

## Annual Safety Class (ASM)

### Access Instructions – Moodle

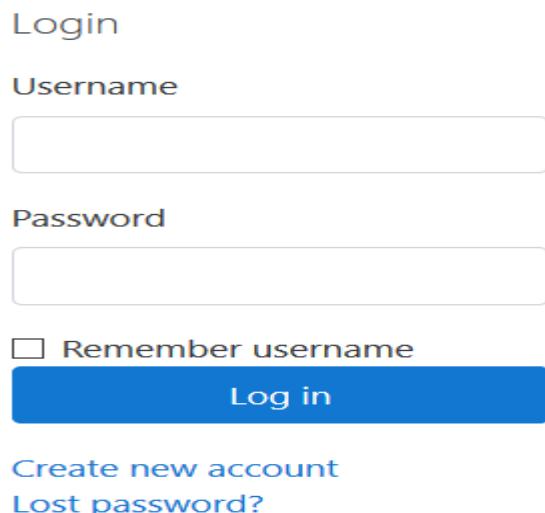
**Please note: Check with your district to make sure you are a Moodle district before proceeding. If your district is a GroupView district you cannot access the class through Moodle!**

#### 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.**

Go to this web address: <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”.



The image shows a screenshot of a Moodle login page. At the top, the word 'Login' is written in a light blue, sans-serif font. Below it is a 'Username' label followed by a long, empty text input field. Underneath the input field is a 'Password' label followed by another long, empty text input field. To the left of the 'Remember username' checkbox is a small square checkbox. Below the 'Log in' button is a blue rectangular button with the text 'Create new account' and 'Lost password?' in blue, underlined text.

Log in

Username

Password

Remember username

Log in

[Create new account](#)

[Lost password?](#)

If you already have a Moodle account using an email address then you would login using that account and skip down to instruction 6. **This would not be the account you used last year for the ASM as that was not an account you created!**

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.

# New account

## Choose your username and password

**Username\***

**Password\***

Unmask

## More details

**Email address\***

**Email (again)\***

**First name\***

**Last name\***

**City/town**

**Country**

United States



 **Create my new account**

**Cancel**

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 persons permission. Clicking the “Continue” button will send you back to the login screen.

## Indiana Department of Education

Home ► Confirm your account

An email should have been sent to your address at [REDACTED]  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.

[Continue](#)

You are not logged in. (Log in)  
[Home](#)

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!**

Hi Michael LaRocco, [REDACTED]

A new account has been requested at 'Indiana Department of Education'  
using your email address.

To confirm your new account, please go to this web address:

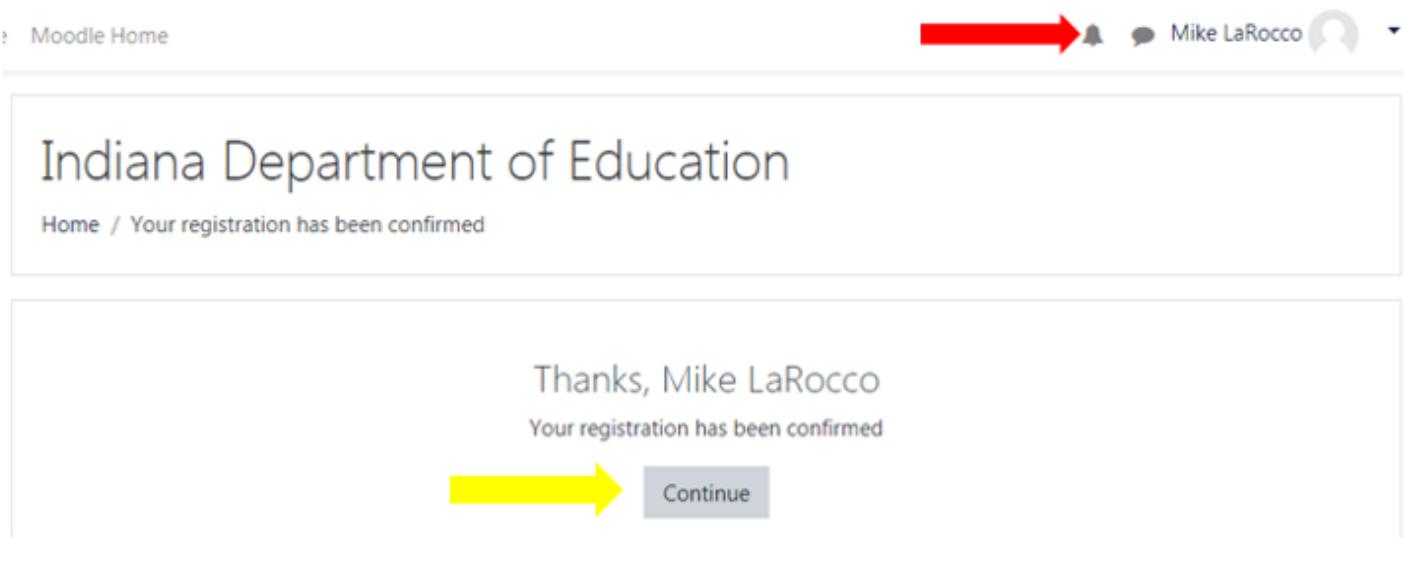
[https://moodle.doe.in.gov/login/confirm.php?data=XD8nMkrCP7hdoa\[REDACTED\]](https://moodle.doe.in.gov/login/confirm.php?data=XD8nMkrCP7hdoa[REDACTED])

In most mail programs, this should appear as a blue link  
which you can just click on. If that doesn't work,  
then cut and paste the address into the address  
line at the top of your web browser window.

If you need help, please contact the site administrator,

Moodle Support  
[moodle\\_support@doe.in.gov](mailto:moodle_support@doe.in.gov)

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).



Moodle Home

Indiana Department of Education

Home / Your registration has been confirmed

Thanks, Mike LaRocco

Your registration has been confirmed

Continue

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 2021” so click the link for that course.

## School Transportation

Home / Courses / School Transportation

Search courses

Course categories: School Transportation

Go

Available courses



7. Once you select the course you will get the screen below. There you would click in the Enrollment Key box and enter iphone2021 and then click on the “Enroll me” button.

## Enrollment options

### • Annual Safety Meeting 2021

Teacher: Lisa Callihan

Teacher: Mike Larocco

Teacher: Kathryn Roth

Teacher: Reggie White

This class fulfills the requirements for school bus drivers for professional development. This course covers best practices that are presented to bus students and passer requirements for driver licensing, driving, and school transportation student management; safety preparedness on the school bus not including the time n

#### ▼ Self enrollment (Student)

Enrollment key

**Enroll me**

*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.

 Announcements

 Demographic Survey

 Read Before You Begin this Course



#### PLEASE NOTE

You may need to refresh this page in order to see updated completion check boxes to the right of each activity.

REMEMBER YOUR USERNAME AND THE PASSWORD YOU JUST CHOSE SO YOU CAN LOGIN IN THE FUTURE.

#### Legislative Update

Restricted Not available unless: The activity **Demographic Survey** is marked complete

Presented by: Mike LaRocco, Director of School Transportation

Indiana Department of Education

#### Special Needs

Restricted Not available unless: The activity **Demographic Survey** is marked complete

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:

## Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [General](#) / [Demographic Survey](#)

### Demographic Survey

[Answer the questions...](#)

**And then click on the “Answer these questions” words; you will get the following screen.**

# Annual Safety Meeting 2021

Home / My courses / Annual Safety Meeting 2021 / General / Demographic Survey / Answer the questions...

## Demographic Survey

1 *	What is your first name?
	<input type="text"/>
2 *	What is your last name?
	<input type="text"/>
3 *	What are the last four digits of your social security number?
	<input type="text"/>
4 *	What email address did you use to create your login?
	<input type="text"/>
5 *	What is your school corporation?
	<input type="text"/> Choose...

