

SAFETY

IN SCHOOLS

Training for Life



TEACHER'S USER GUIDE

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Logging Into Safety in Schools

1. Enter the URL www.safetyinschools.ca in the browser address bar.

2. Click on the **Login to Safety In Schools** link in the top navigation bar.

3. Enter your email address (sara@complyworks.ca) and password in the login fields.

4. Click the **Login** button.

[Forgot your password?](#)
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[Server ID: sis_new_cal]

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. Enter your email address and password on the login page
4. Click **“Login”**
5. If you are an administrator for multiple school accounts, select the account you would like to manage during your session from the drop down menu and click **“Go”**

You are a User or Administrator of multiple accounts.

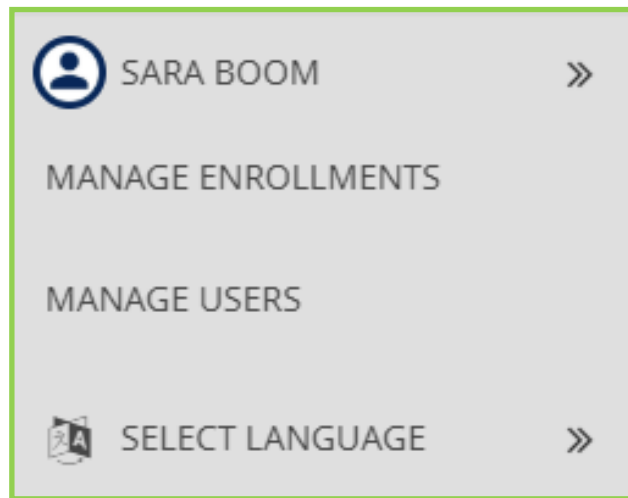
Select the account that you want to use during this session.

Safety In Schools

5. Click the **Go** button.

Logout

Getting Started



Using the Menu

When you first log in, you will notice four tabs on your side menu:

- Your Name
- Manage Enrollments
- Manage Users
- Select Language

When you click on your name, three more tabs will appear:

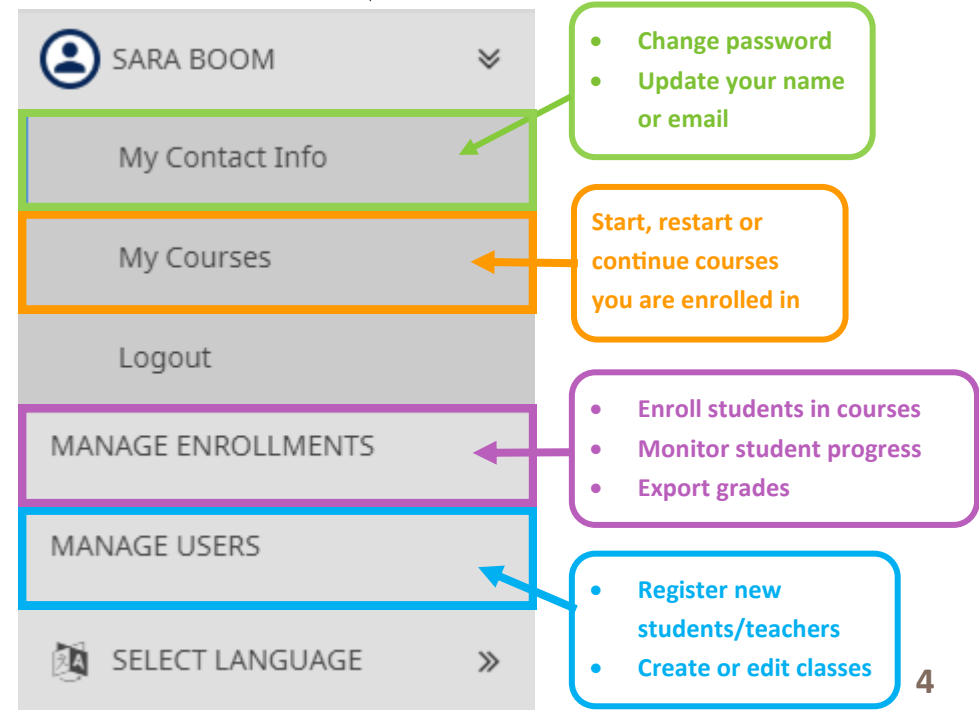
- My Contact Info
- My Courses
- Logout

To administer the program, you will use the following tabs:

1. **My Contact Info**
2. **My Courses**
3. **Manage Enrollments**
4. **Manage Users**

Your students will have access to the three Personal tabs (My Contact Info, My Courses, Logout), as well as “Select Language”

As an administrator, you will use the Manage Enrollments and Manage Users tab to administer the program for your school.



- Change password
- Update your name or email

Start, restart or continue courses you are enrolled in

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

- Register new students/teachers
- Create or edit classes

On the Manage Users Page

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

Edit User Profile:

Save Changes

Contact Information

Fields marked with * are required. You will not be able to change a 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

(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

☐ Teacher

☐ Manage Students/Teachers

☐ Manage Enrollments

Save Changes

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!

