



# WEST VIRGINIA STATE UNIVERSITY

## **SAFETY SKILLS ON-LINE TRAINING INSTRUCTIONS**

### **LOG IN**

Google Chrome or Mozilla Firefox is the recommended browser to access and use the Safety Skills on-line training. Log in at [wvsu.inclassnow.com](http://wvsu.inclassnow.com)

On Monday, May 11<sup>th</sup> you should have received a “Welcome To Safety Skills” email addressed from: [system@safetyskills.com](mailto:system@safetyskills.com). In the welcome email you will find the link to the Safety Skills LMS and instructions on how to create your own personal password. Your Login ID for the system will be the information in your email address that comes before the @symbol.

After receiving your welcome email, the training can be accessed by placing this web address in your web browser: [wvsu.inclassnow.com](http://wvsu.inclassnow.com). You will be prompted to enter your login ID, then create a password and confirm it as seen below:

The screenshot shows the login interface for the West Virginia State University Learning Management System. At the top left is the university logo. The text 'WEST VIRGINIA STATE UNIVERSITY' is displayed in a serif font, followed by 'Learning Management System' in a sans-serif font. Below this is a login form with a text input field containing the placeholder text 'Must be more than 2 characters'. To the left of the input field is a 'Login' label with a person icon. Below the input field is a blue 'Sign In' button with a right-pointing arrow. To the right of the button is a link that says 'Forgot Login or Password?'.

If you are not able to log in, please contact EHS 304-204-4060.

### **ASSIGNED COURSES**

For most learners, the My Training screen appears when you log on and it shows your currently-assigned training, upcoming training, and completed training. Find your assigned course under the "Current Training" heading, and click on the title:



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The screenshot shows a web browser window with the URL 'https://lms.wvu.edu/MyTraining'. The page title is 'LMS - My Training'. The main content area is titled 'My Training' and contains a 'Current Training' section. This section has a 'Launch in popup' checkbox and a table of training courses. The table has columns for Name, Active, Duration, Due, Available, and Details. The first row, 'Distracted Driver', is highlighted in yellow. Below the table is a 'Show All' button. There are also sections for 'Upcoming Training' (showing 'No Data To Display') and 'My Attachments' (showing 'There are no attachments'). A 'Support and Feedback' link is visible in the bottom left corner.

Name	Active	Duration	Due	Available	Details
Distracted Driver	Tue, 04 Apr 2017 12:00 AM	22		Online	<a href="#">View details</a>
Driver Safety On and Off Campus	Tue, 04 Apr 2017 12:00 AM	20		Online	<a href="#">Attachments: 1</a>
Hazardous Driving Conditions	Tue, 04 Apr 2017 12:00 AM	17		Online	<a href="#">View details</a>
Hazards of Speeding	Tue, 04 Apr 2017 12:00 AM	15		Online	<a href="#">View details</a>
Road Rage	Tue, 04 Apr 2017 12:00 AM	14		Online	<a href="#">View details</a>

This section will show current required courses, when they were assigned, their duration and the deadline for taking the course. Each employee is required to complete their assigned trainings by the training due dates. Automated e-mails are sent to notify the learner of a training course assignment and a reminder e-mail will be sent closer to the assignment due date. Your training performance will be tracked and reported to leadership on a regular basis.

Additionally, some trainings have been set so that they will periodically reoccur; so you may be required to take training on a specific topic more than once over the span of your career.

## **TAKING A TRAINING COURSE**

Speakers or headphones are required to hear the narration during the training

To take an assigned course, **CLICK** on the title of the training that you wish to take.

The Safety Skills Training Course window is now open. There is a brief “Welcome” introduction on how to navigate through the training. If you have already viewed this introduction, you are able to skip it by clicking on the right arrow.

The control the Safety Skills Training Course window are:

- **BACK** to previous screen
- **NEXT** to advance screen – The **NEXT** button will only appear after the screen has finished playing.



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There is a Closed Caption (bottom left) option and an Audio On/Off (bottom right) option while viewing the training course. A Transcript can be found by clicking the horizontal lines in the upper right corner.

There are quiz questions during the training course which cover course material from a previous screen & competency questions which cover a broader scope of the course material. Some quiz questions require the learner to click on a button to answer and some quiz questions require the learner to left click on the mouse button & drag an object or text to the correct location.

When a question is answered incorrectly, the screen or section pertaining to that question will be replayed.

When the course is completed, close the Safety Skills Training Course window by clicking on the X in the top right hand corner of the Safety Skills Training Course frame. Once it is closed and your My Training screen will be visible again.

The course just completed will now appear in your completed courses list.

## **PRINTING A CERTIFICATE**

If you would like to print a copy of your certificate, make sure that you are on the My Training page, and go under your completed courses list and **CLICK** on **VIEW** for the specific training course.

The Safety Skills learning management system will keep records of your completed courses for EHS and your supervisor. Certificates for course completion can be printed at any time in the future.