

SAFETY SKILLS ON-LINE TRAINING INSTRUCTIONS

LOG IN

Internet Explorer is the recommended browser to access and use the Safety Skills on-line training.

Log In at umflint.inclassnow.com

Type in your **unique name** in the box that appears just above the words “**Sign In**”. Another box will appear below for you to type in your **UM-Flint password**.

If you are not able to log in, please contact **EHS 810-766-6763**.

ASSIGNED COURSES

For most learners, the My Training screen appears. The My Training page will show a list of your Assigned Courses and below that a list of your Completed Courses.

For supervisors who have administrator access, there are a set of navigation tabs that appear just below the UM-Flint EHS logo. Click on My Training tab.

NOTE: To the right of the lists are some course specific documents that are important. These include UM-Flint policies and guidelines, forms and other documents to review and be familiar with before you take the assigned on-line courses.

TAKING A TRAINING COURSE

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

To take an assigned course, **CLICK** on the text Take Training to the left of the title.

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 arrows** at the bottom of the Safety Skills Training Course window are:

- **Left Arrow** – BACK to previous screen
- **Middle Circular Arrow** – REPLAY current screen
- **Right Arrow** – ADVANCE to next screen

There is a Closed Caption (bottom left) option and an Audio On/Off (bottom right) option while viewing the training course.

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

CLICK on Print your Certificate for the specific training course and give certificate to your supervisor for their departmental records, and print one for your own records.

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.