Address (sarah@safetyinschools.ca), Password (masked with dots), and a Security code (5123). A Login button and a link for 'FORGOT YOUR PASSWORD?' are also visible. Numbered callouts 1 through 5 indicate the steps: 1. Address bar, 2. Login button, 3. Email field, 4. Security code field, 5. Login button.

Logging In

Steps

1. Go to www.safetyinschools.ca
2. Click on “Login to Safety in Schools” on the right-hand side of the screen
3. Input your **email address** and **password**
4. Input the **four digit security code** that appears at the bottom of the log in form
5. Click “Login”

- Enroll students in courses
- Monitor student progress
- Export grades

- Register new students/teachers
- Create or edit classes

- Start, restart or continue courses you are enrolled in

- Change password
- Update your name or email

Manage Enrollments

Manage Students / Teachers

My Courses

Personal Information

Contact Us

Logoff



Using the Menu

There are four pages you will use to administer our program in your school, which appear as tabs at the top of your screen:

1. [Manage Enrollments](#)
2. [Manage Students / Teachers](#)
3. [My Courses](#)
4. [Personal Information](#)

Manage Students/Teachers: 1

Manage Students/Teachers New Student/Teacher Manage Classes Group Student Upload

Creating New Users

1. Click on the "New Student/Teacher" tab
2. Click on the "Add New Student/Teacher" button that appears
3. A blank **User Profile** form will open up—fill it in as per the instructions below

8

Manage Students/Teachers New Student/Teacher Manage Classes Group Student Upload

Create a Student/Teacher

Add New Student/Teacher

Assign Student/Teacher user from outside my school

You can assign any person that is already registered to be a user of your school, provided they already have login capabilities.

email Assign

Add New Student/Teacher

Filling in the User Profile

1. Type in **First Name** (legal name)
2. Type in **Last Name** (legal name)
3. Type in a **valid email address** for the user (this will act as their username for login purposes)
4. Create a **password** for your user and type it in
5. **Re-Enter** the password you created
6. Select either **Student** or **Teacher**
 - a. If registering a Teacher, check off:
 - ☐ Manage Students/Teachers
 - ☐ Manage Enrollments
7. Click "Save Changes"

Your user is now registered and will appear on the user list on your Manage Enrollments page!

8. To edit a User Profile after the fact, look the user up from the *Manage Students/Teachers* tab and click on their name. This will re-open the user profile form.

Save Changes

Contact Information

Fields marked with * are required. You will not be able to change the User's contact information, username or password if they are a Prime Contact or Administrator of any other schools.

* First Name
* Last Name

UserName

It is important to provide a valid E-mail address. E-mail is a means for the system to communicate important notices and time-sensitive requests. The E-mail address also serves as the user's logon UserName.

* Email sarar@safetyinschools.ca (This will be your logon UserName)

Password

Leave blank to preserve an existing password.

To allow a new user to create their own password: Leave the password blank and direct the new user to click "Forgot your password?" on the logon screen.

Password (at least 8 alphanumeric characters)

Re-Enter Password

Capabilities

Student A student only has access to their personal profile and online courses.

☒ Student

Teacher A Teacher has access to manage students or modify the Schools profile permissions are controlled by the Unique options that you select. Teachers also have access to their own personal profile.

☐ Teacher

☐ Manage Students/Teachers
☐ Manage Enrollments

Save Changes

Doing a Group Student Upload

You can register multiple students at once by doing a Group Student Upload:

