



## Quick Start Safety Testing Online

*(The following is a really simplified overview to just get you started)*

### Virtual School.

The website incorporates a virtual school to enable prospective subscribers to have a look at the program without having to go to the effort of setting up just to see if you like it. Therefore, you can log in as a student or as a teacher at the imaginary school Warrion College.

Log in as student **Ray Charles** with the password **password**

Log in as teacher [try-me@safetytestingonline.com](mailto:try-me@safetytestingonline.com) with the password **basil1**

### After Subscribing.

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

**Teachers** sign in at the **Portal** at <https://www.safetytestingonline.com> using the password sign in and credentials emailed to you after your subscription has been processed. This takes you to the main management page, which is really just a page of links.

(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 click on the top link in the left hand column which takes you to the Administrator Profile. Once there, try the blue underlined links on the right hand side of the page to;

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

While on that page, use the link to **Manage Your Students** to set up your class groups, or alternatively, click here to shortcut to it.

[https://www.safetytestingonline.com/portal/woodwork\\_sub/ws\\_member\\_account.php](https://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. *(You can create a total of six class group names. Try to keep these titles concise (around six or seven letters/numbers) because a long name causes cluttering on your 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. It is very important to follow the on screen instructions exactly here. Failure to do so will result in incorrectly displayed quiz selection on the students screen. *(You must make your own decisions about what quizzes are allocated to your class groups.)*

If you return to the "Administration and Reports Links Page" (see the orange tab on the menu bar) in the left hand column you will see a header halfway down named "Student Administration. There are six optional links at the bottom of that set generally with "ON/OFF" in

the link name. These are variations to the program that the teacher can select. Hover over the link for a brief explanation. Defaults are already set here to have these switched off. For a longer explanation see the italics immediately below.

- i. Quiz Review On/Off. *(Allows students to instantly 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.)*
- v. Modify Pass Rate. *(Allows the teacher to set a reduced pass rate for one or more of the student groups.)*
- vi. Allow/Deny Help function during quizzes. *(Every quiz question has a "Help" link which allows a student to search for an answer. You can disable this link, if, for example, you might wish to run a 'closed book' testing process. NOTE: "Help File" is switched OFF as a default. The author recommends switching ON.)*

## 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.

[https://www.safetytestingonline.com/portal/woodwork\\_sub/ws\\_sub\\_reports/passwords\\_index.php](https://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 [https://www.safetytestingonline.com/portal/woodwork\\_sub/ws\\_teacher\\_docs.php](https://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. [https://www.safetytestingonline.com/portal/woodwork\\_sub/wood\\_main.php](https://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

<https://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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