Annual Safety Class (ASM)
Access Instructions – Moodle

Please note: Check with your district to make sure you are a Moodle district before proceeding. If your district is a GroupView district you cannot access the class through Moodle!

Moodle Login Instructions

Please use these directions as a guide to logging into the Indiana Department of Education Moodle Online Learning server. **Note: You will need an email to create an account, if you do not have email please check with your school district for assistance.**

Any driver that took the ASM online last year will have an account already created. **If you cannot access the class you will need to go through the lost password process!**

Go to this web address: [https://moodle.doe.in.gov/](https://moodle.doe.in.gov/)

1. This user will start with the screen below; note the box in the upper right corner of the screen reading Login. If you do not already have an account in Moodle you will need to click the link just below the Login button reading “Create new account”.

If you already have a Moodle account from last year using an email address then you would login using that account and skip down to instruction 6. **If you cannot access the class you will need to go through the lost password process!**

2. You will then get the screen shown below. Fill in all of the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. **A valid email address is required to create a new account on Moodle.**

When you fill all the blanks below, click the “Create my new account” button.
3. Read this next screen carefully. You are being asked to check your email to continue the registration process. We do this for security reasons by preventing someone from signing up anyone without that person's permission. Clicking the "Continue" button will send you back to the login screen.

4. The email you receive should look like the one found below. Read it thoroughly and click the link within the email. If the link is not “clickable” copy and paste it into the location field of your web browser and hit “Return or Enter” on your keyboard.

   **Note: If you do not find the email in your inbox check your trash or spam folders as this email may end up in one of those folders!**
5. When you click the link in the email you should be sent back to the Moodle Server and see a screen resembling the one found below. Make sure your name shows on the upper right corner of the Moodle screen (red arrow). At this point click on the continue button (yellow arrow).

6. You will see a list of courses offered on this server on the left side of the screen under “Available courses.” Scroll down until you get to School Transportation. You are going to be entering the “Annual Safety Meeting 2022” so click the link for that course.
7. Once you select the course you will get the screen below. There you would click in the Enrollment Key box and enter **iphone2022** and then click on the “Enroll me” button.
Note: you may get an option about saving your password by your browser, do not click on save as it is not necessary! You may also see a system message about a “New messaging interface” just click the end tour button to make that screen go away.

8. You will then see a screen list all of the segments that are part of the Annual Safety Meeting. This screen also shows your progress. On the right side of the screen you will notice the words “Your progress” with boxes below, if the boxes are empty then you have not completed that segment, if the box is checked then you have completed that particular portion of the class.
9. The first portion will involve announcements and a demographic survey, please read through the announcements before clicking on Demographic Survey icon to begin your training. You will have to complete the demographic survey before you can watch the class segments:

And then click on the “Answer these questions” words; you will get the following screen.
Please fill out all 5 questions. Please use your first name as it is on your yellow card! You will be able to select your school corporation, private school, or other entity you will be working for from a drop-down menu, if you cannot find your employer please contact the Office of School Transportation. Note: If you are driver that no longer drives for a district you would be considered an “unassigned” and would select that option as your district!
After answering the 5 questions you would click on the “Submit questionnaire” button which will then take you to this screen.

Thank you for completing this Questionnaire.

Continue

At this point if you hit the continue button you will get a summary of your answers.
By clicking the “Read before you begin this course” button (red arrow) this will take you to basic instructions for navigating this course.
You can now navigate to the course segments by either clicking the bottom right wording of “Video: Page” (red arrow) that will allow you to go to the first segment of the preservice class, or you can bypass this by using the drop-down box where you see the words “Jump to...” (yellow arrow). This will take you to the following screen which will now allow to go straight to the segment you wish to start. You can skip segments; they do not have be done in order.
Once you go back to the course segments you can then begin the class segments. You can complete the segments in any order you choose.

When you select the video, you will need to watch the entire video before you will be able to take the quiz (the Legislative Update Video does have a quiz this year). Sometimes the system takes a while to catch up to the fact that you watched the video so if you cannot access the quiz refresh your browser screen, as that tells the system to update. The refresh or reload symbol will be towards the top right of your browser and looks like the symbol below.
You will have a total of 10 questions on each quiz of which you must get at least 8 questions correct to pass each quiz. Once you have answered all 10 question you would click on the “finish attempt” button, which will then get you to the following screen.

If you wish to change an answer you would click the “Return to attempt” button. If you are satisfied with your answers you would then click the “Submit all and finish” button.
button”. Clicking the submit button gets you the following screen and you would click “Submit all and finish” to finally submit your answers for grading.

You will then get to view your results.

If you click the “Submit all and finish” button you will get this screen:

Regardless of the result you will then click the “finish review” button at the bottom of the quiz result which will take you to this screen.
If you did not get 80%, or better, you will need to click on the “re-attempt quiz” to retry the quiz. **You cannot progress to the next segment until you have passed the quiz!**

**Verification of Completion!**

Once you have completed all of the quizzes click on the “Annual Safety Meeting 2021” you will get the following screen.

**CONGRATULATIONS!**

You have passed the Annual Safety Meeting 2021. Please take a moment to download a certificate for your records. Click “ASM 2021 Course Certificate”.

- The activity Quiz: Driving Laws & Safe Practice is complete and passed (hidden otherwise)
- The activity Quiz: 504 Plans and IEP is complete and passed (hidden otherwise)
- The activity Quiz: Railroad Crossings is complete and passed (hidden otherwise)
- The activity Quiz: Special Needs Evacuations is complete and passed (hidden otherwise)
You will get the opportunity to download a certificate as proof of your completion if you click on the “ASM 2022 Course Certificate” (red arrow).

If you have any questions or need additional assistance, please feel free to contact any of the individuals listed below.

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Website with information and links:  
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