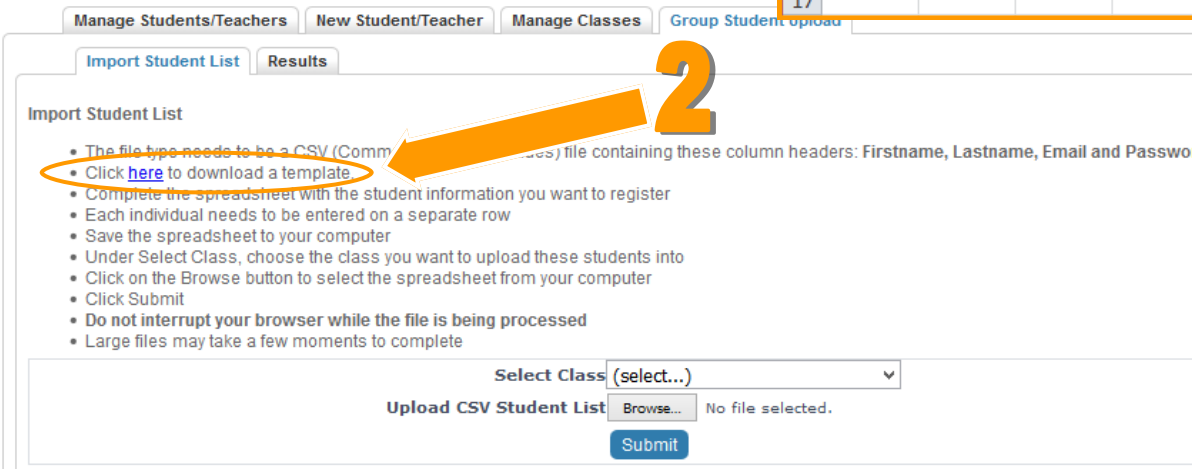
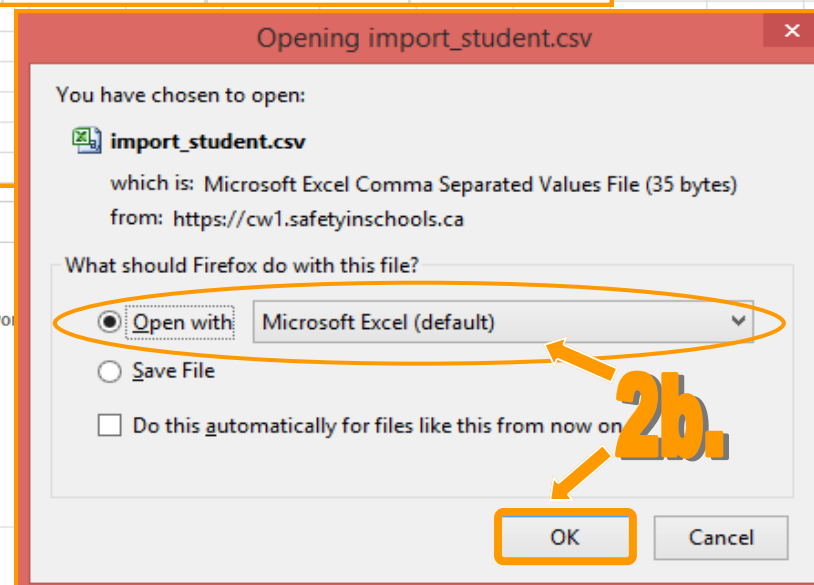
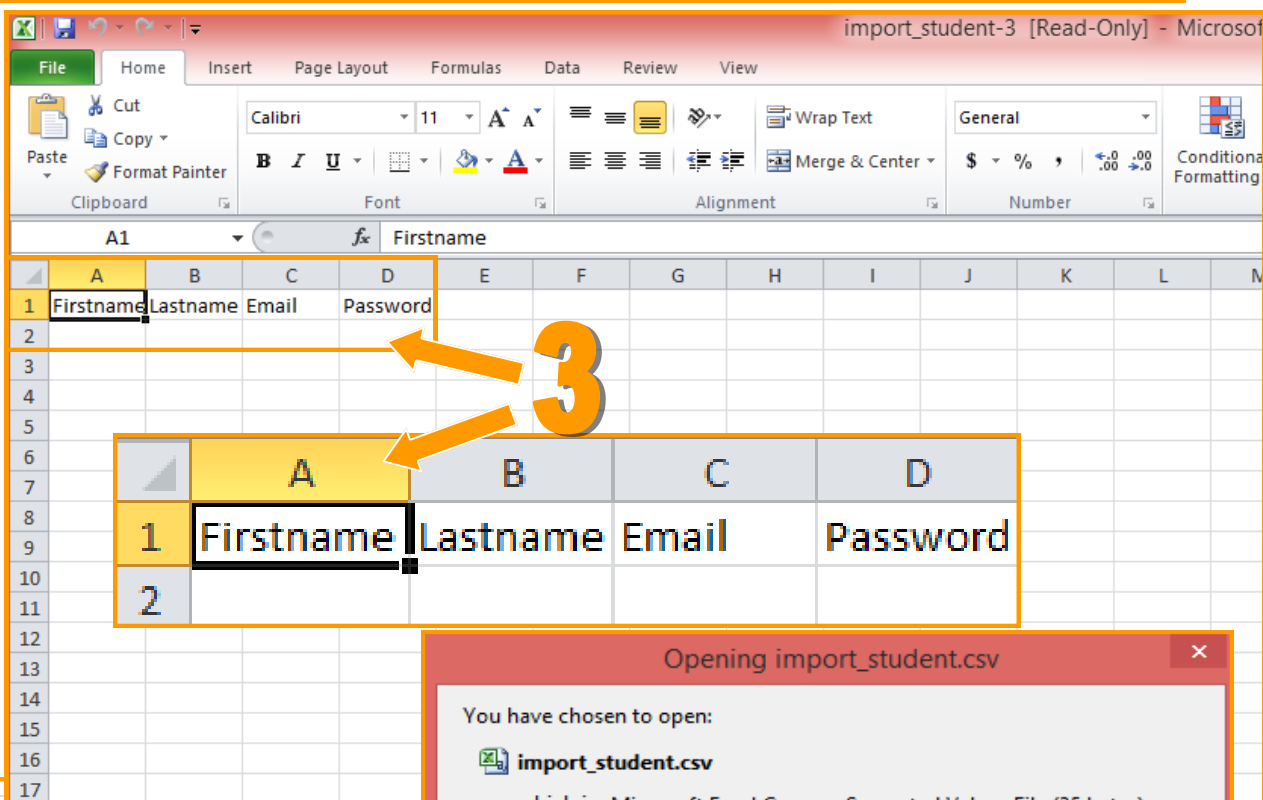
1. Click on the **"Group Student Upload"** tab
2. Click **"here"** to download a template
 - a. This will open up a Microsoft Excel document
 - b. **Open** with Microsoft Excel and press **"OK"**
3. Fill in the **Firstname**, **Lastname** and **Email** columns with individual students' information
 - a. Fill in the **Password** column with a generic password
4. Save the Excel document as a CSV file
5. **Browse** and open your saved CSV file
6. Click **"Submit"**