Save

Submit questionnaire

**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 “unknown” 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.

## Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [General](#) / [Demographic Survey](#) / [Answer the questions...](#)

Thank you for completing this Questionnaire.

[Continue](#)

At this point if you hit the continue button you will get a summary of your answers.

# Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [General](#) / [Demographic Survey](#) / [Your responses](#) / [Individual responses](#)

Your responses

[Summary](#) [Individual responses](#) [All your responses](#)

Your 2 response(s)

1 | 2 | [Next](#)

 Respondent: Michael LaRocco Submitted on Monday, May 10, 2021, 9:35 AM

Demographic Survey

1 \* What is your first name?

Mike

2 \* What is your last name?

LaRocco

3 \* What are the last four digits of your social security number?

[REDACTED]

4 \* What email address did you use to create your login?

[REDACTED]

5 \* What is your school corporation?

DEPT OF EDUCATION

DEPT OF EDUCATION

1 | 2 | [Next](#)

» Announcements

Jump to...

 [Read Before You Begin this Course](#) »

By clicking the “Read before you begin this course” button (red arrow) this will take you to basic instructions for navigating this course.

# Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [General](#) / [Read Before You Begin this Course](#)

## Read Before You Begin this Course

Welcome to the Annual Safety Meeting 2021 Online Training. You're about to embark on taking a class using cutting-edge technology from the Indiana Department of Education. There are a number of things you must check before starting this course; most notably, your email address, the speed of your Internet connection and the software found on your computer.

**It is imperative to check with your school technology coordinator concerning installing software on corporation-owned systems.**

### Your Current Email Address

This is very important. As soon as you can update your profile on this server with your most current email address. To do this, go to the main Annual Safety Meeting class screen, take a look in the left column and click on the link reading Edit Profile. Find the field for Email and enter your address. Remember to click the Update Profile button to confirm your change. Repeat this procedure if your primary email address changes in the future. [Click Here](#) for a shortcut to Edit Your Profile now.

### Navigating this Course

Videos and PDF documents will pop-open a new window. When you have completed watching a video or reading a PDF simply close the window.

### YouTube Videos

All videos in this course are being served from YouTube. You can use a high-speed Internet connection or one as slow as a 56k telephone connection. Please be prepared - if you are using a slow connection, your video may become choppy. If this occurs, pause the video and wait for a portion to cache. You'll be able to see a progress bar indicating how much video has downloaded to your computer.

### Quizzes

You are required to take a quiz for each Topic in the Annual Safety Meeting. In order to successfully complete and receive credit for the ASM 2021, you must achieve an 80% mastery (passing grade) on all quizzes. This means you may take the quizzes as many times as you wish to earn a grade of 80%. Each time you take a quiz, random questions in random order are generated.

### Firewall Issues

Your school may be sitting behind a firewall that prevents streaming video from getting from our server to your desktop. If this is the case, please consult with your technology coordinator and have them open port 1015.

