

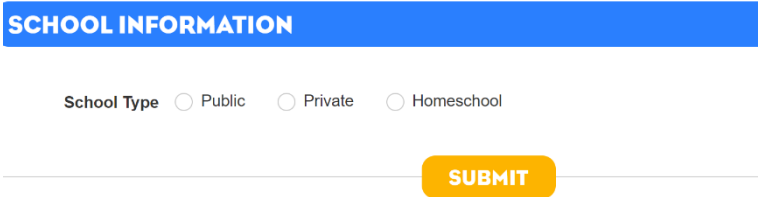
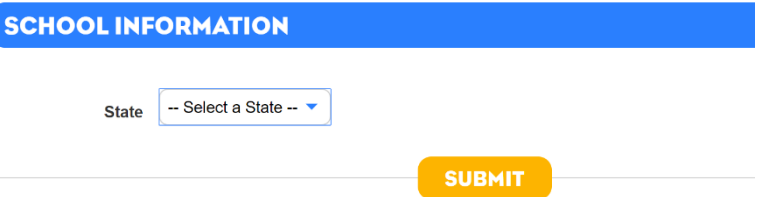


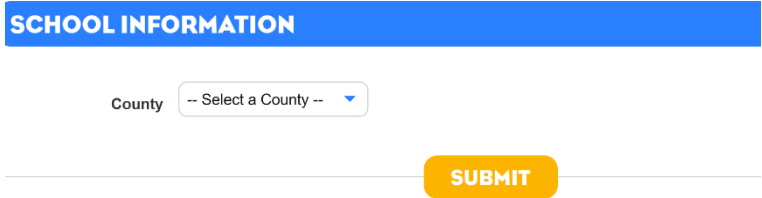
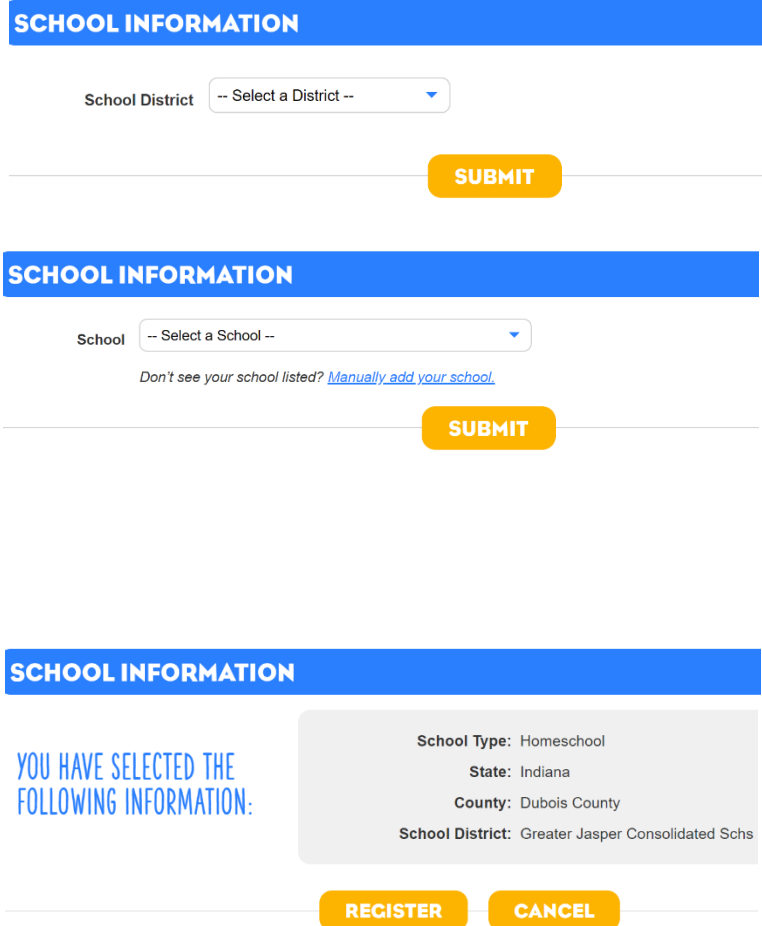


