

GETTING STARTED

How to Log into the Basic Health and Safety Training

1. Go to: <https://msde.instructure.com/login/canvas>

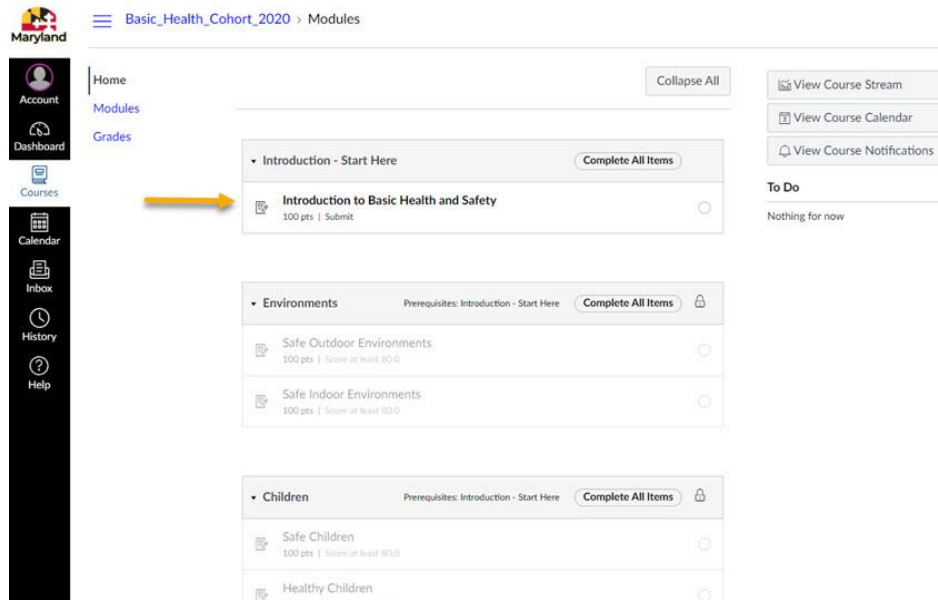
2. Type **your email** address in the **Username** window.

Type the **password** you created in the **Password** window.

A screenshot of the login page for the Maryland State Department of Education's Instructure LMS. The page features the Maryland State Department of Education logo at the top, which includes the state flag and the text "MARYLAND STATE DEPARTMENT OF EDUCATION EQUITY AND EXCELLENCE". Below the logo, there are two input fields: "Username" with the placeholder text "Type your email address here" and "Password" with the placeholder text "Type your password here". To the left of the password field is a checkbox labeled "Stay signed in" and a link "Forgot Password?". To the right of the password field is a "Log In" button. At the bottom of the page, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.

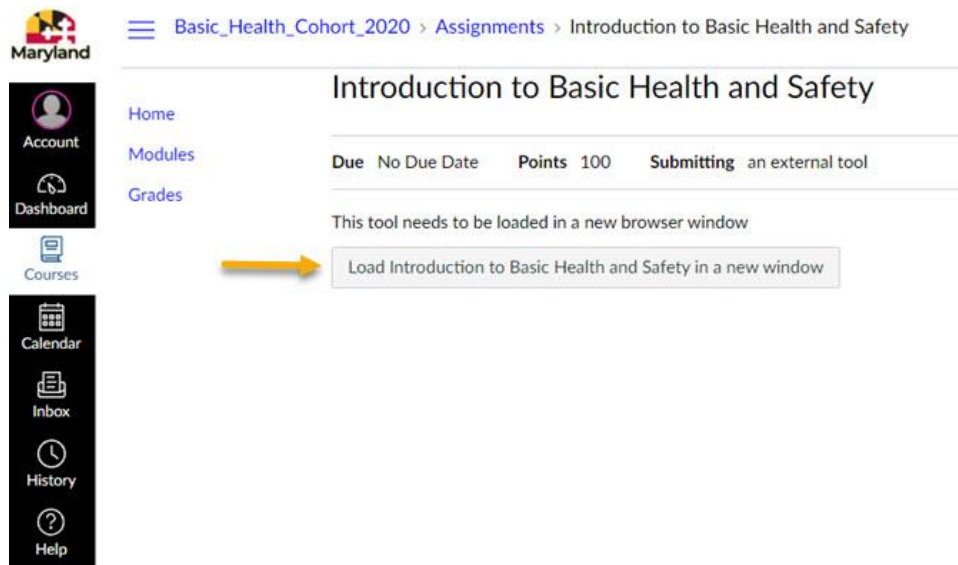
3. Select **Introduction to Basic Health and Safety**

Notice the other modules are locked. Once you complete the Introduction you will be able to access the other topics.