Do not change or remove column headings

Manage Students/Teachers:

1

Manage Students/Teachers New Student/Teacher Manage Classes **Group Student Upload**



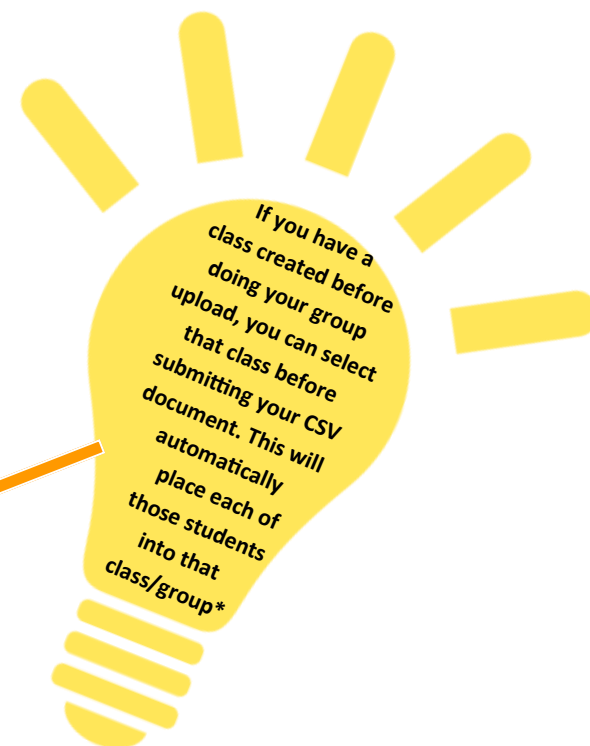
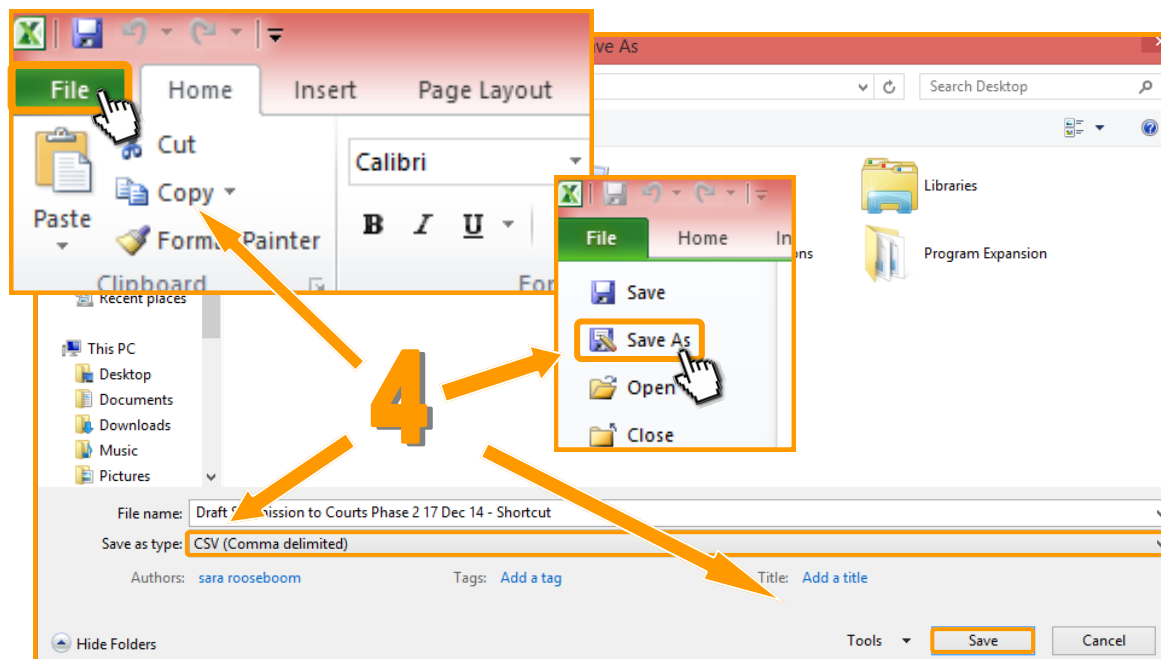
Steps 4 - 6 on next page

Doing a Group Student Upload

You can register multiple students at once by doing a Group Student Upload.

1. Click on **"Group Student Upload"**
2. Click **"here"** to download a template
 - a. This will open up a Microsoft Excel document
 - b. **Open** with Microsoft Excel and press **"OK"**
3. Fill in the **Firstname, Lastname** and **Email** columns with individual students' information
 - a. Fill in the **Password** column with a generic password
4. **Save** the Excel document as a **CSV** file
5. **Browse** and open your saved **CSV** file
6. Click **"Submit"**

Do not change or remove column headings



Manage Students/Teachers New Student/Teacher Manage Classes **Group Student Upload**

Import Student List Results

Import Student List

- The file type needs to be a CSV (Comman Separated Values) file containing these column headers: Firstname, Lastname, Email and Password.
- Click [here](#) to download a template.
- Complete the spreadsheet with the student information you want to upload.
- Each individual needs to be entered on a separate row
- Save the spreadsheet to your computer
- Under Select Class, choose the class you want to upload these students to
- Click on the Browse button to select the spreadsheet from your computer
- Click Submit
- Do not interrupt your browser while the file is being processed
- Large files may take a few moments to complete

Select Class (select...)