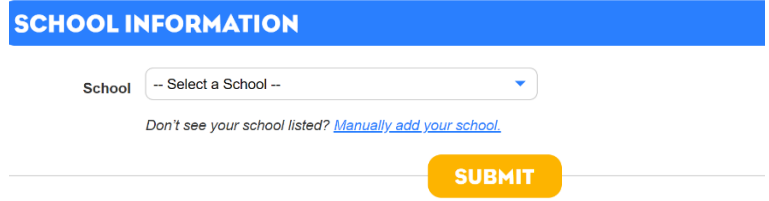
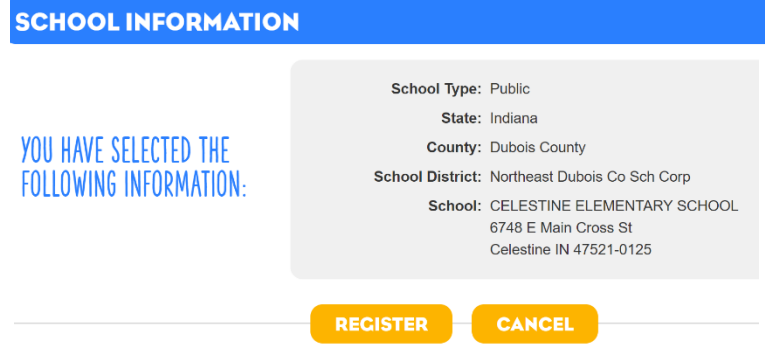
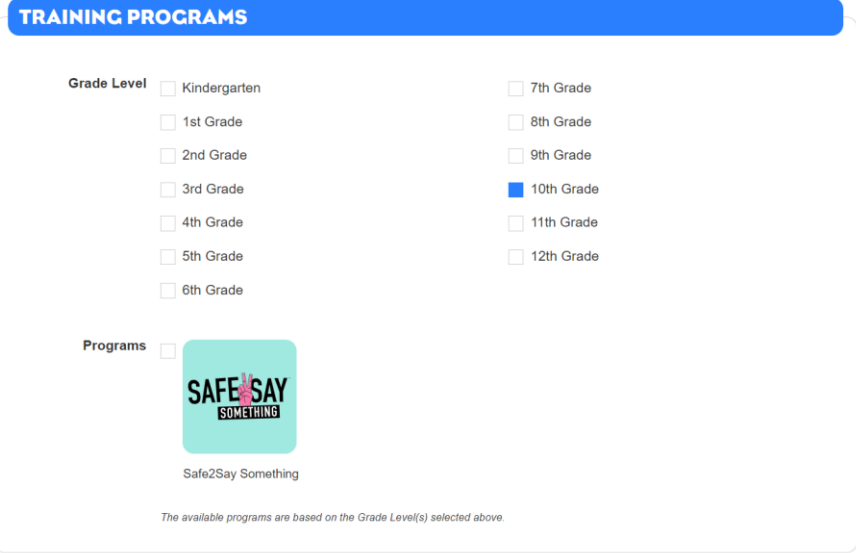
How to Access the *Safe2Say Something* Student Training Video

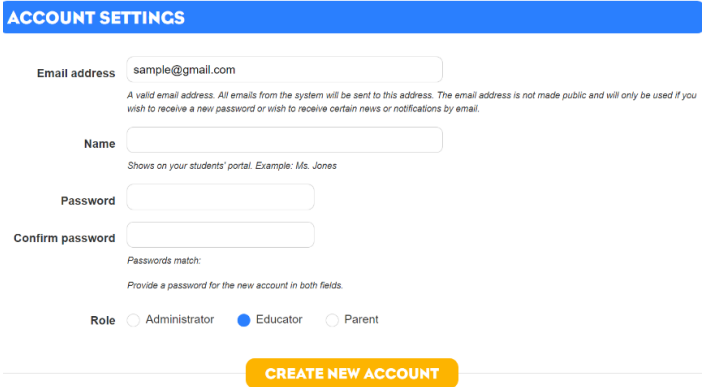

This provides step-by-step instructions to register and access the Safe2Safe2Say Something (S2SS) Student Training Video. Registration takes just 3 minutes and then you will be given access to the **33-minute training program**. Please note, once registered, you can create class rosters to keep track of student training completion or use the group instruction mode to train your entire class and simply log the number of students completing the training.

Note – the training video is streamed from our Know the Signs Learning Management System.
Please ensure you have internet access and ample bandwidth to support this function.