****Always use a students legal name, as this is what will appear on their certificate.***

On the Manage Users Page

Test school

1

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

Miss T's CALM Class 17-18 Edit Class Show Individuals

Mr. K's Mechanics Class Edit Class Show Individuals

2

New Group

Name RAP Prog 2018-19 3

4 Save Cancel

Miss T's CALM Class 17-18 Edit Class Show Individuals

Mr. K's Mechanics Class Edit Class Show Individuals

RAP Prog 2018-19 Edit Class Show Individuals 5

7

Save Changes

6

Name	Email
☐ Test Account	testaccount@me.com

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, enroll an entire class grouping into a course, or export only those grades!
(See page 10)

On the Manage Users Page

The screenshot shows the 'Manage Users' interface with the 'Group Student Upload' tab selected. The 'Import Student List' section contains instructions for uploading a CSV file. A blue box highlights the link to download a template. Below the instructions is a 'Select Class' dropdown menu, an 'Upload CSV Student List' section with a 'Choose File' button, and a 'Submit' button. A blue box highlights the 'Choose File' button. In the bottom left, a Microsoft Excel spreadsheet is open, showing a template with columns for 'Firstname', 'Lastname', 'Email', and 'Password'. A blue box highlights the first row of data. A blue box highlights the 'Save' button in the Excel file dialog.

Test school

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 (Comma 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 register
- 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 into
- 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 Choose File No file chosen Submit

AutoSave Off

File Home Insert Page Layout Formulas

Cut Copy Paste Format Painter Clipboard

Calibri 11 A

B Downloads

import_student (2)

CSV (Comma delimited) (*.csv) Save

More options...

	A	B	C	D	E
1	Firstname	Lastname	Email	Password	
2					
3					

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. Select the **"Class"** that you would like to file these students under.
7. Click **"Submit"**

Do not change or remove column headings

On the Manage Enrollments Page

1. Search bar

2. Enroll All button

3. Enroll button

4. Enrolled status

Use the scroll bar to see the rest of the courses

Enrolling Users in courses

From the Training Courses tab, you are able to enroll students in courses.

1. Find the students name on the table, or use the search bar above to locate an individual
2. Find the course you would like to Enroll the individual in
3. Select "Enroll"
4. "Enrolled" and a red X will appear when an enrollment has been successful. To unenroll a user from a course, simply click the X.



You can also use the "Enroll All" button enroll a full class list or your full school list into a course.

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 above 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.

1. Export button

2. OK button

Name	Alberta OH&S Awareness			Asbestos Awareness			Bear Safety Awareness		
	Status	Date	Score	Status	Date	Score	Status	Date	Score
Rooseboom, Sara	Not Enrolled			Not Enrolled			Mastered	5/25/2016	90
Boom, Sara	Not Enrolled			Not Enrolled			Not Enrolled		
Student, Fake	Enrolled	2018-08-27		Enrolled	2018-08-27		Enrolled	2018-08-27	
Account, Test	Not Enrolled			Not Enrolled			Not Enrolled		

On the Manage Enrollments Page

Test school

THRIL Courses

Safety In Schools Courses

1

Student

2

Heavy Machinery - It Always Wins

Mastered

Introduction to Automotive Shop Safety

Mastered

Lessons from the Workplace

Started

reset

Life Lessons - Learning the Hard Way

Mastered

Sara Rooseboom

Sara Boom

Mastered

Enroll

Started

reset

Enroll

Student

Heavy Machinery - It Always Wins

Introduction to Automotive Shop Safety

Lessons from the Workplace

Life Lessons - Learning the Hard Way

3

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.

THRIL Courses

Select a Class

1

Miss T's CALM Class 17-18

Mr. K's Mechanics Class

RAP Prog 2018-19



2

Student

Alberta OH&S Awareness

Enroll All

Asbestos Awareness

Enroll All

Bear Safety Awareness

Enroll All

Sara Boom

Enrolled



Enrolled



Enrolled



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** 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*

On the My Courses Page

Courses

Complete online courses and track your results.

IMPORTANT INFORMATION:

- Once you have completed the course, you will need to return to this page in order to obtain your certificate. Please be aware that it may take up to 15 minutes after completion
- You do not have to complete the course in one session - return at any time to **continue** or **restart** the course.
- Your current status for each course (**Enrolled**, **Started**, or **Mastered**) is also available to the teacher/administrator that initially enrolled you.

You can view a full list of available courses and their descriptions [here](#).

1

Course Name	Course Partner	Course Status	
Distractions and Proactive Driver Training	THRIL SafetyInSchools	Continue Course	Restart Course
Bear Safety Awareness	THRIL SafetyInSchools	Continue Course	Restart Course
Personal Protective Equipment	THRIL SafetyInSchools	Continue Course	Restart Course
Asbestos Awareness	THRIL SafetyInSchools	Start Course	
Hazard Recognition	THRIL SafetyInSchools	Continue Course	Restart Course
Fall Protection Equipment	THRIL SafetyInSchools	View Certificate	Restart Course
Alberta OH&S Awareness	THRIL SafetyInSchools	Start Course	
Critical Incident Investigation	THRIL SafetyInSchools	Start Course	
Cold Stress Awareness	THRIL SafetyInSchools	Start Course	

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

My Courses is the main page that your students have access to, along with *My Contact Info* and *Logout*.

Students have all of the same capabilities as you do on their *My Courses* page.

When a user selects *Start Course*, *Restart Course* or *Continue Course*, a new tab will open up that brings the user into the course environment.