Upload CSV Student List

Select Class (select...)

Upload CSV Student List

Manage Students/Teachers:

1

[Manage Students/Teachers](#)
[New Student/Teacher](#)
[Manage Classes](#)
[Group Student Upload](#)

HCS3000 Sem Mr Burns

Edit Class

Show Individuals

Mr. S Sem 1

Edit Class

Show Individuals

New Group

2

5

New Group

3

Class Name New Class Name

Save

Cancel

4

Select a class (# in class):

All (9)
 All (9)
 HCS3000 Sem Mr Burns (2)
 Mr. S Sem 1 (2)
 Mr. Slingerland Sem1 HCS3000 (3)
 Ms. V. Sem. 1, HCS 3000 (3)

9

Edit Class

Name	OR&S Awareness
Account, Fake	Enroll
C, Tim	Enroll
jones, fred	Enroll
jones, fred	Enroll

Updates Saved

8

OK

Creating Classes

You can use the “Classes” function to organize your students into separate groups. This makes it easier to find the specific group of students you want to export grades for or enroll in courses. This is a particularly helpful function as your number of users grow or if you have multiple teachers using our courses to teach different classes.

1. Click on the “**Manage Classes**” tab
2. Click on the “**New Group**” button
3. Type in a **name** for your class
For example, “*Ms. V. Sem. 1, HCS 3010*”
4. Click “**Save**”
5. Click on “**Show Individuals**” beside the class you just created
6. **Check off the individuals** that you would like to place in that class group
7. Click the “**Save Changes**” button
8. A pop-up will appear that says “**Updates Saved**” - click “**OK**”
9. Now, when you go to the [Manage Enrollments](#) page, you will see this class in the **drop-down menu** above the list of courses and users. You can select that class to be able to see only those users and export only those grades! (See page 10)

On the Manage Enrollments Page

Manage Enrollments

Manage Students / Teachers

My Courses

Personal Information

Contact Us

Logout

Select a class (# in class):

All (9) ▾

CourseWorks Training

Page 1 of 1 25 ▾ View 1 - 9 of 9

Name	Alberta OH&S Awareness	Asbestos Awareness	Bear Safety Awareness	Cold Stress Awareness	Critical Incident Investigation	Distractions and Proactive Driver Training	Emergency Response Planning (ERP)	Enroll
Account, Fake	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
C, Tim	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
jones, fred	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
jones, fred	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Last, First	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Last, First	Started	Enrolled X	Mastered	Enrolled X	Enroll	Enroll	Enroll	Enroll
Teacher, Fake	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
tester, frank	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Wickware, Ross	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll

Export

Enrolling Students in Courses

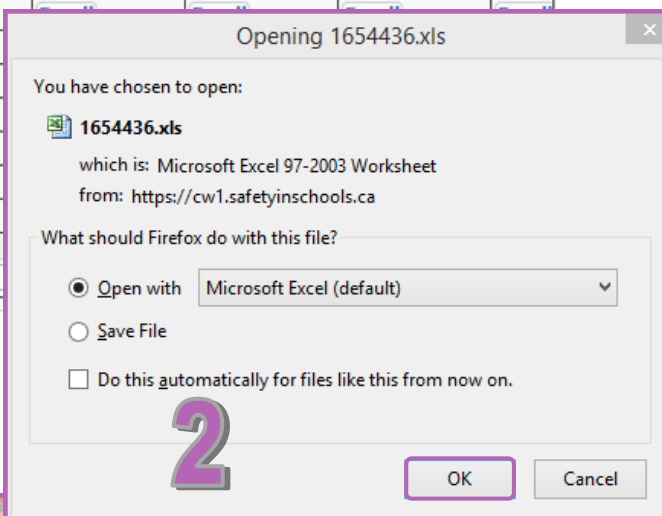
You can enroll your students in courses using the table on the **Manage Enrollments** page.