Step	Instructions	Visual
1	Go to Training Website: www.sandyhookpromisetraining.org	
2	Register Your School: Click the green REGISTER button on the top right of the page.	
3	Select School Type: Choose the type of school you teach in and then select SUBMIT. See attachment below for definitions and examples of school type within the three choices.	
4	Select Your State: Choose the state your school is located in from the drop-down menu and select SUBMIT.	

<p>5</p>	<p>Select Your County: Choose the county your school is located in from the drop-down menu and select SUBMIT.</p>	
<p>6</p>	<p>If You Are A Public School <u>Select District Name:</u> Choose the school district your school is associated with from the drop-down menu and select SUBMIT and go to Step 7.</p> <p>If You Are A Private School <u>Select School Name:</u> Choose the name of your school from the drop-down menu and select SUBMIT. Go to Step 8.</p> <p><u>If your school is not listed</u>, click on MANUALLY ADD SCHOOL and complete school name and address and select SUBMIT. Verify that all school information is correct and select REGISTER. Go to step 8.</p> <p>If You Are A Homeschool <u>Verify and Register School:</u> Please verify your school information and select REGISTER if all inputs are correct. Go to step 9.</p> <p><u>If Homeschool inputs are incorrect</u> either select the BACK ARROW of your internet browser and correct your inputs or select CANCEL and start the process again. Go to step 9.</p>	

<p>7 Select School Name: Choose the name of your school from the drop-down menu and select SUBMIT. Go to Step 8.</p> <p><u>If your school is not listed</u>, click on MANUALLY ADD SCHOOL and complete school name and address and select SUBMIT. Verify that all school information is correct and select REGISTER. Go to step 8.</p>	
<p>8 Verify and Register School: Please verify your school information and select REGISTER if all inputs are correct.</p> <p><u>If inputs are incorrect</u> either select the BACK ARROW(S) of your internet browser and correct your inputs or select CANCEL and start the entire process again. Go to step 9.</p>	
<p>9 Select Program and Complete Account Settings: Choose the grade level(s) you wish to train. The <i>Safe2Say Something</i> icon will appear if your school is <u>authorized</u> to deliver the program.</p> <p>If you are not authorized, the icon will appear but you will NOT be able to select it. Please contact info@safe2saypa.org for information on how to bring this program to your school or turn it on if a mistake has been made with your school.</p>	

<p>9 Cont'd</p>	<p>Scroll down and complete the account settings section to allow you to login to the platform as well as your role – administrator, educator, or parent. Once all information has been entered, select CREATE NEW ACCOUNT.</p> <p>Each time you visit this portal, simply select LOGIN by entering your email and password!</p>	
<p>10</p>	<p>Receive and Confirm “Registration Successful”: Platform displays “Registration Successful” dialog box. Select CLOSE.</p> <p>You are officially registered and now on your program portal page. You can create a new classroom, view and manage existing classrooms, download the free educator guide, and update your account information from your portal page</p>	

11 Create a Classroom:

From your portal page select CREATE CLASSROOM. Note you can add as many classrooms as you need.



12 Complete Add Classroom Information:

Name your classroom in the TITLE section and select the GRADE LEVEL.

Next, choose ONE instruction mode you wish to use with this classroom – you have two instruction mode options:

1. Individual Instruction -

Select if you would like students to sign-in and complete the training video on an *individual self-led basis*. Students are required to have access to the internet via laptop or mobile device. Once chosen, select CREATE CLASSROOM.

2. Group Instruction

Select if you would like to train your entire classroom in a group setting (for example, view on a smartboard in your classroom). If you select, provide the number of students who will view the video. Once chosen, select CREATE CLASSROOM.

ADD CLASSROOM

Add a classroom to create accounts for students and assign their activities! Give your classroom a title and select the grade level to get started.

CLASSROOM INFORMATION

Title

Grade Level 6th Grade
 7th Grade
 8th Grade
 9th Grade
 10th Grade
 11th Grade
 12th Grade

Instructional Mode Individual Instruction:
class list must be entered and each student requires their own computer
 Group Instruction:
total number of students must be entered

CREATE CLASSROOM

13

Individual or Group Instruction

If You Chose Individual Instruction – Add Student Information:

1. Select ADD NEW STUDENTS
2. Add Student First Name (last name initial is optional) followed by a comma and the second student name. Keep repeating until all names are entered and then select SUBMIT.

If you wish to add new students select ADD NEW STUDENTS at the bottom of the page (scroll down).


If you need to change any names or password, select EDIT, make changes and select SAVE.