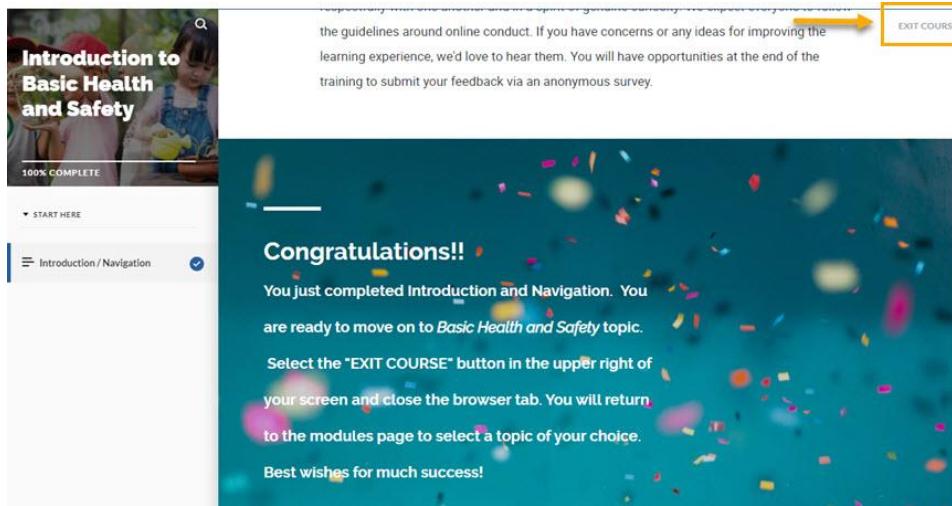
4. Select **Load Introduction to Basic Health and Safety** in a new window.

Note: It may take a few seconds for the training to load depending on your internet connection.

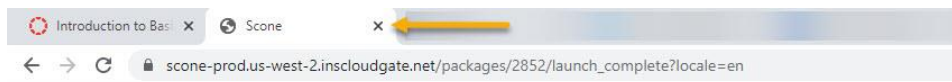


5. Use the **EXIT COURSE** button in the upper right corner to return to the main training.

NOTE: If you prefer to complete the training one section at a time, the system remembers the section where you left off. Just remember to use the **EXIT COURSE** button before you leave the training.

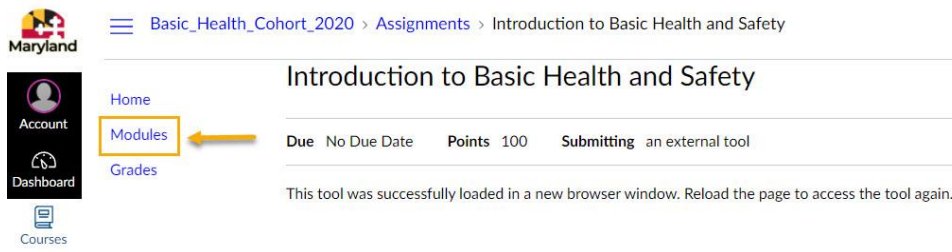


6. When you select **EXIT COURSE** the training closes and a Thank you! screen appears. Select the **x** to close the training window.



Thank you!

Select **Modules** on the left to return to the list of training topics.



7. Notice all the topics are now available. You may select topics in any order. As you complete a topic, a green check mark appears on the right.

The screenshot shows a course management interface with a sidebar on the left containing navigation options: Home, Modules, Grades, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area displays a list of modules. The first module, 'Introduction - Start Here', is complete, indicated by a green checkmark and a 'Complete All Items' button. The second module, 'Environments', has prerequisites of 'Introduction - Start Here' and contains two sub-topics: 'Safe Outdoor Environments' and 'Safe Indoor Environments', both of which are currently incomplete. The third module, 'Children', also has prerequisites of 'Introduction - Start Here' and contains two sub-topics: 'Safe Children' and 'Healthy Children', both of which are currently incomplete. A 'Collapse All' button is located at the top right of the module list.

Once all the topics are complete, the Final Review module will be available. Completing all the topics and the Final Review Activity with a score of 80% or higher will unlock the Certificate of Completion module.

This screenshot shows the same course management interface as the previous one, but with an additional module at the bottom: 'Final Review'. This module has prerequisites of 'Introduction - Start Here', 'Environments', and 'Children'. It contains one sub-activity, 'Final Review and Survey', which is currently incomplete. A yellow arrow points to the 'Final Review and Survey' activity. All other modules and sub-topics from the previous screenshot are now marked as complete with green checkmarks.