1. Find the **name of the student** you would like to enroll along the left-hand side of the menu.
2. Find the **name of the course** you would like to enroll them in along the top of the menu (you can use the scroll bar at the bottom to scroll sideways for additional courses).
3. Click the **"Enroll"** button where the student's name and course name intersect.

Exporting Grades

From this page, you can create a report that tells you the progress of your students and their final grades on courses they've completed.

1. Click on the **"Export"** button below the list of names
2. When prompted to open an **Excel** document, click **"OK"**.
3. A report will open up that tells you the **status** of each student's courses, the **date** they either were enrolled, started, or mastered the course, and the final **score/grade** that they earned on courses they have taken a final post-test for.



1654436 [Read-Only]

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Cut

Copy

Paste

Format Painter

Clipboard

Arial

10

Font

Alignment

Wrap Text

Merge & Center

Alignment

General

Number

Conditional Formatting

Format as Table

A1

Name

	A	B	C	D	E	F	G	H	I	J
1	Name	Alberta OH&S Awareness			Asbestos Awareness			Bear Safety Awareness		
2		Status	Date	Score	Status	Date	Score	Status	Date	Score
3	Account, Fake	Not Enrolled	2015-09-02	0	Not Enrolled	2015-01-30	0	Not Enrolled	2014-09-05	0
4	C, Tim	Not Enrolled			Not Enrolled			Not Enrolled		
5	jones, fred	Not Enrolled			Not Enrolled			Not Enrolled		
6	jones, fred	Not Enrolled	2014-09-04	0	Not Enrolled	2014-09-04	0	Not Enrolled	2014-09-03	0
7	Last, First	Not Enrolled	2015-09-02	0	Not Enrolled			Not Enrolled		
8	Last, First	Started	2015-06-10	0	Enrolled	2015-06-03	0	Mastered**	2015-06-10	88
9	Teacher, Fake	Not Enrolled	2016-02-19	0	Not Enrolled			Not Enrolled	2016-02-19	0
10	tester, frank	Not Enrolled	2014-09-04	0	Not Enrolled			Not Enrolled		

Student Courses:

1

[THRIL Courses](#)
[Safety In Schools](#)

Select a class (# in class):

All (9) ▼

CourseWorks Training

Student Courses:

[THRIL Courses](#)
[Safety In Schools](#)

Course

Description

#1 Life Lessons - Learning the Hard Way

Select a class (# in class):

All (9) ▼

CourseWorks Training

Page 1 of 1 25 ▼

View 1 - 9 of 9

Name	Life Lessons - Learning the Hard Way
Account, Fake	Enroll
C, Tim	Enroll
jones, fred	Enroll
jones, fred	Enroll
Last, First	Enroll
Last, First	Enroll
Teacher, Fake	Started
tester, frank	Enroll
Wickware, Ross	Started

Export

Page 1 of 1 25 ▼

View 1 - 9 of 9

Training Partner

Course Title

Status

Action

SafetyInSchools

Life Lessons - Learning the Hard Way

Started

[Course Login](#)

THRIL SafetyInSchools

Alberta OH&S Awareness

Started

[Continue Course](#)

[Restart Course](#)

THRIL SafetyInSchools

Bear Safety Awareness

Mastered

[Certificate](#)

[Continue Course](#)

[Restart Course](#)

THRIL SafetyInSchools

Your Rights and Responsibilities at Work

Enrolled

[Begin Course](#)

Custom Safety in Schools Courses

Along with the THRIL library courses that we offer, we also develop custom Safety in Schools courses. Most recently, we added a new course called *Life Lessons—Learning the Hard Way*. This and our future custom courses can be accessed by following these steps:

1. Select the **Safety in Schools** tab above your course list.
2. You will see a **list of Safety in Schools custom courses** (currently only one course: *Life Lessons—Learning the Hard Way*) along the top of the menu, and a list of your students along the left-hand side of the menu. This will appear similar to the way the THRIL courses are listed in the other tab.
3. Enroll your students in the same way that you enroll them in other courses, by finding their name, the course name, and clicking the “**Enroll**” button.
4. On your student’s *My Courses* page, they will now see a “Course Login” button beside *Life Lessons Learning the Hard Way*.

**See page 10 for all other My Courses page functions*

Select a class (# in class):

1

All (9)

CourseWorks Training

Page 1 of 1 View 1 - 9 of 9

Name	Alberta OH&S Awareness	Asbestos Awareness	Bear Safety Awareness	Cold Stress Awareness	Critical Incident Investigation	Distractions and Proactive Driver Training	Emergency Response Planning (ERP)	Enroll
Account, Fake	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
C, Tim	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
jones, fred	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
jones, fred	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Last, First	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Last, First	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Teacher, Fake	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
tester, frank	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Wickware, Ross	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll

Export

All (9)

All (9)

HCS3000 Sem Mr Burns (2)

Mr. S Sem 1 (2)

Mr. Slingerland Sem1 HCS3000 (3)

Ms. V. Sem. 1, HCS 3000 (3)

2

Using the “Classes” Function

You can organize your students into classes/groups. This allows you to only view the students’ progress and grades who you are interested in at a given time.

1. On the Manage Enrollments page, click on the **drop-down menu** above the list of students/courses.
2. Select the **name of the class** you wish to view
3. Follow the instructions on page 8 to export students’ progress and grades. A report will be generated that shows only the progress and grades for the students in that class/group.

Ms. V. Sem. 1, HCS 3000 (3)

CourseWorks Training

Page 1 of 1 View 1 - 3 of 3

Name	Alberta OH&S Awareness	Asbestos Awareness	Bear Safety Awareness	Cold Stress Awareness	Critical Incident Investigation	Distractions and Proactive Driver Training	Emergency Response Planning (ERP)	Enroll
Account, Fake	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Last, First	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Teacher, Fake	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll

Export

Page 1 of 1 View 1 - 3 of 3

3

Using the *My Courses* Page

On this page, you will see a list of all the courses that you have enrolled in. From here, you are able to:

1. **Begin** a course;
2. **Continue** a course you have already started; or
3. View/print your **certificates** for courses that you have mastered.

When your students log into their accounts, they are automatically taken to a *My Courses* page.

Using the *Ask the Expert* Function

Sometimes your students may have questions about occupational health and safety, their rights and responsibilities, or other safety related questions that you are not quite sure how to answer.

You can use the *Ask the Expert* function on your *My Courses* page to submit those questions to us. We will then get that question to the right safety expert to answer it for you!

Just click the **Ask the Expert** button!

Does your class you have a burning question that you're not quite sure of the answer to?

You are now able to submit questions online to be answered by a working safety professional! Simply click the button below to send in your question and check the *Ask the Safety Expert* page for the answer. We will post questions and answers to that page regularly, and try to answer questions in as timely a manner as possible. This is an excellent resource for classroom discussions and we encourage you to engage with your students and have them share their questions with you!

[Ask the Expert](#)

Complete online courses and track your results.

Fake Teacher			
Click on a course title to view the description.			Generate Excel Report
Training Partner	Course Title	Status	Action
SafetyInSchools	Life Lessons - Learning the Hard Way	Started	Course Login
THRIL SafetyInSchools	Alberta OH&S Awareness	Started	Continue Course Restart Course
THRIL SafetyInSchools	Bear Safety Awareness	Mastered	Certificate Continue Course Restart Course
THRIL SafetyInSchools	Your Rights and Responsibilities at Work	Enrolled	Begin Course