### Web Browser

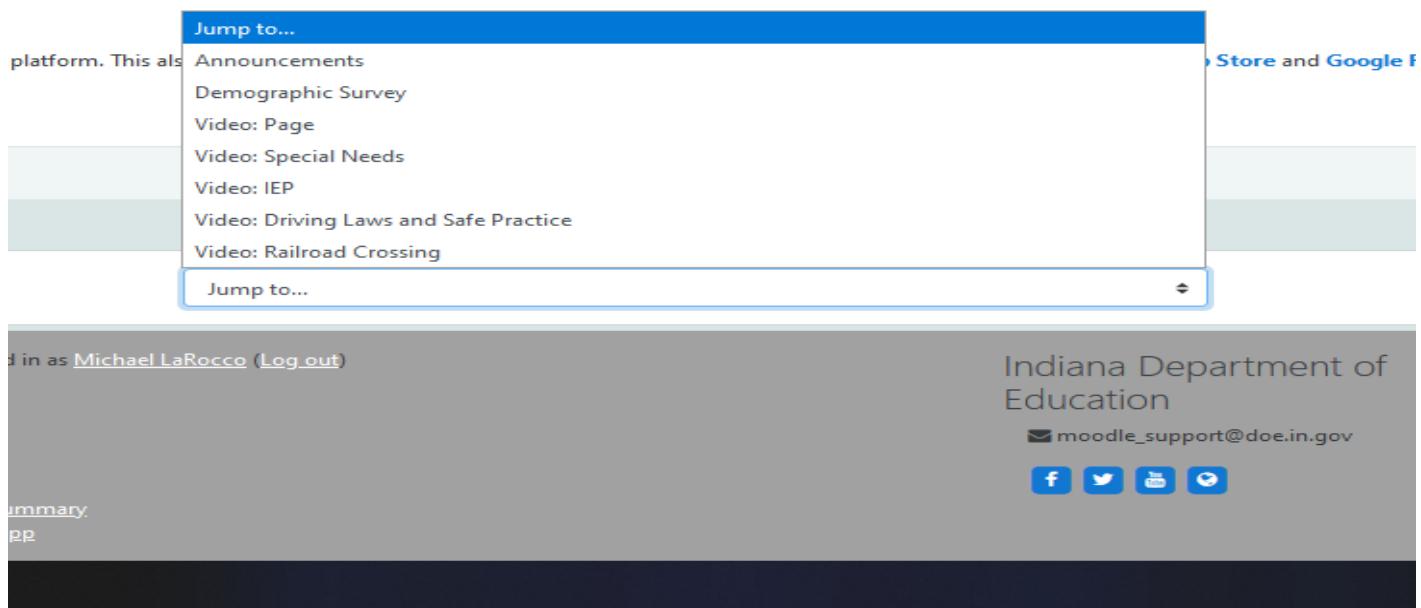
This online training site is designed to work with any web browser on any computer platform. This also works on iOS and Android devices either through a web browser or the app available in the [iOS App Store](#) and [Google Play](#).

Last modified: Wednesday, March 10, 2021, 8:49 AM



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 to be done in order.

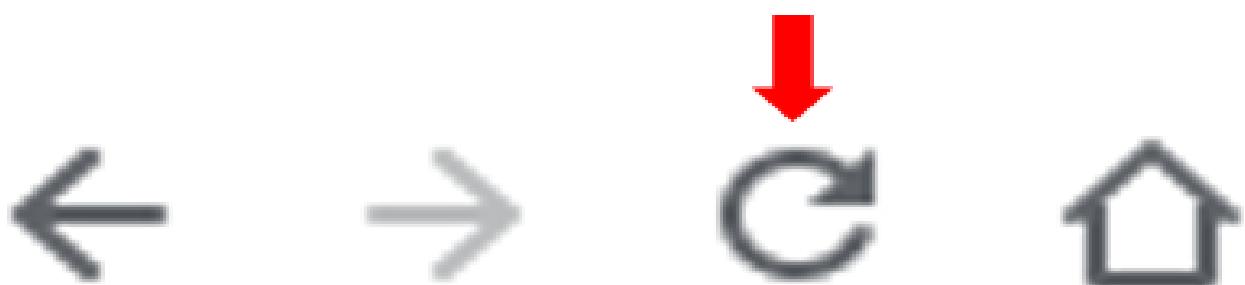
ting from our server to your desktop. If this is the case, please consult with your technology coordinator and have them open port 1935.



A screenshot of a Moodle course page. A dropdown menu titled 'Jump to...' is open, listing several video links: 'Announcements', 'Demographic Survey', 'Video: Page', 'Video: Special Needs', 'Video: IEP', 'Video: Driving Laws and Safe Practice', and 'Video: Railroad Crossing'. The page also shows the user is logged in as Michael LaRocco (Log out). The footer includes the Indiana Department of Education logo, an email link to moodle\_support@doe.in.gov, and social media icons for Facebook, Twitter, YouTube, and Google+.

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 has no quiz**). 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.

## Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [Special Needs](#) / [Quiz: Special Needs](#) / [Summary of attempt](#)

### Quiz: Special Needs

#### Summary of attempt

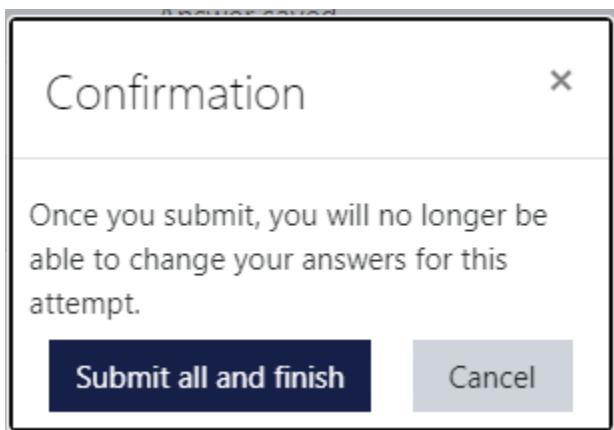
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

[Return to attempt](#)

[Submit all and finish](#)

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". 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:

## Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [Special Needs](#) / [Quiz: Special Needs](#)

Started on	Monday, May 10, 2021, 10:02 AM
State	Finished
Completed on	Monday, May 10, 2021, 10:05 AM
Time taken	3 mins 41 secs
Points	10.00/10.00
Grade	100.00 out of 100.00

Quiz navigation

1	2	3	4	5
✓	✓	✓	✓	✓
6	7	8	9	10
✓	✓	✓	✓	✓

[Show one page at a time](#)

[Finish review](#)

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.

# Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#) / [Special Needs](#) / [Quiz: Special Needs](#)

## Quiz: Special Needs

Grading method: Highest grade

### Summary of your previous attempts

Attempt	State	Points / 10.00	Grade / 100.00	Review
1	Finished Submitted Monday, May 10, 2021, 10:05 AM	10.00	100.00	<a href="#">Review</a>

Highest grade: 100.00 / 100.00.

[Re-attempt quiz](#)

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.

# Annual Safety Meeting 2021

[Home](#) / [My courses](#) / [Annual Safety Meeting 2021](#)

## 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"](#).

**Restricted** Not available unless:

- 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)



ASM 2021 Course Certificate



You will get the opportunity to download a certificate as proof of your completion if you click on the “ASM 2021 Course Certificate” (red arrow).

## Annual Safety Meeting 2021

Home / My courses / Annual Safety Meeting 2021

Your progress 1

### 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'.

 ASM 2021 Course Certificate



This course brought to you by the Indiana Department of Education, Indiana State School Bus Committee and the Indiana State Police.

**Completion Tracking** - Notice to the right of each video there are tiny boxes. These boxes will appear empty before you look at an activity such as a video. Once you've watched a video and return to this page the box should include a check. This notes you have completed the activity. You must watch each video in a topic before you are granted access to that topic's quiz. If a check mark does not appear, you can always refresh this page to force it to appear.

**Grades** To check your grade, click the word "Grades" in the left column. If there is no left column, click the little box with three horizontal lines in the upper, left corner of this page.

**Passing Grade** - You must view all videos and pass all quizzes (with each quiz earning 80%) to pass the course. You may take quizzes as many times as needed to earn 80%. You'll know when you have successfully completed the course when a large red banner appears at the top of this page including instructions to download a certificate of completion.

**Videos** - Make sure you watched all the videos in their entirety. Failing to watch the videos before you take the quizzes could result in your quiz scores being reset to zero and a passing grade being revoked. This will force you to retake the entire course.

**Additional Details** - You can find additional details concerning this course [on this page](#).

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

Lisa Callihan [lcallihan1@doe.in.gov](mailto:lcallihan1@doe.in.gov) (317) 232 - 1377

Mike LaRocco [mlarocco@doe.in.gov](mailto:mlarocco@doe.in.gov) (317) 232 – 0891

Reggie White [rwhite@doe.in.gov](mailto:rwhite@doe.in.gov) (317) 234 – 7215

Office of School Transportation (317) 232 - 0890

Website with information and links:

<http://www.doe.in.gov/transportation>