

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

On Monday, May 11th you should have received a "Welcome To Safety Skills" email addressed from: 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. You will be prompted to enter your login ID, then create a password and confirm it as seen below:

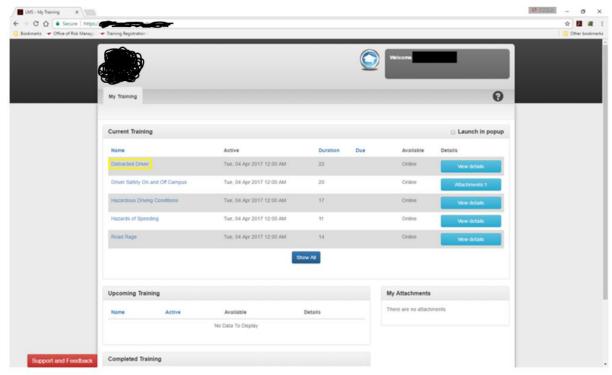


If you are not able to log in, please contact EHS 304-204-4060.

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:





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.



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.