

# Instructions for Self-Determination Staff: MOODLE

**\*\*The following online training MUST be completed within 30 days of being hired**

Go to link by typing: 198.108.233.90

User name: is your first initial and last name (all lower case letters) (example: jsmith)

Password is: Easy1234\$

## **What to do when you sign in the first time:**

To complete your required training, Log in and you will be prompted to create a new password.

You will need this password each time a training is added or at least **annually** so please make sure you keep and know your password for future use.

## **You will have the following trainings assigned to you:**

1. Recipient Rights training and Quiz (annually)
  2. Standard Precautions (formally Bloodborne Pathogens) and Quiz (one time per employment episode)
- Upon hire you take both trainings and then Recipient Rights annually thereafter.
  - Please note that even though you have completed training it may not show "100%" completed; we are aware and this does not negatively impact you in anyway.

## **How to complete the training assigned to me in MOODLE:**

Click on the assigned training (you will see the training and then the test/quiz)

Click on the training; click on "enter" read through the power point

Once you read the last slide and cannot go further go to the upper right and click on "exit activity"

Then click on test or quiz

Click on "Preview quiz now" and complete the quiz and click "finish", then click "submit all and finish"

Or click on "Re-attempt quiz" when taking your annual update

A dialogue box pops up to confirm you want to submit and will no longer be able to change your answers" click "submit all and finish".

Scroll down to the bottom and click "finish review"

Look to the left hand column and choose another training or go to dashboard and click on next training.

Repeat this process for each training assigned to you.

Inform an SD Coordinator that you have completed your training for confirmation of completion.

## **First Aid and/or CPR/FA** (here are some suggestions)

**\*\* MUST be completed within 90 days of hire \*\***

[www.redcross.org/take-a-class](http://www.redcross.org/take-a-class) you can search "online only" and choose the appropriate class that your employer has reflected in your employment contract.

- OR -

CMH offers in person FA/CPR classes. Register by calling Genny Grimshaw @ 989-358-7842

**\*\*Reminder you must be able to get a receipt or proof of class cost to be reimbursed by the FMS.**