



## Quick Start Safety Testing Online

### Test Drive.

You can test drive this product by signing in both as a student or as teacher. We have set up a virtual school named Warrion College, which has a managing teacher named Jack Jones and a sample student body.

#### Try out as a student.

**You can sign in as a student** *Ray Charles* using the password *33qzs8* and you can do any of the quizzes you will find there.

#### Try out as a teacher.

**You can sign in as a teacher** using the email address *try-me@safetytestingonline.com* with the password *basil1*. You will become Jack Jones at Warrion College. You can attempt all of the activities here but you may find that complete changes or additions to data are prevented to preserve the integrity of the sample data.

### After Subscribing.

**Students** sign in at the **Portal** at <http://www.safetytestingonline.com> using the password sign in credentials generated by the program.

**Teachers** sign in at the **Portal** at <http://www.safetytestingonline.com> using the password sign in and credentials emailed to you after your subscription has been processed.

Once a student or teacher signs in, they will remain so until they expressly sign out or until they close all instances of the open browser, such as Firefox or Safari.

As a subscriber one can now use the links on the right hand side of the Administrator Profile to;

- a. Change your details/password
- b. Set your time zone
- c. Upload your school logo (*optional*)

Now use the link to **Student Administration** to set up your class groups, or alternatively, click here to shortcut to it.

[http://www.safetytestingonline.com/portal/woodwork\\_sub/ws\\_member\\_account.php](http://www.safetytestingonline.com/portal/woodwork_sub/ws_member_account.php)

You can now use the links on the right hand side of the Student Management page to;

1. Add or alter group names. (*These are the six class group names. Try to keep these titles concise (around six or seven letters/numbers maximum) because a long name tends to cause cluttering on the screen. You can change these at any time.*)
2. Add a new student. (*Work through each class group in turn. If you make a mistake you can use the relevant "Rename" link. You can also "Retire" a student at any time when they leave your class and also "Re-enrol" them if they subsequently return.*)
3. Allocate Quizzes to a group. You can change your selection any time. (*You must make your own decisions about what quizzes are allocated to your class groups. Greyed titles in the drop down list are under construction. Orange titles are complete.*)
4. Four optional links at the bottom of the column of links.
  - i. Quiz Review On/Off (*Allows students to review their quiz results. By using this switch, a working link to the review is created on the student results page so that they can immediately check their results for errors.*)

- ii. Student Avatars On/Off. *(Allows students to select a personal avatar for their page. The avatars are contained in the program and students can only select from these.)*
- iii. Certificate On/Off. *(Allows students to print their own achievement certificate)*
- iv. Student Access On/Off. *(Use of this switch controls student access to their quiz pages. Switch student access off or on as you wish. For example, you may not want students to be able to work online from their home or outside class time.)*

## Using the Program

1. After going through the above setup, you can use the link to **Passwords Lists** or alternatively, click here to shortcut to it.

[http://www.safetytestingonline.com/portal/woodwork\\_sub/ws\\_sub\\_reports/passwords\\_index.php](http://www.safetytestingonline.com/portal/woodwork_sub/ws_sub_reports/passwords_index.php)

2. **IMPORTANT:** Please check that everything works before trying it in class and also try signing in as one of your students while using the school server. If the program works at your home but not at your school, it may need to be “white listed” by your IT department.

3. You can download and print text versions of the Safe Operating Procedures and of the quizzes themselves with correct answers indicated from **Text versions of quizzes** or alternatively, click here for a shortcut [http://www.safetytestingonline.com/portal/woodwork\\_sub/ws\\_teacher\\_docs.php](http://www.safetytestingonline.com/portal/woodwork_sub/ws_teacher_docs.php) . *(Consider using these documents as teaching resources before asking the students to take a quiz.)*

4. **Student sign in.** *(Note that when you print the password list it contains a student name column but also includes a **login name column**. The login column sometimes contains a number suffix to avoid database duplication. Neither the student user name or password is case sensitive, but apostrophes and other similar characters may have been removed from names for security purposes, so best check the printed login details. The program does not recognise a period in place of a space.)*

5. **When doing a quiz**, students may need to be reminded of the help link after each quiz question. This link opens a colour coded PDF which helps a student answer correctly.

6. Check the variety of reports available at **Woodwork Administration and Reports**. The shortcut is here. [http://www.safetytestingonline.com/portal/woodwork\\_sub/wood\\_main.php](http://www.safetytestingonline.com/portal/woodwork_sub/wood_main.php)

That’s about it. There is a steep learning curve initially, but it becomes really easy in a short while. You can recover a forgotten password at

<http://www.safetytestingonline.com/phpsecurearea/customeradmin/recoverpw.php>

Welcome aboard, and if you need to know, **please ask**, and if you don’t like, **please suggest**. I get a buzz from feedback.

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