3. You will then be provided with the LINK to the training video and student names with generated password for each student to access and complete the video. **Copy and distribute the LINK and password to each student OR printout your classroom list select PRINT STUDENT LIST at the bottom of the page. This prints name, password and LINK to view the training video.**

4. Once the student completes 100% of the video, “YES” will appear in the COMPLETED column (see red rectangle). If they partially complete it, then the column will report “NO”.

CLASSROOM: CLASSROOM B 9TH GRADE

There are no students in this classroom yet.

 **ADD NEW STUDENTS**


ADD STUDENTS 

First Name



Enter one or more first names. Separate by comma or new lines.



SUBMIT

From this page, you can add and manage students in your classroom to track their progress.

STUDENT CLASSROOM LOGIN URL <https://www.sandyhookpromisetraining.org/student/4407>  **COPY**

CLASSROOM: CLASSROOM B 9TH GRADE

STUDENT INFORMATION	ACTIVITY	COMPLETED?
 BamBam F turtle36  edit	Say Something Introductory Video	No No
Barney R hello21 edit	Say Something Introductory Video	No No
Fred F igloo70 edit	Say Something Introductory Video	No No
Wilma F igloo13 edit	Say Something Introductory Video	No No

 **ADD NEW STUDENTS**  **PRINT STUDENT LIST**

13
Cont'd

If You Chose Group Instruction:

Enter the number of students who will be trained and select CREATE CLASSROOM. Go to step 14.

14

Access and Operate Video:

How Individuals (students) Independently Access and View the S2SS Training Video: Please cut 'n paste and provide to students with the URL LINK, username, and password (go to step 13 for instruction).

1. Go to Training Website:
Insert the unique URL here (see step 13)
2. Enter your assigned username and password and select LOGIN
3. Watch the OPENING VIDEO by selecting VIEW. When complete, watch the S2SS CURRICULUM VIDEO by selecting VIEW.

OPENING VIDEO

CURRICULUM VIDEO

14

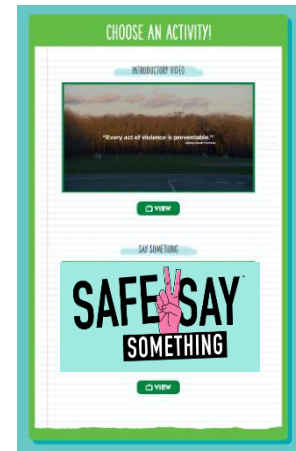
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How To Access the Video for Group Instruction:

- 4. Starting From “Your Classroom” page, select ACTIVITY PORTAL

- 5. Select and watch the OPENING VIDEO. When complete, select and watch the S2SS CURRICULUM VIDEO. Simply select VIEW to begin each video..

- 6. When you select VIEW, you will be prompted to select CLASSROOM LAUNCH (to deliver training to your students) OR select EDUCATOR PREVIEW to view before showing students.



Launch the activity with your class to give all students completion credit
or Preview the activity on your own.


CLASSROOM LAUNCH

EDUCATOR PREVIEW

14
Cont'd

7. **Subtitles:** The educator or students can select from the following options to watch the main video: No subtitles, English subtitles, Spanish subtitles, or Vietnamese subtitles. When you launch the video, click on the bottom right gear symbol (see red arrow) and select your preference.



8. Control the video screen size by minimizing and maximizing the screen by selecting the  icon in the lower right corner of the video dialog box.



9. Play and stop the video by selecting controls in the lower left corner of the video dialog box.



15 Log Back Into the Know the Signs Training Center

You can log back into the Training Center site at any time to access your student training videos in the Educator portal.

1. Go to Training Website:
www.sandyhookpromisetraining.org
2. Login using your email and password you established when you registered (see step 9)
3. Your Educator Portal opens. Select and click on your "CLASSROOM" (see red arrow)



LOGIN

Login with your email address and password.

LOGIN INFORMATION

Email address

Password

[Forgot your password?](#)

LOGIN

EDUCATOR PORTAL

WELCOME: RTI FGO

From this portal page, you can create a new classroom, view and manage existing classrooms, download the free educator guide, and update your account information.

SAFE SAY
SOMETHING

YOUR CLASSROOMS

Set-up your classroom and register your students to track their progress.

CLASSROOM NAME

GRADE LEVEL

NUMBER OF STUDENTS

15

10th Grade

15

EDUCATOR GUIDE

CREATE CLASSROOM